DISTANCE LEARNING SUCCESS TIPS

Establish a Routine
- Set aside time each day to complete the course readings, activities and/or assignments.
- Check your messages on Blackboard and your myCNM email account. Your instructors will let you know how they want you to communicate in their courses.
- If required, keep up with the class discussions and respond to your classmate’s postings throughout the week.

Communicate Clearly
- Write clearly and concisely
- Avoid misunderstandings
- Create drafts
- Avoid plagiarism
- Email properly

Participate and Stay Connected
As a distance learning student you will be required to have access to a computer with a broadband internet connection. That may not always be easy, particularly if you do not own a computer or have an internet service provider at home. However, there are so many places to connect to the internet such as CNM’s computer labs, the public libraries and businesses that offer free Wi-Fi to customers.

Get Help and Ask Questions
- Live Chat for Academic Advising & Career Development
- Live Online Chat for Financial Aid Advising
- Brainfuse Online Tutoring Service
- CNM’s Online Bookstore
- Embanet 24/7 Technical Assistance Live Support

Be Flexible and Patient
Online instruction is dependent on technology, which can be unpredictable; therefore, you will most likely encounter some bumps along the way.

For instance, your internet connection may be dropped unexpectedly; your browser won’t display information correctly; or an important website may no longer be available. No matter what, stay on your toes, know when and who to ask questions and you’ll be okay.

CONGRATULATIONS! TIME FOR COLLEGE.
DISTANCE LEARNING SUCCESS TIPS

Be Open Minded
When learning online, the possibilities for your potential are limitless! Students are no longer confined to learning only within a certain classroom, at a certain time or in a particular building. They can now go online, on their own time and review materials, take exams, complete assignments, interact with students and so much more! Of course, learning in this way takes some getting used to and requires an open mind and curiosity. In the process, you may also learn more about yourself and how you prefer to learn.

Many colleges and universities publish tips for being a successful online learner. If you are interested in finding additional tips, type in “Characteristics of a Successful Online Learner” in a search engine. Some sites even have fun online surveys and quizzes that can help you rate your characteristics and preferred learning styles.

Be Honest
Central New Mexico Community College requires all students online and in the classroom, to conduct themselves with a high level of academic honesty and integrity.

Cheating, falsifying work or plagiarism will not be tolerated. Students committing these offenses are subject to penalties ranging from a “0” on the assignment and/or test, to an “F” in the course. All incidents will be reported to the CNM Dean of Students.

Read the CNM Academic Integrity Policy here.