

STEP 1

Attend every class and be on time:

Regular attendance is crucial. If you miss more than one class you can easily fall behind. Be on time! Coming to classes late disrupts learning for everyone.



STEP 2

Stay motivated:

What's your end goal? Remind yourself about what your objectives are and what you want to achieve. Try to stay focused, even if things get tough. Ask for help if you need it. Get involved with the College and your class group and build supportive relationships.



STEP 3

Be super organised:

Use a diary or a planner to help organise your assessments, exams and College term dates.



STEP 4

Study, study, study!

In college you are expected to do a large part of your learning on your own with at least 14 hours of independent study (for full-time students). This will include reading, studying, completing assessments and may also involve working in groups with other students to complete projects. Work-life balance is important so keep any job commitments to between 10-15hrs per week.



STEP 5

Find the right place, right time to learn:

Use the library. It's open 0830 to 2100hrs Mon-Thur or just find a good place to study where you feel comfortable and know you won't be distracted. City has many study spaces at both Campuses. Watch YouTube videos on study skills and learning styles to help you boost your output.



STEP 6

Use technology:

There's lots of free software out there that you can use to help study. Find free apps on your phone, tablet or search online. If you have a smartphone, use the pre-installed apps or functions such as Calendar, Voice Recorder and Camera - these can help you manage your workload and capture/take notes in your lectures.



STEP 7

Get Involved:

The Students' Association is a great way of making new friends. There are societies which are run by students and free to join. There are also regular sports clubs and fitness classes that you can join.



STEP 8

It's not all about studying!

It's important to take time out from studying and give your mind and body a well-deserved break. Schedule in some you time, or a catch up with your friends and family. Look after your physical and mental health by eating well and getting plenty of sleep.

