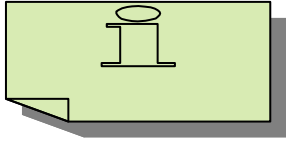


VOLUME 1, NUMBER 1, 2006

NEWSLETTER

FOR
ACADEMIC ADVISING
At Student Life
Mount Allison University



Features:

Questions Anyone?

- Explanation of Academic Terms
- Where to look for Academic Information
- Academic Services/Resource Areas
- Residence Academic Mentors
- How will I get more academic information this year?

Tips for Success The Textbook 101

Questions Anyone?

Here at Mount Allison University (MtA), we want to make sure that your university career is on the right track so that you can become the university student you want to be. We have been contacting you throughout the semester so far to address questions or concerns you have had and now we want to give you some more tips on how things work around here.

If you are a new student, a student needing help with courses selection and/or changing them, a student who is not yet accepted into a faculty, school or department, a student in academic difficulty, or a student considering changing academic programs, then you need academic advice! Please call to make an appointment anytime.

A Student Academic Survival Guide will be also available on the Student Life website soon, and keep checking for upcoming events and information sessions at <http://www.mta.ca/departments/sss/>, 364-2255, #19 University Centre (Student Life).

Explanation of Academic Terms

Since arriving on campus you have probably been hearing terms used by professors, staff and other students that are unfamiliar to you. **Some commonly used terms are:**

- **Semester** means a period of approximately 14 consecutive weeks during which the university is in session. The fall semester starts in September, the winter semester in January, and the spring semester in May.
- A **course** is a unit of work in a particular subject normally extending through one semester. Successful completion of a course usually carries credit toward obtaining a degree, diploma or certificate.

- A **prerequisite** course is one that must be successfully completed before you begin a second course (for example, ECON 1001 is a prerequisite for ECON 2001), and has to be completed with a letter grade of C- or more.
- **Program** means a series of courses, the completion of which, if the other requirements are met, qualifies you for a degree, diploma, or certificate.
- **Credit** is given for courses that you successfully complete.
- A **major** is the subject in which you select to do 60 or more credits as required by the program you are attempting to complete.
- A **minor** is the subject in addition to the major, in which you complete 24 credits or more according to specific departmental regulations.

Where to look for academic information

If you require further information on something you can consult the university Calendar which is also online at: http://www.mta.ca/academic_dept/calendar.html

The university Calendar contains all the official information you will need to know about your intended degree program and much more.

Academic Services/Resource Areas

Academic Advisor:	Student Life, 364-2255
Meighan Centre:	Avard Dixon, 364-2527
Special Needs Students:	Student Life, 364-2255
Career Planning Room:	Student Life, 364-2255

Computer Labs Available on Campus:

<http://csd.mta.ca/modules.php?name=Content&pa=showpage&pid=14>

For Program Advisors see:

http://www.mta.ca/administration/sas/forms/programme_advisors07fw.pdf

Writing Resource Centre: Library G11, Tues(3-5)/Thur(7-9)

Tutors: Student Life, 364, 2255

Schedules/Important Dates:

http://www.mta.ca/administration/sas/imp_dates.htm

Deadlines:

<http://www.mta.ca/administration/sas/deadlines.htm>

Information Sessions at Student Life:

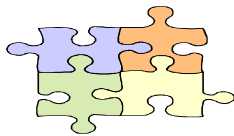
<http://www.mta.ca/departments/sss/jobs/info2.html>

Residence Academic Mentors

Academic Residence Mentor program is a pilot project designed by Student Life to assist students with the academic resources necessary to make a successful transition to university life. Each residence is assigned one mentor to organize help sessions, provide access to tutors, and hold regular office hours in their respective residences. Please feel free to contact any of them at any time by phone or email if you have any questions, concerns, or suggestions.

How will I get more academic information this year?

The Academic Advisor in Student Life publishes this newsletter multiple times during the academic year. Look for the **NEWSLETTER** on the Student Life website (<http://www.mta.ca/departments/sss/>) and will be available in our office during the year.

**Tips for success**

Many students are surprised at the demands of university life. It can be a new and sometimes overwhelming world. For many students, however, the challenging university experience can bring about personal growth and a change in attitude concerning their education and future.

Here are some tips to help you succeed:

- Go to classes – **all classes**. You will be surprised at how much material is covered in a single lecture. Also, many topics are developed sequentially; it is necessary for you to understand the material from prior classes before listening to the new material in the next lecture.
- Make use of the help services that are available.

