



# Guide to Transitioning from High School to University

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This package was created by Healthy U: Peer Health & Wellness at the University of Manitoba. We are a group of trained, non-judgmental, and confidential student health and wellness leaders on campus.

We provide outreach activities, workshops, and one-on-one support for our fellow students on a variety of health and well-being topics. Feel free to drop in to chat or pick up more information packages.

If you would like to request or attend one of our workshops or events, check out our website for details.

# Differences Between High School and University

- You'll be responsible for making your own schedule. Make something that works for you (read: don't take 8:30 classes if you know you won't show up).
- You might have different classmates in each course, which makes it harder to make friends. Try chatting with a couple people in each class and make a point to ask their name.
- Your instructors or profs typically won't keep track of your attendance or progress. It's up to you to keep yourself on track.
- Students need to be self-directed, and independence is expected.
- You're expected to study much more than you were in high school.
- Instructors or professors often hold office hours or let you schedule appointments to ask questions or receive help. This is very valuable!



# Tips for Dealing with the Transition

## Treat school like a job

A full time course-load complete with study time can require the same amount of time as a full-time job. Sound like a lot? Keep in mind that a 40-hour work week can take the form of 5 8-hour days. This still leaves 16 hours each day plus a full weekend each week to do other things.

## Learn as you go

Cramming may have worked for you in high school, but it is stressful and often ineffective in university. Prepare for each class before-hand by doing your readings or looking over the slides, and spend some time each week looking over your new materials.

## Time Management

At the beginning of the term, you will receive a course outline or syllabus which will tell you important information such as your instructors office hours, readings, due dates, and expectations. Keep this outline handy for easy reference. Highlight due dates and put these in a calendar - it's your responsibility to keep track of these. Try using a day planner to organize your studying and activities throughout the week.





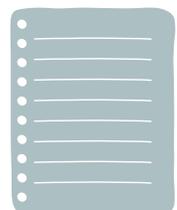
# The Do's and Don'ts of Note Taking

## Do...

- If you're writing your notes by hand, use a binder to organize and keep track of all your pages. Only write on one side of the page so you can go back and add additional notes or diagrams.
- If your writing is messy or you tend to lose things, you may want to consider using a laptop.
- During the lecture, watch for cues from your instructor regarding what's important. If they spend a lot of time on one point, if they pause to let people write something down, or if they use terms like "Note that..." or "First... second..." these can be clues that what they're saying is extra important. Try to highlight or these points so you'll pay more attention to them when studying. Don't count on yourself to remember clues like this!
- If you have a question and aren't able to ask right away, write it down! When you go to ask your prof for help, you can pull out your list of questions so you don't forget anything.

## Don't...

- Don't depend on someone else's notes.
- Don't be afraid to go back and edit or add things if you begin to understand a topic better or if the readings/lectures expand on a previous topic.
- Don't cause or put up with distractions. Switch seats or tactfully ask those making noise to be quiet.



# After the Lecture Ends

Taking effective notes doesn't stop when the lecture ends. The best notes are edited, integrated with other notes, and used to help you prepare ahead of time for exams or assignments.

- Set aside a few minutes every day to review your notes, fill in gaps, and organize them into your binder.
- If the instructor speaks very quickly or if you think your notes are missing some information, take time right after class to write down what you can from memory.
- If you take notes from a textbook after the lecture, use the back of each page of lecture notes for corresponding textbook information. You'll be less likely to spend valuable time taking notes on a topic you've already covered, and your notes will be compact when its time to study for exams.
- At the end of each week, write a summary of the week's lectures and readings. This will also make studying easier because it will be less information to sift through if you don't have time to review every page of notes. It also tests your understanding of the content and helps you identify areas you need clarification in.
- Make concept maps and diagrams to help you synthesize your notes.



# Take Action

- Make the most of the resources on campus. Check out the Academic Learning Centre, the University 1 First Year Centre, and the library. These are valuable resources and are available right on campus.
- Meet with a tutor for extra help, or to have someone review your essays before handing them in.
- Figure out how and when you study best. What time of day do you get the most done, are there certain environments that help you focus, do you need music, etc.?
- Reduce distractions! If you're trying to study at home but your family is too loud, try studying in a quiet area of the library. If your phone is distracting you, turn it off!
- Multilingual learners: The Academic Learning Centre has specialized resources to help you out.
- English as an Additional Language: there is a specialized language instructor available in 201 Tier, who is available to help you.



## Student Clubs

Becoming a member of a student club can be a great way to meet new people and enjoy the 'student experience.' There are many clubs on campus for students who share common interests, ranging from hobbies, social causes, religion, culture, and more.

The following link lists all the student clubs through UMSU that are available to join. Find one that suits you and get involved today!

[umsu.ca/get-involved/student-clubs](https://umsu.ca/get-involved/student-clubs)

You can also check in with your department or faculty for available associations.

