**Academic Counselor’s Yearly Schedule of Activities**

**The counseling year follows a rhythm.**

September:

* Conduct outreach to new students via [Countdown to Zero](http://ccta-psja.jff.org/topic/how-do-we-identify-and-recruit-eligible-students)
* Enroll students in CCTA
* Submit “at risk” documentation for relevant students to the district for State Compensatory funds
* Submits Language Proficiency Assessment Committee (LPAC) information to district
* Conducts credit checks
* Generates college knowledge materials for Friday mentor classes

October:

* Register Texas Assessment Knowledge and Skills (TAKS) results
* Continue to enroll students in CCTA as they arrive
* Conduct credit checks of new students
* Work with South Texas College staff to ensure required documents are filed prior to start of mini-mesters
* Take care of STC add/drops
* Generate “college knowledge” materials for Friday mentor classes

November

* Enroll students in CCTA
* Conduct credit checks
* Plan for graduating students to take ACCUPLACER
* Calculate GPAs
* Support students who did not pass the TAKS
* Generate “college knowledge” materials for Friday mentor classes

December

* Recheck course credits for graduates
* Coordinate with STC for college application process, held on site at CCTA
* Plan graduation:
  + Dates
  + Practice
  + Cap and gown orders
  + Parent invitations
* Generate “college knowledge” materials for Friday mentor classes

January

* Take advantage of the quietest month to catch up and plan for the rest of the year
* Generate “college knowledge” materials for Friday mentor classes

February

* Enroll students in CCTA
* Conduct credit checks
* Generate “college knowledge” materials for Friday mentor classes

March

* Enroll students in CCTA
* Conduct credit checks
* Register TAKS results
* Work with South Texas College staff to ensure required documents are filed prior to start of mini-mesters
* Take care of STC add/drops
* Generate “college knowledge” materials for Friday mentor classes

April

* Enroll students in CCTA
* Conduct credit checks
* Plans for graduating students to take Accuplacer
* Calculate GPAs
* Support students who did not pass the TAKS
* Plan for graduation
* Generate “college knowledge” materials for Fridays mentor classes

May

* Enroll students for summer session
* Conduct credit checks
* Oversee graduation
* Session Break

June

* Enroll students in CCTA
* Conduct credit checks

July

* Enroll students in CCTA
* Conduct credit checks
* Register TAKS results
* Work with South Texas College (STC) staff to ensure required documents are filed prior to start of mini-mesters
* Take care of STC add/drops

August

* Session Break
* Prepare for [Countdown to Zero](http://ccta-psja.jff.org/topic/how-do-we-identify-and-recruit-eligible-students) and fall session