



COMMUNITY COLLEGE COHORT PROTOCOL BREAKDOWN

YEAR ONE

Ed Plan Appointment: (June – July) 2hrs

- Retrieve Documents:
 - Placement Test Scores
 - Student Financial Aid Report (Institution Award or Account History)
 - Enrollment Verification Doc or Copy of Student ID Card
- Review courses selected from IGETC
- Discuss and review Major/Transfer goals
- Create 2-3 year Ed Plan (*Math/Eng Required for each semester*)

Registration Appointment: (June – August) 30 min

- Student will register for classes in accordance with EPT/ELM results & Ed Plan.
- **August - Scholarship Checks Disbursed to Institutions**

Mid-Term Check-in: (October – November) 30 min – 1 hour

- Discuss pros and cons of current semester & Ed. Plan goals
- Identify Dropped or Added Classes
- Discuss spring/summer session plans
- Discuss further strategies for success
- Retrieve Fall Registration Date

Registration Appointment: (November - January) 30 min – 1 hour

- Reminder of Spring Semester Renewal applications due mid-February
- Student registers for classes in accordance with successful completion of *fall* classes & continue to follow Ed Plan.
- Discuss pros and cons of current semester
- Student will renew FAFSA and add future schools (if appointment is in January)

End of Fall Term Appointment: (January – February) 30 min – 1 hour

(Final Grades Available on Web first Friday in January)

- Reminder of Spring Semester Renewal applications due mid-February
- Review/Update Ed. Plan Goals & make adjustments if necessary
- Discuss pros and cons of past semester.
- Discuss further strategies for success.
- Retrieve Spring Class Schedule & Fall Unofficial Transcripts
- Renew FAFSA
- **February - Scholarship Checks Disbursed to Institutions**

Mid-Term Check-in: (March - April) 30 min

- Discuss pros and cons of current semester & Ed. Plan goals
- Discuss summer/fall session plans
- Identify Dropped or Added Classes
- Discuss further strategies for success
- Make corrections to FAFSA.

YEAR TWO & THREE

Spring Term & Year End Assessment Appointment: (June-July) 1.5 hours

- Remind student to order official transcripts & submit renewal application by July
- Discuss transfer goals & application requirements/deadlines for transfer if applicable
- Retrieve Unofficial Transcripts for review
- **Review & Update/Modify Ed. Plan Goals** (Discuss further strategies for success)
- Prepare student for Fall registration date (*Selecting appropriate classes for Fall*)
- Retrieve Fall Registration Date
- Select a follow up date to retrieve class schedule
- Make corrections to FAFSA.
- Prepare Students to register for fall classes
- **August - Scholarship Checks Disbursed to Institutions**

Mid-Term Check-in: (October – November) 30 min - 1 hour

- Discuss pros and cons of current semester & Ed. Plan Goals
- Identify Dropped or Added Classes
- Discuss spring/summer session plans
- Discuss further strategies for success
- Apply for 4 year institution(s) of choice (*If applicable*)
- Apply/research for on-campus support services and/or program specific applications
- Remind student to submit scholarship renewal application by mid-February.
- Prepare students for registration appointments (in November)

Email Students Reminder for Spring Registration:

- Meet with students who need assistance

End of Term Appointment: (January – February) 30 min – 1 hour

- Reminder of Spring Semester Renewal applications due mid-February
- Review/Update Ed. Plan Goals & make adjustments if necessary
- Discuss pros and cons of current semester
- Renew FAFSA and add future schools.
- Check status of application & complete any follow-up documentation required
- **February - Scholarship Checks Disbursed to Institutions**

Mid-Term Check-in: (March - April)

- Discuss pros and cons of current semester & Ed. Plan Goals
- Identify Dropped or Added Classes
- Discuss summer/fall session plans
- Discuss further strategies for success
- Make corrections to FAFSA.
- Narrow down college choices and prepare Intent to Register before May 1st
- Review and complete any needed or outstanding documents.
- Remind students of annual renewal application deadline: 2nd week in July

End of Term/Year Assessment Appointment: (June-July) 30 min – 1 hour

- Remind student to order official transcripts & submit renewal application by July
- Discuss transfer goals & application requirements/deadlines for transfer if applicable
- **Review & Update/Modify Ed. Plan Goals** (Discuss further strategies for success)
- Prepare student for Fall registration date (*Selecting appropriate classes for Fall*)
- Retrieve Fall Registration Date
- Select a follow up date to retrieve class schedule

- Make corrections to FAFSA.