

STUDENT SUCCESS CENTER *Resource Packet*

EVERYTHING YOU NEED TO PREPARE FOR YOUR SUCCESS!



Shepherd
UNIVERSITY

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**SCHEDULE A VIRTUAL APPOINTMENT
STUDENT SUCCESS CENTER**

**Scan the QR Code below
and choose which
Success Coach
you want to meet with!**



GOALS & EXPECTATIONS

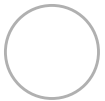
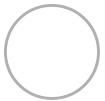
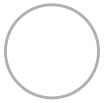


Create S.M.A.R.T. goals: Specific, Measurable, Achievable, Relevant, and Time-Bound and hold yourself accountable to expectations set for yourself

S.M.A.R.T. Goals

EXAMPLES INCLUDE:

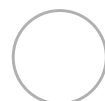
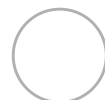
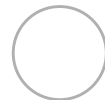
- Academic goals: scheduling a tutoring appt. once by the end of semester
- Social goals: joining one club or organization by midterms
- Personal goals: going to bed by 11:00 PM each night for a week



Expectations

EXAMPLES INCLUDE:

- Expectations from my professor: understanding syllabus policies
- Expectations for myself as a student: participating more in class
- Expectations for myself personally: staying motivated



TIME MANAGEMENT



1. Use the text boxes to fill in the hours of each day you are in class with an "A."
2. Use the text boxes to fill in the hours you spend studying and completing assignments with a "B."
3. Use the text boxes to fill in the hours you spend in meetings, recreation, eating, travel and/or work with a "C."

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							



YOUR TO-DO LIST



	Due Date	Priority
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Notes

Month:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Assignments/Homework

Quizzes/Exams

Essays/Projects

TO DO:

Note-Taking Methods



TEMPLATES BELOW

Cornell Note Method:

MAIN IDEA
& KEY
QUESTIONS

- Key words and Ideas
- Important dates/people/places
- Repeated or Stressed information
- Brainstorm ideas from lecture
- Formulas or Diagrams

Notes

USE THIS BOX TO SUMMARIZE
THE NOTES ABOVE

AFTER THE LECTURE:

- Read over your notes
- Fill in materials you may have missed
- Underline important topics

STUDYING WITH CORNELL NOTES:

- Fold the page at the line and quiz yourself!
- What information can you recall about the main ideas and key questions?

The Outlining Method

Also known as dash or indented notetaking. Begin on the left with the main topic, indent with each new subtopic, and then indent again with supporting facts/ideas.

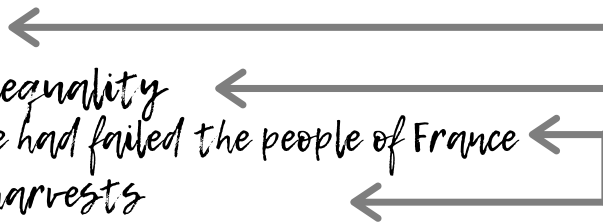
ADVANTAGES:

- Reduces the time needed to edit and review notes
- Emphasizes content and the relationships between topics
- Easy to turn points into study questions

I. The French Revolution

A. Economic and Social Inequality

- The Ancient Regime had failed the people of France
- Due to poor food harvests



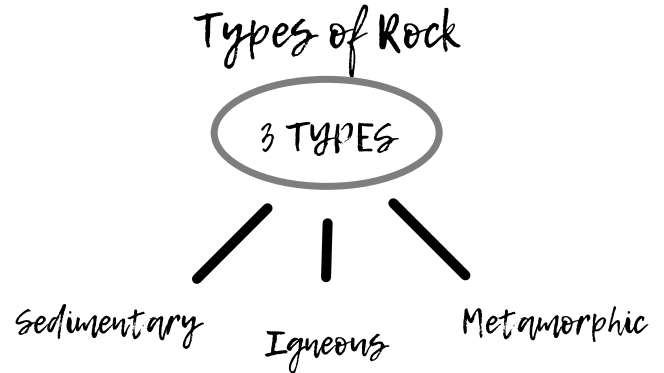
Main Topic

Subtopic

**Supporting Facts
and/or Ideas**

The Mapping Method:

Helps the note-taker see how facts and ideas are connected. This note-taking style is often used in conjunction with the Cornell method.



ADVANTAGES:

- Useful for visual learners
- Helps you remember and connect relationships between topics

USING THE MAPPING METHOD:

- Begin the map with the main topic
- Branching from the main topic, create subtopic
- Write important notes under each subtopic
- Continue this pattern



THE LEARNING AND MEMORY PROCESS:

These stages are similar to the way information is processed by a computer.

