

The Student Survival Manual



The
Student Survival
Manual

6th Edition

ArêteVision

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10 tips for survival in the classroom

1. Don't be late.
2. Sit near the *front*.
3. *Act interested* in what the instructor is saying once in a while. *This may be difficult, at times.*
4. To alleviate boredom, Take *notes*.
5. Ask questions. "*When does this class get out?*" is not often the most appropriate question, however.
6. Try to determine what the *instructor* thinks is important. *Often, he or she is the one who will make up the exams and assign the grades.*

- 7. Turn your assignments in *on time*.**
- 8. Turn off your cell phone.**
- 9. Do not fall asleep.**
- 10. If you do fall asleep, try not to snore loudly or obnoxiously.**

10 tips on taking notes in class

1. As described earlier, *sit near or at the front of the classroom.*
2. If all else fails, try this method: start the notes for each lecture on a new page in your notebook and put the current date on the top of the page.
3. Write the main points in the lecture on the right-hand page of your notebook while you ...
4. ... write the details on the left side,
5. Bring 3 pens to class with you.
6. Use a *dark black* pen to underline the key points discussed.

7. Use an *orange* or *green* pen to highlight points to review later. You may use a different color if you really insist on it.

8. Use a *dark red* pen to *highlight the important topics*.

9. Leave a lot of *empty space* in your notebook pages for adding additional notes or comments later. See: *10 Hints for reviewing your notes (p. 13)*.

10. Talk to a counselor or tutor at the campus academic assistance center for more tips on effective note-taking.

10 hints for reviewing your notes

1. Review your notes within a *few hours or less* of taking them.
2. Try to decipher what you wrote in your notes. Ask a friend for help, if necessary.
3. One technique found to be successful is to attempt to *paraphrase* each important point that the instructor made in the lecture or:
4. *Outline* the contents of the lecture or use another of many approaches described on excellent study-skills pages available on the Web. See the *Student Survival Manual* web site for more details.
5. Make a list of all of the important or *key words*. Keep that list at the front or back pages of your notebook so you can reference it easily.

6. Within a few hours after reading your notes (see item 1. above), write three possible *exam questions* for each lecture.

7. Try to answer the questions you wrote in item 6. (above) *correctly*.

8. Write a *summary* of each day's lecture notes in the same notebook or in another one designed for this purpose.

9. Keep an *audiotape journal* of your progress in each course. Start the recorder when you are reviewing your notes and talk about what you think were the important points in that day's lecture. Later, while driving to school the next morning, listen to the notes you narrated. You will be impressed with the sound of your voice, very likely.

10. Take a short-course or seminar in note taking at your college's academic assistance office or study skills center. It won't cost you anything but your time, which you are probably wasting too much of anyway.

10 things to explore in the library besides books

1. Places to study that are quiet and where nobody, including your ex-roommate, can find you.
2. Magazines you've never heard of before.
3. Academic journals to peruse for possible use in a research paper or project.
4. On-line computer databases where you can do in-depth research for the term papers you are so anxious to begin working on.
5. Audio and videotapes, CD's, DVD's, and other important resources and multimedia learning materials.
6. Computer based instruction tutorials on a variety of subjects.

7. Reference books like "Joe Know-It-All's Absolutely Essential Guide to Graduate Schools."

8. Where the comfortable couches are for those important moments of philosophical reflection and artistic inspiration.

9. Which Librarian(s) enjoy their work the most and smile at you when you ask even the most ignorant questions.

10. The location of the Internet accessible computers.

10 tips for improving your writing skills

1. Find the campus writing or "academic skills" center. Talk to the counselors there.
2. Get Strunk and White's *Elements of Style* or another style manual which can be located at your library or campus bookstore.
3. Use a *dictionary* and, of course, you'll always use a word processor to write your papers. On your word processor, use the spelling checker. Spelling correctly makes you appear more intelligent. See: *10 reasons to use a word processor for writing papers* (p. 110).
4. Become the most excellent friend of an English composition major. Have that person critique your writing and offer suggestions. *Buy them lunch - often.*
5. Find an on-line writing lab on the Web.

6. *Plan* your thoughts carefully before you begin your masterpiece. An *outline* often helps.

7. Don't try copying term papers off the Internet written by someone else as you may get kicked out of school or something equally unpleasant might happen. See: *10 possible consequences of cheating at school* (p. 64).

8. Learn how to *cite information* from other sources so that you aren't accused of *plagiarism*, which could get you in more trouble than you may be able to deal with at this stage in your illustrious career.

9. If you want to use information you found on-line in your paper, check out a good guide to citing electronic sources such as *Columbia University's Guide to Online Style* which is available for reading on the web.

10. Always write your paper with your *reader* in mind. Try to keep your reader from falling asleep before reaching the 2nd page of your paper.

10 ways to more effectively utilize your time

1. Get an academic desk calendar and *use* it to record due dates for important things like assignments, review sessions, quizzes, exams, and your next dental appointment.
2. Create a weekly schedule which allows at least a few hours of time every day for *homework*. Doing homework on a daily basis can help you to succeed admirably in your courses. Most experts seem to agree on this point.
3. Take a "time management" course, read a book on it, or find out about it on the Internet. Do this even if you can't spare the time to do it.
4. Buy a *watch*. Learn to set it accurately -- to one microsecond per year should be acceptable for most purposes.

5. Unplug your TV and don't watch it, except for the most important shows like Oprah Winfrey, of course.

6. Sell your TV and watch Oprah in the campus commons while enjoying a snack you purchased from a vending machine for 10 times its actual value.

7. After you've sold your TV to the highest bidder, subscribe to a newspaper to have some idea of what is happening in the world..

8. Keep your phone conversations with friends under 6 hours in the evenings.

9. Get a good night's sleep (especially before exams). Shortage of sleep can cause you to do strange and unusual things, like forgetting who you are or where your car is located.

10. Try to get up from bed before noon on most weekdays, however.

10 excellent reasons not to earn poor grades

- 1. If you continue to earn poor grades, you may be asked to take your educational interests elsewhere, in which case you will very possibly:**
- 2. ... lose your scholarship or grant money.**
- 3. ... lose your position on the hockey team.**
- 4. ... lose your on campus "work-study" job.**
- 5. ... lose your DJ spot at the campus radio station.**
- 6. You may have to show your poor grades to someone very important someday in the future such as:**
- 7. ... your future employer.**

8. ... graduate and professional schools.

