**Tips for Success: Online Courses**

**What skills should online students have?**

1. **Online learning requires familiarity with basic computer and word processing skills.**
   - Copying & pasting text, downloading software, sending email, and uploading attachments are common practice. However, students do not need to be computer experts.

2. **Many online courses have extensive writing and reading demands.**
   - It is highly recommended that students taking online courses have successfully completed a college level writing course.

3. **Current research indicates academically successful online student are typically highly motivated, self-directed learners.**

**What should students know about Online Learning?**

1. **Online courses have the same credits and requirements as face to face courses.**
   - Many students actually find online courses more difficult than face to face courses.

2. **Online courses require students to take more responsibility for their own learning.**
   - Many online courses have extensive reading and writing demands.

3. **Time management is the most difficult aspect of online learning.**
   - Students need to have or develop strong time management skills and study habits. Although each online instructor is different, students should plan on spending at least 9-12 hours per week on each online class.

4. **Most online course are not self-paced and often follow the traditional face to face format of weekly discussions and assignment due dates.**