

# EASE Overview

	Airport	CHNBC	Civic Center	Downtown	Evans	John Adams	Mission	Southeast
<b>(1) Admissions &amp; Records</b>	in process	complete	complete	complete	complete	complete	complete	complete
<b>(2) Financial Aid</b>	in process	complete	complete	complete	complete	complete	complete	complete
<b>(3) Counseling</b>	complete, schedule TBD	complete, schedule TBD	complete, schedule TBD	complete, schedule TBD	complete, schedule TBD	complete, schedule TBD	complete, schedule TBD	complete, schedule TBD
<b>(4) Library &amp; Learning Resources</b>	complete, learning resources ongoing	complete, learning resources ongoing	complete, learning resources ongoing	complete, learning resources ongoing	complete, learning resources ongoing	complete, learning resources ongoing	complete, learning resources ongoing	complete, learning resources ongoing
<b>(5) Bookstore / Course Materials</b>	complete	complete	complete	complete	complete	complete	complete	complete
<b>(6) Co-curricular Activities</b>	complete, continued exploration of AS	complete	complete	complete	complete	complete	complete	complete
<b>(7) Complaints, Grievances, Students Rights &amp; Responsibilities</b>	complete	complete	complete	complete	complete	complete	complete	complete

## Critical Follow Up Items for July

- Scanners - ensure delivery and set up scanners at all locations, allowing for scanning from centers to Ocean for key A&R and Fin Aid documents
- Ongoing training – 1490 trainings and training of additional classified staff of other classified staff, work with SEIU to begin/continue conversations with Center classified staff
- Website – link and list “Student Services” on top right corner of each Center page
- Welcome folders – “welcome folders,” by each Center location, print and distribute.
- Single Branding / Signage – single use signage for continuity across the District
- Clarify Hours and Access Points at each location:
  - a. Airport, access point identified, hours/coverage TBD
  - b. Evans – classified staff identified (1490 hired), access point under construction
  - c. Across all locations – clarify signage for access points