**9. ... your future clients, associates,
partners, patients, juries, and...**

10. ... your *kids*.

10 fake excuses not to use for missing an exam

1. Your grandfather died suddenly and most unexpectedly.
2. Your *friend's* grandfather died suddenly and most unexpectedly.
3. Your friend's grandfather *almost* died suddenly and most unexpectedly, and you, *out of respect for the family*, kept a bedside vigil all night.
4. Your alarm clock lost the time after the massive lightning strikes and power outages that occurred in the night.
5. Your car broke down on the way to the exam, or - worse yet - your *friend's* car broke down on the way to the exam.

6. You got bumped off of your airline flight back from Denver because you bought the super-discount seat to visit your ailing grandmother who may not live to see another year.

7. Your bicycle chain snapped at the worst possible time, or:

8. Your *brain* snapped at the worst possible time.

9. Excuses like: "*The roads were impassable, after the snowstorm, on the way back from the ski resort.*"

10. You were sitting in jail .

10 remedies for falling behind in a course

1. ***Evaluate*** your own performance and identify your weakest areas.
2. Get help from your instructor; show him/her that you're trying; ***at least make it appear that way.***
3. Schedule more minimum daily study time for your weak course(s). See: ***10 ways to more effectively utilize your time (p. 19).***
4. Get a study partner who you get along with fairly well on most days.
5. Check if your college or department has a tutoring center or academic "study skills improvement center" or similarly named resource. ***Use it. Use it often. Use it as often as you need to.***

6. Unplug your TV until you're back "on-track." Do the same with all the other gadgets and people in your life that are taking time away from your studies.

7. Check the library or bookstore for study guides relating to the subjects in which you are struggling. Ask your instructor or the librarian for assistance, if necessary.

8. Find a friend who performed well in the course, or has a friend who did, or who knows a boy/girl friend of a friend who did. Be nice to this person, if possible.

9. Find a friend or acquaintance who will tutor you. It would be preferable, of course, if this prospective tutor had already taken the course and completed it successfully.

10. *Hire* a tutor if you can afford it, but see item 5 (above) first before you throw away all of your hard-earned savings on this approach.

10 tips for choosing an effective tutor

1. Make sure they speak a language you understand (if they do not, get an interpreter).

2. Ask how their previous students are doing. If they are currently on probation, ask *why*.

3. Be clear about your objectives. Set realistic goals and monitor them closely. Ask your tutor for feedback on your progress after each session.

4. Avoid tutors who like to tell unbelievable stories to impress you.

5. Also, avoid tutors with a tendency to show up late for your session, drunk, or in a late-model Ferrari.

6. Also, avoid tutors who don't show up at all.

7. Check for tutoring at the "academic assistance office" or whatever they call it on your campus. Such tutoring is usually *free*, which can be an advantage at times.

8. Find a tutor who seems to *know the subject* and can *explain* it well.

9. If you can't find the tutor described in 8. above, try to (at least) find one who is currently not wanted by the police or FBI.

10. With the best tutors, you will find that you are often still awake when they are finished explaining something of great importance to you. *Try to find a tutor like this.*

10 tips on changing your major

1. Choose one you're *interested* in.
2. Check out your campus "academic advising office" and talk to a counselor there. These people will help you figure out whether or not this is the choice you really want to be making
3. Talk to people who are currently in the major to which you are thinking of switching.
4. Talk to some professors in the major to which you're proposing the switch. Ask them about transferring courses from your current major, taking any pre-requisite courses, and graduation requirements.
5. Decide if changing your major is really what you want to do. Sometimes the "grass looks greener on the other side of the fence." If you're color-blind, however, it really doesn't make much difference, it would seem.

6. Check out the college catalog and look at the courses that students in the other majors are taking. If the courses look interesting, it may be something to consider.

7. Be cautious about the majors with courses whose catalog descriptions give you a severe headache while reading them, and also:

8. Be cautious about the majors with courses whose catalog descriptions induce you to fall asleep while reading them.

9. Don't switch to a major just because the graduates of that discipline have a starting salary of \$125K the first year after college. Money isn't everything, unless you don't happen to have any of it, of course.

10. Don't switch to a major just because it's the only one in the college where you think you might be able to pass the courses and actually graduate. You probably can't and won't.

10 things to know about the class schedule

1. It's a listing of all courses offered: when, where, and who is teaching what.
2. Sometimes the schedules are even *accurate*.
3. Check for the possibility of registering for new course sections that may open up at the last minute.
4. When registering, check for *dropped classes or sections*. It can be very depressing showing up for a class that doesn't exist. It can also be embarrassing.
5. A new schedule will likely be available several weeks before each term. *Read it*.
6. Most schools now have their schedule on the computer network and/or web site so

check this out, of course. Also, the online schedule may be more up-to-date than the printed version. *Then, again, maybe it won't.*

7. Study the schedule well *before* you have to register, *like many weeks before.*

8. Remember to check the final exam schedules which usually are included with the class schedule and make a note of the date, time and location of each final exam on your academic calendar.

9. The old printed schedules can always be used to start campfires in an emergency situation if you are lost in the woods in Idaho or Minnesota.

10. They also can be used to read diligently late in the evening as a fail-safe remedy for insomnia.

10 things to know about your ID card

1. **Don't lose it - you'll very possibly have to get your picture taken again. *Do you really want to go through this aggravation a second time?***
2. **You might need it to do a lot of important and worthwhile things on and off campus including the following:**
3. **... registering for classes. They may ask you for this in case you are trying to be someone who you are not.**
4. **... paying your library fines.**
5. **... getting a transcript or returning your used books at the bookstore.**
6. **... checking out a book at the library after you've finished item 4. above.**

7. ... getting into a sporting event or concert at reduced rates.

8. ... getting into other establishments that cater to students and who give special discounts on "student night."

9. ... buying your calculator, computer, or new pickup truck at "student" prices.

10. ... actually receiving your diploma in the mail when they say you will.

