



Getting Organized for Learning, FALL 2021

The First Two Weeks—Academic Checklist

BEFORE THE SEMESTER BEGINS:

- **Check your schedule** for class time, class locations and guidelines, and changes
- **Familiarize yourself with Zoom** features and etiquette for office hours with professors and/or online meetings: <https://www.youtube.com/watch?v=wbnyQwsVbiY>
- Be sure to **check your Emmanuel email** regularly as this is the primary mode of communication for campus concerns
- If you will be on campus, familiarize yourself with the **CoVerified app**, set daily reminders to report symptoms, and stay on track with COVID testing. You will need to show your CoVerified **"CLEARED"** status to enter campus buildings.

Tools/supplies

- Computer with internet connection
- Zoom downloaded to computer and phone (as a backup)
- Notebooks w/pockets, folders, 3-ring binders, writing utensils (pens, pencils, highlighters), post-it notes, index cards, stapler, 3-hole punch, tape, paper clips
- Class-specific supplies (textbooks, calculator, etc.)
- For on campus interactions, appropriate masks, hand sanitizer, tissues, and anti-fog wipes for eyeglasses can be helpful

Plan and set up your study area

- When possible, choose a comfortable, dedicated space to study for classes with few distractions
- You will study more effectively if you have the tools you need to organize your time, thoughts, notes, syllabi, and written work
- On campus study spaces may be available by appointment, including in the Library Learning Commons: <https://learningcommons.emmanuel.edu/readingroombookings>

Start to manage your time

- Planner/calendars that work best for you, i.e. paper planner, online (Outlook, Google Calendar, ECLearn calendar, etc.), whiteboard or other tool in a format of your choice (daily, weekly, monthly and/or semester).
- Emmanuel Academic Calendar and final exam schedule (available online or download the ARC's Semester-at-a-Glance in the Toolbox on ECLearn)
- Do a preliminary review of your syllabi for each class and add all major deadlines for the semester to your calendar/planner. If possible, it may be handy to print out all of your syllabi for reference
- In addition to classes and study time (2-3 hours of study for each hour of class), consider work, extracurricular, and self-care (exercise, sleep, meals, screen breaks, etc.) as you plan your schedule
- Check your ECLearn notifications and sync your calendar: https://learningcommons.emmanuel.edu/guide_elearn
- Start to form goals for the first semester ONLY (big picture = overwhelming at this point)

Become familiar with technology resources

- ECLearn, Zoom, CoVerified app, and your Emmanuel email
- Information Technology help desk (helpdesk@emmanuel.edu)
- Sign up for Academic Advising or ARC Peer Tutoring, Academic Coaching, or Writing Specialists appointments: <https://emmanuel.mywconline.com/>
- Visit Hire Saints (<https://emmanuel-csm.symlicity.com/>) for Career Center appointments

Get to know the wheres and whats of campus resources and activities

- Get Help = Academic Advising, faculty office hours, Academic Resource Center, Career Center, Reference Librarians, Counseling Center, Health Services, etc.
- Get Involved = Welcome Week, Student Involvement Fair, Events Calendar, Engage, Learning Commons Toolbox events, Student Activities (clubs, organizations, multicultural programs, etc.), Mission & Ministry, etc.

Other Helpful Resources

SOURCES FOR BOOKS AND SUPPLIES

- Check out the syllabi for your class on ECLearn when it is published for more information on materials and texts for your classes.
- Emmanuel College Bookstore: <https://www.bkstr.com/emmanuelstore/home> You will need to have the **course number and section** (some sections use different texts.) If you are unsure of the course number and section, it is available on your schedule in Student Planning. Put the information in as required and the required texts should be listed. You will need to do this per each class.
- Open Educational Resources (if your professor is using OER): https://learningcommons.emmanuel.edu/guide_oer
- Online Sources for Books: amazon.com; www.cheapesttextbooks.com, www.chegg.com, <https://redshelf.com/>, <https://www.vitalsource.com/>
- CVS, Target, Amazon: basics, inexpensive planners

ONLINE WRITING RESOURCES

- Online Writing Lab, OWL Purdue: <http://owl.english.purdue.edu/owl>
- Emmanuel College Library: <https://learningcommons.emmanuel.edu/library/>

NEWS

- Print/Online: *Boston Globe* (boston.com); *New York Times* (nytimes.com); *Wall Street Journal* (wsj.com) and other periodicals from the Emmanuel College Library Network: <https://learningcommons.emmanuel.edu/library/>
- Radio: WBUR FM 90.9 and WGBH FM 89.7 = All news format, NPR, BBC

Action Plan for College Success—the Basics

- Take time to actively manage your time
- Attend every class, on time
- Come prepared to class
- Participate
- Take charge; seek help and ask questions
- Show respect to all members of the college community
- Show integrity in academic and personal matters
- Correspond with others in a professional manner
- Practice self-care and be considerate of current public health best practices (masks, hand-washing, on campus COVID guidelines, etc.)

The ACADEMIC RESOURCE CENTER is here to support your academic success remotely. Visit [WOnline](#) to schedule a virtual or phone appointment with an ARC Peer Tutor, ARC Specialist, or Academic Coach (for study, organization, and time management strategies).
Contact: arcservices@emmanuel.edu Follow us: Instagram and Twitter: @ecarcservices