# Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Introduction</td>
</tr>
<tr>
<td>02</td>
<td>College Success Assessment</td>
</tr>
<tr>
<td>04</td>
<td>How Do I Learn Best?</td>
</tr>
<tr>
<td>08</td>
<td>Studying</td>
</tr>
<tr>
<td>10</td>
<td>Staying Focused</td>
</tr>
<tr>
<td>11</td>
<td>Top Tips for Memorization</td>
</tr>
<tr>
<td>12</td>
<td>Note Taking 101</td>
</tr>
<tr>
<td>13</td>
<td>Get Organized</td>
</tr>
<tr>
<td>14</td>
<td>Self Care: A Daily Practice</td>
</tr>
<tr>
<td>15</td>
<td>Top 10 Tips for Your First Year</td>
</tr>
<tr>
<td>16</td>
<td>ACE Services</td>
</tr>
<tr>
<td>17</td>
<td>Staff Directory</td>
</tr>
</tbody>
</table>
The Academic Center for Enrichment (ACE) welcomes you to Southeastern University! We created this guide to help you navigate becoming a successful college student. You may already have strategies, skills, and organization systems that are working for you—great! We believe in trying lots of strategies, keeping those that work, and adding or adjusting strategies to keep on course with goals. You may find that you will need to adjust your learning strategies each semester and sometimes for a particular class. Like a navigation system, we sometimes need to reroute in order to reach our selected destination. Being successful in college is about more than passing classes (although passing is an important part of it!), it is a journey of self-discovery, exploring your worldview, becoming a life-long learner, and identifying the skills you have and the skills you need to live out your dreams. We are here to walk alongside you during your academic journey and cannot wait to see you walk across the stage at graduation!

Rebecca S. Williamson
Director, Academic Center for Enrichment
1. I know how to register for classes and access my academic plan.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

2. I know what classes I need to take for my major.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

3. I consider myself to be very organized.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

4. I scored higher than a 490 in Reading on the SAT and/or higher than a 17 in English and 18 in Reading on the ACT.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

5. I get all of my assignments done on time.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

6. I know what career I want to pursue and how to explore my options while in school.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

7. I had an IEP or a 504C in High School.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

8. I know how to schedule a makeup exam.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

9. I am able to log in to Southeastern wifi with my SEU username.
   Strongly Disagree 1 2 3 4 5 Strongly Agree

10. I know who to ask for help if I am struggling in a class.
    Strongly Disagree 1 2 3 4 5 Strongly Agree

11. I know how I am paying for college.
    Strongly Disagree 1 2 3 4 5 Strongly Agree

Write your score here: 0
Are you ready for your first semester?

55-50 points
You are ready for your first semester at SEU! Take a look at the services we offer below so that you’re prepared if you ever need assistance!

49-33 points
You are almost ready for your first semester at SEU! Check out our services below so you can start preparing now for the semester ahead.

33-11 points
You may be facing some challenges as you transition to SEU. Start getting ready for your first semester by connecting with the services and community that is here to help you succeed on your academic journey.

I need help with my schedule or registering for classes.
Registrar
registrar@seu.edu
Mod 27

I need help with my academic plan or knowing what classes to take.
Advising
advising@seu.edu
Mod 28

I need tutoring or time management help.
ACE
ace@seu.edu
Buena Vida East

I need assistance with testing.
Testing
testing@seu.edu
Buena Vida East

I need to meet with my financial aid counselor.
Student Financial Service
sfs@seu.edu
Addison 2nd Floor

I need ADA accommodations.
ADA Accommodations
adaservices@seu.edu
Buena Vida East

I need computer assistance or help with logging into MySEU.
IT Office
helpdesk@seu.edu
Mod 2

I have questions about career or resume building.
COMPASS Career Office
compass@seu.edu
Mod 29

I am registered for College Career & Success (SEU 1051).
Learner Support Services
degogolin@seu.edu
Buena Vida East
Choose the answer which best explains your preference and circle the letter(s) next to it. **Please circle more than one** if a single answer does not match your perception. Leave blank any question that does not apply.

