



Are you ready to get started? Pre-Class Start Checklist

1. Set Up Your Student Accounts

☐ **Access Your Student Portal:** Have you found your [SSO Launchpad](#)? This is the landing page for all the applications you will need.

☐ **Activate Your Email Account:** Set up your official Norwich University email account and check for any important communications. This is how Norwich staff and faculty will communicate with you - check this daily!

☐ **MFA Set-up** – Make sure you have set up your MFA. [MFA Guide](#)

2. Connect with Support Services

☐ **Meet with Your SSA:** Have you met with your SSA and registered for class? Use the link at the bottom to schedule a virtual meeting with your SSA to discuss your course load, questions, and review your degree audit.

3. Complete Administrative Requirements

☐ **Finalize Financial Aid:** Complete any outstanding financial aid forms or applications. Check your financial aid status and review and accept your award package.

☐ **Finalize Financial Matters:** Your bill must be paid to gain access to your classroom. For question, please contact the bursar at bursargrad@norwich.edu or 802-485-2900 [NUPay Guide CGCS.pdf](#).

☐ **If using Military Benefits submit applicable form.**

- [TA Voucher Upload Form.url](#)
- [Request for Certification of VA Education Benefits.url](#)

4. Prepare for Classes

☐ **Textbooks and Materials:** If you are using [Norwich Access](#) sit back and relax, just be on the lookout for digital codes in your NU email! Not using Norwich Access? Purchase or rent any required textbooks and materials listed here [Textbooks](#)

☐ **Get To Know Your Virtual Classroom:** Watch the [Orientation Video](#) and review the Student Resource course in Brightspace (D2L).

8. Prepare for First Day

☐ **First Day Preparation:** If you are financially cleared and you have completed your Attestation in the classroom you should be able to see your class on Friday prior to class start.
