

*Western Nevada College*

# NEVADA PROMISE

SCHOLARSHIP



*Mentor Handbook*



## *Dear Mentors,*

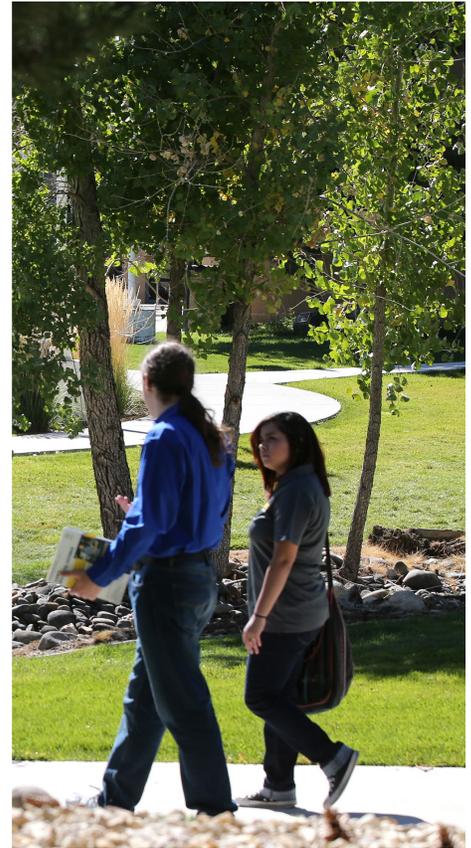
You play a crucial role in the success of students. While styles of mentoring vary depending on the mentor and mentee, there are fundamentals that apply to all successful mentoring relationships. Our goal in creating this resource for mentors is to provide guidance on how best to apply the WNC Nevada Promise Scholarship fundamentals.

This handbook is meant as a resource for you to better assist your student(s). You are not expected to be an expert on all things WNC; many of your students' questions can be answered with the information offered here. If you cannot find the answers you seek, please don't hesitate to contact the Nevada Promise Team at 775-445-3340 or email [nvpromise@wnc.edu](mailto:nvpromise@wnc.edu). We are just a call away and are always here to support you through your journey.

On behalf of Western Nevada College, we thank you for your commitment and dedication to Nevada's youth by sharing your knowledge, experience and support. Your engagement in the rewarding work of mentoring Nevada Promise scholars is key to the success of this program.

Thank you,  
WNC Nevada Promise Team





## *What is a Mentor?*

A mentor is a personal guide or a trusted adviser. Mentoring is a mutually beneficial process in which an experienced individual helps a young student develop his or her goals and skills through a series of meetings and other learning activities.

The role of a mentor will vary depending upon the goals of the mentee and the type of support he or she is seeking. In general, mentoring should focus on developing students to reach their full potential through personal growth and long-term professional development. Not only will students benefit from your knowledge and expertise, but mentors will also learn from the lived experiences of young people who are eager for opportunities to succeed.

Mentoring is a required component of the Nevada Promise Scholarship. **To maintain scholarship eligibility, students are required to meet with a mentor once per semester, beginning the spring of their senior year until the student completes an associate degree at our college.**

## *What is the Nevada Promise Scholarship?*

Established by the 2017 Nevada State Legislature, Nevada high school seniors may apply for the Nevada Promise Scholarship at any of the four community colleges in Nevada. The Nevada Promise Scholarship is a last-dollar scholarship that provides up to three years of coverage of registration fees and other mandatory fees to eligible students. The main goal of Nevada Promise is to remove the financial barrier and allow all young Nevadans to pursue a college degree. The student(s) you will be matched with have elected to become students at WNC.

