

## 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](http://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 30<sup>th</sup>**.
  - Priority Registration (for continuing students) begins on **May 6<sup>th</sup>**.
  - Open Registration (for new students) begins on **May 13<sup>th</sup>**.
  - 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 17<sup>th</sup>**. **The graduation ceremony will be held on May 24<sup>th</sup>**.
- Final Exams** May 18<sup>th</sup> – May 24<sup>th</sup>

## 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 1<sup>st</sup>**.
- Request final transcripts from the admissions office to be sent to your transfer institution. Transcripts are generally due to the university by **July 15<sup>th</sup>**. If you have summer courses pending, you will have to submit another copy of your transcripts to the university after summer grades are posted.