

Purpose/Role of a mentor:

To help the student grow, achieve educational goals, and offer guidance & support.

Characteristics of a First-year Services Mentor:

- A good listener
 - Shows empathy
 - Uses the Commitment Pattern
 - Teach
 - Build a relationship of trust
 - Invite
 - Follow-up
 - Resolves Concerns
 - Self-awareness
 - Supportive
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**Continually: Reach out to students, set up appts. & meet either in person or via zoom/teams & always follow up & follow through

January

- Welcome students back to spring term
- Continue w/FAFSA renewal
- Research scholarships
- Sign up for FOI Modules (FOI = Foundations of Inclusion)
- Create a Student Newsletter
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet

*Learn HEERF Fund, HB 144, HB 118, SB 253

February

- February 1 FAFSA renewal deadline for University of Utah
- Continue to set up appts
- FYS goes into high schools
- Research scholarships
- TM re: summer registration (check individual schools)
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet

*Always follow through with students

March

- Spring Break
- Other resources
- TM re: summer registration (check individual schools)
- NCH – confirmation of attendance
- Update:

- Contact Logs
- Time & Effort
- Tracking Sheet

April

- Fall Registration opens (check individual schools)
- Begin second year experience information
 - University of Utah May 1 deadline
- TM to students re: finals
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet

May

- FYS High School visits
- Have college packets updated
- End of year celebration
- Be aware of students being placed on academic probation or warning
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet

June

- Begin high school seniors (graduates) transition to FYS
- SEF 2
 - 3 attempts
- In addition to newly graduated seniors, continue to work with current cohort students
- Financial aid verifications
- Visit colleges
- Respond to TM re: orientation, academic advising, college packets
- Summer Kick-off event
- Set up in-person appts. Re: FAFSA, verifications, help w/orientation & academic advising
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet

July

- College visits
- Financial aid verifications
- SEF2
 - Working on 2nd attempt
 - 3rd attempt at the end of July to be completed
 - Respond to TM re: orientation, academic advising, college packets

- Set up in-person appts.
 - Re: FAFSA, verifications, help w/orientation & academic advising
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet

August

- Schedule TM re: year 13 & 14 students
- Backpack Event
- Financial aid verifications
- UVU – laptop/hotspot checkout – check other schools for laptop checkout
- College Timetable
 - Be aware of important dates/deadlines for each college you are over
 - Example: tuition deadlines, final day to make class changes
- Make sure student's ready w/classes & financial aid
- Set up in-person appts.
- UVU HB 144 deadline
 - Tuition due
- Know your schools & important dates ex: tuition due, last day to add a class, etc.
- Make appts.
 - Re: verifications, orientation, academic advising, show students around to find their classes
- Update:
 - Contact Logs
 - Time & effort
 - Tracking Sheet

September

- SEF 3 deadline – September 30
- 2nd year experience information to 2nd year students (based on individual school)
- U of U counselor conference
- USU counselor conference
- Find out when SLCC, UVU, Snow, Dixie, Weber have counselor conference
- Set up appts.
 - Reach out to students
 - Add/Drop classes
 - Offer tutoring resources or other resources
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet

October

- FAFSA opens
 - Set up appts.
- Reach out to students re: setting up appt. w/academic advisor for 2nd semester
- Reach out to students re: tutoring & other resources
- Update:

- Contact Logs
- Time & Effort
- Tracking Sheet

November

- Registration for spring opens (reach out to students)
- Reach out to spring only students
- TRIO scholarship @ UVU opens November 1
- Check out scholarship websites w/each school to see when it opens & deadlines
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet

December

- Finals – Winter Break reach out
- FERPA
- UVU 2nd block admission dates
- Check out other schools 2nd block admission dates
- Catch up on loose ends
- Work on scholarship newsletter
- Update:
 - Contact Logs
 - Time & Effort
 - Tracking Sheet