# Counselor Checklist
Semester 0

☐ **Introduce the student to ACE it**:
  - What is ACE it? ACE it is a **collaborative mentoring relationship** where students will become empowered to foster a sense of connectedness and take responsibility for developing their educational, career and personal goals.
  - Students will meet with their coach <u>three times</u> during the first ACE it semester and two times per semester in the second, third and fourth semesters.
    - The first meeting should occur before the end of the 3rd week of the semester.
    - The final meeting no later than one week before registration opens for the next semester.
  - Most first time at Brazosport College students who are not also dual concurrent will be in ACE it. During the first week of class the ACE it office will send an email to students' **BC email** address and a **text message** to the phone number in Poise.
    - Emphasize that the student should contact their coach to set up the first meeting within 1 week.
    - Students can find out who their coach is and how to contact them by:
      - Looking at their Email
      - Looking at "Coaches" in BC Connect
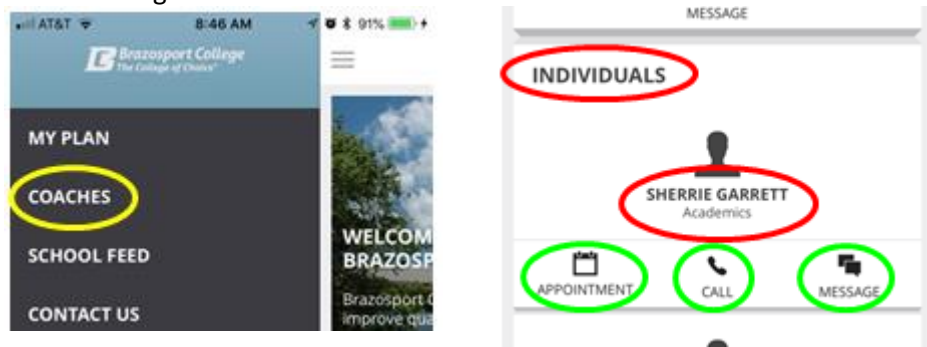
      - Stopping by the ACE it office J 205
      - Calling the ACE it office 230-3029
  - Underscore the importance of <u>meeting attendance</u>.
    - A registration **hold** is placed on their student file until they attend all meetings with their coach for each of the four semesters of ACE it.
  - Provide the student with a copy of ACE it Syllabus. Ask them to review and bring it to their first ACE it meeting with their coach.

☐ **BC Connect app**: this is the portal for the student to complete most BC advising functions, including their career plan, education plan, course registration, grades and ACE it coach meetings. The App takes little space on their phone and they will use it regularly.
  - Emphasize that this is the main communication tool used by the ACE it coaches.
  - The app provides an <u>Early Connect and Support System</u> for the student.
  - Have student download the app.
  - After downloading the app, they will receive a push notification to begin using the app.
  - Notify the student of the value of using this app by keeping their <u>push notifications "on"</u> in order to receive important information regarding meetings, registration, etc.
  - Underscore <u>student contact information</u> needs to be up-to-date.