

CHECKLISTS FOR COLLEGE READINESS AND TRANSITION

Teachers, counselors and parents can help high school students use these checklists to ensure they don't miss a step in the postsecondary transition process. This excellent example was developed by Pennsylvania College of Technology and they will apply to any postsecondary school.

CHOOSE THE RIGHT CAREER AND MAJOR	CHOOSE THE RIGHT COLLEGE	APPLY FOR ADMISSION	GET TO CLASS
<ul style="list-style-type: none"> <input type="checkbox"/> I know the type of career I am interested in pursuing. <input type="checkbox"/> I know what college major is associated with the type of career I wish to pursue. <input type="checkbox"/> <i>Undecided?</i> I have contacted Penn College Counseling Services for assistance in selecting the right career and college major. <input type="checkbox"/> I understand that acceptance into a Penn College major is based on my placement test results. <input type="checkbox"/> I attended my pre-enrollment advising session (after placement testing) and discussed my choice of career/major with Penn College advisers. 	<ul style="list-style-type: none"> <input type="checkbox"/> I compared colleges that offer programs related to my career choice. <input type="checkbox"/> I understand the value of applied technology, which combines classroom lecture/theory with hands-on experience in laboratories and in the workplace. <input type="checkbox"/> I understand the value of program accreditations and have compared colleges' accreditations. <input type="checkbox"/> I compared college campuses and considered options for housing, dining, studying (library and open laboratories), recreation, and other activities. 	<ul style="list-style-type: none"> <input type="checkbox"/> I understand the Penn College admissions policy and process. <input type="checkbox"/> I know how to contact the Admissions Office if I have questions or concerns. <input type="checkbox"/> I understand that in-state or out-of-state residency determines my rate of tuition. <input type="checkbox"/> I asked my high school to send my transcript to the Penn College Admissions Office. <input type="checkbox"/> If I attended another college or university, I asked to have my official transcript forwarded to the Penn College Admissions Office for transfer credit review. <input type="checkbox"/> If I require accommodations for disabilities, I contacted the Disability Services Office. <input type="checkbox"/> I understand the importance of taking my SAT and having my scores sent to the Penn College Admissions Office directly from College Board. 	<ul style="list-style-type: none"> <input type="checkbox"/> I know how to read my class schedule. <input type="checkbox"/> I know how to use a campus map to find my classes and locate student parking. <input type="checkbox"/> I understand the importance of attending every class. <input type="checkbox"/> I understand the importance of getting to class on time. <input type="checkbox"/> I understand that classes will end approximately 10 minutes before the scheduled end time to allow time for back-to-back classes.
PREPARE FOR ACADEMIC SUCCESS			
<ul style="list-style-type: none"> <input type="checkbox"/> I understand the careers associated with my major and the importance of meeting academic requirements to be successful in my field of study. I know the name of my major (and its code/abbreviation) and my academic school. <input type="checkbox"/> I met my school dean. <input type="checkbox"/> I met faculty in my major. <input type="checkbox"/> I understand that any developmental requirements I have will impact my program of study. <input type="checkbox"/> I identified my faculty adviser (using SIS) and I understand that he/she plays an important role in helping me achieve academic success. <input type="checkbox"/> I reviewed the requirements of my major in the online College catalog and understand that I am responsible for meeting all requirements before I am eligible to graduate. <input type="checkbox"/> I understand the process of scheduling classes. <input type="checkbox"/> I understand that I am not officially registered for classes until I have paid my tuition. <input type="checkbox"/> I understand that I can drop or add classes by following official College procedures. <input type="checkbox"/> I understand that dropping classes, not attending or withdrawing from classes, and changing majors may affect my academic progress, and delay my graduation. <input type="checkbox"/> If I decide to change my major, I know I must contact the Registrar's Office. <input type="checkbox"/> I know that my student profile/transcript is a record of my academic progress (class schedule, grades, etc.) held by the Registrar's Office. <input type="checkbox"/> I know how to calculate my grade-point average at the end of each semester to ensure I am making academic progress. <input type="checkbox"/> I know that failure to make satisfactory academic progress could lead to academic probation and/or dismissal from Penn College. <input type="checkbox"/> I know how to use tutoring and other academic services offered by the Academic Success Center. 			

