

DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN SAINT LEO UNIVERSITY AND SCHOOL BOARD OF
HERNANDO COUNTY, FLORIDA

THIS DUAL ENROLLMENT ARTICULATION AGREEMENT ("Agreement"), between Saint Leo University ("Saint Leo"), a private, non-profit institution of higher education incorporated in the State of Florida with its main campus at 33701 State Rd. 52, St. Leo, Florida 33574, and School Board of Hernando County, Florida (the "School Board", or the "District"), is entered into on this _____ for the purpose of enhancing learning opportunities for qualified high school students who are attending public high schools in Hernando County through the Dual Enrollment program, as encouraged by Section 1007.22 and 1007.271 of the Florida Statutes. Saint Leo and School Board may at times in this Agreement be referred to individually as a "Party" or collectively as the "Parties."

NOW IN CONSIDERATION OF THE FOREGOING, the mutual undertakings and benefits to accrue to both Parties, the Parties agree as follows:

I. TERM

The term of this Agreement shall be effective as of October 1, 2022, is subject to annual review, and shall subsequently automatically renew each year until terminated by either Party, in accordance with this Agreement. Such termination shall be upon thirty (30) days advance written notice. Such termination shall not affect the rights and duties of the Parties under this Agreement with respect to the Dual Enrollment students enrolled in the then current Saint Leo academic semester.

II. PROGRAM REQUIREMENTS

- A. **Purpose.** The purpose of Dual Enrollment is to allow acceleration of eligible secondary students while still enrolled in school to take courses offered by Saint Leo, through courses offered at Hernando County high school campuses, which count toward high school credit and toward a university degree.
- B. **Length.** Participation in Dual Enrollment may not exceed 24 credit hours. For the purposes of this agreement, students transition from one school year to the next in August of each year. Students are authorized to take up to 2 courses and no more than 12 credit hours per semester.
- C. **Credits.** Dual Enrollment credits may be in addition to the normal school load or a part of the student's regular load. The list of Saint Leo's eligible Dual Enrollment courses is available in **Appendix A**, which is attached hereto and incorporated herein by reference.
- D. **Initial Eligibility Criteria.** Saint Leo agrees to permit students enrolled in School District of Hernando County schools, who have been certified by their school official as qualified, to enroll in the approved dual credit courses. Saint Leo retains the right to change the GP A and minimum test score requirements within its sole discretion. The District Liaison will be notified in writing if a change is made. Exceptions to these requirements may be granted on an individual basis if agreed upon in writing and signed by both Parties. Students participating in Dual Enrollment options must meet the following initial student eligibility requirements:
1. Enrolled in a course of study which will fulfill requirements for high school graduation;
 2. 2.7 cumulative unweighted high school GPA;

3. One of the following minimum standardized test scores: composite PSAT score of 8/9, composite SAT score of 1490 (New SAT 1000) or composite ACT score of 21, a Florida Standards Assessment (FSA) of level 3, 4 or 5.
4. Satisfy any course prerequisites, including but not limited to placement exams; and,
5. Meet any additional criteria set by the post-secondary institution.

- E. **Continuing Eligibility Criteria.** Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Exceptions to these requirements may be granted on an individual basis if agreed upon in writing and signed by both Parties. Dual Enrollment students are responsible for following Saint Leo's student code of conduct that outlines acceptable and unacceptable academic or behavioral misconduct for Saint Leo students, such behavior includes cheating and plagiarism, etc. The student code of conduct delineates appropriate disciplinary procedures and sanctions in the case of unacceptable behavior. Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process; violate Saint Leo code of conduct or regulations and/or School Board Rules; or violate federal, state, or local laws. In addition to the requirements above, to continue in the Dual Enrollment program, students must:
1. Maintain a 2.7 cumulative unweighted high school GPA, and
 2. Maintain a 3.0 cumulative Saint Leo GPA as confirmed by Hernando County and Saint Leo's Registrar's Office.
- F. **Registration Procedures.** Documents required for each student must be submitted to Saint Leo, prior to registration and in accordance with guidelines and registration deadlines posted on the Saint Leo Dual Enrollment website. Appendix B, which is attached hereto and incorporated herein by reference, sets forth further details in connection with the registration procedure.
- G. **Withdrawal Procedures.** All Dual Enrollment students are responsible for officially withdrawing from classes they are no longer attending in accordance with published University requirements and deadlines. Students who do not officially withdraw from a class may receive a failing grade. Such a failing grade becomes a part of their permanent transcript records and could have a negative effect on future college admissions, scholarship opportunities, and/or financial aid. All Dual Enrollment students are responsible for notifying the high school guidance counselor, in writing, prior to withdrawal from any Dual Enrollment course. All pre-registration advising, including but not limited to posted withdrawal procedures, is the responsibility of Hernando County.
- H. **Faculty Member Listed on Record.** Hernando County will provide an appropriate dual enrollment adjunct faculty member, credentialed by Saint Leo in accordance with SACS requirements/guidelines for postsecondary instructors in the course/discipline. In this instance, the dual enrollment course(s) will be part of the teaching line and not an additional cost to Saint Leo. In the event Hernando County cannot provide a credentialed faculty member, Saint Leo will make every effort to provide one for all on ground course meetings, paid for by the University.

