**Tips for Becoming a Successful Online Student**

**Procrastination is your worst enemy.** It is easy to fall behind in an online course because online learning requires much more reading and writing than a traditional classroom. Therefore, you need to allow yourself time to “learn” in this environment. Make it a habit to log into your course at the start of each week and plan accordingly.

**Accommodations:** Rochester University is committed to helping all students with disabilities receive reasonable accommodations to ensure equal access in all areas of the institution. Students with disabilities who require accommodations should contact the Accommodation Officer at 248-218-2011 or accommodations@rochesteru.edu to complete the accommodations process. Rochester University's accommodations policy can be found at <https://rochesteru.edu/student-life/ada-accommodations>.

**Read everything!**Read all of the instructions for each assignment before starting your work. Look for rubrics and examples. Ask the instructor to clarify anything that seems unclear.

**Double-check after you post or upload.** Compose your forum/journal/wiki responses in Word and paste them into the discussion. Make sure the post or attachment went through. If you can see the post and/or file, so can your instructor. If you cannot see it, try again. Many assignments require you to accept our “Submission Statement.” If you do not accept the statement, your submission will not go through.

**Important:** **Rochester University requires students to submit Microsoft Word documents (.docx) or PDF files for assignments. Some classes may require additional software like PowerPoint or Excel. If you do not have access to fully-compatible software, you may access computers with Microsoft® software on our Main campus and most public libraries or see the *Standard File Format* document for free \*MS compatible software.**

**Download and save or print your course materials early for each week.** It is helpful to save weekly material for upcoming assignments on your computer or flash drive so you can access it offline.

Avoid last-minute logging in to locate the syllabus or assignments in case the server is down or your computer loses its Internet connection. Know that when you run into technical difficulties, including the Rochester University’s server being down, you are still responsible for completing the work. *Contact your instructor if you cannot upload the submission to your online course.*

**Avoid technical difficulties. Before class begins, be sure to update your browser and anti-virus software.** To avoid late assignments and frustrations, contact the Rochester University helpdesk the moment you notice technical difficulties.

**Participate often during class discussions.** Class discussions are an integral part of the online experience at Rochester University. Therefore, active participation is required. Discussion Forum posts must be substantial so be sure to add to the discussion in a meaningful way. See the resource titled “Substantive Writing for Online Students.”

**Time Management.** Manage your time efficiently and effectively. Online learning is fast paced; it is easy to fall behind and difficult to catch up in accelerated courses so plan each week. Make a schedule that allows a few hours each day for homework or other related tasks. Do not procrastinate!

**Ask Questions** regarding what you are concerned or unsure about. Post a note in the course’s “Questions” forum or email your instructor.

If you need additional advice, please seek out the ACE (acelab@rochesteru.edu) or contact RU Online (online@rochesteru.edu). We are here for you!