A Checklist for working with your new online students

The majority of fully online students are transfer students, but we are seeing an increasing number of first-time-freshmen who choose to complete a degree entirely online. New first-year students have an advising appointment prior to the start of their first semester. New TRANSFER students are sent an email by their academic dean’s office that recommends courses and provides a registration code. Consider providing your students with some (or all) of these as needed.

☐ The appropriate DEGREE CHECKLIST for reference. All students should have an understanding of what it takes to reach their goal

☐ Information on how to access the student’s specific degree checklist (the one that indicates how the transferred courses apply to the degree requirements and does not always match DegreeWorks).

☐ How to access DEGREEWORKS and use it for tracking progress towards degree completion. Verify that the DegreeWorks audit matches the checklist in the student folder.

☐ Create a plan for how the student intends to complete the required courses. Some online students are unable to take 15-18 credits during the semester, but others prefer to stick to 12 credits in the fall and spring, and consistently take winter/summer courses as well.

☐ Explain SUNY General Education Requirements

☐ Discuss dedication and time-management needs of online courses. See the Open SUNY resources for ideas and tips.

☐ Fill out a Course Registration Form if courses are determined for the following semester. Use the enterable online PDF to provide a reference copy to the student.

☐ Encourage students to purchase textbooks early. Use the Campus Bookstore for a complete listing.