



## TIPS FOR SUCCESS IN ONLINE COURSES

- 1. Don't assume online courses are easier than in-person classes.**
  - Online courses have the same requirements and expectations, and in some cases, online courses can have higher expectations and may require more discipline.
- 2. READ THE SYLLABUS!**
  - Know class requirements for logging in, completing assignments and tests (some classes require that you include a video of you completing tests).
- 3. Log in as required.**
  - Not logging in can result in you being dropped from the class.
- 4. Participate in class discussions.**
- 5. Create and follow a class/study schedule.**
  - Treat the class like an in-person class. Be disciplined in allocating specific times to be "in class" to review class material.
- 6. Be organized.**
  - Prepare for your study time. Keep your coursework organized in folders/notebook. Have all the materials you need, including coursework, syllabus and snacks.
- 7. Avoid distractions.**
  - Don't hesitate to tell family and friends that you're in your study time.
  - Choose the right environment for studying.
  - Be honest about whether or not you can be focused with the TV on or with music playing.
  - Study time is not the time to multi-task!
- 8. Don't wait until the last minute to complete assignments.**
  - Read instructions carefully and thoroughly.
  - Give yourself enough time in case you need help with assignments and to review and edit/improve assignments.

## **9. Stay in touch with your professor and fellow students.**

- Discuss course material. Ask for and share study tips.
- Don't hesitate to contact your instructors if you feel overwhelmed, falling behind, etc. Contact them immediately. We are all undergoing a change in the way we live and learn. Know that your instructors will appreciate and understand your concerns and find ways to help you.

## **10. Don't hesitate to ask for help.**

- Don't wait until the last minute to get help from professors. Use Educational Support Services (ESP) <https://www.memphis.edu/esp/centers.php>. Online tutoring is available. <https://www.memphis.edu/esp/onlinetutoring.php>
- Refer to UM Global sites for information and success tips. <https://www.memphis.edu/uofmglobal/services/learning/success-strategies.php>  
<https://www.facebook.com/uofmglobal/>

## **11. Use support resources.**

- Use resources and apps that help you with time management, organization and study tips.

## **12. Decompress after studying.**

- Maintain good physical and mental health. Make healthy food choices; exercise, even if it's just taking a walk; seek mental health counseling, if needed <https://www.memphis.edu/counseling/>.
- Stay in touch with family and friends.
- Pursue your passions and hobbies.
- Tune in to movies, favorite TV shows and social media.