1. You are helping someone who wants to go to your airport, the center of town or railway station. You would:
   a. go with the person.
   b. tell her the directions.
   c. write down the directions.
   d. draw, or show her a map, or give her a map.

2. A website has a video showing how to make a special graph. There is a person speaking, some lists and words describing what to do and some diagrams. You would learn most from:
   a. seeing the diagrams.
   b. listening.
   c. reading the words.
   d. watching the actions.

3. You are planning a vacation for a group. You want some feedback from them about the plan. You would:
   a. describe some of the highlights they will experience.
   b. use a map to show them the places.
   c. give them a copy of the printed itinerary.
   d. phone, text or email them.

4. You are going to cook something as a special treat. You would:
   a. cook something you know without the need for instructions.
   b. ask friends for suggestions.
   c. look on the Internet or in some cookbooks for ideas from the pictures.
   d. use a good recipe.

5. A group of tourists want to learn about the parks or wildlife reserves in your area. You would:
   a. talk about, or arrange a talk for them about parks or wildlife reserves.
   b. show them maps and internet pictures.
   c. take them to a park or wildlife reserve and walk with them.
   d. give them a book or pamphlets about the parks or wildlife reserves.

6. You are about to purchase a digital camera or mobile phone. Other than price, what would most influence your decision?
   a. Trying or testing it.
   b. Reading the details or checking its features online.
   c. It is a modern design and looks good.
   d. The salesperson telling me about its features.
7. Remember a time when you learned how to do something new. Avoid choosing a physical skill, eg. riding a bike. You learned best by:
   a. watching a demonstration.
   b. listening to somebody explaining it and asking questions.
   c. diagrams, maps, and charts - visual clues.
   d. written instructions – e.g. a manual or book.

8. You have a problem with your heart. You would prefer that the doctor:
   a. gave you a something to read to explain what was wrong.
   b. used a plastic model to show what was wrong.
   c. described what was wrong.
   d. showed you a diagram of what was wrong.

9. You want to learn a new program, skill or game on a computer. You would:
   a. read the written instructions that came with the program.
   b. talk with people who know about the program.
   c. use the controls or keyboard.
   d. follow the diagrams in the book that came with it.

10. I like websites that have:
    a. things I can click on, shift or try.
    b. interesting design and visual features.
    c. interesting written descriptions, lists and explanations.
    d. audio channels where I can hear music, radio programs or interviews.

11. Other than price, what would most influence your decision to buy a new non-fiction book?
    a. The way it looks is appealing.
    b. Quickly reading parts of it.
    c. A friend talks about it and recommends it.
    d. It has real-life stories, experiences and examples.

12. You are using a book, CD or website to learn how to take photos with your new digital camera. You would like to have:
    a. a chance to ask questions and talk about the camera and its features.
    b. clear written instructions with lists and bullet points about what to do.
    c. diagrams showing the camera and what each part does.
    d. many examples of good and poor photos and how to improve them.

13. Do you prefer a teacher or a presenter who uses:
    a. demonstrations, models or practical sessions.
    b. question and answer, talk, group discussion, or guest speakers.
    c. handouts, books, or readings.
    d. diagrams, charts or graphs.
14. You have finished a competition or test and would like some feedback. You would like to have feedback:
   a. using examples from what you have done.
   b. using a written description of your results.
   c. from somebody who talks it through with you.
   d. using graphs showing what you had achieved.

15. You are going to choose food at a restaurant or cafe. You would:
   a. choose something that you have had there before.
   b. listen to the waiter or ask friends to recommend choices.
   c. choose from the descriptions in the menu.
   d. look at what others are eating or look at pictures of each dish.

16. You have to make an important speech at a conference or special occasion. You would:
   a. make diagrams or get graphs to help explain things.
   b. write a few key words and practice saying your speech over and over.
   c. write out your speech and learn from reading it over several times.
   d. gather many examples and stories to make the talk real and practical.

SCORING
Use the following scoring chart to find the VARK category that each of your answers corresponds to. Circle the letters that correspond to your answers. e.g. If you answered b and c for question 3, circle V and R in the question 3 row.

