

## Online Education - Success Guide

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There are many advantages to distance education, including the convenience and the higher levels of self-confidence you get from achieving goals on your own; however, there are also challenges.

The challenges of distance education include:

- It is easy to procrastinate
- Your instructor is not by your side
- Feedback is seldom immediate
- It is harder to motivate yourself to stay on top of assignments
- At home, it is hard to set time aside for classwork

Because your instructor is not physically present, you are more responsible for your learning. In order to learn successfully, you must

- Take responsibility for your own learning
- Practice self-discipline to keep yourself on track
- Contact your instructor regularly
- Be patient
- Look for assignment due dates and start on the **assignment early enough to complete it and send it to the instructor on time**
- **Read** your text as assigned
- **Read** the entire course syllabus carefully

To develop effective study habits, consider the following suggestions:

- Set aside a regular time for study
- Find a quiet place to study
- Study every day rather than waiting until you have a big chunk of time
- Set regular short-term study goals for yourself each week
- Plan and allocate sufficient time for testing

Every term there will be a student or two in nearly every class who registers, pays tuition, perhaps sends an assignment or two, and then nothing. The student is under the impression that the instructor somehow knows exactly why he or she is no longer actively participating and will automatically withdraw him or her from the course. **You, not the instructor, are responsible for withdrawing yourself from a course.**

**You can drop the course** and receive a full tuition refund if you drop by the appropriate date specified in the schedule of classes.

**You can withdraw from the course** within the time specified in the schedule of classes.