



UCONN

**EARLY COLLEGE
EXPERIENCE**



REGISTRATION & BILLING OVERVIEW



OFFICE OF EARLY COLLEGE PROGRAMS

UConn Early College Experience Online Registration Process

Visit ece.uconn.edu
For Detailed Registration Instructions

When registering, we recommend using the following browser/computer combinations:  Internet Explorer when using a PC  Google Chrome when using a Mac

Do you know about FERPA?

If you would like to grant parents or guardians access to certain information about your academic and other University records, there are three different access types. You may designate a parent/guardian as a FERPA Designee, assign them as a Delegate, or designate them as an Authorized User. To learn more and grant parents/guardians access, visit ece.uconn.edu.

STEP 1: FILL OUT CONSENT FORM

- Work with your school counselor to choose courses.
- Write approved courses on bottom of consent form.
- Obtain all signatures in ink.
- Make an electronic copy.

STEP 2: APPLY ONLINE

ALL students MUST submit a new application and consent form each year.

- Go to ece.uconn.edu and click "Apply & Enroll" > "STEP 2: Apply Online" > "Apply Now". Be prepared to upload the electronic copy of your completed consent form.
- Create a Compass User ID and password (or login with your previously created User ID).
- Complete all application steps until you have **ALL GREEN CHECK MARKS**.
- Return to Main Menu and click "Submit Application."

STEP 3: ACTIVATE NETID

- **Activate** your NetID within 1-2 weeks after applying to prepare for enrollment.
- **New students:** activate your NetID on netid.uconn.edu by following instructions e-mailed to you.
- **Returning students:** Find your NetID at netid.uconn.edu and recall your NetID password. If needed, click "Reset" under Reset Forgotten Password on the Home page.

STEP 4: ENROLL IN COURSES

- Click the link in your approval e-mail or visit ece.uconn.edu to enroll in your courses.
- Log In to the Compass Enrollment Center with your activated NetID and password.
- Add all approved Fall and Spring courses to your shopping cart. *Check with your high school for correct course/term designations.*
- Validate and Enroll ("class successfully added to your schedule" confirmation message will pop-up).

STEP 5: PAY YOUR BILL

- Once enrolled, monitor your e-mail for your "Notification of New Charges". **Fall and Full-Year course fees are due by November 7, 2019. Spring course fees are due by January 8, 2020.**
- Failure to receive an e-mail bill notification does not absolve the student of the responsibility of payment by the due date.
- Use link in e-mail to pay online.
- Visit ece.uconn.edu for all payment information.

Late Application Period: August 15 – September 16

An additional \$25 non-refundable administrative fee is charged for applications submitted between August 15 and September 16 and must be paid by November 7, 2019. It will take 3-5 business days for your application to be processed before you are approved to enroll in courses. Once approved you will receive an e-mail to enroll.



▶ APPLICATIONS ACCEPTED: April 30 - June 7, 2019

▶ ENROLLMENTS ACCEPTED: August 15 - September 30, 2019

NEW REGISTRATION DATES

SPRING 2019

APRIL 30 – JUNE 7

Online Applications Accepted

FALL 2019

AUGUST 15 – SEPTEMBER 16

Late Application Period

AUGUST 15 – SEPTEMBER 30

Online Enrollments Accepted

SPRING REGISTRATION

- Advertise and distribute UConn ECE information to your eligible students and parents
 - Include any high school specific instructions with the ECE materials. You can set internal registration deadlines (within the ECE deadlines) for your students.
- Direct students to complete Consent Forms
- Direct students to APPLY online
- Direct students to ACTIVATE NETID



SPRING REGISTRATION

- Direct students to complete the Consent Form with all required signatures and create an electronic copy



REGISTRATION TIP

Consent Forms

Consent Form 2019 - 2020 UConn Early College Experience

Please read all information herein and obtain all required signatures before you start the online registration process. You will need an electronic copy of this entire form (top to bottom) to submit your online application successfully.

DEADLINES

Applications: Accepted April 30, 2019 – June 7, 2019

Enrollments: Accepted August 15, 2019 – September 30, 2019

Late Application Period: August 15, 2019 – September 16, 2019

Billing: Fall and Full-Year course fees due by November 7, 2019

Spring course fees due by January 6, 2020

Other use only
 Yes
 No

PROGRAM FEES 1 credit course - \$50 2 credit course - \$100 3 credit course - \$150 4 credit course - \$200
Program fees are \$50 per registered course credit. Please see attached course offerings list to determine credits per course. The University of Connecticut sends fee notifications to the e-mail address the student provides during the application process. Students are financially responsible for all courses for which they register. An additional \$25 non-refundable administrative fee is charged for applications submitted between August 15th and September 16th and must be paid by November 7, 2019. University standard policies on late fees, returned checks, and collections will apply to program participants.*

DROPPING A COURSE

You must log into the Compass Enrollment Center on or before **September 30, 2019** and drop your course. Courses not dropped online by September 30th will require a Withdrawal Form (WAU/W) to be completed and all course fees paid.