# Resources

## On Campus

### **Academic Learning Centre\***

201 Tier

204-480-1481

[umanitoba.ca/student/academiclearning](https://umanitoba.ca/student/academiclearning)

### **University 1 First Year Centre\***

205 Tier

204-474-6209

[umanitoba.ca/u1](https://umanitoba.ca/u1)

### **Elizabeth Dafoe Library\***

25 Chancellors Cir

204-474-9881

<https://libguides.lib.umanitoba.ca/dafoe>

## Online

Assignment calculator: Helps you plan your schedule to make sure you have enough time to complete your assignments.

<https://ctl.utsc.utoronto.ca/assignmentcal/>



\*There are no in-person services at the University of Manitoba currently. Check the relevant websites for remote services and updates.



## 168 Hour Week

Do you find yourself wishing that there were more hours in a day? How often do you look at another looming deadline and think that you're a bad time manager? Maybe you're not as bad a time manager as you think. It could be that you just don't have an accurate sense of how much time you actually spend on other tasks. We often forget that sleeping, eating, bathing, jobs, doing laundry or simply visiting with friends take up a lot of time. Getting an accurate sense of how much time you spend on those activities makes goal setting, making a to-do list, and creating a useful (and do-able) schedule easier.

Estimate the number of hours a day you spend on each task and then multiply by the number of days per week that you do that task. If you have consistent hours of work or classes, you can simply enter those times in the Total column (i.e., if you work 25 hours a week then put 25 in the total column).

| Activities  | Hours | X | # of days | Total |
|---|-------|---|-----------|-------|
| Sleeping  |       |   |           |       |
| Personal care (showering and grooming)  |       |   |           |       |
| Eating (preparation and clean-up)   |       |   |           |       |
| Travel time (work, campus, other)   |       |   |           |       |
| Work  |       |   |           |       |
| Other commitments (volunteering, church)  |       |   |           |       |
| Exercise & sports   |       |   |           |       |
| Leisure and social time   |       |   |           |       |
| Errands/cleaning/laundry  |       |   |           |       |
| Classes (3 hours per every credit + lab time)<br>For example, 5 courses (5 x 3 = 15) plus 2 labs (2 x 3 = 6) would equal 21 hours per week spent in class |       |   |           |       |

Add up the total column to calculate the weekly hours spent on activities \_\_\_\_\_

Hours in a Week

168

—

Hours Spent on Activities

=

Time Remaining

If you don't have much time left, then you might need to look at reducing the courses you are taking, the number of hours you are working, and/or other commitments (friends, sports, volunteering), because you have not even begun studying or preparing assignments yet! If you have a lot of time left, then your challenge is to use that time wisely. Interestingly, it is easier to waste time when you think you have extra time. Realistically, if you are a full-time student, you should be spending about 35 hours a week on school which means you should be studying at least 10-15 hours in addition to going to classes and labs.

*You have the tools. We'll help you use them.*

TERM:

## TIMETABLE PLANNING FORM

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 7:00   | 7:00    | 7:00      | 7:00     | 7:00   | 7:00     | 7:00   |
| 8:30   | 8:30    | 8:30      | 8:30     | 8:30   | 8:30     | 8:30   |
| 9:30   | LAB     | LAB       | LAB      | LAB    | LAB      | 9:30   |
| 10:30  | 10:00   | 10:30     | 10:00    | 10:30  | 10:30    | 10:30  |
| 11:30  | 11:30   | 11:30     | 11:30    | 11:30  | 11:30    | 11:30  |
| 12:30  | 1:00    | 12:30     | 1:00     | 12:30  | 12:30    | 12:30  |
| 1:30   |         | 1:30      |          | 1:30   | 1:30     | 1:30   |
| 2:30   | 2:30    | 2:30      | 2:30     | 2:30   | 2:30     | 2:30   |
| 3:30   | LAB     | LAB       | LAB      | LAB    | LAB      | 3:30   |
| 4:30   | 4:00    | 4:30      | 4:00     | 4:30   | 4:30     | 4:30   |
| 5:30   | 5:30    | 5:30      | 5:30     | 5:30   | 5:30     | 5:30   |
| 7:00   | 7:00    | 7:00      | 7:00     | 7:00   | 7:00     | 7:00   |
| 8:00   | 8:00    | 8:00      | 8:00     | 8:00   | 8:00     | 8:00   |
| 9:00   | 9:00    | 9:00      | 9:00     | 9:00   | 9:00     | 9:00   |
| 10:00  | 10:00   | 10:00     | 10:00    | 10:00  | 10:00    | 10:00  |
| 11:00  | 11:00   | 11:00     | 11:00    | 11:00  | 11:00    | 11:00  |
| 12:00  | 12:00   | 12:00     | 12:00    | 12:00  | 12:00    | 12:00  |

