

## TRANSITION AND FIRST YEAR PROGRAM

# IMPLEMENTATION TIMELINE

Internal coordinated efforts among institutional departments is crucial to the success of the West Virginia GEAR UP Transition and First Year initiative. Given that the institution has certain programs and services already in place, Transition and First Year Program staff serving WV GEAR UP students will collaborate with institutional leadership to avoid duplication of efforts. A program timeline for implementation of services for the pilot year has been identified and outlined below.

### DIRECT PROGRAM SERVICES

Individual Success Plan Development

Intrusive Academic Advising and Case Management Services

Text 4 Success Services

Fall and Spring Mid-Semester Progress Meeting

Academic Support Services: Tutoring

Mentoring Program

Early Alert System

Student Success and First Generation Workshops

Parent/Guardian and Family Campus Event

Connect Students to Resources on-and-off Campus

Annual GEAR UP Survey Administration

Student Participation in Campus Activities

### IMPLEMENTATION OF SERVICES: PROGRAM TIMELINE

Individual Success Plan development should be complete for each student by October 15, 2020.

Academic advising should be ongoing to meet the needs of the students, while adhering to certain institutional deadlines. Services should provide students with assistance with enrollment and registration, financial aid counseling, including the completion of the FAFSA, and other services necessary to aid the student in succeeding. All contact hours must be tracked and reported, including sessions scheduled with students via conference call.

Continuance from secondary to postsecondary and ongoing through first year of college. Program administered in conjunction with the West Virginia Higher Education Policy Commission's statewide initiative.

Mid-semester meetings with each student should occur around mid-terms.

Provide or connect students with campus tutoring services as needed. Services should be ongoing during Fall 2020 and Spring 2021 semester. All tutoring contact hours must be tracked and reported.

Provide or connect students with a mentoring program as needed. Mentoring should be ongoing during Fall 2020 and Spring 2021.

Establish an early alert system to aid in effective case management services during the Fall 2020 and Spring 2021 semester.

Organize on-campus workshops each semester for WV GEAR UP freshmen. These can be workshops covering topics specific to first-generation, low-income students, time management, effective study habits, financial aid/literacy, or other related topics. A minimum of two workshops shall be provided each semester.

At minimum provide one parent/guardian and family event during the academic year. The event must be completed by April 15, 2021

Required and ongoing.

Survey administered in Spring 2021.

Ongoing.

First year transition services, and student and parent participation must be tracked monthly. Reports are due by the 15th of the following month. All reports should be submitted to the Coordinator of Transition and First-Year Programs at the West Virginia Higher Education Policy Commission. Submission of monthly reports are required to be submitted on approved WV GEAR UP Transition and First-Year Program reporting forms.