

# OCICU Student Checklist for Mount St. Joseph University Students

It is strongly recommended that you use this checklist to ensure that you are prepared for your online course before the term begins.

\_\_\_\_\_ **I have ordered the required books and materials for my course from the provider school.**

- Materials should be received prior to the term start.
- **Your home school will not have the required materials for an online consortium course.**
- Links and directions to find and order your course materials are available at [www.ocicu.org](http://www.ocicu.org)

\_\_\_\_\_ **I have completed the orientation and/or reviewed the demo course.**

- If you are required to complete an orientation course, the provider school will email you directions on how to access and complete the course.
- If an orientation is not required, you are encouraged to review the demo course. Links and directions are available at [www.ocicu.org](http://www.ocicu.org)

\_\_\_\_\_ **I know the start and end dates of my course.**

- Term start and end dates for each provider may differ from your home school's academic calendar.
- Check the academic calendar link at [www.ocicu.org](http://www.ocicu.org) to verify when your course begins.

\_\_\_\_\_ **I have made arrangements for computer and internet access.**

- Most online courses require work to be completed throughout the week.

\_\_\_\_\_ **I plan on spending 15-20 hours a week on my course.**

- Accelerated online courses are intense and move very quickly as they cover the same amount of material as a semester long course.

**During the first week of each term:**

\_\_\_\_\_ **Access your course as soon as possible.** Notify the provider school if you are unable to access your course as soon as possible. Some providers require each student to reply to their welcome message e-mail and confirm that they have successfully logged into the learning management system.

\_\_\_\_\_ **Find your instructor contact information and save it somewhere on your computer.** By saving this information outside of your course, you are able to contact your instructor if you should encounter difficulties accessing your course during the term.

\_\_\_\_\_ **Post a message to the discussion forum by the required date.** Each provider school will specify a date in which you must participate by or you will be dropped from the course for non-participation. Participation requirements may be different depending on the provider. For example, certain providers consider accessing the course as participation. Other providers require posting a message by a certain date.