Assist dual credit students in navigating the college environment and accessing college resources and programs

- Attend Orientation or confirm an alternate to attend – check in (email, text or visit) after 2-3 weeks to find out what they need.
- Take students to Registrar Office
  - Financial Aid Office
  - student card/aboriginal (house?) /Nurses' Office
- Through orientation at college
  - Ditto
- Encourage students to investigate what's available
  - tech support, library, test center, student services. Cafeteria
  - Ditto
- Ongoing individual as needed
  - Ditto
- Attend orientation session with teacher in TT
Coordinate the exchange of information about students' academic progress, including marks and attendance data

- Email introducing myself to teachers.
- Meet students at Orientation and give my business card out
- Meet students every day before class starts
- Meet and greet
  - meet with Prof
  - IEP Reg
  - contact teacher at school re: attendance or problem
  - meet with students
- Midterm mark report/ask test results of anything
- Blackboard reminder of major assignments/check last time they were on the course document
- Call coordinator about real success/have Alec highlight them in article

*** Ditto to above seven statements

- share verbal info or email info re: learning skills and marks at mid-point and final with the high school Guidance Dept.
- Would like to see all final transcripts but sometimes these are just sent to the school
- some students will share blackboard information with me

*Guidance does this
- provide quarterly summary student reports to contact teachers at high school
- complete/send Student Learning Skills Evaluation
- Verify student final marks on college transcript
Maintain interaction and communication with dual credit students, the students' other secondary school teachers and the college(s)

- Students:
  - weekly update, more if required:
    - face to face
    - text
    - email
    - meet and greet in each class
  *Ditto

- School teacher
  - phone, email as required
  - midterm; end term report
  - meet at home school
  *Ditto

- College:
  - as required
  - via email/faceto face
  *Ditto

*Ditto

- text or email students (sometimes their parents) and their Guidance Counsellor at their school
  - sometimes the coop teacher and OYAP coordinator as well – email or call college instructors
- Constant communication with teacher/college staff or guidance
  - staff directly communicates with students
Work with college professors and instructors to ensure that students are aware of the opportunities available to them in the event that they do not successfully complete their college course(s)

- remove students before drop date
- meet with students who have dropped
  - haven't burned DC bridge
  - discuss study/skills gap
- inform options when appropriate
* Ditto
- attend TT forum in fall with teachers/college staff
- ensure guidance is aware of withdrawal dates
- meet (or communicate with) student and instructor as soon as this information is known and share options back with the high school and/or OYAP coordinator
- post course meetings
Plan and deliver, or coordinate the delivery of, supports and services for students in dual credit programs, including any accommodations specified in Individual Education Plans

- Guidance provides info to college teacher
- DC Teacher gathers IEPs, forwards to college staff (instructor)
- Facilitate appointment to implement IEP
- Modify transportation plans to accommodate appointment(s)
- Follow up as first test approaches (in person at college or home school)
- IEP – encourage registration at CSD
- Collect IEPs for all registered students and help students set up appointment with the CSD to create the ISP. Student or I share ISP with college instructors. Follow up with student regarding the actual accommodations being used.
- Help student register with support services
- Support student by taking them to meetings with CSD. Peer tutor.
**Assist the Student Success team in the selection of students, verify course rosters, and facilitate the dual credit registration and admission process**

- in the five schools (including lead in my own), send info to Guidance/Coop via principal to recruit and select. Verify spreadsheets sent from Colleges with the five schools and OYAP coordinator. Confirm any delegations as they happen with the schools and colleges
  *Ditto
- Work with guidance to ensure registration/admission etc.
  *Ditto
- Serve as a resource (with experience at college) on course information, prior learning requirements to support success, student evaluation and commitment to the course
  *Ditto
- Provide guidelines for student selection (helpful suggestions)
  *Ditto
- Confirm IEPs
- Follow up with students that do not attend orientation
  - strict follow up on student who misses first class
Liaise with the college(s) and the school board on a regular and ongoing basis to coordinate program delivery

- Email guidance at each participating school
  *Ditto
  - CC’s on most team taught emails between teachers/college staff
  - Meet with the Principal of Student Success regarding participation, attend PASS meetings, attend meetings at the colleges regarding program delivery
  - No
  - Attend PASS meetings
  - ad hoc communication with Program Resource Teachers
  - Ongoing communication with Board lead for Dual Credit Meetings on special circumstance as required.