



## **Faculty of Business Tips for First Year Students**

1. Moodle is your connection to your professor and your courses. It is your virtual classroom. Visit each course page (at a minimum) once every day.
2. Read the syllabus/course outline. It is your contract with your instructor. Know the deadlines, expectations, and required materials for each of your courses and develop a study plan.
3. If courses require certain textbooks or materials, there may be second-hand editions available or check with the UPEI Bookstore. Not all materials are required, but those that are, you must purchase.
4. Check your upei.ca email every day – if not more than once a day. All of your communications from your instructors will be via email. You will miss deadlines, reminders, and important information if you do not check your email and Moodle daily.
5. There is a lot of group work in the BBA program. It is important that you make connections with other students in your courses – even virtually via email and Moodle. Reach out to other students early in the course. Moodle has a list of participants/students in each class.
6. Every instructor has a different teaching style. It is important that you figure out your instructor's expectations early in the course. This will ensure you have a successful semester.
7. Don't be passive – instructors want to know you're interested and that you are doing your best to succeed. Contact your instructors, engage in class/activities/online. Show enthusiasm for learning. It is much easier to help a student when they are interested in learning and make an effort to contribute to the class.
8. University is different than high school. Much of your learning is conducted outside of the "course environment" – virtually or face-to-face. Students are often surprised how quickly the semester goes by. Schedule your time and do assignments and projects as early as you can to avoid overloading yourself and creating unnecessary stress.

9. Seek out other students to form study groups or partnerships. You can book study rooms in the Robertson Library – subject to social distancing requirements. Check out [https://library.upei.ca/study\\_rooms](https://library.upei.ca/study_rooms).
10. Don't limit your university experience to just your classes. Even though there are social restrictions in place, there are clubs and activities to join such as the Business Society, Enactus, the UPEI fitness facilities, etc. Check out the website for activities.
11. Try to recapture the joy of learning that you experienced as a child. Some students attempt to get by without really trying or view success as maximizing their course grades while exerting the minimum possible effort. You will be richly and repeatedly rewarded if you find the intrinsic motivation to truly absorb the course material in a way that is meaningful to you.
12. Your professors want you to be successful! We are here to coach you in your learning. Get to know us!
13. Starting university is a fun and exciting time in your life but we recognize it also comes with some challenges, particularly during these uncertain times. We are here to help. Dr. Melissa James is the Director of Undergraduate Programs at the Faculty of Business and she is available to answer your questions and to help with your course plans. You can email her at [business@upei.ca](mailto:business@upei.ca).