so your classes are all online now?

**TIPS FOR A SUCCESSFUL TRANSITION**

<table>
<thead>
<tr>
<th><strong>1</strong></th>
<th><strong>STRUCTURE YOUR TIME</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>![Clock]</td>
<td>Having an unstructured day makes it easy for time to slip away, so discipline is key. Create a schedule and plan out when you'll be watching lectures, studying, reading, or doing homework and stick to it! Remember that you should plan for 2-3 hours of study time per credit each week to be successful.</td>
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<tr>
<th><strong>2</strong></th>
<th><strong>MINIMIZE DISTRACTIONS</strong></th>
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<tbody>
<tr>
<td>![X]</td>
<td>Put your phone on silent and out of sight and turn off the TV. Close social media platforms and other websites that may tempt you, and let your roommates or family members know you're working and ask not be disturbed.</td>
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<th><strong>3</strong></th>
<th><strong>STAY MENTALLY ENGAGED</strong></th>
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<tbody>
<tr>
<td>![Brain]</td>
<td>Take notes just like you would in a traditional classroom setting and ask questions throughout the lecture. Many virtual platforms have the option to virtually raise your hand or enter a question into a chat box.</td>
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<tr>
<th><strong>4</strong></th>
<th><strong>ENGAGE WITH OTHER STUDENTS...VIRTUALLY</strong></th>
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<tbody>
<tr>
<td>![Chat]</td>
<td>Isolation can weigh on your mental health. Be sure to continue to connect with other students. Facetime your friends, use Google Hangouts to chat, and create virtual study groups for each of your classes.</td>
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<tr>
<th><strong>5</strong></th>
<th><strong>USE CAMPUS RESOURCES AND ASK FOR HELP</strong></th>
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<tbody>
<tr>
<td>![Help]</td>
<td>Your campus resources have not gone away— they've just moved online! Check your email and visit campus websites to find out how to access tutoring, the writing center, counseling, advisors, office hours, etc.</td>
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<tr>
<th><strong>6</strong></th>
<th><strong>TAKE A BREAK!</strong></th>
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<tbody>
<tr>
<td>![Meditation]</td>
<td>Trying to study for 10 hours straight will likely be unsuccessful. Take breaks to get your blood flowing and give your eyes time to rest. All of these changes can feel overwhelming, so remember to take care of yourself and find time to unwind and do the things you enjoy.</td>
</tr>
</tbody>
</table>

**ADVISING AND ACADEMIC SUCCESS**
CREATE A WORD DOCUMENT
A word document (or folder) for each of your classes. This document/folder could encompass the course syllabus, correspondence from the professor, assignment updates, and other pertinent information. You could also use it as an electronic journal for the class, jotting thoughts about lectures, etc.

WRITE A BRIEF SUMMARY
A brief one paragraph summery of where the class stands right now. For instance, maybe you have been focusing on light and shadow in Photography and are getting ready to take pictures of inanimate objects emphasizing light or shadow.

MAKE A LIST OF QUESTIONS
Write down questions that you expect your lectures to address this week. For instance, you might expect your biology professor to talk about how chromosomes deliver energy and whether our behavior can modify how the chromosomes deliver energy (I’m totally making up this biology content!)

E-MAIL YOUR PROFESSORS
If you have any questions, e-mail your professors on Wednesday or Thursday. That way they have a chance to answer your questions as part of the last lecture of the week.

6 HOURS OF CLASS WORK
You may feel that your schedule is lighter without in-person classes, but it’s more important than ever to schedule ample study. Begin by dedicating class ‘attendance’ time and add at least two hours’ study time per course, per week. Evaluate your academic progress and modify your schedule as needed.

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THE MATH HELP CENTER
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More Information can be found at https://teams.microsoft.com/l/team/19%3a130d55c11fc485b95d4f2a3f72c614c%40thread.tacv2/ct/conversations?groupId=41d9237e-b4f2-4564-b10e-3596c5a2f036&tenantid=0cf6c18c-d0d2-4a3f-b3d0-663d620a63d3

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