

Tips for Success

Things you should know and do before the first day of class and during the class:

- **Success Tip 1: Check the Course Prerequisites.** Select the Catalog link under Quick Links for course information, to include a syllabus and course materials. Be sure to check for any special requirements.
- **Success Tip 2: Identify and Acquire Your Course Materials.** Go to the Books/Instructional Materials list at <http://www.ctcd.edu/academics/booksinstructional-materials/> to determine what you need for your course. Acquire all materials prior to the first day of class.
- **Success Tip 3: Read your course syllabus.** You will have access to your class approximately 72 hours before the posted class start date. Log into Blackboard by the first day of class and familiarize yourself with the course. Pay particular attention to the syllabus and refer back to it during the class. Your syllabus contains deadlines, assignments and testing schedules, as well as detailed information on the course and what you are required to do in the course. Put all key deadlines listed in the syllabus in your personal or Blackboard calendar.
- **Success Tip 4: Drops or Withdrawals** - Please remember that once a class starts, drops and withdrawals from the class have financial costs associated with them. Review the class requirements, prerequisites, and expected time commitment carefully before the class starts. If you don't feel you can dedicate several hours a week to your class, you might want to think about reducing your course load. You can contact the Student Services Advisors at the Eagles On Call Center for information regarding the financial costs and help with the withdrawal process.
- **Success Tip 5: Communicate Often with Your Instructors.** Determine your instructor's preferred method of communication. Make sure that you establish and keep an open line of communication with your instructor. It is important to contact your instructor if you are falling behind in your class. They can only help you if they know you need help. The earlier you communicate issues to your instructors, the more options are available for helping to resolve them.

- **Success Tip 6: Plan your study time.** Based on the assignments and exams listed in the syllabus, estimate how many hours per week you will need to complete the work and block off times each week on your calendar for doing this work. Protect those study times by letting friends, family, and people you report to at work know about your classes and the times you have blocked off for completing your course work. If you end up finishing early, great!
- **Success Tip 7: Make Use of Resources.** The CTC Distance Education [Orientation](#) is a free resource for all students. It is quick and self-paced and has many helpful tips for maximizing your success in classes. It covers things like test-taking strategies, understanding your learning style, time management, and available CTC resources. Also, explore these free resources in Blackboard: Student Center, Math Tutoring, and Writing Center. If you are in the Killeen area, you may use the Academic Studio-Student Success Center and the Advanced Math Lab on Central Campus.
- **Success Tip 8: Contact the Helpdesk** immediately if you have any technology issues with Blackboard that prevent you from participating in your course. Technical issues are not a valid reason for missing classes or course assignments since you can access Blackboard from any computer with active internet access. The Helpdesk telephone number is **1-866-350-4729**. For help with publisher products such as MyMathLab, Mindtap or Aplia, or Connect, contact the publisher tech support team.
- **Success Tip 9: Keep your addresses and phone numbers updated.** Always update your home address as well as email address and enter all your phone numbers in your online student record in case you need to be contacted. You can update these in [WebAdvisor](#). Please remember that your CTC EagleMail account is used for all official correspondence.