

Your First 6 Weeks: A Checklist

Whether you're taking classes online or on-campus, here is a checklist week-by-week for the first 6 weeks of the semester. Print this out and put it up where you can see it every day. Check off the boxes each week. Doing college the right way early on will set you up for future success!

WEEK 1 – PLANNING AND GETTING ADJUSTED

- Get a planner.** Did you know you have Google Calendar that's part of your SUNY Orange email? Paper or online, whatever works best for *you*. Enter in all of your class times, work, etc. Enter the due dates for all assignments, papers, projects, and tests/quizzes from your syllabi, or as you learn them. See that open space? Block that time out to study.
- Check your email.** All communications that are important will go to your SUNY Orange email. Check your email often for important updates from your instructors, Advising, or exciting opportunities/events for you to check out.
- Get familiar with your classes.** Get to know Blackboard. How will you be uploading assignments? Do you need to post discussions? If your classes are on-campus, do you know where they're located? What questions do you have about the syllabus?
- Attend class.** If your class is on-campus or synchronous, make sure you attend on time. If your online class is asynchronous and has due dates, treat those as seriously as if you had to attend class!

WEEK 2 – GET CONNECTED

- Get to know your instructor.** Connect with your instructor after class, during office hours, or via email.
- Update your friends and family.** Let everyone know how you're doing. Ask them to help you remember your goals and to root you on! Also let them know important times during the week that you have class and/or are studying, so they know when you're busy.
- Know your resources.** Check out the [COVID-19 Student Resources](#) page to read about emergency resources for finances. Fill out your request for the Chromebook Lending Program.

WEEK 3 – MAKING THE GRADE

- Keep attending class!** The work piles up fast, doesn't it? Even if you feel behind already, *don't stop attending class* so you can stay motivated and on track.
- Sign up for tutoring or join a study group.** Sign up for tutoring or see if your classmates want to set up a tutored study group online at the [Center for Student Success](#). This is a great way to stay on top of the work and improve your study habits.
- Update your planner.** Ask yourself if your planner is working for you (if it isn't switch to something else!). Update any new or changed deadlines or test dates.

WEEK 4 – GET INVOLVED

- Join a club.** Check out all the ways your peers who are studying the same thing as you are joining together at the [Center for Student Involvement](#).

WEEK 5 – SELF-CARE

- Know your support.** By now you're feeling the stress of juggling the challenges and pressure of college on top of work, family, and everything else. You are not in this alone. Talk with your [Advisor](#), the [Wellness Center](#), family, your peers, or a tutor.
- Eat healthy, get some sleep, and exercise.** There's a reason why everyone always says this, *because it helps!* If your schedule is crazy, keep a box of granola bars in your car. Turn your ringer off after 8pm. Take the stairs instead of the elevator.

WEEK 6 – BUILDING ON SUCCESS

- Take a moment to realize how far you've come!** You have accomplished so much during the first five weeks of the semester! Just think of all the changes you've adjusted to. Some were easy, while others were more challenging. You're setting your priorities every day, and working to stay on track!
- Check in with your goals.** Think about the goals you set for yourself when you first started out at SUNY Orange. Are you on track to those goals? Have they changed at all?
- Prepare for midterms.** Your midterms are right around the corner, so start making a study plan in your calendar. Game plan with your tutor or study group. Talk with your instructor about what to study for.