Organizing a Folder of Your Pertinent Information Files

Keeping important information in organized files helps to find the necessary paperwork whenever it is needed. These files can be kept in a large expandable folder so that all of the information is kept in one place. Make sure that this information is in a safe place. Folders should be kept for the following information:

- Copy of Disability Documentation
- Copy of High School Transcripts & Diploma
- Copy of ACT / SAT Test Scores
- Copies of Submitted Financial Aid Application Forms
- Copy of Vehicle Insurance and Medical Insurance Information
- Copies of College Transcripts
- Copies of Vocational Rehabilitation Paperwork
- Important Addresses & Phone Numbers
- Copy of Your Birth Certificate, Drivers License & Social Security Card

Copy of Disability Documentation

In order to receive accommodations (interpreters, captionists, notetakers, etc.) in college, you will be expected to provide the Disability Services office at your college with documentation of your disability such as a copy of your most recent audiogram and any other tests or evaluations you might have taken related to your disability.

If you are a Vocational Rehabilitation client, your VR counselor should have copies of your most recent audiogram in their files and can usually fax a copy of it to the Disability Services office at your college. You will need to provide this copy to the Disability Services office and keep a copy for your files as well. Before you start college, make sure that you have a copy of an audiogram that is no more than three (3) years old. Some colleges require that all documentation be current and no older than three (3) years.

High School Transcripts & Copy of Diploma

Keeping copies of your high school transcripts for future reference will be very important for you. You will be asked for copies of your high school transcript in applying to different colleges, applying for various scholarships, participating in some student organizations, etc. It will be very useful for you have these copies quickly available to you while at college rather than having to call or write your high school for them to mail you a copy.

(Note: You will need to provide these in sealed, unopened envelopes. Some colleges and universities will only accept transcripts from the educational program itself).
ACT / SAT Test Scores

Having copies of your highest testing scores on either the ACT or the SAT test will also be helpful to you in applying for various forms of financial aid including, grants, scholarship and loans.

Copies of Submitted Financial Aid Application Forms

When you submit your financial aid paperwork and letters of application, you will need to keep copies of everything that you mail, including the attached supporting documentation. Sometimes the paperwork either gets lost in the mail, or does not get processed in a timely manner and having copies of the information you mailed will be very helpful in following up on the application process. Keep a log of the dates that you mailed your application as well as dates you have contacted the financial aid office with questions, with the name of the person you spoke with. Copies of previously submitted financial aid application forms will also be useful for you when you are ready to submit new application forms because you will be able to copy much of the information from the old form to the new form.

Copy of Vehicle and Medical Insurance Information

It will be very important for you to maintain a copy of both your medical and vehicle insurance information. Keeping a copy of this information in a safe and secure place along with your other important documents and paperwork will help keep you organized while you are away from home at college.

Copies of Your College Transcripts

When you finish each semester or quarter, you will receive your final grade sheet. Make sure you keep copies along with a printout of your current transcript in your files. Your current transcript will show your academic progress and will also let you know your current grade point average in college. You can obtain copies of a current college transcript by scheduling an appointment with the academic advisor at your school.

Copies of Your Vocational Rehabilitation Paperwork

If you are a client of Vocational Rehabilitation, your counselor can provide you with copies of your testing and evaluations as well as a copy of your case plan. Make sure that you keep these copies with you so that if you need to talk to your VR counselor during the course of a semester you will have this paperwork with you. You may also want to provide copies of your VR documentation to the Disability Services office at your school.
Important Addresses & Phone Numbers

You will want to keep a personal address and phone list so that you can make the contacts you might need while away at college. For example, you will want to have the name, address and phone number for your family physician, eye doctor and dentist. Your VR counselor, Disability Services counselor and academic counselor should all be on your phone list as well. Your phone list should also have several emergency contact phone numbers for your friends and family members.

Copy of Your Birth Certificate, Drivers License & Social Security Card

You will need copies of your birth certificate and social security card with you at college. If you decide to work part-time while you are in school, your employer will need copies of these documents before you can begin working. Some extra curricular activities that will happen off-campus may also require copies of these documents before you will be allowed to participate.
Choosing Your Classes

Most colleges have required classes which will simplify your decisions, but you should explore possible majors and areas of interest with elective courses.

