Oh, how the summer has come and gone. Since it feels like a decade from the time things have been normal for us, I felt it only appropriate to focus this newsletter on ways to be prepared for the new semester. While most students are familiar with face to face courses, I would like to give a few ideas that will help you prepare to succeed in your online classes, as many students will be taking an online class for the first time.

1. Manage your time wisely. It’s easy to watch television or play video games and procrastinating your schoolwork until the last two days before it’s due. However, if you treat your online course much like a face to face class and devote a few hours each day at the same time to your studies and classes you will create a routine that allows you to succeed in your online course. Time management is a great trait to learn while completing online courses.

2. Designated study space. It is imperative that you have a designated study place in your home. Look for places that have very little traffic through the room. Ideally you’ll want to study in places such as an office or your bedroom at a desk, if you have one. Having a designated study space allows you to complete your schoolwork without the distractions of everything going on around your house. By eliminating the distractions, you are able to stick to your routine of treating your online courses like face to face courses and get more quality study time to turn in great work!

3. Read the syllabus. While this step seems like a no brainer, it is important to remember that your syllabus will answer a large majority of questions you have related towards your coursework. On your syllabus you will find due dates, professor contact numbers and rubrics for how your course will be graded. As well as your professor’s policy on late work or incomplete assignments and not to mention the possibilities of extra credit. This is all important information to have when taking online courses.

Now, these are just a few tips to help you prepare and excel in your online courses this fall semester. If you can manage your time wisely, find a quiet place to study without distractions and read your syllabus clearly you will truly succeed in your online course. If you don’t be-