To graduate from college in four (4) years, follow these basic guidelines:

◊ Attend Manresa to acquire as much information about the college experience as possible.
◊ Avoid situations that may entail student conduct violations.
◊ Become familiar with institutional policies and procedures that pertain to the college student experience.
◊ Be familiar with the syllabus for every class and know the professor's requirements and expectations.
◊ Read assignments completely.
◊ Ask questions for help when needed, clarity and to reinforce knowledge.
◊ Get to know your professors and make sure they know who you are.
◊ Never engage in academic misconduct (cheating, plagiarizing, taking short-cuts).
◊ Plan on spending as much time daily as if it were a full-time job (at least 8 hours per day - e.g., in class for 3 hours on a given day, study for 5 hours that day).
◊ Organize (or join) study groups of 3-5 fellow students taking the same class with the same professor.
◊ Develop a study schedule and stick to it.
◊ Identify a place that is conducive to your study habits and without distractions.
◊ Access as many services as needed throughout your college career (e.g., writing center, math lab, LAC, etc.)
◊ Schedule time to make friends and spend time with them - if you sleep for 8 hours per day, dedicate 8 hours to your academic endeavors, you still have 8 hours to work a part-time job and engage in recreational activities.
◊ Be sure to get eight (8) hours of sleep every night.

◊ When you are not feeling well, don't wait. Health Services and Counseling Services are available to you at no charge by appointment.
◊ Spend time each week staying in good physical condition - working out keeps your mind and body in optimal shape.
◊ Learn how to manage your money using Financial Awareness.
◊ Understand how your education will be financed.
◊ Be aware of your financial aid package.
◊ Connect with Career Development with any questions concerning job opportunities, work study, or discerning a career for the future.
◊ Be completely focused on academic endeavors.
◊ Have completed as many advanced standing college credit hours as possible before entering college.
◊ Complete core requirements during the first two years of college.
◊ Complete a minimum of fifteen (15) credit hours each semester.
◊ If undecided about the major, take courses that may double-count for credit in the core or other potential areas of interest.
◊ Seek-out your academic advisor and meet with him/her twice each semester.
◊ Learn how to use DegreeWorks as a graduation planner and have a plan.
◊ If you drop below 15 credit hours per semester, have a plan as to how you will make up those credits (e.g., take 18 hours one semester, take a class during intersession, take summer classes).

xavier.edu/retention