10 tips for surviving registration

1. Don't go to a college which doesn't allow you to register on-line from the comfort of your home, dorm, or yacht.
2. If you decide to not adhere to the previous suggestion, take a course in relaxation therapy well before you register in person for the first time.
3. On the day of registration, get there very early and plan to be there a very long time. Bring a novel to read while waiting such as Tolstoy's *War and Peace*.
4. Bring two or three alternate plans in case courses are closed and your "dream schedule" doesn't happen the way you wanted it to.
5. Smile a lot at the people who work behind the counter. This process can be as torturous for them as it is for you, if not more so. They

didn't design the system; they just work there. *It's not always their fault.*

6. Watch the *course closing* notices, and pick up a few 'drop-add' forms along the way in case you need them later.

7. Get your advisor's approval and other necessary signatures as soon as possible when they are needed to authorize your course schedule. *Bring these with you.*

8. Wear a back brace, if necessary, to help you cope with the six hour wait in line.

9. Remember that surviving registration for four years may be far more challenging than any final exams you will encounter in college.

10. Bring along a sense of humor as you may need it often during this process.

10 important things to know about your student records

1. They're *official* and supposedly private files and documents recording everything you've done (or not done), so far, in college.
2. They're often kept in secret filing cabinets on campus somewhere, guarded by vicious dogs and/or administrative clerks who often take their work *very* seriously.
3. They are *confidential* documents, meaning that only the most highly select and scrupulously honest personnel (such as part-time work-study students) will have access to their contents.
4. The most confidential of your student records can't be released to anyone without your permission.
5. You should have the right to review their contents if you really have a desire to do so

for any reason. Ask your advisor about this, if necessary.

6. You have the right to have any errors corrected (although it may take between 5 weeks and 20 years before the corrections to actual ly show up on the computer.

7. For the confidential records to be released to any Tom, Dick or Harry who wants to look at them, you may be asked to sign an *authorization form* for this to happen.

8. You may never have any need to review your student records and you will likely *never want* to review them.

9. Try to be nice to the administrative clerks who guard your student records. They are human beings just like everyone else.

10. Try not to act or look terrified when inquiring about your student records.

10 things to look for at the "information desk"

1. Maps of the campus and your town or city including bike trails.
2. Calendars of events on campus including the next meeting at the campus counseling center of the "stress management support group."
3. Bus, train, airline, chariot, and limo schedules.
4. Where the restroom is in this building and *why it has been moved again* since you looked for it the last time you were here.
5. How to find the door that you just came in a minute ago and the name of the architect who designed this building which is virtually impossible to navigate successfully without a portable GPS tracking system to assist you.

6. What those people "chanting" in the corner over there are doing, how many weeks they have been there, and the reason that they don't ever seem to have to go to any classes.

7. Magazines, camera film, batteries, and newspapers.

8. Where to find a class schedule and/or a college catalog.

9. Where the "Lost and found" is located.

10. The quickest route to the "stress management support group" that you realized you desperately needed in item 2. above.

10 things to know about textbooks

1. Get them at the bookstore *early* -- before they run out of them, which they will for sure; I can guarantee it.
2. Try to find used ones at the bookstore or:
3. ... on ads posted on the bulletin boards.
4. ... that your friend(s) used last term (or year).
5. Make sure the used textbook you get is *current* and the *correct edition* required by *your* instructor.
6. Learn how to *study* a textbook. See your advising or "study skills center" and check out a good web page or two on this topic for help. Also, don't forget to *read it ... sometimes even that works.*

7. Learn to read a textbook for the *key points*. If you have no idea what the key points are, then ask your instructor or go to class once in awhile.

8. Try not to *lose* your textbook and put your name in it (and a means of contacting you) somewhere in case you do.

9. Remember that you may be able to sell your book at a later time after you've enjoyed its contents to the fullest, so ...

10. ... don't mark it up (especially with those horrible abominations called "highlighting" pens which render it virtually unreadable by the next person to use or purchase it).

10 Tips on parking your car on campus

1. Go to a campus where the only access to it is by foot, bicycle, horse, tractor, pontoon plane or boat.
2. Get a little tiny car that can park in little tiny places - or better yet - a mountain bike which you can ride through the campus and use to climb trails in a National Forest in your spare time if you ever manage to find any.
3. If you insist on taking your car to school, get there very early in the morning, before the lots fill up with cars driven by other students who will likely arrive approximately five minutes before you do.
4. Camp out the night before by the lot of your choice, but check with campus authorities first, of course. Bring appropriate camping supplies, as required.

5. **Locate the little known parking lots, such as the one two miles from campus, across the rail road tracks, up over the hill, and directly behind the car towing impound lot.**

6. **Take a bus or a limo, as your budget permits.**

7. **Ask a friend to drive you to school in exchange for watching his or her Doberman Pinscher on weekends. The dog will appreciate it and your friend will appreciate it.**

8. **Take the Doberman Pinscher with you in the morning when you're "negotiating" with another driver for a parking space. Feed the dog *late* in the day.**

9. **Live *on* campus.**

10. **Buy a campus permit to park in a special "contract" lot where you will be guaranteed a space, although you will, of course, need to sell your car within a very short time in order to pay for it.**

10 tips for finding your way around campus

1. Get a good map of the campus and spend a few hours looking at it some rainy evening when absolutely nothing worthwhile is on TV. *This should include most evenings.*
2. Remember when using the map in item 1. (above) that North is often in the direction towards the *top* of the map.
3. Take a stroll around campus some Sunday morning when things are calm around there and take a good look at the whole place.
4. Ask someone who's been there awhile to show you around *or act lost and confused* and someone might volunteer to assist you, but be careful that the person assisting you is not a lunatic or otherwise possibly untrustworthy.

5. Borrow a video camcorder and make a walking video tour of your campus.

6. Go walking every day through your campus. You may meet other interesting people or animals in the process.

7. Ride your bike to school and check out people, places, and things while you're riding.

8. Get on the Internet and look at your college's web site and find the little maps they put on there which are often impossible to read yet, often, very colorful and entertaining to look at, nonetheless.

9. Go to sporting events, concerts, plays and other really entertaining activities like that when you have time. Finding them can be an interesting challenge at some universities.

10. Go to a very *small* college.

10 places to go when you're "stressed out"

1. To the home of a *good friend*. Talk things over. Have some laughs or non-meaningful conversation. Eat some food. Food is often good for the human body and soul.
2. To another friend's house and do the same or similar activities. This friend may have superior food or provide better laughs than the friend in item 1. (above).
3. To the campus counseling center where you can speak with someone who gets paid to listen to your problems and may have just the right words for you at the right time.
4. To your support group. If you don't have a support group, or don't know what one is, see item 3. (above).

