Week One Checklist for FSEM

**Tuesday**

- **Previously Earned Credit.** Have you examined your transcript to see that all anticipated credit (AP, IB, Dual Enrollment, Transfer) has been awarded? Did you know that you could request reevaluation from the Office of the Registrar if you are unsatisfied with the awarding of credit?

- **Course Schedule.** Have you looked at your schedule to ensure that it contains a sufficient number of credits (at least 12 if you are fulltime) and perhaps as many as 15 or 16? Are you sure your schedule doesn’t contain courses for which you have previously earned credit (whether awarded on your transcript or awaiting review)?

- **Schedule Adjustments.** Did you know that you can continue to make schedule adjustments through Friday at 5:00 pm (which is the last day to add a course) and that seats will be opening and closing throughout the week?

- **What counts for what?** Have you looked at the “New Student Guide” to make sure that you are taking courses that correspond with UMW’s General Education Requirements and prerequisites for your potential major program? (It is available at the Academic Services website.)

- **Physical Education.** Why not consider adding a 1-credit course from our Department of Athletics, Health and Physical Education to your schedule?

**Thursday**

- **Syllabus, Calendar and Due Dates.** Have you read through the entire syllabus for each of your classes? Have you placed key assignments into your planner or calendar? Do you have a calendar or planner?

- **Professors, Office Hours and Communication Channels.** Do you know the names of each of your professors? Do you know where their office is located and what their office hours are? Do you know how they prefer for you to communicate with them?

- **Books.** Have you acquired the materials you need to complete your assignments and homework this weekend?

- **Study Space.** Where are you going to study this weekend?