

WELCOME TO REMOTE LEARNING

Advice from CSB/SJU Academic Advising

CSB/SJU value the depth of learning that takes place in community with peers and faculty. Given current circumstances, the colleges are striving to create a remote-learning environment that is as rich as possible.

Faculty, staff, and you will be adapting to a new way of working together. The information here will help you make the most of these opportunities.

Find your routine

Create specific space to do the work of being a student.

Plan your days ahead of time. You may find that consistent start times are helpful.

This is important—keep up with email & Canvas notifications every day.

Allow sufficient time for your course work. Arrive to Zoom meetings a few minutes early so you're ready. Use reminders or alarms to your advantage.

Mindset

Use your community. Communicate well with your professors, classmates, advisors, and family. Use "Dear Professor" to start your messages.

Thank your classmates for their contributions, really try to understand their positions. Let your family know what you're working on; if you're away from home be sure to let them know that you are well.

You are a college student. Try to maintain the time needed to reach your academic goals. If you have returned home, for instance, and now have additional family responsibilities have a conversation about when and how much time you'll need for school and family.

Use opportunities to build skills. Proficiency in Zoom conferencing, Microsoft Teams, and other programs, are valuable job skills. Add them to your resumé.

Do good work. Your professors are going to want you to get your money's worth.

Be good to yourself.

Get enough sleep and keep consistent times.

Eat well—add veggies to that Ramen!

Go outside—the fresh air you enjoyed when traveling between classes was doing you some good.

Stay Organized

Keep a calendar, planner, or notebook handy so you can keep good notes on due dates, timing or format changes to your classes, etc.

Organize your Outlook email: [CSB/SJU Outlook Tutorial](#) and/or [add color](#) so messages from key people stand out.

Keep your work space clean. Set out materials—texts, notes, articles—for only one class at a time.

Set specific goals for the work you will do each day.

Examples: Expand outline sections into paragraphs, schedule writing center tutor appointment, practice language vocabulary.