1. Find out which courses are required and use these as a basis for your schedule.

2. Meet with your advisor to find out which core classes you must take for a major you are interested in.

3. Look at course schedules and highlight interesting classes. Check to see if these interfere with required classes.

4. Draw up a list of interesting classes that fit your schedule and prioritize them.

5. Ask older students or your advisor which teachers and courses have the best reputation.

6. Attend the first day of a class to evaluate the professor and coursework before signing up for it. If you like it but it is already full, remain for the first class meeting and attempt to "crash", that is, ask the instructor to put you on a waiting list in case there are any no-shows. Persistence sometimes pays off.

7. Select classes that are interesting and that will help you decide on a major.

8. Find out how long you can remain "undeclared", without a major. You often don't have to choose a major right away.

Preparing for Classes

by Regina Vance

1. Buy your course books immediately after your first class meeting and take them to every class. Buying them before that is risky, since many classes are canceled for lack of attendance.

2. Review your class syllabi carefully, marking assignments and due dates by highlighter or colored pen. Jot down any extra assignments your instructor gives during class. Transfer onto a large home calendar.

3. Buy all the items you will need for science or computer lab assignments well ahead of time.

4. Skim tables of contents to see how long each reading assignment is. Plan accordingly.

5. Take enough paper and writing implements for quizzes and essay exams even if your instructor has not announced any.
6. Jot down any words you do not understand as class progresses. You can look up the meaning after class.

7. Mark your textbook with your own comments, questions, underlinings and arrows.

8. Buy and keep ready at home your own dictionary, stapler, paper, writing materials and folders.

**TIPS:**

- Always be on time.
- Exchange phone numbers with another classmate in case you must miss class and you need to get notes, assignments or handouts.

---

**What Is a Course Syllabus & How Is It Used?**

The course syllabus gives you information about each class that you will be taking. It tells you the location of the class, the instructor’s name and contact numbers. An example of a class syllabus is on the next page:
ESSENTIALS OF COLLEGE SUCCESS (EDU 1000)

Tuesdays and Thursdays - 9:00 - 9:50 a.m.
Office of Special Services Classroom #1

INSTRUCTOR: Ms. Goode Study Habit
OFFICE: Office of Special Services
Phone: (225) 101-1010

REQUIRED TEXTBOOK:
Bourgeois, J. and Treubig, K. (2000). Nuts and Bolts Guide to College Success for Deaf and Hard of Hearing Students. You are required to bring this book to each class session in order to complete the class activities.

REQUIRED SUPPLEMENTS:
The following Channing L. Bete Co. booklets are required:
1. About College and Stress
2. About Self-Esteem
3. Develop Your Leadership Skills
4. About Wellness
5. About Understanding Diversity
6. About Time Management

SUPPLIES NEEDED:
1 - Three-ring vinyl binder  1 - Highlighter
3 - #2 pencils  1 - Folder with pockets
2 - Pens (black or blue)  1 - Pocket calendar or organizer

PURPOSE OF COURSE:
To provide an opportunity for you to learn and adopt methods that support your success in college.

COURSE GOALS:
The student will improve the following skills:
1. Knowledge of college rules and resources
2. Time and stress management
3. Study skills and test taking
4. Personal and social adjustment
5. Money management

UNIT GOALS:
The student will:
1. Learn to use college resources and understand how the rules of the college affect success.
2. Develop sources of relief for college stress.
3. Learn to evaluate current use of time, establish priorities, create a schedule, control interruptions, and avoid procrastination.
4. Acquire better reading, study, computer and test taking skills.
5. Develop an awareness and appreciation of cultural differences.
6. Understand the importance of self-esteem, assess self-image and learn steps to improve.
7. Learn responsibility for health by controlling lifestyle.
8. Acquire methods of leadership development.
9. Develop independent living skills in the area of budgeting and banking.

GRADING POLICY:
Grades will be earned on the point system.
1. Class participation ' 10 points. Absences will affect the participation grade. If you are not present, you obviously cannot participate.
2. Assigned activities ' 100 points.
3. Midterm test ' 20 points. Optional if you have completed all assigned work and had no more than ONE (1) absence prior to the test date.
4. Final Exam ' 20 points. Optional if you have completed all assigned work and had no more than ONE (1) absence since midterm test date.

