

2021 - 2022 SUCCESS TEAM TIMELINE - DRAFT
Summer/Fall 2021

MONTH	WEEK	ACTIVITIES	Data Needed	Action Item	Responsible Person/Dept
JUNE		Probation notices, Outreach (on-boarding), Reminder: Summer 21 Grad Petition July 16th 2021	> students on probation > all students	> email students > call students	
JULY		Promote <u>Promise Program</u> to students who have 9 - 11.5 units	> 1st yr students who are taking 9-11.5 units	> email students > call students	
AUGUST		Fall semester begins; Reminders: Add/Drop deadlines, Parking, Student ID card, How to use Canvas, GoRio Pass, CSU/UC application; Reminder: Inform students of resources and services (LAC, SSDC, WRC, MSC, Stats Lab, SI)			
	WK1 (Aug. 21- Aug.27)	Fall 2021 semester begins August 23rd 2021 Reminders: Add/Drop deadlines, Reminders: Parking, Student ID card, How to use Canvas, GoRio Pass	> all students > 1st yr students		
	WK2 (Aug.28- Sep.3)	Last day to add/drop for Fall2021 full-term refund [Sept. 6th 2021] Reminders: Inform students of services & resources (LAC, SSDC, WRC, MSC, Stats Lab, SI)	> all students	> All student email	
	WK2 (Aug.28- Sep.3)	Success Team Outreach for SEPCOMP through Sept 30	> students with 0-15 units	> email students > call students >schedule appts with counselors for ed plans	>success coaches
	WK3 (Sep. 4- Sept.10)	Reminders: UC planner, UC Tag, Transfer application workshops Reminders: Upcoming deadline dates in September Reminders: UC Tag deadline Reminders: Internship and Resource Fair	> Students with 45 - 60 units	> email students > call students	
SEPTEMBER		Early Alert begins; TAG Application due; Schedule counseling appts; Reminders: Drop deadlines, UC Tag Application, Career Fair, Winter/Spring Registration, Pay fees, Transfer application workshops			
	WK4 (Sep.11- Sep.17)	Last day to drop w/o "W" [Sept. 17th, 2021] Virtual Transfer Fair [Sept. 21st 2021]	> all students	> All student email	
	WK5 (Sep.18- Sep.24)	Last day to petition for P/NP [Sept. 20th, 2021] Reminders: Winter/Spring Registration = Set up counseling appts, How to access schedule planner Reminders: Pay fees and take care of holds Internship & Resource Fair [NEED DATE]	> all students > 1st yr students not enrolled in Math & English	> All student email	
	WK 6 (Sept. 25- Oct. 1)	Success Team Outreach to students with 45+ units w/o Xfer Eng and math	> Students with 45 + units (no Eng & math)	> Email student > Call student	
	WK7 (Oct.2-Oct.8)	TAG Application Due [Sept. 30, 2021] CSU application opens [Oct. 1st, 2021] FAFSA application opens [Oct. 1st, 2021] Reminder: FAFSA application opens and deadline date Reminder: CSU application open and deadline date, how to send transcripts Reminder: Transfer application workshops	> Students with 45 - 60 units	> Email student > Call student	
		CSU application opens; Registraiton begins; Reminders: FAFSA dealines, CSU deadline, transcripts, drop deadline, grad petition, Edplan			
	WK8 (Oct. 9-Oct. 15)				
OCTOBER	WK9 (Oct.16- Oct.22)	Reminder communications re: Win/Sp2022 registration [TBD]	> 1st yr students not enrolled Math & English	>All Student Email > Call 1st yr students	
	WK10 (Oct.23- Oct.29)	Grad petition outreach/workshops/support	> Students with 45 - 60 units	>Email student >Petition Zoom Rooms	
	WK11 (Oct.30- Nov.5)	Winter/Spring 2022 Registration begins (Nov. 1) Reminder: Last day to drop full-term course with "W" [Nov 11] Reminder: FA2022 Grad Petition deadline date [Nov 5] Reminder: How to access Ed Plan	> all students	> All student email	
		UC application opens; Grad Petition due; CSU/UC deadline; Reminders: CSU/UC deadline, check transfer portals			