# Registration and Mandatory Fees

The Nevada Promise Scholarship can be used to pay the following fees:

- ✓ Per credit fee
- ✓ Per credit student association fee
- ✓ Per credit technology fee
- ✓ Per credit health and sports complex fee

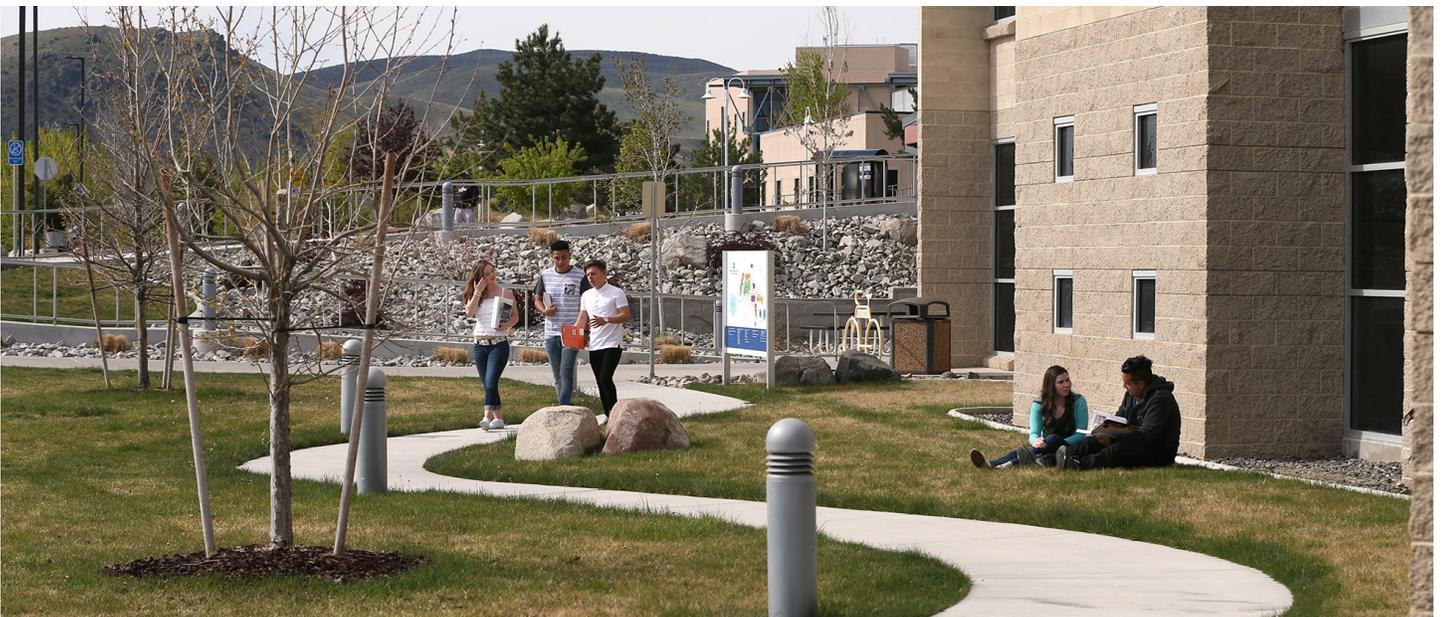
Fees not listed above will not be covered by the Nevada Promise Scholarship, although WNC's Financial Aid Office works to identify sources of aid for additionally incurred class fees.

## Last-Dollar Scholarship

As a last-dollar scholarship, the Nevada Promise Scholarship covers the cost of registration fees and other mandatory fees not covered by other gift aid.

For the purposes of the Nevada Promise Scholarship, **gift aid** is defined as a Federal Pell Grant, a Federal Supplemental Educational Opportunity Grant, a Nevada Silver State Opportunity Grant or a Governor Guinn Millennium Scholarship. The main goal of Nevada Promise is to help ALL students, regardless of family income, have financial resources to achieve their college-going goals. By completing all requirements, students will qualify for either a Nevada Promise Scholarship or they will receive sufficient gift aid to cover their tuition. Award amounts for students may differ because each student may qualify for different types of gift aid. Regardless of what type of financial assistance a student may receive, all students will benefit from mentoring, and by meeting all scholarship deadlines, students will ensure they are on track with the college admission process to have a successful college transition.

It is important to note that if there are not sufficient funds available for all eligible scholarship applicants, scholarships will be awarded first to returning Promise Scholarship recipients, and then in order of the date the application was received.



