



STARTING UNIVERSITY QUICK GUIDE

Access the subject site on LearnJCU

Log in to [LearnJCU](#). Open your subject site and navigate to the Subject Outline.

Here you will find key information for the subject including:

- Subject overview
- Lecture and tutorial topics
- Readings for each topic
- Assignment descriptions and due dates
- Lecturer and tutor contact details and consultation hours

You will also be able to access from the subject site:

- Lecture recordings and podcasts
- Lecture notes
- Reading lists and online databases
- Discussion boards

Make a study plan

Download our [planning documents](#) from our site. Make a [weekly planner](#). Be honest about how much time you will need for study and working on assessment. For most subjects you will need to spend **10-12 hours studying**. Use your Subject Outline to make a due date assessment planner like [this one](#). Start preparing for assessment using the [7 step plan](#). Set a goal at the start of the semester **to attend every lecture and tutorial**.

Spend time each day completing the set readings

Make sure you read the *key texts* in every topic area. **Never attend a lecture without having done the pre-reading.** Key reading strategies include:

- review the reading list for each topic in the Subject Outline. Always read the essential readings before you attend the lecture
- read the summary pages and question sets at the end of textbook chapters before you read. This will tell you which points are most important to note
- don't read journal articles all the way through at first. 'Top and tail' by reading the abstract and conclusion first to develop a strong understanding of the material
- ask your tutor which readings are key and focus on those
- read in chunks if you can't read for long periods – set mini targets of 20 minutes or less
- spend the first section of your study period revising what you did in the last session. This helps keep material fresh in your mind, and allows you to identify gaps in your knowledge.
- rewrite each paragraph in your own words of no more than two sentences to make a 'skeleton' of the reading to help you review later
- keep a logbook of all the new keywords and technical terms

Sign up for PASS

Peer Assisted Study Sessions (PASS) offer guaranteed study sessions while you are on campus. You can meet people in your subject and course, and it is a proven way to improve your marks. Research shows students who attend PASS five or more times in a semester significantly increase their chances of passing.