YORK COUNTY COMMUNITY COLLEGE
Smart Start Checklist

In order to have a successful start to your semester, review the checklist below:

➢ Know who your **Success Coach** is, as they will be checking in with you throughout the semester, and should be your point of contact for any questions you may have. To find your Success Coach, click here.

➢ Know the **Add/Drop/Withdraw** dates posted on YCCC's Academic Calendar to avoid any unnecessary charges or unwanted grades on your transcript.

➢ Know your **Login information** to be able to access your student accounts including your email, online courses through BrightSpace and your MyYCCC account. If you try to log in and you get an error, please submit a support ticket to tech support here.

➢ Be sure to have your **textbooks/materials** in time for the start of the course. Bookstore information can be found here.

➢ Be sure to pay any **outstanding balances** with the Business Office to avoid a hold being placed on your account. You can pay your bill through your MyYCCC account. FMI, contact the Business Office at BusinessOffice3@yccc.edu.

➢ **If you are using Financial Aid/VA Benefits**, and are missing documents, you will want to work with the Financial Aid Office to complete the process as soon as possible. Log in to your MyYCCC account to view the status of your FAFSA, or contact finaid@yccc.edu for assistance.

➢ Make sure to submit your **Immunization Documents** to the Office of Registration & Records. While this won't necessarily impact your courses this semester, tracking down documents and scheduling appointments (if necessary) can take time, so don't put this on the back-burner! Get these in to prevent a hold being placed on your account! Find the required documentation here.

➢ More about **online courses** (accessed through BrightSpace):

New to online courses/BrightSpace? Click here for a quick, video tutorial

Note: You will **not** be able to access your online courses until the **first day of the semester**. You **will** be able to access BrightSpace within 24 hours of your course registration to test your login and complete the tutorials.

Note: Be sure to log in to each course on the **first day** so that your instructor can verify your attendance/participation. Students that do not participate in their course(s) at the beginning of the semester may be administratively dropped.