

## “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:
  - o I.E.C.C.- [Centre for Indigenous Education & Community Connection](#)
  - o IEP Support – Centre for Accessible Learning
  - o IPTT - [Indigenous People in Trades Training](#)
  - o Your District YWIT Scholarship
  - o [Women in Trades](#)
  - o Computer support
  - o [Empowering Women Scholarship](#)
  - o Living arrangement
  - o Other 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:
  - o Collect District Statistics
  - o INSPIRE Presentation
  - o In-Class Careers/Dual Credit Presentation
  - o Jr or Sr Skills Competition/Activity
  - o Camosun On Campus Tour
  - o Tool Trolley Exposure
  - o TASK/Trades Sampler
  - o Pipe Trade Trailer Experience

**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.

- o Pre-Qualified students need to complete WEX
- o Women in a Foundation program can connect with the [Women in Trades](#) dept. for financial aid
- o Food Safe Certification requirement for culinary
- o Women can receive financial help through the [Empowering Women Scholarship](#)
- o First Aid requirements for none trade programs
- o District teams - YWIT Scholarship eligibility
- o Uniforms / PPE
- o Financial need that is not covered by the above scholarships
- o Students with IEPs **need** to connect with [CAL](#)
- o [Tech Support](#) from district / Camosun library
- o Student who are indigenous can connect with [Eyē? Sqā'lewen - IECC](#)
- o Confirmation of student email
- o Trade Indigenous students can connect with the [IPTT](#) department
- o

**\*THIS IS THE POINT THE BATON IS PASSED TO THE SIP TEAM AND CAMOSUN COLLEGE\***

**Step #3:** Email from Camosun Registration

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

- Program details:
    - Books
    - Equipment
    - Schedule
    - Instructor
    - Program Location
  - MyCamosun student account is your student's:
    - Account registration and login info
    - Schedule
    - Proof of Enrollment for RESPs
    - Transcript upon completion
- Steps to create domain account:**
- Review the SIP acceptance letter you received in your email
  - [Create your myCamosun](#) account

**Step #4:** SIP student Tour 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 (1 month before start date)

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

At this time your student will learn:

- where to buy books (within 1 month of your start date is the perfect time buy books)
- where to park - there is an app on the parking meter - [HONKMobile](#)
- where the bus drop-off will be
- where their class location(s) will be

Your student can also:

- review any have questions they may have
- attend with their parents
- pick up 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

1. Regular instructor check ins on progress etc.
2. Regular check-ins with the student(s)
3. Further support as needed

**Post Program**

1. SIP Exit Orientation (incl Scholarship info, Registration, Employment & Exit Questionnaire)
2. Exit Package with useful info