

## Undergraduate Studies Just in Time Tips Weekly Email

**Tips for Online Learning**

**& Socially Distanced Learning**

- 1. CREATE YOUR SPACE**  
Find a comfortable chair  
Set up near good lighting  
Gather necessary supplies  
Cut down on clutter  
Minimize distractions
- 2. MAKE A PLAN**  
Establish a daily routine  
Enjoy healthy snacks  
Schedule blocks of study time  
Exercise regularly  
Practice time management
- 3. GET ORGANIZED**  
Check out Canvas' Online Student Center  
Watch for messages from professors  
Download and review your syllabi  
Add due dates to your calendar  
Refer to Tips for Online Learning
- 4. REACH OUT**  
Contact professors as needed  
Connect with PLAs for help  
Create online study groups  
Stay connected with friends  
Don't be afraid to ask questions

### Community Check-in Survey:

**What are you most looking forward to in A term?**

Take our [30 second community check-in](#) and tell us what you're most looking forward to in A term and how you're feeling about the term! It's also a place to let us know how you are and ask any questions you might have and share a word you want to see in the [Glossary of Academic Terms](#). Happy A Term!

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**Have an academic question you aren't sure who to ask?**

Email [UndergradStudies@wpi.edu](mailto:UndergradStudies@wpi.edu) or [Virtual@wpi.edu](mailto:Virtual@wpi.edu).

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### A Term is Here Checklist:

- Try out the [schedule](#) you made for yourself. Adjust it where needed. Don't forget to double check you've included class/project meetings, class/project preparation, homework, meals, and time for fun! If you haven't yet taken a look, [hear from a WPI student](#) about some schedule and space tips.

- **If there is anything you find confusing, reach out now.** Don't make assumptions and don't wait, ask! Email your professors and TAs/PLAs for course questions. For schedule, academic, or degree planning questions, you can always ask Academic Advising, your Insight Advisor (for Class of 2024 students), or your faculty advisor. For information about using Canvas, check out the [Online Student Center](#). If you're working on a project, ask questions early, take control of the schedule, and push the work forward. As always, if you don't know who to ask or have a more general question, you can always email [UndergradStudies@wpi.edu](mailto:UndergradStudies@wpi.edu).
- **Clarify what terms like synchronous and asynchronous mean in the new Glossary of Academic Terms from Undergraduate Studies.** We would love to have students propose words to add or edits to definitions. [Share your idea in the Community Check-in Survey!](#)
- **Engage with discussion boards and participate actively.** Does your professor have an introduction discussion board? Go ahead and introduce yourself sooner than later! Just be yourself in what you share. It's a great way for your professor to get to know you and for you to get to know your peers. Make sure you've also read through participation requirements in the syllabus, especially for online courses. Email your professor with questions
- **Don't forget to check in through BannerWeb this week.** [Learn how here](#). And remember that [add/drop without a late fee ends on Friday, September 4](#). [Permissions for course adds](#) are accepted via [the Hub](#). [CDR submissions](#) from professors and advisors are accepted via their WPI emails.
- **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](#)



Each week, you'll receive this email to support and guide you through the process of virtual learning. In the meantime, if you have a question related to academics and are having trouble finding the answer, look at our [FAQ](#) page or email us at [UndergradStudies@wpi.edu](mailto:UndergradStudies@wpi.edu) or [Virtual@wpi.edu](mailto:Virtual@wpi.edu).

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