

## QUARTERLY TO DO LISTS

### To do before each quarter starts

- Enroll** online for classes (while you're at it, memorize your ctclink ID number).
- Update** your contact information in ctclink to make sure you will receive future WVC reminders and messages.
- Pay** tuition and fees at [www.wvc.edu/Pay](http://www.wvc.edu/Pay) OR confirm with the Financial Aid Office that grants, loans, and/or scholarships are in place.
- Buy** textbooks and school supplies. You can buy textbooks online through the WVC Bookstore at [www.wvc.edu/Bookstore](http://www.wvc.edu/Bookstore).
- Buy** a parking pass from the Cashiers Office, if you intend to park on campus (Wenatchee campus only).
- Visit** campus with your class schedule and a campus map ([Wenatchee Campus](#); [Omak Campus](#)) to locate your classrooms so you know where to go on the first day.
- Review** your class schedule a day or two before classes begin to see if there have been any room changes or instructor changes.
- Visit** the Career Services website to begin clarifying educational and career goals, exploring future employment opportunities and resources, or to take career assessments at [www.wvc.edu/CareerTools](http://www.wvc.edu/CareerTools).
- Sign-up** for the WVC emergency text alert service. Text "CAMPUSALERTS" to 67283 or visit [www.wvc.edu/Emergency](http://www.wvc.edu/Emergency).

### To do during each quarter

- Show up** to class.
- Get** your student ID card at Van Tassell Center in Wenatchee or in the Student Government Office in Omak (this will also work as your WVC library card).
- Review** the policies and regulations in the online Student Handbook.
- Check** your email account regularly for important updates, reminders, and notifications from the college.
- Visit** the WriteLab and Math Center early in the quarter for tutoring ([www.wvc.edu/Tutoring](http://www.wvc.edu/Tutoring)).
- Follow** the dates on the Student Calendar closely. Bookmark this page [www.wvc.edu/AcademicaCalendar](http://www.wvc.edu/AcademicaCalendar).
- Research** and save degree requirements; track your progress and plan ahead. If you intend to transfer to another school, begin researching potential schools, degree requirements, and application deadlines.
- Organize** a digital or physical file for yourself to collect and track all of your academic records, such as transcripts, degree checklist, educational plans, placement documents, and any research you have done on your chosen career and/or transfer school. Bring this file to meetings with your Faculty Advisor or the College Navigators.
- Build out** your ctclink Planner to create a quarter-to-quarter educational plan so you have a roadmap to follow from start to finish for your program.
- Schedule** an appointment to meet with your Faculty Advisor on (or before) Advising Day ([www.wvc.edu/AdvisingDay](http://www.wvc.edu/AdvisingDay)).  
When meeting with your Faculty Advisor:
  - Prepare** a list of questions.
  - Gather** and bring your academic records.
  - Clarify** your educational and career goals.
  - Discuss** program requirements.
  - Review** your next quarter schedule.
  - Develop** an educational plan for future quarters.
- Fill up** your ctclink Shopping Cart in advance with classes you are considering enrolling in for next quarter.
- Enroll** on time for your next quarter classes (check ctclink for holds that could block you from enrolling on time).

### To do after each quarter

- Return rentals or sell** your textbooks back to the Bookstore during Finals Week, if applicable.
- Check** your final grades by viewing your Unofficial Transcript in ctclink. If something is missing or you think there has been a mistake, follow up right away by contacting your instructor.

- Review** your Degree Progress report from ctcLink each quarter to ensure that you are on track to graduate in the time frame you anticipated and to answer any questions you may have about what classes you have left to take before you graduate. Update your ctcLink Planner as needed.
- Renew** your financial aid application (FAFSA or WASFA) online every year (ideally between October 1 and March 15). Also, research scholarship opportunities and pay close attention to scholarship deadlines.