FERPA (Family Educational Rights and Privacy Act) & Parent/Guardian Access

Under FERPA, UConn ECE student educational records will be kept confidential and will be disclosed only with a student's consent. UConn can only discuss fee bills with students or FERPA Designees. A parent/guardian must be designated as an Authorized User for e-mail notification of a fee bill, or be a Delegate to access certain portions of a student's education records.*

*For full details of program policies, procedures, and deadlines visit ece.uconn.edu.

Student Legal Name Last First Middle

High School Last First Middle

CONSENTS/AUTHORIZATIONS (All signatures are required in BLUE or BLACK INK ONLY)

Student: I have read and understand this consent form. I am aware of all important deadlines and I agree to the financial responsibility of the program fees. I also give UConn ECE my consent to utilize photographs, video, audio recordings, and/or textual material in which I may appear for its use in University publications.

Student Signature _____

Parent/Guardian: I have read and understand this consent form. I acknowledge that my student is participating in UConn ECE and is financially responsible for all program fees incurred. UConn ECE may contact my student's high school and/or district to verify his/her fee waiver eligibility, if applicable. I give UConn ECE my consent to utilize photographs, video, audio recordings, and/or textual material in which my student may appear for its use in University publications.

Parent/Guardian Signature _____ PRINT Parent/Guardian Name _____

High School: I confirm the above student is approved to register for UConn ECE. I have provided the appropriate documentation to the UConn ECE Program Office to confirm the student's eligibility for free/reduced lunch at our high school, if applicable.

UConn ECE Site Representative or School Counselor Signature _____

APPROVED COURSES FOR ONLINE ENROLLMENT (see Course Offerings list)

Please use this list as a reference when enrolling online. You must enroll online to be eligible for UConn ECE credit.

UConn Course Name	Compass Enrollment Center Term	Instructor Full Name
	<input type="checkbox"/> Fall 2019 <input type="checkbox"/> Spring 2020	_____
	<input type="checkbox"/> Fall 2019 <input type="checkbox"/> Spring 2020	_____
	<input type="checkbox"/> Fall 2019 <input type="checkbox"/> Spring 2020	_____

Please note: Some courses listed under Fall 2019 in the Compass Enrollment Center run for the full-year at your high school. For high school-specific course/term designations, see your Site Representative.

MAKE AN ELECTRONIC COPY OF THIS FORM FOR YOUR RECORDS AND FOR USE DURING THE ONLINE REGISTRATION PROCESS.

- Keep copies of signed consent forms
- Collect all signed consent forms and individually scan for students
- Let students know they can take a picture with their cell phone and save an electronic copy
(see online tutorial)

STEP 2:

**APPLY
ONLINE**

**Applications Accepted
April 30 – June 7**

**Late Applications Accepted
August 15 – September 16
With additional \$25**

A screenshot of a web application's registration and login interface. The background is a dark blue gradient. On the left, there is a section for new users with the text: "Don't have an account? No worries. Create one now. You only need to create an account once." Below this text is a "Create New Account" button. On the right, there is a login section with two input fields: "User Name" and "Password". Below these fields are "Login" and "Clear" buttons. At the bottom right of the login section, there is a small link that says "Forgot my User Name/Password".

The e-mail address provided during the application is what will be used throughout the entire registration process!



USE OF STUDENT SOCIAL SECURITY NUMBERS

- There is more focus on requesting accurate Social Security Numbers during the online application process
 - Federal tax law requires the University to request taxpayer identification numbers
 - Students may refuse to provide their SSN, however there is a possibility the IRS may levy a \$50 fine for failing to provide it
 - The University will continuously send communications requesting an accurate SSN
 - **NetID activation is more efficient with an accurate SSN**
 - If the student chooses to come to UConn, they will need to provide it, and will need to make corrections to their existing records.

REGISTRATION TIP

Use the Registration Status Reports!

- Navigate to ece.uconn.edu
- Click High Schools & Site Reps button
- Click Status Reports
- Log in with your NetID and password
- Three reports will display:

Application Report

NetID Report

Enrollment Report

These reports are updated during open registration ONLY

UConn Early College Experience Registration Status Reports

This database is sponsored by the University of Connecticut Office of Early College Programs. For more information about UConn Early College Experience, please visit ece.uconn.edu.