5. To the zoo: animals are nature's great stress relievers. Observe the monkeys - they rarely seem too stressed.

6. To the running track, pool, handball court, aerobics center, hiking trail, ski hill, pet store, library couch, coffee house, or other place of choice.

7. To the library: find an "escape" book with no words having more than three syllables.

8. To a place in your mind or in your visual imagination, such as to your favorite beach, waterfall, driving range or campsite.

9. To a museum or park bench. Observe the futility of fretting over life's temporary problems. Learn to *relax*.

10. To your clergyman or spiritual advisor. They may be willing to listen to you and give you another perspective on how to deal with the issues causing you the most concern.

10 people to talk to when you're feeling down

1. A good friend you can trust and who will have the time and patience to listen to you.
2. Maybe, another friend who will do the same if the friend in 1. above is unavailable.
3. Possibly, even, a third friend who you haven't talked to in years and who might be delighted to hear your voice and hear how you have been surviving college.
4. A counselor at the campus counseling center. The reason that these people are called "counselors" is they have been trained on how to counsel students. That may be just what you need at this moment.
5. A clergyman or spiritual advisor.

6. A crisis intervention "hot-line" counselor. These people are trained to listen and provide you with resources which will help (it's only a phone call away).

7. A doctor, nurse, or other health practitioner at the clinic. These people are also trained to listen - and they have a special understanding of students who may have problems or concerns just like yours.

8. Your spouse, significant other, good friend, mentor, grandmother, fishing buddy, aerobics partner, or... a radio "talk show" host (if so, try to keep your problem down to a sound byte 2 minutes or less).

9. Your dog; (it has been shown by extensive research that golden retrievers are more effective listeners and superior counselors than many of the best radio talk show "therapists").

10. Yet, another friend who will listen. *Old friends are often the best friends.*

10 questions to ask at "health services"

1. How do I make an appointment? Is there any chance I can fill out these twelve pages of forms *after* I see the Doctor??
2. What hours are you open in the evening and on weekends? Ok, then, what am I supposed to do if I *just happen to get sick* at one of those times?
3. Where are the free pamphlets so I can learn why my roommate acts so weird every evening about 9 PM?
4. Is there a doctor anywhere around here that I can see this afternoon? "No, no, ... I mean a Doctor of *Medicine*."
5. Who is that guy in the corner? He has been here for the last 5 hours and doesn't seem to know what he is doing here.

6. How do I arrange to get medical insurance? Where? How? You're not serious about these additional 23 pages of forms, are you??

7. How can I best arrange a way to pay for these prescription drugs that I need without asking my parents to mortgage their home?

8. How do I arrange to see a medical *specialist*? I see ... is there any possibility of an opening for an appointment with this person *before I graduate* next year?

9. How could you possibly have lost my file?! What do you mean, "... according to the computer, I haven't paid my 850 dollars in library fines?"

10. Can you lend me 5 dollars in quarters, please, to put in the parking meter while I take another couple hours to finishing filling out the rest of these insurance forms?

10 ways to stay healthy while you're in school

- 1. Walk to school every day or ride your bike to your job when it isn't raining so hard that you can't see anything out the window.**
- 2. Keep all of the things in your life in proper perspective and balanced. Don't forsake the important things necessary for your emotional and spiritual serenity because you are too busy for them as a student.**
- 3. Walk your dog for at least an hour or so a day. The dog will certainly enjoy your company and may be willing to put up with your moaning and whining for awhile.**
- 4. Eat balanced meals like they told you to do back in elementary school.**
- 5. See one of those nurses, dieticians or nutrition specialists at the health clinic. Follow their advice.**

6. Get more sleep. I know you aren't getting enough sleep, even though you say you are. I just know this; *I really do.*

7. Quit spending time doing things in the evening that your body and brain tell you in the morning were a moronic waste of time and money.

8. Learn to *relax* every day. Some people never have learned how to relax. Their arteries are hardening faster than normal as they are reading this survival list right now. I can see it all the way from over here.

9. Mark a spot on your schedule every day to do absolutely nothing but meditate or stare into space and breathe normally again.

10. Sign up for one of those *wellness* workshops at the counseling center and learn a lot more valuable information than I can possibly provide in a single Top 10 survival list.

10 places to go off-campus once in awhile

1. The zoo - most animals don't ask any multiple choice questions.
2. A concert, coffeehouse, playhouse, movie theater, jazz club, dance recital or art exhibition. Check out your newspaper for all of this stuff after you've read the news articles on how all the funding for the arts is being reduced.
3. Your favorite park, trail, beach, stream, waterfall, mountain, shopping mall, tree farm, race track or gravel pit.
4. Your favorite tree house, arboretum, basketball court, airport, or bird sanctuary.
5. Any place where people don't walk down the street carrying backpacks with textbooks in them.

6. A spiritual or personal enrichment retreat way up there in the north woods where the loons hang out.

7. A spiritual or personal enrichment retreat place way down on some beach on the coast where the sea gulls hang out.

8. Your favorite fishing hole. however, if it is winter and you happen to live in Minnesota, you may need to bore a hole in the two foot layer of ice first with the appropriate equipment.

9. Your favorite restaurant or ice cream parlor which accommodates people who enjoy doing nothing but looking off into space with a vacuous gaze in their eyes.

10. Back to the good old home town to visit the folks and all the other people you haven't seen or talked to for awhile.

10 more great ways to get away from it all

1. Take a long walk; (*come back, eventually, though*).
2. Go to a "no-brain" movie, eat popcorn, and try to figure out how anyone can write stupid plots like that and actually make a decent living doing it.
3. Disconnect your telephone and computer modem from the wall for a day and try to imagine you were living back before cell phones and e-mail completely overwhelmed your daily existence.
4. Go ice skating (if you happen to know how), or try to learn, if you don't. If you have no ice on which to skate, then try in-line skating or rock climbing.
5. Go buy a poster that you think is appealing, hang it on the wall, and then take it down after

you realize it looks ridiculous up there next to your high school wrestling trophies.

6. Take a warm bath, put on some relaxing music, light a candle you bought at one of those "aromatherapy" shops, and meditate on the "true meaning" of your existence.

7. Learn to play the acoustic guitar and write pathetic blues songs lamenting your tough life in college and the hard and gritty road you have traveled since your glorious high-school days.

8. Plan a canoe trip; remember the mosquito repellent, and do not bring your food packed carefully in *paper* shopping bags.

