

# Collin College Counselor & LHS Counselor Roles

## Collin College Counselor (CCC) -

- Meet with students who have expressed interest in Collin College dual credit or graduating seniors
- Be familiar with Lovejoy MOU and Crosswalk for accurate guidelines
- Meet with LHS counseling staff to create calendars for dual credit scheduled events
- Co-host dual credit information sessions for next year's incoming class
- Co-host parent orientations (if requested) on how to support your dual credit student
- Host new student orientation for incoming dual credit students prior to courses starting
- Hold application days to assist students when applying to Collin
- Assist students with the removal of holds preventing registration
- Register students for DC courses
- Provide rosters of registered students to high school counselors with the balance due (if applicable)
- Review DC rosters to make sure they match the LHS roster
- Help students connect with Collin IT for login/technology issues
- Inform high school counselors if the student was reported as not attending or at risk of failing dual credit course
- Assist dual credit students with ACCESS application if they would like to apply for accommodations in dual credit classes
- Meet with students who have concerns about courses and provide referrals for tutoring
- If a student has an issue with a professor, the student should contact the professor first. If the professor doesn't respond or the situation is not resolved, the student will email Dr. Moore.

## LHS Counselors

- Review / approve students to enroll in dual credit courses based on enrollment requirements and Lovejoy approved dual credit courses (i.e. permission forms and testing scores)
- Provide Collin with spreadsheet of approved students for dual credit with course periods
- Review Collin provided rosters match Lovejoy rosters prior to the start of each term
- Meet with students failing at midterm to discuss next steps
- Meet with any student considering dropping/withdrawing from a DC course
- Counsel students with professor concerns on how to properly advocate for themselves
- Provide Collin College with a list of students who receive free or reduced lunch.
- Provide Collin College with AP scores for course prerequisites.