**Extreme Registration Event Plan April 4th, 2017**

**Notes**

* Event Facilitator – Pam Hancock (no other obligations but to direct staff and students)
* 4 Walkie Talkies are needed – for taking students over to assessment center and back
* Minimum of 4 counselors (Aaren, Amanda, Veronica, Laura…6 would be great (can we get two more counselors to help us with SEPs and Class Registration?).
* Financial Aid Units to Aid Ratio Matrix (9 Units to 75% aid etc.) (I’m working on an aid and AB12 funds handout – I can have it ready for this event)
* College Folders for FCC, Reedley, and Clovis
* 4 People needed at check in during the morning to make it go faster
* Better identify college reps. Wear college t-shirts.

**8:30-9:15am**

**ARRIVAL and CHECK IN- Staff Dining Room (SDR)**

Student Receive Folder and Matriculation Passport indicating what steps they need to complete that day and list of 4 resource tables to be visited.

Passport will have following items to be completed:

1. Application for Admission (should be completed prior to event)
	1. Send to FCSS Ed Specialists to complete this if needed
2. Orientation (completed for everyone first thing in the morning)
3. Placement Test
4. Financial Aid Application
5. Visit Class Schedule Wall to identify Classes and Schedule
6. Abbreviated SEP and Class Registration with Aaren, Veronica, Amanda, and Laura
7. Campus Tour
8. Financial Aid and AB12 Table
9. Reedley College Dorm Table
10. Aspiranet Table
11. Promise Scholar Student Ambassador Table

**Breakfast burritos, orange juice, coffee will be set up. Students can grab breakfast and eat while others are checked in and while orientation is being conducted.**

**9:15-10:00am**

**Welcome and Day of Overview**

**Group Orientation and Promise Scholars Program Review (brief)**

Group Orientation – Tasha?

Promise Scholars Review and Intake Application Completed as a group – Veronica/Aaren/Laura/Mark/Christina

**10:00am-1:00pm**

**Triage People – Mark and Ernie to direct students where to go based on passport**

**BREAKOUT SESSIONS –**

Depending on Student Passport, students will visit:

* Staff Dining Room- Class Schedule posted on wall – students receive guidance browsing schedule
* Staff Dining Room – Abbreviated SEP and class registration - Aaren, Veronica, Amanda, Laura
* Assessment Center –Staff walk students down to Assessment Center
* Resource Tables- Reedley Dorms/Financial Aid by Christina, Aspiranet, Promise Scholars Student Ambassadors, ILP.
* Lunch – pizza in Staff Dining Room

**Matriculation/Registration/Financial Aid**

* + - **Application**- Hopefully most students will have completed this step. Any outliers will complete the application and Promise Scholars will have to follow up with them the following week to complete matric. steps and registration.
		- **Assessment**- Students needing to complete the Math and/or English assessment will go to the Assessment Center. As students finish, ambassador will lead them to back to staff dining room for SEP.
		- **Student Education Plan**- Students needing a SEP will work with Paula, Laura, and Aaren to complete abbreviated SEP. If a line forms, small group will be led on abbreviated campus tour. Once SEP is complete, students will register for their classes with Promise Scholars counselor.
		- **(do we have time for this?) Email** – College Relations staff will review the process of utilizing student email. **Emphasis will be placed on how checking student email is *absolutely crucial* to student success.**
		- **Financial Aid**- After registering, students will be guided by ambassador to LI-123 to learn more about financial aid. Students who have not yet completed FAFSA and/or students who need to submit additional documentation will work with Lily to understand action steps they must complete to ensure maximum award. Lily will provide overview of Chafee Grant and scholarship opportunities.

**12:00-1:00**

**Lunch- In Staff Dining Room**

**1:00 – 1:30pm**

**Return to home campus**