



Checklist for New Students

This checklist covers some of the tasks that should be completed at various stages during your first semester.

End of Week 2

- Paid all my fees.
- Received Academic Counselling.
- Have my Student ID card.
- Submitted immigration forms and local address. (Where applicable)
- Enrolled successfully in all my classes for the Semester.
- Have the Course Outlines for all my Courses.
- Know the exact location of all my classes (lectures, tutorials, laboratories, etc).
- Know who my Faculty Academic Advisor is, and how to contact them.
- Have a copy of the [Academic Calendar](#) showing critical dates.
- Have my computer logon account and myCaveHill Mail email address.
- Accessed myElearning and CHOL (Cave Hill Online).
- Attended the New Student Orientation and Orientation Fair.
- Attended Faculty's orientation activities and/or have obtained the information provided about my Programme.
- Know where Student Affairs and my Faculty Office are located.
- Met students in my Programme.

End of First Month

Now you have found your feet, you will want to make the most of your first semester. Make sure you can tick off the following by end of Week 4.

- Done a library tour and/or know how to use the library for borrowing, research etc.
- Have the relevant textbooks and course materials I need (new books, second hand books, library borrowings, course readings, equipment etc).
- Know where all of the computer labs are located and how to use them.
- Know where the Office of Student Services and the Students' Health Clinic are located.
- Know what activities and events are available on my campus.
- Met some other students in my programme and in other Programmes.
- Worked out a personal timetable incorporating time for my study, employment, community and family commitments, and my recreation and social time.

End of Semester 1

By now you will be feeling more at home. If you can check off the following by the end of Semester 1 you will be helping yourself succeed in your first year.

- Sought feedback on assignments/projects/test to identify where I can improve.
- Met all of my lecturers and my First Year Advisor.
- Met with a career counselor and attended some of the First Year Experience(FYE) sessions and RAPS and PACE sessions, held by the Office of Student Services.
- Sought feedback about academic concerns through the academic support clinic.
- Worked in study groups with other students.
- Involved in some extra-curricular activities (clubs, societies, volunteer work).
- Reflected on my journey in the FYE Flight Plan.
- Paid any outstanding balances on my account.
- Submitted all projects and assignments.
- Checked exam timetable draft available on-line and reported any clashes.
- Prepared exam study timetable.
- Collected examination card which is required for entry to the examination room.
- Arrived early to settle in before the scheduled start of examinations.
- Consult with CHOL for registration dates and class schedule for the upcoming semester.