Checklist for New Students

☐ Apply to Palomar College
   ■ Go to www.palomar.edu. Click on Apply for Admission
   ■ When you click to Submit your application, you will receive your Acceptance and you will be issued a Student ID number.
   ■ Write it down or print the page. You will need this student ID for all appointments/transactions

☐ Create your Password/Login
   ■ Go to www.palomar.edu. Click on eServices link at top of page
   ■ Click on "Forgot My Student ID/Password" link
   ■ Enter your SSN in the 2nd box, your date of birth, select a Hint Question and enter a response that you will remember. Enter a password at the bottom - twice.
   ■ Use this page anytime you need to retrieve your Student ID or change your password.

☐ Apply for Financial Aid
   ■ Sign in to your eServices account and click on the Welcome tab. Click on Activate Email link to activate a student email account. Financial aid will only use this email address to correspond with you.
   ■ To complete the FAFSA (Free Application for Federal Student Aid), click on the Student Center tab and scroll down to the My Finances and Financial Aid area. Click on Apply for FAFSA link.
   We will receive a report of your eligibility within 7 to 10 days and set up a Checklist/To Do List of items to submit to complete your file. We will also send an email when your Checklist is linked in eServices.
   ■ To complete the BOG (Board of Governor’s Fee Waiver) application without the FAFSA, sign in to eServices, click on the Student Center tab and scroll down to Apply for BOG link.

☐ Assessment, Advisement & Orientation
   ■ Assessment is testing to identify a student’s current level of math, English and reading.
   Go to http://www.palomar.edu/counseling/assessment/ to make an appointment or call (760) 744-1150, ext 2383
   ■ Advisement is when students receive their test results and the appropriate level of math, English and reading classes.
   ■ Orientation is an overview of instructional programs and support services available to students to help you succeed. Certificate, degree and transfer programs are discussed to assist students with registration. This process, along with assessment and advisement takes approximately 3 hours.

☐ Submit all college transcripts, AP test scores and IB transcripts to the Records Office.
   You can request transcripts to be evaluated once you have completed 6 units at Palomar College. UC bound students should also submit high school transcripts for IGETC certification before transferring.

☐ Meet with a Palomar Counselor
   ■ Call (760) 744-1150, ext 2179 to schedule an appointment in San Marcos
   Call (760) 744-1150, ext 8157 to schedule an appointment in Escondido
   ■ Meet with a Palomar Counselor to: Develop and Ed Plan; Discuss Academic Problems/concerns; Examine Career Choices

☐ Create your Schedule
   Use the printed schedule or search in eServices to create a class schedule that works for you.
   It is recommended that you study for 2 hours for every unit that you are enrolled in.
   Make sure that you also make time for work, and other responsibilities that you have outside of school.

☐ Register for Classes.
   Go to www.palomar.edu and click on eServices. Login, click on Student Center tab and click on Add/Drop Classes link.

☐ Pay Tuition and Fees using eServices. Depending on when you register in classes, you may have up to 10 days to pay.
   Failure to pay fees when they are due may result in being dropped from classes. Purchase your parking pass online to avoid long waiting lines at the Cashier’s Office, located in the Administration Bldg.

☐ Purchase Textbooks online or at the Palomar College Bookstore, located in the Student Union Bldg.

☐ See Student eServices tutorials/instructions linked on the eServices Login screen.

☐ Seek additional support services such as DRC, EOP&S, TRIO/SSS, Tutoring, Health Services,
   Math Learning Center, English Writing Center, Career Center, Transfer Center, Veterans Services.

My Student ID: ________________  Assessment Appointment: ________________  Counseling Appointment: ________________