

Helpful Hints:

When choosing a course or deciding how many courses to take, think about this:

The Study Formula

For every one hour of class, set aside two hours outside of class to prepare for your lecture, complete homework, and study your course materials. For a three-credit class:

3 hours (3 credits) of class x 2 hours of "study" = 6 hours of studying each week of the semester
(for this 3 credit course)

Do not wait to ask for help! Reach out for tutoring or an [Academic Coach](#) to help you prepare for your course:

Communicating with Professors

Introduce yourself to your instructor. Ask your instructor what is the best way to communicate if you have questions about the class, projects, or homework. Always ask your professor for help understanding the course material. Their contact information is listed on your course syllabus.

- **Do not wait to reach out** to your professor if you have questions or issues so that you can be successful in the course.
- Be professional when communicating with a professor in class or through email. Use the term "Professor" as their title. For example: Your professor's name is Amanda Mendez. You refer to her as **Professor Mendez**.
- When sending an email to your instructor (or any college staff) **ALWAYS** use your CCRI email and include your name, CCRI ID number, and the name of the course within the message.
- Be respectful and civil in your classroom behavior and in your email messages.

You are not alone!

The following CCRI services are available to all students, including you as a Dual Enrollment student.

Please ask for advice or support from:

- [Student Success Center](#) for free tutoring and academic coaching.
- [Advising & Counseling](#) for advice on classes, selecting your major, transferring etc.
- [Community & Social Resources](#) for confidential assistance with groceries, transportation, or referrals services provided by outside community agencies.
- [Access](#) for a navigator to help you graduate and transfer within three years.
- [Disability Services](#) to learn about academic accommodations.
- [Information Technology](#) for questions about Starfish, Blackboard, MyCCRI and your CCRI email.
- [Library](#) for resources for research and assistance on how to access those resources.
- [Career Services](#) to help you explore your career goals and gain work experience through internships.
- [Writing Center](#) to receive help with your writing assignments for any course.