<table>
<thead>
<tr>
<th>Question</th>
<th>a category</th>
<th>b category</th>
<th>c category</th>
<th>d category</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>K</td>
<td>A</td>
<td>R</td>
<td>V</td>
</tr>
<tr>
<td>2</td>
<td>V</td>
<td>A</td>
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<td>R</td>
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<td>16</td>
<td>V</td>
<td>A</td>
<td>R</td>
<td>K</td>
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CALCULATING YOUR SCORES
Count the number of each of the VARK letters you have circled to get your score for each VARK category.

Total number of Vs circled = □□□□
Total number of As circled = □□□□
Total number of Rs circled = □□□□
Total number of Ks circled = □□□□
VARK LEARNING STYLE STRATEGIES

V - VISUAL STRATEGIES

DESCRIPTION: This preference uses symbolism and different formats, fonts and colors to emphasize important points. It does not include video and pictures that show real images and it is not visual merely because it is shown on a screen.

INTAKE: Lecturers who use gestures and picturesque language ● Pictures, videos, posters, slides ● Flowcharts ● Underlining, different colors, highlighters ● Textbooks with diagrams and pictures ● Graphs ● Symbols

A - AURAL STRATEGIES

DESCRIPTION: This preference is for information that is spoken or heard and the use of questioning is an important part of a learning strategy for those with this preference.

INTAKE: Attend classes ● Attend discussions and tutorials ● Discuss topics with others ● Discuss topics with your teachers ● Explain new ideas to other people ● Use a tape recorder ● Remember the interesting examples, stories, jokes… ● Describe the overheads, pictures and other visuals to somebody who was not there ● Leave spaces in your notes for later recall and ‘filling’

R - READ/WRITE STRATEGIES

DESCRIPTION: This preference uses the printed word as the most important way to convey and receive information.

INTAKE: Lists ● Headings ● Dictionaries ● Glossaries ● Definitions ● Handouts ● Textbooks ● Readings – library ● notes (often verbatim) ● Teachers who use words well and have lots of information in sentences and notes ● Essays ● Manuals (computing and laboratory)

K - KINESTHETIC STRATEGIES

DESCRIPTION: This preference uses your experiences and the things that are real even when they are shown in pictures and on screens.

INTAKE: All your senses – sight, touch, taste, smell, hearing ● Laboratories ● Field trips ● Field tours ● Examples of principles ● Lecturers who give real-life examples ● Applications ● Hands-on approaches (computing) ● Trial and error ● Collections ● Exhibits, samples, photographs ● Recipes ● Solutions to problems
Be Positive and Visualize Success
Approach studying with an upbeat, expectant attitude. Positivity sets you up for mental resilience and overall success.

Class Notes and Study Guides
These are the blueprints for what you will see on exam day.

Study Harder Subjects First
Spend your best and sharpest hours on your most challenging topics.

Need Clarity? Ask!
Ask questions while you still can. Email your professor, ask classmates, or go to ACE!

Attach Meaning
Ask yourself how you are going to use the information, not “if.” How will this enhance your understanding, career, ministry, worldview?

Eliminate Distractions
Close extraneous tabs and silence phone notifications. Keep snacks handy to combat hunger.

Try 25 minutes of Intense Focus
Set the timer for 25 minutes and only work on one task for the duration of the time. Once the timer goes off, take a break, then switch tasks for another 25 minutes.

Rest
Get plenty of sleep at night and be sure to schedule breaks every 30-50 minutes during intense studying.
Critical thinking is the objective of breaking down information and evaluating the individual parts separately and as a whole in order to form a personal judgment.
STAYING FOCUSED: STUDYING

Based on "How to Study with INTENSE Focus" by Thomas Frank

1. **CHOOSE A SINGLE TARGET**
   Focus on only one target or task for the duration of your work session.

2. **KEEP THE SESSION SACRED**
   Keep your work session only for work, not multitasking, not eating, not socializing.

3. **USE YOUR TOOLS AND MAINTAIN THEM**
   Find tools to help you work/study and keep organized.

4. **PRACTICE!**
   It gets easier!

5. **USE TIMERS**
   Use the time pressure to your advantage. Simulate that procrastination!

6. **WORK ALONE**
   Studying with friends helps sometimes, but utilize alone time for deep focus.

