University of Phoenix®

New Student Orientation

Before Class To-Do List

☐ Install Microsoft® Office Suite (Word, PowerPoint®, Excel®) if you do not already have it on your main workstation.

☐ Download Adobe® Reader from eCampus.

☐ Create a computer backup plan in case your main workstation fails.

☐ Review tutorials and services offered on eCampus.

Upon Access to Class To-Do List

☐ Review instructor class messages, private messages and announcements.

☐ Read and print syllabus.

☐ Post any questions for your instructor as a private message after reviewing the syllabus.

First Day of Class To-Do List

☐ Bring paper, pen and a folder for handouts.

☐ Bring a printed copy of the syllabus.

Campus contacts

Campus phone number: _____

Academic Advisor: _____

Phone number: _____

Finance Advisor: _____

Phone number: _____

Enrollment Representative: _____

Phone number: _____

Technical assistance: 877.832.4867