LEP MEETINGS:
10 WEEKS AT-A-GLANCE

WEEK ONE:
- General introduction/check-in
- Exchange contact information
- Review intake forms
  — FERPA, Accommodations, LEP and DSP Faculty Letters
- Review the student’s organization strategies
- Review how to sign up for a tutor online and discuss potential tutoring needs
- Discuss additional resources (Executive Functions skill building, HCC, Academic Advising, etc.)
- Discuss current class schedule and address any adding or dropping
- Add papers/exams/assignments from syllabi to 10-week calendar*

*May need an additional meeting to complete

WEEK TWO:
- 10-week calendar continued
- Review process of requesting exam accommodations online through DSP
- If student desires, help organize and complete online exam requests
- Discuss DU activities, clubs, organizations, and groups with new students
- Revisit the need for tutors and signing up for midterms with extended time
- Discuss how things are going with living arrangements. Are they working well?
  Is the living situation conducive to maximizing academic success?
- Students take the Learning Styles Inventory if they have not done so already

WEEK THREE:
- Midterms begin and may continue through Week 7
- Check in with students on how classes are going, encourage student to bring ongoing and completed work in (ongoing)
- Assist with organization, note-taking, study skills (ongoing)
- Students are encouraged to attend office hours and tutoring appointments as necessary (ongoing)

WEEK FOUR:
- Students are reminded to check Registrar’s calendar for next quarter registration schedule; students with early registration will note this date in their calendar
Students are reminded to sign up for advising with their FSEM advisor (first years) or a general Academic Advisor and their Major Advisor (second years and up) (ongoing through Weeks 6 and 7)

WEEK FIVE:
- Address drop option if necessary
- Create several course plan options for next quarter
- Spring quarter - Begin conversation about recontracting with LEP for upcoming year

WEEK SIX:
- Typically, the last week to drop without instructor approval – check Registrar’s calendar
- Students are reminded to check on, and resolve, holds that will prevent them from registering

WEEK SEVEN:
- Typically, early registration for next quarter is Friday of this week – students are reminded of this and of regular registration

WEEK EIGHT:
- Review the need to sign up for extra time for final exams
- Typically, registration for next quarter is this week – students are reminded of this
- For early registration students, review confirmed schedule
- Likely the last week to drop – check Registrar’s calendar. Instructor approval required

WEEK NINE:
- Some early finals
- For regular registration students, review confirmed schedule

WEEK TEN:
- Some early finals

WEEK ELEVEN - Bonus Week!:
- Final exams scheduled