



ACE It Coach Meeting Checklist - Semester 3

| | | | |
|-------------------------------|--|-------------------------|--|
| Student Name: | | | |
| ACE It Entry Semester: | | Student ID: | |
| Student's Phone: | | Major/Cert: | |
| Student's Email: | | TSI Information: | |
| Coach Name: | | | |

Pre-Meeting Contact

- Hard copy letter Email and/or text Phone call

1st Meeting (3.1): Empowering the Maturing Student Date:

- Welcome
- Update contact information**
- Connect and update on life, work and college.
 - How did last semester go?
 - 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 join.
- Review and discuss Education Plan, including any changes.
- Prepare for next steps:
 - Workforce - Explore career opportunities: internships, co-ops and volunteering in your major/career area.
 - Transfer - Explore transfer preparation: application, financial aid, housing, transcripts.
- Schedule next meeting (3.2).**

After 1st Meeting (3.1)

- In FME, complete **Third Semester, First Visit** checklist.
 - Be sure to click on "**Ready for next steps**" then "**Done**".
- In FME, fill out separate advisor notes summarizing Meeting 3.1.
- Add Meeting 3.2 to FME calendar.
- Accept Meeting 3.2 in Outlook.

2nd Meeting (3.2): Maintaining the Course 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 join.
- Review and discuss Education Plan, including any changes.



- Prepare for next steps:
 - Workforce - Explore career opportunities: internships, co-ops and volunteering in your major/career area.
 - Transfer - Explore transfer preparation: application, financial aid, housing, transcripts.
- Prepare to register for the next semester(s).
 - Course Availability in FAS.
 - Develop contingency plans as needed for course schedule.
- Schedule next meeting (4.1).**
- Encourage student to complete short surveys sent through BC Connect.**

After 2nd Meeting (3.2)

- In FME, complete **Third Semester, Second Visit checklist**.
 - Be sure to click on **“Ready for next steps”** then **“Done”**.
- In FME, fill out separate advisor notes summarizing Meeting 3.2.
- Email Matt re: the removal of Hold, including Student Name and Student ID
- Add Meeting 4.1 to FME calendar.
- Accept Meeting 4.1 in Outlook.