1. Information is typed onto the screen (*input*)
2. The information is saved in a file (*storage*)
3. The saved info is recalled and used when needed (*retrieval*)

To remember, you have to make it your own: understand it, desire it, and process it.

MANAGE REVIEW TIME:

Review daily and weekly depending upon the subject and project. Cramming systemically limits what you learn.

Recite instead of reread. Plan a strategy.

Create review tools:

- study checklists
- mind mapping
- create summary sheets
- flash cards

BATTLE THE MEMORY BLOCKS:

1. Mentally put yourself in the environment where you studied.
2. Think about anything related to the info you can't remember.
3. Turn to another question for a moment.
4. Review answers before turning in the test.
5. Breathe!

APPLY THE MEMORY PRINCIPLE:

1. **Interest:** You must be interested in the topic.
2. **Attitude:** Be positive that you will remember.
3. **Basic Background:** How much do you already know? Build on knowledge.
4. **Selectivity:** Determine what is most important to learn.
5. **Meaningful Organization:** Group ideas into meaningful categories.
6. **Recitation:** Say it aloud in your own words.
7. **Mental Visualization:** Make a mental picture of what needs to be remembered.
8. **Association:** Tie new info into something you already know.
9. **Consolidation:** Time for material to "soak in."
10. **Distributed Practice:** Study in shorter increments rather than for hours straight.

Hopper, Carolyn. *Practicing College Study Skills: Strategies for Success*. Boston: Houghton Mifflin, 1998. Print.

MEANINGFUL ORGANIZATION:

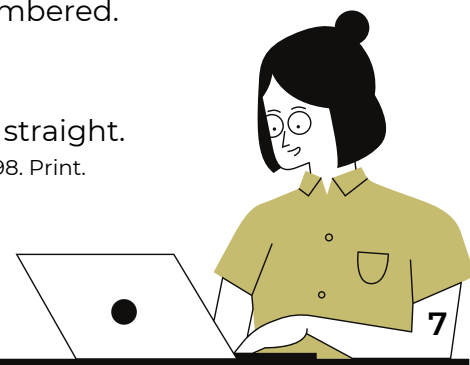
You probably can't remember:
aabceeeeeeeeeilmnnoorrstuy

But if you organize them in a meaningful way, as words, you can reduce the number of items, increasing your odds of remembering them. Try grouping items you need to memorize into groups of seven.

Pauk, Walter. *How to Study in College*, 6th Ed. Boston: Houghton Mifflin, 1997. Print.

BRAIN DUMP:

Before the Exam, create a personal reference sheet with concepts and formulas you are worried about forgetting. Practice writing it from memory. At the start of the exam, re-create the reference sheet on a piece of scrap paper from memory to refer to during the exam if permitted.



