STEPS TO SUCCESS

“Accept responsibility for your life. Know that it is you who will get you where you want to go, no one else.”  -Les Brown

Completed: ☐ Assessment test  ☐ Online Orientation  ☐ Education Plan/FSP

1. Your registration date: ________________________________ (MyAVC account)
2. Online class schedule available at www.avc.edu
3. Complete the FAFSA and BOGFW (links are on your myAVC account).
4. You may add/drop a course on the web using your myAVC account.
   - Click the Register and Access Student Records link on the home tab.
   - Click the Student link.
   - Click the Registration link.
   - Click the Select Term link.
   - Select the term and click the Submit button. You will be taken back to the menu.
   - Click the Add/Drop Classes link
   - Enter the CRN (or CRNs) and click the Submit Changes button.
5. Pay fees online (myAVC) or at Cashier’s Office by Tuesday or your classes will be dropped.
6. Buy or rent books from AVC Bookstore.
7. You may be added to a class after crashing. For more info. go to https://www.avc.edu/studentservices/adminrec/aac

---

**How to be Successful**

- Purchase your books and materials before classes begin, or on the first day of classes.
- Become familiar with the AVC Learning Center and the workshops that they offer.
- Visit and use the Library.
- Form study groups with motivated students form your courses.
- Plan out your entire semester on a calendar (quizzes, test, papers, and finals).
- Attend all your classes on time for the entire semester.
- Register for English and math courses first and build your basic skills.
- Study at least 2 hours for every 1 hour of lecture per week.
- Visit the Counseling Office every semester (Preferably during Oct./Nov. & March/April) for a Comprehensive Education Plan.
- Maintain a minimum GPA of 2.00 and Completion rate of 51% (75% for Financial Aid).
- Check “Upcoming Terms” https://www.avc.edu/studentservices/adminrec/registrationdates

---

### Semesters in a year:

<table>
<thead>
<tr>
<th></th>
<th>Weeks</th>
<th>Full-Time:</th>
<th>Max. Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intersession (Jan.-Feb.)</td>
<td>5 Weeks</td>
<td>3 units</td>
<td>6 units</td>
</tr>
<tr>
<td>Spring (Feb.-June)</td>
<td>16 Weeks</td>
<td>12 units</td>
<td>19 units</td>
</tr>
<tr>
<td>Summer (June-Aug.)</td>
<td>8 Weeks</td>
<td>6 units</td>
<td>9 units</td>
</tr>
<tr>
<td>Fall (Aug.-Dec)</td>
<td>16 Weeks</td>
<td>12 units</td>
<td>19 units</td>
</tr>
</tbody>
</table>

**If you work and want to be successful, follow these suggestions:**

<table>
<thead>
<tr>
<th>Hours a week</th>
<th>Max. Classes</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 hours</td>
<td>May take 2 classes max</td>
<td>6 units</td>
</tr>
<tr>
<td>30 hours</td>
<td>May take 3 classes max</td>
<td>9 units</td>
</tr>
<tr>
<td>20 hours</td>
<td>May take 4 classes max</td>
<td>12 units</td>
</tr>
<tr>
<td>Less than 20 hours</td>
<td>May take more classes</td>
<td>19 units is max</td>
</tr>
</tbody>
</table>

---

**Important/useful websites:**

- www.avc.edu (main website)
- www.fafsa.ca.gov (fafsa online)
- http://www.avc.edu/studentservices/counseling/ (Counseling)
- https://avc.blackboard.com/ (online courses)
- https://www.avc.edu/studentservices/adminrec/ (A&R)
- https://www.avc.edu/studentservices/le/ (Learning Center.)

**Important/useful phone numbers:**

- (661) 722- 6300 main AVC
- (661)722-6300 ext. 6338 Counseling
- (661)722-6300 ext. 6504 Admissions & Records
- (661)722-6300 ext. 6337 Financial Aid
- (661)722-.6300 ext. 6458 Learning Center
- (661) 722-6300 ext. 6535 Help Desk