**Tips for Advising Students into an Online Course**

* Make every effort possible for a new student to take COLL 1040 their first semester. This is for ALL students but is particularly important as the COLL 1040 course addresses online learning, SmarterMeasure, Blackboard, and orients students on what they need to be successful as an online student.
* Stress to your students the importance of COLL 1040. COLL 1040 is a component of our college’s retention plan as many important subjects are covered that will only better prepare your student. COLL 1040 is a REAL class which requires REAL effort and the students are only hurting themselves if they do not take it seriously.
* Students *can* take an online course concurrently with COLL 1040 at your discretion. It will be important to question the student and make a determination if they have the requisite skills necessary to take an online course. At a minimum, they would need a reliable computer, high speed internet, and the understanding that online courses are not easier nor are they self-paced.
* Encourage them to attend one of the Orientation sessions that are offered on-campus. We normally email the date/time out at the beginning of each semester and post in the announcements section of Blackboard.
* If you place a student into an online course for the first time, set their expectation accordingly. Let them know they need the same amount of time dedicated to their online course as they would to a traditional course (if not MORE). A reasonable rule of thumb would be for a 3 credit hour course, they would need 6-9 hours of time each week to dedicate to that course. (this of course varies from class to class and depends on the student)
* ENGL 1101 and MATH 1111 should NOT be taken in the same semester. (this applies to both online and traditional sections)
* Unless your annual plan requires that first semester students only take CORE classes, advise students that they can take 1-2 CORE classes and mix in occupational courses (even their first semester) if they need to be full-time.
* Look at your student’s academic history. If you see that they did not complete COLL 1040 or have a history of W’s and F’s, perhaps online learning is not for them. It is OK to ask them what went wrong their previous attempt at college and what have they changed to ensure their success this time.