[Application Report](#)

[Enrollment Report](#)

[NetID Report](#)

 [Export Report \(.xls\)](#) 

Application Report

Last Updated: 1/24/2017 9:23am

Institution:

First Name	Last Name	Application Start Date	Application Submission Date	Application Status
Mazien	<input type="text"/>	06/01/2016	06/01/2016	Submitted
Jay	<input type="text"/>	05/30/2016	05/30/2016	Submitted
Janine	<input type="text"/>	06/01/2016	06/01/2016	Submitted
Zack	<input type="text"/>	09/15/2016	09/15/2016	Submitted
Samuel	<input type="text"/>	09/10/2016	09/10/2016	Submitted
Nikhil	<input type="text"/>	05/30/2016	05/30/2016	Submitted
Leonardo	<input type="text"/>	05/28/2016	05/28/2016	Submitted
Ryan	<input type="text"/>	06/01/2016	--	

**Status:
Submitted
Incomplete**

SPRING REGISTRATION

- Direct students to activate their UConn NetID and set a password, or retrieve their UConn NetID and password if they are a returning UConn ECE student.



STEP 3:

ACTIVATE NETID

UConn

University Information Technology Services
NetID

UConn People

Home

NetID Tools

FAQ

Contact

Login



Activate NetID

Activate your NetID account by visiting this page and entering your information.

Activate



Reset Forgotten Password

Forgot your NetID account password? Reset it by visiting this page.

Reset



Find NetID

Don't know your NetID account? Retrieve it by visiting this page.

Find



Change Password

If you know your NetID password and would like to change it to a new password visit this page.

Change Password

Welcome to the NetID Homepage

Your NetID credentials allow you to authenticate into a wide variety of computing services at the University of Connecticut.

New to UConn or unfamiliar with the NetID system?

Frequently asked questions

HELPFUL LINKS

[Student Home](#)

[Faculty/Staff Home](#)

[Contact Information](#)

[UITS Home](#)

[UITS Security Home](#)

netid.uconn.edu

UConn Early College Experience Registration Status Reports

This database is sponsored by the University of Connecticut Office of Early College Programs. For more information about UConn Early College Experience, please visit ece.uconn.edu.

[Application Report](#)

[Enrollment Report](#)

[NetID Report](#)

[Export Report \(.xls\)](#) ▲

NetID Report

Last Updated: 3/1/2017 12:10pm

Institution:

Status:
Activated
Not Activated

NetID	Student ID	Student Name	Activation Code	Activation Status
abc12345	1234567	John Smith	FTRBD-JGXMD-JEPMW-WSWZZ-WMLCK	Activated
				Activated
				Activated



FALL REGISTRATION

- Direct students who did not apply by June 7th to apply during the Late Application Period.
- Direct students to ENROLL in the UConn ECE courses.



LATE APPLICATION PERIOD

- Direct students who did not apply by June 7th to apply online between August 15th – September 16th following the application steps in the Registration Guide.
- **Students will be charged an additional \$25 non-refundable administrative fee for submitting a late application.**
- It will take 3-5 business days for applications to be processed before the student is approved to enroll. The student must activate their NetID and set a password before enrolling.
- Once approved the student will receive an e-mail invitation to enroll by September 30th



STEP 4:

ENROLL IN COURSES

Enrollments Accepted August 15 – September 30

- Students who apply by June 7th will receive an approval to enroll e-mail on August 15th and must log in to the Compass Enrollment Center with their activated NetID and password to enroll in their fall, spring, and full-year UConn ECE courses.
- Students who submit a late application will need to wait 3-5 business days from the day the application was submitted for it to be processed before the student is approved to enroll in courses. Once approved the student will receive an approval to enroll e-mail and must log in to the Compass Enrollment Center with their activated NetID and password to enroll in their fall, spring, and full-year UConn ECE courses.

REGISTRATION TIP #5

Use the Registration Status Reports & Student Administration

- Use your Enrollment Reports to view who has successfully enrolled
- Use the Student Administration System to view up to date enrollment data by class.

These reports are updated during open registration **ONLY**


UConn Early College Experience Registration Status Reports

This database is sponsored by the University of Connecticut Office of Early College Programs. For more information about UConn Early College Experience, please visit ece.uconn.edu.

[Application Report](#)

[Enrollment Report](#)

[NetID Report](#)

 [Export Report \(.xls\)](#) 

Enrollment Report

Last Updated: 1/24/2017 9:30am

Institution:

Student ID	Student Name	Course	Instructor Name	Course Term
<input type="text"/>	<input type="text"/>	CE2110	E <input type="text"/> e	1168
<input type="text"/>	<input type="text"/>	CE2110	E <input type="text"/> e	1168
<input type="text"/>	<input type="text"/>	CE2110	E <input type="text"/> e	1168
<input type="text"/>	<input type="text"/>	PHYS1201Q	E <input type="text"/> e	1168
<input type="text"/>	A <input type="text"/> e	PHYS1201Q	E <input type="text"/> e	1168
<input type="text"/>	<input type="text"/>	PHYS1201Q	E <input type="text"/> e	1168
<input type="text"/>	<input type="text"/>	PHYS1201Q	E <input type="text"/> e	1168
<input type="text"/>	D <input type="text"/> e	PHYS1201Q	E <input type="text"/> e	1168
<input type="text"/>	<input type="text"/> i	PHYS1201Q	E <input type="text"/> e	1168

**Term:
1198
1203**

Student Administration is the best place for this data!

