

Advisement Process

- Welcome, Introductions, Counselor assignments
- Discuss Academic Resource Guide
 - CSEC High School Graduation Requirements, based on Colorado's Higher Education Admission Requirements (HEAR)
 - Coursework and credit progression
- Introduce/review Student Success Plan (SSP)
 - Career interests
 - CSEC diploma options
 - Degree plans (CSEC/CTU, PPCC, other)
 - Four-year plan
- For new students*:
 - Record transferred classes and credits from incoming transcript onto the Student Success Plan
 - Check Accuplacer scores and department-specific placement results
- For returning students*:
 - Record classes and credits from Graduation Progress and Historical Grades onto the Student Success Plan
- Discuss College Prep and CSEC/CTU Course Schedules for on-campus course offerings
- Fill out Course Request Form
 - Ensure alignment with Four-Year Plan, from SSP
 - Ensure alignment with Targeted diploma and post-secondary degree plan
 - Ensure pre-requisites have been met

*** Students with additional or special considerations:**

- For students with current a 504 Plan or IEP, counselors should consult with the Special Services Coordinator for student advisement and scheduling.
- For students in the 030Team cohort, counselors should consult with the 030T teaching team (Ms. Wilber, Mr. White) for student advisement and scheduling.
- Students wanting to take college courses off-campus should obtain a Post-Secondary Enrollment Options (PSEO) packet and set up an appointment with their School Counselor.
- Students wanting to participate in the Pikes Peak Area Vocational Program (AVP) should obtain an AVP information packet and set up an appointment with their School Counselor.
- Students wanting to participate in a full semester of off-campus Field Experience (i.e., internship) should see their School Counselor or the Academic Dean to build it into their class schedule in order to receive high school credit.
- Students wanting to participate in the Peer Counseling program should contact the program director, Sarah Woodside, to learn more about the application process.

Important Notes

- All PowerSchool alerts must be addressed and cleared before scheduling can be created in PowerSchool (i.e., making outstanding payments, turning in health records and enrollment forms)
- Check graduation progress AND historical grades to ensure current progress.
- Schedule students for one class period only (i.e., do not schedule two classes during the same class period or the same class twice in one day).
- No free periods are allowed.
- Counselors need to copy and forward all incoming student transcripts to the registrar.
- Schedules will be available online for viewing through PowerSchool one week from the advisement date.
- Schedules are subject to change, given class sizes and priority for students who are nearing their graduation date. Every effort will be made to build a schedule as close to the one requested by the student.
- **Schedule changes for CSEC College Prep and CTU College courses are allowed during the first 2 weeks of school only. Students must pick up a Schedule Change form from the Counseling Office and obtain signatures from both teachers (old/new) before requesting a change.**
- Schedule changes for PPCC, UCCS, and off-campus CTU are published by the various schools. Refer to the college or university course schedule for the specific withdrawal deadlines (for 100% reimbursement).