My BHC Plan

Black Hawk College

Name _____

ID Number_____

Projected Graduation Date *(semester/year)* _____

Advisor Name _____

(e-mail)_____

(phone) _____

Attach Advisor's business card here

What Am I Doing At Black Hawk College?

My Major
Check major in myBlackHawk **transcript**

My Career Goal

My Transfer Goal (if applicable)
Where?   When?

Student Know-how

Finding Information

☐ I know how to check my midterm grades
☐ I know how to check my final grades/transcript
☐ I know how to find my grade point average (GPA)
☐ I know how to contact my professors and advisor
☐ I know how to locate my program of study requirements
☐ I know how to find out how I am doing in class

Planning Ahead

☐ I know how to drop a class
☐ If I am receiving Financial Aid (grants and/or loans), I know my responsibilities in meeting its eligibility criteria (GPA of 2.0 or higher and 67% completion rate)
☐ I know to keep my syllabi for all classes each semester
☐ I know how to use Degree Audit to plan my degree (see information below)

Accessing Student Services

☐ I know that I should see an advisor every semester
☐ I know how to get help choosing a major/career
☐ I know that I can talk to a counselor if I am overwhelmed
☐ I know how to request accommodations if I have a physical or learning disability
☐ I know how to get involved in campus activities which will help me to gain leadership experience and "real world" skills
☐ I know where the Tutoring Center is located

Personal Success

☐ I know what I need to do to balance my school, work and life
☐ I have done personal and educational goal setting

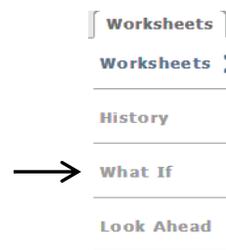## Degree Audit Instructions (Find my degree requirements in 10 steps)

1. Login to myBlackHawk
2. Click on the "Student" tab
3. Scroll down the page and click on Degree Audit
4. Click on "Find"

Back to myBlackHawk
Find | Student ID | Name
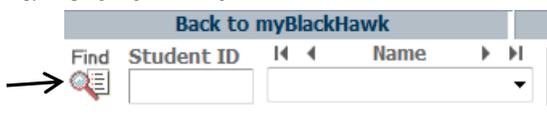
5. Type your Student ID number and click "Search"

Find Students | Student ID | First Name | Last Name

6. Click "OK" under your name (should be check-marked)

Students Found: 1
ID | Name ▲
900_____ | _____

OK   Cancel

Worksheets
Worksheets ❯
History
What If
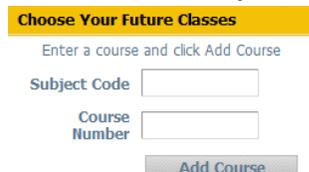Look Ahead

To see what you would need if you change your major

7) Choose catalog year and major
8) Click on the "What if.." option on the left side of the screen
9) Click on "Save as PDF" and get printable plan

Format:
Student View | Process What-If | Save as PDF

10) You may also see how the courses you plan to take will work toward this program

Choose Your Future Classes
Enter a course and click Add Course
Subject Code _____
Course Number _____
Add Course

6 Goal-Setting Strategy Tips

My Strategy	My Approach
Write My Goals Down	
Make Goals Specific, Measurable, Attainable, Realistic and Time Bound (SMART)	"I will study, prepare, read or research 2 hours for every 1 hour class."
Watch Your Goals. Daily. Make Goal Setting A Habit	
Keep reminding yourself of your goals. It will keep you moving forward. Use academic planners, electronic reminders, and talk about your goals constantly	"Doing homework means completing the course successfully, which will allow me to graduate and work in my field."
It takes time for a change to become an established habit.	
It will probably take a couple of months before any changes — like getting up half an hour early to exercise - become a routine part of your life. That's because your brain needs time to get used to the idea that this new thing you're doing is part of your regular routine.	"I know it is hard now, but I will be patient with myself while I learn this new routine of studying and going to class. I will make a schedule that includes my study time and personal life."
Pleasing other people doesn't work.	
The key to making any change is to find the desire within yourself — you have to do it because you want it, not because a girlfriend, boyfriend, coach, parent, or someone else wants you to.	"My goal is MY goal – not someone else's. I want this for MY future! My goal is _____. I want to achieve this goal because_____."
Roadblocks don't mean failure.	
Consider roadblocks "learning opportunities!" Remember that everyone slips up and don't beat yourself up about it. Just remind yourself to get back on track.	"I may not have done as well as I had planned, but I will do what it takes to get back on track. I can ask for help if I need it. I can take the following steps to get back on track: _____."

My Goal Timeline (by Credit Hour)

By Completion of 0-15 credits, I should have...		By Completion of 15-30 credits, I should have...	
T = Applies to Transfer Major **C** = Applies to Career Major		**T** = Applies to Transfer Major **C** = Applies to Career Major	
TC	☐ Attended New Stars	TC	☐ Met with my advisor for academic plan updates
TC	☐ Completed an online orientation	TC	☐ Narrowed down (or declared) my major
TC	☐ Met with an advisor to create an academic plan	C	☐ Researched career options
TC	☐ Read BHC catalog and Student Handbook	T	☐ Researched transfer schools
TC	☐ Received my student ID card/money card	TC	☐ Had previous college transcript officially evaluated
TC	☐ Explored entire campus	C	☐ Talked to my instructors about my career program
TC	☐ Found or visited Tutoring Center	C	☐ Worked on my resume (visit Career Services)
TC	☐ Read through my syllabi for all classes	T	☐ Considered whether my major is offered at the transfer school
TC	☐ Had transcripts from other colleges sent to BHC	T	☐ Determined whether I want to transfer to a local transfer school or if am willing to relocate
TC	☐ Started any required developmental courses		
TC	☐ Requested help with career decision-making or choosing a major		
T	☐ Planned ahead with advisor to make transferring of courses smooth		
By Completion 30-45 credits, I should have...		By Completion of 45-64+ credits, I should have...	
T = Applies to Transfer Major **C** = Applies to Career Major		**T** = Applies to Transfer Major **C** = Applies to Career Major	
TC	☐ Met with my advisor for academic plan updates	TC	☐ Met with my advisor to prepare for my graduation
TC	☐ Declared my major or completed change of major form	T	☐ Applied to my selected (2-3) transfer schools
T	☐ Selected two or three transfer schools	T	☐ Attended "Admission on the Spot"
T	☐ Visited transfer school to decide if it fits me and if I fit the school	T	☐ Had my BHC transcript sent to transfer schools
TC	☐ Retaken courses for GPA purposes	T	☐ Made a plan to finance remaining college expenses
C	☐ Completed my resume	C	☐ Begun my job search (visit Career Services)
T	☐ Applied early for scholarships and financial aid to transfer school	TC	☐ Applied for graduation
T	☐ Attended "Admission on the Spot"	TC	☐ **GRADUATE!**

Note: Certificate programs have fewer credit hours. Work with an advisor to determine your specific time line.