

Langdale College of Business Administration Online Course Orientation

Checklist for Success in an Online Course

You have successfully completed your online course orientation. Please use and review this checklist throughout the semester.

Before the Semester Begins

- Purchase textbooks and course materials online or at the Bookstore
- Check your VSU email prior to the beginning of the semester

First Week of the Semester

- Check your VSU email and open the email for your online orientation
- Complete your online course orientation
- Verify your course(s) in Banner
- Course(s) in Desire2Learn will be available the first day of the semester
- Complete orientation materials within your course
- Read and review your syllabus
- Complete any introductory quizzes (syllabus, orientation, etc.)
- Complete introductory discussion forum (if required)

During the Semester

- Login to BlazeView daily
- Check your VSU email daily
- Check your assignments and email in Desire2Learn
- Contact your instructor if you have any questions
- Submit your assignments before the due date and time
- Use academic resources as needed
- Use Atomic Learning to review video tutorials
- Study and prepare for quizzes and exams
- Be mindful of mid-terms and the last day to withdraw with a W
- Don't wait until the end of the semester for help

Advisement and Registration

- Sign-up and meet with your advisor to review course options
- Know the classes you need in the proper sequence
- Register for classes on the day of or right after you become eligible
- Review your registered classes and update if needed
- Review payment options and pay tuition your bill by the deadline
- Review your required textbook(s) when you register for classes

If you need assistance, please contact the departments listed below.

Registrar

[Registrar](http://www.valdosta.edu/academics/registrar/) web: <http://www.valdosta.edu/academics/registrar/>

[Contact](http://www.valdosta.edu/academics/registrar/forms/contact-us.php): <http://www.valdosta.edu/academics/registrar/forms/contact-us.php>

Phone: 229-333-5727

Financial Aid

[Financial Aid](http://www.valdosta.edu/admissions/financial-aid/) web: <http://www.valdosta.edu/admissions/financial-aid/>

[Contact](http://www.valdosta.edu/admissions/financial-aid/forms/contact-us.php): <http://www.valdosta.edu/admissions/financial-aid/forms/contact-us.php>

Phone: 229-333-5935

Bursary

[Bursary web](http://www.valdosta.edu/administration/finance-admin/financial-services/students/): <http://www.valdosta.edu/administration/finance-admin/financial-services/students/>

[Contact](http://www.valdosta.edu/administration/finance-admin/financial-services/students/forms/contact-us.php): <http://www.valdosta.edu/administration/finance-admin/financial-services/students/forms/contact-us.php>

Phone: 229-333-5725

VSU Bookstore

[VSU Bookstore](http://www.valdosta.edu/administration/finance-admin/auxiliary-services/bookstore/) web: <http://www.valdosta.edu/administration/finance-admin/auxiliary-services/bookstore/>

[Contact](http://www.valdosta.edu/administration/finance-admin/auxiliary-services/bookstore/forms/contact-us.php): <http://www.valdosta.edu/administration/finance-admin/auxiliary-services/bookstore/forms/contact-us.php>

Phone: 229-333-5666

IT Helpdesk

[IT Helpdesk](http://ww2.valdosta.edu/helpdesk/index.shtml) web: <http://ww2.valdosta.edu/helpdesk/index.shtml>

[Contact](http://ww2.valdosta.edu/helpdesk/forms/help.php): <http://ww2.valdosta.edu/helpdesk/forms/help.php>

Phone: 229-245-4357