



First (Freshman) Year Experience Program

Business Process Fall 2012

First Semester:

- Pre-Program Requirements:
 - Completes orientation and counseling;
 - Takes English and Math assessment test; and
 - Attends a Registration Workshop.
- Develops an Education Plan.
- College prepares a list of eligible FYE students and sends list to District Student Services for priority registration assignment.
- FYE students register for classes in Reg-e on day and time, as specified in their Education Plan per the college.
 - **City:** Group registration setting under guidance of FYE counselors.
 - **Mesa:** Students to register on their own.
 - Within two days of registration, counselors verify student is enrolled in agreed upon classes as stated on their FYE contract:
 - If not enrolled in accordance with FYE contract, student is notified and is given one week to make the corrections to their schedule or they will be dropped from classes and program.
 - Students may drop classes on their own in Reg-e, at any time.
 - **Miramar:** Students registered manually through Admissions.
- Produce report of all FYE student enrollments for each college (alpha by college for verification).
- FYE hold will be put on the student record systematically by the district.
- For the first semester, all classes must be taken at the college where the student is participating in FYE.
- Counselors to verify enrollment status within 2 weeks of registration and drop students from the program who are not following their education plan.

First (Freshman) Year Experience Program

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Second Semester:

- Student is dropped if he/she did not meet first semester obligations as specified on the contract.
- Same registration process as first semester.
- Students to receive one day enrollment priority advantage in continuing student group (2nd day of registration).

Continuing Education FYE:

- Continuing Education counselors to identify students who will participate in the Continuing Education FYE (ACE²) program and provide a list of the participants to the college.
- Continuing Education counselors will work with incoming Continuing Education FYE cohort to ensure contracts are signed and students follow up with the FYE counselor at the college prior to fall registration so that they can be referred to DSPS/EOPS, as needed.
- Once all components of program are completed, contract requirements and registration process is same as for regular FYE program.

San Diego Community College District
First Year Experience Program
Mutual Responsibility Contract
_____ (Academic Year)



Name: _____
Last First M.I.

CSID: _____ Birth Date: _____ Contact (Cell) Phone: _____

Email: _____ Semester/Year: _____

As a First Year Experience (FYE) student at San Diego City College, I understand that to remain part of the FYE program, I must follow and abide to the following terms:

Please Initial:

____ Complete a First Year Experience Orientation and/or Counseling Session.

____ Take a Math and English assessment.

____ Meet with a counselor and develop a first semester education plan.

____ Must enroll in 12 units (or more) per semester as follows:

- Enroll in an English course as recommended by my English Placement results.
- Enroll in a Math course as recommended by my Math Placement results.
- Enroll in a Personal Growth class as specified by my Counselor.
- Enroll in the next level English & Math course for the subsequent semester.
- Enroll in general education or major preparation course as agreed to with my Counselor.

____ Make my education a priority by attending all of my classes.

____ Successfully complete the entire academic school year (Fall & Spring) by setting realistic educational goals during my first year.

____ I understand that an enrollment **HOLD** will be placed on my record and that I must meet with my Counselor **BEFORE** making **ANY** changes to my schedule (adding, dropping or registering).

By agreeing to the First Year Experience criteria above, I acknowledge that I will receive priority registration privileges for the Fall and Spring semesters during my first year of attendance at San Diego City College. Further, I understand that by requesting to be dropped from the FYE Program, I will be dropped from all of my classes for the current semester and that it will be my responsibility to enroll in any other class(es) as a regular matriculating student.

Student Signature

Date

Counselor Signature

Date

SAN DIEGO CITY COLLEGE
Counseling Office
619-388-3775

First Year Experience Program

College Specific Requirements

City College

Please initial:

- _____ The first appointment which is a group session, must be completed before the end of the 6th week of the semester. A minimum of 2 counseling sessions are required per session. If I need to cancel or reschedule, a 24 hour notice is required.
- _____ Attend tutorial sessions as planned by my FYE counselor or FYE Peer Mentor with City College English Tutoring Center, Mathematics Center, or group SI (remember, tutorial sessions are important aspects of academic success).
- _____ Meet with my FYE Counselor to create an individualized Education Plan by the end of the 2nd semester (EOPS students must complete an Education Plan by the 10th week of the 1st semester).
- _____ Attend at least 2 FYE sponsored campus events/activities/field trips (2 events required per semester).
- _____ Attend at least 2 FYE Student Success Workshops both Fall and Spring semesters.
- _____ Meet monthly with FYE Peer Mentors; including a Self Report on academic progress.
- _____ Meet with a counselor prior to withdrawing from FYE to complete the Exit Form.
- _____ I understand that NOT adhering to the terms above means, I will lose the following:
- Lose “early registration” status for enrollment.
 - Receive my original registration date and will be administratively dropped from all classes.

