To-Do List for the Spring 2013 Semester

☐ Meet with a counselor to complete or update your myDegreeWorks Educational Plan. You can schedule an appointment online at http://www.gavilan.edu/eSARS/eSARS.asp?WCI=Init&WCE=Settings, or in the kiosk located in the admissions and records area. If you are part of program (e.g., EOPS, CalWORKs, Puente, DRC, TRIO, etc) schedule an appointment with your program counselor.

☐ Renew your 2013/2014 Financial Aid Application if you have not already done so. Go to the following website www.fafsa.ed.gov

☐ View the Summer and Fall class schedule online through myGav to determine the course schedule that meets your needs.

☐ Complete a 2013/2014 BOG Fee Waiver (if you are eligible) and turn it in to the financial aid office as soon as it becomes available. Visit http://www.gavilan.edu/finaid/apply/waiver.html to print out the form.

☐ Register for Summer and Fall classes
  ○ Pre-Priority Registration (for EOPS, Foster Youth, DRC students) begins on May 30th.
  ○ Priority Registration (for continuing students) begins on May 6th.
  ○ Open Registration (for new students) begins on May 13th.
  ○ Be prepared to pay for your course and material fees for summer and fall upon registration. Not paying can cause you to be dropped from all of your classes!

☐ Return books that you may have borrowed from a program, checked out from the library, or rented from the bookstore. Failure to do so will result in a hold placed on your record and an inability to register or access transcripts.

☐ If you are planning on receiving a certificate or an AA/AS at the end of this Spring 2013 term and you plan to participate in the graduation ceremony, be sure to purchase a Cap and Gown in the bookstore starting May 17th. The graduation ceremony will be held on May 24th.

☐ Final Exams May 18th – May 24th

Transfer Students

☐ Check your student portal (Ex: mySJSU) for all of the universities to which you applied for important deadlines and “to-do” lists.

☐ Register for the Writing Skills Test (WST) if you are planning to transfer to SJSU http://testing.sjsu.edu/wst/

☐ Submit your Intent to Enroll (Make a decision of where you’ll be attending). Deadline varies by campus. Cost is approximately $100 and it is not covered by financial aid.

☐ Register and attend Orientation. It is mandatory for transfer students at most universities. At orientation, advising and class registration will take place. Therefore, sign up EARLY to ensure the best selection of courses. A fee will be required to save your spot.

☐ Request General Education Certification from the Gavilan admissions office May 1st.

☐ Request final transcripts from the admissions office to be sent to your transfer institution. Transcripts are generally due to the university by July 15th. If you have summer courses pending, you will have to submit another copy of your transcripts to the university after summer grades are posted.