

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: S 25.2
Procedure Title: New Student Intake: College Connection
Relevant Board Policy: [F.2.1 \(Policy\) Student Enrollment Requirements](#).
Originating Unit: Welcome Center
Maintenance Unit: Vice President Student Success

- I. Purpose: The College Connection program provides High School seniors with access to and knowledge of the college enrollment process, including orientation, admissions, testing and advising.

- II. Procedures Statement: The process starts at the beginning of the senior year prior to high school graduation.
 - A. College Connection Independent School Districts (ISDs) partner are issued a Memorandum of Understanding (MOU). Each MOU is routed through the office of the Vice President of Student Success, Vice President of College Services and the College President and signed by the respective college official as well as the ISDSuperintendent.

 - B. Partner ISDs are required to submit an electronic file of demographic data to the Palo Alto College (PAC) Welcome Center, which in turn, is submitted to the Alamo Colleges District Office of the Vice Chancellor of Student Success.

 - C. The PAC Welcome Center will provide a Senior Advisor and sufficient staff support to assist high school seniors to complete the Palo Alto College enrollment steps: ApplyTexas, AlamoENROLL, Transcripts, Financial Aid, TSI, Bacterial Meningitis, Refresher course registration when needed, register for classes at New Student Orientation (NSO). (see Procedure S 25.1 for New Student Orientation)

- D. The PAC Welcome Center will make college and career exploration resources available to all College Connection prospective students.
- E. The PAC Welcome Center will provide information related to Alamo Colleges' degree/certificate options and Texas Success Initiative (TSI) requirements.
- F. The PAC Welcome Center will provide an annual planning calendar of upcoming activities which follows the District program calendar.
- G. The PAC Welcome Center will provide a College Connection representative as a recognized guest to participate in their commencement ceremonies upon request.
- H. August – (Initial Meeting): The Palo Alto College, College Connection liaison will meet with the High School Lead Counselor and/or High School administrators to review the Memorandum of Understanding (MOU) which outlines the responsibilities of the Alamo Colleges and the Independent School District, Charter or Private school.
- I. September – October (Student Orientation): Welcome Center staff will conduct orientations to provide information to the high school seniors on the College Connection services they will be receiving, information regarding the required enrollment steps: ApplyTexas, AlamoENROLL, Transcripts, Financial Aid, TSI, Bacterial Meningitis, Refresher course registration when needed and register for classes at NSO.
- J. October – November (ApplyTexas): Welcome Center staff and support staff will visit partner high school campuses to assist high school seniors with completing ApplyTexas applications. Depending on the class size of the high school, more than one visit may be needed.
- K. November – December (AlamoENROLL): Welcome Center staff and when needed, support staff, will visit high school campuses to assist high school seniors with completing the AlamoEnroll modules. Depending on the class size of the high school, more than one visit may be needed.
- L. December (6 Semester Transcripts): High School Lead Counselors will be informed to begin submitting the 6-Semester transcripts.
- M. January – February (TSI Testing): Welcome Center staff, in collaboration with the Testing Office, provides assessment support and/or administration with TSI testing.
- N. February – March (Math and INRW Refresh course registration): Welcome Center staff in collaboration with the Advising Center, Math and Integrated Reading and Writing (INRW) department Leads, will provide assessment support, registration assistance and/or administration of the Refresher courses.

- O. March - April (TSI Scores due): Welcome Center staff, in collaboration with the Testing Office and High School Lead Counselors, will provide support and/or administration with TSI testing in order to acquire test results.
- P. May - August (New Student Orientation): A review of the database generates phone calls and mail-outs to determine which student files are incomplete. All students who have selected to attend Palo Alto College will be invited to scheduled NSO sessions hosted by the Welcome Center.
- Q. September (Final Report): A final report is issued to the Dean and Vice President of Student Success reporting number of students who participated in College Connection, how many attended NSO and how many were registered in classes.

Issued: February 17, 2011

Approved (signed: Ana M. Guzman)

President

Revised: July 26, 2016

Approved: (signed: Dr. Mike Flores)
President