

FALL SEMESTER ACADEMIC CHECKLIST

Here are the important milestones and deadlines to note for this upcoming term!



THE SHORT LIST:

WEEK 1	<ul style="list-style-type: none"> <input type="checkbox"/> Review your syllabi for each class, note exams, books & attendance policy! <input type="checkbox"/> 8/21: Classes begin! Be sure to attend <u>every single class</u>, actively participate by asking/answering questions, and take lots of notes! <input type="checkbox"/> Start to build your daily routine - find your fav study spots, make a study schedule, and add all your tests and homework deadlines in your planner.
3	<ul style="list-style-type: none"> <input type="checkbox"/> 9/2: Labor Day holiday (Cal Maritime closed). <input type="checkbox"/> 9/4: Last day to add/drop a class without penalty (end of week 2).
4	<ul style="list-style-type: none"> <input type="checkbox"/> Self-check in; how are your grades? If you don't know, go ask in office hours! <input type="checkbox"/> Get support from <u>Tutoring</u> to improve your grades from great to excellent!
5	<ul style="list-style-type: none"> <input type="checkbox"/> 9/18: Last day to late withdraw from a class (aka "Census").
7	<ul style="list-style-type: none"> <input type="checkbox"/> Midterms start... do another grade check to see where you're at. <input type="checkbox"/> Low-grade alert (early support) emails begin – if you receive an email with a low-grade alert, take the opportunity to meet with your professor and University Advising to come up with a plan for support!
10	<ul style="list-style-type: none"> <input type="checkbox"/> 10/21: Academic advising begins; make an appointment with your faculty advisor to go over which classes to take next semester.
11	<ul style="list-style-type: none"> <input type="checkbox"/> Midterms are done, grade check again! Need anything? See University Advising for help!
12	<ul style="list-style-type: none"> <input type="checkbox"/> 11/4-15: Registration for Spring 2024 classes; see your faculty advisor to get your hold removed, and University Advising for schedule help if needed!
13	<ul style="list-style-type: none"> <input type="checkbox"/> 11/11: Veteran's Day (Cal Maritime closed).
15	<ul style="list-style-type: none"> <input type="checkbox"/> 11/27-29: Thanksgiving break (*Wed. - Fri.); yay, take a break!
16	<ul style="list-style-type: none"> <input type="checkbox"/> 12/2: Registration for Summer 2025 classes begins! If you plan on taking a summer class, register this week! Need help? Email advisor@csum.edu! <input type="checkbox"/> Continue to meet with tutoring, your professors, study groups... everyone you can to prepare for finals!
17	<ul style="list-style-type: none"> <input type="checkbox"/> 12/11: Last day of classes. <input type="checkbox"/> 12/13-17: Finals week (see the Final Exam Schedule on the website for your final exam dates/times)
18	<ul style="list-style-type: none"> <input type="checkbox"/> 12/19: Final grades post to your PeopleSoft Student Center!

THE LONG (BUT VERY DETAILED) LIST:

The Week Before Classes Begin

- Review your goals for the academic year. Put your goals in a place where you can see them each day for motivation!
- Check your schedule in your PeopleSoft Student Center for possible building or room changes.
- Get your preferred school organizer (paper planner/Outlook calendar/time management app) set up and ready for classes! Make note of all important dates and deadlines on the [Academic Calendar](#) and on your course syllabi!
- Start to think about your weekly daily routine for classes, studying and managing your work/life balance.
 - What time of day are you most productive? Set up your note review/homework/study times during those hours!
 - Where is your perfect place to study? The quiet library? The bustling Lab Building or Mayo Hall?
- Develop a stress management plan.
 - Note your campus resources. For example, where are the computer labs, printing stations, tutoring hours, University Advisor hours, Health Center hours, etc.
- If you have an IEP or 504 Plan, schedule an intake appointment with the Accessibility and Disability Services Office through the [DSO Online Application and Portal](#) to discuss how your accommodations can be used at Cal Maritime.
- Get all your class items ready the night before!

First Day of Class

- 8/21: Classes begin!**
- Eat breakfast and get energized for the day.
- Try to get to each class 5-10 minutes early (we're building good routines this week!)
- Be engaged and attentive in class. Take notes and ask all the questions!
- Introduce yourself to your classmates and exchange phone numbers with 2-3 students in each course in case any questions come up.

Week 1

- Stay organized from the beginning – write down (paper or electronic) all your upcoming assignments throughout the semester (TIP: give yourself early deadlines so if anything happens, you have a day or two buffer).
- Review your notes daily for each course, preferably soon after class when the information is still fresh in your mind.
- Review your syllabus before each class. This is so you will remember what was last discussed and what the lecture will cover on that day.
- Make sure you have all your required books/online software.

