



CONCORDIA  
UNIVERSITY  
PORTLAND • OREGON



## SUMMER CHECKLIST

*preparing your student for college*

**Help your student arrive on campus with the basic skills and tools to start off their college career with confidence! Make sure your student knows how to...**

- Do laundry
- Make a doctor's appointment
- Fill a prescription
- Fill out an insurance form
- Write down insurance agent information and phone number
- Buy a renters' policy
- Memorize SSN
- Memorize university student ID number
- Memorize two people's phone numbers in case cell phone dies or is lost
- Write down family members' phone numbers and e-mails to post in dormitory
- Set up an professional appointment (e.g. with a professor/advisor)
- Leave a proper, professional phone message with full name and callback number
- Set up their voicemail on their cell phone as a professional
- Check their voicemail regularly
- Learn how to write a professional e-mail
- Develop a habit of checking their university e-mail account regularly
- Adopt a tool for keeping a schedule of classes, appointments, meetings, etc.
- Create a schedule (weekly, monthly, and for the semester)
- Make a communication plan with parents regarding grades, student records, bills, etc.
- Talk about FERPA restrictions and come to a mutually agreed upon plan
- Read an academic syllabus
- Develop problem solving skills
- Advocate for their own needs
- Cook a simple, nutritional meal
- Understand nutrition to make good choices in campus food selections
- Put together a small, personal first aid kit
- Manage/balance a budget
- Manage/budget a credit card
- Fill out a check
- Make an airline/train/bus reservation
- Learn to ride public transit, including reading a schedule, buying tickets, etc.
- Learn how to change a tire
- Know how to call roadside assistance (e.g. AAA, insurance agent, etc.)