



## **WHAT IS COLLEGE STEPS?**

The mission of College Steps is to provide support to students who are cognitively and academically qualified to attend college, but may lack the social and communication skills that are necessary for their higher education experience. College Steps helps students prepare for meaningful careers and autonomy after college.

College Steps is a NOVA-hosted, fee-based program that provides specialized resources and supports for NOVA students with social, communication, or learning disabilities. In most cases, community-based resources cover the cost of College Steps.

## **HOW IS COLLEGE STEPS STAFFED?**

### **PROGRAM COORDINATOR**

The primary role of the Program Coordinator is to create and support the individualized learning plans for each College Steps student, manage the peer mentorship program, and coordinate with faculty and staff. Program Coordinators screen, accept, train and supervise the peer mentors. Program Coordinators also conduct community outreach to high schools and other groups. Prior to each semester, the Coordinator reaches out to faculty to discuss course components or other matters that will help the program support students. The Coordinators will also check in during the semester with faculty to gauge student progress.

### **PEER MENTORS**

Peer mentors are NOVA students who are paid employees of College Steps. Their role is to support College Steps scholars in and out of the classroom. Faculty makes the final determination as to whether a peer mentor may join a College Steps scholar in the classroom.

## **REQUESTING ACCOMMODATIONS**

The role of the College Steps program is separate from that of NOVA's Disability Support Services (DSS). College Steps scholars wishing to use accommodations must apply through the DSS office and provide a copy of their current Memorandum of Accommodations (MOA) to each of their instructors in order to receive accommodations.

## **STATEMENT OF RELEASE OF INFORMATION**

All students enrolled in College Steps sign a release of information, allowing College Steps administrators and NOVA faculty and staff to share relevant academic data in support of the student. A copy of the signed release form is available from the Program Coordinator upon request.

### **COLLEGE STEPS PROGRAM COORDINATORS**

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