

Academic Planning Checklist

Name: _____

Student ID#: _____

1. Orientation

- Take placement tests
- Attend orientation

2. Choose Program – my choice is... (check one)

- Transfer degree (Associate of Arts/Associate of Science)
- Workforce Education degree (Associate of Applied Science)
- Short-term Certificate or Internship
- High School Completion

3. Register for Classes

- Choose first quarter classes based on your program requirements

4. Begin Academic Planning

- Read your Student Handbook (especially pages 20-27)
- Meet with an advisor/counselor – before your end of first quarter

5. Long-range Planning

- Choose your major – before end of 2nd quarter
- Submit long-range plan – before beginning of 3rd quarter
- Follow this plan when you register for classes each quarter

6. Prepare to Transfer (transfer students only)

- Read the Transfer Guide in your Student Handbook
- Obtain applications from other schools
- Request transcripts
- Prepare necessary documents for your transfer application
- Notify Seattle Central/IEP Immigration Advisor that you plan to transfer

7. Graduation!!