GET INVOLVED	STAY CONNECTED	BE FINANCIALLY RESPONSIBLE...BE SURE TO MEET DEADLINES
<ul style="list-style-type: none"> <input type="checkbox"/> I know that being an active member of the campus community is important. <input type="checkbox"/> I know that being a good citizen and neighbor in the local community is important. <input type="checkbox"/> I learned about <u>student organizations</u> and <u>Greek Life</u> and <u>activities</u> outside of class. <input type="checkbox"/> I explored opportunities for intercollegiate athletics, club sports, and intramural/extramural programs. <input type="checkbox"/> I know that being an active <u>student leader</u> is an important way to build my resume and enhance my opportunities for success. 	<ul style="list-style-type: none"> <input type="checkbox"/> I have my Penn College student ID card. <input type="checkbox"/> My name, address, and contact information is up-to-date on my official record in the Registrar's Office, which can be updated online through <u>SIS</u>. <input type="checkbox"/> I know/use my Penn College e-mail address; Penn College offices will use this address to stay in contact throughout my enrollment. <input type="checkbox"/> I know/use SIS and the myPCT student portal. <input type="checkbox"/> I know how to contact the Information Technology Services Student Help Desk for assistance with computer related questions and concerns. 	<ul style="list-style-type: none"> <input type="checkbox"/> I calculated my estimated expenses for tuition and other costs associated with college life. <input type="checkbox"/> I completed the <u>FAFSA form</u> to determine my eligibility for financial aid. <input type="checkbox"/> I know that financial aid may include free <u>grants</u> as well as <u>loans</u> that must be repaid and I am careful not to exceed a reasonable debt load. <input type="checkbox"/> I am careful to avoid financial aid and loan scams. <input type="checkbox"/> I completed the <u>scholarship application</u> form. <input type="checkbox"/> I know that part-time and <u>work-study jobs</u> may be available on campus. <input type="checkbox"/> I know that failure to make required satisfactory academic progress could lead to the loss of my financial aid. <input type="checkbox"/> I understand <u>Penn College's billing process</u> and how to use eBill. <input type="checkbox"/> I understand how to request optional services (meal plan, parking permits, fitness center, etc.) through eBill. <input type="checkbox"/> I understand the Higher One refund process and how to access my refunds. <input type="checkbox"/> I understand how to use the PCT OneCard (and the difference between this and my student ID). <input type="checkbox"/> I know how to use my Penn College student ID to use <u>free bus transportation</u> in the community. <input type="checkbox"/> I know how to buy new/used textbooks, discounted hardware/software, tools, and supplies through <u>The College Store</u>.
BE SAFE AND SOCIALLY RESPONSIBLE		
<ul style="list-style-type: none"> <input type="checkbox"/> I understand my <u>rights and responsibilities</u> as a member of the Penn College community. <input type="checkbox"/> I understand my responsibility to abide by laws and by Penn College policies. <input type="checkbox"/> I subscribed to <u>PCT Alerts</u> to be notified of campus closings, emergencies, and class cancellations. <input type="checkbox"/> I know how to keep myself safe – on and off campus – and how to respond in case of an <u>emergency</u>. <input type="checkbox"/> I know how to request assistance from the <u>Penn College Police</u> and how to use on-campus emergency call boxes. <input type="checkbox"/> I know how to <u>report a crime</u> or policy violation. <input type="checkbox"/> I am aware of potential dangers of alcohol and drug use and reckless socializing (including online social networking). <input type="checkbox"/> I know that <u>counseling services</u> are available to assist me in dealing with personal and academic problems. <input type="checkbox"/> I know how and when to use on-campus <u>health services</u>. <input type="checkbox"/> I am covered by medical insurance and have provided insurance information to College Health Services. <input type="checkbox"/> I have completed all health forms and required immunizations. <input type="checkbox"/> If I choose to live off-campus or commute from home, I am aware of the Off-Campus Living & Commuter Services Office and the services it provides. 		

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