9. Go out and meet a new friend who may tolerate your odd sense of humor and strange idiosyncrasies.

10. Join a volleyball league and play for the specific purpose only of *having fun* and not winning the campus tournament, which nobody (including you) really cares about anyway.

10 Easy Ways to Get Placed on Probation

1. Make sure you get poor grades by catching up on your much needed sleep during class lectures - or by any of the following well known strategies:
2. Keeping study time to a minimum - except before exams, of course, when you forsake much needed sleep time for all-night cram sessions.
3. Deciding to skip class when you have better things to do that day.
4. Using another classmate's exam paper for reference when taking your own exam.
5. Acting as if the term paper you copied all (or parts of) from the Internet last night was your own, and then bragging to your friends about your brilliance in completing this accomplishment.

6. Playing pool more than 5 hours a night while ingesting beverages designed to stupefy your mind and release your "true feelings" to anyone unlucky enough to be obligated to listen to you at that moment.

7. Studying with music playing at full volume while watching a TV program showing pathetic people trying their very best to become a millionaire in less than an hour.

8. Studying while talking with your many close personal friends for hours on the phone, complaining endlessly about your poor grades, lousy instructors, and non-existent social life.

9. *Plagiarizing* other people's work instead of doing it yourself.

10. Venting your frustration at a poor exam performance by throwing a soda machine out of your dorm window and watching it crash into splintered shards of metal on the pavement below.

10 Ways to Get Caught Cheating in School

1. Putting the exam answers on the back of your notebook or calculator, expecting that this technique will be particularly successful in foiling your professor.
2. Putting the answers on the *front* of your notebook or calculator, convinced that this will work because nobody would be insane enough to even think of this ridiculous idea in the first place.
3. Using words in your term paper or project report you've never heard of.
4. Using words in your term paper or project report your *instructor* has never heard of.
5. Use words in your term paper that *nobody* has ever heard of.

6. Plagiarizing someone else's work by copying their words in your report - without giving the author(s) the proper credit they deserve.

7. Turning in someone else's 'take-home exam' as your own with the idea that your instructor will never notice.

8. Paying your brilliant roommate to do your term paper for you while you spend all weekend overhauling your car's engine or redecorating your apartment.

9. Copying a report without permission from a web page which states on it somewhere: "Do not copy without permission."

10. Bringing in binoculars to a classroom for a final exam with the clear intention of focusing in on the test of the only student in the class who got an A on the midterm.

10 Possible Consequences of Cheating at School

1. You'll probably get caught, causing the following less than desirable events to possibly occur:
2. You will be asked to leave school and not come back in this lifetime.
3. You will fail the class that you needed in order to graduate, thus - making certain - that you will *not* graduate, or you'll be put on probation and have to deal with its associated negative consequences. See: *10 easy ways to get put on probation (p. 60)*.
4. Your instructor will think less of you and may possibly see you as a dishonest and conniving human being not worth paying particular attention to when it comes to grading time.

5. The department chair will take a good look at your records and then decide to have a long and probing discussion with you regarding your understanding of academic honesty and ethics.

6. Your advisor may get a severe headache when you approach her office for a consultation.

7. Your parents will wonder where they went wrong in raising you.

8. Your friends will wonder why you lost your brains and how long they've been gone.

9. Your significant other will realize that you aren't worthy of their time and attention and then ask you to get counseling for your evident severe personal character defects.

10. You'll lose your valuable sleep at night, racked with a guilty conscience.

10 reasons to apply for an Internship

1. Your major may require it for graduation. Check on this very soon after declaring your major because it will make you look as though you actually have a future career plan in mind.
2. You will have an opportunity to learn what people actually do out there every day in the real world who have to work for a living.
3. You can possibly get off of campus for a few months and be removed from its associated parking problems and the care and feeding of Doberman Pinscher dogs.
4. Some internships actually pay you for contributing your outstanding knowledge and expertise to their organization.
5. It will be yet another wonderful addition to your résumé, allowing your future employers to realize that you have done far

more with your life than sit in classrooms, take notes and study for exams.

6. You may make valuable future professional and social contacts.

7. You will be able to practice what your instructor likes to preach.

8. You can tell your friends you're doing something important and that they can take you to lunch so you can explain it all to them.

9. You can tell your educational benefactors that you're finally getting very close to achieving the worthwhile position in life they gambled their life savings on when paying your way to college.

10. You can network with the pros in your field and use them as references in future job applications. This only works, however, if you actually accomplish something -- anything -- worthwhile during your internship.

10 reasons to look into international studies

1. Visit a foreign country.
2. Experience a different culture.
3. Meet some new friends with new and interesting ways of doing things.
4. Learn to eat something else for a change.
5. Pick up for the first time, improve upon your current knowledge of, or learn how to brilliantly fake knowing a new language.
6. Collect some great stories to bore your listeners with such as: "well, sure I was scared when I was hanging from the precipice at Chamonix, but I enjoyed the view while waiting for the rescue helicopters."

7. Learn how other people handle parking problems at their colleges and what breed of dogs they prefer as personal friends and therapists.

8. Enrich your set of life experiences and have something to tell your grandchildren who will also be bored by your stories, but will listen patiently, anyway.

9. Realize that your view of world events isn't necessarily shared by everybody else on this planet and that it's time to open up your horizons a little bit.

10. Get out of the dorm for a few months and air the place out.

10 things you should know about transcripts

- 1. A transcript is a listing of all courses you've taken, when you took them, and the grades you received in them.**
- 2. Each student has one on file at their college.**
- 3. If you don't have a transcript on file, perhaps you've never registered for any classes at your college - or any college. Check on that.**
- 4. Transcripts can be obtained by contacting your college's registration office.**
- 5. Sometimes they charge you money to give you your transcript. Don't be alarmed - they've been doing this for years.**

6. Make sure the courses listed, dates taken, and grades received which are listed on your transcript are accurate.

7. If the courses listed, dates taken, and grades received which are listed on your transcript are not accurate, tell somebody soon - like your advisor, for example.

8. Your transcript is considered *official* only if it was mailed directly from your college to a recipient (such as another college or employer). A photocopy of an official transcript is no longer an official transcript - actually, that is referred to as an *unofficial* transcript.

9. Your official (or unofficial) transcript may be requested (or demanded) by future employers, graduate and professional school admissions departments and future in-laws.

10. Please don't retype your transcript with all course grades changed to A. Astute professionals will catch on to this ploy.

