

FIRST SEMESTER

Your Guide

Before Semester Begins

- **Paying Your Bill [24 hours after Registration]**

Payment Plan: massbay.edu/finance/student/paymentplan

Pay in Full: massbay.edu/studentaccounts

Third Party Payment (e.g. MassRehab):
email studentaccounts@massbay.edu

Financial Aid: Ensure all documents are submitted and accept your award package if needed. Check BayNavigator or email finaid@massbay.edu

- **Purchase Your Textbooks:**

Campus Bookstore: Look up your required materials, purchase online, and have them shipped to your house: massbay.edu/facilities/bookstore

Textbook Fund: Apply to have your textbooks paid for! Application opens two weeks prior to the first day of classes. Check your Massbay email - all students will be emailed the application when it opens.

Textbook Vouchers: If you have excess financial aid funds, you can use these to purchase books instead of cash. Qualified students will receive an email from studentaccounts@massbay.edu

- **Double Check Your Schedule**

Check to see when your remote classes meet. Do you know what platform the class uses, WebEx, Zoom? Do you know what's expected of you for the first day/week of classes? Check Blackboard for updates.

Were any of your classes cancelled? Contact advisingcenter@massbay.edu

Were you dropped for non-payment? Contact registrar@massbay.edu

- **Solidify Assistance**

Tutoring: It's good to ask for assistance early. Massbay offers a number of academic support services: massbay.edu/academics/aac

Disability Resources: MassBay will work to remove barriers present for students with disabilities through accommodations, guidance and support: massbay.edu/facilities/accessibility

Basic Needs: If you need assistance with food, housing, or other basic needs - MassBay wants to help. Email case manager/resource specialist MaryBeth Fletcher mfletcher@massbay.edu + massbay.edu/snacc

Laptop: Do you have a laptop to successfully complete your coursework? If not, MassBay is loaning chrome books to students on a first-come-first-serve basis. Learn more: massbay.edu/chromebook

[September 14th-27th]

Week 2+3

- **Explore Mentoring Programs**

STEM Mentoring Program

Connect with a professional in your desired field! Attend an information session to learn more about this opportunity through WebEx. Look for an invitation in your email.

Friday, 9/11/20 from 12-1pm

Tuesday, 9/15/20 from 3:30-4:30pm

Wednesday, 9/16/20 from 1pm-2pm

Multicultural Mentoring Program

Connect with professionals from regional organizations or MassBay's Staff/faculty for a one-to-one mentoring relationship that supports student's success. Students who are interested in participating should contact the MMP staff or visit massbay.edu/career/mentor

- **Meet Other Students: Get Involved!**

While you may have began your MassBay education in pursuit of a degree, your experience here will also be defined by the connections you create. SGA, clubs, athletics, and our LEAD program are just some of the ways to meet other students and make MassBay your home.

Student Government Association

Join Student Government Association (SGA) to create connections, plan events and activities, and make suggestions on how to improve student experiences and services. SGA holds an election in September to fill open positions - Look for the application in your email

Application Opens September 8th, 2020

MassBay Clubs + Organizations

Our wide range of student-run campus clubs provides opportunities to explore new social, cultural, educational, and professional experiences. Find a club that fits you! massbay.edu/clubs

LEAD Program

LEAD (Leadership Engagement and Development) is a great starting point to getting involved at MassBay. Meet other students, faculty, staff, and administrators while developing creative problem solving skills, self-awareness, and interpersonal skills. Follow your MassBay email for the application and more information about it! Learn more at massbay.edu/lead

- **Explore Library Resources:**

The library has a number of resources available to you remotely. You can find your library card number on your bay navigator. Navigate to massbay.edu/library to access resources, chat with a librarian online,, find books, videos, articles, homework help, and more!

Week 1

[September 8th-13th]

- **If Needed, Change your Course Schedule**

During the first week of classes, you are permitted to change any part of your class schedule without penalty. If you have a sense that you may not be successful in the courses you enrolled in or the times you selected, you can meet with an advisor to complete change it:

advisingcenter@massbay.edu

Day or Online Courses: Complete this before [Tuesday, September 15th](#)

Evening Courses: Complete this before [Tuesday, September 22nd](#)

If you changes your classes during this add/drop period, make sure to return and purchase new textbooks as necessary.

