

Tips for Success in an Online Course

An Online Course is a REAL course!

*Remember that an online course requires just as much work, time, and effort as a face-to-face course.
As in any course, what you put into it is what you get out of it.*

Know your Instructor!

*Know who your teacher is, how to get a hold of them, and don't be afraid to reach out to them.
If you ever have issues accessing your work on Moodle or Connect or anything else unexpected happens,
make sure to tell them right away.*

Come up with a schedule and stick to it!

Schedule time for yourself to work on your online coursework as if it were a face-to-face course. Pick a couple of days or nights during the week to "pretend" you have class and make sure to do work during that time. Pick times/days when you can work uninterrupted. Make sure you won't have any distractions. Since each week in the course ends Sunday at 11:59pm, also set aside some time on Saturday to finish up anything you didn't get to earlier in the week. You can make an appointment with the online support staff at your campus if you need help making a schedule for yourself.

Don't Procrastinate!

*Don't put off 'til tomorrow what can be done today. Do not wait until the last day of the week to do all of your work. If you wait until the last minute and run into any problems or have any questions, there won't be enough time to resolve anything at that point. Simply put,
"You snooze, you lose."*

Do your own work!

As with any course, you should always do your own work in an online course. Do not copy and paste information from the Internet or another student and submit it as an assignment. The following passage from the school catalog explains the schools policy on plagiarism (submitting work that isn't your own).

"ACADEMIC DISHONESTY: Mildred-Elley is a community of learners, and takes violations of academic honesty and integrity seriously. Academic dishonesty is basis for disciplinary action. Any work turned in for individual credit must be entirely the work of the student submitting the work."