

The Top 10 University Survival Skills

1. Understand Why You Are in University

Students who have specific goals tend to have better success than those who are unclear about why they are in university. If you need help in setting career goals, consider attending a career-planning workshop offered by Counselling & Learning Support or make an appointment with a counsellor.

2. Learn What Types of Resources are Available on Campus and Make Use of Them

There are many valuable services available to help students to do well in university. These are listed on the university website under **Student Life** at www.capilanou.ca.

3. Get to Know Other Students

One of your most valuable resources at university is the other students in your classes and around campus. Handling all the pressures of university is easier when you have a support network, so make an effort to get to know your fellow students. Try forming a study group for your most challenging classes as another way of using this valuable resource.

4. Use Your Instructors' Office Hours

Another valuable resource is your instructors. Make sure you meet with your instructors during office hours if you have any questions or you are not sure what is expected on an assignment or exam. If you did poorly on an assignment or exam, it is especially important to speak to your instructor to get feedback and guidance on how you can do better in the future.

5. Manage Your Time Effectively

Manage your time effectively by planning ahead and creating weekly and daily schedules. Attend a time management workshop offered by Counselling & Learning Support for more information on this topic. Due to the large amount of work you will be required to do at home, it is advised that for every one hour you spend in a lecture, you plan to spend an additional two hours on homework. If you have a job, keep your work hours below 20 hours a week if you are taking 4 or more courses. Students who overload themselves are in danger of doing poorly or having to withdraw from university due to having an insufficient amount of time to study.

6. Attend Classes Regularly and Keep Up To Date With Readings and Assignments

If you do this, you are well on your way to success. If you are unable to attend class, meet a deadline or hand in an assignment for health or personal reasons, be sure to contact your instructor and let them know.

7. Develop Effective Study Habits

Know which strategies work best for reading textbooks, taking notes, preparing for exams, writing papers, etc. If you don't have good study habits, you can learn them by attending the many free study skills workshops offered by Counselling & Learning Support. A schedule of workshops can be obtained from Counselling & Learning Support in Birch 267. Capilano University also offers a 3 credit student success course called USS 100. It is transferable to some universities and can be used for credit toward the Associate of Arts Degree.

8. Make Sure You Know About University Policies and Procedures

It is your responsibility to find out about policies regarding such things as registration, withdrawing from courses, transferring to other universities, appealing grades, etc. The university website www.capilano.ca is the best source for such information. You will find the policies and procedures in the 'myCapU' section of the website.

9. Learn Effective Stress Management Strategies

University life can become stressful so be prepared by knowing what you can do to cope with and reduce stressors. Making time for relaxation, exercising regularly, eating nutritious foods and getting enough sleep are all very important strategies for reducing stress. If the stress becomes too much for you or you have a personal problem that is interfering with your studies, seek help by speaking with a university counsellor.

10. Be Aware of The Early Warning Signs of Academic Difficulty and Get Help

Some students find adjusting to the demands of university life challenging and as a result may run into academic difficulty in their first semester. Some of the early signs of running into academic difficulty include: getting behind on course readings and assignments, feeling lost and overwhelmed by course material, missing classes on a regular basis, and feeling a lack of interest and motivation. If you find yourself experiencing these symptoms, make an appointment to see a university counsellor immediately.

Need Help or More Information?

Counselling & Learning Support offers workshops and individual counselling for students who are experiencing obstacles to success. For more information or to make an appointment, contact us in Birch 267 or phone 604.984.1744.