- I. **Publicity.** Hernando County may not use Saint Leo's name, logos, trademarks or images or the name or image of any employee or official of Saint Leo in any fundraising, publicity, advertising or media release without the prior written consent of Saint Leo on each occasion, which may be given only by the Saint Leo Assistant Vice President, Florida Region or her designee. Saint Leo may not use the Hernando County's name, logos, trademarks or images or the name or image of any employee or official of Hernando County in any fundraising, publicity, advertising or media release without the prior written consent of Hernando County on each occasion.

III. **ROLE OF THE UNIVERSITY**

The University will:

- A. Publish deadlines and procedures on the Dual Enrollment website.
- B. Advise students of college level expectations and procedures as delineated in the attached **Appendix C**, which is attached hereto and incorporated herein by reference.
- C. Provide advising, as appropriate, to ensure proper course placement and selection.
- D. Notify the student of his or her grades as is regularly done with University students. In addition, a document will be sent via postal mail or an electronic transmission system to the High School indicating work completed.
- E. Assign a letter grade to each student enrolled in a Dual Enrollment course. The letter grade assigned by the postsecondary institution shall then be posted to the high school transcript by Hernando County pursuant to s. 1007.271(20), F.S.
- F. Be responsible for making an annual report to the Commissioner of Education on the operation of the Dual Credit Enrollment program. Hernando County will provide to the University any information requested to complete such reports.
- G. Be responsible for monitoring the quality of curriculum to ensure that instruction is consistent with the Saint Leo University's policies and procedures.

IV. **ROLE OF HERNANDO COUNTY**

The School Board will:

- A. Verify the enrolled students are residents of Hernando County and eligible for enrollment in accordance with Section 1007.271 Florida Statutes.
- B. Verify that the high school student and his/her parent(s) or guardian(s) have been counseled on the advisability of taking one or more college courses while in high school and on the specific requirements of the Dual Enrollment program. Pre-registration advising will include the curricular expectations of university-level academic work that typically exceed the work required of high school courses. Preregistration advising will also include information regarding Saint Leo 's published add/drop policies and deadlines, as well as the impact of performance in Dual Enrollment courses, which become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
- C. Provide any required services to support a student's IEP consistent with the legal requirements for serving students with special needs in a virtual school.
- D. Provide access to computers and equipment, with internet access as necessary.
- E. Inform students and their parents about opportunities for students to participate in Dual Enrollment with the University.
- F. Designate a District Liaison to act for School Board in all matters pertaining to this Agreement and to accept and approve all deliverables and invoices.

