

# START OF SEMESTER CHECKLIST

Use this checklist as a guide to stay on track for this semester and throughout your college career.



## BEFORE THE SEMESTER (WEEK 0)

- Review / print out class schedule on [MYSJSU](#)
- Use [SJSU BOOKSTORE](#) to identify textbooks and other resources needed for each course
- Check your emails regularly to check for any announcements or updates from the professor
- Access canvas to view course sites available
  - Review any syllabi, schedules, and/or announcements
  - Make a list of questions you have in regards to each course**
- Figure out whether classes hold synchronous class meetings (conducted in real time) or are fully online
- Download [ZOOM](#) and practice/ view its technology and features
- Figure out any additional technology such as learning platforms or programs needed for each course
- Plan ahead and create any goals you want to meet for the term
- Create a weekly schedule for the first two weeks of the semester
  - Schedule times where synchronous classes occur, when assignments are due, work, and other extracurriculars that you have
  - Include times needed to study, review content, breaks, etc.
  - Leave flexible amount of time in case some activities can take longer than expected
- Find a quiet space for remote learning or any zoom meetings (can be in your dorm, house, etc.)



## WEEK 1

- Attend an synchronous class sessions that occur
- Visit office hours (plan ahead and visit early!)
  - Introduce yourself and get to know your professor
  - Bring up any questions or concerns you had about the class (refer to your list of questions)
  - Ask the professor for any strategies or tips on how to succeed for the course
- Identify campus resources that are being offered remotely and/or in person
  - Some locations include: [Peer Connections](#), [CAPS](#), [Student Health Center](#)
- Complete readings and assignments
- Create a calendar with important due dates and start creating weekly to-do lists
- Reach out to other students / friends in the class to create virtual study groups



## WEEK 2

- Revisit your weekly schedule (from week 0)
  - Reflect upon the time needed to prepare and study for each course
  - Revise your schedule based on your needs and priorities
- Create study cycles for each course with different active learning strategies
  - Create visuals or notes summary to track different concepts
- Find connections between concepts from week 1 and week 2
  - See how they relate to each other and find major takeaways from each week
- When studying focus on 80% of time with new material and 20% of time with review
- Begin your studies and review for midterms