7. **SPARK YOUR INTEREST**
   Spark your interest with a challenge! When your brain is interested, it helps you to stay motivated and focused.

8. **MAKE TIME FOR RECOVERY**
   Don't burn out. Take time to relax after sessions of intense focus.
TOP TIPS FOR MEMORIZATION
Academic Center for Enrichment

TURN WORDS INTO PICTURES
Associate words with pictures. Doodling now has a purpose!

MAKE AN EMOTIONAL CONNECTION
Creating an emotional connection will help you remember twice as much information.

USE FLASHCARDS
They can strengthen memory up to 50%.

REPEAT VERBALLY
Verbalizing combines brain functions to make memory stronger.

THINK OF A RHYME ALL THE TIME
Rhyming acts as a shortcut to recalling information.

TAKE A BREAK
A 10-minute break will help retain more info than when not taking breaks.

SOCIAL VS. SOLITARY
Some learn better on their own. Others thrive when learning with others. Know what works for you.

SMELL THE ROSEMARY
The smell of rosemary significantly improves long term and working memory.

UNUSUAL FONTS
One of the best ways to remember something is to read it in a weird font. It makes the brain work harder to interpret and is remembered as a result.

CHEW GUM
Studies show that if you chew gum while you study and chew the same flavor of gum during the test, you will remember more!

TRY IT OUT

1. Read the text in your head
2. Close your eyes and recite it in your mind
3. Read the text out loud
4. Close your eyes and say it out loud

You should be able to remember it!

Keep trying different tips until you find what works best for you!
Note taking is an important part of the learning process. It is what you do with those notes outside of class that will make you successful!

Writing
- Writing promotes active listening
- Writing provides a framework for revision
- Writing improves understanding
- Research at UCLA found students who handwrite notes and study them afterward perform best when it comes to answering factual and conceptual questions.

Typing
- Typing is often faster
- Digital text is easily revised
- Typed notes can be saved in a cloud like Google Drive
- 64.3% of college students use laptops in class, but not for academic reasons. Know yourself and what will keep you most engaged.

When the professor is lecturing, pay attention to:
- Emphasis: listen for points the professor stresses or repeats
- Bold words and side bars in presentations and text
- Physical cues: passion, raised eyebrows, animation while talking, coming out from behind podium, voice change
- If the professor illustrates anything with a drawing, replicate that drawing in your notes
- You do not need to write down every word the professor says, just the items being stressed, illustrated, repeated, emphasized
- If the lecture is directly from a textbook, write down page numbers in your notes from which the ideas are explained

Cornell Method

<table>
<thead>
<tr>
<th>Key words and questions</th>
<th>General Notes</th>
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<tbody>
<tr>
<td></td>
<td>- Use abbreviations and symbols</td>
</tr>
<tr>
<td></td>
<td>- Summarize lecture notes</td>
</tr>
</tbody>
</table>

Summarize lesson plan in your own words

Mind Mapping

- Main Concept
- Sub Concept
- Sub Concept
- Sub Concept

Visual Note Taking

- Lewis and Clark
- Traveled 1804-1806
- Nov. 4, 1804 Meets Sacagawea
- Her baby is born Feb. 11, 1805 on the expedition
GET ORGANIZED
TOOLS & APPS

CALENDARS
Big wall calendar or weekly/monthly planners

BINDERS AND FOLDERS
Buy a binder to keep notes, homework and syllabi in

NOTEBOOKS AND PLANNERS
Keep to-do lists and class notes

TODOIST
To-do list app for keeping track of deadlines and lists

MYSTUDYLIFE
All-in-one tracker, planner, calendar, scheduler

GOOGLE DRIVE
Keep all your documents in one place

GOOGLE CALENDAR
Never miss an appointment or homework assignment again!