GRADING SCALE:  
A = 121 - 150 points  
B = 91 - 120 points  
C = 61 - 90 points  
D = 31 - 60 points  
F = 0 - 30 points

NOTE:  
ASSIGNMENTS ARE DUE IN CLASS ON THE DATE ASSIGNED. TWO (2) POINTS WILL BE DEDUCTED FOR EACH DAY THE ASSIGNMENT IS LATE. ASSIGNMENTS THAT ARE NOT HANDED IN WILL RECEIVE ZERO (0) POINTS.

ATTENDANCE/WITHDRAWAL POLICY:
Attendance in class is a key factor of success in college. Students are expected to attend class.

See pages 45-47 in the Nuts and Bolts Guide to College Success for Deaf and Hard of Hearing Students and the “Class Absence Policy” handout.
Know Your College Academic Calendar
Adapted from: Hinds Community College

Write these dates in your personal calendar!!

1. What dates will the college be closed for holidays?
2. What is the last day you may drop one or more of your classes?
3. When is the final exam week?
4. What is the last day of regular classes?
5. What is the first day of classes?
6. When is the class registration deadline?
7. When is orientation?
8. When is midterm week?
9. When do the dormitories open and close for the semester?
10. When is the deadline to ensure your tuition payment is made?

Important Campus Contacts & Phone Numbers
Adapted from: Hinds Community College

<table>
<thead>
<tr>
<th>Department</th>
<th>Building &amp; Room Number</th>
<th>Phone #</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Dean of Students</td>
<td></td>
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<tr>
<td>Academic Counseling</td>
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<td>Career Planning</td>
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<td>Campus Police</td>
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<td>Financial Aid</td>
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<td>Learning Center</td>
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<td>Disability Services</td>
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<td>Student Records</td>
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<tr>
<td>Residential Life</td>
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<td>Student Medical Cntr.</td>
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<tr>
<td>Library</td>
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<tr>
<td>Interpreting Services</td>
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</tbody>
</table>
Succeeding in College

Remember why you are in college. Set specific goals that you wish to accomplish.

1. Set a daily schedule and stick to it. If you can’t do it alone, find someone on campus who can help.

2. If you’re attending classes full-time (12-15 hours per semester), don’t work more than 20 hours a week. Allow roughly three (3) hours of study for each class hour.

3. Improve your study habits. Visit the Academic Skills/Learning Assistance Center on campus.

4. Learn how to use your campus library.

5. Find a great academic advisor.

6. Visit the career center on campus.

7. Make friends in your classes to form study groups for tests.

8. Get involved with campus activities.

9. Take your health seriously. Pay attention to how much sleep you get, what you eat, and your exercise.

10. Show up for class. Professors tend to test on what they discuss in class and some grade based upon class participation. Simply being in class everyday offers you great benefit when preparing to study for tests.

11. Make an effort to visit your instructors during their scheduled office hours at least once or twice during the semester so that they know who you are and know that you are making a diligent effort to succeed in their class.

12. Don’t be late for class -- instructors notice which students are consistently late for class.

13. Sit near the front of the classroom. Studies have shown that students that sit in the front have better grades since they are more inclined to focus on the lecture, listen, participate in class discussions and ask questions. Also, select a seat in the classroom that gives you a direct line of vision to the instructor, the board or screen and your interpreter, transliterator or captionist. Sit with your back to the windows to avoid glare and shadows.

14. When having problems in a class find a tutor or ask the instructor to recommend a personal tutor to assist you in learning the required material.
15. Don’t fall behind in your reading assignments. It may seem difficult to keep up with the assignments, but once you are behind it is sometimes not possible to catch back up and your grades will suffer.


17. Keep a record of all financial paperwork.

18. Keep a copy of all papers you have written and exams you have taken until you receive your final grade report for the semester.

19. Make sure that you attend classes set aside for test reviews and have an interpreter, transliterator or captionist.

20. Some teachers place old tests on file in the library for students to use to study. Take advantage of that opportunity.
Transferring Academic Credit to a New School
by Jo Ann Cichewicz

Changing schools midstream, or returning to school after being out a semester or more, requires you to navigate the sometimes tricky system of transferring academic credits you've earned elsewhere to your new school. It's not easy, but here are some guidelines that can help.

1. Plan ahead. There are many detours along the road to credit transfer, so start your investigation at least two semesters ahead.