10 tips for planning your career

1. Read what is on this list and then go directly to your campus' Career Counseling Center and make an appointment to talk to the experts there and ask them about:

2. Assessing your career interests and goals. They might give you little tests that ask questions such as: "Would you rather attend an opera or take apart a doorknob for fun?"

3. How to do an informational interview and other great techniques for finding an inside route to a job without getting stalled in your tracks by the people in "human resources."

4. How to prepare a résumé that someone will *actually read*, and not throw immediately into the cylindrical file cabinet.

5. How to write an effective covering letter which is sent with your résumé to explain in more detail how really great you are and that

it is in the best interests of your prospective employer to hire you immediately.

6. The application procedures for finding an internship in your field. See: *10 reasons to apply for an internship* (p. 66).

7. How to build a file of reference letters from important people who know how great you are, can testify to that greatness.

8. The unbelievable ways in which students figure out how to really mess up an interview and tips on how to do it in a much more effective way.

9. How to network your way to a decent job without wasting time, money, and effort sending 100,000 résumés out to every company in the world listed on the web.

10. How to use the Internet to find jobs in your field, apply online, and not waste time at the web sites which are useless and only a forum for advertisers to sell their unnecessary products and services.

10 items to keep around for future employers

1. The term paper or project you did which was enjoyed by your instructor, admired by your friends for its brilliance and presentation, or happened to win a Pulitzer Prize last year.
2. The video of you shown on the local television station volunteering your help building a temporary dike to save your town from the upcoming spring floods.
3. The awards you received for academic excellence or exemplary community work.
4. Letters of reference from the instructors who thought your performance was outstanding in their classes and can actually recognize you outside of the classroom on a good day.

5. Your awards for sports excellence such as your Heisman trophy sitting in the back of your closet.

6. A copy of the syllabus for each course you took in your major so that you can explain to your employer what it is that you supposedly learned in the last four years.

7. A color 8 X 10 glossy photograph of you standing next to the president of your college with a modest but confident smile on your face, accepting the award for "*Student of the Decade*" at the annual university awards banquet.

8. A few copies of your up-to-date transcripts which testify to that 3.98 GPA you claim you earned in college. See: *10 things you should know about transcripts* (p. 70).

9. Your final report you completed after your internship which your advisor claimed was so outstanding that she insisted it be posted on the campus web site as an example of

excellence for all current and future students to emulate.

10. A photocopy of the check for \$75,000 you received as part of your fellowship you were awarded to attend graduate school .

10 campus organizations to explore

1. **Film societies - you may get proficient at reading the subtitles in the films when you can't understand what the actors are saying to each other in the dialogue.**
2. **Student volunteer groups.**
3. **Spiritual retreat centers.**
4. **Musical organizations.**
5. **The campus radio or TV station.**
6. **Campus drama and theater activities.**
7. **Outdoor clubs where they might plan a kayaking trip down the Colorado river or a walk through the local swamp.**

8. The Student Senate.

9. Environmental protection clubs.

10. Karate, Aikido, and Tai Chi clubs, where you may learn mental discipline, spiritual serenity and (possibly) the opportunity to break inanimate objects at will.

10 questions to ask at the campus post office

1. **“What is the cost of mailing this package?”**
2. **“Are the lines at this branch office always this long, or is it just when I am here that the line of people stretches out through the door and across the street?”**
3. **“I have a package supposedly coming to me that should have been here 2 weeks ago. Could it have been lost along the way and, if so, how may I trace its current whereabouts?”**
4. **“Will this package I am sending arrive in Cleveland by next spring? If not, is there a bus station anywhere around here (that is within walking distance) so I can deliver it myself?”**
5. **“Why are there still tax forms on that table over there when everybody already sent in their taxes at least 9 months ago?”**

6. "How do I *insure* this diamond necklace I am sending to my girl friend back in Topeka?"

7. "Could you please weigh these textbooks I am sending to my parents? I am doing this ridiculous thing to prove to them that I am actually taking classes at this college."

8. "Why are there people here who don't know how to put stamps on envelopes and fill out the addresses on packages until they get to the front counter? Is there something *temporarily* wrong with them, or were they just born with these problems?"

9. "If I send this late rent check by overnight mail, will it really get there by tomorrow morning or should I start packing my things to remove from my apartment before I get evicted?"

10. "How do I fill out a form to change my mailing address to somewhere else that I plan to be after I leave here this spring?"

10 reasons to explore the campus bulletin boards

1. Buy or sell a car that you need to carry around your \$800 worth of textbooks you purchased this semester.
2. Locate a tutor who may help you to avoid dropping out of school before the end of the semester.
3. Get advance warning of which courses have been closed before you spend 6 hours in line at the registration office.
4. Find a new place to live such as an off-campus apartment where you'll not have to deal with your current roommate's less than desirable living habits.
5. Find a part-time job to pay for all of the gas you use in your car every day - driving around in endless circles looking for available parking places.

6. Obtain meaningful information about upcoming lectures, meetings, films, concerts and other important events you may (or may not) want to attend.

7. Buy a used stereo or sell your snowboard for a better and more attractive looking pair of crutches.

8. Find a place to "house-sit" for the summer and take care of someone's cats and fish in exchange for reduced rent, get a credit card, find out when Aikido club meets each week, or leave a note for your friend to meet you down in the basement of the library.

9. Locate information on applying to the graduate or professional school of your choice, realizing that you are less than a year from graduating and have no idea whatsoever regarding what you are going to do for the rest of your life.

10. Peruse the "ride board," where you can find someone to share gas costs with you on your

**trip to California for spiritual fulfillment
over the holiday break.**

10 self serving reasons to be nice to people on campus

1. Someday your car will break down... when it's 50 degrees below zero and the wind is blowing somewhere between 30 and 60 mph.
2. You'll need help finding a lost item, such as your prized golden retriever puppy you have been taking to school with you everyday to impress and delight your fellow classmates.
3. You'll not be able to find a building that is lost (or has clearly been moved within the past two weeks).
4. You'll need help on an assignment, finding notes, or borrowing a book, tape, CD, season tickets, or Porsche.
5. You'll need a ride somewhere at a time when your best friend's car is broken down and your other friends don't want to leave the party yet.

6. You'll desperately need to get into a locked building which will have your suitcase and three months of clothes and personal items before you leave your apartment for the summer.