GOOGLE KEEP
Digital notebook/folder to keep notes, reminders, papers, drawings, to-do lists
**Self Care**

A DAILY PRACTICE

---

**PSYCHOLOGICAL**
- Self-reflection
- Therapy
- Journaling
- Self-awareness
- Slowing down
- Draw
- Listen to music
- Relax in the sun
- Read
- Be thankful
- Practice asking for help

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**PHYSICAL**
- Eat healthy
- Exercise
- Get enough sleep
- Take a break
- Take a hot shower
- Take a walk
- Take a nap
- Turn off your phone

---

**EMOTIONAL**
- Affirmations
- Laugh
- Watch a funny movie
- Find a hobby
- Buy yourself a present
- Practice forgiveness
- Hang out with friends
- Have a deep conversation
- Relax
- Write
- Call your family

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**SPIRITUAL**
- Pray
- Go into nature
- Find a spiritual community
- Meditate
- Read the Bible
- Be inspired
- Have a Bible study with friends
- Spend time in silence

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**ACADEMIC**
- Take breaks
- Study or work in chunks
- Start in advance
- Take your time
- Ask for help
- Tackle one task at a time
- Set boundaries
# Top 10 Tips for Your First Year

<table>
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<tr>
<th></th>
<th>Tip</th>
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<tbody>
<tr>
<td>01</td>
<td><strong>Get a full night of sleep!</strong>&lt;br&gt;Good sleep habits help you to be more alert, energized, and help you to remember what you learn better.</td>
</tr>
<tr>
<td>02</td>
<td><strong>Before classes start, take a walk to locate all of your classrooms.</strong>&lt;br&gt;Make sure you do this both semesters of your freshman year. Also be sure to check your schedule for any last minute location changes.</td>
</tr>
<tr>
<td>03</td>
<td><strong>Get help early.</strong>&lt;br&gt;Talk with your professor, seek tutoring, connect with ADA services. If you know you have test anxiety, talk to someone. Whatever help means to you—seek it out.</td>
</tr>
<tr>
<td>04</td>
<td><strong>Create personal goals.</strong>&lt;br&gt;Visualize them, write them down, put them on your wall, and make them happen.</td>
</tr>
<tr>
<td>05</td>
<td><strong>Know your 4 Year Plan</strong>&lt;br&gt;Map out every semester now. Use the plan to help you navigate the best way to finish your degree based on your goals.</td>
</tr>
<tr>
<td>06</td>
<td><strong>Use your syllabi.</strong>&lt;br&gt;Collect all of your syllabi into one master calendar and look ahead for upcoming assignments, exams, and major projects.</td>
</tr>
<tr>
<td>07</td>
<td><strong>Create a time management system.</strong>&lt;br&gt;Choose what times and evenings you will be social. Make sure you spend at least 2 study hours for every 1 class hour.</td>
</tr>
<tr>
<td>08</td>
<td><strong>Stay informed. Check email daily, grades weekly, and JICS semesterly.</strong>&lt;br&gt;Learn to use JICS, MyFire, MySEU, Google Apps and how to add your school email to your smartphone. JICS holds your financial aid information, final grades, registration, and class schedule.</td>
</tr>
<tr>
<td>09</td>
<td><strong>Introduce yourself to each of your professors.</strong>&lt;br&gt;Find out where their offices are located and take a picture of their office hours.</td>
</tr>
<tr>
<td>10</td>
<td><strong>Remember that college is different from high school.</strong>&lt;br&gt;What worked in the past may not work now, but you can create new habits and develop skills that will keep you on course for college success!</td>
</tr>
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WHO WE ARE

ACE is the learning center at Southeastern University and an office of the Center for Student Success. By providing a welcoming and supportive environment and collaborative learning, ACE fosters growth and student success for all students.

TUTORING TIPS

- Attempt the assignment
- Call, email, or visit ACE to make an appointment
- Give yourself an early start for larger projects and papers
- Have some questions ready for your tutor

SERVICES

- Group and Individual Tutoring Sessions
- Academic Success Coaching
- Independent Study
- Online Tutoring
- Walk-in Math and Writing Labs
- In-House Textbook Check Out
- Class Subject and Success Workshops
- Printing

CONTACT US

Phone: 836-667-5137
Email: ace@seu.edu
Location: Buena Vida East 215

HOURS

Monday - Thursday: 8am to 10pm
Friday: 8am to 5pm
Sunday: 5pm to 10pm

SOCIAL MEDIA

@SEUACE