**Andrews University Online Student Checklist**

**Before You Register**

* Activate your username and email when admitted
* Meet with your academic and financial advisors
* Prioritize commitments to free 145 per 3-credit class
* Create your time management plan
* Get a computer with current software, audio & video
* Get reliable internet, accessible all study hours
* Improve computer skills with online tutorials
* Brush up on reading and typing skills
* Arrange for space conducive to focused study
* Research and make a financial plan
* Ensure you have family and employer support

**Before Class Starts**

* Access your email, learninghub.andrews.edu, IVUE, and FINVUE
always linked from the Current Students tab on andrews.edu
* Read your Andrews email several times a week, then act on it
* Complete your online orientation class in learninghub
* Read the syllabus in the course schedule or [here](http://www.andrews.edu/distance/courses/undergrad/)
* Purchase required study materials from details in syllabus

**When Class Starts**

* Login to learninghub and complete the course orientation on day 1
* Complete all orientation modules, even if optional, in your first semester
* Read any course announcements posted
* Reread the syllabus, paying attention to the grading and participation policies
* Add all due dates for assignments and tests to your schedule
* Review learning activities and schedule sufficient time for each

**Throughout the Semester**

* Login several times per week to study
* Always check announcements and AU emails
* Participate in class discussions, even if optional
* Begin assignments early – don’t procrastinate!
* Ask questions when you need clarification – don’t wait!
* Study for exams and quizzes, scheduling proctoring early
* Check your grades frequently
* Use feedback to improve on next assignments and tests
* Self-evaluate your progress
* Revise your schedule and time management plan as needed
* Use university and community resources to succeed – learn more [here](https://www.andrews.edu/distance/students/orient-success/)

Prepared by Glynis Bradfield, Non-traditional Student Services Director, 2021