

**BRIDGE PROGRAM ADMINISTRATIVE CALENDAR-
RECRUITMENT, COMMUNICATION & ENROLLMENT**



Recruitment Goals: Support and target motivation and needs of all students; focus on increasing enrollment and access by students who are first-generation college in their family.

RED = required

BLACK = strongly recommended; ideas for strengthening recruitment and communication

Website: <https://l2trec.utah.edu/bridge-program/>

August	<p>Week 1 of class</p> <ul style="list-style-type: none"> - Bridge Instructors: take time <u>day 1 in class</u> to walk students through first steps of CE Bridge course enrollment/registration; make sure all students are recognized/matched by the USHE Application first pages; <u>require all students to complete process at home by day 2 of class.</u> <p>Week 2 of class</p> <ul style="list-style-type: none"> - Bridge instructors check Canvas roster and HS roster; email CE Coordinator a list of all students not yet appearing on university Canvas roster. - High School CE Coordinator call students down who are not enrolled by Week 2 of class to support them & complete enrollment/registration.
November	<p>Nov. 1- Begin Early Enrollment Recruitment and information process (calendar and all resources found HERE)</p> <ul style="list-style-type: none"> ● Email Bridge Program Parent Flyer ● Administer Student Early Enrollment Commitment Form in all feeder pathways <ul style="list-style-type: none"> - DLI5 - AP Language - Spanish for Heritage Speakers (SHS) class - English Learner Middle and High School – promote taking AP exam before senior year - Latinos in Action (LIA) ● Compile data on Admin Early Enrollment Report (Excel) <ul style="list-style-type: none"> ○ Student Survey results aggregated by a high school or district coordinator ○ Confirm requested section number with building principal ○ All fields completed; Email to jill.landes-lee@utah.edu
December	<p>Dec. 1-7 – Early Enrollment Report is due to Jill Landes-Lee (jill.landes-lee@utah.edu) with requested section numbers confirmed by HS principal</p> <p>- December-to-January: HS Course Registration, begin Recruitment Classroom Visits – HS Bridge and AP instructors and/or district coordinator connect face-to-face with students in each pathway to hear about upcoming courses and “meet the professor.” Ideas: pizza party lunch for all DLI5 students to meet their HS Bridge and AP teachers (promote both courses/pathways equally); bring Bridge students to talk to MS students</p>
January	<ul style="list-style-type: none"> - Projected section numbers are sent from L2TReC to university department chairs and CE directors. - HS Course Registration begins; continue Recruitment Classroom Visits to all feeder programs (e.g. DLI5, AP, Spanish for Heritage Speakers, English Learner classes).

<p>February</p>	<ul style="list-style-type: none"> - Recommended: Bridge Program course campus visit day with university language classroom experience for all Bridge Program students - University Department Chair will email HS principal with Schedule Request - HS principal must confirm or propose alternative to schedule request - HS Registration continues – Recommended follow up to track roster of students who expressed “intent to enroll” in November Student Survey. DLI5, Bridge and AP teachers reach out and encourage students to enroll and help all feel welcome in the course.
<p>April</p>	<ul style="list-style-type: none"> - Bridge Program-MS student connections: Invite Bridge Students to visit a DLI5 class for a Q&A, a joint project, or to host a “language fair” experience for 1-2 hours
<p>May</p>	<ul style="list-style-type: none"> - ALL Bridge Program Seniors continuing to college download and view “Minor/Major College Pathways” document; during class time, email the university advisor where they will be attending to request a meeting for accurate placement into the next university language course. https://l2trec.utah.edu/bridge-program/collegepathways/ - Send Bridge Program final project “winners” or best projects to the middle school to view or present. - Invite senior Bridge students back to talk to DLI grade 6 and 9 students about their future plans and what DLI/Bridge has meant to them. - Invite university students back as student ambassadors to talk to Bridge students and to DLI students.
<p>July</p>	<ul style="list-style-type: none"> - AP Scores available to students and reported to high schools - Send letter/email to all incoming students who took the AP Language exam (congratulate students for taking the exam and welcome them to the next course placement -e.g. AP, DLI6, or Bridge) - Administrator/CE coordinator: finalize AP and Bridge course rosters according to AP Test Score (3+ to meet Bridge Program course prerequisite); UVU & UU-send