

Guided Placement: Helping Colleges Reach Students

This document offers guidance for colleges communicating to students about Guided Placement (GP). GP processes should already be established and available to students by the time these messages are necessary. Receivers of the listed communication points are matriculating students who need to go through the GP process. Primary senders of these communication points are the Admissions and Registrar's Offices as well as counselors. While each sender is designated a specific communication channel, there will be overlap between them.

Admissions

Admissions Offices are noted as communicating primarily through email and the internet to inform students as they are admitted to the college and to provide information about their admittance.

Admissions: Information to Communicate

- Students who need to go through the GP process should be identified by the college when they are initially admitted.
- Students who need to go through the GP process should be notified in their admittance messages.
- Admittance messages noting that students need to go through the GP process should explain that the process:
 - Will only take a few minutes to complete;
 - Is designed to help them pass transfer-level courses within one year.
- Admittance messages should not mention or explain AB 705.
- Websites for college admissions departments should have a section dedicated to GP processes expressing the following information:
 - All newly admitted students have the right to be placed into transfer-level classes;
 - Some newly admitted students will be asked to complete support courses designed to increase their chances of success;
 - Many placements will be based on high-school transcripts;
 - Students who do not have high-school transcripts will need to complete the GP process;
 - A list of specific information that students will need to provide in order to complete the GP process.



Registrars

Registrar's Offices are noted as communicating primarily through students coming into the office to speak with staff.

Registrars: Information to Communicate

- Office staff should be able to explain that the GP process is designed to help students graduate more quickly by passing their transfer-level courses within one year.
- Office staff should be able to direct students to the appropriate part of the Admissions website containing the GP information.
- Office staff should be able to direct students to any on-campus computer labs where they may complete the process.
- Printed materials containing information mirroring the GP section of the Admissions website may be offered.

Counselors

Counselors are noted as communicating primarily in-person during student appointments.

Counselors: Information to Communicate

- Counselors discussing GP should be reassuring to students who are questioning or otherwise discussing their placement.
- Counselors should be able to explain the following:
 - That all students have the right to take transfer-level courses;
 - Why students may be asked to take any necessary support courses;
 - Even if students have been previously placed into remedial courses, they have a greater chance of success with supported transfer-level courses;
 - Any additional information about the specific support courses, such as corequisites or tutoring, which students are being asked to take.