

PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number: S32.6
 Procedure Title: Early College High School Advising and Student Success Management
 Relevant Board Policy: F.6.1 Student Success
 Relevant SACSCOC Policy:
 Originating Unit: Palo Alto College Office of High School Programs
 Maintenance Unit: Vice President of Student Success

- I. Purpose: To establish and provide a Student Success Management Program that assists Early College High School (ECHS) students to make academic progress and persistence. All students will be contacted and monitored throughout their enrollment at Palo Alto College.
- II. Procedures Statement: The following ECHS Student Success Management Program will assist ECHS students with their enrollment, retention, and graduation. Every ECHS student will be assigned to an ECHS Coordinator of High School Programs. The assigned ECHS Coordinator will be responsible for completing both individual and group advising for each of the established advising touchpoints.

ECHS Advising Student Learning Outcomes:

1. Students will demonstrate understanding of the four-year graduation plan by using *Alamo* GPS.
2. Students will identify and utilize campus resources for student success.
3. Students with 30+ hours will track progress toward completion of the associate’s degree and set goals for academic transfer or career pathways.

YEAR	SEMESTER	TYPE	TOPICS
9th Grade	Fall	Group Advising (30 Students)	ECHS Program Overview <ol style="list-style-type: none"> 1. 4-year plan/pathways/GPS tool 2. 60 hours 3. Advising syllabus Student Responsibilities <ol style="list-style-type: none"> 1. Academic Standing 2. Attendance polices 3. Student Code of Conduct/Student Handbook 4. Self-Advocacy ACES Navigation <ol style="list-style-type: none"> 1. What is ACES and why is it important? 2. Student email 3. Available resources in ACES
	Spring	New Student Convocation	ECHS Convocation <ol style="list-style-type: none"> 1. Academic Integrity 2. Student Code of Conduct 3. College/Classroom expectations 4. Campus resources 5. 4 Year Plan review
10th Grade	Fall	Group Advising (30 Students)	Ensuring College Success: Supporting Progress and Intervention Strategies <ol style="list-style-type: none"> 1. Early Alerts 2. Academic Standing Advising (Probation, Suspension, Dismissal) 3. Balancing high school and college priorities

	Spring	Group Advising (30 Students)	4 Year Plan Review and Update <ol style="list-style-type: none"> 1. GPS/4-year plan review 2. 11th grade courses (core curriculum coursework/foundation for degree completion) 3. Early Admissions (if needed)
11th Grade	Fall	Small Group Advising (20 Students)	Transfer Planning <ol style="list-style-type: none"> 1. Impact of GPA on transfer 2. Transfer Advising Guides
	Spring	Small Group Advising (20 Students)	Senior Year Planning <ol style="list-style-type: none"> 1. GPS/4 Year Plan Review 2. Final course 3. Tips for applying to universities
12th Grade	Fall	Group and Individual Advising (15 Students)	Preparing for Graduation <ol style="list-style-type: none"> 1. GPS/4 Year Plan Review 2. Summer Graduation (if needed) 3. Reverse Transfer (If needed) 4. Transcript request process
	Spring	Group and Individual Advising (15 Students)	Graduation <ol style="list-style-type: none"> 1. Applying for graduation 2. Planning for graduation activities 3. Next steps (summer/fall enrollment if needed)

Created: January 6, 2021

Approved: January 6, 2021

Approved:

(signed: Gilberto Becerra)
Vice President of Student Success

(signed: Dr. Robert Garza)
President