



New Student Checklist:

Your First Two Weeks at LaGuardia

Week 1:

- _____ Have your printed schedule and your student ID with you all the time.
- _____ Make sure you have the classrooms listed on your schedule; check on CUNY First the week before classes start to make sure nothing has changed.
- _____ Buy your textbooks before you go to class! Keep the receipts in case you need to change a section or drop a class within the first week but buy your books right away.
- _____ Allow for appropriate travel-time to campus. Do not be late to class, especially the first week. Give yourself extra time to commute.
- _____ Bring paper and a pen/pencil to your first class. You will take notes and receive homework on the first day of class.
- _____ Make sure you read the syllabus for each class. Use a monthly planner, Day Minder, or some sort of calendar to write down important deadlines (papers due, midterms, projects) for each class. Look at the grading and attendance policies. Note your professor's name, office hours, and contact information.
- _____ Decide if you need to add a class/change sections before the end of the first week. The last day to add or change sections is **Thursday, September 14th**! You cannot change sections after that date.
- _____ Activate your LaGuardia email account! Go to www.laguardia.edu/office and learn how to activate your email address. ***Every student gets a student email, and we recommend you check it at least twice a week!*** Please use it to email your professors and other people on campus.

Week 2:

- _____ Decide if you need to drop any classes. The last day to drop a class is **Sunday, September 24th**.
- _____ If you don't drop a class by Sunday, September 24th, you will have to withdraw, which will show on your transcript as a "W" grade. Withdrawal period begins on Monday, September 25th
- _____ Create a study schedule for yourself. You've been to classes, looked at all the syllabi, and have the dates for all your tests and papers. Plan how much time you need to study for each class and try to balance it with the rest of your life!
- _____ Bring in any documents you still have not given to us! If you still need a college transcript, proof of high school graduation, or other important forms, bring them in ASAP or they will cause problems later this semester.