	WK12 <small>[Nov. 6 – Nov. 12]</small>	UC application opens [Nov. 1, 2021] Grad Petition Due [Nov. 6, 2021] Last day to drop Fall2021 full-term course w/ 'W' [Nov. 11, 2021] Reminder: UC application open and deadline date	> Students with 45 - 60 units > All students	> Email student > Call student
NOVEMBER	WK13 <small>[Nov. 13 – Nov. 19]</small>	Reminder: UC application open and deadline date	> Students with 45 - 60 units > All students	> Email student > Call student
	WK14 <small>[Nov. 20 – Nov. 26]</small>			
	WK15 <small>[Nov. 27 - Dec. 3]</small>	CSU/UC application deadline [Nov. 30, 2021] Reminder: Last day to drop Fall2020 full-term course w/ 'W' [Nov. 11, 2021] Reminder: Transfer applicants to check & monitor portal(s)	> Students with 45 - 60 units > All students	> Email student > Call student
	WK16 <small>[Dec. 4 - Dec. 10]</small>	CSU/UC application deadline [Nov. 30, 2021] Reminder: Transfer applicants to check & monitor portal(s) Reminder: Winter Session Counseling Hours Reminder: When grades will be posted, when diplomas will be sent out Reminder: Winter Session add/drop deadline dates, Parking Info	> Students with 45 - 60 units > All students	> Email student > Call student
	Reminders: Counseling appointment schedule, Grades posted, Diploma info, Winter session add/drop deadline, Parking			
DECEMBER	Winter Session begins; Reminder: Counseling schedule, Grad petition for ADT, update transfer apps			

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	WK1 [Jan. 3]	Winter Session 2022 begins [Jan. 3, 2022] Reminder: Winter Session Counseling Hours Reminder: Grad Petition for ADT [TBD] Reminder: Update supplemental and/or transfer application	> Students with 45 - 60 units > All students	> Email student > Call student	
JANUARY	WK4 [Jan.24]	Reminder: Promote Smart Start, SSTI, & CCCP Reminder: Transfer Fair [TBD]	> all students	> All student email	
		Spring 2021 semester begins; Reminder: promote SS-SSI-CCCP, Transfer Fair, add/drop deadlines, parkig, student id card, canvas, GoRio pas			
JANUARY		Early Alert begins; Set up counseling appts; Reminder: Grade petition & ADT verification, add/drop deadline, infor sessions & deadline for SS-SSTI-CCCP, services & resources, "I need help" alert, campus tours			
	WK1 [Jan.29 - Feb. 4]	Spring 2021 semester begins [Jan. 29, 2022] Reminders: Add/Drop deadlines [TBD] Reminders: Parking, Student ID card, How to use Canvas, GoRio Pass"Reminder: Grad Petition deadline date & ADT Verification Info Reminder: Last day to drop a SP2022 full-term course with refund [TBD] Reminder: Info sessions & apply for Smart Start, SSTI, CCCP	> Students with 45 - 60 units > All students	> All Student Email >Email student > Call student	
FEBRUARY	WK2 [Feb. 5- Feb. 11]	Reminders: Inform students of services & resources (LAC, SSDC, WRC, MSC, Stats Lab, SI) Reminder: Deadline dates for Smart Start, SSTI, CCCP Reminder: Last Day to Add [TBD] Reminder: Last day to drop with a refund [TBD]	> all students	> All student email	
	WK3 [Feb. 12 - Feb. 18]	Reminder: Northern CA campus Tours	> all students	> All student email	
	WK4 [Feb. 19 - Feb. 25]	Reminder: Last day to drop without a "W" [TBD]	> all students	> All student email	
		Reminder: drop deadline, decision day, career fair, ed plan access, grad petition deadline			
	WK5 [Feb. 26 - Mar. 4]	Reminder: Last day to petition for P/NP [TBD] Reminder: Decision Day [NEED DATE] Reminder: Internship & Career Fair [NEED DATE]	> Students with 45 - 60 units > All students	> Email student > Call student	
MARCH	WK6 [Mar. 5 - Mar. 11]	Transfer Fair [NEED DATE]	> all students	> All student email	
	WK7 [Mar. 12 - Mar. 18]	Reminder: How to access Ed Plan Reminder: Grad Petition Deadline date	> Students with 45 - 60 units > All students	> Email student > Call student	
	WK8 [Mar. 19 - Mar. 25]	Reminder: Graduation Petition Deadline Date [TBD] Reminder: Commencement, Grad Fest, Commencement rehearsal	> Students with 45 - 60 units	> Email student > Call student	
		Grad Petition Deadline; Reminder: commencement, Grad Fest, Commencement Rehersal			
	WK9 [Mar.26- April 1]	Spring Break			
	WK10 [Apr. 2 - Apr. 8]	Graduation Petition Deadline Date [TBD]	> Students with 45 - 60 units	> Email student > Call student	
APRIL	WK11 [Apr. 9- Apr. 15]	Reminder: Last day to drop with a "W" [TBD]	> Students with 45 - 60 units	> Email student > Call student	
		Decision Day, Commencement, Start setting up counseling appts for FA22 registration			
	WK12 [Apr. 16- April 22]				
	WK13 [Apr. 23 - Apr. 29]				

	WK14 <small>[Apr.30-May 6]</small>	Decision Day [NEED DATE]	> Students with 45 - 60 units > Email student > Call student
	WK15 <small>[May 7-May 13]</small>		
	WK16 <small>[May 14-May 20]</small>		
MAY	Finals Week	Commencement [May 26, 2022]	
	Reminder: Spring 2023 transfer application workshops		