# Gift Aid Examples

## NEVADA PROMISE STUDENT – JOHN

- › John's total eligible registration and mandatory fees: \$1,335
- › John's total gift aid: \$480 (*Millennium Scholarship*)
- › John's total balance minus his gift aid: \$855

**Thus, Nevada Promise will provide John a \$855 scholarship to cover his remaining balance.**

## NEVADA PROMISE STUDENT – MARIA

- › Maria's total eligible registration and mandatory fees: \$1,668
- › Maria's total gift aid: \$0
- › Maria's total balance minus her gift aid: \$1,668

**Since Maria has no gift aid, Nevada Promise will provide Maria a \$1,668 scholarship to cover her eligible remaining balance.**

## NEVADA PROMISE STUDENT – TAYLOR

- › Taylor's total eligible registration and mandatory fees: \$1,668
- › Taylor's total gift aid: \$3,047 (*Pell Grant*)
- › Taylor's total balance minus her gift aid: \$0 (*Leftover gift aid: \$1,379*)

**Taylor's gift aid will cover all her eligible balance. Taylor will not receive NV Promise Scholarship dollars. However, by completing the steps for Promise, she will benefit from what she learned during the trainings and mentorship, and she will start at WNC on the right foot.**



**Note:** Many Nevada Promise candidates will complete all steps and not receive any Nevada Promise dollars because their gift aid will be sufficient to cover all their fees. However, there are many benefits to completing all the steps of Nevada Promise, such as registration assistance, mentorship, individualized support and much more. By becoming a Nevada Promise Scholar, your mentees are both securing the financial resources needed to pay for mandatory fees and receiving personalized guidance and support every step of the way!

# Steps to Become a Mentor

- ❑ Apply online at [wnc.edu/promise/](http://wnc.edu/promise/)
- ❑ Respond quickly to the request from WNC Human Resources to complete an online criminal history check. This is mandatory and results are kept completely confidential within Human Resources.
- ❑ Complete mandatory mentor training no later than December 31.
- ❑ Placement: Mentors will be matched with one or more students.
  - *Initial matching is completed by the end of January.*
- ❑ Meet with mentees once per semester, **starting the spring of your mentee's senior year in high school**, until your mentee(s) graduates from WNC.
  - *First meeting: February- April 30. Deadline: April 30*
  - *Subsequent meetings: Fall meeting: By December 30; Spring Meeting: By April 30*

# Mentor Commitment

- ❑ Decide how many students to mentor.
- ❑ Starting in the spring, schedule one in-person meeting with your student(s). One in-person meeting needs to occur once per semester.
  - *First in-person meeting must take place before April 30.*
  - *You can select the location, time (approximately one hour) and date of your meeting.*
  - *If you mentor more than one student, you can meet as a group.*
- ❑ Consider ways to connect with your mentee more than the one-time requirement.
  - *You will be provided with suggestions about important information to share with your student(s).*
- ❑ Guide them through the Nevada Promise Scholarship requirements and be a support system (WNC will provide this information and give you all the resources you will need).
  - *Remind student(s) of deadlines.*
  - *Ensure student(s) know when to register for classes.*
  - *Talk to student(s) about resources offered at WNC.*
- ❑ Checklists are available online at [www.wnc.edu/promise/mentorship/](http://www.wnc.edu/promise/mentorship/) to help you during meetings with new students and returning students.

## Reporting Mentor Meetings

You will be provided with an email containing an electronic link connecting you to a form that will allow you to report meetings with your mentee. The online form is easy to use and a very effective way to report meetings. If you do not receive this email or need the email again, please email [nvpromise@wnc.edu](mailto:nvpromise@wnc.edu).

