Hello Wildcats!

We are halfway through the semester and excited to see how well some of you are doing. While we recognize that not all of you are still on academic warning, we believe that there are still helpful tips and tools for you in this issue. This may seem like an overwhelming time in the semester; Thanksgiving break still seems very far away and mid-terms are undoubtedly looming over you. So what can you do to help relieve some of this stress?

**Tip number one:** Plan Each Day. Planning each day can help you accomplish more and make you feel more in control of your life. Keep a schedule of your daily activities to minimize conflicts and last minute rushes.

**Tip number two:** Prioritize your tasks. By making a to-do list and putting the most important task at top, you can help prevent those time consuming unimportant tasks from consuming most of your day.

**Tip number three:** Say no to none essential tasks. Consider your goals and schedule before you agree to take on additional work.

**Tip number four:** Take the time to do a quality job, doing the work right the first time may take up more time up front, but errors usually result in time wasted going back to make corrections.

**Tip number 5:** Get plenty of sleep, have a healthy diet and exercise regularly. A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.

Now all of these tips can be useful, but they are not for everybody. If you already have a good routine going then stick with it but if not, choose one of these strategies, try it for two to four weeks and see if it helps. If it does, consider adding another one. If not, try a different one.

Good Luck

Dr. Wiley

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Keys to Academic Success

- Keep your sense of humor.
- Get plenty of sleep.
- Take lots of notes.
- Use flash cards.
- Study for long-term memory.
- Don’t wait to get a tutor.
- Review notes right after class.
- Write everything down.
- Find a quiet place to study.
- Your Advisor

**K-State Tutoring Center**

The Tutoring Center is a student-funded service sponsored by the Academic Assistance Center. Located in 201 Leasure, the facility has 18 tutoring cubicles that seat up to 5 students and one tutor.

Tutoring sessions are offered from 8:30 – 5:30 p.m., Monday through Friday, in a variety of subjects. The atmosphere is relaxed and comfortable.

Each session is 50 minutes long. The number of students per session ranges from one to five depending upon the demand for that subject.

**How much does it cost? Nothing!**

**Who can get tutoring?**

Any K-State student can get tutoring from the Tutoring Center. If we don't have a tutor in a subject you request, we will do our best to find one.

**How do I get a tutor?**

Tutoring request forms are available online or can be picked up in 101 Holton Hall. Since the application process can take up to a week, don't wait until right before an exam to apply.

**CAMPUS RESOURCES**

Academic Assistance Center, 103 Holton Hall
Educational Supportive Services, 201 Holton Hall
Leasure Tutoring Center, 2nd floor Leasure Hall
Academic Resource Center Arc/Darc

Want help on a paper, but have a busy schedule?

Submit your work online to The Writing Center!

**It’s simple:**
1. Email writing@ksu.edu
2. Tell us your name, the course number, and 2-3 questions you have.
3. Attach your paper, describe the assignment, and send!
4. Expect a reply within 2 business days!

**Or visit us in person to talk to a trained tutor who can offer suggestions for revision.**