



CalWORKs New Student Checklist

- ___ 1. Complete Gavilan College Application and turn it in to the **Admissions Office**.
- ___ 2. While turning in your Gavilan Application, sign up for the **Gavilan Placement Assessment**. Your assessment scores will help you and your counselor enrolls you in classes which are right for you.
- ___ 3. Complete the **BOGG** (Board of Governors Fee Waiver) and turn it in to the **Financial Aid Office** along with a recent **NOTICE OF ACTION**. (Ask your eligibility worker for this if you do not have already.)
- ___ 4. Take the Placement Assessment test. **Be sure to arrive ½ hour before the test begins!** Do your best so that you won't waste time in classes that you might not need.
- ___ 5. Make an appointment with the **CalWORKs Director** for an intake and individual orientation. Call (408) 848-4740 to set this up.
- ___ 6. Make an appointment with the **CalWORKs counselor** for class registration and to develop an **EDUCATION PLAN**. Call (408) 848-4740 to make this appointment.
- ___ 7. Take your registration card to admissions. You are not registered until you turn the card in and pay your \$1 enrollment fee.
- ___ 8. Make an appointment with the **CalWORKs Program Services Specialist** to develop your 32-35 hour TBA schedule.
- ___ 9. Submit your **EDUCATION PLAN, CLASS SCHEDULE** and **TBA** to your **CalWORKs worker**.

If you need help with steps 1, 2, and/or 3, please contact us at (408) 848-4740. If you begin the process right before the semester begins, do your best to complete the Gavilan Application and sign up for the Placement Assessment test as soon as possible, this must be done before you can actually register for classes.