

Set yourself up for for success this semester.

Use this guide as a tool to make the most of your studies at JCCC.
It contains helpful tips about:

- ❑ Organization
- ❑ Focusing on your college work (even from home!)
- ❑ Making the most of online courses and Zoom lectures
- ❑ Setting a schedule and “attending class”
- ❑ Distance learning strategies
- ❑ Staying connected to other people

These tips will help you meet academic challenges and other obstacles head on!

1. ORGANIZATION

To prepare for your semester, your planning skills need to kick into high gear!
You first need to figure out how your courses will work. Look over each
Canvas course and syllabus to answer the following questions.

- What are the in-person parts of this course? (lecture, lab, etc.)
- Where can you find it or how do you access it? (Zoom, Yuja lecture capture, etc.)
- Is the lecture at a specific time or can you watch it any time?
- Will there be work to submit in other places? (Connect or another system)
- How are quizzes or exams being offered?
- Where is your textbook? Is it included in your course (DayOne access) or will you need to buy it?
- When will assignments be due? (Hint: Check the Canvas calendar and syllabus!)
- What other access may you need?
- How will your instructor accept submissions for assigned work?
- What should you do if you need help?
- Is your instructor offering office hours? When and where? Virtual or in-person?
- Is there an online forum for asking questions?

2. FOCUSING ON YOUR COLLEGE WORK

If you don't have a set schedule for studying and completing your coursework, you might be tempted to multitask. Research shows multitasking makes assignments and learning take longer. Every time you return to an assignment or video (like from Snapchat), you have lost ground. When multitasking, you're more likely to make mistakes. Constantly switching between tasks exhausts your brain and you remember less. When your brain's focus is divided, you're less able to commit what you're learning to long-term memory because of the lack of focus.

Multitasking means doing many things poorly. Choose to SINGLETASK!

- Focus on one thing at a time.
- Take breaks between tasks.
- Try the "Pomodoro method." Focus for 25- or 50-minutes, then reward yourself with 5- or 10-minute breaks.
- Use the Pocket Points app to lock your phone and earn prizes!
- Close distracting tabs and apps.
- Set your phone and computer on silent mode while you are trying to focus.

3. MAKING THE MOST OF ONLINE COURSES AND ZOOM LECTURES

- Keep a notebook for each class. Staying organized will help you be in charge of your learning!
- Save a copy of your syllabus (on paper or on your computer).
- It's important to take notes as you would if you were in class on campus— an important first step in retaining information. Follow up with a summary to use as a study tool!
- Don't miss your Zoom lectures. It's your opportunity to learn what your professor views as most important.

Have a technology backup. A friend, relative, public library or spot on campus can provide an alternative if your home internet fails so you don't get behind in your course.

4. SETTING A SCHEDULE AND "ATTENDING CLASS"

- Setting a schedule for yourself can provide structure and motivation.
- Keep a weekly or daily calendar. Try one of these tools to organize your time: a large white board, a paper planner or a student app like myHomework. Find a system that works best for you.
- Set a class time each day and STICK TO IT!
- Remember to schedule time for exercise and self-care.

If you need help with motivation and organization, attend a *Smart Start Orientation* in the AAC to set your schedule and learn about College resources.

5. DISTANCE LEARNING STRATEGIES

Look for ways to adapt your usual habits or form new ones. For example:

- If you usually study in a coffee shop or library, ask yourself what kind of environment helps you study. See if you can create that at home. Avoid your bed or couch and set up a place that you regularly use as your study space.
- If you need background noise, consider a white noise app or classical/gentle music.
- If you always study in a group, try an online, phone-based group study session.
- If you tend to procrastinate, think about how working with others or creating a schedule can help.
- When that gets hard, try focusing for just 15 minutes at a time.

If you are struggling, GET HELP RIGHT AWAY!

See **JCCC's resource centers** for support to help you thrive academically!

6. STAYING CONNECTED TO OTHER PEOPLE

Staying connected to family and friends is important. Keeping in touch with instructors, classmates and friends is essential to being successful in your coursework.

