

# Grays Harbor College

## Entry Advising Checklist for Fall 2010

<b>I. Getting Started</b>	
<p>A.) Have you completed a GHC Admissions Application?</p> <p>B.) Is this your first time in college?</p> <p>C.) Have you been a Running Start student within the past year?</p>	<p>A.) If not, complete one now.</p> <p>B.) Welcome!</p> <p>C.) If yes, you must complete an admissions application.</p>
<b>II. Need Help?</b>	
<p>A.) Child Care?</p> <p>B.) Employment or a Work Study Job?</p> <p>C.) Are you a low income working parent?</p> <p>D.) Do you have a physical or mental impairment which substantially limits one or more major life activities?</p> <p>E.) Are you a displaced worker or in career transition?</p>	<p>A.) Contact GHC Child Care Center (900 Building) Phone: 538-4190</p> <p>B.) Contact Job Placement ( Room 140: Phone: 538-4098)</p> <p>C.) Contact WorkFirst (200 building: Phone: 538-4058)</p> <p>D.) Contact the Disability Support Services Office: Room 119, Phone: 538-4068</p> <p>E.) Contact Debbie Richters at the Counseling and Advising Center (or WorkSource at 533-9318) for assistance.</p>
<b>III. Advising: Questions, Steps</b>	
<p>A.) What is your major or goal?</p> <p>B.) Not sure about your major?</p> <p>C.) Academic plan</p> <p><b>D.) FYE is required for ALL ENTERING STUDENTS.</b></p> <p>E.) Considering online classes?</p> <p>F.) Selecting your classes.</p> <p>G.) Being assigned your Major Advisor.</p> <p><b>H.) Set meeting with major advisor</b></p> <p>I.) Know the difference between an advisor and a counselor.</p> <p>I.) Registration</p>	<p>A.) Show student the programs in the catalog. <b>Explain transfer vs. vocational degrees.</b> (Opportunity Grant for nursing, auto, acctg, criminal justice, carpentry, CDL)</p> <p>B.) Go over the types of degrees and certificates. Refer to career counseling at Counseling and Advising Center.</p> <p>C.) Ask advisor to work with you on a plan.</p> <p>D.) HUMDV 109, Personal Development and HUMDV 111, Career Options are also offered fall quarter.</p> <p>E.) Promote Online Class Workshop and share the sheet "Successful Online Learning" (in folder)</p> <p>F.) Select classes and paper register</p> <p>G.) Assign major advisor</p> <p>H.) Use advisor spreadsheet on shared drive to set meeting</p> <p>I.) See your advisor for major related questions. See counselors for academic, career, and personal counseling.</p> <p>J.) Take Registration Form to the Admissions Office.</p>

<b>IV. Costs and Payment</b>	
<p>A.) Costs. Ask: How will you pay? Do you have a back-up plan if no financial aid? Books? Give Payment Options sheet as needed. Refer to Brenda Richardson for FAFSA workshops.</p> <p>B.) Pay Your Tuition and Fees</p> <p>C.) Financial Aid and limitations on classes</p> <p>D.) Financial Aid Repayment Date</p> <p>E.) Scholarships</p> <p>F.) Need health insurance?</p>	<p>A.) Resident tuition will most likely be 7% higher than the current \$81 per credit for up to 10 credits, less for credits over 10. The cost of books varies greatly.</p> <p>B.) Must be paid to the Cashier's Office by 4 p.m. Monday, August 30th. Emergency loans are available.</p> <p>C.) Financial Aid may pay only for courses required for your major or recommended by placement test.</p> <p>D.) Financial Aid recipients who withdraw or vanish from classes before November 8, 2010 will owe a repayment of part of the financial aid award.</p> <p>E.) There are 2 opportunities to apply for scholarships, in fall and winter. There are many full scholarships available to incoming and returning students. TRIO can help with applications.</p> <p>F.) See brochures outside Counseling Center</p>
<b>V. Dropping and Adding</b>	
<p>A.) "Paper In, Paper Out"</p> <p>B.) Know what "W Day" is</p> <p>C.) W Day in relation to Financial Aid</p> <p>D.) Last Day to Add classes</p>	<p>A.) Meaning: It takes paper (your Class Registration Form) to get you into classes. It takes paper ("Drop Form") to drop out of a class.</p> <p>B.) "W" means the last day to drop/withdraw from a class without penalty. November 24<sup>th</sup> for Fall.</p> <p>C.) If you drop a class, your financial aid may be impacted for future academic terms.</p> <p>D.) By instructor permission once classes begin.</p>
<b>VI. Final Details</b>	
<p>A.) How to use the GHC Catalog.</p> <p>B.) (Unofficial) 2-Hour Homework Rule</p> <p>C.) Getting Help</p> <p>D.) Know your "Rights and Responsibilities"</p> <p>E.) New Student Orientation</p> <p>F.) Get photo ID and parking or bus pass</p>	<p>A.) Note: the calendar, pg 2 of the catalog</p> <p>B.) You should expect to have about two hours of homework per week for each credit you take.</p> <p>C.) The Learning Center is located in Library 1519. Also see your instructor.</p> <p>D.) <a href="http://www.ghc.edu/Handbook/index.htm">http://www.ghc.edu/Handbook/index.htm</a></p> <p>E.) Go to "1<sup>st</sup> Steps" and then "New Student Orientation"</p> <p>F.) Bookstore for photo ID. 3 – 4 weeks before the quarter starts, go to the Business Office for parking and bus passes. (Next Steps sheet)</p>