

Beginning-of-the-Semester Checklist

1. ☒ Prepare and organize supplies for the semester

- It is encouraged to explore [American University's Campus Bookstore](#) for supplies available to you.
- Needing help with a laptop? You can [rent a laptop at AU's University Library](#).
- Feel free to explore [The Market: AU's Food Pantry](#) for additional resources.
- At the beginning of the term, thoroughly review your course syllabi, and document questions that you have to ask in class or via email.

2. ☒ Create your semester schedule

- Include all classes, work hours, internships, appointments, and extra-curricular activities that you have planned for the term.
- Keep track of important dates and deadlines from [American University's Academic Calendar](#)
- You can create an electronic calendar (Outlook, Google, iCal, Notion, etc.) or utilize a physical planner.

3. ☒ Make a plan for school/life balance

- Questions to consider: Do you have enough time to eat and sleep? Do you have the time to add another commitment, or do you need to remove a commitment? Do you have time for your academics? Do you have time for socialization?

4. ☒ Start checking your college email daily

- This will ensure that you are up-to-date with all University-wide communications, as well as potential emails sent from your professors and advisors.

5. ☒ Order textbooks and other required materials

- Required books and materials may be available through the University bookstore or to purchase online.
- You will be able to find these required materials listed on your syllabus. It is encouraged to reach out to your professor with any questions that you have regarding these materials.

6. ☒ Find where your classes are located on campus

- You can access your class locations in Eagle Service.
- Before the semester begins, walk the path between your classes and your commute to campus so that you can accurately estimate your travel time.
- You can also take advantage of [AU's Shuttle Services](#) to help you get around.

7. ☒ Get back into a school routine

- Establish healthy routines before the start of the term (i.e. going to bed on time, practicing better hygiene) to promote better habits.

8. ☒ Learn what resources are available to you

- Academic Support and Access Center (ASAC)
- Center for Well-Being
- Dean of Students
- Academic Advising
- Kay Spiritual Life Center



9. ☒ Schedule a meeting with an Academic Coach

- Schedule a meeting with an [Academic Coach](#) to go over this checklist and to get assistance in preparing for the upcoming term.