



## Winter 2019 WorkFirst Mandatory Advising and Registration

*(IF YOU RECEIVE FINANCIAL AID YOU ARE STILL REQUIRED TO ATTEND)*

During this time, we will meet with students on a drop-in basis; first come, first serve!

**Monday Oct. 29<sup>th</sup> | 9am-10:45am and 1:30pm-3pm | Bldg. 29 Room 309**

**Tuesday Oct.30<sup>th</sup> | 9am-10:45am and 1:30pm-3pm | Bldg. 29 Room 309**

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### **BE PREPARED! BRING THE FOLLOWING ITEMS WITH YOU TO THE MANDATORY DROP-IN APPOINTMENT:**

- ✓ STUDENT ID NUMBER (<https://sec.highline.edu/wts/student/waci210.html>)
- ✓ FINANCIAL AID PORTAL REPORT <https://www.fas.ctc.edu/portal3/?col=090>
- ✓ DEGREE AUDIT <https://registration.highline.edu/student-records/degree-audit/>
- ✓ Come prepared to fill out a TIME MANAGEMENT form listing all desired courses. Once this is approved by an advisor you will be required to sign the Time Management form as your acknowledgement of required weekly attendance hours.
- ✓ Come prepared to also sign your Department of Social and Health Services, and Education & Training documents while meeting with advisor/ at Mandatory Advising and Registration
- ✓ CANVAS grades Or a Mid-Quarter progress report which can be printed from here: <http://womenswkfirst.highline.edu/ReturningStudents.php>
- ✓ Identify courses you would like to take: write down the class item number, course name, credits, start/end times and days of the week
- ✓ Copy of your unofficial transcript printed from <https://sec.highline.edu/wts/student/waci002.asp>

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***Failure to attend means you may not get the classes you need and your DSHS IRP will not be updated for Winter quarter!***