

Contacting You:

- When your contact information (dorm, phone number, etc) changes, report these changes to the Office Manager
- Check your NWCC email account often. Announcements and updates will be sent through NWCC email

Transfer Specialist:

- Meet with the Transfer Specialist to develop a plan for graduating and/or transferring

Counselor:

- Meet with the Counselor for personal problems, academic problems, or to discuss your career plans
- Meet with the Counselor each semester to complete and discuss your **Student Need Assessment Profile (SNAP)**
- Complete Exit Interviews each semester before Clearance

Tutoring:

- Fill out a tutor request form and meet with the Office Manager/Tutor Coordinator when you need tutoring
- If you will be late or cannot show for a tutoring session, call 562-3323
- Evaluate your tutor(s) as needed during the semester
- If a tutor doesn't show for a session, fill out an evaluation
- If any of your grades drop to a "D" or lower, meet with the Office Manager/Tutor Coordinator

Peer Mentoring:

- Maintain contact with your peer mentor each semester
- Evaluate your mentor as needed during the semester
- If your mentor doesn't show to a session, fill out an evaluation

GPA:

- **Maintain a "C" average (2.0) or better each semester**

Events:

- Attend as many events as possible
- You must have a 2.0 GPA to attend off campus trips

Grant Aid Scholarship Requirements:

- Complete the scholarship application during the spring semester
- Must be determined financially eligible through the Financial Aid office
- Complete an online Fin-Aid literacy course per the Director
- Receive Transfer and Graduation advising from the Transfer Specialist
- Attend at least 2 workshops per year
- Update the SNAP for each semester per the Counselor
- Maintain a GPA of at least 2.50 for Fall and Spring