



TEXAS SOUTHERN UNIVERSITY

Division of Academic Affairs

SUCCESSFUL STUDENT GUIDE

Prepare • Engage • Persist • Ask for Help • Grow

SUCCESS IS BUILT THROUGH CONSISTENT HABITS. Successful students do not have to be perfect. They learn how to plan, prepare, participate, use feedback, connect with support, and keep moving forward when challenges occur.

1. Show Up Ready

- Attend class consistently and arrive on time.
- Check Canvas, your syllabus, and course announcements regularly.
- Complete assigned readings or preparation before class.
- Bring required materials and be ready to participate.
- Know important deadlines, exam dates, and course expectations.

2. Manage Your Time

- Use a calendar or planner for classes, assignments, work, activities, and personal commitments.
- Schedule specific study blocks instead of waiting until you have free time.
- Break large assignments into smaller steps with earlier personal deadlines.
- Prioritize what is due soon and what requires the most preparation.
- Limit distractions during study time and protect your academic priorities.

3. Study to Learn - Not Just to Finish

Active Recall: Close your notes and explain the information from memory.

Spaced Practice: Study across multiple days instead of relying on one long session.

Practice: Complete practice questions, problems, examples, or applications.

Teach It: Explain a concept aloud in your own words.

Review: Review notes soon after class and identify what still needs clarification.

4. Participate and Communicate

- Ask questions when you do not understand something.
- Participate in discussions, activities, labs, and group work.
- Read and respond to important university and course communication.
- Use professional communication when emailing faculty and staff.
- Visit your instructor during office hours when you need clarification or support.

5. Use Support Early

Academic Advisor: Academic planning, degree progress, course questions, policies, and referrals.

Success Coach: Time management, organization, motivation, accountability, and academic success planning.

Tiger Tutoring Services: Course-content support, study strategies, note-taking, and academic skill development.

Instructor: Course expectations, assignments, feedback, concepts, and office-hour support.

6. Respond to Challenges Productively

- Do not ignore a problem because it feels overwhelming.
- Identify exactly what is not working.
- Ask what you can control or change.
- Use feedback to improve your next attempt.
- Try a different strategy when the current one is not working.
- Ask for support before a small concern becomes a larger academic problem.

7. Successful Student Weekly Check-In

- ☐ I attended and prepared for my classes.
- ☐ I checked Canvas and my university email.
- ☐ I know what assignments and exams are coming next.
- ☐ I scheduled enough study time for each course.
- ☐ I reviewed my notes and practiced course material.
- ☐ I asked questions about anything I did not understand.
- ☐ I used tutoring, coaching, advising, or faculty support when needed.
- ☐ I completed my highest-priority academic tasks.

8. My Student Success Plan

One academic goal I am working toward:
One habit I will strengthen:
One challenge I need to address:
One person or resource I will connect with:
My next action and completion date:

Remember: Successful Students...

PLAN AHEAD	ASK FOR HELP	USE FEEDBACK
STAY ENGAGED	KEEP LEARNING	TAKE ACTION

YOU DO NOT HAVE TO DO COLLEGE ALONE. USE YOUR RESOURCES AND STAY CONNECTED.