

Remember that making
adequate time to study
and sticking to your schedule
is essential if you want to
succeed in your courses and
achieve your goals.

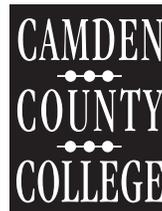
***Your study time
includes completing
assignments and
preparing for tests.***

For more information visit
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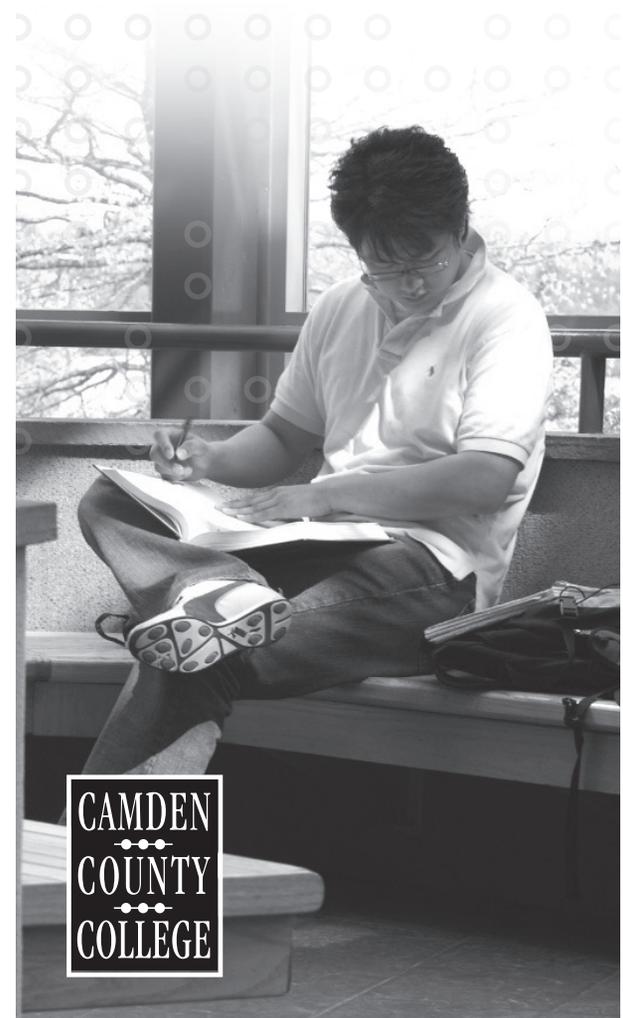
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How to Manage Your Study Time



In college, you make your own schedule of classes based on the days and times you are available. This is convenient for those students who work while going to school or have other personal responsibilities. When creating your schedule, you also must factor in the time you need for getting to and from classes. That's not all – don't leave out the time you need for getting ready, for meals and for sleep. Most importantly, you need to make time to complete your assignments and prepare for tests – your study time.

CALCULATE HOW MUCH STUDY TIME YOU NEED

In college, full time students usually take 4-5 classes, which is about 12-15 hours a week in the classroom. The bulk of your work, though, is completed when you're not in class. A good rule is that you need 2-3 hours out of class for every hour in class, which means at least 24 hours during the week for those taking a full load. It takes this much time to do your assigned readings, homework activities, papers, projects, review your class notes and study for quizzes and tests. The less time spent studying, the lower your grades are apt to be.

IDENTIFY HOW MUCH FREE TIME YOU HAVE

You might wonder how you can possibly fit enough study time into your schedule. If you take a look at how you spend your free time, you will probably see that there are certain things you could cut out, such as watching television, browsing the Internet, hanging out with friends, or playing video games, that would free up the time you need. Going to college might require some sacrifices of your leisure time and changes to your lifestyle, but it's worth it.

DETERMINE HOW MANY CLASSES YOU HAVE TIME TO TAKE

Create a weekly study schedule marking class times, work, transportation and other set responsibilities. Then, block out time for studying – about 3-4 hours per day in 1-2 hour blocks to allow for breaks and make your studying most effective. If you cannot find the time, you might consider taking fewer classes or cutting back on work hours if financially possible.

STICK TO YOUR SCHEDULE AND MAKE THE MOST OF YOUR STUDY TIME

Make a commitment to follow your study schedule faithfully. Prioritize your work according to due dates. Study harder subjects first while you have the most energy and focus. Start papers, projects and studying for tests at least one week in advance so you don't have to cram. Do your homework even if it is not graded or collected because it's often the basis for tests. Above all, do not fall into the trap of skipping one class to do work for another; you will only feel stressed and will fall behind.

