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# Class Preparation Checklist

## ATTEND CLASS

- Manage your time carefully
  1. What system works best for you?
  2. How can you best prepare?
  3. When will you create your plan?
- Consider the environment where you sit
- Avoid distractions
- Prepare your supplies
  1. Materials: laptop, notebooks
  2. Textbooks: <https://fiu.bncollege.com/>
  3. Free Microsoft Office: [freeoffice.fiu.edu](https://freeoffice.fiu.edu)
- Prepare for technology issues

## COURSE TIPS

- Practice good zoom etiquette (stay engaged)
- Check canvas every day for updates
- Practice using Turnitin for your papers
- Prepare materials for proctored exams

## MEETINGS

- Attend professor office hours
- Schedule advisor meetings
- Participate in study groups online
- Reach out to additional resources (tutor, coach)

## GET TO KNOW CAMPUS

- Attend campus tours and informational sessions
- Browse Panther Connect for opportunities
- Attend events: <https://calendar.fiu.edu/>
- Connect through FIU social media pages

## STUDY

- Plan your study space/materials
  1. Book a study room in the library: <https://fiu.libwizard.com/f/dibs>
  2. Rent laptops, webcams, hotspots: [go.fiu.edu/pcsforpanthers](https://go.fiu.edu/pcsforpanthers)
- Identify your learning style
  1. What works best for you?
  2. How do you best stay focused?
  3. What changes would help you study best?
- Utilize FIU tutoring services
  1. Email the Center for Academic Success (CFAS) at [cfas@fiu.edu](mailto:cfas@fiu.edu)
  2. Email AAA Tutorial Program at [aaatutoring@fiu.edu](mailto:aaatutoring@fiu.edu)

## GET INVOLVED/ MAKE FRIENDS

- Schedule student engagement meetings: [go.fiu.edu/meetcse](https://go.fiu.edu/meetcse)
- Use searchable engagement database: [go.fiu.edu/engage](https://go.fiu.edu/engage)
- Connect with the Peer Mentor Program
- Participate in group chats with classmates

## ADDITIONAL ACTION ITEMS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## CLASS PREPARATION REFLECTION

On a scale of 1 – 10, how do you feel about your progress in preparing for your classes?

1      2      3      4      5      6      7      8      9      10

What steps do you want to take in the next two weeks to better prepare for your classes?

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