

Thinking of Enrolling in an Online Course? Consider these points for a successful experience in an online course.

If you are considering enrolling in an online course for the first time, please review and reflect on the following characteristics of a successful online student. After reviewing this information, if you feel that you are not prepared yet to enroll in an online course, consider enrolling in a "hybrid" course that blends online activities with "face-to-face" classroom experiences.

Here are some characteristics of a successful online student:

Using Computer Technology:

- You will need a reliable access to a computer, a tablet or a smart phone that can connect to the internet at least 3-4 times a week.
- Your computer, tablet or smart phone is equipped with a speaker and a microphone for videoconferencing.
- You should be comfortable in sending and receiving e-mails, uploading attachments and managing your files.
- You should be comfortable installing software, downloading apps and changing the configuration of your computer.

Managing your time:

- You have approximately 10-15 hours a week to devote to a 3-unit online class.
- You might be expected to log-in to the course daily.
- You are organized and know how to manage your time appropriately with respect to completing assignments.
- You often complete your assignments before the due dates.

Thinking about your learning and communication skills:

- You can communicate effectively and professionally your ideas to your peers and your instructors through written e-mails and discussion forums.
- You are comfortable reading and comprehending text on a computer screen.
- You ask instructors questions in a timely fashion when you need clarification regarding an assignment.
- You enjoy working in a group, but also can work independently.
 - There might be group projects and you will be working with peers whom you may not meet in person.

- You appreciate working with peers from around the world and are sensitive to their unique cultures.
- You do not need "face-to-face" interaction with an instructor to be successful in a course.

Note: [SJSU's Spartan Success Portal](#) has the following online workshops for online learning: 1) 10 Tips for Success in Your Online Course, 2) Effectively Communicating Online, 3) Online Courses: Staying Motivated & Disciplined, and 4) Taking Tests Online: Strategies for Success.

Online Learning Self-Assessments and Checklists

- [CSU Stanislaus Online Learning Readiness Checklist](#)
- [University of North Carolina Online Learning Readiness Checklist](#)

Other notes:

- Online courses offered at SJSU can be found at <http://www.sjsu.edu/at/ec/courses/index.html>
- SJSU's academic integrity/student conduct policies do apply to online courses:
http://www.sjsu.edu/studentconduct/docs/Student_Conduct_Code.pdf

This handout was initially prepared by the SJSU's Advising Council and by the Student Academic Success Services Directors. Any comments should be sent to Maureen.Scharberg@sjsu.edu.

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