- **Review Class Syllabi**

During the first week of classes (or before) you will receive a syllabus for each class that you're enrolled in. You will likely find these in your class section on Blackboard or your email. inbox. Take some time to review the expectations of the professor and the course requirements. Among other topics, make sure to take note of the following:

How does the professor want me to interact with them? Email? Blackboard?

How is my grade calculated? What percentage of your grade is attendance? Assignments? Tests? Note this, so you can focus your effort appropriately.

Does my professor have office hours? When are they? Write these in your planner/calendar. It's important to communicate frequently with your professor and taking advantage of these times could help you significantly!

What assignments are expected of me? When are they due? Take some time and write down in your planner what assignments are due and when. Assume no one will remind you to submit these assignments weeks and days before they are due. It is your responsibility to know the deadlines and submit on time.

Do I have all of the materials expected? Courses will sometimes require access codes to online materials, multiple books, or a specific edition of the textbook. Make sure that you have the right materials. If you don't, and can't afford them, refer to the "purchase your textbooks" section of this sheet.

- **Ask For Help**

It can be hard to know what you need to succeed in college if you haven't taken a college class before. However, the first week of classes is your time to take a pulse on how it all "feels." If you're confused with something, don't have what you need, are having trouble with technology, etc [ask for help!](#)

Don't know who to ask? Email advisingcenter@massbay.edu



Fall 2020
online/remote

FIRST SEMESTER

Your Guide (continued)

Week 4+5 [September 28th-October 11th]

- **Self Check-in: How am I feeling so far this semester?**

Balance:

Have you found a routine that works for you? Do you have an appropriate place to complete your work at home? Are you overwhelmed with your coursework? Are you getting enough sleep? Are you making time for your friends/family?

Completing your coursework from home can be challenging and emotionally difficult - make sure to take this week to assess how things are going and make changes as needed.

Counseling Services:

Massbay offers 100% remote persona/mental health counseling by secure videophone. These services are free and confidential. This may be a good time to check on your mental wellness. Learn more at massbay.edu/counseling

Academic Support

As your workload increases, remember all of academic resources available to you - and reach out now to get the support you need.

Peer Tutors and learning specialists will meet with students remotely via WebEx. Email aac@massbay.edu or go to studenttrac.massbay.edu to set up an appointment.

Check out Smart-Thinking Online Tutoring for more on-demand and remote support at massbay.edu/academics/aac

Look for workshops around building academic skills like time management, note-taking, and procrastination in your email.

- **Check in with your Academic Advisor:**

If you check your email or login to your Bay Navigator account and navigate to student services center, you will be able to see the advisor that has been assigned to you. This is a great time to start connecting with your advisor! Likely, they have been reaching out to you to schedule your Compass Meeting - so you can just respond to that email to schedule a time to meet with your advisor via phone or video conferencing!

MassBay has designated COMPASS (Comprehensive Planning & Advising for Student Success) as a signature part in your first-year, as you will encounter so much about college and MassBay that is new to you. To support you in your first-year, you need to have a 1:1 meeting with your advisor at least once during your first semester; this is your COMPASS meeting.

Your advisor can guide you from your first contact through graduation and beyond. COMPASS will introduce you to the opportunities and resources available, requirements of academic programs, assist with program selection or changes, and the appropriate courses to ensure academic success and guidance regarding transfer opportunities!

- **Begin exploring your Academic Academy + Career Choice**

For the next few weeks, Career Services will be hosting weekly workshops on career exploration and building your Resume and LinkedIn Profile! Learn more about career events at massbay.edu/career/events

Automotive Academy Career Week begins September 28th
Business Academy Career Week begins October 5th

Week 9-11 [November 2nd-22nd]

- **Post-Midterms Check-in**

Check your Grades post mid-terms and take time to evaluate how the semester is going:

Do you have any outstanding assignments or projects?