Week 2

- 9/2: Labor Day Holiday (campus closed – you made it through week 1, take a break!)
- 9/4: Last day to add/drop a class** (end of week 2). Be sure to add any classes you haven't with a permission number. If you want to reduce your courseload, make sure to check with your faculty or university advisor first!
- Keep on top of your assignments in your organizer; make sure you know where all course materials are in your Brightspace or Canvas.

Week 3

- Self-check: how is your time management/daily routine going? Do you feel rushed all the time? Or do you feel well-balanced and have plenty of time to complete all

assignments? This is the time to self-reflect and make some routine changes if what you're doing isn't working.

- ❑ Need help finding a good routine for academics and everything else? See a University Advisor or our Coordinator of Academic Success for help (we're both in the Lab Building!).

Week 4

- ❑ Check your grades. If you're not sure where you stand, go to your professors' office hours to ask what your grade is, and whether they have advice for you for the class.
- ❑ Get support from Tutoring to improve your understanding of course material.

Week 5

- ❑ **9/18: Last day to withdraw from a class (aka "Census"; end of week 4).**
- ❑ Self-check: how are your grades? If you're not sure, go to your professors' office hours to ask what your grade is, and whether they have advice for you for the class.
- ❑ Get support from Tutoring to improve your understanding of course material.

Week 6

- ❑ Your first round of tests may begin around the beginning of October. If you have not done so already, sign up for tutoring, attend workshops and study sessions with tutoring/professors/friends, and review Tutoring's resources for test taking strategies.

Week 7-9

- ❑ Early support emails begin – if you receive a low-grade alert email don't be sad; take the opportunity to meet with your professor and University Advising for help! We'll identify what resources can help get you back on track!
- ❑ Self-check: Many students can become overwhelmed after midterms and half way through the semester. If you are feeling distress in any form, please come talk to someone ASAP. You don't have to go through this alone. Counseling and Psychological Services (CAPS) has walk in hours, in-person or virtual appointments, and a variety of online resources for students. University Advising can start a referral for you with CAPS as well, come on by and chat with us!

Week 10

- ❑ **10/21: Academic advising begins.** Make an appointment with your faculty advisor to review your curriculum roadmap, smart (grad) plan, and pick classes for the upcoming term. You must meet with your Faculty Advisor to get your Advisor Registration Hold removed before you can register.
- ❑ Who's your Faculty Advisor? Check in your PeopleSoft Student Systems > Student Center > right hand side under section "Advisor".
- ❑ When is your registration appointment? Check your registration day and time in your PeopleSoft Student Systems > Student Center > right hand side under section "Enrollment Dates".

Week 11

- ❑ Self-check: Midterms are probably done, let's check those grades again! Are you passing all of your courses with a C or higher?
- ❑ If your grades are not where you want them to be, come see a University Advisor for tips to get back on track, book a tutoring appointment, or talk with your professor.
- ❑ Tip: Review any midterms you've received back. Make a note of the problems you missed/feedback you've been given. Review this material each day until you have a solid understanding of it. Many professors have cumulative final exams, so you may see the same material again on the final.

Week 12

- ❑ 11/4-15: **Registration for Spring 2024 classes.** Come see University Advising for help if needed!

Week 13

- ❑ 11/11: Veteran's Day (Cal Maritime closed – long weekend, yay!).

Week 14

- ❑ Meet with tutoring, your professors, study groups, everyone to prep for finals!

Week 15

- ❑ 11/27-29 (*Wed. - Fri.): Thanksgiving break (yay, take a break, or get caught up!).
- ❑ Confirm your [final exams schedule](#) so you can plan your winter break with your friends and family.
- ❑ When you go home for Thanksgiving break, spend at least a few hours studying each day. Review your notes and start preparing for final exams which will occur a few weeks after your return from break.

Week 16

- ❑ 12/2: **Registration for Summer 2025 classes begins!** If you plan on taking a summer class, register this week! Need help? Email advisor@csu.edu!
- ❑ Continue to meet with tutoring, your professors, study groups... everyone you can to prepare for finals!

Week 17

- ❑ 12/11: **Last day of classes.** You're almost there!!!
- ❑ 12/13-17: **Finals week.** Good luck with final examinations!

Week 18

- ❑ 12/19: Final grades post today. Check your grades in PeopleSoft Student Systems and reach out if you have any questions!

NEED HELP PLANNING YOUR SEMESTER? MAKE AN APPOINTMENT WITH UNIVERSITY ADVISING!:

need an appointment?

SCAN THE QR CODE AND LOG INTO PASSPORT WITH YOUR CAL MARITIME CREDENTIALS TO MAKE AN APPOINTMENT WITH THE DEPARTMENT YOU NEED!

THEPASSPORT.CAMPUS.EAB.COM/