Beginning of Semester Checklist

- Set up your City Tech email
    o check email address + get password here
    o log in here
    o email: studenthelpdesk@citytech.cuny.edu, if you need help
- Download Outlook app and set up your City Tech email on your phone—turn on alerts!
- Check out your classes on Blackboard and OpenLab
    o find the syllabus and schedule for each class
- Create a folder on your computer (or OneDrive) for each class to stay organized
    o make the syllabus the first document in each folder
- Turn on alerts for Blackboard and OpenLab
- Buy required books and materials as soon as you can—don't wait!
- Get a planner/app so you can effectively manage your time
    o add your classes and set reminders
    o add important dates from the academic calendar
    o add major due dates and exams from your syllabi
- Set up Zoom: full name, appropriate profile photo, appropriate background
- Make at least one friend in each class in case you miss class or need help
- Create a workspace in your home where you can focus on classes and schoolwork
    o minimize noise and distractions
    o use a desk or table for your laptop or tablet
    o sit up in a chair, not on a couch or in a bed
- Check CUNYfirst and your City Tech email for FAFSA and TAP notifications (after 1st week)
- Join FirstYear@CityTech Discord server to connect with your Peer Mentor and other new students at City Tech
- Follow City Tech on Instagram, so you know what's going on
    o Peer Mentors
    o Student Government Association
    o Student Life & Development
    o City Tech Library
- Participate in your Department's Connect Day to learn more about your major and what is expected of you

If you have classes on campus…
- Upload your vaccination information on CUNYfirst and/or get a COVID test at City Tech
- Plan an extra 30-60 minutes for getting to in-person classes
- Give yourself extra time to figure out where your classes are
- Get your Student ID card