



5 TIPS TO HELP YOU SUCCEED AS AN ONLINE STUDENT AT CLEARY UNIVERSITY

1. **Confirm technical requirements** - As a student with a busy life, online classes can allow you to learn any hour of the day. But that only works if you can access the materials! You will need access to an internet connection, laptop or desktop computer, and Microsoft Office Suite.
2. **Connect with instructor(s) early** - It's never too late to get ahead! Make sure you clearly understand the class requirements and expectations of every course you take. If you have questions, ask your instructor how they'd like to connect (calls, emails, etc.) and what times are optimal. Communication is key in an online course and your instructors will appreciate the initiative. There are plenty of resources to help you in your educational journey, and your instructor can guide you through them all.
3. **Keep to a schedule** - Plan ahead for time to study your materials and complete your weekly assignments. It can be easy to procrastinate work when you don't have a professor and peers around you to remind you to do it. Part of online classes involves taking ownership for the time you need to devote to your studies. If you don't create a consistent time for working on your course, it is easy to fall behind.
4. **Have a consistent workspace**- All students need a designated workspace to study and complete your assignments. Where will yours be? Maybe a coffee shop, a public library, or at home. Wherever you choose, you should make sure it's a consistent location that's free of outside interferences. It is also important to build a support system early and make sure those who are close to you – family, friends and peers – recognize the time commitment of an online course.
5. **Stay organized** - All due dates for your deliverables will be visible in your Canvas course. Build a weekly plan of what assignments need to be completed that week and plan ample amount of time for the more time consuming assignments. The courses you are enrolled in will be easy to navigate and have clear expectations; that means you can figure out what you need to accomplish each week and set a schedule for yourself.