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/studentcounts
  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 financialaid@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.

• 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 days/weeks 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/academic/ac

• Disability Resources: MassBay will work to remove barriers present for students with disabilities through accommodations, guidance and support.

• Basic Needs: If you need assistance with food, housing, or other basic needs, contact the facilities/accessibility

• 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 at massbay.edu/chromebook

• 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.

  Multicultural Mentoring Program: Connect with professionals from regional organizations or MassBay’s staff for a one-to-one mentoring relationship that supports student’s success.

• Meet Other Students: Get Involved!
  While you may have begun 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.

• 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 research online 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.

• 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 section on Blackboard or your email inbox. Take some time to review the expectations of the professor and the course requirements.

• What assignments are expected of me? When are they due?
  Do I have all of the materials expected? Do I have all of the materials expected? Do I have all of the materials expected?

• Explore Student Government
  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.

• 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. Take some time to review 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 know who to ask? Email advisingcenter@massbay.edu

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

[September 14th-27th] Week 2+3

• Explore Mentoring Programs
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• 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.

• Assumptions are due and when.
  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 know who to ask? Email advisingcenter@massbay.edu

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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?**
- **Goal:** Keep up with your assignments and personal health.
- **Tips:**
  - Check in with your Academic Advisor:
    1. **Check your email or login to your Bay Navigator account and navigate to student services center** to check on your mental wellness. Learn more at massbay.edu/counseling
  2. **Check in with your Academic Advisor:**
    - Do you have a routine that works for you? Do you have an appropriate place to study or work? 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 time this week to assess how things are going and make changes as needed.
    - **Counseling Services:** MasBay offers 100% remote personal/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
  3. **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 Tutoring 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 SmartThinking Online Tutoring** for more on-demand and remote support at massbay.edu/academics
    - **Know for workgroups:** Build academic skills like time management, note-taking, and productivity.
  4. **Prepare for Spring Classes:**
    - Make sure to speak with your advisor and a financial aid counselor about how much you can do to get your grade up. However, if for some reason you cannot, it may be a better decision to withdraw from the class than to fail it.
    - It is important that you are taking the appropriate amount to be successful.
  5. **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 MasBay has to offer. If you don't want to miss out, check your email and any of MasBay's Social Media accounts for any up-to-date information on virtual happenings this semester.

### 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:**
  1. **Do you have any outstanding assignments or projects?**
  2. **Check your syllabus for your professor’s policies about missing work or ask them about it.**
  3. **Is your mid-term grade the grade you would like it to be?**
  4. **If you think it would be helpful for you to take more classes next semester?**
  5. **Is your mid-term grade the grade you would like it to be?**

**Maintain**
- Keep up with tutoring, study groups, and academic supports. Keep attending virtual workshops and events, and - if you have 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 return 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. Have 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/health
- **Legal Studies Academy Career Week** begins November 2nd. Learn more at massbay.edu/career/legals
- **STEM Academy Career Week** begins November 9th. Learn more at massbay.edu/career/steam
- **Academic Academy Week Continues**
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**Did you attend the Transfer Fair?** Now might be a good time to consider...
- **Register for Spring Classes:**
  - **Registration for Spring Classes begins on November 2nd.** Do you know what classes you are selecting for next semester? Register 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 MasBay. 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
- studenttrac.massbay.edu
- bigfuture.collegeboard.org

**Prepare for Spring Classes**
- If you have, use this time to make sure that you’re in your desired spring classes. Have 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.

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