## Qualities of a Nevada Promise Scholarship Mentor

- ✓ Willing to serve
- ✓ Eager to help shape Nevada's future by guiding Nevada's youth
- ✓ Ready to share knowledge and expertise
- ✓ Enthusiastic about working with young people and helping them grow as future professionals
- ✓ Passionate about their work
- ✓ Kind and ready to pass it on

## Mentors are not responsible for:

- ✓ Being academic advisers
- ✓ Tutoring
- ✓ Being financial aid or admission experts
- ✓ Being a mentee's best friend
- ✓ Knowing all the answers

## Restrictions

- ✓ Mentors cannot be the employers of their mentees.
- ✓ Mentors cannot be related to their mentees.
- ✓ Mentors cannot be compensated to mentor. WNC employees are eligible to be mentors, but must not receive additional compensation for serving as mentors.
- ✓ Each mentor must be willing to provide all information needed to obtain a criminal history report. You will be contacted with information on how to complete the mandatory criminal history report. You only have to complete this step once.
- ✓ Individuals are not eligible to become mentors if they have entered a plea of guilty, guilty but mentally ill or nolo contendere to, been found guilty or guilty but mentally ill, or been convicted of, in this state or any other jurisdiction, of a felony.

# Tips for Successful Mentoring

As mentors our role is to help guide our students' development. The mentor's role is to guide, to give advice and to support the mentee. A mentor can help a mentee improve his or her abilities and skills through observation, assessment, modeling and by providing guidance.

Please be patient and persistent with your students. It may be that you are the first person outside of their families to take an active interest in their lives and they may not know how to be responsive. In addition to providing guidance, you will also help young people learn important life skills. Gentle reminders of expectations and encouragement for being responsible will help students learn important lessons of effective communications skills.

The key to becoming an effective mentor is AUTHENTICITY! Be your true self. During your first meeting it is important to keep a few principles in mind.

## Make a good first impression

- ✓ Speak in lower tones and keep your voice relaxed – this will show confidence and knowledge.
- ✓ Make eye contact and smile. Young people are very aware of nonverbal cues. A relaxed body posture and friendly facial expressions will help your students connect.

## Communicate to your students that they are important

- ✓ Refer to students by their first name. This is important, especially when emailing. Ask them what their preferred name is.
- ✓ It will let your students know you see them as individuals who matter.
- ✓ Relate to your students by sharing your college-going and/or professional work experiences. Talking about obstacles and challenges will help your students know you are approachable.
- ✓ Be an effective listener. Take interest in what your students share.
- ✓ Put aside all other work and distractions during your meetings.
- ✓ Don't interrupt your students. Follow up with questions and give feedback.
- ✓ Your students may have strengths and areas of growth different from you. That's OK. Praise their strengths. You want students to know you see them and value them for who they are.
- ✓ Be culturally sensitive. A person who is *culturally sensitive* is aware that there could be differences between their culture and another person's, and that these differences could affect their relationship and the way they communicate with each other. Culturally sensitive individuals attempt to be free from prejudices and preconceptions about other cultures. Please keep in mind that your students may see the world differently than you. Value your students for who they are. Seeing the whole person and what is important to them are critical components.

# Sample Introduction Email Template

The best way to start your mentoring experience is to initiate contact with your mentee(s). Below is a sample email you can use to introduce yourself. Please note, your mentee(s) will also be provided with your name and email.

Hi *(student name)*, I am your Nevada Promise mentor. I am *(insert job title, affiliation with WNC or Promise)*. Insert other information about yourself that you'd like them to know *(ex. I am also the parent of one college student - a Nevada Promise scholar, two high school students, and a 6 year old.)*

My goals for mentorship are very simple!

-Make sure you stay on track to receive the Nevada Promise Scholarship, so that you can attend WNC Free of Tuition and Class Fees this fall!

-Help you get ready to attend WNC by answering any questions you have and guiding you to the many resources that are available.

## **Action Items for you!**

**-FAFSA:** If you haven't completed your FAFSA, you need to do so by April 1 to stay on track for the Nevada Promise Scholarship. [www.fafsa.ed.gov](http://www.fafsa.ed.gov) WNC's School Code is **013896**.

**-MENTOR MEETING:** We need to meet before April 30, so please give me an idea of when you'd like to meet, and where. We can meet on the WNC campus, or elsewhere, depending on what is convenient for you. Please suggest days, times and location. If your parents would like to participate in this meeting, they are welcome to join us.

**-COMMUNITY SERVICE:** Are you working on your community service? You will need to have done 20 hours of community service by April 30 to remain eligible for the scholarship.

Please respond to this email with answers to the items above.

