Academic Success Checklist

- Understand the choices you make affect your future.
  Your academic progress can be affected by dropping classes, not attending classes, and/or changing majors.

- Attend your classes.
  This is probably the most important key to academic success. Make sure you attend each and every class because it matters! Get your money’s worth by being there promptly and prepared.

- Keep up with each class.
  Cramming does not work. So, don’t wait until the last minute to study or complete an assignment. A little studying now saves you from a lot of studying later. Don’t put the “pro” in procrastination.

- Do your reading and homework assignments.
  There is a reason they were assigned. Take notes as you read.

- Know the syllabus.
  Know how your grade is structured in class and when your assignments are due. Know the attendance policy and your grade at any point in time.

- Keep track of deadlines and policies.
  Keep up with the deadlines for Winthrop. Know the add/drop and withdrawal dates. Read the Undergraduate Catalog for policies that affect your academics.

- Know the requirements of your degree.
  Have a copy of your major’s degree checklist and use it to register for the classes that would benefit you. Keep in close contact with your academic adviser for assistance with questions or concerns.

- Don’t be afraid to ask for help.
  Talk to your instructor or get help from the Academic Success Center immediately. If you have a question, most likely your classmates do as well.

- Talk with your professors outside of class.
  Take advantage of your professor’s office hours to discuss your concerns and ask for help.

- Use your Winthrop planner.
  Put all assignments and deadlines where you will see them. Then, schedule your study time.

- Create a healthy learning environment.
  Make sure things like your living situation, friends, and sleep schedule all contribute to your success.
  Make sure to get the recommended hours of sleep and exercise on a regular basis.

- Learn to calculate your GPA and college GPA.
  GPA calculator found on DegreeWorks.

- Read your Winthrop.edu e-mail daily.
  Important correspondence will come to you through your Winthrop.edu email, so check it every day.

- Take advantage of resources on campus.
  There are many free resources, like the Writing Center Chemistry Lab, Business Resource Room, and Math Tutorial Center available to you. Use them.

- Know the requirements for retaining your financial aid and scholarships.
  Visit the Financial Aid office in 119 Tillman.

- Set realistic goals and write them down.
  Goals should be small, achievable, and precise so that you can measure achievement.

- Study regularly.
  Don’t wait until the assignment is due or the test is coming up. Schedule regular study times and make studying part of your routine.

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