If you are considering the flexibility and self-regulated nature of an online course experience, please read the following to help better understand what will be expected of you. Consider the following items in preparation to applying for an online course:

YOU NEED to feel comfortable using a computer.

YOU NEED to be able to send/receive emails, open and save files, attach documents.

YOU NEED to be able to navigate and search web sites.

YOU NEED to be comfortable following directions & processing information while online.

YOU MUST have the ability to study independently and apply the material

YOU MUST be an independent learner who is goal-oriented

- You will not be in a brick and mortar classroom with your professor and classmates; therefore you will need to be strong as an independent learner. You will be provided a syllabus, course documents, and required readings, which will guide you through the learning experience. Through use of discussion forums, conference calls, Skype, WebEx, email and postings, faculty will be available to evaluate critique and respond to your work. You will not
have faculty reminding you of time due dates. You will be responsible for keeping up with the assigned reading and turning in assignments according to the course calendar outlined within the syllabus.

YOU NEED to have access to a dependable computer with the minimum requirements listed:

**PC Requirements**
- Pentium III or Equal Processor (500mhz or greater)
- Minimum of 128MB Ram
- Windows 2000/XP
- Monitor
- Network interface card manufactured by 3Com or Intel
- Category 5 RJ-45 Network Cable

**MAC Requirements**
- iMac or higher
- Minimum of 128MB Ram
- MacOS X
- Network interface card (NIC) -- most Macs have this built in
- Monitor
- Category 5 RJ-45 Network Cable

YOU NEED to utilize a web-browser that is supported by Chatham

- Firefox – preferred web browser
- Internet Explorer
- Safari

YOU NEED to have installed the necessary software for the class.

Chatham University offers the Microsoft Office packages for both MAC and PC at a much discounted rate. You will need to contact the IT Helpdesk (412-365-1112). Be sure to ask what other software packages are available.

A student considering a Chatham University online education needs to be self-motivated and self-directed.
YOU MUST give yourself time prior to the start of your first class to be assigned the necessary username (email address) and password. This information will be sent to you once your tuition deposit is processed.

YOU SHOULD visit the Chatham University Network [MyChatham at http://my.chatham.edu/ ] once accepted into the program and become familiar with information and tools available. From MyChatham you can access Moodle (the management learning system used for online classes).

YOU SHOULD participate in any program orientation opportunities that are available. Once students are accepted into Chatham’s Nursing programs, they have access to various orientation modules supported by nursing and the IT department.

For more information conduct a “Google” search on:

Tips for Getting Organized in an Online Course
Tips to become a Successful Online Student

**Characteristics of Successful Online Students:**
- Be open minded about sharing life, work and educational experiences as part of the learning process
- Be able to communicate through writing
- Be self-motivated, self-disciplined, and committed
- Be willing to speak up when issues arise
- Be able to commit 5+ hours a week per course
- Be open to objective feedback and respond accordingly
- Be comfortable in Cyberspace
- Check your email frequently
- Keep in contact with faculty
- Remember “Netiquette” – maintain professionalism in the cyber world
- Take responsibility for the learning process
- Be organized and good at managing time.
- Aim to complete assignments well before due dates
- Are proficient communicators and converse with faculty effectively
- Strong willed, not to give up easily
- Be confident, knowing you can do it
- Be adventurous
- Have strong personal and professional support
- Be energetic and want to learn