



# Best Practices to Increase Matriculation

The road to increased enrollments for your school and successful outcomes for your students starts with the Penn Foster High School Completion program. But having students earn their high school diploma on your campus is only the beginning of their educational journey. To encourage matriculation from the program to your school, it takes a team effort. Admission representatives, program coordinators, and faculty members are all essential to keeping students motivated and helping them see beyond high school graduation. To do so, use the following best practices to increase matriculation:



## GET OTHER DEPARTMENTS INVOLVED

Student success is a campus-wide investment. Although the Program Coordinator is the main point of contact for students, all staff and faculty should be involved in students' progress within the High School Completion program.

- An open-door classroom policy is a best practice shared on many campuses. This ensures all staff are welcome to visit the classroom and touch base with students periodically. It also allows your current career college students and former HSC graduates to visit, providing the opportunity for current HSC program students to meet their future classmates, and see how they are progressing through their career program. Making these connections will keep your students motivated, moving through the program, and further connecting them to your campus.
- It's especially important that an admissions rep stays in contact with students throughout the program. To close the gap between high school completion and college enrollment, ensure the admissions team sets up appointments with students on a regular basis to discuss career plans and program offerings at your career college.
- Send out a weekly progress report to admissions, including when the next orientation date will be and which students are close to graduation. This helps reps know which students to contact to schedule a financial aid appointment.
- Celebrating milestones confirms the results students can gain by meeting expectations. Host a graduation celebration or reunion for High School Completion graduates to show students what they can look forward to. Invite faculty and administration to graduation ceremonies, further connecting the staff and students.

“The admissions reps and I are in constant contact. They help students transition smoothly from Penn Foster to the college, and this increases overall student success. “

**Jennie Sutliff**

*Program Coordinator  
Bryant & Stratton College,  
Henrietta Campus*



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## CHECK IN WITH STUDENTS REGULARLY

Find out where students stand with their educational goals. Check in with students periodically by asking them the following questions:

- 1 ? What are your plans after graduating, what are your goals?
- 2 ? When do you expect to graduate?
- 3 ? Do you plan to enroll in the college?
- 4 ? If so, which program are you interested in?
- 5 ? If not, would you like to use a class pass? It allows you to sit in on a class to see what a program is like.

“If I notice students are quitting on themselves, I get on the phone with them and ask, ‘What are we doing? We’re almost there—don’t quit, don’t give up.’”

**Gerrit Ketelhut**  
*Program Coordinator*  
*Dorsey Schools*



## OFFER MORE THAN A CAMPUS TOUR

Encourage students to explore the campus and get familiar with the buildings, faculty and staff. As classwork, you can even assign students a campus scavenger hunt to make it fun. Some steps for this kind of self-guided orientation include:

- 1 Require each student to meet with one person from each department and get to know the faculty member and understand that career track. Give students a worksheet at orientation to track this.
- 2 Ask students to spend a few minutes talking with staff members about their role at the college and how faculty can assist students with accomplishing career goals.
- 3 Once the worksheet is complete, ask the students to write a brief essay that states what they learned, what career program interested them, and why they like your school.

“Just having the students go out around the campus is positive, because they have familiar faces at school and that’s the goal.”

**Jennie Sutliff**  
*Program Coordinator*  
*Bryant & Stratton College,*  
*Henrietta Campus*



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## SET EXPECTATIONS EARLY ON

Be an advocate for students' long-term goals and support the idea that their educational journey doesn't end with earning their high school diploma. From the beginning, keep their end goal in the forefront of students' minds.

- Starting with orientation, remind students that they are in the High School Completion program to be able to continue their education beyond high school.
- Have weekly one-on-one meetings. During that time, give students an agenda of what they will need to focus on that week. Set and manage expectations by mapping out their progress with weekly individualized student success plans.
- Get High School Completion students ready to be your college students by ensuring they adhere to your campus dress codes, rules of behavior and attendance policies. This will help connect them to your school and ease their transition.
- Foster a positive and supportive learning environment that provides encouragement so when students hit rough patches they don't lose the motivation to continue on their journey. Keep them focused on their career goals.
- Encourage or require your students to visit or sit in on classes that are related to their career choice to get a feel for them, and get excited for the possibility of being enrolled at the school.

“We have expectation levels that we want to meet. We don't worry about the past; we're here to focus on the future. To do so, we set expectations for success by establishing goals that will get students from point A to point B.”

**Gerrit Ketelhut**  
Program Coordinator  
Dorsey Schools





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## CREATE AN INDIVIDUALIZED STUDENT SUCCESS PLAN

Setting expectations is important. To help students stay organized and focused, each student should have a personalized success plan created by the Program Coordinator.

