



College Checklist for Students

Application Process

- Check the programs, majors, and courses that the school offers and what format (in-person, remote, or online) – does it align with your goals?
- Check the tuition and other fees at each school you're applying to
- Fill out the FAFSA and MAFSA, if eligible
- Google different scholarships and filter based on your criteria
 - Scholarships.com is a good resource

Once You're Accepted

- Speak with Admissions about any transfer credit you might have (college credit from other countries, U.S. AP credit, CLEP exams, U.S. military credit)
- Sign-up to attend orientation – the earlier, the better, as you'll have a better chance at getting the courses you want/need
- Learn the different offices and what each one does – you can stop by an office to ask if you're unsure
- If you have a physical or learning disability or need extra support services, reach out to the disability services office
 - You will most need medical documentation
 - You must advocate for yourself
- Think about what type of courses will serve you best: in-person, remote (meeting on Zoom), or online (independent learning)
- After you're enrolled in classes and know your schedule, grab a campus map and take a self-guided tour to get comfortable with the campus and see where your classes are
- Send a short email to your academic advisor introducing yourself
- Learn what a GPA is and the different requirements your school has to stay off probation and suspension, as well as what GPA you need to graduate
- Log into your school's Learning Management System (LMS) -- this could be Canvas, Blackboard, Moodle, Google Classroom, etc. to get familiar with the setup
 - Many of your professors/instructors will use the LMS to post work, discussions, grades, etc.

Once You Start School

- Read each syllabus carefully and ask your professor about anything you don't understand

- ❑ Mark your agenda or calendar with important test and due dates from each syllabus
- ❑ Introduce yourself to each of your professors/instructors after class
 - Find one instructor each year that you feel comfortable building a relationship with – this will help you if you need scholarship or job recommendations
- ❑ Read all emails from advising, financial aid/bursar, and instructors
 - You're going to get a lot of emails – this is a good time to learn how to determine which ones are important
- ❑ Meet with your advisor at least once a semester to talk about courses for next semester and to make sure you're staying on track
 - If you plan on continuing your education at another school (bachelor's, master's degree), let your advisor know that and what your ultimate career goal is
- ❑ If you have the time, get involved in a club, group, or sport on campus
 - This is a great way to get involved, network, and make new friends
- ❑ If you need academic support, reach out to your advisor
 - Do not wait until it's too late – let your advisor know early that you need extra help, and they can help point you in the right direction
 - Speak with your instructor/professor about their thoughts and what supports they think you need
- ❑ If you are struggling emotionally or mentally, seek counseling
 - This is 100% private
 - The first few sessions are usually offered free to students
 - There is nothing wrong with needing help – we all struggle at different points
- ❑ Apply to different scholarships offered by your school
 - Ask your advisor when these scholarships open so you can be prepared
 - Make sure you have an instructor/professor that can write a recommendation for you