

# TIPS FOR GETTING READY FOR SPRING 2012

## THANK YOU FOR ENROLLING IN SPRING 2012 COURSES AT UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE (UMUC).

We have compiled a list of tips and suggestions from students, faculty, and staff to help you stay organized and be successful in your classes this semester.



### TIPS FOR SUCCESS

- Log in to the WebTycho classroom and review course materials before the first day of class. Print out and look over the syllabus—review the reading and assignment due dates to avoid surprises. Highlight key pieces of the syllabus that require action or will be important during the class.
- Download a copy of the planner and note important class due dates on the calendar at [www.umuc.edu/connect/upload/12-EMT-022\\_Spring11Planner\\_HRR2.pdf](http://www.umuc.edu/connect/upload/12-EMT-022_Spring11Planner_HRR2.pdf).
- Try not to overlap more than two courses at a time when registering. Pay close attention to assignment deadlines and plan accordingly for weeks that include more work.
- Break long projects into smaller steps to help you stay organized and meet due dates.
- Check your portfolio against the syllabus a few times each session to make sure you have submitted all your required assignments and are on track for the grade you hope to earn—remember, some assignments may be weighted more toward your final grade than others.
- Ask your instructor immediately if any assignment is unclear. Reread the instructions before submitting each assignment to ensure you've done what was asked.
- Contact your instructor if you do not understand something or have questions or concerns. Read the syllabus to see how your instructor prefers to be contacted, and use him/her as a resource.
- Partner with your instructor and academic advisor. When "life happens," they can present your options and advise on the best course of action. They can't help if they don't know there is a problem.
- If you are taking a hybrid course, review the information at [www.umuc.edu/connect/hybrid.cfm](http://www.umuc.edu/connect/hybrid.cfm) and remember that hybrid classes start online the first day of the session, not at your first on-site class meeting.
- Plan to have your textbook(s) by the first day of the session. Review the required course materials and your course's meeting location (if applicable). You can view this information on your class schedule in

MyUMUC. Go to <https://www.umuc.edu/myumuc> on Student Portal > MyAcademics > Registration/Enrollment > View My Class Information > 2012 Spring.

- Check into your WebTycho classroom regularly—at least three to four times a week or more as required. Review the WebTycho Student User Guide at <http://tychousa4.umuc.edu/wtdocs/wthelp/html/stuuserguide.html> to reacquaint yourself with the classroom if you've taken any time off.
- Develop a rhythm: Log into your classroom at about the same time each day. Plan to devote two to three hours per day to read, review, and complete assignments in addition to classroom time.
- Try to meet or correspond with at least two people in each class to expand your network of professional contacts.
- Speak with an academic advisor before adjusting your schedule, as such decisions can be complicated and may have unintended consequences. This will ensure that you are continuing on the right path for your degree.
- If you experience difficulties with WebTycho or your MyUMUC Student Portal, please visit UMUC 360 Support at <http://support.umuc.edu> for help. This service is available 24 hours a day, seven days a week.

### BE CONFIDENT—YOU CAN DO THIS

We interview hundreds of graduates each year and the number one thing they advise is to stick with it and focus on the goal. There may be obstacles and challenges, but one day with hard work and perseverance, you too will join them as a UMUC alumna or alumnus.

### WE'RE HERE TO HELP

As always, UMUC's team of academic advisors can help you to develop a schedule that fits your life. Be sure to work with them as you plan your journey to graduation. If you have any questions or concerns, please feel free to contact academic advising at 800-888-8682.