



Ohlone College Senior Checklist

This checklist is designed for high school seniors who will be attending Ohlone beginning Summer or Fall 2008. Students who complete steps 1-3 by the assigned deadlines will be eligible to register as part of our **early** registration process. Classes fill up quickly, so you will have an advantage if you follow these steps!

STEP 1: Complete the Ohlone College Application online

***Applications must be completed at least three days before you take the placement tests (see Step 2 for testing information).**

Once you complete your online application, you will be emailed your Ohlone student ID#. You **MUST** have your Ohlone student ID # in order to move on to Step 2 of this checklist. If you do not receive a student ID #, send an email to admissions@ohlone.edu or call 510-659-6110 to request it.

For detailed directions on how to complete the online application, see the reverse side. One of the questions on the application asks for your educational level. Because you will be enrolling at Ohlone after you receive a high school diploma, make sure to mark that you have already graduated from high school, even though you will still be in high school when you are completing the application.

If you need to show residency or citizenship documentation, please bring it to the Admissions and Records Office (Building 1, first floor). You will need to show this documentation before your Ohlone student ID# can be issued.

STEP 2: Complete the English and Math Placement Testing

Deadline for completing placement tests: Thursday, April 17

Testing may be available at your high school. Please check with your high school Career Center for a list of testing days, times, and locations. **You must have your Ohlone student ID # and show a photo ID in order to be admitted to the testing session.** Study guides are available on the Testing Center web site: <http://www.ohlone.edu/org/placement/>

STEP 3: Complete a New Student Orientation and Register for Classes

Deadline for completing Orientation: Friday, May 30

At the placement testing, students will receive an invitation to attend an **early** New Student Orientation. Orientation is required for all new students, so getting into an early Orientation will allow you to register for classes before most other new students. This is a **huge** advantage since classes fill up quickly.

At the Orientation, students will learn about Ohlone's programs and services, the registration process, and will meet individually with Counselors to select and register for Summer and Fall 2008 classes.

Questions: email newstudent@ohlone.edu or call Allison Bly at (510) 659-6519.

Completing an Online Application

- Go to the Ohlone home page at <http://www.ohlone.edu>
- Click on the **“WebAdvisor”** link, located in the top right hand corner. (<https://webadvisor.ohlone.edu>)
- Click on **“Apply for Admission Online.”**
- Read through the first page and click on **“Begin Application for Ohlone College.”**
- Since you will be a first-time user of this program, click **“New User”** to create an account with the username and password. Make sure you use a password that you can remember. Click **“Create My Account”** when finished entering the necessary information.
- Go through the questions on each page of the online application. After each page is completed, click **“Next”** at the bottom of the screen to move on to the next page. If you don't answer a question completely, you will be redirected to this question before proceeding to the next page.
- After completing the last page of the application, click **“Submit Completed Application.”**

Registering for Classes

WebAdvisor

In order to register for classes via the Web, students must first get a Web Services Account:

Step 1: Go to the Ohlone home page at <http://www.ohlone.edu>

Step 2: Click on the **“WebAdvisor”** link, located at the top right hand corner

Step 3: Click on **“Sign up for WebAdvisor access (It's FREE!).”**

Step 4: Under Step 2 on the displayed web page, click **“I need an Ohlone College web services account.”**

Step 5: Complete all required fields to create your own password and reminder. Hit **“Submit”** to get ID for Web Services account.

- You will receive an email confirmation of your request for a Web Advisor access, which will include your user name. Usually this is emailed to you almost immediately.
- Once you have a user name, go back to the Ohlone home page (<http://www.ohlone.edu>) and click the **“WebAdvisor”** link in the upper right hand corner.
- You can then click the **“Students”** box at the right side of the page.
- Next you can click on **“Log In”** and enter your User ID and Password, and hit **“Submit.”**
- If you wish to sign up for classes, click **“Register for Sections”** under the **“Registration** listing.
- You will then need to click **“Search and Register for Sections.”**

Other services available using WebAdvisor:

- ✓ View class schedule
- ✓ View placement test scores
- ✓ Make a payment
- ✓ Drop a class
- ✓ Waitlist for a filled class
- ✓ Select preferred classes before registration