CHECKLIST FOR FIRST DAY OF CLASS

☐ Assignment calendar with large daily spaces or personal digital assistant
☐ Three-ring notebook for organizing papers
☐ Spiral notebook or laptop for lecture notes
☐ Notebook paper
☐ Notebook dividers (at least five) or flags for organizing by topic
☐ Some sort of container in which to keep the following:
  ▪ pencil
  ▪ regular pen & erasable pen
  ▪ highlighter
  ▪ correction fluid (White-Out)
  ▪ small stapler
  ▪ small “Post-it” notes
  ▪ small binder clips
  ▪ small pencil sharpener

“Breaking Through: College Reading” (7th Edition), Brenda D. Smith

CHECKLIST FOR FIRST WEEK OF CLASS

☐ Obtain a printout of your classes
☐ Become familiar with the campus and the location of key depts.
☐ Inquire how to access computer labs, email accounts and the Internet
☐ Visit the library
☐ Organize your notebook
  ▪ One notebook per class and or three-ring binder with tabs separating each class. Each section should include:
    ○ The COURSE SYLLABUS
    ○ Your weekly schedule of classes
    ○ A list of names, phone # and email addresses of the instructor & other students in the class.
    ○ All of your class notes, handouts and completed assignments in order.
☐ Create a term-long calendar.
  ○ Include scheduled tests, midterms, projects, final exams, etc.
  ○ Include your instructors’ names, phone # and email addresses.
  ○ Keep the monthly calendar in the front of your notebook. Plan to update it.
☐ Decide on a system to use to record all homework assignments.
  ○ Weekly Planner
  ○ Assignment sheet in the front of each subject
☐ Become familiar with your textbooks by surveying each textbook.
  ○ Step 1 – Title page, copyright page and table of contents
  ○ Step 2 – Locate and read the introductory information. (Preface, etc.)
  ○ Step 3 – Look in the back of the book for an appendix.
  ○ Step 4 - Look to see if the textbook has a glossary.
  ○ Step 5 - Look to see if your textbook has a section titled References or Bibliography.
  ○ Step 6 – Locate the index in the back of the book.

“Essential Study Skills” (3rd Edition), Linda Wong
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