- Use your time carefully. Mastering a skill or new knowledge requires time and effort. Develop a study schedule and make it reasonable and stick to it. Include some of your time between classes, and try to review everyday, but PLEASE make time for yourself.
- Always take notes, but take time to pay attention and listen to the lecture as well. Use brief sentences, point form, diagrams, etc. Listen as carefully as you can to the instructor for clues to help you separate essential information from the less important.
- Try to get involved in any class discussions. You will learn more when you talk and listen to other students. Discuss ideas with other students outside of class as well.
- Ask questions if you don't understand, either in class or out. Make yourself known to your professors. They are just as concerned about your progress as you are.
- Ask for help if you need it. There is always somewhere on campus you can go for assistance. Feel free to drop by the Student Life office, the Health Centre or the Chapel anytime you have issues, concerns and/or questions.

How can I get my marks to improve?

How is the semester going so far? Do you want to change that C into a B? Then let us make some practical suggestions that may help improve your academic performance.

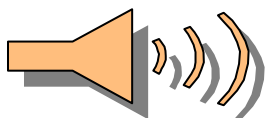
First: Are you organized so your work will go smoothly? One way of doing this is to evaluate how you've organized your work so far, keep using what's worked well, and discard what hasn't. Here are some basic tools that you may want to use:

- Keep a daily agenda as well as a weekly calendar on which you can keep track of classes, assignments, tests, tutorials, appointments, etc.
- Keep a separate exercise book for each subject with a pocket in the inside cover to keep handouts secure, or
- Keep a binder tabbed to separate each subject's notes and paper.
REMEMBER, write the date and page numbers on each set of lecture notes. It makes review easier.

Second: Budget your time to maximize its use. You now have a good idea of exactly how much time you need to study. On the average you really do need to spend two hours of study for every hour spent in class.

- **Start your written assignments well in advance of the due date. How much preparation time an assignment takes will depend on the required length of the paper and the complexity of your topic.**

- Set deadlines for yourself and stick to them. Plan to do assignments or study well in advance so you won't have to cram everything in at the last minute.
- When the choice of studying or not studying must be made, remember your long-term goals and keep in mind what you need to do to take care of yourself too. This should make the choice easier.



IMPORTANT NOTICE: FALL SEMESTER 2006

The deadline for withdrawing from a three credit course without incurring academic prejudice is **MONDAY, OCTOBER 30, 2006.**

The Textbook 101

Students often complain that they have difficulty understanding and digesting the material in their university textbooks, not to mention trying to compress the information into manageable units to study. This complaint is particularly common when referring to scientific material. But there are techniques to reading that will allow you to get an overview of what you read and to sift through the material to collect the most important information. Here are some tips for studying the textbook:

- **Preview the Textbook**

Get a bird's eye view of what you are reading. Study the title. This should give you a general idea of what the material will be about. Read the headings and subheadings to learn what topics the chapter will cover and how in-depth the information will be. How do these headings relate to each other? Change the headings and subheadings into questions.

Read the first couple of paragraphs. These should introduce the writer's purpose or objectives. Then read the first couple of sentences after each heading. This should give you a better understanding of what is being discussed. Look at all the pictures, illustrations and diagrams and figures. Read what is written about them. These visual aids will highlight and clarify key points. Read questions, summaries, etc., that appear at the end of the chapter. These will draw out the key objectives and summarize the conclusions.

- **Read the Textbook**

Read the material slowly and read difficult passages out loud. Keep a dictionary handy to look up unfamiliar words and write out a definition if necessary. After reading a section, try to paraphrase what you read, picking out the main points and adding details. Recite it. Try to make connections between what you have already

read and what you are reading now – even in other chapters or from class notes. If the material you have read is still not making sense to you, seek help from a friend or your instructor. *****Keep in mind that it is more important in preparing for class that you become familiar with the units weekly, not that you have to KNOW everything in them immediately. You are here to learn, not to be an expert every week for class. Hopefully, what you have covered to prepare for class will be made clearer during class.**

- **Make Textbook Notes**

Underline key words, phrases or sentences but not everything! Imagine you have to send a telegram and every word used will cost money. Be as concise as possible (point form can work too if put with the headings). Use a pencil at first so you can erase what you didn't need to highlight. Read only what you have underlined to see if it makes sense and you can then fill in the details. Mark in the margins. Use symbols and shorthand to focus attention on the key points. *****Don't duplicate your work! If the professor provides notes very close to what the textbook covers, wait to make any textbook notes until after class to cross-reference them.**

- **Get a study notes group together**

Ask around in your classes for anyone interested in forming a note-taking group. If your course is heavy on note-taking perhaps you could form a group to take turns writing the notes. This can be the same for your textbook notes. If you have a group of 10 then each person can be responsible for doing up notes for two or three chapters and then send them via email to the group. That way, you get a break in class from taking notes and can listen and absorb instead! And, then you wouldn't have to write Textbook notes yourself either. **If you all work together, more would get done and less stress!**

Good Luck On Midterms Everyone!!