



COLLEGE READINESS CHECKLIST FOR COMMUNITY COLLEGES AND COLLEGES OF APPLIED TECHNOLOGY

Community colleges and colleges of applied technology are alternative options to a traditional 4-year college experience that culminate in certificates and diplomas widely recognized by employers. The major difference between community colleges and colleges of applied technology is that colleges of applied technology focus on preparing students for specific trades using hands-on learning. Conversely, community colleges provide students with coursework related to broader fields (e.g. hospitality and child development). Below is a list of skills that are useful for both community colleges and colleges of applied technology. Consider your students' skills when trying to determine which of the options might work for them.

Community Colleges

Academics:

- Prepare study materials (e.g. notes, flashcards)
- Study independently
- Use an online course management system
- Create a task list of the homework that needs to be completed
- Sit through classes without distracting self and others with talking or behavioral outbursts
- Understanding of rules and policies
- Locate professors' offices
- Find out professors' office hours and attend if additional help or support is needed
- Schedule meetings with professors outside of office hours
- Use campus website to discover information about resources and activities on campus such as the Writing Center, Career Center, clubs, and intramural sports
- Set up testing at the Office of Disability Services (if needed)
- Access services such as assistive technology assistance at the Office of Disability Services



Transition

T E N N E S S E E

Time Management:

- Create and follow a schedule for classes and meetings
- Make and monitor a calendar of homework due dates
- Arrive to classes and meetings on time

Other:

- Follow multi-step directions
- Use transportation to get to and from campus safely
- Navigate campus independently with a map or phone application

Colleges of Applied Technology

Academics:

- Study independently
- Prepare study materials (e.g. notes, flashcards)
- Create a task list of the homework that needs to be completed
- Understanding of rules and policies
- Sit through classes without distracting self and others with talking or behavioral outbursts
- Arrive on time to classes

Apprenticeships and Internships:

- Navigate internship site independently
- Physical ability to do hands-on tasks
- Self-regulation (awareness of whether behavior is acceptable in comparison to others' behavior)
- Safety skills in potentially dangerous environments (e.g. programs for mechanics)
- Understanding of apprenticeship and internship rules and policies
- Follow a task analysis to complete a task

Other:

- Follow multi-step directions
- Use transportation to get to and from campus, apprenticeships, and/or internships safely

Admissions Requirements

Admissions requirements depend on the specific community college or college of applied technology.

- The regular high school diploma will be acceptable for any of these programs
- For some programs, a special education or occupational diploma will also be accepted