Here are a few ideas:

- Schedule video calls with friends and family. Talking with loved ones can help you cope when things are frustrating or difficult.
- Take a break to have a laugh. It's important!
- Use Google Hangouts, Facetime or other tools to connect with classmates to talk through a tough problem.
- Attend office hours or study groups so that you can keep up on your coursework.
- Join a club through **JCCC's Center for Student Involvement** (CSI).

Remember to eat regularly, stay hydrated and get plenty of rest.

Take good care of your physical and mental health. JCCC cares about you!

ADDITIONAL RESOURCES

JCCC updates on COVID-19

JCCC resource centers: **Academic Achievement, Language, Math, Science,** and **Writing**

Technical Support Center

Academic Advising and Counseling

Access Services for Students with Disabilities

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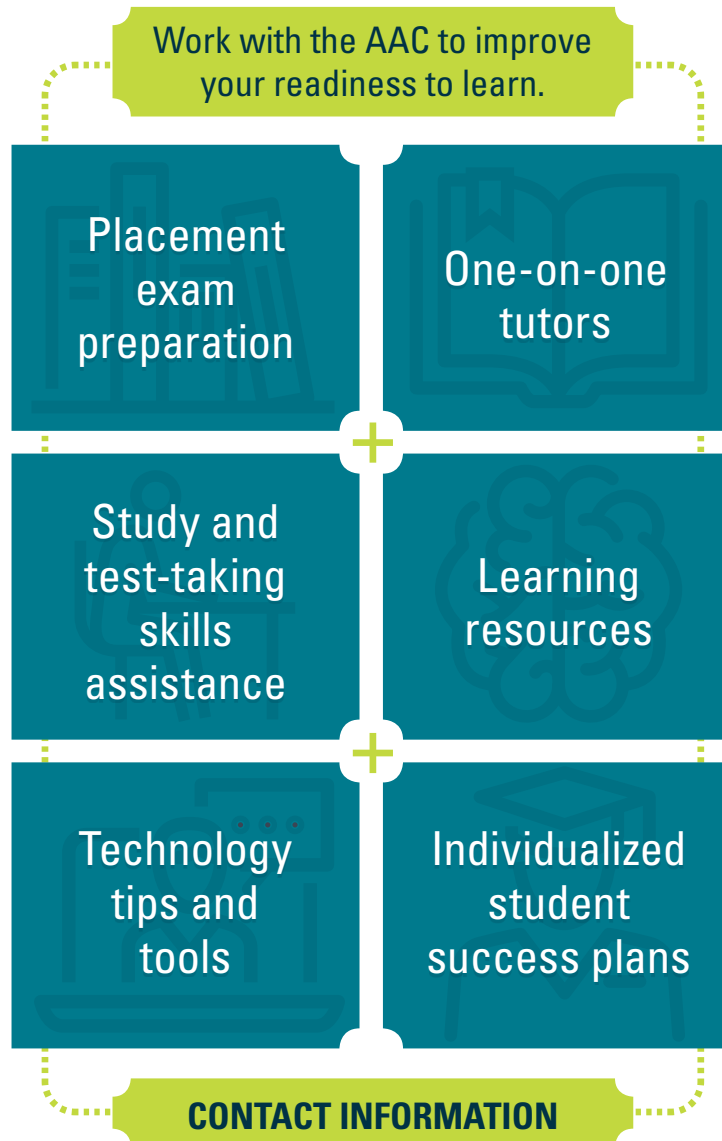
Academic Achievement Center | LIB 107 | 913-469-3320 | jccc.edu/aac




College Success Department | jccc.edu/collegesuccess

WELCOME TO COLLEGE



Starting college can be overwhelming. If taking tests or keeping up with classwork is a struggle, the **Academic Achievement Center (AAC)** offers free resources to help you be successful.



-  Visit jccc.edu/aac.
-  Call **913-469-8500, ext. 3320** to make an appointment.
-  Email **Valerie Mann**, College Success Department Chair and Assistant Professor, at vkempton@jccc.edu for more information.

Access Services for Students with Disabilities: JCCC provides a range of services to allow persons with disabilities to participate in education programs and activities. If you desire support services, contact Access Services for Students with Disabilities, 913-469-8500, ext. 3521, or TDD 913-469-3855. Access Services is located in the Success Center on the second floor of the Student Center.

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