



QER Checklist

Student Name: _____ Green River Student ID#: _____ - _____ - _____

Student Directions:

1. Complete **section 1** and **2A** on this checklist.
2. It may take 2 business days to be reviewed and forwarded to the Veteran's office.
Career and Advising will only verify course(s) that are required for your Certificate or Degree according to the Degree Audit Tool

Section 1: (To be completed by student)

Double check that you have the following before submitting your Quarterly Enrollment Request Form:

- _____ Form is completed in INK
- _____ Current Class schedule (attach)
- _____ Degree Audit (run and attach degree audit that matches your request)
- _____ Waitlist (If you are on a waitlist, attach a copy)
- _____ Program on QER matches Degree Audit

Section 2A: (To be completed by student)

- _____ # of credits correct
- _____ Class type correctly circled
- _____ Check Degree Audit for:
 - * _____ *Unused Courses*
 - * _____ *Repeated Courses*

**If necessary*

2B (For office/Advisor use only)

- _____ # of credits correct
- _____ Class type correctly circled
- _____ Check Degree Audit for:
 - * _____ *Unused Courses*
 - * _____ *Compass Scores*
 - * _____ *Repeated Courses*
 - * _____ *Second review by designated staff*

**If necessary*

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu.

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