
Back to School

4 weeks before courses begin:

- ☐ Return all financial aid paper work as soon as you receive it.
- ☐ Check your webmail everyday for changes or announcements.
- ☐ Locate course material in the university bookstore.

3 weeks before courses begin:

- ☐ Order text material. You will need it before courses begin.
- ☐ Make sure you have up-to-date antivirus ware.
- ☐ Download Microsoft Office for free, if you don't already have it.

2 weeks before courses begin:

- ☐ Ask your advisor any questions you have before classes open.
- ☐ Check your schedule for mistakes.

1 week before courses begin:

- ☐ Log into to each course. You will have access 7 days before the first live chat.
- ☐ Print off your course syllabi.
- ☐ Use a calendar to start planning due dates.

Day 1 of your course:

- ☐ Check the Adobe Connect link to make sure you have access.
- ☐ Have webcam and headset set up and in proper order.
- ☐ Attend the first live chat for every course.

Please Note:

Once an Academic year, Complete the [FAFSA](#) and include our school code, 001958.