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 chance 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](https://www.memphis.edu/esp/centers.php). Online tutoring is available. [https://www.memphis.edu/esp/onlinetutoring.php](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.memphis.edu/uofmglobal/services/learning/success-strategies.php)
      [https://www.facebook.com/uofmglobal/](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/](https://www.memphis.edu/counseling/).
    - Stay in touch with family and friends.
    - Pursue your passions and hobbies.
    - Tune it to movies, favorite TV shows and social media.