CORNELL NOTE-TAKING



*Main Idea &
Key Questions*

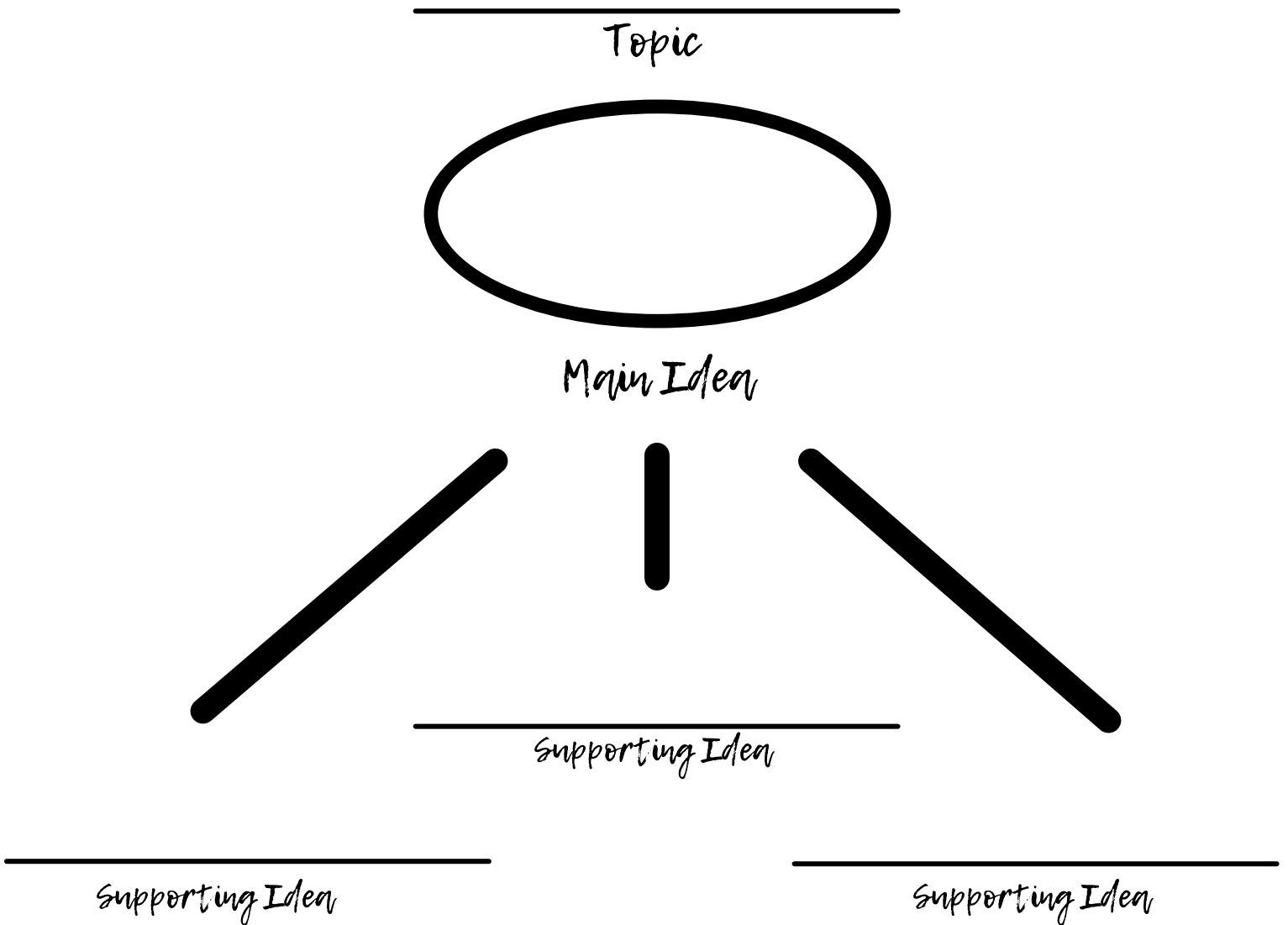
Notes

Summary

THE MAPPING METHOD



We have started this mapping template for you, but feel free to add more and make it your own!



THE OUTLINE METHOD



1. _____

A.

•

•

•

2. _____

A.

•

•

•

3. _____

A.

•

•

•


YOUR CAMPUS RESOURCES




These are just *some* examples of the campus resources available to you in the upcoming weeks and beyond. Browse [shepherd.edu](https://www.shepherd.edu) to connect with other amazing resources at Shepherd.

ACADEMIC SUPPORT CENTER

 egross@shepherd.edu


 (304) 876-5221

 <https://www.shepherd.edu/academic-support/>

The Academic Support Center is committed to enhancing your academic potential through peer tutoring, learning skills instruction, and academic advising. Visit their site for tutoring availability.

ACCESSIBILITY SERVICES

 accessibility@shepherd.edu


 304-876-5122

 <https://www.shepherd.edu/accessibility>

The mission at Accessibility Services is to assist you with diverse needs to achieve your academic and social potential by facilitating the use of reasonable and documented accommodations.

ADVISING ASSISTANCE CENTER


 advising@shepherd.edu

 304-876-5317

 <https://www.shepherd.edu/aac-students>

The AAC provides information about adding or dropping classes, answering catalog questions, completing Satisfactory Academic Progress (SAP) appeal forms, planning class schedules, navigating RAIL, requesting exceptions to academic regulations, and reading degree evaluations.

COUNSELING SERVICES


 304-876-5161

 <https://www.shepherd.edu/counseling>

Counseling Services is staffed with licensed professional counselors available for appointments Monday-Friday 9:00 AM-3:00 PM.

FINANCIAL AID

 faoweb@shepherd.edu


 304-876-5470

 <https://www.shepherd.edu/financialaid>

The Office of Financial Aid can help you learn to minimize your debt and teach you about being financially responsible. You can visit the office to discuss unexpected financial dilemmas, identify your realistic earning potential based on your major, and become aware of many other resources for your future.

REGISTRAR


 register@shepherd.edu

 304-876-5463

 <https://www.shepherd.edu/registrar>

The Registrar's office can assist with academic change forms, course substitutions, transfer approval forms, transcripts requests, course withdrawals, and full semester withdrawals.

STUDENT SUCCESS CENTER

 304-876-5214

 <https://www.shepherd.edu/studentssuccess>

The Student Success Center can provide you with support and resources that will empower you to realize your potential as self-directed learners and professionals. Schedule a virtual one-to-one meeting with a Success Coach!

