



Pair Event: My Matriculation Steps



EVENT OBJECTIVES

Pairs will work on completing the matriculation steps necessary for the mentee to fully enroll in their post-secondary pathway of choice.

PURPOSE & CONTEXT

Summer melt affects up to 40% of students each year. Ensuring that pairs have a space to work on matriculation steps will help lessen the chance of summer melt occurring.

EVENT PREP

Set up a check-in table with event packets, pens/pencils, name badges, seating assignments and check-in documents.

Post a few copies of the seating assignments on the walls. Make sure to use a large enough font!

AGENDA (90 min event/20 min huddle)

5 min	Welcome
20 min	Chat and Chew: Ice Breaker
60 min	Matriculation Work Time
5 min	Closing
20 min	Mentor Huddle

FACILITATOR NOTES

Students will need computer and internet access to work on their matriculation steps.

Given that pro-pathway matriculation steps are very nuanced, you should consider checking in with your pro-pathway pairs before the event to help them identify activities to work on related to their specific program of choice.

Materials: Event 10 Pair Packet, computer access, internet access

AGENDA

ACTIVITY	DESCRIPTION
Welcome and Intro (5 min)	TALKING POINTS • Welcome, everyone! • Tonight, we have an impactful event in store for you. We will begin to work on matriculation tasks. Up to 40% of students that intend to begin a post-secondary pathway, do not end up on their desired pathway. • This is known as summer melt. It happens because there are quite a few steps that need to be accomplished for enrollment. Many times, students are not aware of all of these steps and how to complete them • Fortunately, for you all, we have identified these tasks and have put them on a checklist for you all to work through. Today we will be working on these tasks using our event packets for support. <i>Let pairs know what time mentees will be dismissed from the event. Share any housekeeping logistics (where the restrooms are, how to get your attention during the event if they need it, introduce other school and event staff in the room, etc.).</i>
Chat & Chew (20 min)	TALKING POINTS • Before we get started with our matriculation tasks, let's grab a bite and work on the icebreaker questions! You will have 20 minutes to do so.
Pair Work Time: Matriculation Steps (60 min)	TALKING POINTS • Now, let's get started on our matriculation tasks. Please follow the directions in your packet and begin working on your tasks. <i>Debrief after work time: How are you feeling about working on your matriculation tasks? What questions do you have?</i>
Closing (5 min)	ANNOUNCEMENTS • Share the date of the next event. • Remind pairs to continue their weekly communication. • Express gratitude and appreciation for their dedication to the program. • Share any school-specific context and updates.

Mentor Huddle: Supporting with Matriculation	
ACTIVITY	NOTES
Ice Breaker (8 min)	ENGAGEMENT: Mentors will debrief the event. TALKING POINTS • Thank you so much for joining our event tonight! • We are so close to high school graduation! • For today's ice breaker, we are going to think back and discuss how we spent the summer after our high school graduation. Please find a partner for your discussion. <i>Ask a few mentors to share out their thoughts.</i>
Supporting with Matriculation (8 min)	ENGAGEMENT: Mentors will learn about the matriculation process. TALKING POINTS: • As you saw today, we have outlined the steps necessary for matriculation on a tracker. • I suggest that you schedule weekly check-ins with your mentee to ensure that the steps are being completed and that they have the support they need. Some of these steps can be completed immediately for certain programs. It is up to you and your mentee to research this information. • In order to best support your mentee, you are going to need to know the following information: 1. Do they know their next steps in matriculation? 2. How do they want you to support them? 3. Are there any personal obstacles or obligations that might stand in the way of their matriculation? • The more information you have, the better you will be able to plan your support. • In pairs, take the next few minutes to brainstorm potential obstacles your mentee might face as they work towards matriculation and how you plan to proactively work through these challenges. <i>If time allows, have mentors share out afterwards.</i>

Announcements/**Closing**

(4 min)

TALKING POINTS:

- Share any important school/program updates.
- Encourage mentors to leave their mentee an app message after the event in which they reiterate how excited they were to meet with them/how they are looking forward to the next meeting.
- Thank mentors for attending the event.
- Remind mentors that they can always reach out for support.