Start of Term Checklist

**WEEK 0 OR THE WEEK BEFORE THE TERM STARTS:**

- **Use** the Beaver Store to identify texts, technology, & resources needed for class
- **Review or print** class schedule from Beaver Hub (search “Class Schedule,” then follow links)
- **Identify** each course’s format (e.g., on-campus, blended, hybrid, remote, online)
- **Locate** class locations on the campus map (knowing where you’re going makes a difference!)
- **Plan** commute times (to OSU, between classes, etc.)
  - Consider on- and off-campus transportation options
  - Think about where you’ll be and transition time that you need and that you have available
- **Access** your ONID email regularly to check for course announcements
- **Access** Canvas course sites to review available syllabi, schedules, & announcements
  - Make a list of questions you have about each course
- **Double-check** class locations (in catalog or Beaver Hub) the day before each class
  - Attend classes; collect syllabi to use when planning for the term.
- **Review** the Technology Checklist to be sure your technology is ready to go
- **Visit** the Academic Success Center (Waldo Hall 125) or live-chat with a Strategist about resources to support you this term
- **Make** an Academic Coaching appointment to plan ahead/set goals for the term
- **Create** a weekly schedule for the first two weeks of class with class time, study time, break time, meals, etc.
  - Over-estimate how long things might take and leave flex time in case tasks take longer than expected
- **Identify** a quiet space for any remote learning or Zoom meetings & two to three spots to study

**WEEK 1:**

- **Attend** any in-person and/or synchronous class sessions
- **If unable to attend** class sessions, let your instructor know, and plan together how you’ll complete coursework
- **Visit** office hours (sometime within weeks 1-3)
  - Introduce yourself & get to know your instructor
  - Ask your questions about the course, technology, and assignments (from Week 0)
  - Be sure to ask if your instructor has strategies for learning in the course (content, modality, etc.)
  - Identify campus resources being offered that can support your success (location, in-person/remote, hours, etc.)
- **Complete** readings and assignments
- **Complete** Term-at-a-Glance with all term due dates and start a Weekly To-Do List
- **Reach out** to peers to develop study groups (in-person or remote); decide when you’ll meet, where, and how often you’ll connect

**WEEK 2:**

- **Revisit** your weekly schedule
  - Evaluate how much time you need to prepare, attend, and study for each class
  - Revise schedule given your experience juggling class, study, work, etc., so far
- **Create** a study cycle for each course using active learning strategies
- **Plan a time** to get support from the Writing Center on an upcoming writing assignment/project
- **Make** connections between concepts from Week 1 and Week 2
- **Use** the 80/20 rule (80% of time on new material; 20% of time on review) when studying
- **Create** an ongoing visual or notes summary to track past/new concepts
- **Begin your study and review for midterms**