**FOR STUDENTS IN PHASE 1 (NEW TO CONCURRENT ENROLLMENT)**

This is best done in a group setting and can be done in partnership with the Concurrent Enrollment Coordinator at your high school. We recommend covering the information below with students. You can download a PowerPoint Template with all of this information here: <http://www.slcc.edu/concurrentenrollment/docs/counselor-resources/slcc-concurrent-enrollment-slides.pptx>.

* What is concurrent enrollment and how does it differ from AP? (**HANDOUT**: AP/CE Comparision Chart available here: <https://www.slcc.edu/concurrentenrollment/docs/counselor-resources/ap-ce.pdf>)
* Benefits of taking both CE and AP courses.
* FERPA law what that means for you as a CE student.
* How to choose CE and AP classes with a purpose and why it is important not to take a bunch of random classes. (**HANDOUT**: Certificate of Completion Checklist available here in English: <https://www.slcc.edu/concurrentenrollment/docs/counselor-resources/cert-of-completion-checklist.pdf> and here in Spanish: <https://www.slcc.edu/concurrentenrollment/docs/counselor-resources/cert-of-completion-checklist-spanish.pdf>)
* Admission and Registration and the difference between both of those college processes.
* Paying your college tuition and how much money you are saving.
* The permanence of your grade on your college transcript.
* The importance of meeting college deadlines for admission, registration, and paying tuition, and the consequences of not meeting those deadlines (won’t get college credit).
* Tips and tricks on how to be successful from your fellow student (**VIDEO**: You can share with them any of our student spotlight videos found on our YouTube Channel under the “SLCC Concurrent Enrollment Student Spotlight Series” playlist here: <https://www.youtube.com/channel/UCOvN2GQQ_ngX3am_Tt_VIOg>)
* If parents are attending your presentation you can show the parent video in English or Spanish. (**VIDEO:** English version: <https://youtu.be/7glIxGX1zk0>. Spanish Version <https://youtu.be/40X225V0zsQ>.)
* **HANDOUT:** Emphasize that they don’t need to remember everything. You can customize and share the welcome letter and checklist w/instructions found here: <https://www.slcc.edu/concurrentenrollment/docs/coordinatorforms/letter-email-with-checklist-template.docx>.
* Let them know that after they take a class or two and are successful they will want to visit with you to create their first academic plan (PHASE 2).

**FOR STUDENTS ENTERING PHASE 2 (READY TO BUILD THEIR FIRST ACADEMIC PLAN)**

* Verify student has completed at least one semester of concurrent enrollment classes and has performed well. If not they probably need to demonstrate that prior to spending time building a plan.
* Discuss what academic planning is and why it is important?
* Discuss how academic planning will work with MyCE:
	+ Student will review Academic Planning Video #1 (**VIDEO:** <http://www.slcc.edu/concurrentenrollment/Students/advising-first-academic-plan.html>) and complete the Career & College Degree Worksheet (**HANDOUT:** <http://www.slcc.edu/concurrentenrollment/docs/counselor-resources/career-college-major-worksheet.pdf>) and the Certificate of Completion Checklist (**HANDOUT:** <http://www.slcc.edu/concurrentenrollment/docs/counselor-resources/cert-of-completion-checklist.pdf>) to identify which classes they want to take.
	+ Student will watch Academic Planning Video #2 (**VIDEO:** <http://www.slcc.edu/concurrentenrollment/Students/advising-first-academic-plan.html>) and follow along to build their academic plan in MyCE.
	+ Counselor will review the plan and let the student know if there are any conflicts with their high school schedule.
	+ Student will execute their plan and if they have any questions they will follow up with the counselor who may or may not connect them with a SLCC academic advisor.
* Discuss success strategies:
	+ Beware that you don’t take more than one class in each category, or that you jump from one area of interest to another (back of Certificate of Completion Checklist sheet). Too much college credit that isn’t in your degree pathway, can negatively impact you down the road.
	+ Ask student what success strategies they have already learned in the CE classes they have taken up to this point and add any the student may have missed: Meet deadlines, plan extra time to study outside of class, talk to your teacher if you struggle, don’t procrastinate, manage your time well, make friends with other students who take their education and future careers seriously, etc.
	+ If you start to struggle or have questions reach out to me sooner than later.
* Determine date and time for student to complete tasks and follow-up with you.
* Send follow-up email and/or text to parents using the parent text/email template here <http://www.slcc.edu/concurrentenrollment/docs/counselor-resources/parent-text-email-templates.docx>.

**FOR STUDENTS ENTERING PHASE 3 (GRADUATING HIGH SCHOOL THIS YEAR)**

* Verify that the student is a senior and has completed at least one semester of concurrent enrollment classes and has performed well and has developed an academic plan in MyCE.
* Assess if the student is on target to achieve their academic plan.
* If they will not complete their Certificate of Completion or Associates Degree prior to, or by high school graduation, let them know that is okay and that there will be plenty of time and opportunities after high school graduation. Provide them information about the CE Transition Tuition Waiver (**WEBSITE:** <http://www.slcc.edu/concurrentenrollment/Students/transition-tuition-waiver.html>) and talk to them about how they can continue at SLCC after high school graduation.
* If they will complete their Certificate of Completion or Associates Degree prior to, or by high school graduation give them the SLCC graduation checklist (**HANDOUT:** <http://www.slcc.edu/concurrentenrollment/docs/counselor-resources/student-graduation-checklist.docx>) and walk through those steps with the student.
* Introduce them to the SLCC DegreeWorks tutorial (**VIDEO:** <http://www.slcc.edu/concurrentenrollment/Students/advising-degreeworks.html>) and invite them to follow along in their own DegreeWorks account either with you or on their own time.
* As they work through DegreeWorks if they have any questions that you can’t help them with refer them to the SLCC Academic Advisor assigned to your high school.