The plan consists of:

- Student's goal graduation date
- The number of credits/classes the student needs to graduate from Penn Foster
- The school start date on which the student wishes to matriculate into the school
- The program(s) the student is interested in matriculating into at the school
- If applicable, the electives the student will be taking that line up with their career interests
- A week-by-week schedule of what classes need to be completed to make the school's start date
- A class pass for the student to sit in on a class of the student's choice that lines up with their career interests

Going through this plan each week helps students feel confident looking back at their accomplishments, stay motivated seeing their progress, and focuses them on their goals. On the next two pages, you will find a template that you can print out and begin using as a part of your weekly check-ins with your students.



**PENN FOSTER**

To Contact a Client Support  
Specialist Call: 888-427-0200

For Additional Resources, visit the  
[Toolkits page in the LPP](#)



## Student Success Plan

Student Name: \_\_\_\_\_  
 Program of Interest: \_\_\_\_\_  
 Target Graduation Date: \_\_\_\_\_  
 Target Enroll Date: \_\_\_\_\_

Transfer Credits: \_\_\_\_\_  
 Total Credits Needed: \_\_\_\_\_  
 Electives (up to 5): \_\_\_\_\_

Weekly Check-In	Weekly To-Do
<p><b><u>Week 1</u></b></p> <p>Target Graduation Date:            Credits Completed: ___/21.5            GPA:</p>	<p><b><u>Week 1</u></b></p> <p>Course(s):            Self-Checks:            Exams:</p>
<p><b><u>Week 2</u></b></p> <p>Target Graduation Date:            Credits Completed: ___/21.5            GPA:</p>	<p><b><u>Week 2</u></b></p> <p>Course(s):            Self-Checks:            Exams:</p>
<p><b><u>Week 3</u></b></p> <p>Target Graduation Date:            Credits Completed: ___/21.5            GPA:</p>	<p><b><u>Week 3</u></b></p> <p>Course(s):            Self-Checks:            Exams:</p>
<p><b><u>Week 4</u></b></p> <p>Target Graduation Date:            Credits Completed: ___/21.5            GPA:</p>	<p><b><u>Week 4</u></b></p> <p>Course(s):            Self-Checks:            Exams:</p>

<b><u>Week 5</u></b> Target Graduation Date: Credits Completed: <u>    </u> / <u>21.5</u> GPA:	<b><u>Week 5</u></b> Course(s): Self-Checks: Exams:
<b><u>Week 6</u></b> Target Graduation Date: Credits Completed: <u>    </u> / <u>21.5</u> GPA:	<b><u>Week 6</u></b> Course(s): Self-Checks: Exams:
<b><u>Week 7</u></b> Target Graduation Date: Credits Completed: <u>    </u> / <u>21.5</u> GPA:	<b><u>Week 7</u></b> Course(s): Self-Checks: Exams:
<b><u>Week 8</u></b> Target Graduation Date: Credits Completed: <u>    </u> / <u>21.5</u> GPA:	<b><u>Week 8</u></b> Course(s): Self-Checks: Exams:
<b><u>Week 9</u></b> Target Graduation Date: Credits Completed: <u>    </u> / <u>21.5</u> GPA:	<b><u>Week 9</u></b> Course(s): Self-Checks: Exams:
<b><u>Week 10</u></b> Target Graduation Date: Credits Completed: <u>    </u> / <u>21.5</u> GPA:	<b><u>Week 10</u></b> Course(s): Self-Checks: Exams:
<b><u>Week 11</u></b> Target Graduation Date: Credits Completed: <u>    </u> / <u>21.5</u> GPA:	<b><u>Week 11</u></b> Course(s): Self-Checks: Exams:

<p><b><u>Week 12</u></b></p> <p>Target Graduation Date:  Credits Completed: <u>    </u>/21.5  GPA:</p>	<p><b><u>Week 12</u></b></p> <p>Course(s):  Self-Checks:  Exams:</p>
<p><b><u>Week 13</u></b></p> <p>Target Graduation Date:  Credits Completed: <u>    </u>/21.5  GPA:</p>	<p><b><u>Week 13</u></b></p> <p>Course(s):  Self-Checks:  Exams:</p>
<p><b><u>Week 14</u></b></p> <p>Target Graduation Date:  Credits Completed: <u>    </u>/21.5  GPA:</p>	<p><b><u>Week 14</u></b></p> <p>Course(s):  Self-Checks:  Exams:</p>
<p><b><u>Week 15</u></b></p> <p>Target Graduation Date:  Credits Completed: <u>    </u>/21.5  GPA:</p>	<p><b><u>Week 16</u></b></p> <p>Course(s):  Self-Checks:  Exams:</p>
<p><b><u>Week 16</u></b></p> <p>Target Graduation Date:  Credits Completed: <u>    </u>/21.5  GPA:</p>	<p><b><u>Week 16</u></b></p> <p>Course(s):  Self-Checks:  Exams:</p>
<p><b>Congratulations! You've graduated!</b></p> <p><b>Graduation Date:</b> _____</p> <p><b>Matriculation Date:</b> _____</p>	