I look forward to meeting you in person soon.

This is a pic of my family crew! *(insert photo)*

# First Meeting Agenda Sample

Below you will find a sample first meeting agenda. Please keep in mind that these are ideas and that ultimately you should adapt your meetings to your personal preferences and the needs of your students.

## 10 MINUTES-STUDENT INTRODUCTIONS

- › Have students introduce themselves by sharing their name, the school they attend, the degree they are interested in and ask something fun like, “if you didn’t have to sleep, what would you do with the extra time?”
- › Ask your students about activities and hobbies they are interested in and enjoy.
- › Another great way to get to know your students is to ask about their family. Where are they from? Do they have siblings? Who do they look up to?

## 10 MINUTES-MENTOR INTRODUCTION

- › Introduce yourself.
- › Talk about your profession. Share your knowledge about your field and be enthusiastic about your work. Let students know what you love about your profession and some goals you would like to accomplish.
- › Share information about your college journey.
- › Talk about successes and challenges and how you overcame them.
- › If you had to start your college journey again, what would you do differently?
- › Share any information you think will help your students get to know you.

## 10 MINUTES-NEVADA PROMISE SCHOLARSHIP UPDATE

- › Ask students why they applied for the Nevada Promise Scholarship and what their college goals are.
- › Ask them which Nevada Promise steps they’ve completed. This may be the best time to remind them of Nevada Promise dates and deadlines.

## 10-20 MINUTES-MENTORING GOALS

- › Talk to students about your goals for them. Think about what you hope to accomplish as their mentor and share this information with them.
- › Share your expectations. Always hold your students to a high standard. All students need to know they are capable of accomplishing great things. This will help them to be successful when they start their college classes.

## 10 MINUTES-MENTOR AND STUDENT COMMUNICATION

- › Let your students know how you prefer to communicate with them.
- › Besides emailing them once a month, let your students know how often they should expect to hear from you and vice versa. It’s okay if you can only commit to the minimum requirements, but share this with your students during this meeting.
- › Let your students know you will be required to report any information that may lead you to believe they may be in harm or danger. Sharing this information from the start will help your students understand this important requirement of mentorship.
- › Ask your students if they have any questions.

This outline was created to provide ideas. Meeting setup and tone will depend on you. Some mentors may conduct their meeting while taking their students on a Saturday morning run; other mentors might prefer a coffeehouse or one of WNC’s locations to hold their meeting. The key to student success is to believe in your students’ abilities to achieve, accomplish and overcome.

# Free Application for Federal Student Aid

All Nevada Promise students need to complete a FAFSA regardless of family income.

**What is the FAFSA?** The Free Application for Federal Student Aid (FAFSA) is a form that must be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid.

By April 1, all Nevada Promise Scholarship candidates must complete the 2019-2020 FAFSA.

The 2019-2020 FAFSA application will be available on October 1.

## Complete Financial Aid File

Submitting the 2019-2020 FAFSA by April 1 is only the first task students must finish before their Financial Aid file is complete at WNC. Some students are selected for a process called Financial Aid Verification. The verification process is required by the federal government and is intended to improve the accuracy of the information you provided on the FAFSA.

Verification selection can be random or because students' FAFSA data was incomplete, estimated or inconsistent. The U.S. Department of Education randomly selects students for the verification process; however, WNC may select students if we find conflicting information.

After submitting a FAFSA, students must keep track of any communications they receive from the WNC Financial Aid Office. All communications from the Financial Aid Office will be sent ONLY to the student's email.

**Documents:** The documents we may request might include, but are not limited to: a verification worksheet and a copy of student and/or parent(s) signed IRS tax transcript. Depending on the category of verification for which the student has been selected, he or she may be asked to submit other documents such as proof of high school diploma, HSE (formerly GED) or equivalent; or simply to verify their identity. All items needed for the verification category will be posted on the student's To Do List at MyWNC.

**Verification Process:** Please be aware that the verification process can take 4-6 weeks during peak processing time, so students must not delay, and should complete their file early. If they have questions about the information needed on the verification documents, please have them contact Financial Assistance at (775) 445-3264.

