CalWORKs New Student Checklist

1. Complete a Gavilan College Application and turn it in to the Admissions Office. Application is available online @ http://www.gavilan.edu/admit/

2. Schedule an Assessment Placement test. Your assessment scores will help you and your counselor enroll you in classes which are right for you. Schedule your test day and time online @ http://www.gavilan.edu/admit/assess.html
   Date ____________ Time ______________ Location ______________

3. Complete the BOGG (Board of Governors Fee Waiver) and turn it in to the Financial Aid Office along with a NOTICE OF ACTION. (Ask your eligibility worker for this if you do not have already it must be no more than 90 days old.)

4. Take the Placement Assessment test. Be sure to arrive ½ hour before the test begins & bring a photo ID! Do your best so that you won’t waste time in classes that you might not need.

5. Make an appointment with CalWORKs Staff by calling (408) 848-4740:
   - Date & Time ____________ CalWORKs Director for an intake appointment.
   - Date & Time ____________ CalWORKs Counselor to register for classes & develop an education plan.
   - Date & Time ____________ Program Specialist for your TBA schedule to ensure you meet 32/35 hrs/week.

   Items you should bring to your initial Gavilan College CalWORKs appointment are:
   - A copy of your Welfare to Work Plan or Notice of Action
   - IEP from high school or any other learning disability assessment results you may have.
   - College transcripts from any other colleges you may have attended.

6. Pay your fees! You are not registered until you pay the $1 enrollment fee.

7. Submit your EDUCATION PLAN, CLASS SCHEDULE and TBA to your CalWORKs worker ASAP!!! This is important so that you can begin receiving services such as child care, books, mileage, etc.

In addition to the above steps it is important that you also attend an in person Gavilan College CalWORKs New Student Orientation. They are help in January and August each year, check within the CalWORKs office for exact date and time. You may contact our office by calling (408) 848-4740.