

New Student Checklist



Get to know your advisor



My advisor is: _____

"Good advising may be the single most underestimated characteristic of a successful college experience." - Education theorist Richard Light

Professional Advisors in the Student Success Center work with first and second-year students as they transition to college, helping them connect with resources on campus, solidify their goals, develop a graduation plan and develop meaningful relationships. In their third and fourth years, students transition to a faculty advisor who will serve as a mentor and further prepare them for their career.

Access your accounts



Help Desk: 605.642.6580

Please see the separate instructions sheet for specifics on each account.

- **Yellow Jacket Student Email** - Check your email regularly, as this is the main method of communication between you, your instructors, your advisor and other officials at BHSU.
- **Snap/Banner** - Students use Banner to register for classes, view their transcript, change their address, view grades, pay your bill, etc.
- **D2L** - Desire to Learn is BHSU's portal for online classes, but most instructors use D2L for supplemental information and engagement for in-person courses as well.
- **Navigate** - Navigate is a student success system that allows faculty and advisors to connect students with the resources they need to be successful.
- **BHSU Campus Activities App** - Conveniently access information about campus events, clubs, dining services, residence life, and more!

Get your finances in order



Financial Services: 605.642.6145

- **Complete the FAFSA** -
 - Submit your FAFSA (Free Application for Federal Student Aid) at <https://studentaid.gov/>.
 - Submit all necessary FAFSA documentation in Snap (Financial Aid tab).
 - Accept/Confirm financial aid award letter in Snap (Financial Aid tab).
- **Review scholarship criteria** to ensure you're meeting requirements necessary to maintain them.
- **Pay your bill by Sept. 3** - View the attached "Paying your Bill Checklist" for more information.

Complete these final steps before classes start

- **Get your books** - Visit www.bhsubookstore.com to see which books are required for your classes. Books can be ordered directly from the web site or in the University Bookstore in the Student Union. Book information should be viewable in early August.
- **Pick up your Buzz Card** - Stop by the Information Office in the Student Union to get your ID (Buzz Card). Bring your Photo ID. You may also receive an email explaining how to get your Buzz Card.
- **Send final transcripts, placement scores and immunization records** to BHSU.
- **Confirm your attendance** in Snap.
- **Make changes to your schedule by Sept. 2 - Census day** (Inform your advisor if you make changes.)

Student Success Strategies



Get organized

- **Buy a planner** or create an account with an organizational tool such as Trello.
- **Read course syllabi** thoroughly, as soon as they're available. Some instructors may add syllabi to D2L prior to the first day of classes. Transfer information from syllabi to your planner (due dates, when to study for exams, when to work on papers and projects, etc.). Notice the instructor's office hours, how they prefer to be contacted, and how you should address them (e.g., Dr. Jones).
- **Begin a grade tracking sheet** for each class. Very few instructors post grades online throughout the semester. Information in the course syllabus can help you determine your current grade.
- **Have ALL of your books before the first day of classes.**
- **Make an appointment with your advisor** to create a graduation plan and register for subsequent semesters of coursework. Students deciding on a major should meet regularly with their advisor.

Get in the habit of...

- **Checking your student email** every day.
- **Attending every class**, every time.
- **Checking in with your advisor** when things aren't going well...or when they're going great!
- **Seeking support from services** like the Writing Assistance Center, Counseling, etc. (see below)
- **Getting involved on campus.** Students who are engaged on campus are more likely to graduate.
- **Reassessing your commitments** outside of school (job/family/extracurricular). Hopefully school can be your #1 priority, but we understand students have many other responsibilities. Your advisor can help you work through these challenges.

Student Resources

▶ **Career Development**
Student Success Center - Student Union
Andrea.Bakeberg@BHSU.edu | 605.642.6269

▶ **Center for American Indian Studies**
Jonas Hall 101
Urla.Marcus@BHSU.edu | 605.642.6578

▶ **Clubs & Organizations**
bhsu.edu/Student-Life/Clubs-Organizations
Jessie.Gramm@BHSU.edu

▶ **Disability Services & Testing Center**
Jonas Hall 121 | Jennifer.Lucero@BHSU.edu
BHSPTestingCenter@BHSU.edu | 605.642.6099

▶ **Help Desk**
HelpDesk@BHSU.edu | 605.642.6580

▶ **Library**
Library.bhsu.edu | 605.642.6250

▶ **Math Assistance Center**
bhsumath.com

▶ **Student Health & Counseling**
Student Union, Lower Level - 006
605.642.6520

▶ **TRIO Student Support Services**
Woodburn, Lower Level - 139
Ashley.Kirchner@BHSU.edu | 605.642.6294

▶ **Veterans Affairs**
Woodburn 134
Veterans@BHSU.edu | 605.642.6415

▶ **Writing Assistance Center**
bhsu.mywconline.com

▶ **Young Sports & Fitness Center**
Brock.Anundson@BHSU.edu

Email us at StudentSuccess@BHSU.edu with any questions or concerns.