

Tips for Successfully Completing Courses Remotely

1. **Know the Technical and Course Requirements.** Confirm all technical requirements and become familiar with all the technologies, websites, and campus resources you may need to use to complete the coursework. If you have trouble accessing the course or if you have trouble finding course materials, contact your instructor as soon as you can.
 - a. If you do not have access to electronic devices and/or internet to complete the coursework, contact your instructor immediately.
2. **Have Correct Expectations.** Remotely delivered or online courses have the same academic rigor as their face-to-face counterparts.
3. **Stay Focused.** Establish a good workspace, for example, a quiet place with a good internet connection, access to power, and freedom from distraction.
4. **Manage Your Time Effectively.** Plan to work on your courses like you would if you needed to attend an in-person class.
 - a. **Figure out study habits that work for you.** Be prepared to spend sufficient time on your course. Get an early start on course assignments. Don't procrastinate and work ahead on your course assignments when you can.
 - b. **Create a Calendar with Due Dates.** Create a schedule with due dates and plan how you will manage your time. Use a calendar to stay on top of your coursework.
 - c. **Log into your course and check your email every day.** Read the announcements in your course to see if new information has been conveyed. If you are expected to participate in discussion boards, check to see who has replied to your posts. Be sure to check your email often. If your instructor is using Blackboard, note that the system uses your @email.sc.edu by default.
5. **Stay Organized.** Take good notes while reading or watching online lectures. Keep a copy of anything you submit.
6. **Interact with your Instructor and Peers and Stay Connected.** Interactions with peers and your instructor are critical to having a rich, engaging experience in the course. Stay connected to your instructors and peers through frequent communications, such as discussions, email, web conferencing, and social media. Connect with instructors by taking advantage of virtual office hours. Interact with your classmates to help you stay motivated and positive.
 - a. **Set expectations regarding communications.** Let your instructor know the best way to contact you and use the appropriate format for communication (e.g., email for one-on-one questions, discussions board if the question may be relevant to the whole class, etc.)
 - b. **Be polite and respectful.** You are expected to treat your instructor and peers with respect and communicate with your instructor and peers in a professional manner.
7. **Seek Help When Needed.** When enrolled in a remotely delivered or online course, remember your instructor is available to answer questions about the course and its content either through email or virtual office hours. Learn what campus resources are available for online students and who to contact for help when needed. If you have special needs or access issues, contact your instructor or the [Student Disability Resource Center](#), if applicable.
12. **Be honest.** Academic integrity is very important to the Carolina Community. We expect you to approach your work with honesty, integrity and follow the values in the [Carolinian Creed](#).