

Classroom Preparation

Before class:

- Cover the reading assignments:
 - make notes;
 - write down any questions;
 - try to understand the concepts; and
 - when limited by time, read at least the chapter summaries.
- Complete assignments.
- Review your notes of previous class.
- Review / ask any questions or study problems immediately either to the Instructor or Student Support Counsellor.
- Take a moment before the class to gather your thoughts and mentally prepare yourself to the upcoming class topic.
- Write any objectives that come to mind at the head of your notepaper.
- Prepare for an up-coming test.
- Understand a particular concept and gain a good foundation on a topic.

In Class:

- Bring along the necessary class materials (paper, pen, text book, glasses, etc.).
- Arrive on time or if possible arrive early so you can review the last class's notes and assigned homework, and prepare any questions that you need to ask.
- Position yourself in the classroom to focus on the subject matter. Consider the best location for: listening; least place to fall asleep; less distractions; asking questions; and seeing visual materials on the board or screen.
- Avoid distractions that may interfere with your concentration (daydreaming, looking around the room, talking to a friend, passing notes, dozing etc.).
- If your mind does wander, simply focus your attention back on what is happening in class and say to yourself "*Be here now*". Making notes will help you stay connected and awake, but evaluate as you listen:
 - decide what is important and should be placed in your notes and what can be left out;
 - listen long enough to be sure you understand what was said before writing; and
 - ask questions for clarification (but wait for "breaks" in the Instructor's stream).
- Review your class objective(s) throughout the class period.

- Save your arguments. If there is something you do not agree with, write it down so that it does not interfere with your listening abilities, and then ask relevant questions at the appropriate time.
- If you get lost or miss a point indicate this in your notes by a question mark, or record what you are lost about or leave a space, so that you can come back to it to obtain clarification.
- Watch for signals or clues from the Instructor:
 - watch out for repetition as this means the information is important;
 - listen for the introduction, conclusion, transition words, and phrases (e.g., “the most important consideration”, “in conclusion”, or “on the other hand”);
 - write down any information from the board or projector; and
 - if the Instructor tells you that this information is likely to be on an exam, make an asterisk or highlight these notes.
- Write a ‘to-do-list’ including:
 - assignments to be completed;
 - reviewing difficult concepts; and
 - joining study groups / making appointments with a classmate, Instructor, or Student Success Counsellor.