DROPPING A COURSE

- BEFORE SEPTEMBER 30th
 - Direct students to DROP the appropriate course(s) in the UConn ECE Compass Enrollment Center by September 30th
- AFTER SEPTEMBER 30th
 - Direct students to complete a UConn ECE Withdrawal Form found at ece.uconn.edu.



AFTER SEPTEMBER 30TH

- Students who drop must complete a UConn ECE Withdrawal Form found at ece.uconn.edu.
- Withdrawal Forms (WAU/W) must be submitted to the UConn ECE Program Office by **December 12** for fall courses and **May 1** for spring and full-year courses, and all course fees must be paid.



STEP 5:

PAY YOUR BILL

- Students will receive notifications regarding their UConn ECE fee bill via e-mail.
 - Failure to receive an e-mail bill notification does not absolve the student of the responsibility of payment by the due date.
-
- Fall & full-year course fees are billed within 48 hours of enrolling and are due **November 7, 2019**.
 - Spring course fees are billed in November and are due **January 8, 2020**.



NEW PROGRAM FEES

Program fees are now \$50 per registered course credit.

- 1 credit = \$50
- 2 credits = \$100
- 3 credits = \$150
- 4 credits = \$200

NO additional resource fee and NO Add/Drop processing fee for enrollment changes in the fall!

NEW

\$25 non-refundable administrative fee for late applications

FERPA & STUDENT RECORDS

- Once a student is enrolled in University of Connecticut courses, they are considered a UConn Student and their education and financial records are protected by the Family Educational Rights and Privacy Act (FERPA).
- Students can grant parents or guardians access to certain information about their academic and other University records. They can designate a parent/guardian as a FERPA Designee, assign them as a Delegate, or designate them as an Authorized User.
- July 2019- UConn ECE will send information to the parents of applied students regarding enrollment and billing dates.

CLASS ROSTERS

PLEASE BE SURE CLASS ROSTERS ARE MONITORED THROUGHOUT THE ENTIRE REGISTRATION PROCESS IN THE FALL.

- UConn class rosters are available on Student Administration starting **August 15**
- Each student must update their own record online by **September 30**
- Signed final UConn class rosters are due by **October 4**

- Final class rosters are available to be printed on Student Administration starting **October 1, 2019**. Instructors are **required** to print final class rosters, sign on the roster that it is 100% accurate, and e-mail or fax each roster to the Early College Experience Office by **October 4, 2019**.

NEW GRADING POLICY

- Previous policy converted a grade of C- or below to an Audit (AU) on a transcript.
- Due to NACEP standards- the student will now receive the grade earned (A-F) on their official transcript.
- Students who wish to withdraw from a course after September 30th must complete a Withdrawal Form (WAU/W) by **December 12** for fall courses and **May 1** for spring and full-year courses, and all course fees must be paid.
- Students should be advised on the Withdrawal Form and how to appropriately utilize it.

STUDENT AMBASSADOR PROGRAM

HIGH SCHOOL BENEFITS

- Enthusiastic students will assist with:
 - presenting benefits of UConn ECE to students and parents.
 - registering students for ECE classes.
 - reminding students of deadlines.
 - other duties helpful to the ECE Site Representative.

STUDENT AMBASSADOR PROGRAM

STUDENT BENEFITS

- If the Ambassador fulfills all their ambassador duties UConn ECE will:
 - cover the course fees of one UConn ECE course up to \$200.
 - provide a Student Ambassador t-shirt!
 - issue a letter of acknowledgement & certificate of achievement for their college portfolio.

STUDENT AMBASSADOR PROGRAM

SELECTION PROCESS

- Site Representatives select 1 Ambassador for less than or equal to 150 participating ECE students, or 2 Ambassadors for more than 150.
- Selected students must submit their one-page informational paper and student Commitment Form to their Site Representative by April 12th.
- Site Representatives must submit a complete Ambassador Participation Package for each Ambassador to: Todd.Blodgett@uconn.edu by April 12th.