*Note: It may take students more than a couple of weeks to complete this requirement. They must NOT wait until the end of April to start. They WILL NOT have sufficient time to complete this requirement if they wait.*

# Year One Eligibility – High School Senior Year

To qualify for a Nevada Promise Scholarship Renewal, students must complete all steps listed on this checklist. Mentors are NOT responsible for tracking students as they complete these steps. Mentors can provide reminders and helpful information but the responsibility of completing each step rests with each student. For initial eligibility, students must complete the steps below:

## 1. Complete a Nevada Promise Scholarship Application by 11:59 p.m. on October 31.

- Students should keep the confirmation email for their records.

## 2. Complete a WNC Nevada Promise Financial Aid training by December 30.

### 3. Apply for admission to WNC

- Applying to WNC is easy! Students can complete this step by going to [wnc.edu/starthere/](http://wnc.edu/starthere/)
- Select the fall term option and be degree-seeking.
- Encourage students to keep their admissions letter, which contains very important information such as:  
»» NSHE ID, Username, Password, Declared Major
- Students should check their email regularly since all official college communications, especially anything related to financial aid, will only be sent to their email.
- Does your student need to reset a password? They can visit [wnc.edu/anywhere](http://wnc.edu/anywhere) or call 775-445-3277.

## 4. Complete the Free Application for Federal Student Aid (FAFSA) by April 1.

- The 2019-2020 FAFSA will be available on October 1. It is recommended students submit it as soon as possible in the fall. To complete the FAFSA, students should go to [fafsa.gov](http://fafsa.gov). WNC School Code: 013896
- In order to complete the FAFSA, both the student and the parent must create an FSA ID by visiting [fsaid.ed.gov](http://fsaid.ed.gov)
- For any information and assistance on completing the FAFSA, please contact WNC's Financial Assistance Office at 775-445-3264 or email [finaid1@wnc.edu](mailto:finaid1@wnc.edu).
- Students can complete this step by going to [fafsa.gov](http://fafsa.gov)

## 5. Meet with a mentor in person at least once no later than April 30.

## 6. Submit all pending Financial Aid verification documents by April 30.

- If your mentee is selected for Financial Aid Verification, they will need to provide additional information/

documentation to the WNC Financial Assistance Office before their financial aid file can be fully processed. Required documents are listed in a student's MyWNC student center To Do List.

- Your mentee will be notified via email if he or she was selected for verification and needs to complete any additional steps to complete their financial aid file.
- Please note: Some verification documents require a formal request from the IRS, which could take anywhere from one to three weeks to process.
- Questions to ask your student:  
»» *Were you selected for Financial Aid Verification?*  
»» *Have you contacted the WNC Financial Aid Office to request assistance?*

## 7. Complete and report at least 20 hours of eligible community service between August 15-April 30.

- Community service is time contributed to a nonprofit or public service organization. The community should be benefiting from the work your mentee performs!
- Your mentee's community service must not:  
»» *Result in compensation;*  
»» *Directly benefit a member of the family of the applicant or student, as applicable;*  
»» *Include paid or unpaid internships;*  
»» *Include donation of money or items as community service; or*  
»» *Include participation in fundraising events, but may include volunteering to assist in the administration of the event. For example, participating as a "walker" in a "cancer walk" to raise money for cancer research does not qualify as community service, but volunteering to assist with registration, set-up or similar activities at the event may qualify as community service.*  
»» *Community service may be performed with or under the direction of a faith-based organization, but must not include religious proselytizing or persuasion.*  
»» *An applicant who knowingly submits false or misleading information is ineligible to receive a Nevada Promise Scholarship.*  
»» *Your mentee can view community service opportunities*

and submit their hours at [wnc.edu/promise](http://wnc.edu/promise).

### **8. Complete New Student Orientation**

- Many students complete this step during WNC's Promise Work Day. If they did not attend Promise Work Day in November, they should contact the Counseling Office at 445-3267 to schedule an orientation appointment.

