

# CHC Student Success Planning Checklist

Freshman Level 1 - If you have between 0 and 15 Units			
Tasks to Complete:	Phone	Room	Website
<b>Before Your First Semester Begins</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete your New Student Orientation, Assessment and Advising Session</li> <li><input type="checkbox"/> Activate your CHC email and get in the habit of checking it regularly</li> <li><input type="checkbox"/> Purchase your parking permit online from the CHC website</li> <li><input type="checkbox"/> Bring your registration print-out to the Dept. of Student Life to obtain your Student ID</li> <li><input type="checkbox"/> Apply for Financial Aid (FAFSA) and open your FA file in the FA Office</li> <li><input type="checkbox"/> Request all High School and other College/University Transcripts be sent to A&amp;R</li> <li><input type="checkbox"/> <i>Veterans</i> - Submit VA Certificate of Eligibility to CHC Veterans Services</li> <li><input type="checkbox"/> <i>Veterans</i> – Submit Request for VA Educational Benefits form to CHC Veterans Services</li> </ul>	<b>909</b> <b>Area Code</b> <i>for all</i> <i>phone</i> <i>numbers</i>		<b>All websites</b> <b>begin with</b> <b><i>craftonhills.edu</i></b>
<b>Admissions and Records (A&amp;R)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit request for prerequisites cleared using coursework from other Colleges/Universities or AP exams (if applicable)</li> <li><input type="checkbox"/> Submit a Transcript Evaluation Request to A&amp;R</li> </ul>	389-3372	SSA-213	/Admissions
<b>Financial Aid (FA)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If eligible, complete FAFSA application online each year by March 2 for maximum aid</li> <li><input type="checkbox"/> Complete the California Dream Act Application (<i>for undocumented students</i>)</li> <li><input type="checkbox"/> Go to Financial Aid Office each year to open your file</li> </ul>	389-3242	CL-214	/FinancialAid
<b>Counseling</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with a Counselor to develop a Student Educational Plan (SEP)</li> <li><input type="checkbox"/> Choose a General Education pattern: CHC, IGETC, CSU, or Campus-Specific Breadth</li> </ul>	389-3366	SSB-201	/Counseling
<b>Career Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit Career Center to research and explore possible careers</li> <li><input type="checkbox"/> Attend Career Exploration and/or Job Readiness Workshops</li> <li><input type="checkbox"/> Visit the website at <a href="http://www.craftonhills.edu/CareerServices">www.craftonhills.edu/CareerServices</a></li> </ul>	389-3366	SSB-201	/CareerServices
<b>Transfer Center (TC)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend a <i>Transfer 101</i> workshop (<i>call for appointment</i>)</li> <li><input type="checkbox"/> Identify at least 3 Universities and check the required admission requirements</li> <li><input type="checkbox"/> Determine which general education plan you should follow: IGETC, CSUGE, University GE, or the articulation agreement for that specific University</li> <li><input type="checkbox"/> If transferring to a CSU or UC campus, visit ASSIST.ORG for major preparation courses</li> <li><input type="checkbox"/> Check to see if you qualify for Crafton Honors Institute (CHI): <a href="http://craftonhills.edu/Honors">craftonhills.edu/Honors</a></li> </ul>	389-3399	SCC-201	/TransferCenter
<b>Student Life</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in student clubs and student government</li> <li><input type="checkbox"/> Attend Club Rush</li> </ul>	389-3410	SCC-107	/StudentLife
<b>Tutoring Center</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Free tutoring for: Math, Writing, &amp; most major Science courses (appointments) and Math &amp; Writing (walk-ins). Ask for tutoring in other specific courses</li> <li><input type="checkbox"/> Attend tutoring one hour per week</li> <li><input type="checkbox"/> Attend Workshops on various topics throughout the semester</li> </ul>	389-3312	LRC-137	/TutoringCenter
<b>Health and Wellness Center (HWC)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit the HWC for the following services (<i>most are free</i>): First-Aid, Physical Exams, Medications, Health Screenings, Wellness Counseling, STD testing, birth control, male and female condoms, or to make an appointment with a Mental Health Counselor</li> </ul>	389-3272	SSB-101	/HealthCenter
<b>Science, Technology, Engineering, Math (STEM) Majors</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with STEM Pathways Coordinator to determine program eligibility</li> <li><input type="checkbox"/> Meet with STEM Counselor to develop a Student Educational Plan</li> <li><input type="checkbox"/> Join the CHC STEM Pathways on Facebook to find out about STEM activities, field trips, and workshops</li> </ul>	389-3566	LADM-231	/STEM
<b>Veterans Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit DD-214 and GI Bill Application to Certifying Official</li> <li><input type="checkbox"/> Request all High School and other College/University transcripts be sent to A&amp;R</li> <li><input type="checkbox"/> Submit a Transcript Evaluation Request to A&amp;R</li> <li><input type="checkbox"/> Meet with a VA Counselor to develop a VA Educational Plan</li> </ul>	389-3256	SSA-212	/Veterans