HELPFUL RESOURCES

- Site Representative Checklist & Calendar
- School Counselor Reference Guide
- Registration Guide
 - Registration Steps and Consent Form
- UConn Early College Experience Registration Helpline 1-855-382-UECE (8323)
- UConn Early College Experience website: ece.uconn.edu
 - Sample parent letters
 - Video tutorials
 - PowerPoint presentation for use at student/parent assemblies
 - Welcome video for classroom use

The NEW UConn ECE Website will be updated in the coming weeks to reflect all 2019-2020 materials.

COURSE EVALUATION RESULTS, GROWTH GRAPHS, & GRADING REPORTS



OFFICE OF EARLY COLLEGE PROGRAMS

Carissa Rutkauskas, Program Coordinator - Outreach & Evaluation



Quick

Facts

2018-2019

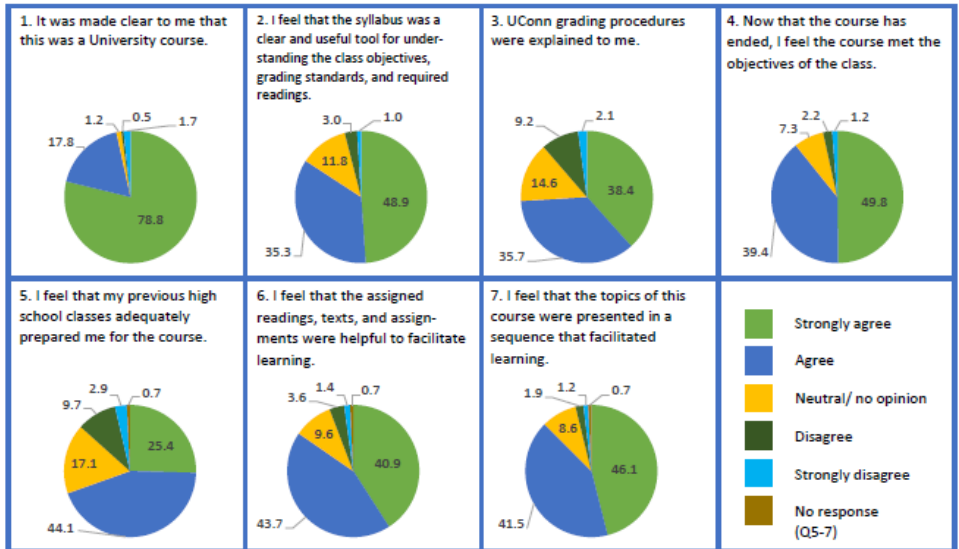
University Partners

- 5 Schools & Colleges
- 32 Departments
- 71 Courses

High School Partners

- 1,471 Certified UConn ECE Instructors
- 13,363 Participating Students
- 80,923 Credits Attempted
- 208 Partner Schools

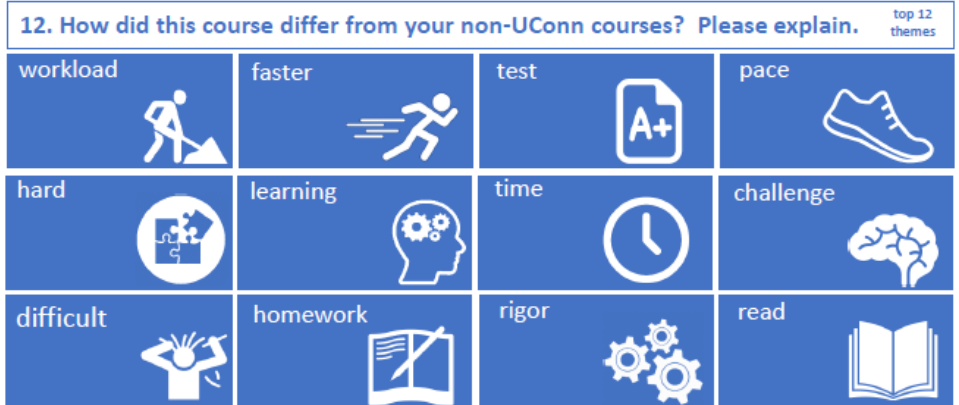
Course Evaluation Results



47.8%
overall response rate*
3.1k
of overall respondents*

8. What was the most difficult topic? Please explain.
9. Which topic received too much class time? Please explain.
10. Which topic received too little class time? Please explain.
11. If you could suggest an additional topic to add to the syllabus, what would it be?
As these 4 questions are course-specific, detailed results will be addressed in evaluations sent to instructors (mid-March)

18
Classes with 100% response rate
364
of courses evaluated



*Completion rate through Q4.
Completion rate through Q12=37.8%

The above and themes of study, similar, AP/honors, college, independent, think, writing, in-depth, assignment, notes, involved, and focus accounted for the top 24 key words on Q12.



