



# STUDENT SUCCESS CHECKLIST

## BEFORE 1st Semester

- ☐ Apply to Richard Bland College.
- ☐ Complete the Enrollment Intent Form.
- ☐ Complete your Virginia In-State Tuition Form (VIT).
- ☐ Complete your Free Application for Federal Student Aid (FAFSA).
- ☐ Log into RBC Accounts.
- ☐ Register for Courses.
- ☐ Meet with Learner Mentor.
- ☐ Accept your Financial Aid.
- ☐ Submit your Housing application and consider a meal plan.
- ☐ Set up a meeting with a Learner Mentor.
- ☐ Attend RBC Orientation.
- ☐ Complete RBC Orientation Course in Canvas.

## Notes to Remember

My RBC R#: \_\_\_\_\_  
My RBC Email: \_\_\_\_\_

My Learner Mentor is \_\_\_\_\_

His/her contact info is \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 1st Semester

- ☐ Explore what your degree program requirements are and it's the best track for your desired major and career pathway.
- ☐ Plan a 2-year schedule utilizing degree planners.
- ☐ Consider taking Career Readiness Assessments.
- ☐ Create an Account with [Transfer VA](#).
- ☐ Schedule at least 2-3 meetings with your Learner Mentor.
- ☐ Explore the [Transfer Scholars Network \(TSN\)](#).
- ☐ Consider taking a Guided Pathways for Success (GPS 101) Course.
- ☐ Connect with RBC Faculty.
- ☐ Check your RBC Email daily.
- ☐ Attend Transfer Fair and other transfer opportunities on campus.
- ☐ Attend Workshops such as Time Management, Degree planning hosted by Learner Mentors as needed.
- ☐ Visit the Writing Center and Math and Science Tutoring Center.
- ☐ Explore all other resources RBC offers including: Counseling Services, Office of Disability Services, Library and more.
- ☐ Be an active member in the RBC community by attending events, joining clubs, etc.

## 2nd Semester

- ☐ Schedule 2-3 meetings with your Learner Mentor.
- ☐ Develop a list of Transfer schools you are considering on transferring.
- ☐ Take advantage of all resources at RBC as needed.
- ☐ Use Handshake to look for job/internship opportunities.
- ☐ Create a LinkedIn profile.
- ☐ Apply for FAFSA for the following academic year no later than March 1st.

## 3rd Semester

- ☐ Review the Transfer [Guaranteed Admission Agreements \(GAA\)](#).
- ☐ Attend a Transfer Fair and visit transfer schools.
- ☐ Use Transfer VA to help make guided decisions on schools to apply for.
- ☐ Meet with your Learner Mentor 2-3 times during the semester.
- ☐ Engage with faculty.
- ☐ Apply for FAFSA for the following academic year between October 1st-March 1st for RBC or your transfer school.

## 4th Semester

- ☐ Schedule 2-3 meetings with your Learner Mentor.
- ☐ Apply to Transfer Schools.
- ☐ Utilize resources to help you during the Transfer application process including Learner Mentors and other faculty/staff.
- ☐ Apply to Graduation.

