

## The Student Support Services Team:

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**Student Support Services** is a Title IV TRiO Program funded by the U.S. Department of Education. All services are FREE to qualified students.

### Eligibility for Services

To receive services, students must be:

- First generation college student and/or
- Eligible for financial assistance and/or
- Disabled

Ouachita Technical College  
One College Circle  
Malvern, Arkansas 72104  
(501) 337-5000 or (800) 337-0266



# Online Course Tips



# TRiO



## **HOW TO BE SUCCESSFUL IN AN ONLINE COURSE**

Many students take an online course thinking it will be easier than taking a classroom session. This is not true. As you examine taking an online course, consider the following information and make a good decision. An online course may not be for you!!

### **ONLINE DOES NOT MEAN EASIER**

In fact, online courses can be much more difficult. Instructors expect a higher level of reading proficiency of the independent student as you will be studying from materials and books and not lectures.

### **BE REALISTIC**

Do not attempt to take a course without a plan for completing it. This means looking at your schedule and other commitments to see if it is possible.

### **MEET DEADLINES**

Keep a list of important dates and do not miss them. If there is a problem, communicate with your instructor as soon as possible. Your instructor can be helpful to you -- if you communicate.

## **CHARACTERISTICS OF ONLINE COURSES**

Online Courses:

- take as much or more time and effort as comparable classroom based courses.
- usually require more reading and more written assignments.
- usually require several supervised exams.
- have assignment deadlines you must meet.
- sometimes require on-campus work.
- have a final completion date.
- require you to start working as soon as you receive course materials.

### **MANAGE YOUR TIME**

Start managing your time from the beginning of the course. It may be useful to work out a schedule including study time and on-campus time.

## **GET A NUMBER OF RESOURCES**

Alternate textbooks and lab manuals, as well as World Wide Web resources can help explain topics that are difficult for you. Remember that an online course is independent, so you must come up with a plan to get past difficult material. Remember that simply skipping the material is not a good choice.

### **LEARN TO USE THE WORLD WIDE WEB**

Learn the structure of the Web and how to search the World Wide Web for information. The Web can give you good resources, but you must be able to assess the quality of the resources.

### **COMMUNICATE WITH YOUR INSTRUCTOR**

In the electronic age this means e-mail, but face to face meetings are better if they are possible. Learn to monitor the course web site and use an email program to send messages and files. In addition, learn to use a variety of application programs so you can process attachments to email messages as you receive them.