

DURING THE FIRST 2 WEEKS OF CLASS, YOU SHOULD GO AND MEET THE PROFESSOR. THE PROFESSOR'S OFFICE HOURS ARE LISTED IN THE SYLLABUS.

Taking an online class can be very beneficial. However, they can also be very difficult. An online class has very many requirements that each student must meet in order to get a good grade. If you simply do not check Canvas for your assignments, do not do the assigned work, or take your tests, you WILL fail the course. Below are some helpful tips to succeed in your online class:

- Check Canvas DAILY!
- Check your UNA email DAILY!
- Complete assignments BEFORE they are due. This will help you stay on task.
- Since you are taking an online course, you will need a computer.
- Many classes require a computer with a webcam, so go ahead and prepare to have one for your tests.
- Set aside time every day for your class.
- If you are not sure about something, **ASK QUESTIONS!**
- Never submit an assignment late. You will not receive credit for a late assignment.

For more information, please visit <https://www.una.edu/distance/how-to.html>.