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**Undergraduate Studies  
Just in Time Tips Weekly Email**



**Welcome to A term from the Undergraduate Studies Team!**

Each week of A term, you'll receive a *Just in Time Tips Newsletter* that will share academic ideas and resources designed to make your week a success. Starting next week, the newsletter will also include a weekly community check-in survey where we would love to hear from you. Faculty and staff worked over the summer to rebuild classes and schedules to make your return to campus possible. We learned a lot last D term and over the summer, but we need your help to keep improving. If you have questions that you think we can help you answer, please don't hesitate to email

[UndergradStudies@wpi.edu](mailto:UndergradStudies@wpi.edu).

Wishing you a great term,

Dean Heinricher Katie Elmes Debra Boucher Aprile Mero



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**[Before A Term Starts - Setting Up for Success Checklist:](#)**

- Check [Canvas](#) to know when your course site is published. Take some time getting to know your classes and all of the things that Canvas can do. Check out the [Canvas Online Student Center](#) for tips.
- **Read the syllabus carefully.** Three times.
- **If you have questions about your course and its format that aren't answered in the syllabus, email your professor.** [Check out suggested questions to ask and sample email text.](#)
  - If it's an online course, you could ask if it will be *synchronous* or *asynchronous*. You might also want to know about the policy regarding attendance.
  - If it's a hybrid course, you could ask your professor about how the course will run, especially for either remote or in person students (depending on which category you are in).
  - Remember that this is all new for faculty too! They need your feedback to make these new courses work better.
- **Set up a study space and schedule for the term**
  - Your classes are a full-time job. Build your weekly schedule with this in mind.
  - Your study space should be only for work if possible. If it's not possible, try making a sign that you put up when it's work time. If you are on campus, there are new study spaces on campus (indoors and outdoors). Find your favorite spots and use them well. There will be more information about these spaces coming.
  - Your schedule should include course times from the syllabus, times for course prep, homework time, meals, and time for fun. Check out [WPI quarterly and weekly schedule templates](#) (listed under Resources).
  - [Watch a short clip made by WPI students for WPI students](#) with a few tips about preparing your space, time, and schedule.
- **Know that campus resources are here for you no matter if you're in person, commuting, or online.** These include:
  - [Accessibility Services](#): set up an accommodation now. Email for a meeting or stop by virtual walk-in hours, 2-3pm Eastern Mon-Fri.
  - [Academic Advising](#): meet with your advisor about your schedule, time management tips, study skills, and more.
  - [Tutoring and MASH](#): Tutoring and Math and Science Help (MASH) are available online in A term starting 9/2. [Sign up for tutoring](#) or [get links for MASH](#).
  - [The Writing Center](#): get help editing your work in an online appointment. [Hear more](#) from the Writing Center's Director!
  - [Undergraduate Studies](#): Have an academic question you aren't sure where to ask? Email [UndergradStudies@wpi.edu](mailto:UndergradStudies@wpi.edu).

- **Virtual Learning Support**: Check out the [Virtual Learning website](#) for tips about remote learning as well as the [Virtual Learning Hub](#) and the [Canvas Online Student Center](#). Email [virtual@wpi.edu](mailto:virtual@wpi.edu) with questions.



## Resources

[Virtual Learning Support -- WPI Canvas \(including Online Student Center\)](#)

[WPI Zoom](#) -- [IT Services & Support](#) -- [WPI Hub](#) -- [Academic Advising](#)

[Office of the Registrar](#) -- [Office of Accessibility Services](#) -- [Library](#)

[Writing Center](#) -- [SWEET Center](#) -- [Office of Multicultural Affairs](#)

[Student Development & Counseling Center](#) -- [Career Development Center](#)

[Dean of Students Office](#) -- [Student Activities](#) -- [WeAreWPI](#)

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