

BEGINNING OF SEMESTER CHECKLIST

BEFORE CLASSES BEGIN...

- Secure Logins and Passwords for all necessary technology
 - Blackboard
 - MyMount
 - Email / Outlook
 - Microsoft Office 365
 - Any others?
- Commuting? Secure rides, bus routes, parking pass, back-up plans, etc.
- Walk the campus so you can easily find your classes on the first day.
- Know who your Advisor is and how to contact them.
- If you had IEP or 504 Plan in high school, schedule an appointment with Student Accessibility Services.
- Purchase a planner, planning app, or other tool to help you stay organized... and use it daily.
- _____ (*insert your own reminder*)

FIRST DAY / FIRST WEEK OF CLASSES...

- Eat breakfast every day!
- Get to class 5-10 minutes before class begins.
- Check email daily, if not more than once a day during the first week.
- Choose your seat wisely. It's statistically proven that students who sit in the front achieve higher grades!
- Introduce yourself to one or more of your classmates and exchange contact information.
- READ THE SYLLABUS FOR EVERY CLASS and make note of any questions.
- Attend class every day.
- Pay attention in class and take good notes. Put your phone away completely or on Do Not Disturb in order to allow you to focus on your academics.
- Seek out a place to study other than your dorm/bedroom.
- Utilize Active Learning techniques during class and when studying.
- Purchase all required textbooks.
- Export your Blackboard calendar into your calendar program. ([Click here](#) and then scroll down to Share Your Calendar.)
- Create a before-during-after class study plan so that you are organized and prepared for class and all assignments.
- Attend events/fairs/etc. happening the first week in order to meet new people and learn about the many opportunities at MSJ!
- Download helpful apps to your phone for on-the-go needs (Blackboard, Outlook, Office 365)
- _____ (*insert your own reminder*)

SEPTEMBER and OCTOBER

- Continue to attend class every day and submit all assignments.
- Be in the habit of checking your email and Blackboard daily, even on days you do not have class.
- Visit professors during Office Hours with questions or concerns. You can find Office Hours listed on the course syllabus or on Blackboard.
- Clean out your emails, deleting spam/junk and unnecessary messages.
- Regularly check your grades and understand how a GPA is calculated.
- Utilize the Learning Center (tutoring) and all supplemental help that MSJ provides. These are all included in the cost of tuition so take advantage of it!

- Schedule a meeting with your Advisor to plan your schedule for next semester.
- If you need to consider [Withdrawing](#) from a course, check the financial aid repercussions as well as academic standings.
- Midterm is a good time to review your progress during the first semester and make adjustments as needed. Advocate for yourself when communicating with Advisors and Professors.
- Seek guidance from the Wellness Center if you are feeling stress or pressure. The first year of college is not easy, seek out help if you need it!
- Research and apply budgeting techniques to keep your finances under control
- Complete the required Vector courses by deadline.
- _____ (*insert your own reminder*)

NOVEMBER

- If you have not already done so, schedule a meeting with your Advisor to plan your schedule for next semester.
- Thanksgiving Break is a good time to check in again with all your classes and assess your progress. Schedule time with an Advisor or tutoring if you need extra help.
- Plan ahead for your finals. Add the exam times to your calendar and have a clear plan of what you need to do for each class.
- _____ (*insert your own reminder*)

DECEMBER

- Prepare for final exams.
- _____ (*insert your own reminder*)