Course Evaluation Results

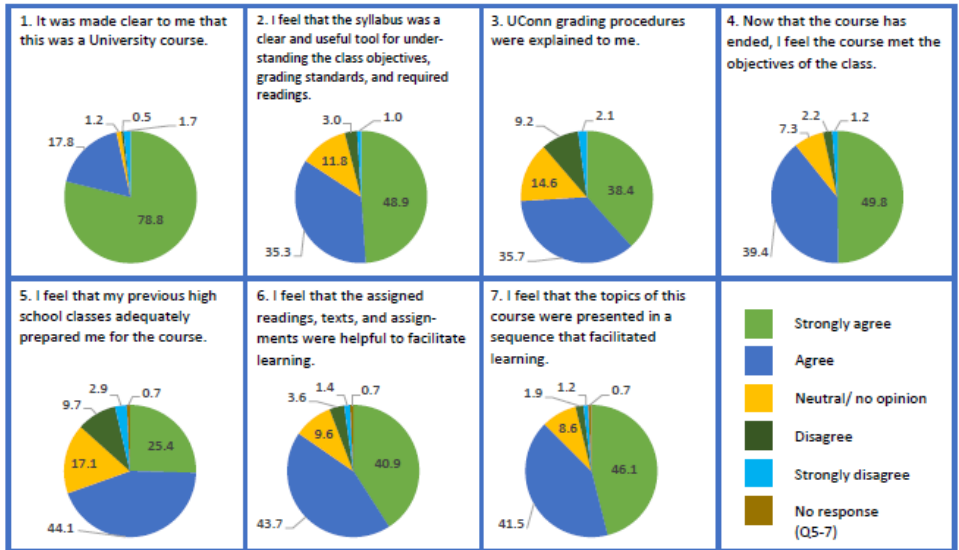
Year	Semester	Response Rate	Surveys Collected
2013-14	Fall	40%	2,046
	Spring	31%	3,488
2014-15	Fall	32%	1,699
	Spring	27%	3,040
2015-16	Fall	20%	1,140
	Spring	37%	4,801
2016-17	Fall	23%	1,125
	Spring	36%	5,279
2017-18	Fall	37%	2,300
	Spring	37%	6,011
2018-19	Fall	47%	3,113

Course Evaluation Results – 100% response rate!



Academy of Our Lady of Mercy	ECON1000
Berlin High School	CHEM1127Q
Branford High School	PHYS1201Q
Bridgeport Reg Aqua Sci Tech	CHEM1127Q
Darien High School	PHYS1201Q
East Lyme High School	MATH1131Q
Fishers Island School	SPAN3178
Frank Scott Bunnell HS	BIOL1107
Glastonbury High School	ART1030
Nathan Hale-Ray High School	MUSI1011
Old Saybrook High School	PHYS1201Q
Quinebaug Middle College	AMST1201
Rockville High School	ANSC1676
Shelton High School	MUSI1001
Stamford High School	CHEM1127Q
Thomaston High School	HIST1501
Wheeler High School	MATH1131Q
Windsor High School	MATH1131Q

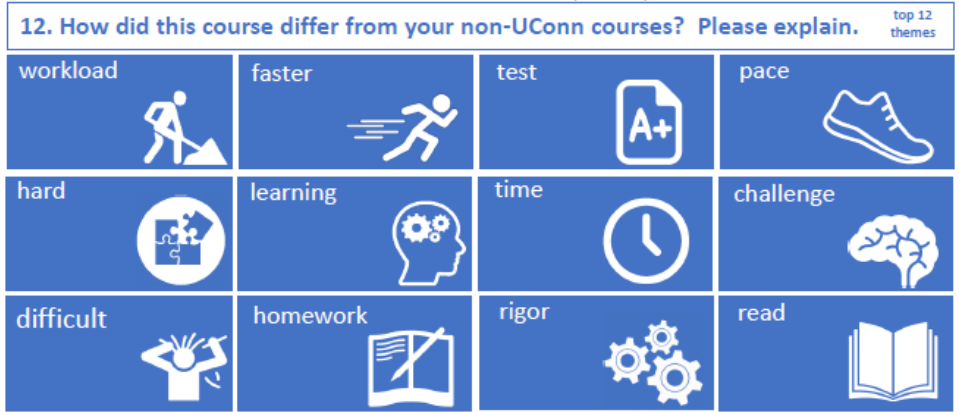
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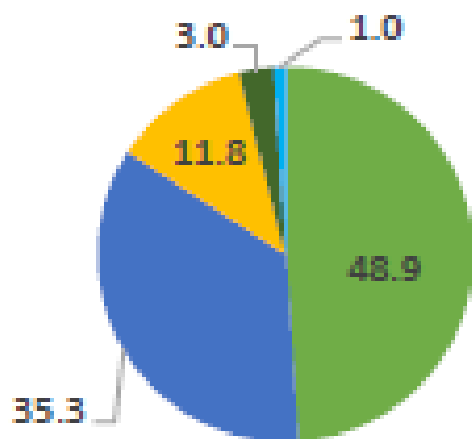


