

# EFC STUDENT RESPONSIBILITY CHECKLIST FOR REGISTRATION

- \_\_\_\_\_ Be prepared! What are your goals?
- \_\_\_\_\_ Familiarize yourself with the **Eastfield website**; answers to questions are there.
- \_\_\_\_\_ Review the **college catalog online**.
- \_\_\_\_\_ Review the **degree plans in online catalog**.
- \_\_\_\_\_ Submit your **application** to the college if you have never attended Eastfield or if you have been out for one year.
- \_\_\_\_\_ Provide **official score reports** for any ACT, SAT, TAKS, THEA, AP and/or CLEP testing to Admissions.
- \_\_\_\_\_ Provide **college transcripts** to Admissions if you have attended any **other college** or have **dual credit**.
- \_\_\_\_\_ If you are **temporarily** using an unofficial transcript (first semester), you must provide **official transcript within two weeks**.
- \_\_\_\_\_ Set up your **eConnect account**.
- \_\_\_\_\_ Set up an **email account**, if appropriate.
- \_\_\_\_\_ Visit with an advisor for **testing referral and study suggestions**.
- \_\_\_\_\_ Review and take **practice tests prior** to assessment testing (Websites available from Admissions or Advisement)
- \_\_\_\_\_ **Take Accuplacer and Computer Skills Placement test**, if needed.
- \_\_\_\_\_ **Print your Advising Report** with test scores; you must ALWAYS come to Advisement with a current Advising Report.
- \_\_\_\_\_ **Check Advising Report for blocks, restrictions, and self registration eligibility** on eConnect.
- \_\_\_\_\_ **Clear any blocks or restrictions prior** to visiting with the Advisor.
- \_\_\_\_\_ **Review transfer guides on eConnect**, if transferring.
- \_\_\_\_\_ **Review class schedule online**.
- \_\_\_\_\_ **Complete and print Plan My Schedule on eConnect**.
- \_\_\_\_\_ Speak with **advisor** if you have any questions concerning appropriate course selection.
- \_\_\_\_\_ **Register yourself on eConnect, if eligible**.
- \_\_\_\_\_ Register with an advisor if you not eligible to self register on eConnect.
- \_\_\_\_\_ Review your Fee Summary/Schedule for **payment due date AND to verify correct classes**:
  - Check for courses **at other campuses**; you may have to visit their bookstore rather than ours.
  - Check for **high school dual credit classes**
  - Check to verify that you are not enrolled in any **special program classes** such as Gateway to College, Learning Communities, Fast Track
- \_\_\_\_\_ **Pay** for your courses, set up a **payment plan**, if available, or **confirm** your financial aid payment.
- \_\_\_\_\_ If you are on **payment plan and make a schedule change**, you must immediately notify the business office or risk being dropped from courses.