Learning in a new way! Tips for Success

#1 Dress for success. Shower and dress the same way you would for class on campus. It may help you stay focused and make it feel a little bit more like you're really attending class.

#2 Attend class. Attend your classes if instructors are running them live, even if the classes are being recorded to watch later. It will give you a chance to ask questions and see what your classmates are asking. No live classes? - You can still attend your class on a set schedule. Remember your instructors can see when and how often you are logging into the course and how much time you are spending on tasks.

#3 Take notes. Although your course is online and much of the material presented may be available for you to read on screen- you still need to be taking notes. Taking notes helps your brain process the information, build connections, and helps you retain the information for later use. In other words, note taking helps you learn.

#4 Communication is key. Your instructors want to hear from you! Every instructor has provided the best way to contact them in the course syllabus. Whether it is by phone, email, Schoology message, virtual office hours, discussion board post, or carrier pigeon - our instructors are begging to hear from you! Reach out and ask your instructors questions anytime you need clarification or help.

#5 **Reduce distractions.** Turn off your phone or put it in another room. Do not open any other browser windows or tabs except for the one with your class. If you can be in the room alone, keep the door closed. If not, create a barrier around your study station. If your pet is a distraction, keep Fluffy out of the room. Turn off push notifications and close email programs. Make sure to have your class and notetaking supplies in easy reach.

#6 **Teamwork.** Do not go at it alone! Connect via email or Schoology messaging with other students that seem to have a good grasp of what is happening in the class. Be willing to help out other students, if they reach out to you. Use Facetime, Zoom, Skype, or other video conferencing software to hold virtual study groups.

#7 **Organize e-files.** Start by forwarding all your emails to one place. In your email and on your computer make sure to create a main folder labeled MCC and subfolders for each of your classes. Place everything related to MCC (financial aid, advising, club events) into the main folder and place everything related to specific classes into that course's subfolder. Know where your files are going when you download and make sure that you move them into the right file folders to keep your coursework organized.

#8 **Make a schedule.** While you are at home, it can feel like school can get done at any time. This mindset will make it easier to fall behind. Schoology, Outlook, your local insurance agent all provide free calendars. Schedule out your upcoming week every Sunday. Remember that you can only do one thing at a time! Schedule in daily time to check your email, Schoology messages, and time to work on assignments that are due later in the week. Be sure to plan testing times for when you know you have the least amount of distractions and add some flex time in case you get a little behind.

#9 **Use a clock.** Alarm clocks, microwaves, ovens, cell phones, TVs, tablets, watches, fitness trackers, and sundials can all help you track time. There is no excuse not to use a clock to keep yourself on task. Use a timer to keep breaks from lasting longer than planned. Use your cellphone alarms as a bell system to keep you on task and think about creating alarms for assignment due dates.

#10 **It's okay to disconnect.** Feeling overwhelmed and on technology overload? It is okay to turn off the computer and cell phone. Try getting fresh air - start that garden you wanted, clean out the garage, take a walk to the mailbox, start back up with sunrise yoga. Dust off that book your mom gave you, dig out the old comic books, try creating a new meal for dinner. Take care of yourself by scheduling some "Me Time" every day.

Know your MCC resources

SYLLABUS - Read and save your [syllabus](#)! On page one of every MCC syllabus, our instructors have listed their contact information and office hours. The syllabus is key to understanding your course, what you need to do to be successful, and how much time you need to schedule for course related items.

MCC CONNECT - MCC has support [staff available](#) to help you seven days a week. Staff can assist you with general questions, help connect you with the right person, or assist with technology issues. Online chat is available by clicking on the chat icon on the bottom of any mohave.edu web page or you can call 1-866-664-2832.

TUTORING SUPPORT - Tutoring support is available during the semester and is always free for all MCC students. Review the [different tutoring options](#) and [request tutoring appointments](#) on our website or by reaching out to MCC Connect.

LIBRARY SUPPORT - [MCC Libraries](#) are fully staffed and ready to help you. Online chat, email, and one-on-one consultations are available with our library teams Monday - Friday from 8:00 AM to 7:00 PM. Be sure to check out our [free virtual workshops](#)!

24/7 STUDENT SUPPORT - It's okay to ask for help. MCC provides free access to a [24/7 student support program](#) for all our students, including counseling and life resources. Check out the program and become familiar with the resources that are available. You can always access the program in your [MyMohave](#) portal through the 24/7 Student Support link or by calling 1-866-329-4148.

TECHNOLOGY SUPPORT - MCC knows that not all of us are not tech-savvy wizards, so the college's very own wizards have an [IT web page](#) with tons of support and directions to assist students. Learn how to [download MS Office for free](#), how to access your [MCC student email](#), and how to [reset your password](#).

More Resources

GET THE SCHOOLOGY APP! - Schoology is home to the online classes for MCC. If you have a smartphone, download the app. Using the app is a simple way to quickly check in on your classes and receive push notifications from both your instructors and the college.

MORE THAN JUST A CALCULATOR - Casio is currently providing free access to ClassPad. A web-based calculator for college level math, graphing, geometry, and statistics.

LEARN AS YOU TYPE/WRITE - Grammarly is a web application that you can provide instant feedback on your writing. When active it will help support your writing by offering both spelling and grammar suggestions for improvement.

SEARCHING SMARTER - Google may be the most used search engine but try using Google Scholar when web searching for your classes. Be cautious - the internet can't always get you what you need. Be sure to reach out to our library staff when you need help researching topics and locating materials.

KNOW YOURSELF - Block & Focus and Strict Workflow are web browser extensions that allow you to customize which websites to block during your selected study times. They are easy to turn on and off and adjust to your own personal needs. Keep it real and aim for 25 minutes of working/studying, before allowing yourself a 5-minute break. Repeat this pattern three times and you get two hours of studying accomplished!

ONLINE NOTE TAKING - Whether you're a tech savvy wonder or still like kickin' it old school - there is no wrong way to take notes. You just need to figure out which method is the right method for you. If you need help exploring different note taking methods, reach out to our Student Success Center team. No matter what method you use Evernote and OneNote are great tools to help organize all your notes, emails, screenshots, images, and research into one place.

ACCESSIBILITY - MCC is dedicated to providing equitable access to all students. If you have any disability services or accessibility related concerns contact any MCC Academic Advisor to discuss.