Some tips for success when learning online:

1. **Purchase your textbook and any other course materials before class begins.** If you're buying online, allow for delivery time.
2. **Check your technology needs.** Make sure your computer, software and Internet connection are sufficient for the requirements of the course before the class starts. Faulty technology is not a good excuse for missing assignments in an online course. Have a backup computer you can use, just in case.
3. **Establish a regular study time.** Without specific classroom meeting times, it's easy to forget about the class. Time passes quickly and before you know it, your "other life" has taken precedent and you're playing cat-up to meet the requirements of the course. Set a regular study time that works with your schedule when you can log into the class and do whatever work may be required.
4. **Be proactive asking questions about assignments.** If you have questions on an assignment, remember that sometimes getting answers is not immediate. You should always count on things taking more time than in a classroom.
5. **Participate in discussions and ask questions.** Your online instructor should provide a way for you to interact with other students and ask questions (i.e. our "Main Forum" discussion question area). Active participation will enable you to grasp the material better - and to know your classmates better.
6. **Exchange contact information.** Although it's harder to meet and interact with others in an online class, try to get contact information for at least one or two people with whom you can share information and questions.
7. **Make sure the instructor knows who you are.** Take the time in the first week or so to introduce yourself to the instructor via e-mail or through the class chat room. It's harder for an instructor to get to know you in an online course than in a traditional face-to-face class.
8. **Know how to work your class Web site and course management software.** Especially know how you can get and submit your assignments, check your grades, and communicate with your instructor, as well as with your classmates.
9. **Be organized and don't procrastinate.** Especially if the class is self-paced, make sure you know when the big assignments and tests are due. As soon as you get your syllabus, record all assignment due dates on your own personal calendar.
10. **Become comfortable expressing your ideas in writing.** You'll need to communicate in a professional way about both course content and your professional life.