



Checklist – Due May 1, 2015

NOTHING WILL BE ACCEPTED AFTER THIS!

DROP COMPLETED CHECKLIST AT MY OFFICE IN THE FLY BUILDING

- Visit **one** of your faculty members during office hours. This means talk to one of your teachers at the College! Ask them a question about an assignment, talk to them about your interests or your future, or tell them that you are learning in their class! Faculty initials Date
- Attend **two**: seminar and/or brown bag. The schedules appear on pages 44 and 45 in your packet. Make sure you sign-in and indicate the seminar title and date here:
Seminar title Date attended
- (This is for the **second** seminar and/or brown bag) Seminar title Date attended
- Write a **resume** and bring it to the **Writing Center** for a tutoring session. If you don't know how to write a resume, come to one of my Resume Seminars and learn how. Then write it and bring it to the Writing Center. And, yes, you will be required to sit with the tutor for 15-30 minutes to review your work and to make corrections and updates. Print a new, cleaned up copy and attach it to this checklist when you submit it by May 1! Please also ask the tutor to initial and date here: Tutor initials Date
- Go to the **Student Success Center** and ask a tutor to walk you through using the Portal (check your email, look at your class assignments, etc...). And, yes, you will be required to sit with the tutor for a 15-30 minute session. Don't fight it! Believe me you need to learn to use the Portal; it will be good for you in the end! Please also ask the tutor to initial and date here:
Tutor initials Date
- Schedule a meeting with your **Academic Advisor**. The meeting will take place after April 1. In your meeting ask questions about your class schedule, ask for a copy of your degree plan, and register for next semester. Ask your Advisor to initial and date here: Advisor initials Date

Bonus List

Each completed task earns an entry to win a book voucher for \$150!

- Join a Club (each club is an entry) Clubs you've joined
- Attend a third seminar and/or brown bag Seminar Title Date attended
- Ask a question at a Meeting with the President Your question Date attended
- Post from a SWTJC Board of Trustees meeting using Date Username
#missionorientation @SWTJC (Twitter, Instagram, or Facebook)
- Post a selfie from an SWTJC sports event using Date Username
#missionorientation @SWTJC (Twitter, Instagram, or Facebook)
- Check a book out from the Library, read it, and write a 1 page report about it. Attach the report to this checklist.

