



Keys to Success for High School Students

- **Know your class format.** Concord University offers classes in a variety of formats including face-to-face classes, hybrid classes, and asynchronous (online classes). The section number will designate the type of class that you are taking. For example, if you see numbers such as 01 or 08 following the course number and title (ENGL 101), the numbers indicate that the class is a face-to-face class. If you are in a class section designated with a number followed by “HW,” this is a hybrid class. If you are in a class section designated with a number followed by “AS,” this denotes an asynchronous or totally online class.

Hybrid (HW) classes include both face-to-face class meetings as well as work online through Blackboard. Asynchronous (AS) classes will be completed totally online through Blackboard.

Students in face-to-face or hybrid class should report to the classroom on the first day of class and students taking asynchronous classes should log into Blackboard on the first of class on the MyConcordU Portal.

- **Log In.** If you are taking an asynchronous class (AS), you must log into the course on Blackboard on the first day of class and complete any assignments. If you fail to login on the first day of class, the professor will likely drop you from the class. You can access Blackboard from the MYCONCORDU portal at <https://myconcordu.concord.edu/activity>. Scroll down to “Everyday Tools” and click on “Blackboard” on the first day of class. (Note: If you are registered for an asynchronous class, the class will not show up in Blackboard until the weekend before the first day of class each semester or the first day of class depending on the instructor’s preference.)
- **Review your course syllabus.** Review the course syllabus and note due dates, class meetings, Final Exam (Note: the Final Exam time is different from the class time.), textbook and other required materials, etc. You can access the syllabus from the “Courses Offered” page at <https://apps.concord.edu/courses/> by clicking on the blue title of the class that you are taking. If the title of the class does not appear in blue ink, the syllabus is not available. Please check back frequently until you can access the syllabus.

- **Get your books and supplies.** Textbooks and other course materials are available for purchase in the CU Bookstore at <https://www.bkstr.com/concordstore/home>. Scroll down to “Get Your Textbooks” and enter your CU student ID or the course prefix (e.g., BIOL or COMM) and the course number to find the course materials.
- **Attend class.** Class attendance whether in person or online is **CRITICAL** to your success. If you must miss class in case of an emergency, please email your professor prior to the beginning of the class period. You can access the professor’s email by clicking on the “Contact Me” button on the professor’s page in the [CU Directory](#).
- **Manage your time well.** Plan on completing and submitting all assignments by the due date. Many professors will not accept late assignments or if they accept late assignments, there is a penalty for submitting the assignment late.
- **Utilize your resources.** The University provides face-to-face and online resources to help students who are struggling. These resources include [tutoring](#), [Grammarly](#), [Khan Academy](#), [success workshops](#) on topics such as time management, study skills, plagiarism, citations, etc. through the [Center for Academic and Career Development](#), mental health counseling through the [Counseling Center](#) to name a few.
- **Reach out if you need help.** Please feel free to contact the following individuals in the Provost’s Office if you have questions or need help: Ms. Dixie Terrell at dterrell@concord.edu or 304-384-5220 or Dr. Kathryn Liptak at liptakka@concord.edu or 304-384-6306.

Welcome to Concord University!

#ITSTARTS WITH YOU