

## NEW STUDENT ORIENTATION CHECKLIST

Complete the following items “prior” to beginning the program:

\_\_\_\_\_ Pick up a current Student Handbook, College Catalog and Semester Class Schedule at the Office of Admissions and Records (A & R), or access information at the college website:

<https://www.paradisevalley.edu/academics/health-and-exercise-science/dietetic-technology-consortium-program>

\_\_\_\_\_ Tour the College Campus: Visit the Library, Learning Success Center (LSC), Computer Commons, Career and General Counseling, Advisement, Financial Aid, Cashier, Cafeteria, Bookstore, Testing Center, Classroom Buildings, Nutrition and Dietetic Technology Program Director (M179) and other Faculty Offices, and the Fitness Center.

\_\_\_\_\_ Contact the Nutrition and Dietetic Technology Program Director to set up an advisement / orientation meeting. This can be done by completing a Nutrition Interest Form at the program’s website (see addresses above) or by e-mailing the Program Director at: [tricia.montgomery@paradisevalley.edu](mailto:tricia.montgomery@paradisevalley.edu)

\_\_\_\_\_ Complete Admissions & Records (A & R) requirements for PVCC:

\_\_\_\_\_ Declare Nutrition and Dietetic Technology as your major by submitting the appropriate form to A & R.

\_\_\_\_\_ Fill out the College Student Information Form and submit “Official Transcripts” if you have attended another college/university prior to attending PVCC. “Official” means sealed and sent directly from the college/university you attended. Hand carried transcripts will not be accepted, even if they are sealed.

\_\_\_\_\_ If “Official Transcripts” are sent to the college, complete a Transcript Evaluation form.

\_\_\_\_\_ After your Transcripts are evaluated, you will be notified, and you should set up an appointment to review the evaluation with an A & R Technician.

\_\_\_\_\_ Complete Assessment Placement Tests (i.e. English, Math, Reading) at the college’s Testing Center.

\_\_\_\_\_ Plan your schedule, allowing time not only for classes, but also for studying, and other commitments (i.e. family, work, fitness).

\_\_\_\_\_ Pick up a Parking Decal and Student ID Card at the College Safety Office.

\_\_\_\_\_ Enroll for your semester courses which must all be taken for a letter grade!!\* (\*Your “Catalog Year” is dependent upon maintaining continuous Spring/Fall enrollment. Please notify the Consortium Program Director if you plan to take a semester off from school.)