

# ONLINE COURSE SURVIVAL

**One might believe that taking an online course is “easier” than a face-to-face course, but that is a common misconception. Online courses take additional focus and motivation.**

**Here are the top ten tips to surviving (*and passing*) an online course:**

1. Print out your course syllabus.

*Print off your syllabus and other important material for the course. You don't want to miss a deadline!*

2. Be organized.

*Set a place, day, and time where you can focus on your online course a few times a week. Write down important dates in your calendar and invest in colored highlighters to keep your tasks color-coded.*

3. Log into Pilot frequently.

*Just like a traditional course, due dates can change suddenly. Double-check dates and assignments on Pilot with your course syllabus.*

4. Connect with your professor.

*Before the first week of class, reach out to your professor. A simple e-mail introducing yourself and letting he or she know that you are excited about the course can go a long way.*

5. Participate in discussion.

*When you don't respond online, you appear invisible. Be active by being part of the online discussion.*

6. Beef up on your e-mail etiquette.

*Respond to your e-mails pertaining to your coursework immediately and do not use text-ese to respond. Emoticons and short text do not display your knowledge well enough.*

7. Read, yes read, your textbook.

*Unlike traditional courses where the lecture is the base of the course, your course's textbook will be the heart of your online course. Complete all the reading assignments requested.*

8. Have a computer back-up plan.

*All computers can crash. Make sure you back up your assignments on a cloud or USB; know where you can find a back up computer in case of an emergency.*

9. Don't pick up more hours at work.

*Online courses do not mean more time. Keep your coursework a priority.*

10. Find your happy place.

*Find a place where you can study a few times a week. The Student Success Center and the Library & Technology Center are great places to focus.*

**REMEMBER: ONLINE COURSES ARE CONVENIENT, BUT THEY STILL TAKE WORK!**