

Courses	Day and Time of Course, Professor's Name and Contact Information	Test/Exam Dates and Grades	Assignments Due Dates and Grades	Action Steps
Course 5		Date of Test 1: _____ Final Grade: _____ Date of Test 2: _____ Final Grade: _____ Date of Test 3: _____ Final Grade: _____ Date of Test 4: _____ Final Grade: _____	Date of Assignment 1: _____ Final Grade: _____ Date of Assignment 2: _____ Final Grade: _____ Date of Assignment 3: _____ Final Grade: _____ Date of Assignment 4: _____ Final Grade: _____	
Course 6		Date of Test 1: _____ Final Grade: _____ Date of Test 2: _____ Final Grade: _____ Date of Test 3: _____ Final Grade: _____ Date of Test 4: _____ Final Grade: _____	Date of Assignment 1: _____ Final Grade: _____ Date of Assignment 2: _____ Final Grade: _____ Date of Assignment 3: _____ Final Grade: _____ Date of Assignment 4: _____ Final Grade: _____	
Course 7		Date of Test 1: _____ Final Grade: _____ Date of Test 2: _____ Final Grade: _____ Date of Test 3: _____ Final Grade: _____ Date of Test 4: _____ Final Grade: _____	Date of Assignment 1: _____ Final Grade: _____ Date of Assignment 2: _____ Final Grade: _____ Date of Assignment 3: _____ Final Grade: _____ Date of Assignment 4: _____ Final Grade: _____	



Tracking for Success

Research shows that students who incorporate these strategies increase their potential for success in their academic pursuits

Successful Student Checklist	Questions to ask yourself	Yes	No	Options (if you answer "No" to any of these questions)
A clear understanding of your Educational Goals	Do you have concrete career goals?	Y	N	Outline short-term and long-term life goals. Counselling Services can assist you with this.
	Does your College program reflect these career goals?	Y	N	Visit your Academic Advisor or Program Coordinator to discuss career options within your program
	Are you interested and stimulated by what you are learning in class?	Y	N	Visit the Career Centre for career testing and exploration of options.
	Were your previous experiences with school positive?	Y	N	Drop-by Counselling Services to talk about how school may be less challenging for you
	Are you aware of Co-op Education and the requirements?	Y	N	Visit the Co-operative Education website or speak to your Academic Advisor
Good organizational skills	Do you consider yourself to have good organizational strategies?	Y	N	Plan to attend a Learning Skills Workshop . Drop by Counselling Services . Ask if you are eligible for a referral to the Learning Strategist or Assistive Technologist .
	Are you able to access course materials and your timetable on WebCT?	Y	N	Speak to someone in Information Technology or to your Academic Advisor .
	Have you successfully balanced work, school & personal commitments?	Y	N	Drop by Counselling Services to talk to a counsellor about how you might balance your life.
	Are you being accommodated for a documented disability (if applicable)?	Y	N	Refer to the Disability Services website for information regarding students with disabilities. Speak to an advisor in Disability Services to discuss possible accommodations and documentation requirements.
	Do you have adequate knowledge of technology to successfully support you in your program?	Y	N	Check with the Student Advisement Centre about available workshops
	Are you using appropriate assistive technology (if applicable)	Y	N	Speak to the Assistive Technologist about software as referred by a Disability Services Advisor or Learning Strategist
	Are you able to keep track of all your test/exam and assignment due dates?	Y	N	Download copies of your course outlines from Webvista . Keep a record of test/exam dates in your Student Union Handbook and/or calendar.
	Are your personal relationships supportive of your educational goals?	Y	N	Counselling Services offers drop in on a daily basis. Check our website for times and location.
	Are you able to manage a full course load?	Y	N	Speak to someone in the Student Advisement Centre . An advisor there will discuss procedures and options with you.

Successful Student Checklist	Questions to ask yourself	Yes	No	Options (if you answer "No" to any of these questions)
Active Learning Skills	Classroom Do you attend class regularly?	Y	N	You cannot be an active learner if you do not attend class. Speak to your Professor if you have scheduling conflicts. You may be able to attend another class.
	Do you remember what the professor was talking about in class?	Y	N	Ask questions & participate in class. Actively engage by recording information.
	Do you have trouble with group work? Are you worried about doing presentation?	Y	N	Speak to someone in Counselling Services or to your Professor about group work and/or presentation options and strategies.
	Textbook Reading Are you able to read your textbook without being overwhelmed?	Y	N	Review your course outline for required reading. Look at chapter overviews, objectives or summaries to determine what are the key points covered.
	Are you able to remember everything you have read?	Y	N	Use active reading skills. Attend a Learning Skills Workshop . Look for alternatives to print formats. Speak to the Assistive Technologist about options.
	Test/Exam Preparation Do you understand what your preferred learning style is?	Y	N	Speak to someone in Counselling Services or attend a Learning Skills Workshop (see our website for times and locations)
	Do you feel well prepared for your tests?	Y	N	Review notes while fresh in your mind. DO NOT cram the night before. Talk about what you are learning. Establish study groups for your classes.
	Do you understand the course material?	Y	N	Ask your professor questions. Consider acquiring a subject specific tutor from the Career Centre .
	Are you able to write down all the information you know in your head? Do you have enough time to complete your tests/exams?	Y	N	Speak to a Disability Services Advisor or a Counsellor about whether you qualify for accommodations.
	Would you consider yourself competent in math?	Y	N	Seek out assistance from the math tutor in the Career Centre or ask for a specific tutor.
	Assignment Completion Are you able to complete your assignment by the due dates?	Y	N	Schedule due dates in your Student Handbook . Allow sufficient time to complete assignments. Speak to someone in Counselling Services about time management.
	Are you able to manage the research and writing requirements on essays?	Y	N	If needed, ask your professor for extensions early. Speak to the English tutor at the Career Centre and/or visit the Library for assistance with research.
	Do you always interpret the project requirements accurately?	Y	N	Clarify project requirements with your Professor . Consider acquiring a tutor for troublesome courses.

For additional information on any of these services, check the Student Services website at www1.sheridaninstitute.ca/services