New Student Checklist

- **Did the student attend an orientation?**
  
  If the student has not attended an orientation, it’s helpful to remind the student of the importance of attending. Schedules for orientation are available on Durham Tech’s web site.

- **Did the student complete the placement test?**
  
  The placement test is no longer required for admissions to the college, but students who do not have college transcripts, SAT or ACT scores need to take the placement test in order to enroll in most courses. Visit the Placement Testing website for the schedule at [http://www.durhamtech.edu/html/prospective/admissions/assetschedule.htm](http://www.durhamtech.edu/html/prospective/admissions/assetschedule.htm)

- **Did the student complete the Checklist for Success?**
  
  The checklist is provided with your packet. Ask the student to take a minute to fill this out. It may help you pinpoint some potential areas of difficulty during the first semester.

- **Does the student need additional resources to be successful?**
  
  Based upon the answers to the checklist, you may want to give the student some information about critical support services. Refer to your “cheat sheet” for more details.

- **Does the student understand the Plan of Study?**
  
  Take a minute to explain the importance of the plan of study and make sure that the student and you have a copy to begin documenting the courses taken towards goal completion.

- **Does the student understand the developmental courses required?**
  
  If the student needs to take developmental studies course, take a minute to review these requirements using the provided sheet. Discuss the importance of starting with these courses.

- **Did the student select first semester courses?**
  
  Using the registration form provided, help the student determine the best courses to begin including ACA 111 for Career Program Students or ACA 122 for University Transfer Students. Remember to talk with the student about the importance of an appropriate load, especially if the student has other life obligations such as work and family.

- **Does the student understand how to register?**
  
  If the student has never registered, take a minute to review the steps.

- **Does the student understand how to purchase books?**
  
  Make sure that the student knows the process for purchasing textbooks.