Student Success Tips / Study Suggestions

1. Go to class every day and always be on time
   - Contact the instructor before an absence to ask for make-up work
   - Arrive early and make sure you are prepared
   - Click here: 10 Good Reasons to go to Class

2. Read the course syllabus & buy all required course materials
   - Read and understand policies set in the syllabus
   - Review other information relevant to successfully completing the course
   - Purchase all required materials listed on the syllabus; textbooks are not “optional”
   - Consider renting your textbook from the Bookstore to save money
   - Click here: What is a Course Syllabus?

3. Check Blackboard regularly
   - Some courses require you to be proficient in Blackboard
   - Blackboard is a tool that will enhance your educational experience and help you pass the class
   - Click here: How to use Blackboard

4. Take detailed reading and lecture notes
   - Always get information from white board, PowerPoints, or Blackboard
   - Compare notes with other students
   - Read and review information before the next class (in case a “Pop Quiz” is administered)
   - Click here: How to Take Notes & Rewriting Class Notes

5. Consult the Instructor/Professor, TA, or Peer Leader (instructional team)
   - Communicate and connect with the instructional team; developing these relationships can have an impact beyond the classroom
   - Approach the instructional team through their preferred means of communication (through Blackboard, regular e-mail, or by phone)
   - Click here: How to Email a Professor: 12 Steps

6. Manage your time effectively
   - Prioritize the demands of school, work, family, and social circles
   - Determine when it’s time to study and when it’s time to play
   - Maintain mental and physical health with enough sleep and healthy eating habits
   - Click here: 8 College Student Time Management Skills & Improving Emotional/Mental Health Tips

7. Set aside adequate time to study
   - Block 2-3 hours of daily study time for every hour of class instruction (6-9 hours per week for each 3-hr course you are enrolled in)
   - Study in 20-50 minute increments and give yourself a 5-10 minute break
   - Click here: Managing Your Study Time

8. Take advantage of extra credit assignments
   - Extra credit is not always offered, but if it is, take advantage of the opportunity. It shows you are willing to put forth extra effort in class.

If you have trouble with a class, see your academic advisor
Student Success Tips / Study Suggestions For Hybrid and On-Line Classes

1. Manage your time by scheduling specific times for your coursework
   • Schedule times throughout the semester when you will participate in online discussions and read required course materials
   • Create a schedule and stick to it. This will help you succeed in the course
   • Click here: Managing Your Study Time

2. Establish reasonable goals and expectations for yourself and from the course
   • Working online is much different than working in a face-to-face classroom
   • Goals and expectations should be based on your experiences as a student and as an active learner

3. Address any technical issues and create a back-up plan in case you lose Internet access
   • You should have at least a basic understanding of computers and how the Internet works
   • Think about what you will do if your Internet goes down. Where will you go? How will you access your course materials?
   • Click here: Learn To Use Your Computer & Internet Basics

4. Don’t panic when technology fails
   • If you receive an error message, contact the appropriate technical services group (your Internet Provider, the UTEP HELP Desk, etc.)
   • Contact the HELP Desk 747-5257 helpdesk@utep.edu if you have problems accessing links or submitting assignments
   • Whatever you do, don’t just let the deadline pass! Failure to submit assignments on-time may result in a loss of points or a zero for the assignment

5. Ask the instructor questions if you don’t understand specific parts of the material
   • Take time to review all of the materials provided by your professor
   • Be sure to look at his/her listed virtual office hours

6. Always save your work before posting or submitting it online
   • Technology fails. Things disappear. Draft your comments, posts, journal entries, and assignments on a word processing software and use the copy/paste feature to submit your work online

7. Follow proper “netiquette” guidelines set forth in the syllabus
   • Read the syllabus and adhere to all course policies and guidelines. Remember that online is a public space and language should be used appropriately
   • Re-read what you are going to post online before you “submit.” Effective communication is key
   • Click here: Online Class Netiquette

8. Be actively involved in the material and don’t procrastinate
   • Begin assignments the day they are assigned!
   • It is your responsibility to participate online; active participation is usually worth a significant amount of your overall grade

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