

LaGuardia Community College  
First Year Institute  
Academic Success Guide

Developed by the Center for  
Counseling, Advising, and Academic Support

Vincent Bruno, M.P.A.  
Director of First Year Institute  
Office: B-100 / (718)482-5395  
vbruno@lagcc.cuny.edu

Mitchell A. Levy, Ph.D., L.M.H.C.  
Executive Director- Center for  
Counseling, Advising, &  
Academic Support  
Office: B-100 / (718) 482-5250

*Welcome to LaGuardia Community College. We are glad that you chose to continue your education with us and to enroll in a First Year Seminar course. By choosing to enroll in this course, you have taken an important step towards achieving your academic, career, and personal goals.*

*We have created this guide to help you become successful. We strongly encourage to read the information in this guide and use it to help you achieve your goals. We have found that those students who use these strategies are much more likely to be successful and therefore have more academic and career opportunities.*

*If you have any questions or concerns regarding your FYI class, speak to your professor or Mr. Vincent Bruno in room B-100 / phone: 718-482-5395 / email: [vbruno@lagcc.cuny.edu](mailto:vbruno@lagcc.cuny.edu)*

**I. Reading Textbooks:** The following system will help you understand and **remember** the material in your textbooks **more effectively**, and you will need **less time** to do so.

- (S) **SURVEY**- before beginning to read, review the chapter. Take a few minutes to look at the summary, review questions, and vocabulary words at the end of the chapter. Review the end of the chapter 1<sup>st</sup>!
- (Q) **QUESTION**- before reading the chapter, review the study questions at the end of the chapter. For each section of the chapter, ask yourself what are the 3-5 most important parts of that section. When you read, try to answer the questions.
- (R) **READ**- now read the chapter as you normally would. Read a section at a time, then take a 15 minute break. **DO NOT** read for more than 1 hour at a time without a 15 minute break. Read in a quiet, well-lit place.
- (R) **RECITE**- as you read the chapter, repeat or recite important terms, definitions, names, dates, formulas, etc.
- (R) **REVIEW**- after you have finished reading the material, go back to the end of the chapter and answer the review questions. Also, re-read the summary.

**II. How to Take Effective Notes:** If you do not review your class notes within 24 hours, you will forget 75%-95% of what you have learned. Students who use this model remember what they learn in each class and are much better prepared for exams.

Step #1: Draw a line down each page (from North to South) so the page is divided into two sections (1/3 of the page and 2/3 of the page). The large section (2/3 of page) is for notes taken during class. The small section (1/3) is for when you review (leave this blank during class).

Step #2: RE-READ your notes as soon as possible- no longer than 24-48 hours after class. **REDUCE** your notes: rewrite the most important information: dates, names, definitions, formulas, practice problems, and vocabulary words in the small (1/3) review section

By doing this, you are **re-reading** the material, you are **thinking about** the material, you are **re-writing the material**. If you do this each day you have class before an exam, you will already have studied 4-6 hours before an exam. Also, instead of re-reading 10-20 pages of notes which you do not remember, the day before the exam, you review the 5-7 pages of most important information you created in your study/review section (1/3 side).

**III. Creating a Study Schedule:** Using the attached, blank weekly schedule, follow these steps to develop a study schedule:

Step #1: Block out the days and times you have class. Next, block out the days and times you have work, travel, family responsibilities, and personal activities.

Step #2: Next, decide when you will do 2-3 hours of school-work (reading, reviewing notes, assignments) before your first class of the week. If the first class is Monday, *when will you do this work before Monday's class? Will it be Friday, Saturday, or Sunday? **BE HONEST WITH YOURSELF**- don't decide to study on a day/ at a time when you are not likely to do it!* Write down in your schedule the exact day and time you will study to be prepared for the next class you will attend.

Step #3: Once you have decide when you will study for your first class of the week, make the same decision for the next class. *If your first class is Monday, and your next is Tuesday, when will you study after Monday's class before Tuesday?*

Your schedule may not "look like fun", but remember, if you study each day for 2 – 3 weeks, and do well, you will have completed a 12 week semester in much less time and save a great deal of money.