**College Algebra – Student Checklist**

**Action Plan**

Attend all my classes without skipping any session.

Use a planner to schedule each assignment with deadlines and break down each required tasks toward completion.

Have all class materials ready (textbook, writing utensils, battery charged, etc.).

Organize and synthetize study notes after each class; use post-its, highlighters, colorful pens, etc. to personalize notes.

Re-write or highlight all formulas in a separate page after each class.

Spend at least 1 hour each week to practice how to solve problems without using a calculator.

Complete homework a week in advance.

Make an appointment with ACE – Tutoring to improve my skills and reinforce current knowledge.

Meet with professor during office hours to clarify questions and information.

Make sure I plan enough time to study for exams, at least a week beforehand. Do not cram at the last minute.

Search for new information using YouTube videos or Khan Academy to study and clarify questions.

**Motivation: You Can Do It!**

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| **Two of my goals are to…** *(read ahead the chapters, summarize class notes, meet with my professor, check ACE Self-Help, etc.)* |
| **Two effective habits I have done are…** *(minimize distractions when studying, follow my schedule/planner, attend tutoring, etc.)* |

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to adhere to this action plan and give this semester my all.**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**