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## Tips for Academic Success

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### Registration, Accounts & Communication

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- Pay attention to all preregistration and immigration information and keep up to date on regulations. Read all registration materials carefully and make sure you meet all deadlines.
- Check your Colorado.edu email daily before and after you arrive in the United States. Professors often send assignments via email. CU Boulder's Registrar sends all registration information via email. ISSS also sends important immigration updates and newsletters via email.

### Office Hours & Other Services

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- Learn where each of your professors' office are located and visit to introduce yourself. Doing this early in the semester makes it much easier to ask for assistance later. Also, visit your professors' offices frequently (particularly if you are having problems in the course), but be sure to make appointments. Visiting your professors during office hours indicates you show interest in the course and care about your performance in their class.
- Use the Writing Center services in Norlin Library often and early. The Writing Center can help you with papers and assignments, but you need to make an appointment early. Waiting until the day before the assignment or paper is due may be too late.

### Classes

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- Attend your classes and arrive on time! If you do not attend, you could be dropped from the course by the professor. Also, regular attendance is important for academic success. Even though you may think that your professors are not checking attendance, they probably are. Most classes are small enough for professors to know if you are absent. When you are absent, it gives your professors a bad impression and it may affect your grade.
- Do not be afraid to ask your professors questions or to participate in class. Listen carefully in class and take good notes. Professors like to have their students engage in the course. Sitting without asking questions or making comments may lead your professors to think that you are not interested in their class. Also, part of your final grade may be based on class participation.
- Take a manageable class load during the first two semesters you are enrolled at CU Boulder to get used to the approach to coursework and the homework load. You are encouraged to register for more classes than you need in order to have a "cushion" available to drop one class. The Department of Homeland Security requires undergraduates to register for 12 credit hours—usually 3-4 classes—per semester. Graduate students need to consult the Graduate School for its policy regarding full-time status: <http://www.colorado.edu/GraduateSchool/resources/FAQs.html>
- Maintain a "balance" of classes. For example, undergraduates should not take all math/science classes or all writing classes in one semester. Try to take one course that requires writing, one that is an activity, one that requires class discussions, etc.
- Do not only limit yourself to courses in your major. Since CU Boulder is a liberal arts university, you are expected to take a wide range of courses to meet CORE requirements.

- Think carefully about scheduling courses, depending on when you work at your best. If you are not a “morning person”, try for afternoon or evening classes. Also, try not to schedule your classes consecutively without a break.
- Spend much more time studying and preparing for classes than you did in secondary school. A good guideline to follow is to spend three hours studying outside of class for every one hour spent in class. Understand that more “independent work” outside classes is often necessary in college. Set up a study schedule and stick to it—or get help in doing so from an academic advisor.
- Learn to set studying priorities—do the most important work first. But do not let one class “slide” while you are studying for another. Prepare ahead of time and keep up with the work for all of your classes. Also, avoid staying up all night studying for a test or finishing an assignment. Plan ahead and manage your time.
- Realize that class lectures and textbooks do not always parallel each other. Some professors lecture from the book, while others lecture from experience and research. Tests may include information or material from both books and the lectures.
- Take the time to learn the academic integrity expectations of your professors, so you can avoid an Honor Code Violation. For information on CU’s Honor Code, visit <http://honorcode.colorado.edu/>.

#### If you are struggling in a class...

- Ask professors if you can have copies of their notes if you are having difficulty understanding lectures. Some professors may agree, while others may not.
- Take a tape recorder with you to class and tape the lectures if you are having trouble understanding. But ask the professor’s permission first.
- If you can, find a “partner” in the class with whom you can review notes and assignments, but be sure to know your professor’s limits on working together. If you cannot find someone, ask the professor to find someone in the class who can help.
- Get a tutor for the class by consulting your academic advisor or your professor. If you live in a CU Residence Hall, ask about a free tutor. You can find a tutor through CU’s Student Academic Resource Center (SASC) as well.
- If you receive a bad grade or do not understand the assignments, etc., do not try to hide the problem. Talk with your professors as soon as possible after getting a bad grade. Also consider talking with your academic advisor, as he or she can help you find academic assistance.
- If you are struggling in a class and wish to drop it, do not wait too long to do so. If you choose to withdraw late in the term, you must officially file a withdrawal through the Registrar’s Office. Also be aware that immigration regulations require you to be a full-time student. Therefore, if dropping a class will put you below full-time student status, speak with an ISSS advisor first before you drop the class.
- Please also see <http://www.colorado.edu/oie/information-all-international-students/tools-academic-success> for more academic tools and tips!

*No matter what, be committed to your education while you are at CU Boulder!  
Realize that you are investing time, energy and money into your education and you will get out of it  
what you put into it. Take advantage of every available resource.*