



Step #1 - Initial contact with your student – SIP phone call or in person conversation (dependent on availability)

The SIP Orientation occurs when the student application is completed, sent to district team, forwarded to SIP, pre-requisites met, EPBC paid & seat available in program.





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- pickup their Student Card the next day after completing the [online form](#)

Step #6: SIP contact one week prior to program start

During the week leading up to the start date, SIP will reach out to confirm:

- If they're ready to start
- They received the email from Camosun Registration
- They received communication from their instructor/department
- Review any questions they may have

Step #7: Beyond the program start

1. Regular instructor check ins on progress etc.
2. Regular check-ins with the student(s)
3. Further support as needed

Post Program

1. SIP Exit Orientation (incl Scholarship info, Registration, Employment & Exit Questionnaire)
- 2.

