



Strategies for Academic Success: Tips for Managing Responsibilities and Maintaining Satisfactory Academic Progress

College can be very challenging and often requires more time and dedication than students realize. In addition to managing the demands of college coursework and balancing instructor expectations, many students have challenges in their personal lives (work and family commitments, illnesses, financial difficulties etc.) making college a lower priority. Below are strategies to assist you with successfully completing both online and in class courses, when challenging times arise.

1) Be resilient: Remember earning a degree isn't easy, but worth it.

Contact your instructor prior the start of class to see if you can review the syllabus. When you get your semester schedule and syllabus, take the proactive approach to planning your week around attending your classes. Set aside time each week to complete your lectures and take part in any required activities if you are an online student. Show your education the respect it deserves by making your school work and attendance high priority even when times get tough. Once you do this, you will be able to find time for your classes and studying.

2) Respect your education.

Respecting your education is an essential step in managing your time. This begins with respecting your instructors expectations by reviewing your syllabus and getting your assignment in on time. Identify the structure of your course upon reviewing the syllabus. Things to look for include: is the class comprised of quizzes, test, essays, group work, participation points or a combination of these things. Include your assignments on your calendar, and avoid leaving things until their deadline. Set you own personal due dates that are before the instructors deadline to ensure you stay head of the timeline. This allows "in case of emergency" time, which are times when the unexpected occur (i.e. loss of transportation, extra hours at work, child illness etc.). When your class begins to cover information pertinent to your assignments, then that is the time to start your assignments. Always plan on completing your assignments at least three days prior to the due dates and you will start to develop the good habits you need to have a successful education.

3) Study for exams. Don't cram.

Set aside time daily where you can review material related to your class(es), even if it's a day when you don't have class or aren't expected to log in for a discussion group online. By making this small commitment you begin to form the habit of making your education a priority. This may require waking up 30 minutes earlier than you typically do, but this will allow you to stay current with what's happening in your course. As you gradually review information, you slowly retain information and believe it or not, you are studying. Procrastination typically results in cramming. Please note, studying will require more than 30 minutes per day. The time suggested above is in addition to the 2-3 hours recommended per credit hour.

4) Own your education

Many students are juggling multiple responsibilities when they are college students. These responsibilities include parenting, working, family caregiver, providing assistance with transportation and a wide variety of additional responsibilities. You are responsible for your education-own it. Let the people in your life know that any obligation that will compromise your time commitment to your education is non-negotiable- You may have to learn to say “No”. You have to make you and your education a priority. This doesn’t mean you have to neglect your family, friends or job responsibilities, but you do need to surround yourself with people who will assist you with completing your education and respect the time commitment you’ve made.

Adapted from: Time Management Strategies for Online College Students. (n.d.) <https://www.wgu.edu/blog/time-management-strategies-online-college-students1810.html>

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Now that you've received some tips on how to successfully embark on pursuing your education, please take the quiz below and submit your results for further consideration for your appeal. You will receive a decision regarding your appeal request from your Dean of Students. All decisions of the Dean of Students are final.

- 1) How do you establish a "Plan B" for your educational plan if things do not go the way intended for them to go and you are unable to attend class?
 - A. Establish a primary child care provider and secondary child care provider prior to the start of classes in the event that circumstances arise that impact your child care arrangements.
 - B. Establish a strict schedule that you and those you are obligated to are aware of so that you create a routine that allows you to stay on track of course requirements.
 - C. Create a budget that allows you to determine how much or how many hours you need to work to meet your educational needs. Build a school and study schedule that is realistic to your work and financial obligations.
 - D. All of the above. Prepare for academic success by planning. Each person needs to make the appropriate life adjustment prior to enrolling in courses.

- 2) What does creating a schedule for your education mean?
 - A. Establish a schedule where you don't have overlap in your work schedule and school schedule.
 - B. Establishing a schedule that includes time for sleeping, studying, attending school and/or work, and personal/family obligations. It also means creating a calendar that includes due dates.
 - C. Memorizing your due dates, work responsibilities, and days and times you need to attend class or log in to your online courses.
 - D. None of the above. Creating a schedule isn't enough to make sure you are academically successful. It's really about having a strong desire to graduate and get a job.

- 3) What does it mean to be resilient?
 - A. Being goal oriented and believing that you can complete your educational goal.
 - B. Being prepared the first day of class by contacting your instructor for the syllabus.
 - C. Being unwilling to let life's obstacles deter you from completing your educational goal.
 - D. Being committed to managing your time and dedicated to completing your degree.

- 4) In your own words, please describe how you will ensure you will successfully complete the semester and eventually complete your degree. (min. of 250-Any submission that does not meet the minimum requirement will result in immediate appeal denial).