



1. **Find your learning style.** Some people like to write out notes in a spiral while others prefer to use the computer. Some write out everything while others write key words and phrases. Some listen to music while working while others must have silence. What type of learner are you? There is no "right" way to learn, but you may want to investigate what type of learner you are now. Some of you have been out of the classroom for a number of years and may not know (or remember) what style you prefer. Here is [a great website](#) that has an embedded [learning style quiz](#) that will identify your preferences and give you tips on how to study and take notes.
2. **Get organized.** I recommend organizing your preferred cloud server as you begin your courses. I use Google Drive. You will have a Google Drive associated with your OC account, so if you don't have a preferred server, use that. Start by creating a folder for each of your courses. Any assignment you create for that class should fall under this folder. You can get as organized as you want. You can create folders for Discussion Boards, Notes, Journals, Assignments, etc. You can create weekly folders: Week 1, Week 2, etc. Here is a link to [Google Drive's support page](#) that shows you how to organize your drive.
3. **Find time.** One of the best things about online learning is its convenience. If you have young children, optimal work time might be during naptimes. If you are not a morning

person, perhaps you can carve out time between 10 and 12 in the evening each night. Maybe you like to work in large chunks of time to get all your assignments done. Maybe you like to work in small bursts, knocking out assignments when you can. Again, there is no wrong way to do this, but try to dedicate carved out time to get your work done. Wednesdays and Sundays are popular due date days.

4. **Communicate your needs.** Our instructors and staff are here to help you, but we can help you more quickly and efficiently if you will reach out to us as soon as you determine you have a problem that cannot be solved on your own. Your first line of defense is to contact your instructor in whatever way they recommend (email, phone call, etc.). If you need help beyond that, please contact one of the New College staff members to help assist you. We are here for you!

5. **Allow for mistakes.** College is hard. Work is hard. Family is hard. Put all three of those together, and you have a recipe for disaster. You have probably experienced this imbalance. You might be doing great on college assignments and at work, but you feel like you have dropped the ball with your family. Or family time is great, but you haven't been getting your assignments turned in on time. Allow yourself to make mistakes without feeling like a failure. If you think of your life as a scale, you know that by adding in college there will be things that have to be adjusted to make up for that added weight. As you find your balance, give yourself grace. Allow for mistakes because that is where true learning occurs.