



CollegeNow Online: Mentor Responsibilities

To assure student success in a CollegeNow Online course, all students are required to have a mentor at their high school. The purpose of this mentor relationship is to help younger students transition to the great jump in responsibility that comes in taking a college-level online course.

Before the first week of class:

- Review Add/Drop deadlines with student (see below). These can be found at http://www.tc3.edu/collegenow/concurrent/ol_catalog_desc_calendar.asp. Make sure the student understands these are REAL college courses taken for REAL college credit. These courses come with a transcript from a SUNY college, and result in a “permanent record.” A low or failing grade in this class could affect the student’s eligibility for financial aid – if the student takes a course, they should take success VERY seriously.
- Be sure the student knows what to do if they find they are not logging in to class at least three times per week or keeping up with the class work.
- Drop or withdraw by the deadline so their GPA is not affected. A drop leaves no record on the student’s transcript. A withdrawal is recorded as a “W,” meaning the student was here, and left, no grade indicated.
 - If the student withdraws after the deadline, his grade will either be a WP or a WF.
 - ◆ WP = Withdraw Pass
 - ◆ WF = Withdraw Fail – WF is averaged into the student’s GPA as an F. WF or grades below a C will not look good on a student’s transcript. Most colleges will only transfer credit for grades of C or above.
- Make sure the student knows if they do NOT log in to class at least three times per week, this will be viewed as NOT attending the course, and they risk facing an “Administrative Withdrawal,” which will become part of their permanent record, and is viewed as a WF. Not participating in the class is not the same as not taking the class. If they need to get out of the class, **they need to complete the proper paperwork with the College to avoid a failing grade.**

During the first week of class:

- The mentor must personally check in with the student to verify the student has created an IQ web account, created an account with Angel, and has logged in and accessed their course. (For “How to” visit http://www.tc3.edu/collegenow/concurrent/ol_catalog_desc_access.asp)
- The mentor must ensure the student has purchased any required textbooks, printed the course schedule with due dates, and has decided on regular times during the week when they plan to log in to the course.
- For students taking their first online course, we recommend they complete the online orientation when setting up an account.
- Set up a schedule for checking in with the student throughout the semester. For best results, this would be a weekly occurrence. Remember, we are setting up this system to assure student success, and the purpose of this mentor relationship is to help younger students transition to taking a college level online course. The number one adjustment they need to make is to recognize it is their responsibility to manage their time, to remember to log in to their course at least three times per week, and remember to do all the homework on time. It takes a lot of commitment, initiative, and willingness to be self-directed.

Throughout the semester:

- Be a resource for the student. Encourage them to contact the professor or the helpdesk when appropriate.
- Follow the schedule you set with the student for checking in regularly. (OR hold them accountable to checking in with you!)
- Pay particular attention to the important semester dates for drop, withdraw, and WP/WF. Check in with the student in advance of each date and make sure they are on target and don’t need to consider dropping out of the class.

When in doubt: Contact the CollegeNow office!

Rhonda Kowalski-Oltz – kowalsr@tc3.edu
607.844.8222, ext. 4396

Karl Madeo – madeok@tc3.edu
607.844.8222, ext. 4413