

INTAKE PROCESS FOR BEACON STUDENTS

From Student Inquiry to Initial Beacon Meeting

Purpose: The purpose of this document is to outline the steps taken from the initial inquiry or interest by the student to attend the college through to the first initial meeting with a Student Success Counselor and confirming participation in the Beacon Project.

Student Inquiry

A student's initial inquiry regarding attending Mountwest can occur in various formats. The three (3) most common are:

- Student contacts the college by calling either the 800 number or the student services division
- Recruitment event held outside of the college
- Referral

When any of the above events occur personal information about the student is collected and entered into a recruitment database called EMAS.

EMAS

EMAS is the recruitment database used by the peer coaches when making follow-up telephone calls to potential students. This database is maintained by the Student Success Supervisor. The Student Success Supervisor oversees the peer coaches who are responsible for making follow-up telephone calls to potential students and guiding them toward the steps for admission.

Beacon Requirements

To become a participant in the Beacon Project a student must meet specific qualifications. The primary qualification is that a student must be a first-time student. For the purposes of the Beacon Project, a first-time student is defined as:

- Anyone who has not attended college anywhere.
- Individuals who have registered for classes at a college but withdrew prior to the start of the semester. Financial aid should not have been awarded.
- A student cannot be a transfer student
- A student cannot have acquired any loan debt
- A student cannot have attended a vocational or any other type of training school after graduating from high school.

Additionally, all Beacon students are required to take COL 101 during their first semester at the College.

Application and FAFSA

After the initial inquiry, using one of the options listed above, potential students are encouraged to complete an application for admission.

- Potential students' can complete the application by either using the paper application or the online application. *The online application is preferred.*
- Peer coaches are available to assist anyone who would like to come into the offices for assistance. Potential students are also encouraged to submit their FAFSA. Assistance with the completion of the FAFSA is also available.
- Both the college application and the FAFSA can be completed in the Beacon room.
- Once the application has been received and the potential student receives the letter of acceptance in the mail they are then considered to be admitted students.
- The student is then contacted by a peer coach to schedule their placement testing.

Placement Testing

Specific information regarding the testing format, who is required to take the test, student responsibilities, the test administrator's responsibilities and the student success counselor's responsibilities are included in the *Accuplacer Test Procedures* document.

- Students are permitted to take the Accuplacer test only after they have been officially admitted to the college.
- Scheduling an appointment is always the best option for taking the placement test. However, walk-ins may take the test. Walk-ins will only be permitted to take the test after all scheduled students have been seated and space is available.
- A printout of the test scores are provided to each student at the completion of the test. The student is then required to see a student success counselor to explain the test outcomes and for registration. (The student presents the printout of test scores to the counselor at the first initial meeting.)
- If a student chooses to retest, they must follow the retesting procedures as outlined in the *Accuplacer Test Procedures* document.

Initial Intake Meeting

After the student has completed the application and has taken the placement test, they are then ready to see a Student Success Counselor. Prior to meeting with the counselor a student adheres to the following procedures:

- Student signs in at the One Stop¹ desk which is located in the Student Services Division. Once signing in at the first station the following occurs:

¹ The One Stop consists of individual stations that are staffed by individuals from Recruitment/Admissions, Registrar, Counseling/Advising and Financial Aid areas located in the student services division.

- The student is given a color card which determines who they will be seeing first. (If a student has a question about their FAFSA and/or aid they should see a financial aid counselor prior to seeing a student success counselor. This will ensure financial aid questions and or requirements are met prior to registration.) Information located on the card includes: student name, student ID number, date and the time the student arrived.
- The student is instructed by the One Stop coordinator (who is at the first station) to be seated and wait to be called by either a success counselor, financial aid counselor or someone from admissions or registrar's offices.
- The student is then seen by a student success counselor. Once in the counselor's office the following occurs:
 - The counselor introduces themselves and explains what they do and what will occur in the meeting.
 - The counselor confirms that the information the student has provided (correct spelling of name, address, telephone number and social security number) is correct.
 - The counselor reviews and discusses the outcome of the placement test scores. Discuss the importance of placing student in correct course and the purpose of developmental courses (also include grading of the courses).
 - Discuss chosen major, or answer any questions the student may have regarding majors. If a student is undecided, the counselor may make a referral to career services for an in-depth career assessment.
 - Review with the student the curriculum or program sheet. Thoroughly discuss the courses needed, number of credits needed for the degree, pre-requisites and co-requisites.
 - With the student, identify and register the student for courses for the term.
 - Discuss the purpose of COL 101.
 - Print and review the schedule with the student. Make sure to emphasis the days, times and location of the classes. Make sure to inform the student if a second 8 week course has been selected.
 - Discuss the purpose of the Beacon Project (discuss qualifications, the expectations, and the perks of the program, emphasizing the monthly meetings and academic progress.) Also inform student how they will be assigned to a counselor.
 - Review the Beacon Contract with the student. Both the student and counselor sign the contract. Make a copy for the student.

- Discuss Math Boot Camp and make sure the student has registered for an orientation session.
- Address any questions and/or concerns the student may have regarding classes, Beacon program and/or assignment of Student Success Counselor.
- Give the student a business card so they will have a designated person to contact if they should have any questions or concerns prior to the start of classes.

Assignment of Caseload

- There are five (5) Beacon counselors.
- Each counselor is assigned a caseload of students each term.
- Assignment of caseload is based on COL 101 courses.
- The assigned counselor is required to attend the COL 101 course to make initial contact with the students assigned to their caseload. There is a COL 101 schedule that details which days the counselor will be in the classroom and the activity to be completed at that time.