Getting Started Checklist

Below is a checklist of things to consider and resources to review prior to beginning your first academic course at Capella.

Three Weeks Prior

☐ Review the computer system requirements; Check your computer and Internet connections. Purchase any additional software from the bookstore if needed.

☐ If you will be using financial aid, connect with a financial aid counselor to find out if your application is complete.

☐ If your employer offers tuition reimbursement, work with your organization to complete the necessary paperwork and gain approval.

☐ You are about to embark on an exciting opportunity and one that will require support from family and friends. Begin to establish your personal support network.

☐ Visit the online bookstore for current information about the required course materials you will need to purchase for your first academic course. Course materials include textbooks, other required books, software, and coursepacks. Even if you do not have materials to order for your first academic course, it is important to become familiar with the bookstore.

Two Weeks Prior

☐ Follow up with your enrollment counselor regarding any outstanding transcripts; make plans to secure your transcripts prior to the end of your quarter.

☐ If you are receiving financial aid, review the financial aid checklist found on your Student Center page to see if you have outstanding items to complete.

☐ Explore the academic success resources to improve your time management and communication skills, develop personal success strategies, and become an effective online learner.

☐ Set up a private workspace in your home for studying.

☐ If you are a military learner, check out the Armed Forces Support Center on iGuide

☐ If you are a learner with a disability, check out the Disability Services Center on iGuide.

One Week Prior

☐ If applicable, complete any outstanding items for financial aid.

☐ Begin participating in the University Orientation Seminar. The seminar begins on the Monday before your first academic course begins. You will find a link to the seminar on your iGuide home page.
One Week Prior (continued)

☐  Spend time reviewing the Planning Your Program resources.

☐  Verify your contact information listed on the Student Center. Make sure your phone number and e-mail address are accurate.

Three Days Prior

☐  If applicable, confirm financing approval for tuition reimbursement through your employer.

☐  If you have not already done so, log into the University Orientation Seminar. The seminar helps you navigate the courseroom, connect with other learners in your program, and more. You will find a link to the seminar on your iGuide home page.

First Day of Your Course

☐  Log into the courseroom of your first academic course and read the instructor expectations, syllabus, and grading information.

☐  Update your profile in the courseroom (located in the Roster area).

☐  Review Unit 1 and identify your assignments for the week.

☐  Make your first post in the Discussion area of the courseroom.