Checklist for a Successful Semester

Whether you have already applied and registered, or have a few extra things to do, here is a checklist to help ensure you have everything ready for a successful semester.

Don’t forget, the semester begins August 24.

Go Wood Ducks!

Apply for Admission
- Apply online
- Submit an official high school transcript/GED certificate to the Admissions Office after graduation
- Questions:
  - Admissions Office / admissions@century.edu / 651-773-1700

Establish Course Placement
- Visit Testing Center website for steps on course placement
  - Questions: Testing Center / testing.center@century.edu / 651-779-3352
- Submit previous college level credits / scores
  - Questions: Transfer Student Services / dars@century.edu / 651-779-3908

Complete New Student Orientation
- Visit the Orientation website for information on completing orientation in D2L Brightspace
- Questions:
  - Orientation Office / centuryorientation@century.edu / 651-779-3404
- Complete Sexual Violence Prevention Training in D2L Brightspace
  - Questions: Dr. Jenn Rassett, Title IX Coordinator / jennifer.rassett@century.edu

Register for Courses
- Click here for Steps to Register
- Know what courses you need? Register in eServices now.
- Want help registering for courses? Schedule an appointment with your advisor. Click here for a video tutorial on scheduling an appointment. Your advisor will review your program and course information, help you register and answer questions you have about the fall semester at Century.
- Check your Degree Audit and course program requirements
- Questions:
  - Advising, Counseling, and Career Center / acc@century.edu / 651-779-3285

Activate Technology
- Set-up Century College email account
- Check D2L Brightspace for online course information
- Helpful tools can be found here – online learning tool page
- StarID password reset if needed
- Questions:
  - Technology Services / studenthelp@century.edu / 651-779-3295
- Set-up your Starfish profile
  - Questions: acc@century.edu / 651-779=3285

Checklist for a Successful Semester

Whether you have already applied and registered, or have a few extra things to do, here is a checklist to help ensure you have everything ready for a successful semester.

Don’t forget, the semester begins August 24.

Go Wood Ducks!
Pay for College

- Meet **Tuition Due Dates and Payment Policy**
- Complete the free application for Federal Student Aid (FAFSA)
  - Check [eServices](#) for additional financial aid steps or to review your award
- Questions:
  - **Financial Aid** / finaid@century.edu / 651-779-3305
  - **Business Office** / busoffice@century.edu / 651-779-3278

Return to Campus Plan

- If you are taking face-to-face courses, review the college’s [Return to Campus Plan](#)
- Face coverings are required on campus – stop by the entrance for your **one free face mask**, available starting the first day of the semester until supplies are gone.
- Any student, employee and visitor to campus needs to complete and pass the [COVID-19 Self-Assessment](#). This is required **DAILY** if you plan to be on the Century College campus.

Prepare to Begin the Semester

- Buy textbooks - check the [Bookstore’s website](#) for ordering textbooks
- Look into [academic support services](#)
- [Online learning](#) resources
- Need accommodations? Contact the [Access Center / Disability Services](#)
- Explore [campus activities and leadership opportunities](#)
- Take advantage of the fun activities during Welcome Week
- Connect with the [Resource and Support Center](#) for assistance with campus and community resources
- Using veteran’s benefits, contact the [Veterans Student Services](#)
- Campus Maps
- If you need to make changes to your schedule, make sure you are aware of your schedule for **drop and withdraw dates**
- Check course schedule for course delivery, locations/times if on-campus, and drop/withdraw dates
  - Synchronous - 100% of instruction is online: No in-person meetings; No in-person proctored exams; **Course has required synchronous online meetings or activities that will be scheduled (date/time) by instructor.**
  - Asynchronous - 100% of instruction is online: **No in-person meetings; No in-person or synchronous proctored exams; No synchronous meetings.**