



# Academic Success Top 10 Tips

*Whether or not this is your first semester at City Tech, by now you probably have come face-to-face with some common challenges to academic success. The following tips are designed to help you take action and minimize obstacles, in order to maximize your college experience.*

## **Tip 1: Obtain official academic advisement**

Read the course requirements for your major and review your course selection each semester with an academic advisor to avoid mistakes. (Note: An academic advisor is a professor in your major department.)

## **Tip 2: Research majors and careers that interest you**

To learn if your major and career path are right for you, visit the Career Services Center in Namm 105. Take DISCOVER, a computerized interest test, and meet with a career counselor. Visit the academic department offering the major that interests you to learn more.

## **Tip 3: Familiarize yourself with school policies, procedures and deadlines**

How many times have you said, "I didn't know," or "No one told me," about City Tech policies that affect you? In college you are expected to read school publications to find out about the college's rules and regulations. At City Tech, these include the Student Handbook, available at the Information Services Center, and the College Catalog, accessible on the City Tech web site ([www.citytech.cuny.edu](http://www.citytech.cuny.edu)). In addition, you should check the academic calendar each semester, to avoid missing key deadlines. You can get a copy of the calendar at the Information Services Center and on the City Tech web site.

The course withdrawal procedure is a crucial procedure that is overlooked by many students. If you simply stop showing up for class, you will earn a WU grade, which is equal to an F, and lowers your GPA. In addition, your financial aid may be affected. Always check with the financial aid office (Namm G13) before you withdraw from any classes. Then, talk with a counselor about your wish to drop a class, see an advisor in your major department and submit a signed Program Change form to the Registrar.



**Tip 4: Read all City Tech correspondence**

Various City Tech departments send letters notifying them of important information. Too often, students delay responding to these letters until it is too late to take action to correct a problem. Act promptly when you receive a letter. Responding sooner rather than later may make a big difference in your academic career.

**Tip 5: Discuss coursework performance with your instructors early**

If you are falling behind in class, have missed class, or have questions about your grades on assignments or exams, speak with your instructor. If you wait until midterms or finals, it may be too late to improve your academic performance. It is important to resolve problems as soon as they occur.

**Tip 6: Read posters and flyers placed throughout the building**

When walking along the college's corridors, students are often in a hurry. In their haste, they may ignore informational flyers posted on the walls. The posters announce important information that impacts students. Taking an extra few minutes to read these posters alerts you to what is happening on campus and informs you about valuable resources.

**Tip 7: Attend informative workshops offered by the Counseling Services Center**

The Counseling Services Center offers free workshops each semester designed to help students succeed in college. Take advantage of these opportunities to learn study skills, note taking methods, time management techniques, strategies for reducing test anxiety, and more.

**Tip 8: Participate in extracurricular activities**

While keeping up with your coursework is very important, you should also consider checking out at least one of the many student groups on campus. Whether your interests are athletic, cultural, political, academic, or just social, extracurricular involvement will enhance your college experience. Taking a leadership role, or simply participating, looks great on your resume!

**Tip 9: Make ample time for schoolwork and use tutoring services**

Juggling schoolwork with everything else in life is a skill that takes practice to master. If you are having difficulty understanding course material, visit the Atrium Learning Center (AG 18), to work with a tutor or use computerized tutoring programs. The Learning Center also offers writing assistance, which is helpful for even the most talented writers!

**Tip 10: Be proactive in resolving problems**

The counselors in City Tech's Counseling Services Center are here to help students with academic and personal problems. If you have an academic problem, do not wait until you get a letter or phone call. Should you have personal difficulties that interfere with your ability to succeed in school, please visit us. Please stop by our Counseling offices, located in Namm 108 and Voorhees 203. We look forward to meeting you!



*The Counseling Services Center provides activities and services to assist students in achieving their academic goals. Your privacy is respected and our services are free of charge to all students.*

**Namm Hall 108**

(718) 260-5030

**Voorhees Hall V203**

(718) 260-5040