# CHC Student Success Planning Checklist

Freshman Level 2 If you have between 16 and 30 Units			
Tasks to Complete:	Phone	Room	Website
<b>Before the Semester Begins</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register for classes on your priority date based on your Student Educational Plan (SEP)</li> <li><input type="checkbox"/> Purchase your parking permit online from the CHC website</li> <li><input type="checkbox"/> Apply for Financial Aid (FAFSA) and open your FA file in the FA Office</li> <li><input type="checkbox"/> <i>Veterans</i> – Submit Request for VA Educational Benefits form to CHC Veterans Services</li> </ul>	<b>909</b> <i>Area Code for all phone numbers</i>		<b>All websites begin with: <a href="http://craftonhills.edu">craftonhills.edu</a></b>
<b>Admissions and Records</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit a Transcript Evaluation Request to A&amp;R</li> </ul>	389-3372	SSA-213	/Admissions
<b>Financial Aid (FA)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If eligible, complete FAFSA application online each year by March 2 for maximum aid</li> <li><input type="checkbox"/> Complete the California Dream Act Application (<i>for undocumented students</i>)</li> <li><input type="checkbox"/> Go to Financial Aid Office each year to open your file</li> </ul>	389-3242	CL-214	/FinancialAid
<b>Counseling</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you have not developed a Student Educational Plan (SEP) or declared your major, meet with a Counselor</li> <li><input type="checkbox"/> If you have a SEP, but have changed your major educational goal, meet with a Counselor to revise your plan</li> </ul>	389-3366	SSB-201	/Counseling
<b>Career Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit Career Center to research and explore possible careers</li> <li><input type="checkbox"/> Attend Career Exploration and/or Job Readiness Workshops</li> </ul>	389-3366	SSB-201	/CareerServices
<b>Transfer Center (TC)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue enrolling in Math &amp; English: Completion of college level Math &amp; English is critical to transfer</li> <li><input type="checkbox"/> Attend Transfer Fair and inquire about admission and program requirements, resources available for you, and application timelines</li> <li><input type="checkbox"/> If transferring to a private university, it is time to begin researching the application process. Many private schools accept students with as little as 24 units and have priority application cycles.</li> <li><input type="checkbox"/> Check to see if you qualify for Crafton Honors Institute (CHI): <a href="http://craftonhills.edu/Honors">craftonhills.edu/Honors</a></li> </ul>	389-3399	SCC-201	/TransferCenter
<b>Student Life</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in clubs or organizations specific to your major and/or field of interest</li> <li><input type="checkbox"/> Attend Club Rush</li> <li><input type="checkbox"/> Consider taking on a leadership position in your student organization</li> </ul>	389-3410	SCC-107	/StudentLife
<b>Tutoring Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make an appointment for free tutoring in Math, Writing, &amp; most major Science courses or on a walk-in basis for Math &amp; Writing. Request tutoring in other specific courses.</li> <li><input type="checkbox"/> Attend tutoring one hour per week</li> <li><input type="checkbox"/> Attend Workshops on various topics throughout the semester</li> </ul>	389-3312	LRC-137	/TutoringCenter
<b>Health and Wellness Center (HWC)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit the HWC for the following services (<i>most are free</i>): First-Aid, Physical Exams, Medications, Health Screenings, Wellness Counseling, STD testing, birth control, male and female condoms, or to make an appointment with a Mental Health Counselor</li> </ul>	389-3272	SSB-101	/HealthCenter
<b>Science, Technology, Engineering, Math (STEM) Majors</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm continued program eligibility with STEM Pathways Coordinator</li> <li><input type="checkbox"/> Meet with STEM Counselor to update Student Educational Plan</li> <li><input type="checkbox"/> Attend STEM Workshops (Study Skills, Career, Guest Speaker, etc.)</li> <li><input type="checkbox"/> Join the CHC STEM Pathways on Facebook to find out about STEM activities, field trips, and workshops</li> </ul>	389-3566	LADM-231	/STEM
<b>Veterans Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you do not have a SEP, meet with a VA Counselor to develop a VA Educational Plan</li> <li><input type="checkbox"/> If you have changed your major/educational goal, meet with a Counselor to revise your VA Educational Plan</li> </ul>	389-3256	SSA-212	/Veterans

