



YORK COUNTY COMMUNITY COLLEGE

SMART START CHECKLIST

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

- 1) **Know the add/drop and withdraw dates** posted on YCCC 's [Academic Calendar](#) to avoid any unnecessary charges or unwanted grades on your transcript.
- 2) **Know your log in information** to be able to access [your email](#), online courses through [BrightSpace](#) and schedules through your [MyYCCC](#) account. Instructions on how to set up or reset your password are listed [HERE](#).
- 3) **You will not be able to access your courses online until the 1st day of the term.** However, you can access [Brightspace](#) within 24 hours of registration to test your log in and complete some Brightspace tutorials. Please make sure that you log in on the very first day so that your instructor can verify your attendance.
- 4) **If you are new to online courses or Brightspace**, visit this link for a quick video tutorial. <https://www.youtube.com/watch?v=Da6wvdg7XYw>
- 5) **Make sure that you have all of your textbooks** and materials for the start of the semester. Bookstore information can be [found HERE](#)
- 6) **Attendance and participation is important!** Make sure that you attend and/or log into your classes on the first day. Students that do not participate in their courses at the beginning of the term may be administratively dropped.
- 7) **If you are using financial aid or VA benefits** and are still missing documents, please make sure to complete the process as soon as possible. you can log into your [MyYCCC](#) account to view the status of your FAFSA, or contact the [Financial Aid office](#) for assistance.
- 8) **Make sure to pay any outstanding bills** to avoid any holds on your account. You can pay online through your [MyYCCC](#) account, or contact the Business Office for assistance by emailing businessoffice3@yccc.edu

If you need help connecting with someone on campus, please contact records@yccc.edu for assistance