

Advisor: _____

Advisor's Email: _____



Student Name: _____

Student ID #: _____

Onboarding Checklist

With a member of the Student Services Team, complete the following:

Review curriculum and register for classes (selected major: _____)

NOTE: Program overview can be found [HERE](#).

Franklin Cummings Tech Tutoring:

- In-person/online tutoring through Kraft Center for Student Success with Franklin Cummings Tech faculty and peer tutors. You can access online tutoring through Canvas [HERE](#).
- **TutorMe** gives 24 hours a day, 7 days a week tutoring. Click [HERE](#) for introductory video.

Handshake Platform: Our college's career platform and your online career center. You will be able to create a career profile, find employment, and regularly connect with employers. Click [HERE](#) to watch the introductory video. **NOTE:** *You'll receive access after the add/drop deadline.*

Before the start of classes, complete the following items:

New Student Forms: <https://franklincummings.edu/student-life/getting-registered/>

NOTE: *These short forms include:*

- | | |
|---|---|
| <input type="checkbox"/> <i>Student Intake</i> | <input type="checkbox"/> <i>FERPA Release</i> |
| <input type="checkbox"/> <i>Student Employment Survey</i> | <input type="checkbox"/> <i>Photo Release</i> |
| <input type="checkbox"/> <i>Health Insurance Waiver</i> | |

Register for Orientation: <https://franklincummings.tfaforms.net/4713072>

- Student Systems:** Search for an email from StuO365@franklincummings.edu with your login instructions

NOTE: Check your spam folder if you are having trouble locating the email

System	Used for:
Student Portal	Pay your bill, view course schedule, midterm & final grades, transcript, and financial aid info
Canvas	Daily access to your courses, syllabi, assignments, quizzes, exams and grades
Office 365	Outlook (email), Microsoft Office, Teams Video Conferencing

If you need help accessing your accounts, please email Student IT Support at itsupport@franklincummings.edu

Support Staff & Resources:

- For accommodation requests, contact our Learning Specialist, Jill Sands, at jsands@franklincummings.edu
- For help with anything outside of the classroom, such as food access, mental wellness, housing difficulties, contact our Director of Student Wellness, Emma Michalowski, at emichalowski@franklincummings.edu
- For international student information, contact our Director of Admissions, Min Chen, at mchen@franklincummings.edu (mandatory for students with an F1 Visa)
- For career services support or help with your resume please contact careers@franklincummings.edu
- The Franklin Cummings Tech Student Handbook is a tool to help you understand the policies and procedures of the college. Please click [HERE](#) to access the Student Handbook.
- MBTA offers a discounted Youth Pass program. Please click [HERE](#) to see if you are eligible.

Date: _____