Hello Mr./Ms./ Mrs. \_\_\_\_\_\_\_\_\_\_ My name is Robert Givenrod and I will be your Student Success Coordinator assisting you through your 24 week Web Development program with Trilogy Education Services or \_\_\_\_\_\_\_\_\_\_\_\_ University. Thank you for utilizing Trilogy to achieve your career goals and I wish you the best of luck in your 6 month boot camp. Today, I am going to review with you the program curriculum, attendance & homework expectations, tuition and payment methods, and course materials. The 24 week course is broken into seven sections:

1. Front-End Fundamentals
2. Server-Side Architectures
3. Database Management Systems
4. Advanced Front-End Frameworks
5. Regionally Relevant Technical Skills
6. Data Structures and Algorithms
7. Collaborative Coding and Project Management

Mr./Ms./ Mrs. \_\_\_\_\_\_\_\_\_\_ before we move onto attendance and homework expectations do you have any questions about the course curriculum? (Address any questions or concerns)

Excellent, the homework and attendance requirements for successful completion of this program are as follows:

1. \_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_

Mr./Ms./ Mrs. \_\_\_\_\_\_\_\_\_\_ I want to ensure I set the proper expectations of the importance of these requirements to your success over the next 24 weeks. My job as your Student Success Coordinator will to ensure you are achieving these expectations over the next six months so I will be checking in with you via the phone and email each week to either congratulate you on your success or inquire on ways I can help you achieve these expectations.

Let’s discuss your tuition, payment methods, and our timelines. Your tuition for this course is $\_\_\_\_\_\_\_, the payment options available are x,y,z, and you are required to pay x by this date. Do you have any questions or concerns I can help address? (Address any questions or concerns)

Mr./Ms./ Mrs. \_\_\_\_\_\_\_\_\_\_ Before we end our call today I will review the course materials you will be receiving by \_\_\_\_\_\_\_. The materials include the following:

1. \_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_

Mr./Ms./ Mrs. \_\_\_\_\_\_\_\_\_\_ It has been a pleasure getting to know you and I look forward to assisting you through your 24 week program. Is Tuesday at 1pm or Wednesday at 1pm a better time for us to speak next week to complete your tuition payment prior to your course starting on \_\_\_\_\_\_\_. Excellent Tuesday at 1 pm PST. If you have any questions before then please give me a call at (XXX-XXX-XXXX) or email me at [\*\*\*\*\*@Gmail.com](mailto:*****@Gmail.com). I will also follow up with an email with a synopsis of what we discussed today, some helpful materials, links, and my contact information. Again, thank you for choosing Trilogy and I look forward to monitoring your success over the next 24 weeks.