FYE Benefits Affected by Loss of the FYE Services

- Personalized/Career Counseling Services
 - Tutorial Assistance/SI Group Tutorials
 - Future Leaders Club
- Priority Registration during First Year Services
 - University Visits
 - Student Success Workshops

San Diego Community College District
First Year Experience Program
Mutual Responsibility Contract
_____ (Academic Year)



Name: _____
Last First M.I.

CSID: _____ Birth Date: _____ Contact (Cell) Phone: _____

Email: _____ Semester/Year: _____

As a First Year Experience (FYE) student at San Diego Mesa College, I understand that to remain part of the FYE program, I must follow and abide to the following terms:

Please Initial:

____ Complete a First Year Experience Orientation and/or Counseling Session.

____ Take a Math and English assessment.

____ Meet with a counselor and develop a first semester education plan.

____ Must enroll in 12 units (or more) per semester as follows:

- Enroll in an English course as recommended by my English Placement results.
- Enroll in a Math course as recommended by my Math Placement results.
- Enroll in a Personal Growth class as specified by my Counselor.
- Enroll in the next level English & Math course for the subsequent semester.
- Enroll in general education or major preparation course as agreed to with my Counselor.

____ Make my education a priority by attending all of my classes.

____ Successfully complete the entire academic school year (Fall & Spring) by setting realistic educational goals during my first year.

____ I understand that an enrollment **HOLD** will be placed on my record and that I must meet with my Counselor **BEFORE** making **ANY** changes to my schedule (adding, dropping or registering).

By agreeing to the First Year Experience criteria above, I acknowledge that I will receive priority registration privileges for the Fall and Spring semesters during my first year of attendance at San Diego Mesa College. Further, I understand that by requesting to be dropped from the FYE Program, I will be dropped from all of my classes for the current semester and that it will be my responsibility to enroll in any other class(es) as a regular matriculating student.

Student Signature

Date

Counselor Signature

Date

SAN DIEGO MESA COLLEGE
Counseling Office
619-388-2672

**Accelerated College
and
Continuing Education English Program
ACE² Student Mutual Responsibility Contract
_____ (Academic Year)**



Name: _____
Last First M.I.

CSID: _____ **Birth Date:** _____ **Contact (Cell) Phone:** _____

Email: _____ **Semester/Year:** _____

As an ACE² student at San Diego Mesa College, I understand and commit to the following:

Please Initial:

- ____ Complete an ACE² Orientation and/or Counseling Session.
- ____ Take the Mesa College Online Orientation.
- ____ Complete and submit the OLO – Orientation Learning Outcomes Forms to the Mesa Testing Office. (Note that the OLO form will be your ticket to taking the Math placement test).
- ____ Take a Math placement test.
- ____ Enroll in the following per semester as follows:
 - Enroll in a Personal Growth class as specified by my Counselor.
 - Participate in the tutoring component.
 - Enroll in the next level English & Math course for the subsequent semester.
- ____ Make my education a priority by attending all of my classes.
- ____ Successfully complete the entire academic school year (Fall & Spring) by setting realistic educational goals during my first year.
- ____ I understand that an enrollment **HOLD** will be placed on my record and that I must meet with my Counselor **BEFORE** making **ANY** changes to my schedule (dropping or adding).

By agreeing to the ACE² criteria above, I acknowledge that I will receive priority registration privileges for the Fall and Spring semesters during my first year of attendance at San Diego Mesa College. Further, I understand that by requesting to be dropped from the FYE Program, I will be dropped from all of my classes for the current semester and that it will be my responsibility to enroll in any other class(es) as a regular matriculating student.

Student Signature

Date

Counselor Signature

Date

SAN DIEGO MESA COLLEGE
Counseling Office
619-388-2672

First Year Experience Program

College Specific Requirements

Miramar College

Please initial:

____ Take a Math and English assessment **PRIOR** to attending a Registration workshop.

____ Make a one hour counseling appointment each semester for educational/career planning.

____ Spring semester – At least 6 units must be taken at Miramar College.

____ Fall semester – Courses must be taken at Miramar College only.