Matriculation Support Overview of Practices

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1. Overview

The matriculation process begins when seniors send in their deposits to their chosen colleges on May 1st. The process is highly differentiated and much of each student’s matriculation plan depends on the norms, processes, and requirements of the college the senior has chosen as well as if s/he is matriculating to a TRIO (EOP, SSS, STEP/CAP, EAP) program. Bring the following mindsets and approaches to ensuring that every student matriculates:

* The matriculation process requires just as much, if not more, attention than the college application process because all seniors have their own deadlines to meet for their various schools.
* In order to successfully matriculate, all seniors need to keep track of their own deadlines and be responsible (often for the first time at in their AF career) for mailing in their own materials.
* Each student will leave AF high schools with a matriculation binder that contains everything that they need to successfully matriculate to college. This binder is the foundation for all summer conversations between our newest alumni and their alumni counselor.

2. Goals

We have set reasonable and measurable goals to define the success of the AF Alumni Program, of our matriculation work specifically, which are reflected in the College and Alumni Report Card:

* 100% of seniors complete the Matriculation Binder
* 100% of AF AHS alumni will matriculate to college

These are shared network-wide goals that the Alumni Program at each AF high school will work toward. Individual AF high schools may elect to set additional school-specific goals.

3. Key Messages & Mindsets

Every member of the alumni support team understands that:

* The matriculation process is complex and is driven by multiple deadlines, all different depending on the exact college the senior chooses to enroll in.
* Deadlines are critical in this process as missing any of the deadlines may result in the senior being unable to complete the matriculation process and/or secure housing on campus.
* Orientation is a critical part of the matriculation process and even if the college names it as optional, cannot be optional for our scholars and families.

4. Core Strategies

Every student at every AF high school will develop a complete matriculation binder during the spring Transitions course in College Readiness IV. Each school will use a passport system for monitoring completion and helping students to track their own progress toward completion.

|  |  |  |
| --- | --- | --- |
| Summer Materials |  | Miscellaneous  |
|  | Summer Tasks |  |  | Copy of FERPA Waiver Agreement |  |
|  | Summer Calendar |  |  | Copy of NSC Agreement |  |
| Orientation Materials |  | Confirmation of Submitted Housing Forms |  |
|  | Registration Confirmation |  |  | Copy of Completed Immunization & Spring 2013 Physical Records  |  |
|  | Orientation Schedule |  |  | Copy of Health Insurance Card(Front & Back) |  |
|  | Campus Map |  |  | Password & Vital Information Tracker:* **AHS Email:** Username & Password
* **College Email:** Username & Password
* **FAFSA**: Student Pin & Password/Parent Pin
* **College Board Log-In**: Username & Password; AP Number
* **College Website** **Log-In:** Username & Password
* **School ID #**
* **Social Security Number**
* FERPA Pin\*
 |  |
|  | Course Registration Suggestions |  |
|  | Fall 2013 Semester Schedule |  |
| Campus Contacts and Resources |
|  | Multicultural Affairs Staff Directory (including bridge program staff) |  |
|  | College Officials and Deans Directory |  |
|  | Advisor Information |  |
| Financial Materials |  | UCONN Credit Request Form(s)\* |  |
|  | Financial Aid & Bursar’s Office Directory |  |  | AP Credit Transfer Instructions\* |  |
|  | Financial Deadlines Calendar |  |  | AF AHS Alumni Program Book Scholarship Instructions |  |
|  | Final Financial Aid Award |  |  | 3 Potential Majors & 3 Potential Careers |  |
|  | Copy of Fall 2013 Bill |  |  | Contact Information for AF AHS Staff Members |  |
|  | Confirmation of Completed Entrance Loan Counseling  |  |  |  | Student Contact Information |  |
|  | Confirmation of Completed Master Promissory Note  |  | Graduation Materials |
|  | FAFSA SAR Sheet |  |  | Cap and Gown Information |  |
|  | Copy of Submitted 2013-2014 CSS Profile |  |  | Senior Dues Paid |  |

Students will undertake the research and planning work that will go into successfully creating a complete matriculation binder in the Transitions course during the spring of College Readiness IV.  **They will use the schematic above as a checklist or passport to monitor progress toward completion.** All materials to support this work can be found at: Better Lesson 🡪 AF Through College 🡪 Alumni Program 🡪Unit 3: Matriculation.

Each school’s alumni counselor will need to consider and establish:

* A firm consequence for refusal to sign FERPA/NSC waivers
* Whether matriculation binder files will be developed as electronic folders or as a paper binder

5. Roles & Responsibilities

Successfully supporting 100% matriculation will require teamwork. The table below illustrates how the alumni counselor will work with key partners and stakeholders to support our students through the matriculation process:

|  |  |
| --- | --- |
| **Owner** | Alumni Counselors |
| **Approves** | Network Director of Alumni Programs & Partnerships |
| **Participant(s)** | Alumni Counselors, College Counselor |
| **Informed** | Principal, College Counselor, Network Director of Alumni Programs & Partnerships, Dean of College |
| **Consulted** | Principal, College Counselor, Dean of College |

6. Calendar of Key Dates

There are several important external deadlines that drive our internal timeline for matriculation readiness, and in turn the work that students must complete and timeline for completion of that work:

* May 1: National College Deposit deadline
* May – June: Matriculation paperwork due to colleges
* June – August: Various college orientations
* Early August: Send off to college BBQ
* August – September: college start dates

7. Exemplar Binder

All Alumni Counselors should carefully review the exemplar binder before planning their approach to spring Transitions lesson sequencing. Note: This is an exemplar for one student and does not represent what binders will or should uniformly look like, because – again – every college’s process and requirements is slightly different.