

CONGRATULATIONS

on your decision to attend Highline College!

Remember, deciding to attend HC is just the start of your college journey – there is a lot you have to do before you show up on the first day of class. Read the list below to make sure you are ready to start, and be sure to check your email (and regular mail) often so you do not miss important information or requests from the school.

Unlike in high school, during college your professors and staff will not typically check-in with you about deadlines and missing work or information. You will be expected to reach out for assistance and information. Do not be afraid to ask questions, check-in with advisors and professors, or seek out additional support if you need it: staff and services are there for you!

FINISH THE FINANCIAL AID PROCESS

Financial Aid Application:

☐ If you haven't already, submit your FAFSA or WASFA as soon as possible as there may still be aid available to you. <https://fafsa.ed.gov> or <http://www.readysatgrad.edu/wasfa>, <https://financialaid.highline.edu/>

▶ **VERIFICATION:** The HC Financial Aid Office may contact you requesting more information related to your FAFSA/WASFA. Respond as soon as possible to HC requests in your student financial aid portal account Your FAFSA/WASFA is not considered complete until you provide requested information. <https://financialaid.highline.edu/apply/required-documents/>.

▶ **HB 1079:** Eligible undocumented students can receive in-state tuition. <http://realhopewa.org/>

Financial Aid Award Letter:

☐ Accept or decline part or all of your financial aid award and return it to HC in order to receive accepted aid. Your award letter can be viewed in the Student Financial Aid Portal starting in the spring. HC recommends you check the portal often to ensure you do not miss any information. <https://financialaid.highline.edu/apply/portal/>

Scholarships:

☐ If you received outside scholarships (not awarded through financial aid and/or HC), you need to report them to the Financial Aid Office as soon as possible by email or your funding may be impacted.

Contact the Financial Aid Office at financialaid@highline.edu or 206.592.3358 with any questions or concerns.

EVERY YEAR: Resubmit FAFSA or WASFA before the returning student deadline and return your award letter.

COMPLETE TESTING OR SEND TRANSCRIPTS

☐ Find out if you need to take a placement test or if you can instead use Smarter Balanced Assessment or other scores or high school transcripts for required course placement.

<https://placeandtest.highline.edu/placement/>

If You Do Not Need To Take A Placement Exam:

☐ Submit, along with your student ID, your Smarter Balanced scores or high school transcript to the Placement and Testing Center or email them to placement@highline.edu for review. Scores and transcripts do not need to be official.

<https://placeandtest.highline.edu/placement/smarter-balanced/>

<https://placeandtest.highline.edu/placement/high-school-transcripts/>

▶ Ask your high school counselor for help getting scores or transcripts.

If You Need To Take The Placement Exam(s)

☐ Complete the MyMathTest or the Directed Self-Placement Exam for Reading and Writing in the Placement and Testing Center. Testing is free.

▶ Testing is available on a walk-in basis (no appointment needed) during testing hours.

<https://placeandtest.highline.edu/contact-us/#hours>

▶ You will need to have activated your myHighline account and created a MyMathTest account before you complete the math placement exam: <https://mymathtest.highline.edu/>

Contact the Placement and Testing Center at 206.592.3251 or testingcenter@highline.edu with questions.

► GOOD TO KNOW

Emergency Funds:

Funds of up to \$500 are available to students on a limited basis to pay for emergencies that may otherwise prevent them from continuing their education. Learn more about what is covered and how to apply if you ever need access to these funds at: http://www.funds4highline.org/pdf/SES_Policy.pdf

REGISTER FOR & COMPLETE ORIENTATION

- ❑ Register to attend the required New Student Orientation and Advising, which includes 2 parts: online modules followed by an in-person session for advising and registration assistance.

<https://advising.highline.edu/NSOhome.php>

- You need to have your course placements before you attend orientation.

Contact the Advising Center at advising@highline.edu or (206) 592-3584 with any questions or concerns.