### **9. Submit official placement scores such as ACT, SAT, ACCUPLACER or high school transcripts to WNC's Admissions and Records Office.**

- Your mentee's placement scores will determine what math and English classes he or she will take their freshman year.
- WNC offers the ACCUPLACER exam. The cost to take the ACCUPLACER is \$15. Students may take the ACCUPLACER free through WNC's Bridge to Success program.
- We encourage students to study! Ask your mentee to take advantage of this free study site: [accuplacer.collegeboard.org](http://accuplacer.collegeboard.org).
- Recent high school graduates may be able to use Alternate Pathways for placement into entry-level college courses.

### **10. Register for at least 12 credits for the fall semester at WNC.**

- Once registration for the fall semester opens, your mentee will be eligible to register for classes after he or she attends orientation and meets with an academic adviser.
- A typical WNC class is 3 credits. On average, your mentee will need to enroll in at least four classes.
- Your mentee must enroll into degree-applicable courses only.
- The Nevada Promise Scholarship will not cover the summer term.

### **11. Go to college!**

- Encourage your student to stay on track and review WNC's Dates and Deadlines on a regular basis: [www.wnc.edu/dates-deadlines/](http://www.wnc.edu/dates-deadlines/)

## *Year Two Eligibility – College Freshmen*

Students completing all required steps for initial eligibility are considered Nevada Promise Scholars. Nevada Promise Scholars are encouraged to prepare to complete the required steps for year two eligibility. The steps are described below.

- Enroll in and complete at least 12 eligible credits for fall.
- Complete a Nevada Promise Scholarship Renewal Application by 11:59 p.m. on October 31 each year.
- Register for at least 12 eligible credits for spring.
- Complete the Free Application for Federal Student Aid (FAFSA) by April 1.
- Submit all pending Financial Aid verification documents by April 30.
- Maintain at least a 2.5 GPA per semester.
  - »» *Meet with a mentor in person at least once each semester.*
  - »» *Fall meeting deadline: December 30.*
  - »» *Spring Deadline: April 30.*
- Complete and report at least 20 hours of eligible community service between July 1 and April 30.
- Register for at least 12 credits for the fall semester.

## *How will students be contacted?*

WNC will contact students via email with important reminders. Please encourage students to check their email on a regular basis. Also, their contact information should always be current and up to date in their MyWNC account.

# Student Safety

Student safety and well-being are always priorities. When mentoring students if you encounter immediate threats or emergencies, always contact 911 immediately.

## **Emergency Contact Information**

If you believe your student is in immediate danger, please call 911. Other helpful contacts:

WNC Dean's Office: 445-3271

Public Safety: 445-3308

WNC Behavioral Intervention Team: [www.wnc.edu/bit/](http://www.wnc.edu/bit/)

# WNC Resources

## **ADMISSIONS & RECORDS**

Applying for admission is the first step to attending WNC. Once you've accomplished that, our admissions team can help you access your myWNC account, assist you with registration and more!

[www.wnc.edu/admissions](http://www.wnc.edu/admissions) | 445-3277

## **BUSINESS OFFICE/PAYMENTS**

Paying fees on time is important for student success. WNC's Business Office offers payment plans to make paying for college easier.

[www.wnc.edu/admissions/fees](http://www.wnc.edu/admissions/fees) | 445-4221

## **COUNSELING SERVICES**

Academic advising is available to help students make important decisions regarding educational goals and career pathways. The goal of our Counseling Office is to help you stay on track toward graduation.

[www.wnc.edu/counseling](http://www.wnc.edu/counseling) | 445-3267

## **DISABILITY SUPPORT SERVICES / CAREERCONNECT**

Students with disabilities are provided equal access to higher ed through academic support services, technology and advocacy in order to promote their independence, retention and graduation. The CareerConnect program works closely with DETR-VR to offer a coordinated service provision that leads to successful employment.

[www.wnc.edu/dss](http://www.wnc.edu/dss) | 445-4402

## **FINANCIAL ASSISTANCE**

There are more financial aid and scholarship opportunities than ever before to help make college possible for you. Our financial assistance team aims to help reduce financial barriers so you can thrive at WNC.

[www.wnc.edu/financial](http://www.wnc.edu/financial) | 445-3264

## **LATINO OUTREACH**

Our Latino Outreach team is dedicated to assisting first-generation Latino students in order to promote enrollment, course completion and degree attainment.

