

New Counselor Training – Topics Overview

- I. Introductions**
- II. Rolling up our sleeves with policies and procedures: WHY?**
- III. Skyline College Basics**
 - a. Skyline College Calendar
 - b. Skyline College Courses
 - c. Skyline College Grading System
 - d. Types of Degrees and Certificates
 - e. English, ESOL and Mathematics courses
- IV. SSSP Overview**
- V. Overview of In Person Orientation**
- VI. Registration Workshop –**
 - i. Webschedule; troubleshooting
- VII. Lunch**
- VIII. Transfer Center computers**
 - a. Websmart
 - b. DegreeWorks
 - c. Banner
 - d. SARS
- IX. Policies and Forms (Case Studies)**
 - a. GPA Calculations and Grading System
 - b. Grade Alleviation / Grade Alleviation Form
 - c. Academic Renewal / AR Form
 - d. Families
 - e. Repeatability / Course Repetition – Course Repetition Form
 - f. Catalog Rights - Revisit DegreeWorks AA Degree
 - g. Commonly Used Forms
 - i. Prerequisite Equivalency
 - ii. Prerequisite Challenge
 - iii. APE Clearance Form
 - iv. SSSP Exemption
 - v. Extenuating Circumstances
 - vi. Other Forms
- X. Degrees and Transfer**
 - a. Associate Degree and Application
 - b. Assist.org/ C-ID
 - c. CSU GE
 - d. IGETC
 - e. ADT
 - f. Opportunities for Professional Development (CSU/UC Conferences)
- XI. Other Topics**
 - a. Multiple Measures/ Assessment procedures

- b. Campus programs**
- c. Pedagogy – Nate**
- d. ESOL Sequencing and Course Advising**
- e. Probation/Dismissal**
- f. Course Planning**
- g. DRC Referral Process**