REGISTER FOR CLASSES

- ❑ New students register for classes during open enrollment (you will not have a registration appointment). You should complete orientation before registering because you can receive advising and registration assistance.

<https://registration.highline.edu/>

(<https://registration.highline.edu/registration/dates-and-deadlines/#registration-begins>)

EVERY QUARTER: Register for classes during your assigned registration appointment, which you can find in Online Services: <https://secure.highline.edu/wts/student/>.

FIND TRANSPORTATION

- ❑ Purchase a parking permit each quarter if you would like to park your car on campus. Permit costs vary.

<https://adminsivices.highline.edu/public-safety/parking/#student-parking>

- ❑ If you plan travel to and from campus on public transit, learn how to get up to a 15% reimbursement each month you load your Orca Card through the Orca Card Reimbursement Program.

<https://adminsivices.highline.edu/public-safety/commuting-to-highline/>

EVERY QUARTER:

determine if you need to purchase a parking or bus pass.

GET YOUR TEXTBOOKS & MATERIALS

- ❑ Find the textbooks you need for class by visiting: <http://www.highlinebookstore.com/>. Purchase books from the HC bookstore or online. You can purchase your books used or rent them, which is usually cheaper than buying new.
- ❑ Most students want their own laptop at school, which means you may need to purchase one. HC also has free computer labs on campus. Consider your options and study habits and buy a laptop if needed.
 - You will have a printing account, tied to your myHighline ID. Every student is given \$10 per quarter for printing on campus printers and \$10 more once the school tech (CF) fee is paid (paid when you pay your tuition). If you use those funds before the quarter is over, add more money at "value-add" kiosks found in various campus buildings, including the library:
<https://helpdesk.highline.edu/printing.php>

EVERY QUARTER:

Get your textbooks before classes begin.

PAY TUITION

- ❑ Pay Fall Quarter tuition before the payment deadline, which is usually about one month before the first day of the quarter: <https://registration.highline.edu/registration/dates-and-deadlines/#tuition-due>. Your financial aid will be applied before your bill is issued, **which means if you have a "remaining balance" on the bill, you still owe money.**
 - If you haven't received a bill by the mid-July, contact the Cashier's Office (206-592-3126). You should receive a bill to your student account online before payment is due.
 - Pay tuition online with a credit card or in-person with cash, check, or credit card: <https://adminsivices.highline.edu/finance/cashiering/>
 - If you cannot pay your full tuition balance by the due date, set up a STEP Payment Plan to pay three smaller payments over the quarter.
<https://adminsivices.highline.edu/finance/cashiering/#stepp>

EVERY QUARTER: Pay your tuition and fees or set up a Payment Plan before the payment deadline to avoid being dropped from your classes.

FIND SUPPORTS & COMMUNITY

▣ **Find community, access student supports, and get involved on campus!** Don't be afraid to reach out if you are interested in something or need assistance – groups and resources are there for you!

- ▶ Explore different clubs you can join:
<https://cls.highline.edu/Clubs.php>
- ▶ Learn more about free counseling services:
<https://counseling.highline.edu/>
- ▶ Consider using academic support services, such as tutoring:
<https://www.highline.edu/academic-support/coursework-assistance/>
- ▶ Learn more about the Intercultural Center and Multicultural Affairs to access support for students of color:
<https://multiculturalaffairs.highline.edu/index.php>
- ▶ Apply to be a part of the TRIO program to receive advising and support if you are first-generation and/or low-income: <https://trio.highline.edu/>

STAY UPDATED

- ▶ Check your myHighline student account at least once a week. Once you're on campus you will probably check it every day. <https://myinfo.highline.edu/MyInfo/>
- ▶ Make sure to keep your email and mailing address updated with the college through your student account so you do not miss important information from the college.

▶ ACCESS THIS LIST ONLINE

Lists are available at:

<http://psccn.org/college-transition-checklists/>

All information has been compiled through college/university resources, but lists are not made by the college/university. Information is accurate as of March 2018. Be aware: information might change - check with your college if you have questions.