[www.wnc.edu/latino-outreach](http://www.wnc.edu/latino-outreach) | 445-3215

## **VETERANS RESOURCE CENTER**

With the motto of "Vets helping Vets" this office focuses on assisting vets and their families in the transition to higher education.

[www.wnc.edu/veterans-resource-center](http://www.wnc.edu/veterans-resource-center) | 445-3302

# My Mentees

<b>1</b>	Name:	Notes:
	Phone:	
	Email:	
<b>2</b>	Name:	Notes:
	Phone:	
	Email:	
<b>3</b>	Name:	Notes:
	Phone:	
	Email:	
<b>4</b>	Name:	Notes:
	Phone:	
	Email:	
<b>5</b>	Name:	Notes:
	Phone:	
	Email:	
<b>6</b>	Name:	Notes:
	Phone:	
	Email:	
<b>7</b>	Name:	Notes:
	Phone:	
	Email:	
<b>8</b>	Name:	Notes:
	Phone:	
	Email:	
<b>9</b>	Name:	Notes:
	Phone:	
	Email:	
<b>10</b>	Name:	Notes:
	Phone:	
	Email:	

# Mentor Meeting Checklist

Name: \_\_\_\_\_

NSHE #: \_\_\_\_\_

High School: \_\_\_\_\_

Apply for Admission to WNC

Complete FAFSA (Must apply no later than 4/1)

Sign up for Bridge to Success (BTS) through your high school counselor (Highly Recommended)

Attend Senior Work Day at Western Nevada College

or  Attend Financial Aid Night at your HS or a FAFSA Workshop at WNC before 12/31 (First Training)

Select:  FA Night at HS       FAFSA Workshop

and  Attend a New Student Orientation through BTS or at WNC no later than 4/30 (Second Training)

Select:  Through BTS       At WNC (Call to schedule)

Confirm that all eligibility requirements have been met with Financial Aid Office by 4/30

Apply for WNC Foundation Scholarship (Highly Recommended)

Take a Placement Test

Select:  ACT or SAT     Through BTS     At WNC (Call to schedule)

Schedule Advising Session through BTS or at WNC

Select:  Through BTS       At WNC (Call to schedule)

Course Registration (Enroll in at least 12 credits per semester: Fall/Spring)

Complete Community Service Requirement (20 hours no later than 4/30)

Notes:

# Mentor Meeting Checklist Returning Students

Name: \_\_\_\_\_

NSHE #: \_\_\_\_\_

**Returning Applicants must complete a minimum of 12 credits  
for each Fall and Spring semester of enrollment AND maintain a 2.5 GPA.**

**Fall 2018 Credits: \_\_\_\_\_ Spring 2019 Credits: \_\_\_\_\_ GPA 2.5 or above? \_\_\_\_\_**

- Reapply for Nevada Promise Scholarship by 10/31 ([www.wnc.edu/promise/](http://www.wnc.edu/promise/))
- Fall Mentor Meeting (12/31) Spring Mentor Meeting (4/30)
- Complete FAFSA (Must apply no later than 4/1)
- Confirm that all eligibility requirements have been met with Financial Aid Office by 4/30
- Apply for WNC Foundation Scholarship (Highly Recommended)
- Schedule Advising Session with WNC Counselor
- Course Registration (Enroll in at least 12 credits per semester: Fall/Spring)
- Complete Community Service Requirement (20 hours no later than 4/30)
- Complete Community Service Verification Form by 4/30

Notes:

# Questions? Contact us!

[www.wnc.edu/promise](http://www.wnc.edu/promise)

775-445-3340

WNC NV Promise

Carson Campus Bristlecone 103



WNC does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity or expression, sexual-orientation, protected veteran status, genetics, or religion in its programs and activities and provides equal access to facilities to all. Inquiries concerning the application of non-discrimination policies may be referred to: Title IX Coordinator: (775) 445-3219, Western Nevada College, 2201 West College Parkway, Carson City, NV 89703. For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. (Rev. 09/16)