



# Readiness Guide

If you are considering becoming an online student, review this guide to see if online learning is right for you. It is best to review it before applying to the University of New Mexico. You may be surprised about what it takes to succeed.

## Successful online learners are comfortable:

1. Setting goals,
2. Communicating,
3. Following instructions,
4. Committing to a study routine
5. Navigating the university,
6. Navigating unfamiliar technologies, and
7. Seeking resources & support.

The sections below feature explanations of each of these items.



## 1. Setting Goals

Pursuing an online education at UNM demands time, focus, resources and support. It is essential to balance educational goals with your other commitments. It is recommended that you let others — family members, employer, and co-workers — know how you intend to meet your educational goals in light of other commitments. Be clear about when and where support from your significant others are needed. Be sure to build a schedule clearly identifying your commitments related — and unrelated — to school. Share your schedule as appropriate. Be patient with yourself and others as adjustments are made.



## 2. Communicating

Online learners engage with instructors, classmates, academic advisors, and university support staff through a variety of modes including phone, text, email, web conferencing, discussion boards, and collaborative applications. Occasional campus visits are possible for some online learners. To aid in communications, successful online learners have reliable access to a computer with up-to-date browser, stable high-speed internet, a printer, a microphone headset, and web camera.



## 3. Following Instructions

Much of online learning involves following instructions both within and outside the course experience. Successful students ask questions, clarify expectations, and fulfill commitments on time.



## 4. Committing to a Study Routine

Successful online learners are prepared to create a dedicated study space with few distractions. They maintain a calendar to track assignments and deadlines. Make time to study, complete assignments, and participate in class. Online courses are rigorous. Minimum study time for a 16-week course requires at least two hours of study per credit hour, per week. For an 8-week course, the minimum study time is four hours per credit hour, per week. Plan to participate in class by logging in at least 2-3 times a week. You'll work independently and in groups and form study partnerships. Pursue alternate options, should routine access to technologies change.



## 5. Navigating the University

Contact UNM Online with questions about online education. Staff specialize in finding answers for prospective students. Most inquiries are processed by email: [online@unm.edu](mailto:online@unm.edu). Phone calls are welcome too: 505-277-9000, or toll-free: 1-866-869-6040. Business hours are Monday to Friday, 8:00 am to 5:00 pm, Mountain Time.

A list of helpful university resources can be found at our [Current Students](https://online.unm.edu/current-students/) page at [online.unm.edu/current-students/](https://online.unm.edu/current-students/)



## 6. Navigating Unfamiliar Technologies

You do not have to be a technology pro to succeed in online learning. Instead, being open minded is key. Though UNM regularly updates existing applications and adopts new ones, it's extremely likely that an online learner, no matter how savvy, will interact with unfamiliar technologies. To succeed, get to know learning management systems (LMS). UNM uses the Blackboard/Learn LMS. Be familiar with software options available to UNM students, particularly collaborative technologies. The University of New Mexico supports a number of applications within Office 365.



## 7. Seeking Resources and Support

Internet searches are a great way to explore new technologies and academic concepts. Once admitted, Main Campus students have access to university resources and support, such as:

- Technology Support and Resources
- Research Resources
- Health and Counseling

For direct links to resources and support, visit us at [online.unm.edu](https://online.unm.edu).

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