

## MxCC CHECKLIST FOR SUCCESS

### ADMISSIONS/ENROLLMENT SERVICES

- I have completed and submitted my MxCC Application
- I have sent my official high school transcript and/or diploma, GED diploma or transcript from an approved home school program to MxCC
- I have requested all official college transcripts from my previous institutions be mailed to MxCC for evaluation
- I have provided proof of Measles /Mumps/ Rubella/Varicella (MMRV) immunity (2 doses of each immunization, verification of disease or positive titer test results may be submitted, as required by CT law for all full-time and/or degree-seeking students)
- I have given MxCC my updated personal information, mailing address, phone number(s) and email addresses

### PLACEMENT TESTING

- I have submitted my SAT or ACT scores and/or taken the ACCUPLACER Basic Skills Assessment

### FINANCIAL AID

- I have filed the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- I know where to go to ask questions about financial aid
- I have accessed my financial aid status on [www.my.commnet.edu](http://www.my.commnet.edu)
- I know what the Satisfactory Academic Progress Policy is and why it is important. [www.mxcc.edu/financial-aid/satisfactory-academic-progress-requirements](http://www.mxcc.edu/financial-aid/satisfactory-academic-progress-requirements)

### BUSINESS OFFICE

- I am aware that the Business Office offers a payment plan (6 credits or more) and has payment deadlines

### MY.COMMNET.EDU

- I know my student Banner ID #, Net ID and Password and have placed this information in a secure, yet accessible, location
- I have logged in to my MxCC email at [www.my.commnet.edu](http://www.my.commnet.edu)
- I know my MxCC email address and have signed up for the my.commnet Alert

### ADVISING, REGISTRATION & PAYMENT

- My major/program of study is \_\_\_\_\_ and I have selected this on my application
- I was advised by: \_\_\_\_\_ (name) on \_\_\_\_\_ (date)
- I have registered for my classes
- I have paid for my classes and have a copy of my class schedule / bill receipt
- I know that I will be dropped from my classes if I don't pay my tuition by the payment deadline

### VETERANS

- I have met with the Veterans Certifying official and provided all required documentation

### NEW STUDENT ORIENTATION

- I have registered at [www.mxcc.edu/nso](http://www.mxcc.edu/nso) to attend a New Student Orientation session
- I have printed and completed this form and

I have gone online to the New Student Orientation section [www.mxcc.edu/nso](http://www.mxcc.edu/nso) and watched the videos on using [www.my.comnet.edu](http://www.my.comnet.edu) and Blackboard

I have reviewed and understand that I am responsible for knowing the college academic policies and student conduct policies on the college website:

<http://mxcc.edu/catalog/campus-policies/academic-policies>

[www.mxcc.edu/catalog/campus-policies/policy-on-student-conduct](http://www.mxcc.edu/catalog/campus-policies/policy-on-student-conduct)

**THINGS TO DO PRIOR TO THE START OF THE SEMESTER**

I have a copy of my class schedule (available at [www.my.comnet.edu](http://www.my.comnet.edu))

I have had my picture taken for my MxCC photo ID card at the Founders Communication Center or MxCC@Platt (can be done 1<sup>st</sup> day of classes)

I know where and how to get my textbooks for on-campus and online courses

I know where my classes are located, when and where my first class is held:

\_\_\_\_\_

I have watched the **Run, Hide, Fight** video and understand I am responsible for knowing the campus safety procedures available at:

[www.mxcc.edu/emergency](http://www.mxcc.edu/emergency)

**MY FIRST SEMESTER**

I know about additional campus resources available to me

To be a successful student, I plan to use the following resources:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I know how to get involved in campus life activities, clubs, and leadership roles

I know that it is my responsibility to officially withdraw from classes prior to the beginning of the semester if I choose not to attend.

Failure to do so will result in an outstanding bill and “F’s” in classes for which I remain registered

I know that if I don’t plan to finish a class or classes, I am required to withdraw from the class by completing the withdrawal form and turning it in to the Enrollment Services office. I **cannot** simply tell an instructor, advisor or other MxCC faculty or staff. Failure to submit the form will result in earning an “F” grade, and this decision will also affect my Financial Aid completion rate.

The last day to withdraw and get a “W” on my transcript is: \_\_\_\_\_ (date)

**PLANNING FOR NEXT SEMESTER**

Academic advising for the next semester begins \_\_\_\_\_ (date)

My academic advisor is: \_\_\_\_\_ (name)

S/he can be reached at \_\_\_\_\_ (phone)

or \_\_\_\_\_ (email)

I met (or am meeting) with my advisor about what classes to take on: \_\_\_\_\_ (date)

I will keep track of my grades earned throughout the semester

**I NEED TO ASK THE FOLLOWING QUESTIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_