- G. Pay Saint Leo the standard tuition rate per credit hour. The current amount is \$125.00 per credit hour for all Hernando County students enrolled. This rate is subject to change annually.
- H. Reimburse Saint Leo for tuition for all students who are registered by the end of Saint Leo's Drop/ Add period, within 30 days of receipt of the invoice. Hernando County will have no obligation to pay tuition for summer terms.
- I. Provide Dual Enrollment students, free of charge, required college textbooks and other instructional materials in accordance with Florida Statutes §1007.271(17). Instructional materials purchased by Hernando County on behalf of Dual Enrollment students shall be the property of Hernando County against which the purchase is charged. Private school students must purchase required college textbooks and other instructional materials in accordance with Florida Statutes §1007.271(17).
- J. Award high school credit for the course(s) upon its (their) successful completion by the Dual Enrollment student and assign grade points, equivalent to those for AP/IB/AICE courses. Courses not taken for a grade are ineligible for Dual Enrollment. The Dual Enrollment Course-High School Subject Area Equivalency List published by the Florida Department of Education mandates the minimum subject area credit awarded for specific courses taken through Dual Enrollment. Courses not appearing on this list will be awarded high school elective credit with 3 University credit hours translating to 0.5 high school credits.
- K. Perform the initial screening and monitor student performance while participating in the Dual Enrollment program. Hernando County's counselors will communicate, as needed, with Saint Leo Dual Enrollment staff in connection with student monitoring (and, if necessary, providing support for) while participating in the Dual Enrollment program.

V. **JOINT RESPONSIBILITIES**

- A. Saint Leo and Hernando County warrant and agree that all Dual Enrollment courses shall meet the provisions of the current State of Florida laws and regulations.
- B. Saint Leo and Hernando County will establish budgetary procedures to support specialized Dual Enrollment programs which will include the following provisions:
 - 1. Saint Leo and Hernando County will be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules.
 - 2. Dual Enrollment students are exempt from the payment of registration, tuition and, laboratory fees for courses taken through Dual Enrollment at Florida public colleges or universities.
- C. Saint Leo and Hernando County will inform students and parents of the following:
 - 1. Dual Enrollment college credit will transfer to any Florida public college or university offering a course with the same prefix and number and must be treated as though taken at the receiving institution.
 - 2. If students do not, upon high school graduation, attend the same college or university where they earned the Dual Enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution.
 - 3. If students choose to enroll in courses that require placement exams, the students will be required to pay for any/all placement exams.

VI. **MISCELLANEOUS PROVISIONS**

- A. **Liability.** To the extent permitted by Florida law, each Party agrees to be fully responsible for its acts of negligence or its agent's acts of negligence when acting within the course and scope of their employment under this Agreement.

- B. **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.
- C. **No Third Party Beneficiaries.** The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the Parties intend to directly or substantially benefit a third party by this Agreement. The Parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the Parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third Parties in any matter arising out of any contract.
- D. **Equal Opportunity Provision.** The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, pregnancy, sex, or sexual orientation in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.
- E. **Remedies.** All rights and remedies provided in this Agreement are not intended to be exclusive of any other rights or remedies, and all rights and remedies shall be cumulative and shall be in addition to any other rights or remedies now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.
- F. **Annual Appropriation.** The performance and obligations of both, School District of Hernando County and Saint Leo, under this Agreement, shall be contingent upon an annual budgetary appropriation by its governing body and/or the legislature. If either Party does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by such Party at the end of the period for which funds have been allocated upon written notice to the other Party at the earliest possible time before such termination. No penalty shall accrue to such terminating Party in the event this provision is exercised, and such terminating Party shall not be obligated or liable for any future payments due or any damages as a result of termination.
- G. **Excess Funds.** Any Party receiving funds paid under this Agreement agrees to promptly notify the other Party of any funds erroneously received upon the discovery of such erroneous payment or overpayment and to refund such excess funds payment.
- H. **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with laws of the State of Florida. In the event of any legal or equitable action arising under this Agreement, the Parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Pasco County, Florida, and the Parties specifically waive any other jurisdiction and venue.

- I. **Public Records.** Each Party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each Party shall be responsible for compliance with any public records request served upon it pursuant to Chapter 119, Florida Statutes. Each Party acknowledges that this Agreement and all attachments thereto are public records.
- J. **Student Records:** Notwithstanding any provision to the contrary within this Agreement, both Parties to this Agreement shall fully comply with the requirements of FERPA, and any other state or federal law or regulation regarding the confidentiality of student records.
- K. **Safeguarding the Confidentiality of Shared Student Records.**

The Parties agree to:

1. Hold the student records and information in strict confidence and not use or disclose except as required by this Agreement or permitted by law. All shared student records will be disclosed only to those who have a need to access the information in order to perform their assigned duties.
 2. Safeguard the student records through administrative, physical and technological safety standards to ensure adequate controls are in place to protect these student records in accordance with FERPA's privacy requirements.
 3. Continually monitor its operations and take all actions necessary to assure that the student information and records are safeguarded in accordance with the terms of this Agreement.
- L. **Background Screening.** Dual Enrollment students attending courses at Saint Leo are deemed to be postsecondary students. Saint Leo instructional personnel are not required to submit to the same level background screening as secondary school instructional personnel.
- M. **Entirety of Agreement.** This Agreement ratifies or modifies all other agreements between School District of Hernando County and Saint Leo that may affect Dual Enrollment. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.
- N. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns. Reference in the preceding sentence to "assigns" shall not be deemed or construed to authorize, legitimize or render effective any assignment in violation of the provisions of paragraph O below.
- O. **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by either Party without the prior written consent of the other Party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments.

- P. **Incorporation by Reference.** All Exhibits/Appendices attached hereto and referenced herein Appendices A-C shall be deemed to be incorporated into this Agreement by reference.
- Q. **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.
- R. **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.
- S. **Preparation of Agreement.** The Parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to, herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.
- T. **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each Party hereto.
- U. **Waiver.** The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any Party 's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the Party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.
- V. **Force Majeure.** Neither Party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either Party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either Party be deemed Force Majeure.
- W. **Default.** The Parties agree that, in the event that either Party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure

time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days' notice. Such termination shall not affect the rights and duties of the Parties under this Agreement with respect to the Dual Enrollment students enrolled in the then current Saint Leo academic semester.

- X. **Authority.** Each person signing this Agreement on behalf of either Party individually warrants that he or she has full legal power to execute this Agreement on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this Agreement.
- Y. **Notice.** When any of the Parties desire to give notice to the other, such notice must be in writing, sent by either email or U.S. Mail, postage prepaid, addressed to the Party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To: School District of Hernando County:

With a copy to:

Saint Leo: Dr. Edward Dadez
President
33701 State Road 52
Saint Leo, FL 33674

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives on the date indicated below.

SCHOOL BOARD OF HERNANDO COUNTY

SAINT LEO UNIVERSITY

By: _____
Gus Guadagnino
Chairperson, School Board of Hernando County, FL

By: _____
Dr. Edward Dadez
President, Saint Leo University

Date: _____

Date: _____

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Appendix A

Business/Marketing Elective Mini Track:

GBA 105 - Intro to Business

An introductory course in business administration. This course examines business as an active partner in our total economic system. It will generate an awareness of the social responsiveness of business as well as a knowledge of its relationship with government, labor, and the public.

GBA 298 - Professional Development Seminar

Prerequisite(s): Sophomore Standing required

This capstone course will focus on the practical application of knowledge attained in all functional business areas studied throughout the course. Course contents include such topics as decision-making methods, active listening, interpersonal communications, written communications, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, barriers to effective management, office politics, PowerPoint applications, non-verbal, communication, business etiquette, impromptu speaking, career planning, job -seeking activities, creation of typical business documents, working in a tea./group environment, business etiquette, coaching/mentoring, conducting meetings, and self-assessment. The student is required to use his or her skills attained in the program to create a comprehensive, innovative, and realistic professional development plan that illustrates how they plan to succeed in their chosen career path. In addition, the student must demonstrate his or her written. Oral, and creative skills through the presentation of the Professional Development Plan to the class. Additional examination fees may apply for this course.

MKT 105 Practical Marketing for Fun and Profit

Want to know how marketing really works? Want to get your hands dirty? This is the marketing course for you. This introductory course to real marketing covers the most common hands-on activities that make marketing departments work in both profit and non-profit organizations. Using practical, real world examples and activities students will learn the fundamental job-ready skills you need to understand what the Marketing Director really needs you to know - and we'll have a little fun in the process.

Criminal Justice Elective Mini Track:

CRM 123 - Introduction to Law and the Legal System

This course is an introductory survey of the history, structures, and processes of the U.S. legal system. It is designed to be taken as a first University-level course in law and should precede more specialized courses such as criminal, business, or constitutional law. Covered are basic legal concepts such as due process, the structure of the U.S. court system, and the major subdivisions of law such as civil procedure, criminal procedure, and the law of torts. The role of law in society, the analysis of judicial reasoning, and the application of legal concepts to factual situations are stressed.

