



# STUDENT SUCCESS CHECKLIST

MY NU ID:

MY UNO Email:

*You will use this to log in to all  
UNO web services.*

## BEFORE CLASSES START

### Login to MavLINK

- Review your class schedule—consider printing a copy to have on hand
- Review your financial aid—if you have questions, contact the Office of Financial Support & Scholarships

unofinaid@unomaha.edu | 402-554-2327

- Learn where to find your final grades and GPA—under the 'Academics' tab
- If you have IT questions you can call 402-554-4357 24/7 or email [uno-helpdesk@nebraska.edu](mailto:uno-helpdesk@nebraska.edu)

### Sign in to your UNO email account

Make sure you know how to access your [UNO email](#). You will need to check this at least once a day to stay on top of important communication while at UNO.

- Set up your [phone](#) to receive UNO email

### Get your textbooks

To view your textbooks for each class, log into [MavLINK](#), and under 'My Classes', select 'View All Books'

- Learn more about book buying options [here](#)

## FIRST WEEK OF CLASSES

### Explore Canvas

Each class will have a [Canvas](#) page that will have important information for you to be successful in the course. Be sure you know how to navigate each course page.

### Map out class locations

Use the [UNO Campus Map](#) to find where each class is located. Make sure you leave enough time to get to each class early.

### Syllabus

A syllabus is a description, table of contents or outline of course content, requirements, textbooks, and assignments provided by the instructor of the class to students.

- Put important dates and deadlines for all classes in your planner or calendar
- Familiarize yourself with the grading scale for each class



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## DURING THE SEMESTER

### **Attend every class**

Students are expected to attend all class meetings of courses in which they enroll. Students are responsible for all class work whether or not their absence is excused. Most professors will announce their attendance policy on the first day of class and/or will state their policy in the syllabus. Many professors count attendance towards class participation grades, and students who miss classes may receive lower grades.

### **Go to office hours**

Professors are usually required to hold office hours on a regular basis throughout the semester, which is when students are able to drop in or make an appointment to meet with them. These can be a great opportunity to get feedback on your papers or other assignments, and a great chance to get to know your professors better. Often, if you can't make it to a professor's office hours, you can work with them to schedule a different time that works for both of you.

### **Schedule (and attend) an appointment with your Academic Advisor**

During your first semester, you will be required to meet with your Academic Advisor before you can enroll in classes for the next semester. This meeting is a chance to check in on how your semester is going, ask questions and learn more about your degree, and plan classes for your second semester.

- It is recommended that you have your appointment in September or October
- You can schedule an appointment by using TBD or calling 402-554-3419

### **Communicate appropriately with your professors and advisor**

Sending appropriate emails to professors, advisors, potential employers and others is critical to your success. Keep the pointers below in mind with your next email:

- Remember to use complete sentences. Your email is **not** similar to sending a text message, even if your message is brief. U shot not do this 2 a prof. cuz it does not represent u well
- Be sure to start with a traditional greeting like "Dear Professor" or "Hello Dr. Smith". Starting with "Hey!" may be fine after you've established a relationship but in the beginning it's best to be a little formal
- Identify yourself—most faculty members and advisors will have hundreds of students in a single semester, so it's a good idea to remind them who you are and which class you're in.
- In the body of your email, be sure to clearly explain your situation, challenge, or question.
- Not all professors or advisors are able to respond constantly to emails throughout the day. You can expect a response within a reasonable amount of time, and most will tell you their policies about the time frame of their responses (whether they promise to reply in 24 hours or 3 business days), so you can plan accordingly.
- Be resourceful—before sending your email check your syllabus, assignment sheets, and old email correspondence to make sure you don't already have the answer to your question. You can also do a quick internet search or ask a classmate.
- Be sure to end your emails with a polite closing.