



SKYLINE COLLEGE HONORS TRANSFER PROGRAM

STUDENT CHECKLIST

EVERY SEMESTER

- ✓ If you have changed your email address, home address or telephone number, email your changes to John Ulloa at ulloaj@smccd.edu
- ✓ Meet with an HTP Counselor (Joyce Lee or Suzanne Poma) to ensure that your Student Educational Plan is current and that you are meeting all HTP requirements. Appointments can be made in person at the Information Center in Building 2 or by calling 738-4317.

EVERY SPRING SEMESTER

- ✓ If you are applying for Financial Aid, submit your FAFSA by March 1.
- ✓ If you are interested in applying for scholarships, check the Skyline College Financial Aid website for the latest information and deadlines for Skyline Scholarships: <http://www.skylinecollege.edu/sts/scholarship.html>. The deadline is usually around March 1. Scholarships are available for both continuing and transferring students.

YOUR LAST SEMESTER AT SKYLINE

BY MARCH 1:

- ✓ If you will complete the Honors Transfer Program by the end of the Spring semester, you must fill out the Honors Transfer Program Completion Form found on the back of this checklist and submit the form to John Ulloa, Joyce Lee or Suzanne Poma. Your achievement will be recognized at the annual Honors Reception.

BY MARCH 2:

- ✓ If you are completing an AA/AS degree, submit your petition to the Admissions and Records Office. You must have a counselor's signature on the petition.
- ✓ Make an appointment with an HTP Counselor to verify completion of all HTP requirements
- ✓ When you receive your acceptance letters from universities, go to the Transfer Center in Building 2 to fill out a Transfer Success Form. Check off the box indicating that you completed the Honors Transfer Program. Your achievement will be recognized at the annual Skyline Stars: Transfer Student Hall of Fame & Transfer Student Reception.

MAY 25:

- ✓ Submit your Community Service forms if you have not done so already
- ✓ Pick up your medallion from John during finals week if you do not receive it at the Honors Reception
- ✓ Verification of graduation from the Honors Transfer Program will be posted on your transcript mid-June