

On-Track for Four Years Checklist

Small steps now. Big impact later. A parent checklist from UniversityParent.

BEFORE FRESHMAN YEAR (Summer Setup)

- ☐ **Build a 4-year plan.** Review the degree map and sample plans so you understand the required courses and the order they come in.
- ☐ **Place smart.** Complete any placement testing and follow through on recommended prep so the first schedule starts on track.
- ☐ **Plan for 15 credits.** Aim for 15 credits each semester unless there is a clear academic reason not to. Twelve quietly adds a year.
- ☐ **Close money gaps early.** Confirm aid, set up a payment plan, budget for books and living costs, and ask about emergency or completion grants.
- ☐ **Set up key systems.** Connect the student email, portal, alerts, and a shared calendar. Turn on financial-aid and billing notifications.
- ☐ **Find support before you need it.** Locate the academic advisor, tutoring center, writing center, career office, and counseling while on campus together.

END OF EVERY SEMESTER AFTER THAT

- ☐ **Check progress.** Review the degree audit. Are the credits and key milestones on track for an on-time degree?
- ☐ **Review grades early.** Address any struggles before they become repeats. A midterm warning is a cue to get help, not to hide.
- ☐ **Lock in next semester.** Register early and build a balanced, well-sequenced schedule the advisor has signed off on.
- ☐ **Recheck finances.** Clear any holds and confirm aid so nothing blocks registration. Refile the FAFSA for next year.
- ☐ **Stay in the loop.** Read school emails and respond to important requests. Keep the once-a-semester money and credit check on the calendar.
- ☐ **Celebrate wins.** Recognize progress and keep momentum going. Connection and belonging keep students enrolled.