Here are some tips.

1. Read the assigned section before each lecture. Read slowly, pencil and paper in hand. Try to fill in any missing details. Formulate precise questions about the parts you do not understand and the details you can't fill in.
2. Attempt the problems that go with the section. These will help you understand the material.
3. Reread the section after the lecture covering it. Again, do it slowly, pencil and paper in hand. Make sure you can fill in all of the details.
4. Do the problems you were unable to do before the lecture.
5. Do the MATLAB problems which can be done with the material through that section.
6. Don't wait until the last minute to do the homework.
7. Review at least once a week.
