**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**