



September 20, 2017

According to our records, you are a degree-seeking student at GBC and you indicated on your application that you graduated from high school or received a GED or other high school equivalency (HSE) certificate, such as the HiSET. Based on a policy set by the Nevada Board of Regents, we are required to randomly select 10% of new students and request documentation of their high school graduation or HSE.

As one of the students chosen for this audit, we are asking that you provide us with (1) the enclosed form and (2) supporting documentation of your high school graduation (or HSE completion) as described on the form. Please respond to this request by Friday, October 6th.

You can mail, scan and email, or fax the information to us. You will still be able to take classes with us if you do not respond to this letter; however, if we do not hear from you, we will need to change your status in our system from degree-seeking to non-degree-seeking. This means that you will not be able to declare a major at the moment, but as soon as you complete at least two General Education courses, you can contact us and we will be happy to re-enter your major in our system.

*Please be aware that federal financial aid requirements mandate that a student have a high school diploma or HSE. If you are receiving or will receive financial aid and **do not** provide GBC with the requested documentation, you will lose or forfeit your financial aid. If you have already received financial aid and do not provide the requested documentation, you will owe money back to GBC and possibly to the Department of Education.*

Thank you for your prompt attention to this matter. If you have questions, please contact DeAnna Hamilton in Admissions and Records (775-753-2272; deanna.hamilton@gbcnv.edu) or contact me (775-753-2361; janice.king@gbcnv.edu).

Sincerely,

Janice King
Registrar/ Director of Admissions

Enclosure

Great Basin College

High School/GED Audit for Fall 2017

Name: _____

Student ID: _____

Phone: _____

Email: _____

On what degree are you currently working?

Check which of the following you are providing to us:

- High school transcript showing graduation
- High school diploma
- GED or other high school equivalency (HSE) certificate
- GED or other high school equivalency (HSE) transcript*
- I did not complete high school or an HSE, but I have obtained at least 6 college General Education credits from a college prior to August 29, 2017 and am thus providing a copy of my college transcript.
- I have neither graduated from high school nor obtained a HSE, and this is my first time in college. I understand that this means that I am not eligible for financial aid, and that I cannot declare a major until I have completed at least 6 college General Education credits.

Signature

Date

*If you do not have proof of your GED, and you took it in Nevada, go to www.diplomasender.com to obtain a duplicate transcript. If you took the GED in a different state, contact the Department of Education in the state where you took it in order to get documentation. A list of GED programs in different states can be found at <http://www.gedtestingservice.com/testers/ged-testing-administrator>.

Before Tuesday, October 6th please send us this completed form and the required documentation to:

Fax: 775-753-2311

Email: deanna.hamilton@gbcnv.edu

Mail: Great Basin College

1500 College Drive

Elko, NV 89801

Attn: Admissions and Records

Approved by: _____

Date: _____