

Name _____
 First Name Last Name Nickname

Level 10 Checklist for College Readiness

Part A: College Awareness and College Application

This checklist follows the BHCC application and registration process. The process for other schools is slightly different.

Tasks – College Awareness in L10 Class	Timeline
€ Explore the kinds of jobs you can get with a major of interest. <ul style="list-style-type: none"> ▪ www.onetonline.org ▪ www.bls.gov/oco/ ▪ http://masscis.intocareers.org 	Covered during class
€ Learn about college certificate programs. Know what stackable college credentials mean. Check out www.bhcc.mass.edu/inside/466 or find information about certificate programs on the college website of your choice.	
€ Practice taking the Accuplacer Test.	
€ Tour a local college and identify support services and resources.	

Tasks – College Application	Timeline
€ Get your HS diploma and college transcript translated into English (usually takes 1 week to get it translated).	
€ If you attended college in your native country, get your college transcript evaluated at CED (takes 3-5 weeks to get it evaluated).	
€ Schedule an appointment with Annie Zhang and apply for financial aid. Bring the following documents and information when you meet with Annie: <ul style="list-style-type: none"> ▪ Federal Income Tax Return and W2 forms ▪ Green Card ▪ You and your spouse's social security number. Bring your parents' numbers if you are younger than 24. 	

<ul style="list-style-type: none"> ▪ Driver's license ▪ The date of birth of your parents ▪ The month and year that you were married, separated, divorced, or widowed. Or the month and year that your parents were married, separated, divorced, or widowed. ▪ Parents' educational level 	
<p>€ Take the Accuplacer Test at the college of your choice (also known as CPT or LOEP at BHCC). CPT tests math, reading comprehension, and sentence skills. Some CPT takers also take a writing test depending on the CPT test score. LOEP tests reading, vocabulary, and writing. The test is not timed. So go to the testing center when you have plenty of time (3-4 hours). Bring your government issued picture ID.</p>	
<p>€ Fill out the Massachusetts In-State Tuition Eligibility Form and prepare to bring 2 of the following to prove your residency in MA for at least 6 months. A pay stub, utility bill, lease, and rent receipt must be issued before _____ (6-month legal residency in MA is required).</p> <ul style="list-style-type: none"> ▪ Driver's license ▪ Employment pay stub ▪ Voter registration ▪ MA HS Diploma ▪ Utility bill ▪ Car registration ▪ State/Federal tax returns ▪ Signed lease or rent receipt 	
<p>€ Fill out the application. Keep the receipt. Then wait 2-6 weeks for an acceptance letter and information about orientation/registration information.</p>	
<p>€ Once you get an acceptance letter, you will receive information about 2 orientations. Follow instructions in the acceptance letter package and create a student on-line account. Bring the acceptance letter to Jane once you receive it.</p>	<p>Depends on when you apply. Wait 2-6 weeks to receive the acceptance letter.</p>

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Part B: Course Registration

Tasks – Registration	Timeline
<ul style="list-style-type: none"> € Attend an orientation / registration session and sign up for classes. Keep in mind that you need to add extra traveling time if your class is in H building, Malden, Everett, Chelsea, or other satellite locations. € Bring (or send a copy of) the registration form back to Jane € Find out when the payment due date is. € Ask for a hard copy of the BHCC Catalog, Student Handbook, and Guide to Student Support Services. 	
<ul style="list-style-type: none"> € Check the academic calendar and find out the add / drop period (100% refund) and last day to withdraw from a class without a bad grade (no refund). 	
<ul style="list-style-type: none"> € Pay for classes and insurance (if applicable). 	
<ul style="list-style-type: none"> € If taking more than 12 credits or enrolled in a health career program, submit an Immunization Record Form to the Admissions and Registration Office, B203. The form is available in B203 or online. If you don't do this, your classes will be dropped automatically. 	
<ul style="list-style-type: none"> € Submit Health Insurance Waiver Form to the Admissions Office, B203 (if you have health insurance). Also available at www.commonwealthstudent.com. Please note that Commonwealth Care is not considered to have equivalent coverage, so you will have to purchase the school health insurance. 	

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Part C: Other Tasks

Tasks – Get Materials	Timeline
€ Get your BHCC ID from the library. Bring your course schedule and a government issued ID. You can also learn about discounted passes and tickets for movies and local museums for college students.	
€ If interested, apply for discounted T-pass (11% off) for students – Semester T-pass in BHCC Business Office, Room B325. This is available until a month before the semester begins. Show your BHCC ID and the course registration.	
€ Get your textbooks. The College bookstore is on the 4th Floor of the E Building. Check out the name and price of the textbooks at the bookstore or through your on-line student portal and decide how you want them (new, used, digital, borrow, purchase through amazon.com, other on-line bookstores, or borrow from your local library).	
€ Consider joining the Textbook Assistance Program (TAP) in the Student Activities Office, Room D106H.	Visit the Student Activities Office frequently to find out the exact date.

Tasks – Keys to Academic Success	Timeline
€ Make an appointment with your college advisor to introduce yourself to your college advisor and let him / her get to know about your academic goal, major, transferring, internship, and career plans at Life Map Commons, Room E235. You can find your advisor through mail and also through the “my profile” section of the student portal.	
€ If you want a locker to put your winter jacket, umbrella, heavy books, lunch etc., go to the Student Activities Office, Room D106H. Bring a \$10 cash deposit for the	Visit the Student Activities Office

lock (which you will get back on or before the last day of the semester), a copy of class schedule and student ID.	frequently to find out the exact date.
€ Arrive your class early so you can meet your new classmates and choose the best seat for yourself.	First day of class
€ See work-study positions if you are expected to get work-study through financial aid – Financial Aid Office.	First day of semester
€ Review the syllabi and try to introduce yourself to your instructors before you get too busy with midterms, quizzes, projects, and assignments for your class.	First week of classes
€ Consider joining a student club or an organization to get to know new people, build your resume, and network at the Student Activities Office, Room D106H.	
€ Consider signing up for a weekly tutoring service and find out what group workshops are offered at Tutoring and Academic Support Center (TASC), Room E174.	
€ <u>Before graduating from Next STEP,</u> look at your class schedule for the upcoming semester in college. Find a few possible times to meet Shinobu either at BHCC or AACAC. E-mail Shinobu and schedule your first appointment. Make sure that your first appointment with Shinobu is on your calendar.	Ongoing at least 2 years after you graduate from Next STEP.