BELIEVE IN THE PROCESS
Adopt a positive attitude about your school, the distance education process, the faculty, and the courses you are taking. Fully invest in the academic community.

SPEAK UP
Whether seeking financial, grade and/or transcript information, understanding of materials within a course, or an introduction to the services, be aggressive about receiving the support you expect, and clearly communicate the resources you need.

PERFECT YOUR TECHNICAL SKILLS
If you are not comfortable with your technological skills, reach out for computer training or tutoring. Students who lack confidence in their technical abilities tend to fall behind early in an online program.

STAY CONNECTED
You will have to maintain a reliable Internet Service Provider (ISP) and a dedicated workspace throughout your program.

KNOW YOUR RESOURCES
Your school offers student, career, and academic advising, library resources, and faculty members to support your success. Reach out to all of these personnel and know the policies and resources that are available to you.

FIND YOUR PASSION
If you choose a program that gives your life purpose, you will, in turn, find purpose in your coursework and assignments.

PARTICIPATE ACTIVELY
Plan to be active in all discussions, not only with your instructors, but also reading and responding to your classmates.

TAKE BREAKS
Engage in coursework in “chunks” of time rather than in long stretches in front of the computer with short breaks at least every hour.

SCHEDULE YOUR TIME
Do not let the convenience of an online course fool you into thinking that it requires less time than a traditional face-to-face course. Make sure to set a schedule for your work and work the schedule.

COMMUNICATE WITH OTHERS
Take advantage of the opportunities to make new friends, online and interact with staff and instructors. Your school should provide resources for you to join clubs, student interest groups, and social gatherings.

SOURCE:
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