

# PHASE ONE: BEFORE GOING ONLINE

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**CHECK THE APPROPRIATE BOX AFTER COMPLETING EACH TASK BELOW TO ENSURE YOU ARE PREPARED FOR ENROLLING IN ONLINE COURSEWORK.**

- Have course access by computer: \_\_\_HOME \_\_\_CAMPUS \_\_\_LIBRARY \_\_\_OTHER
- Make sure your computer has the necessary hardware/software
- Email is operational with special Inbox folder set-up for course emails
- Have access to course materials: textbook(s) etc. if needed
- Start a Course Binder (for printed copies, resources etc.)
- Have access to a printer
- Create a time Management calendar – weekly and by semester
- Know locations, phone numbers and/or website for campus learning center/resources
- Attend an orientation offered by the institution, on campus or online
- Contact the campus Accessibility Office if academic accommodations are required for a disability

## **QUESTIONS TO ASK YOURSELF AND ANSWER HONESTLY**

- ✓ Am I self-disciplined?
- ✓ Do I manage my time well?
- ✓ Can I make a schedule and stick to it?
- ✓ Am I self-motivated?
- ✓ Do I know how to study and learn?
- ✓ Am I a good reader?
- ✓ Am I proficient with computers?
- ✓ Can I ask for help is needed?
- ✓ Do I know where I can get help if needed?