



AccessAbility Services Checklist for Success

Your Classes

Check your course schedule from your Banner Account ([Banner Account](#)). Check where your classes will be held and note the location, professor name, and contact info for each course. Check to make sure you will have enough time between classes to get to your next class.

Add/Drop & Withdrawing from Courses

You can add and drop courses, without academic penalty, from Banner ([Banner Account](#)) up until the first week of classes end. After the add/drop period ends, you will need to officially withdraw from the course by going to the Registrar office. Be aware of how many credits you need to maintain part-time/fulltime status. In both cases, your financial aid may be effected.

Bookstore

Find books for your course [WCSU Bookstore](#). Purchase your books before classes begin. Keep your receipts. Don't open anything shrink-wrapped until you get to class. If your professor allows it, consider purchasing electronic books, international editions or renting –it can save you money.

Blackboard Learn

Familiarize yourself with Blackboard ([Blackboard Learn](#)). Use your current WCSU credentials to login. This program may be used in your classes to submit assignments, take exams, access class material, and view the courses syllabus.

Course Management

Read the syllabi carefully. These documents are **Contracts** between you and the professor. Attend all classes and sit up front so your professor will recognize you. Get to know at least one classmate in every course; they may be able to provide notes if you miss classes. Start assignments promptly instead of waiting; work may quickly pile up. Do all assignments and ask for help when you need it.

Time Management

Use a calendar/planner to track assignments, tests and other due dates. Plan to spend 2-3 hours studying outside of class *per credit hour*. Understand you will need to start studying for tests well in advance (at least a week) in order to be well prepared. Schedule your study time and place, stick with it.

<p><input type="checkbox"/> Personal Management Learn about academic resources available to you including tutoring, study groups, and library resources for research. Understand your strengths and weaknesses when it comes to learning at the university level. Some resources available to you on campus are the Writing Center, Math Clinic, Tutoring Resource Center, Learning Commons, Academic Advisement Center, and AccessAbility Services</p>
<p><input type="checkbox"/> Social Join campus clubs and activities. Attend campus events or participate in community service.</p>
<p><input type="checkbox"/> Career Management Visit the Career Success Center (Career Success Center) early, located on the Westside Campus in the Westside Campus Center Room 300, for information on careers, companies and internships/co-ops. Attend career and business events as much as possible. Create a LinkedIn account and review your social media presence.</p>
<p><input type="checkbox"/> Your Car Cars do not need to be registered; however, students have designated parking areas for their use. You can plan for your parking needs by consulting campus maps at Campus Maps</p>
<p><input type="checkbox"/> Shuttle Bus Check the shuttle bus schedule; take a test trip to see how long it <i>really</i> takes to get from one campus to another</p>
<p><input type="checkbox"/> Your Advisor Find your advisor's name. The info is on Banner (Banner Account). Your advisor will not only help you plan your semester, but they will also give you a PIN required to enroll in your course each semester. This PIN changes each semester so to be sure to visit your advisor each semester prior to your registration date.</p>
<p><input type="checkbox"/> Your Registration Date To find when your registration date for the upcoming semester login to Banner (Banner Account). You will also receive an email notifying you of your registration date and advisor.</p>
<p><input type="checkbox"/> Your Academic Program Understand your courses required for your degree. View and print out your program sheet located under Academic Undergraduate Program Sheets (Academic Program Sheets) and bring it with you when meeting with your advisor. Complete courses in a reasonable order and have prerequisites finished as needed. Ultimately, you are responsible for your academic program, so stay in contact with your advisor and ask questions if you have concerns. For Transfer Students verify that all your previous credit have transferred in correctly.</p>