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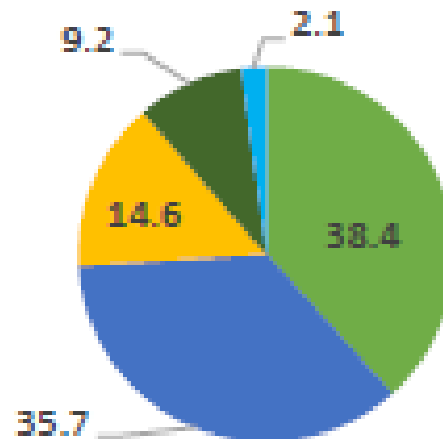
The above and themes of study, similar, AP/honors, college, independent, think, writing, in-depth, assignment, notes, involved, and focus accounted for the top 24 key words on Q12.

Course Evaluation Results






2. I feel that the syllabus was a clear and useful tool for understanding the class objectives, grading standards, and required readings.



3. UConn grading procedures were explained to me.



Course Evaluation Results

workload 	faster 	test 	pace 
hard 	learning 	time 	challenge 
difficult 	homework 	rigor 	read 

Growth Graphs

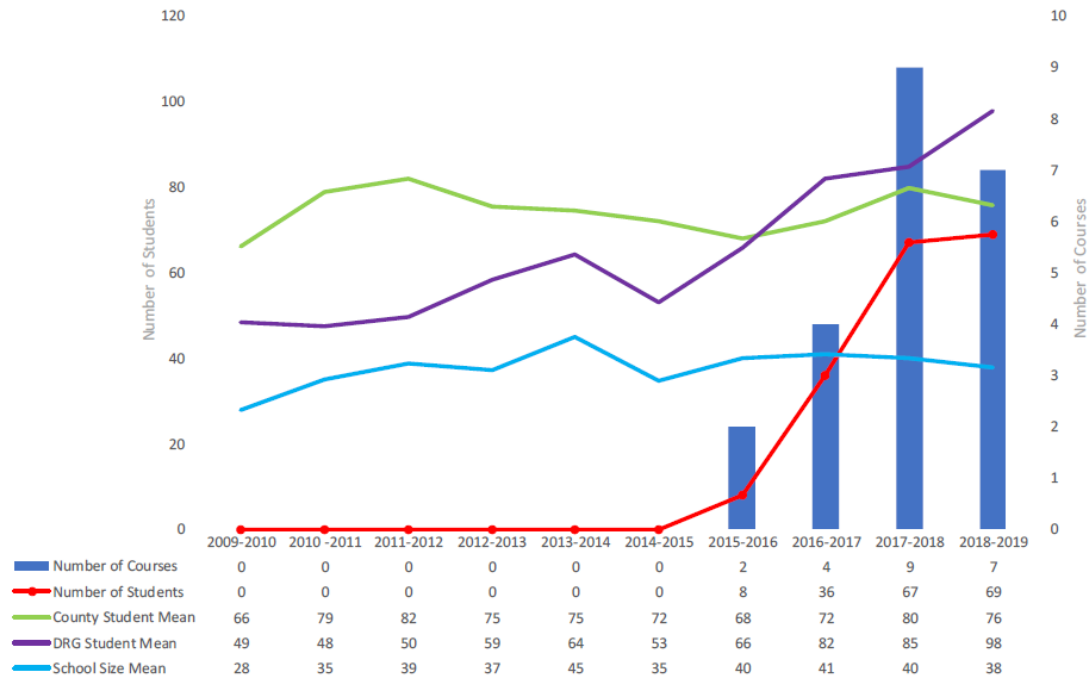
HIGH SCHOOL

County: Hartford DRG: C School size: Small

The following charts show the UConn ECE student enrollment and the number of UConn courses taught (not sections) at your school over time. It compares those numbers with other partner schools in your county, District Reference Group (DRG), and among schools of a similar size to yours. If you have any questions about these graphs, please contact Carissa.Rutkauskas@uconn.edu

Total Student Enrollment at School

Very Small School 0-299
 Small School 300-499
 Medium School 500-899
 Large School 900-1399
 Very Large School 1400 or more



Grade Report

Grade Report

Last Updated: 1/4/2019 12:59pm

Institution:

Term:

Fall 2016

Search

Grade Earned	All	HIST1400	HIST1502	HRTS1007	MATH1030Q	STAT1100Q	
A	12	0	8	3	1	0	
A-	16	0	9	6	1	0	
B	18	0	11	3	2	2	
B-	11	0	7	1	3	0	
B+	18	0	14	2	1	1	
C	5	0	1	1	1	2	
C+	6	0	5	0	1	0	

UConn Early College Experience



- HOME
- ABOUT ▾
- RESOURCES ▾
- DATA & RESEARCH ▾
- COURSES
- PROGRAM FEES
- ECE STORE
- FAQ ▾
- CONTACT ▾

Look at me I'm a new layer title!

