

A Term @ EOU Online - Steps Toward Success

...a week-by-week to-do list for the term...

Terms at Eastern Oregon University move very quickly. Ten weeks of classes and then Finals Week. Successful students are ones who stay on top of all of the little details - follow this list to enhance your chances of success! Find an academic calendar with specific deadlines for each term at the registrar's web page:

<https://www.eou.edu/registrar/calendar/>

Prior to the term starting:

- ☐ Ensure you have daily access to a computer with reliable internet access.
- ☐ Register for courses (do this when registration opens).
- ☐ Confirm you have no holds preventing Financial Aid disbursement. You can do this via Webster.
- ☐ If you plan to use a book voucher to purchase books from [EOU's Bookstore](#) using Financial Aid, complete the book voucher process. <https://www.eou.edu/staccts/book-voucher/>
- ☐ If you are taking six (6) or more credits but fewer than 12 **and** plan to use Financial Aid, make sure you have completed the Enrollment Revision Request Form and submitted it to Financial Aid.
- ☐ If you are not using Financial Aid and wish to pay over the course of the term, set up your payment plan. <https://www.eou.edu/staccts/revolving-charge-contract/>
- ☐ If you are taking credits at EOU **and** another institution, work with your advisor to complete a Consortium Agreement form.
- ☐ Are you on a Waitlist? If so, call or email your instructor and advisor about logistics. Work with your advisor to find a different course. Don't depend on someone to drop a course. Have a back-up plan!
- ☐ Access your Student Portal. www.myeou.edu
- ☐ Frequently access your EOU email through your student portal. Email is the official method of communication for EOU. You are responsible for all emails sent to you from the University. For any troubles with your email account, contact IT Helpdesk: helpdesk@eou.edu or 541-962-3111

Week One:

- ☐ Access Canvas through your student portal. www.myeou.edu
- ☐ Check into all your courses via Canvas. If a course you have registered for does not appear in Canvas by the first Monday of the term, email the faculty and your advisor to let them know.
- ☐ Carefully review all your syllabi
 - ☐ Write in your planner/calendar/tracking system when assignments and tests are due.
 - ☐ Establish a regular reading and study schedule.
 - ☐ Learn your instructor's names and contact information
- ☐ Work with your advisor on needed schedule changes as soon as you can this week. Check here for deadlines: <https://www.eou.edu/registrar/add-drop-withdrawal/>
- ☐ If you DO add a class after the first day of the term, email the instructor as soon as possible to request the syllabus and determine how best to catch up.

Week Two:

- ☐ Don't panic! You have help at EOU - explore your resources! There are great tools available for support.
 - ☐ [E-Tutoring](#): Online tutoring is available for help in a variety of areas.
 - ☐ Course Faculty: Do you not understand something relating to a class? Ask the faculty teaching the course - they are wonderful help!
 - ☐ Your Advisor: Got a question? Ask your advisor! If they don't have the answer, they will direct you to the correct location for an answer.
 - ☐ [Disability Services](#)
- ☐ You are checking your EOU email and logging into Canvas on a daily basis, correct? If not, it's time to start! Check for new email communications and newly posted announcements and materials in Canvas.
- ☐ Check in with your advisor and let them know how you are doing thus far.

Week Three:

- ☐ 20% of the term is in your rearview mirror! Review all syllabi and start your preparation for midterms.
- ☐ If you are not using Financial Aid, tuition is due the third Monday of term by 5:00pm.
- ☐ Call your advisor to make an advising appointment for your next term.

Week Four:

- ☐ Review your calendar and syllabi - schedule any additional study time that may be needed to prepare for your midterm exams and papers/projects.
- ☐ If you did not call your advisor to schedule an advising appointment for next term, do so now.
- ☐ The last day to drop a class with no grade on your transcript is this Friday at 5:00pm. ALWAYS check with Financial Aid and Student Accounts prior to dropping a course to understand the financial repercussions of your decision.
- ☐ Find out when registration for next term opens: <https://www.eou.edu/registrar/files/2016/01/Registration-dates-2016.pdf>
 - ☐ Check Webster for and resolve any holds that might prevent your registration.

Week Five:

- ☐ You made that appointment with your advisor - right?
- ☐ Take a moment to review your performance. If you haven't already done so, check the grades section in Canvas in each of your courses. Where do you sit in the class? Where have you performed well? What contributed to your strong performance in those classes?
- ☐ If you are struggling with ideas to improve your study habits, call your advisor for support.

Week Six:

- ☐ 50% of the term is gone!
- ☐ If you are worried about passing a class, touch base with your advisor about support services.

Week Seven:

- ☐ Friday of this week is the deadline to withdraw from a class (11:55pm for online students)

Week Eight and Nine:

- ☐ Review syllabi and pertinent class announcements in all classes and be sure to understand when your final projects/papers/and exams are due.

Week Ten:

- ☐ Final papers/projects and exams are often due this week for online students. Ensure you are well prepared and have communicated any questions and concerns with your course faculty.

Week Eleven and Beyond:

- ☐ As your instructors finish their grading, they will post your final grades to Webster. All grades are due the Monday after Finals Week. Your term GPA will be calculated and your cumulative GPA will be updated by Tuesday after Finals Week. Make sure you look at your grades by viewing your transcript on the "Student" page of Webster. Ensure your grades for individual classes posted in Canvas are reflected in Webster.
- ☐ Always seek clarity on a grade if it was lower than expected. If you have questions, follow up with your instructors as soon as you can.
- ☐ Don't forget to celebrate your achievements! You finished a term as an online student at EOU! That's worthy of a pat on the back, a treat to the movies, or a chocolate dipped cone...at least! We are proud of you! :)