Name: ______________________________________________________
ID Number: __________________________________________________
Projected Graduation Date (semester/year): ____________

### 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)

### Self-Check (place a check by those that apply to you)

#### 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

### I Know How to Access My Degree Audit (have a seat at a computer)

1. Login to myBlackHawk
2. Click on the “Student” tab
3. Click on Degree Audit

### What can be done with the Degree Audit?
- Is your major correct? If not, you will complete a change of major form with your Advisor
  - I need to change my major
- Check your progress
- You will be able to work with an advisor to make an educational plan to fit your needs
- Your Advisor will attach your semester by semester plan to this form

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Black Hawk College
### My Goal Timeline (by Credit Hour)

#### By Completion of 0-15 credits, I should have...

- **TC** ☐ Attended New Stars
- **TC** ☐ Completed an online orientation
- **TC** ☐ Met with an advisor to create an educational plan
- **TC** ☐ Read BHC catalog and Student Handbook
- **TC** ☐ Received my student ID card/money card
- **TC** ☐ Explored entire campus
- **TC** ☐ Found or visited Tutoring Center
- **TC** ☐ Read through my syllabi for all classes
- **TC** ☐ Had transcripts from other colleges sent to BHC
- **T** ☐ Started any required developmental courses
- **T** ☐ Requested help with career decision-making or choosing a major
- **T** ☐ Planned ahead with advisor to make transferring of courses smooth

#### By Completion of 15-30 credits, I should have...

- **TC** ☐ Met with my advisor for educational plan updates
- **TC** ☐ Narrowed down (or declared) my major
- **C** ☐ Researched career options
- **T** ☐ Researched transfer schools
- **TC** ☐ Had previous college transcript officially evaluated
- **C** ☐ Talked to my instructors about my career program
- **C** ☐ Worked on my resume (visit Career Services)
- **T** ☐ Considered whether my major is offered at the transfer school
- **T** ☐ Determined whether I want to transfer to a local transfer school or if am willing to relocate

#### By Completion of 30-45 credits, I should have...

- **TC** ☐ Met with my advisor for educational plan updates
- **TC** ☐ Declared my major or completed change of major form
- **T** ☐ Selected two or three transfer schools
- **T** ☐ Visited transfer school to decide if it fits me and if I fit the school
- **TC** ☐ Retaken courses for GPA purposes
- **C** ☐ Completed my resume
- **T** ☐ Applied early for scholarships and financial aid to transfer school
- **T** ☐ Visited with transfer school reps on BHC campus (if applicable)
- **T** ☐ Checked with transfer school for application deadlines

#### By Completion of 45-64+ credits, I should have...

- **TC** ☐ Met with my advisor to prepare for my graduation
- **T** ☐ Applied to my selected (2-3) transfer schools by application deadline
- **T** ☐ Met with an admission counselor at my transfer school
- **T** ☐ Had my BHC transcript sent to transfer schools
- **T** ☐ Made a plan to finance remaining college expenses
- **C** ☐ Begun my job search (visit Career Services)
- **TC** ☐ Applied for graduation
- **TC** ☐ GRADUATED!

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