7. You'll need help removing a virus from your computer which is making it act very strange and abnormal.

8. You'll need a signature to have a petition approved or a letter of reference for a job.

9. You'll need to get a grade changed or allowed into a class that has been closed for 2 weeks.

10. You'll need somebody to be nice to you on a very bad day (*when you need it most*).

10 ways to possibly improve your social life

1. Join a club or two where you might actually have some fun and meet some bizarre and unusual people.
2. Help a struggling student in class.
3. Join an intramural sports team or an outdoor recreation club on campus.
4. Start a study group and invite the other students in your class who also don't have a clue as to how to best prepare for the final exam.
5. Be nice to people once in awhile.
6. Join a volunteer organization and "lend a hand."

7. Help out a fellow student in class who is struggling and actually knows less about the subject matter than you, (*if it is even possible to find such a student*).

8. Coach a sports team, join the glee club, play oboe in the orchestra, sax in the jazz ensemble, lead guitar in a garage band, or piano at the old folks home.

9. Work out at the track or rec center and sweat your way to social success.

10. Get out of your dorm (and off the computer) for at least an hour or two every weekend.

10 Tips in case you are thinking of having a Party

1. Have someone *else* do it at their place. Remember to thank them after it's all over.
2. If you can't find another gullible person to have the party, ask the college about reserving facilities on campus for the event.
3. Don't let someone leave your party in an inebriated state to jump in their car to drive! take their car keys away from them, if necessary, when they are getting up off the floor after tripping on the refrigerator.
4. Be careful *who* you invite to the party, what friends they're bringing, and if their intentions are honorable. If not, encourage them to attend someone else's party - a long ways away, such as in the next state or country.

5. Know *when* it's time to ask someone to leave and then do it with as much charm and tact as you can muster.

6. Quiet things down a bit after 4:00 in the morning or the neighbors may complain and ask the local law enforcement personnel to come to visit you at the party for a consultation.

7. Leave at least a square foot (or so) of room at the party for every person that is attending to breathe. Everyone will have a much more enjoyable evening when there is enough oxygen to go around.

8. Say "Hello" to many different people at the party, even the ones you've never met before in your life. They may have something interesting to say or some jumper cables to help start your car when you realize you've left your lights on for the past five hours.

9. Find a new friend to talk to about your latest adventures and who will act interested when you bore them with the details.

10. After the party is over, keep a mental list of all of those people *not* to invite next time.

10 reasons to consider joining sports and recreation activities

1. They can be a good break from studying or staring at a computer screen.
2. You can meet a great number of interesting people who may be interested in the same strange and bizarre things that you claim to be.
3. You might even get in better shape such as by losing or gaining a few pounds, as necessary.
4. You might feel great, sleep better, and have more energy in the day when you need it most, such as during the middle of exams.
5. You may have the opportunity to let out some of your pent up frustrations and aggressions after spending the last 12 hours in the computer lab.

6. You may boost your self-esteem immensely as you realize you could actually make the Olympic team next year.

7. You will possibly get on TV if your team makes it to the national championships.

8. You may gain the physical stamina to rise (under your own power) from the couch and change the channel on your TV when the batteries run dead on your remote.

9. You could make a few dollars teaching, coaching or officiating sports such as youth soccer, YMCA leagues, softball, or intramural teams.

10. You can prepare for a career as a professional athlete, TV sports broadcaster, or politician.

10 general skills which will help you in college

1. **Reading:** start at the front, go page by page (both sides) until you reach the end of the chapter. Repeat this process until you reach the end of the book.
2. **Writing:** typically, you do the outline *before* you write the paper. See: *10 tips for improving your writing skills (p. 17)*.
3. **Arithmetic:** Learning to add and subtract continue to be valuable skills in this modern day and age.
4. **Basic computer skills** such as the use of word processors, spreadsheets, presentation programs, database managers and web browsers.
5. **Note-taking, outlining, note-editing, exam preparation skills.** See: *10 tips on taking good notes in class (p. 11)*.

- 6. When to show up on time, and who to smile at.**

- 7. Where to never show up, and who to avoid at all costs.**

- 8. Where the one parking spot is located on campus that nobody else can find. See: *10 tips on parking your car on campus (p. 43)*.**

- 9. Be nice to people, in general, especially the people that run the place.**

- 10. How to keep a positive mental attitude.**

10 people with which to always stay on good terms

1. Your *advisor*.
2. Your roommate (if this is absolutely impossible, then you have my sympathy).
3. The dean of the college (this is just good politics, as we all can appreciate).
4. The president of the college (although you may not run into this individual on a daily basis).
5. The persons who work behind the desk at the *financial aid office*.
6. The persons who work behind the desk at the *registration office*
7. The persons who work behind the desk at your *department office*.

8. The computer assistants at the library who will help you find a critical piece of information on the web, which you need to finish your research paper before morning.

9. The janitor: you will lose something someday, (such as all of your notes for the past fifteen weeks, the night before the exam which is scheduled at 7:30 AM tomorrow morning).

10. The bus driver who transports you to campus every day through the morning rush hour traffic and never complains much about it.

10 people on campus not to antagonize

1. Your advisor.
2. Read item number 1. (above) again and *memorize* it.
3. Any of your professors - past, present or future.
4. The people who give you your *financial aid* check.
5. The campus *police*.
6. The department secretary and/or the waiters and waitresses who serve you *food*.
7. Students in your class who take excellent notes every day and never miss class.

8. Tutors who will help you for free or for walking their dog on the weekends.

9. People who know a lot more about computers than you do, and who are particularly knowledgeable about the type of computer hardware and software that you happen to own and use regularly.

10. Anybody on campus who is just returning from a final exam and has a pained expression on their face.

10 reasons to write the folks back home

1. They may just be worried sick, wondering if you ...
2. ... are still enrolled.
3. ... are still living on-campus (*or anywhere near it*).
4. ... are still living in the country.
5. ... are still *living*.
6. ... shaved your head and/or joined a weird, bizarre religious cult or political party.
7. ... *started* a weird, bizarre religious cult or political party.

8. ... made any new acquaintances who you will be bringing back home over the holidays to confuse and perplex your friends and family members.

9. ... are passing all of your courses.

10. ... are passing *any* of your courses.

