

Dual Enrollment Counselor Budget Information

In 2019-2020 our Counseling department funded 4 part-time Dual Enrollment (DE) Counselors. We have been informed recently that the Counseling budget has been decreased and they can only provide DE with 1 part-time Counselor.

The Dual Enrollment program is proposing a budget allocation to support ongoing funding of 3 DE Counselors. The Counselors will continue to provide ongoing advisement, guidance, early alert, and support to our DE students for 2020-2021.

Budget Item	Current 19-20 budget allocation with Approved Immediate Needs addition	Proposed budget allocation for 2020-2021
Adjunct Dual Enrollment Counselors	N/A *Paid through Counseling Dept.	For 3 DE counselors @\$44,284 per year= \$132,852

Based on the formula provided by Counseling, the forecasted budget per part-time Counselor is \$44,164 and we have included a line item for mileage that is normally funded through Counseling:

Dual Enrollment Counselors (Traveler team)
Pay rate of: \$52.00 per hour
Max hours/week: 16 per week
Weeks in a year: 52
Average monthly mileage \$85 x 12 = \$1,020
One adjunct yearly cost: \$44,284.00
3 DE Counselors budget total: \$132,852.00

Program Information

In 2019-2020, the 4 part-time DE Counselors worked with and provided support to over 2,000 dual enrollment students in 88 course sections at our 25 partner high schools.

It is projected that for 2020-2021, the DE Counselors would provide support to over 2,800 dual enrollment students in 142 course sections at 31 partner high schools.

The DE counselor roles include:

- Guidance and support for dual enrollment students directly at the high school sites.
- Responding to student e-mails, phone calls, and conducting Zoom/Cranium Café meetings with students.
- Communication with DE faculty to assist with students who are struggling in the course.
- Intervention with students who are having academic challenges in the dual enrollment course.
- Referrals to the Mt SAC financial aid department and behavior and wellness team.
- Registration assistance and follow up.

- Communication with high school lead Counselors regarding marketing and promotion of dual enrollment courses. Presentations in classrooms.
- Facilitating workshops such as academic success, time management study skills, and career planning.
- Providing information for students who plan to attend Mt SAC, which includes Summer Bridge, STEP, summer and Fall registration details.
- Creating educational plans for students planning to attend Mt SAC.