

“Making the LEAP from High School to Camosun College as a SIP student”

The SIP Timeline of Communication & Support for your student

Step #1 - Initial contact with your student – SIP phone call or in person conversation (dependent on availability)

The SIP Orientation occurs when the student application is completed, sent to district team, forwarded to SIP, pre-requisites met, EPBC paid & seat available in program.

The goal of the SIP Orientation includes:

- ☐ First contact with your student with a SIP Transition Coordinator
- ☐ To start the relationship between your student & the SIP Team
- ☐ A starting point toward a positive experience for the student(s)
- ☐ Identify potential areas where support is required, including:
 - ☐ CAL (Trades & Non-trades)
 - ☐ Empowering Women
 - ☐ Indigenous Student
 - ☐ YWIT Scholarship
 - ☐ Eyē? Sqâ'lewen
 - ☐ Computer support
 - ☐ IPTT - Larry and Susan
 - ☐ Living arrangement
 - ☐ Women in Trades
 - ☐ Expenses
- ☐ Review the **Student & SIP Expectations** outlined in the Application that they have signed
- ☐ Answer any questions and hopefully relieve any anxiety about their program
 - ☐ Collect District Statistics
 - ☐ TASK/Trades Sampler
 - ☐ In-Class Careers/Dual Credit Presentation
 - ☐ INSPIRE Presentation
 - ☐ Jr or Sr Skills Competition/Activity
 - ☐ Camosun On Campus Tour
 - ☐ Tool Trolley Exposure

Step #2: SIP email sent after completion of SIP Orientation & SIP Letter of Acceptance attached to email. Pre-requisites met, identify if qualified or pre-qualified (no WEX), SIP orientation completed, a seat in the program is available or Waitlisted, the student has agreed with the student expectations

The Goal of this letter is to communicate to the student, district high school careers teams any follow-up needed determined during the SIP Orientation

- ☐ Pre-Qualified students need to complete WEX
- ☐ Food safe – culinary students
- ☐ First Aid – none trade
- ☐ Women in Trades
- ☐ Uniforms / PPE
- ☐ Empowering Women
- ☐ CAL
- ☐ YMIT Scholarship
- ☐ Eyē? Sqâ'lewen
- ☐ Financial support
- ☐ IPTT - Larry and Susan
- ☐ Technology support from district
- ☐ Confirm Student email

This is the point the baton is passed to the SIP Team and Camosun College

Step #3: Camosun email from Camosun Registration

Camosun Registration Email – sent 2-4 months before program start date.

- ☐ Program details:
 - ☐ Books
 - ☐ Equipment
 - ☐ Instructor
 - ☐ Schedule
 - ☐ Program location
- ☐ MyCamosun –this is your student's
 - ☐ Account registration and login info
 - ☐ Proof of Enrollment for RESPs
 - ☐ Schedule
 - ☐ Transcript upon completion

Step #4: SIP email

- ☐ Two months prior to the start of the program, SIP will reach out to the student and invite them up to campus for a tour of the facilities

Step #5: Face-to-Face on campus tour – at least one month prior to the program start date.

At this time your student will learn:

- ☐ where to buy for books (this is a perfect time to actually buy books!)
- ☐ where to Park - there is an app on the parking meter!
- ☐ where the bus drop-off will be
- ☐ where their class location(s) are

Your student can also:

- ☐ Review any have questions they may have
- ☐ attend with their parents
- ☐ pickup their Student Card the next day after completing the [online form](#).

Step #6: SIP contact one week prior to program start

During the week leading up to the start date, SIP will reach out to confirm:

- ☐ If they're ready to start
- ☐ They received the email from Camosun Registration
- ☐ They received communication from their instructor/department.
- ☐ Review any questions they may have

Step #7: Beyond the program start

- ☐ Regular instructor check ins on progress etc
- ☐ Regular check-ins with the student(s)
- ☐ Further support as needed

Post Program

- ☐ SIP Exit Orientation (incl Scholarship info, Registration, Employment & RBC Survey)
- ☐ Exit Package with useful info