

◆ **Message for ASTU Freshman Students Dear ASTU Freshman**

- Welcome to Adama Science and Technology University. Congratulations you're a freshman At ASTU!
- ◆ ASTU continues to provide cultural and social opportunities where students can develop and grow not just academically but as enriched and well-rounded individuals.
- ◆ We welcome you to be a part of the leading university in science and technology, where you will experience a rich and diverse journey of discovery.
This part of the handbook provides essential information for a truly unique experience as you adapt to a new learning environment.

1. High School Versus University

First of All, we let you know that university is way different from high school

1.2 Personal Freedom

There are huge differences between the learning process at university and the learning process at high school. Learning does not take place primarily in the classroom at university. You are responsible for what you learn. You are responsible for planning how you will use your valuable and precious hrs.

- ◆ In high school, your teachers planned most of your hours. In university responsibility totally shifts to you. You spent each week on learning.

- ◆ At high school, your time was structured by others, but at university you take responsibility to manage your own time.
- ◆ At high school you could count on parents and teachers to remind you of your responsibilities and priorities, but at university you must balance your responsibilities and set your own priorities.
- ◆ At high school, you were not responsible for knowing what it takes to graduate, but at university graduation requirements are complex and different among majors. You are expected to know those that apply to you.
- ◆ You will be faced with a large number of moral and ethical decisions you have not had to make previously

1.3 Class Schedules

You often have hours between classes; class time varies throughout the day and evening. You spend 15 to 20 hours each week in class.

1.4 Studying in University

You need to study at least two to three hours outside of class. You need to review class notes and text material regularly. You are assigned substantial amounts of reading and writing which may not be directly addressed in class. It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so. Coming to class prepared means better grades.

1.5 Testing

Testing is usually infrequent and may be cumulative, covering large amounts of material. The instructor, need to organize the material to prepare for the test. Mastery is often seen as the ability to apply what you've learned to situations or to solve new kinds of problems.

2. Effective Study Strategies at University

Here are some tips which might be of help for your successful life at your University

2.1. Take responsibility for yourself

Recognize that in order to succeed you need to make decisions about your priorities, your time, and your resources. Center yourself around your values and principles. Don't let friends and acquaintances dictate what you consider important.

2.2 . Put first thing first.

Follow up on the priorities you have set for yourself, and don't let others or other interests, distract you from your goals.

2.3. Advice to freshman

Please be advised of some practical suggestions which would lead you to making your university life successful:

2.4 Go to class

- Go to class...even on the FIRST DAY.
- You will only perform below your potential if you don't. Exceptional circumstances may crop up, but be honest with yourself

2.5. Master the art of studying

- ◆ Assess your most efficient learning modes; are you a visual (seeing), aural (listening/hearing), kinetic (acting, modeling, etc) student: Identify those techniques which you can exploit. Copying your notes immediately after class will help to "cement: the material into your long-term memory.

3. Tips for Time Management

3.1 Develop blocks of study time

- ◆ Some learners need more frequent breaks for a variety of reasons. More difficult material may also require more frequent breaks

3.2. Schedule weekly reviews and updates

- ◆ Weekly reviews are a key strategy in shifting information from short-term to long-term memory. Doing this regularly makes studying for tests more effective and easier.

3.3. Prioritize assignments

- ◆ When studying, get in the habit of studying the most difficult (or dreaded!) material first.

3.4. Develop alternative study places free from distractions

- ◆ Minimizing distractions will maximize your concentration which is needed to put information in memory.

3.5 Use “dead time” for quick reviews

- ◆ All time spent on review adds up and aids in the memory process. Think of time when you can study “bits” as when, riding the bus, waiting for an appointment etc. Don’t waste it, use it!

3.6 Review studies and readings just before class.

- ◆ Reminding yourself of “where you are” with the material, ready yourself for the lecture and improves the likelihood that you will remember.

3.7 Review lecture materials immediately after class

- ◆ Forgetting is greatest within 24 hours without review!

3.8 Create a simple “To Do” list

- ◆ Include priorities for the day and keep focus on those events. First thing in the morning, check what’s ahead for the day.

3.9 Use a daily/weekly/monthly plan

- ◆ Keep focus on “the big picture” by relating your daily “To Do” list to a weekly or monthly calendar which includes all your appointments, classes, assignments, and meetings. You will always be prepared.

Please try to exercise the following study tips to become a successful university student

- ◆ Schedule your daily activity at a time comfortable for you
- ◆ Regularly attend all of your classes
- ◆ Cascade your study time in a scheduled manner
- ◆ Form a strong relationship with your best friends and genuine instructors
- ◆ Be ready for and kind of obstacles and solve positively without harming others
- ◆ Set achievable goals

Have study skills that contain the following Criteria

- ◆ Note-taking skills
- ◆ Test taking skills
- ◆ Stress management

Your time management includes

- ◆ Calendar of dates
- ◆ To do lists (what you have to do)

Your time management must consider

- ◆ Relaxation period (tea break)
- ◆ Sleep (Nap)
- ◆ Recreation session

When you read your study materials please consider

- ◆ Getting the main (core) idea
- ◆ Extracting important details
- ◆ Reciting the most important area
- ◆ Reviewing all chapters before exam
- ◆ Searching an important up dated reference materials

⇒ Success in school, and life in general, depends on one’s ability to efficiently manage time

⇒ People with achievable goals succeed because they know where they’re going

ASTU Gender Directorate

Wishes you all the best

Good luck!!