1. Attend class on campus if you are comfortable doing so.

2. Participate in class as much as possible.

3. Turn your camera on if you are in a situation where you can.
   “If you are able, turn your camera on; it means a lot to other students to see your face, a lot to your professors to see you reacting to what they’re saying, and it holds you accountable.”

4. Reach out to classmates to form study groups.
   • Use chat or breakout rooms to ask if others are interested
   • Email classmates outside of class
   • Sign up for “Study Buddy” program via Navigate app
   • Attend virtual small group tutoring sessions hosted by ACE

5. Ask for clarifications when you are confused.
   • Speak up in chat
   • Visit instructor office hours
6. Create an academic schedule and stick to it as much as you can.
   • Write down all due dates at start of semester
   • Review syllabi once a week
   • Attend class when it happens rather than watching recordings
   • Set specific times to work on each class
   “Plan out specific times to do studying and coursework. Make it the same time, on the same days, every week. This helps carve out enough time to get everything done.”

7. Check email at least once a day.

8. If attending remotely, have a designated workspace that is separate from where you relax or sleep.

9. Minimize distractions during class time.
   • Put phone away
   • Maximize videoconference window
   • Use headphones to block out noise
   • Take notes by hand

10. Maintain a regular personal routine.
    • Get dressed for the day
    • Go outside to walk or get fresh air
    • Make time for work, relaxation, and connecting with others

11. Be patient and kind with yourself. Recognize things are hard right now.