



Fall 2017

CALIFORNIA PROMISE

Roles & Responsibilities

Enrollment Services

1. ID eligible students.
2. Market CA Promise and send pledge info to student & receive signed pledges.
3. Notify departments of participants.

Academic Department

4. Receive notification of participants from Enrollment Services.
5. Integrate CA Promise advising into existing ADT advising process including Ed Plan with use of STAN Planner.

ASC Faculty Fellows

- 1A. Partner with ES and AVP in messaging CA Promise advising to faculty and ASC staff advisors within current ADT advising.
- 1B. Partner with ES in conducting STAN Planner training for academic departments.

Enrollment Services & Academic Departments monitor compliance with pledge.

- ES sets priority registration in system and communicates registration date as usual to students.
- Department faculty meet with student to set up Ed Plan in STAN Planner and release CA Promise Advising hold.
- ES sends to departments report of possible Off-Track students each semester.
- ES to send Off-Track message to students whose STAN Planner report extends past two year period based on their term of entry.
- Departments notify ES when a student drops from program (student-initiated or department initiated) with explanation why.