Check your syllabus for your professor's policies about missing work or ask them. about it.

Is your mid-term grade the grade you would like it to be?

If so, great! Keep doing exactly what you have been doing, it's working! If not, consider what things can change - can you ask your instructor on ways to improve your grade? Is tutoring an option?

Are there concepts that you are struggling to understand?

This is more normal that you would think! Don't beat yourself up! Use this time to ask your faculty member for help. Schedule a time to speak with a tutor virtually!

Are you failing your class? Can you bring the grade up? Do you need to begin considering a withdraw from the class?

If you are failing a course, speak with your instructor about it. Sometimes, it can feel like all hope is lost, when it actually isn't! There may be many things that you can do to get your grade up. However, if for some reason you cannot, it may be a better decision to withdraw from a class than to fail it. Make sure to speak with your advisor and a financial aid counselor about how withdrawing might affect you.

- **Connections:**

This might be a good time to assess how things are going outside of the classroom as well. While you may have a busy personal, work, and academic life, there are many virtual events and resources that MassBay has to offer that you don't want to miss out on! Check your email and any of MassBay's Social Media accounts for any up-to-date information on virtual happenings this semester.

- **Academic Academy Week Continues**

Legal Studies Academy Career Week begins November 2nd.

STEM Academy Career Week begins November 9th

Education & Human Services Academy Career Week begins November 16th
Learn more at massbay.edu/career/events

[October 12th-November 1st] Week 6-8

- **Mid Terms: Are you Prepared?**

Create a Midterms schedule and map all due dates of major assignments and exams into your calendar so you know when everything is due. Create study plans that maintain balance for you while also getting everything done! If you are having difficulty, don't forget to communicate with your professors and don't forget to ask for help!

- **Start Planning: What's your plan for next semester?**

Register for Spring Classes: Registration for Spring Classes begins on November 2nd. Do you know what classes you are selecting for next semester? Have you met with your assigned advisor yet? Make sure to schedule your COMPASS meeting if you haven't already and be ready to select classes as soon as registration opens to get your desired classes and schedule.

- **Transfer Planning? Never too early!**

Did you attend the Transfer Fair? Now might be a good time to consider different colleges + universities to transfer to after MassBay. Transfer Counselors are ready and available to meet with you to begin discussing your plans and aiding you in research.

Learn more about **MassTransfer** at: mass.edu/masstransfer

Begin searching for your next institution at: bigfuture.collegeboard.org

Schedule a time to meet with them at: studenttrac.massbay.edu

When selecting a reason to meet with an advisor, choose *Transfer*.

- **Academic Academy Week Continues**

Humanities & Social Sciences Academy Career Week Begins October 12th.
Learn more at massbay.edu/career/events

[November 23rd-December 23rd] Week 12-16

- **Maintain.**

Keep up with tutoring, study groups, and academic supports. Keep attending virtual workshops and events, and - If you have found a routine, stick with it! You're in the homestretch!

- **Prepare for Final Exams**

Final Exams will run from December 17th-December 23rd

Just like mid-terms, create a schedule, and put all of the major due dates for assignments and exams into your calendar so you know when everything is due. Create a study plan so you're able to manage your own balance and personal health

- **Return Rental Textbooks**

Check the bookstore website for instructions on how to mail back any rentals and ensure you are meeting the return dates that are needed so that you aren't charged.

- **Prepare for Spring Classes**

If you have not already enrolled in spring classes, meet with your academic advisor to enroll! If you have, use this time to make sure that you're in your desired spring classes. Has this changed? If you withdrew or failed a course, do you need to change your schedule for the spring semester? If you're unsure, talk with your advisor about it!

How was your course-load this fall?

Do you think it would be helpful for you to take more classes next semester? Should you keep it the same, or decrease the load? Everyone moves through college at their own pace - it's important that you are taking the appropriate amount to be successful!

- **Academic Academy Week Continues**

Health Sciences Academy Career Week Begins November 30th.

Learn more at massbay.edu/career/events