



## **A REMINDER TO ALL ARC STUDENTS:**

### **Before the Fall Semester Begins:**

#### **Pull up and Review Your Program Checklist in Lobo Achieve.**

1. USE YOUR CHECKLIST TO SEE WHICH CLASSES YOU STILL NEED FOR YOUR DEGREE. CONTACT YOUR ARC ADVISOR, MARY LOU MRAZ, OR YOUR TRIO ADVISOR IF YOU ARE IN TRIO.
2. SCHEDULE AN APPOINTMENT WITH YOUR ADVISOR TO CREATE YOUR SEMESTER SCHEDULE, OR SEND IT TO YOUR ADVISOR TO REVIEW WITH YOU. REMEMBER TO PLAN A WELL-BALANCED SCHEDULE THAT WILL BE ACHIEVABLE AND NOT OVERLOADED WITH EXTREMELY DIFFICULT CLASSES ALL IN THE SAME SEMESTER.
3. REMEMBER TO EMAIL ARC YOUR SCHEDULE, OR EMAIL THEM THAT IT IS AVAILABLE IN LOBO WEB, SO THEY CAN EMAIL YOUR ACCOMMODATIONS TO YOUR FACULTY MEMBERS AS THE SEMESTER BEGINS.
4. **REGISTER 3 WEEKS EARLY. IF YOU NEED BOOKS TRANSPOSED TO EBOOKS,** PROVIDE ARC WITH A COPY OF YOUR RECEIPT SHOWING PROOF OF PURCHASE AND GIVE THE ISBN #, TITLE, AND AUTHOR OF THE BOOK SO THAT OUR ARC CAN SEND THOSE TO MAIN CAMPUS ARC FOR TRANSPOSING TO EBOOK FORMAT. **ALLOW THREE WEEKS TO RECEIVE THE EBOOK.**