# CHC Student Success Planning Checklist

## Sophomore Level 1 If you have between 31 and 45 Units

Tasks to Complete:	Phone	Room	Website
<b>Before the Semester Begins</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register for classes on your priority date based on your Student Educational Plan (SEP)</li> <li><input type="checkbox"/> Purchase your parking permit online from the CHC website</li> <li><input type="checkbox"/> Apply for Financial Aid (FAFSA) and open your FA file in the FA Office</li> <li><input type="checkbox"/> <i>Veterans</i> – Submit Request for VA Educational Benefits form to CHC Veterans Services</li> </ul>	<b>909</b> <i>Area Code for all phone numbers</i>		<i>All websites begin with: <a href="http://craftonhills.edu">craftonhills.edu</a></i>
<b>Financial Aid (FA)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If eligible, complete FAFSA application online each year by March 2 for maximum aid</li> <li><input type="checkbox"/> Complete the California Dream Act Application (<i>for undocumented students</i>)</li> <li><input type="checkbox"/> Go to Financial Aid Office each year to open your file</li> </ul>	389-3242	CL-214	/FinancialAid
<b>Counseling</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you have not developed a Student Educational Plan (SEP) or declared your major, meet with a Counselor</li> <li><input type="checkbox"/> If you have a SEP, but have changed your major educational goal, meet with a Counselor to revise your plan</li> <li><input type="checkbox"/> If you plan to graduate or transfer in the next two semesters, meet with a Counselor to review your progress and to make revisions or adjustments to your SEP</li> </ul>	389-3366	SSB-201	/Counseling
<b>Career Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit Career Center to research and explore possible careers</li> <li><input type="checkbox"/> Attend Career Exploration and/or Job Readiness Workshops</li> </ul>	389-3366	SSB-201	/CareerServices
<b>Transfer Center (TC)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit the TC to meet with a University Representative to make sure you are on track for transfer</li> <li><input type="checkbox"/> If considering a UC campus, consider applying for TAG (Transfer Admission Guarantee)</li> <li><input type="checkbox"/> Focus on completing the Golden Four (CSU) and/or Seven-Course Pattern (UC)</li> <li><input type="checkbox"/> Visit the universities you are considering for an on-campus tour</li> <li><input type="checkbox"/> It's time to apply! We can help with the process when you attend a CSU/UC Workshop and/or UC Personal Statement Workshop</li> </ul>	389-3399	SCC-201	/TransferCenter
<b>Student Life</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Club Rush</li> <li><input type="checkbox"/> Attend the Student Senate Annual Event</li> </ul>	389-3410	SCC-107	/StudentLife
<b>Tutoring Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Free tutoring for: Math, Writing, &amp; most major Science courses (<i>appointments</i>) and Math &amp; Writing (<i>walk-ins</i>). Ask for tutoring in other specific courses.</li> <li><input type="checkbox"/> Attend tutoring one hour per week</li> <li><input type="checkbox"/> Attend Workshops on various topics throughout the semester</li> </ul>	389-3312	LRC-137	/TutoringCenter
<b>Health and Wellness Center (HWC)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit the HWC for the following services (<i>most are free</i>): First-Aid, Physical Exams, Medications, Health Screenings, Wellness Counseling, STD testing, birth control, male and female condoms, or to make an appointment with a Mental Health Counselor</li> </ul>	389-3272	SSB-101	/HealthCenter
<b>Science, Technology, Engineering, Math (STEM) Majors</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm continued program eligibility with STEM Pathways Coordinator</li> <li><input type="checkbox"/> Participate in transfer-related workshops and attend University field trips</li> <li><input type="checkbox"/> Join the CHC STEM Pathways on Facebook to find out about STEM activities, field trips, and workshops</li> </ul>	389-3566	LADM-231	/STEM
<b>Veterans Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you have changed your major or educational goal, meet with a VA counselor to update/revise your VA Educational Plan</li> </ul>	389-3256	SSA-212	/Veterans

