### Upon Acceptance
- Visit the [CxC website](#) and the DC Community Moodle for required forms, prompts, etc.
- Meet with your **CxC Rep** to discuss details of the program
- Set up your **Private Documents Folder** in TigerBytes
- Begin compiling **evidence of communication skills**
- Begin taking C-I courses within your curriculum and document courses taken using the [Course Credits Form](#)
- Complete your **Public Portfolio Plan** and begin building your **Public Portfolio**
- Select a Faculty Advisor and complete the **Student-Advisor Contract**
- Begin attending **workshops** and documenting your participation via the [Workshop Form](#)

### Sophomore / Junior Year
- Share your **Public Portfolio Plan** with your Faculty Advisor and a **CxC Representative** for feedback and create a plan for revisions as you move forward
- Continue compiling documentation of **communication work samples**
- Participate in **communication skills building workshops** and complete the [Workshop Form](#) for each (3 credits required; credit for non-CxC workshops must be approved by CxC Rep)
- Meet with your **CxC Rep** to plan your C-I Course Credits (3 writing, 2 speaking, 1 visual, and 1 technological credit; you must earn a B or higher in the course and on communication projects)
- Complete an internship, research, service-learning or study abroad experience that utilizes your communication skills and compose your **Experiential Learning Reflection**
- Complete a leadership role on campus or within the community that utilizes your communication skills and compose your **Leadership Reflection**
- Continue compiling evidence and required files for your **Private Documents Folder**

### Senior Year
- Meet with your **CxC Rep** to verify C-I course credits, workshop credits, and completion path
- Complete your **Final Reflection**
- Submit your **Public Portfolio Final Draft, Public Portfolio Plan FormSelf-Assessment** to your Faculty Advisor and CxC for feedback (due November 1 for spring/summer graduates & April 1 for fall grads)
- Finalize your **Private Documents Folder** to demonstrate exceptional communication competencies in all four modes, along with your **Evidence Abstracts**
- Finalize your Resume
- Write your **Letter of Intent**
- Make final revisions to your Public Portfolio and proof it one last time
- Ensure all your required files are labeled properly and loaded to your **Private Documents Folder**. Share with your Faculty Advisor and CxC via TigerBytes (due February 1 for spring/summer grads & September 1 for fall grads)