

To-do list before class

☐ **Visit and bookmark**

► my.phoenix.edu

This is your student portal, so you'll want quick access to this link anytime, anywhere. Stay up-to-date on your coursework and important notifications here.

☐ **Complete your new student orientation within MyPhoenix**

Learn all about your online classroom with a guided [new student orientation](#) in MyPhoenix. Allow 30-60 minutes to complete this step.

☐ **Schedule your personalized onboarding appointment**

Explore the essentials of going to school online with your onboarding representative. In this 30-minute appointment, you'll navigate your online classroom, get help downloading **Microsoft 365®** for free, review online textbooks and more. [Schedule appointment](#)

☐ **Create a plan for success**

To be successful in the competency-based program, you need to develop a strategy for how you'll progress in your classes, manage your time, set deadlines for your reflections and assessments, and learn at a pace that works for you. Create a [progress plan](#) opens in new window that outlines how you'll complete the tasks (e.g., reflections and assessments) in each of your courses for the entire 16-week block. You can choose either the Written Plan or the Pacing Guide to complete your plan. If you need help, contact your Faculty Mentor or Academic Counselor, who can help make recommendations on how to personalize your plan to best benefit you.

☐ **Set expectations**

The Competency-based grading scale uses three grades: MA (mastered), ME (met) and NM (not met). It's completely normal to see NM and have to resubmit and assessment. Don't let that discourage you; you have three attempts to submit assessments and level up your grade (and your mastery of the material).

☐ **View your schedule**

Don't worry about registering for class — we'll do that for you! Once you're financially and academically cleared, you'll automatically be enrolled in your classes. Your courses will typically be available the week prior to the start of classes (Thursday or Friday), after which you can view your schedule in MyPhoenix on your [Academic Plan](#).

☐ **Check in with your faculty mentor**

Your mentor will help welcome you to University of Phoenix and be available for support throughout your student journey. Schedule a time close to your start date to connect with your mentor, and continue to reach out for guidance any time as you navigate the path towards graduation!

“ The faculty at University of Phoenix changed my life completely and their words and actions resonate with me forever.

JAHMAR R.
Class of '21