# How to Be a Successful Online Student

## Be Prepared

- Familiarize yourself with the ALVS Online Student Policies and Procedures. This is a FAQ-type document that will answer procedural questions that come up during your online course.

## Commit to Learning

- Set specific goals based on your desired outcomes.
- Be conscientious about completing assignments.
- Plan regular meetings with your Mentor or Coach.

## Create a Learning Environment

- Establish learning space that is free from distraction.
- Set aside sufficient time to do the work in your courses. Plan 5-10 hours a week per course.
- Familiarize yourself with the online calendar to keep track of assignment due dates.
- Make a daily calendar to track your academic and extracurricular commitments.

## Participate

- Actively participate in your course: watch, listen, read, and learn. Take notes; keep a notebook.
- Engage in online discussions. Contribute your ideas and comments about the subjects at hand. You can gain great insight from your classmates, and they can learn from you as well.
- Read the assignment feedback when documents are returned by your ALVS Teacher. Make adjustments to improve your work throughout the course.

## Seek Assistance

- Communicate when you are confused or need clarification. Teachers like to help!
- Be clear in your communications since you do not have the benefit of face-to-face interaction.
- Attend Office Hours, and utilize other resources offered by your ALVS Teacher.