

IT Lab Checklist

Things to do:

- Complete the pre-arrival survey by May 20th using the link below:
http://cmu.ca1.qualtrics.com/jfe/form/SV_7Ny9FvBxWL1adfl
- Email Brittany Foster (brittanf@andrew.cmu.edu) the information listed below in a Word document by May 20th. Write your first and last name in the subject line of the email.
 - Short Biography & Headshot. Please proofread your biography. Your biography and headshot will be printed and distributed to speakers, faculty and your fellow students.
- Submit a photo online through the ID Photo Submission Application as soon as you receive your Andrew ID. The deadline to submit your photo is May 20th. Use the following link to upload your photo: <https://www.cmu.edu/idplus/idphotos/index.html>.

Materials needed for the program:

- School supplies: Laptop computer, notebooks, stapler, pens/pencils, highlighters and calculator.

Attire:

- Classes will be held Monday - Friday. On these days, please dress suitably and comfortably for the classroom setting
- Business Attire - The program focuses on professional development in all aspects. There will be occasions and certain speakers that you may want to consider wearing business attire, please have such outfit available.