



## ACE It Coach Meeting Checklist - Semester 4

<b>Student Name:</b>		<b>Student ID:</b>	
<b>ACE It Entry Semester:</b>		<b>Major/Cert:</b>	
<b>Student's Phone:</b>		<b>Student's Email:</b>	
<b>TSI Information:</b>		<b>Coach Name</b>	

### Pre-Meeting Contact

- Email and/or text                       Phone call

### 1<sup>st</sup> Meeting (4.1): Empowering the Maturing Student                      Date:

- Welcome
- Update contact information.**
- Connect and update on life, work and college.
  - Discuss class progress/concerns/feedback
  - Discuss other responsibilities (work, family, etc.)
  - What campus resources have you used? How did that go?
  - Tell me about any campus events or activities you've been able to attend.
- Discuss future steps (graduation, transfer requirements and Career Center services).
- Review and discuss Education plan and any changes made.
- Schedule next meeting (4.2)**

### After 1<sup>st</sup> Meeting (4.1)

- In FME, complete **Fourth Semester, First Visit** checklist
  - Be sure to click on "**Ready for next steps**" then "**Done**"
- In FME, fill out separate advisor notes summarizing Meeting 4.1
- Add Meeting 4.2 to FME calendar
- Accept Meeting 4.2 in Outlook

### 2<sup>nd</sup> Meeting (4.2): Transition to Autonomy                      Date:

- Welcome
- Connect and update on life, work and college.
  - Discuss class progress/concerns/feedback
  - Discuss any new responsibilities (work, family, etc.)
  - What campus resources have you used? How did that go?
  - Tell me about any campus events or activities you've been able to attend.
- Review and discuss Education plan and any changes you made.
- Prepare for next steps:
  - Workforce - Explore career opportunities: internships in your major/career area.
  - Transfer - Explore transfer preparation: application, financial aid, housing, transcripts.
- This is the final ACE it coaching session. Ask these Growth Mindset questions:



- What have you learned about yourself and your ability to pursue your academic goals?
- What would you like to know more about? Why?
- How might you gain this knowledge, act on the information and share it with others?
- Prepare to register for the next semester(s)
  - Complete Class Schedule Form
  - Course Availability in FAS
  - Course Syllabi and Instructor Information
  - Develop contingency plans as needed for course schedule
- Congratulate student on completion of ACE it!
- Encourage student to complete Quality of Advising Survey when it appears in BC Connect**

#### After 2<sup>nd</sup> Meeting (4.2)

- In FME, complete **Fourth Semester, Second Visit** checklist
  - Be sure to click on **“Ready for next steps”** then **“Done”**
- Email Matt re: the hold removal, include Student Name and Student ID
- In FME, fill out separate advisor notes summarizing Meeting 4.2