



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 recognized widely 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 your students to master if they are considering attending a community college or college of applied technology. Consider how you could incorporate these skills into your students' IEP goals.

Community Colleges

Academics:

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

Time Management:

- Create and follow a schedule for classes and meetings
- Make and monitor a calendar of coursework due dates
- Arrive to classes and meetings on time
- Manage recreational time appropriately

**Other:**

- Follow multi-step directions
- Travel to and from campus safely
- Navigate campus independently with a map or phone application
- Practice asking for help if lost or unclear what to do

Colleges of Applied Technology

Academics:

- Study independently
- Prepare study materials (e.g. notes, flashcards)
- Create a task list for coursework that needs to be completed
- Understand rules and policies
- Sit through classes without distracting self and others with talking or behavior outbursts
- Arrive on time to classes
- Decide whether to disclose disability to begin conversations about accommodations with the Office of Disability Services
- Access services such as assistive technology assistance at the Office of Disability Services (if needed)
- Communicate needed accommodations with professors and other university staff (if needed)

Apprenticeships and Internships

- Navigate internship site independently
- Maintain physical ability to do hands-on tasks
- Self-regulate (Possess an awareness of whether behavior is acceptable in comparison to others' behavior)
- Remain safe in potentially dangerous environments (e.g. programs for mechanics)
- Understand 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
- Ask for help if lost or unclear what to do

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, the special education, alternate academic, or occupational diploma may be accepted. Check with individual programs.

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