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| **Target Student** | **SSSP Service** | **Point Time of Service** | **Strategies** |
| **First time, matriculating students (non-exempt)** | Orientation | First entry | Mandatory orientation, in-person, by group, online, Counseling course |
|  | Assessment | First entry | Placement assessment, transcript analysis, AP, IB, CLEP, multiple measures;  Identify and validate additional options, HS GAP, SAT, ACT; and TOEFL for ESL |
|  | Priority registration for the following term | First entry | Names of first-time students attending orientation/assessment should be recorded for the preparation of priority registration list |
| **First time, matriculating students - all** | Counseling/academic advising/abbreviated SEP development | First entry | Counseling[[1]](#footnote-1), SEP development |
|  | Comprehensive SEP development | By one month after the beginning of the 2nd term | All first time, matriculating students will be identified, contacted, and invited to make an appointment with designated counselor to update and develop a comprehensive SEP |
| **First time, matriculating students with undeclared major at the beginning of the 2nd term** | Identify area of study/major | Prior to the end of the 2nd term | All first time, matriculating student with undeclared major will be identified, contacted, and invited to see a counselor, and/or receive career information services in order to identify area of study, e.g., Career Center services, Career exploration workshops or Counseling 24 or 57, and academic advising from Instructional faculty advisors. |
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| **Returning/continuing students with undeclared major** | Counseling/academic advising/career advisement | One month after the first day of fall and spring semester | All students with undeclared major will be identified, contacted, and invited to attend career workshops, recommend taking career exploration counseling course(s), and/or receive academic advisement from instructional faculty members.  These students will be assigned to designated counselors for appointments and follow-up. |
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| **All students on academic probation/dismissal** | At-risk student follow up services | After the end of fall and spring when grades are run | 1. Prevention – early alert 2. All students on academic probation/dismissal will be informed at least one month prior to the beginning a new semester to see a counselor to develop intervention strategies   Strategies may include online workshops, counseling, tutoring, etc. |
| **Basic Skills** |  |  | Learning communities, PERSIST, PERSIST to College, ACCE English – in class tutoring, Math –hybrid, BIO boot camp, |
| **ESL** |  |  | ESL orientation, bilingual counseling, online ESL resources, workshops, |

1. BCC counselors are assigned to specific instruction disciplines, and offer counseling services using case management with designated students assigned for SEP development, students with undeclared major, and on probation/dismissal [↑](#footnote-ref-1)