



# 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.

