

Schedule Planner

In an online class, you can decide when, where, and how much time you spend on your class each week. Use this tool to make sure you have enough time to get the most out of your class.

Highlight the hours that you have available for school-related activities.

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-12 pm							
12-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							
10-11 pm							

Seven hours or less: You should reconsider whether you have enough time to take a distance education course. Perhaps go back through the schedule and see if you can allocate a few more hours in the week to dedicate to your course. While distance education does offer convenience and a reduction in time spent on traveling to and from campus, you will still need to allocate at least eight hours per week to your course.

Eight to ten hours: You should have enough time for one, three unit distance education course. When you make a schedule, make sure to stick to it as it can be tempting to postpone online studies.

Over ten hours: You should have enough time for one or more, three unit distance education courses. If you are new to distance education, it is strongly recommended that you attempt no more than one online course. This will help avoid taking on too much work and will allow you time to acclimate to the online learning environment.