



VIRTUAL SEMESTER STUDENT CHECKLIST

In order to be prepared for success in your classes, it is important that you complete all of the items on this checklist. If there is anything that you are unsure of or do not know how to complete, please call 203-568-1652 and a member of your student experience team will assist you.

BEFORE CLASSES START – FINALIZE MY STUDENT FILE



	My funding plan has been finalized with my student finance specialist
	I have my class schedule
	I have confirmed my address and mobile number with my advisor
	I have completed my Post Health Insurance forms at www.gallagherstudent.com/Post
	I have accessed my Student Portal by going to www.post.edu clicking Student Login and logging in with my username and password
	I can log in to my email and I have checked for messages.
	I have downloaded the Post Mobile App and the Blackboard Learn App
	I have my username and password
	I have confirmed that Post has received my official high school transcripts with my graduation date

BEFORE CLASSES START – PREPARE FOR THE VIRTUAL CAMPUS EXPERIENCE



	I have the information about my (re)orientation activities and have RSVP'd with my advisor
	I have a computer and internet access, or have informed my advisor if this is not the case
	I know how and am able to access my virtual courses
	I know how to contact the IT help desk
	I know how to request support services like tutoring, counseling and career services
	I know how to access the virtual library
	I have prepared my time management plan and my physical study space



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FIRST DAY OF SCHOOL



	Login to Blackboard and access your courses at their scheduled times
	Read any course announcements that are posted
	Find the course information
	Locate the instructor's contact information. This information will be helpful if you need to contact instructor outside of class meeting times.
	Download and read the course syllabus
	Add all assignment due dates to your schedule
	Review the reading requirements and plan sufficient time in your schedule in your Post Planner
	Review the instructor's grading policy
	Review the attendance and participation policy
	Find out how assignments are to be submitted

THROUGHOUT THE SEMESTER



	Login to the course several times per week (not just during scheduled class times)
	Always check announcements and course messages
	Participate in class discussions
	Begin your assignments early – Don't procrastinate
	Study for exams and quizzes
	Ask questions when you need clarification
	Check your grades frequently
	Use feedback received to improve future performance
	Revise your time management plan if necessary
	Check in with your academic advisor at least once a month or more if you need help