TIPS FOR SUCCESS IN ONLINE COURSES

Step 1 **Plan Your Time**

- Create a schedule for your courses and weekly responsibilities
- Design a system to keep track of course assignments and exams

Step 2 **Prepare Your Study Space**

- Choose an area that is quiet and free from distractions
- Make sure that you have all of your course materials with you

Step 3 **Know Your Course Expectations**

- Determine whether your exams are open-book or closed-book
- Determine when your assignments are due

Step 4 **Build Your Support Network**

- Attend your professor's office hours
- Design study groups with your peers
- Take advantage of campus resources

Step 5 **Practice Good Self-Care**

- Make time for yourself
- Take study breaks