10 phone numbers you don't want to lose

1. Mom's (or anyone else who sends you home baked cookies, fudge, chocolate éclairs, "advice", and other necessities).
2. Anyone who sends you money on a consistent, regular and *frequent* basis.
3. Your three best friends, or if you have no friends, any three people who won't immediately hang up on you when you call for their advice.
4. Your doctor.
5. Your dentist.
6. Your counselor.
7. Your instructors and teaching assistants.

8. The campus car towing impound lot.

9. Your veterinarian

10. Your own.

10 tips for surviving your first computer course

1. Buy a computer access card or permit (if you need one).
2. Find out where the computer labs are located.
3. Find out the hours and days they are open (especially on weekends and holidays).
4. Learn where to buy software, diskettes, printer cartridges, CD-R's and other junk like that which you will possibly need some time in the near future.
5. Learn how to insert a disk into the computer and not destroy either the disk or the computer.
6. Learn how to *shut the computer down* as it is sometimes necessary to do.

7. Learn how to format a blank diskette, and create directories or folders on it, as well as burn cd's for backing up your important documents.

8. Learn how to find the things you really need on the Internet without wasting hours of time in the process.

9. Learn how to count to ten slowly, when the computer refuses to do what you tell it to, and seems to have a mind of its own.

10. How to speak to the computer lab assistants in a convincing way that you're not nearly as incompetent in front of a keyboard as you obviously appear.

10 tips for surviving any computer course

- 1. Buy a video training tape or take a short course or seminar on the computer software programs that you use on a frequent basis.**
- 2. Keep a positive mental attitude as computers have been known to rapidly and thoroughly destroy a student's personal self-esteem.**
- 3. Take up karate or start "primal scream therapy" to let out your frustrations after a session at the computer center.**
- 4. Spend some time every day on-line to check your email and keep track of important things like how much money you are spending every month.**
- 5. Use a spreadsheet program to analyze data you collect for class assignments and**

research papers and to calculate statistics or print graphs and charts.

6. Keep your course notes indexed and stored in a database program or in folders you've created for that purpose in your e-mail account.

7. Buy your own computer (or build it yourself) and work at home instead of at school.

8. Visit your computer instructor or tutor very regularly.

9. Find a computer whiz who needs a friend.

10. Remember that you're a lot smarter than the computer is (*although it doesn't always seem that way*).

10 computer terms to understand

1. **BOOT-UP:** turn the stupid thing on.
2. **RE-BOOT:** turn it on *again*.
3. **DISKETTE:** a little plastic thing that stores your computer data, you take with you, and lose an hour after class.
4. **HARD DRIVE:** a thing inside the computer that stores huge amounts of data in a form incomprehensible to humans.
5. **CRASH:** when item #4 ceases to work correctly, your important data is lost and you feel like consulting a counselor for acute and sudden depression if you haven't followed tip #6 (below) beforehand.
6. **BACK-UP:** what to do with your data very regularly before item #5 happens to occur some day when you least expect or desire it. CD-

R disks are very inexpensive, so do this *often*, very often.

7. INTERNET: A means of wasting a lot of time if you happen to get addicted to it.

8. SOFTWARE: a list of instructions stored in the computer which tell the computer what it is expected to do and how to do it. Also called *programs*. Sometimes computer programs *actually work correctly!*

9. BUG: when item #8 doesn't work the way it's supposed to work and the program crashes or does something equally unpleasant.

10. HARDWARE: nuts, bolts, washers and other items you buy at a hardware store. Also, it refers to computer equipment of all types.

10 reasons to use a word processor for writing papers

1. Your papers will look like they were written by a student who actually belongs in college in the first place.
2. By using the spelling checker, you can catch typos and major spelling mistakes, although, you can't depend on this gadget too much as it isn't nearly as smart as you are when you are reasonably awake and coherent.
3. Someone might actually be able to *read* your papers - this always creates a positive impression.
4. You can edit your documents several times to constantly improve each draft of your work. Remember, however, to hand in the latest or best draft to your instructor.
5. You can keep separate copies of each revision as you go along (using different file

names), so you can always review or go back to earlier versions, if necessary.

6. You can easily add the title page, footnotes, illustrations, citations and other fancy and academic looking things that instructors like to see in papers and reports.

7. You can easily create an *automatically generated index* and *table of contents*. This is a lot more fun than the old-fashioned way, in case you haven't tried it yet.

8. It's easy to store your masterpieces on disk and CD's for future reference by historians.

9. Your instructors may think you're a diligent and serious student although there is no guarantee whatsoever regarding this possibility.

10. You can easily export your documents into other forms (such as web pages and e-books) for all of the rest of the world to see and enjoy.

9 reasons to buy your own laptop computer and 1 reason not to

- 1. You can get a lot of work done from the comfort of your home, van, tractor or boat.**
- 2. You can work at strange hours of the day and night.**
- 3. You won't have to compete with all of the other students for a computer to use at the lab or library.**
- 4. You can balance your checkbook on it if you forgot how to do it the old fashioned way or don't own any pencils or a pocket calculator.**
- 5. You can get a wireless modem and connect to the Internet in order to accomplish important things for your classes such as checking the current weather conditions in hawaii.**

6. You can design your dream home that you'll live in 20 years (or so) from now - *about the time that your student loans will be finally paid off in full.*

7. You can play computer golf and convince yourself that there really aren't 34 inches of snow on the ground outside with a wind-chill temperature of minus 65 degrees below zero.

8. You can start a résumé service and earn a small fortune helping your classmates find gainful employment.

9. You can write your heart wrenching autobiography, including the spellbinding chapter: "*How I Survived College ... the Untold Story,*" and sell it to a major publisher.

10. You can waste 8 hours a day of your precious time talking with anonymous losers on the Internet chat lines, thus, guaranteeing academic failure in the near to not too distant future. See: *10 easy ways to get placed on probation (p. 60).*

Notes

"An excellent resource for all types of successful student survival tips from relationships to study skills, and much more"

Dr. Mary Coplen
Hutchinson Community College

"*The Student Survival Manual* is a breakthrough. It provides a great deal of very real need to know information in a serious but very light format. This book makes you want to move on to the next chapter and the next and the next because of the totally unique style of the author. It is a must book for the lighter side of a very serious proposition."

Warren Dodson
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"My students need this straight-forward, readable advice; definitely a must for freshmen, and not a bad "refresher" for upperclassmen as well! My favorite tip for class: *Ask questions. 'When does this class get out?' is not always an appropriate question, however.* How true!"

Christine M. Spindler
*Assistant Director, The Advising Center
Cedar Crest College*

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