Criminal Justice Elective Mini Track:

CRM 230 - Introduction to Crime Scene Investigation

This course covers the various methods associated with investigating a crime scene. Special emphasis is placed on sequential processing of the crime scene to avoid the loss and/or the contamination of evidence. Students successfully completing this course will be aware of the critical concerns of crime scene processing and the methods that are employed to eliminate those concerns, proper crime scene search patterns, and the appropriate methods to plot the location of evidence when it is discovered.

CRM 231 - Forensic Science and Criminal Justice

This course is a comprehensive overview of those areas of practice that are useful for determining the evidential value of a crime scene and other crime-related circumstances. The major contributions to the development of the use of the forensic sciences in criminal prosecution will be presented. The student who successfully completes this course will have obtained a working knowledge in this field and will understand the principles and techniques needed to identify or compare physical evidence in a criminal investigation.

Education Elective Mini Track:

EDU 222 - Teaching Diverse Populations

Prerequisite(s): EDU 226 pr concurrently

This course provides a foundation for analyzing cultural differences in a multicultural society. The emphasis will be on dimensions of diversity such as culture, ethnicity, race, language, social class, exceptionality, gender, age, and religion. Implications of these elements will be discussed as they relate to adapting to differing needs and diversity of all students.

EDU 226 Human Growth and Development

This survey course emphasizes (1) the interdisciplinary contributions to the study of development from psychology, sociology, education, and other fields; (2) the multi-dimensional nature of development: physical, cognitive, emotional, and social; (3) multiple interacting influences on development; biological, psychological, social, community, societal, and cultural. Special emphasis is placed on infancy through adolescence, particularly as application to the helping professions.

EDU 228 Educational Technology

Prerequisite(s): Sophomore standing required

This three credit course introduces the student to the effective integration of various technologies to engage and support meaningful learning within the educational setting. Reflecting the principles of the TPACK Model (Technological, Pedagogical, and Content Knowledge), the course reflects a constructivist view of teaching and learning. The use of technology tools is explored through themes including inquiring, experimenting, writing, modeling, visualizing, and assessing. Specific topics pertinent to K-12 teachers are also addressed such as digital citizenship, Internet safety, copyright/fair use, and the use of assistive technologies to support learning.

Appendix B

Online Registration Process: Once a student has spoken with their assigned individual guidance counselor about intent to participate in our program:

1. The Student should
 - a. fill out the Dual Enrollment Approval/Registration form requesting admission into the program
 - i. Scores and GP A provided will be verified with the school guidance counselor or submitted with the application if home schooled
 - b. Parent/Student will be asked to fill out the Dual Enrollment Agreement, which details program requirements/rules.
 - c. Parent/Student will be notified of acceptance by email
 - d. Student Services will contact the student by email with orientation instructions and to set up an optional advising/registration appointment
 - e. Student will be registered by Dual Enrollment staff and verification will be sent to the schools at the beginning of each term.

Appendix C

Online Student Orientation: Each student will have an optional individual advising session with a Dual Enrollment advisor via phone/video conference.

1. Orientation will Include:
 - a. How to sign up for Saint Leo student portal
 - b. Expectations of Saint students
 - c. Courses log-in page
 - d. Advisor and advising relationship
 - e. Student responsibilities every semester
2. Student Services/Advising Responsible for:
 - a. Review of courses completed
 - b. Video, email or phone updates 3 times a semester minimum
 - c. Course grades monitoring and instructor contact assistance throughout the semester- as needed
 - d. Connecting student to resources as needed-on campus
 - e. Identifying and contacting high risk students via grade monitoring
3. In first Advising Meeting priorities are:
 - a. Welcome and Introductions
 - b. Clarity about expectations
 - c. Reminder that grades are on permanent high school and college transcripts
 - d. Encouragement to thoroughly explore the course before drop/add & advice of deadline
 - e. Discussion about how our current courses will fit their graduation and general education needs
 - f. Review of selected courses for registration & textbook procedures
4. Every semester the students will be registered by student services staff