C2C College Leadership and Coordinator Enrollment Checklist

Timeline for Process to begin*

Fall Semester: Middle of March

Spring Semester: Middle of October

☐* High School Visits/Contacts — *Coordinator/Deans*

☐* Credentials reviewed — *HR/Faculty; Dean of Academics; Dean of Health; Dean of Trade/Technical/Business*

☐* Faculty to Faculty Meet for Pre-Class Meeting/Orientation & Review & Align Course Curriculum/Grading/Assessment Methods — *College Collaborators/Deans*

☐* College Collaborators assigned and information sent to Registrar — *Deans*

☐* Email or phone call to high schools regarding completion of online application forms. — *Coordinator*
   Note: Directions explaining process of online application completion and given to high schools.
   Names of students applying to Admissions to compare with regular online applications coming into the college.

☐* Testing (if necessary)/Forms — *Coordinator*
   Admitted Student Enrollment Form (Ivory)
   High school transcript
   Print outs from Accuplacer test results

☐* Course Set Up in College System to include End Date —*Deans/Registrar*

☐ Excel table to review student qualifications. Copy to Deans. — *Coordinator*

☐ Acceptance Letter Sent to High School students and High School counselor along with Student/Parent C2C Guidebook — *Coordinator/Academic Support*

☐ Run Class lists for 51% check — *Coordinator/Deans*
   If % not met, no admission process will be completed.

☐ Contract with HS sent to HS — *Deans*

☐ Data entered verified in College System — *Coordinator*
   Application
   Admitted Student Enrollment Form
   Test Scores

□ Review of Class Lists — *Coordinator/Deans/HS Counselors*
        Compare to spreadsheet of eligible students

□ Review of Class Lists — *College and High School Collaborators*
        Contact HS Collaborator to verify students on list are in fact in class, none missing, no additional.

□ Final Review & Verification of Class Lists — *College Collaborators & Coordinator*

□ Registration in College System — *Coordinator*

□ College Orientation at the High School — *Coordinator*
        College Student Handbook Distributed and Discussed
        Program Agreement Form Signed and Discussed

□ College Registration/Welcome Letter sent to Students/Parents/HS Counselors — *Coordinator*

□ Class rosters given to Faculty/Deans (to include High School roster) — *Coordinator*

□ Course Listings given to Business Office for Billing after all C2C students have
   been registered — *Coordinator*

□ Contact High School Collaborator for Student Grades — *College Collaborator*

□ High School Grades sent to Coordinator to be entered into College system
   —*College Collaborator/Coordinator*

□ Student Transcripts sent to High School Counselors upon request — *Coordinator*

Student Qualifications

All students must meet Program/Course requirements.

Juniors - GPA of 3.0 **or** minimum test score from one of the below tests:
- Accuplacer Reading Comprehension score of 78 or higher*
- ACT Reading score of 21 or higher*
- MCA Reading score of 1047 or higher*
- SAT Reading/Writing Composite score of 480 or higher*

Seniors - GPA of 2.5 **or** minimum test score from one of the below tests:
- Accuplacer Reading Comprehension score of 78 or higher *
- ACT Reading score of 21 or higher*
- MCA Reading score of 1047 or higher*
- SAT Reading/Writing Composite score of 480 or higher*

*Accuplacer Reading scores are valid for 3 years, Accuplacer Math scores are valid for 2 years. All others are valid for 5 years. Most 10th grade students will take the Accuplacer Placement Test to determine eligibility. A college representative can administer this placement test at your high school. See Accuplacer FAQs for more information.