# CHC Student Success Planning Checklist

<b>Sophomore Level 2</b>			
<b>If you have between 46 and 60 or more Units</b>			
<b>Tasks to Complete:</b>	Phone	Room	Website
<b><i>Before the Semester Begins</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register for classes on your priority date based on your Student Educational Plan (SEP)</li> <li><input type="checkbox"/> Purchase your parking permit online from the CHC website</li> <li><input type="checkbox"/> Apply for Financial Aid (FAFSA) and open your FA file in the FA Office</li> <li><input type="checkbox"/> Meet with a Counselor to plan your final semester coursework prior to transfer</li> <li><input type="checkbox"/> <i>Veterans</i> – Submit Request for VA Educational Benefits form to CHC Veterans Services</li> </ul>	<b>909</b> <b>Area Code</b> <i>for all phone numbers</i>		<b>All websites begin with:</b> <b><i>craftonhills.edu</i></b>
<b><i>Admissions and Records</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Graduation Application to A&amp;R Fall: Aug 1 to Oct 30 - Spring: Nov 1 to Mar 30 - Summer: Apr 1 to Jun 30</li> </ul>	389-3372	SSA-213	/Admissions
<b><i>Financial Aid (FA)</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If eligible, complete FAFSA application online each year by March 2 for maximum aid</li> <li><input type="checkbox"/> Complete the California Dream Act Application (<i>for undocumented students</i>)</li> <li><input type="checkbox"/> Go to Financial Aid Office each year to open your file</li> </ul>	389-3242	CL-214	/FinancialAid
<b><i>Counseling</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you have a SEP and have changed your major or educational goal, make an appointment to meet with a Counselor to revise your plan</li> <li><input type="checkbox"/> If you plan to graduate or transfer in the next two semesters, meet with a Counselor to review your progress and make revisions or adjustments to your SEP</li> </ul>	389-3366	SSB-201	/Counseling
<b><i>Career Services</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit Career Center to research and explore possible careers</li> <li><input type="checkbox"/> Attend Career Exploration and/or Job Readiness Workshops</li> </ul>	389-3366	SSB-201	/CareerServices
<b><i>Transfer Center (TC)</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you applied to UC, don't forget to update your UC application with fall grades and enrolled spring courses by January 31 of each year</li> <li><input type="checkbox"/> After you apply, attend the following workshop – <i>I've Been Accepted, What's Next?</i></li> <li><input type="checkbox"/> Complete your FAFSA by March 2<sup>nd</sup> and add ALL the universities you are considering to your FAFSA application</li> <li><input type="checkbox"/> Request a CSUGE Breadth or IGETC Certification at CHC Admissions and Records</li> <li><input type="checkbox"/> If you have been accepted, let us know so we can CELEBRATE with you!</li> </ul>	389-3399	SCC-201	/TransferCenter
<b><i>Student Life</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you are a continuing student leader and are considering transferring to a private school, request a letter of recommendation from your club advisor/community mentor detailing your volunteer activities, club involvement, and/or strengths</li> </ul>	389-3410	SCC-107	/StudentLife
<b><i>Tutoring Services</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Free tutoring for: Math, Writing, &amp; most major Science courses (appointments) and Math &amp; Writing (walk-ins). Ask for tutoring in other specific courses</li> <li><input type="checkbox"/> Attend tutoring one hour per week</li> <li><input type="checkbox"/> Attend Workshops on various topics throughout the semester</li> </ul>	389-3312	LRC-137	/TutoringCenter
<b><i>Health and Wellness Center (HWC)</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit the HWC for the following services (<i>most are free</i>): First-Aid, Physical Exams, Medications, Health Screenings, Wellness Counseling, STD testing, birth control, male and female condoms, or to make an appointment with a Mental Health Counselor</li> </ul>	389-3272	SSB-101	/HealthCenter
<b><i>Science, Technology, Engineering, Math (STEM) Majors</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm continued program eligibility with STEM Pathways Coordinator</li> <li><input type="checkbox"/> Meet with STEM Counselor to prepare exit transfer paperwork</li> <li><input type="checkbox"/> Join the CHC STEM Pathways on Facebook to find out about STEM activities, field trips, and workshops</li> </ul>	389-3566	LADM-231	/STEM
<b><i>Veterans Services</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you have changed your major or educational goal, meet with a VA counselor to update/revise your VA Educational Plan</li> </ul>	389-3256	SSA-212	/Veterans