

TOP 10 STUDENT DO'S & DON'TS

DO NOT...

Skip reading the syllabus

Impartially complete work

Expect same day email responses

Procrastinate or “wing it” each week

Plan to skip in-person attendance

Avoid tutoring when struggling

Give minimal effort

Ignore messages from your instructor, advisor, or AAS*

Brush off your need for support

Delay any tech issues

INSTEAD...

Know: required materials, attendance, & due date policies

Break it down & schedule accordingly

24-48 business hours = general grace period

Create a plan & hold yourself accountable

Don't waste a seat! Select a fully online course to better meet your needs

Walk in, call, or schedule an appt at the CAE. Tutor.com is also 24-7!

Stay **disciplined, engaged, & thorough** in your work

Read & respond to the message, it only takes a few seconds!

Meet with your AAS* to help you get & stay on track

Connect with CAE Tech Support immediately

**Academic Achievement Specialist*