This is so sweet. Now ECE folks can make any kind of layout they want! WOW this new plugin slider is amazing :)



STUDENTS & PARENTS

Apply & enroll, pay your bill, access your account, browse the transfer credit database, request a transcript, and more.

[STUDENTS & PARENTS](#)



INSTRUCTORS

Become an instructor, roles & responsibilities, benefits, professional development, tools & resources, scholarships & grants, and more.

[INSTRUCTORS](#)



HIGH SCHOOLS & SITE REPS

Become a partner, site representative information, benefits, policies & procedures, registration information, and more.

[HIGH SCHOOLS & SITE REPS](#)



BECOME A SITE REP

BECOME A PARTNER
SCHOOLENLIST STUDENT
AMBASSADORS

HIGH SCHOOLS & SITE REPRESENTATIVES

A UConn Early College Experience Site Representative serves as the primary contact for UConn ECE information at their high school. As a liaison between UConn and their school, they are familiar with UConn ECE policies and procedures. Within their schools, site representatives: provide information for interested [students](#), [parents](#), and [instructors](#); manage [student registration](#); are familiar with the [billing process](#) and [course evaluation](#) procedures; and assist with the UConn ECE [class roster verification](#) process.



REGISTRATION INFORMATION

A step-by-step guide for site reps -
and a link to the student page



STATUS REPORTS

A necessity during registration -
keep track of your students



POLICIES & PROCEDURES

Straight forward and uncut -
directly from our official guide




Connecting UConn ECE and CT High Schools with Collegial Interaction

Site Representative Roles and Responsibilities

A UConn ECE site representative is designated at each partner high school and serves as the primary contact for program information. Typically, the site representative is someone from the high school guidance or counseling office who has the ability to reach out to students across all grade levels. We encourage school counselors to take on this role as they are the ones who engage students in the planning of their school schedule and academic goals. A principal may divide the roles and responsibilities of a site representative among more than one staff member as long as the responsibilities are covered. The UConn ECE Program Office strives to maintain good communication with each site representative through telephone, e-mail distribution, newsletters, site visits, and mailings. Once designated, a site representative is required to contact the UConn ECE Program Office for access to their high school's information.

Site representatives should provide all interested students, instructors, and parents with reliable program information at the high school. Site representatives manage the student registration process and are familiar with University billing and course evaluation procedures.

Site representatives must attend the annual [Site Representative Conference](#), held at the UConn Storrs campus, typically scheduled in late February or early March. Program materials, information, and registration guides for students are available at this time. Any site representative unable to attend this conference should send a substitute or make arrangements to pick up their registration materials at the Storrs campus, as well as be briefed on new

-  STUDENTS & PARENTS
-  INSTRUCTORS
-  HIGH SCHOOLS SITE REPS

BECOME A SITE REPRESENTATIVE

BECOME A PARTNER SCHOOL

STUDENT AMBASSADORS

POLICIES & PROCEDURES

REGISTRATION INFO

STATUS REPORTS

GRADE REPORT

SITE REPRESENTATIVE CONFERENCE

STUDENT AMBASSADORS

Each year, enthusiastic UConn ECE Student Ambassadors assist in the marketing and administration of the UConn ECE program at their high school, support their fellow students and Site Representative, and create a more seamless college experience for all. Site reps at partner high schools are eligible to select at least one student ambassador. Partner high schools with more than 150 students enrolled in UConn ECE courses may have up to two ambassadors.

A UConn ECE Student Ambassador must commit to:

- Submit a one-page informational paper about UConn Early College Experience and the benefits of the program **AND** a signed Student Ambassador Commitment Form to their UConn ECE Site Representative.
- Participate in a brief virtual orientation with UConn ECE staff
- Apply to the UConn ECE Program by the June 1 application deadline and enroll in at least one UConn ECE course by the June 29 enrollment deadline.
- Attend school assemblies, classroom presentations, and/or parent nights that discuss the UConn ECE program and present on the benefits of the program.
- Work with the UConn ECE Site Representative to help other students through the registration process.
- Send a minimum of 4 separate submissions with pictures or videos of UConn ECE classes at their high school. A detailed description of the event, project, or discussion must be included.
- Complete and submit a Verification Form confirming all ambassador responsibilities have been fulfilled.
- Complete an online exit survey at the end of ambassador term.

For questions or additional
information, please contact me!

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