



ACE It Student Checklist - Semester 1

Student ID:		ACE it Coach Name	
Student Name:		ACE it Coach Phone	
		ACE it Coach Office	
		ACE it Coach Email	

Prior to 1st Meeting (1.1)

- Access BC Email
- Download BC Connect to cell phone
- Schedule first appointment with ACE It Coach
- Complete 1st Semester Pre-assessment on BC Connect

1st Meeting (1.1): Getting to Know One Another Date:

- Meet your Coach
- Fill out the Student Planning Guide (orange form) and discuss it with your Coach
- Discuss class progress/concerns/feedback
- Discuss your other responsibilities (work, family, etc.)
- Review and sign ACE It Syllabus
- Schedule 2nd ACE It meeting with your Coach

Prior to 2nd Meeting (1.2)

- Watch the neuroplasticity video <https://www.youtube.com/watch?v=ELpfYCZa87g> and be prepared to discuss it
- Complete Career Coach Assessment on BC Connect and explore careers you're interested in

2nd Meeting (1.2): Start Your Educational Plan Date:

- Discuss class progress/concerns/feedback with your Coach
- Discuss any changes in your other responsibilities (work, family, etc.)
- Discuss the neuroplasticity video with your coach and share your takeaways
- Discuss Career Coach results, and careers you're interested in
- Create Educational Plan for at least your first 2 semesters. Tools:
 - BC Connect, Green form or Degree planner
- Discuss academic and career goals
- Schedule 3rd meeting with your Coach

3rd Meeting (1.3): Develop Your Educational Plan Date:

- Discuss class progress/concerns/feedback with your Coach
- Discuss any changes in your other responsibilities (work, family, etc.)
- Develop your Educational Plan for at least 4 semesters Tools:
 - BC Connect, Green form or Degree planner
- Prepare to register for the next semester(s)
 - Complete Class Schedule Form
 - Develop contingency plans as needed for course schedule
- Score your educational plan with your coach using their scoring rubric
- Schedule the first meeting in the next semester with your Coach

After 3rd Meeting (1.3)

- Complete evaluation (Surveys sent through BC Connect) of your 1st semester experience in ACE it
- Register for next semester(s) when registration opens for your group