2. Call 1-800-992-2076 and request a free copy of The College Board Transfer Student Workbook. This comprehensive guide lays out a step-by-step approach to getting your academic credits.

3. Contact the admissions office of your new school to get answers to critical questions such as the maximum number of credits the school grants transferring students, the minimum number of classes you must take at the new school (often called a residency requirement), the minimum grade accepted for a transfer course, and whether you will qualify to transfer as a sophomore, junior or senior.

4. Time your transfer. Although most colleges do accept transfer students during the spring and summer terms, some programs of study (nursing, for example), may only accept transfers in the fall. A mid-year transfer could also affect your financial aid or campus housing arrangement.

5. Apply for admission to your new school. In addition to your transcript and test scores, colleges will also consider why you are transferring and whether or not there is space in the classes you need to complete your chosen program of study.

6. Prepare to make some adjustments. If you are an adult returning to school after some time, or even if you are just changing colleges, there are bound to be some things you didn't expect. Keep an open mind and be flexible.
Making a To-Do List
by eHow staff

Invest just a little time planning out your day, and accomplish more things smoothly.

• Set aside 10-15 minutes before you go to bed or as soon as you wake up in the morning to jot a to-do list for the day.

• Use any format that is comfortable for you Btry writing in your daily planner. Make sure your list is on one page and can be carried with you wherever you go.

• Try using hourly increments to make your list.

• Fill in preset, mandatory events like business meetings or child pick-up times.

• Prioritize which tasks are most urgent, and write those down before less important ones.

• Figure out when, during the day, you are most productive and alert. Schedule demanding or taxing tasks during these times.

• Write down an easy job after a difficult one or a long task after a short one to keep yourself stimulated.

• Schedule in breaks. Write down time to spend with your family and other people.

• In addition to your daily schedule, keep an ongoing list of projects that you need to accomplish, but haven’t penciled into your daily list Bobjects you mean to fix around the house, bills you need to mail out, people to call.

• Update this list weekly or every few days.

• Try keeping a list for long-term goals. For example, you might be planning to remodel your home or return to school for a higher degree.

• Try making a running list for leisure or entertainment goals Bbooks to read, videos to rent, restaurants-bars-clubs to try. Write names down as you hear or read about them.

• Schedule things comfortably, allowing time for unexpected delays or mishaps; don’t make an impossibly tight schedule.

• Include as many activities as you can on your schedule Bthe more you account for, the more smoothly your day can run and the less you need to remember.
Authors of academic books and articles always seem to have so much to say. How do you figure out what really counts?

1. Look briefly over the entire book or article to get a feel for its structure and how its argument or arguments will proceed.

2. Pay particular attention to introductory and concluding paragraphs. These often contain summaries of important points.

3. Look for certain words and phrases that can tip you off that something important is coming up, such as "In sum," "The point is," "Most importantly," and so on.

4. Consider reading the conclusion first. It's like doing a maze backwards: If you know where you're trying to end up, you can find and understand the path better.

5. Look back over the book or article the next day, reading only the highlighted material. Do so again in about a week. This will help the material stick better in your mind.

6. Remember that this is a skill: Be patient with yourself if you're having difficulty with it. Practice makes perfect.

7. If, as you go along, you find that half the text is fluorescent, you're probably highlighting too much. Be more discriminating.

8. Instead of using a highlighting pen, try marking in the margins with a pen or pencil. This will save time.
Improving Your Concentration
by eHow staff

Improve your concentration to accomplish more in a shorter period of time.

1. Create a space designated solely for work. If it is your desk in a work office, use it only for work. Step away from it when taking breaks or eating.

2. Form a strong association between working and your desk to make concentrating easier.

3. Remove surrounding distractions. Turn off the ringer on your phone and, if possible, shut down your computer if you will be tempted to surf the Web.

4. Assemble all the materials you will need (books, paper, charts). You want to avoid getting up to retrieve materials and distracting yourself.

5. Set a specific production goal and give yourself a manageable chunk of time (perhaps 1-2 hours) during which to achieve this goal.

6. Create pressure on your time by scheduling meetings or other interruptions to force yourself to work more effectively during a shorter period of time.

7. Reward yourself after each period of intense concentration with a small break.

8. Work at a time of day when you know you are alert.

9. Work with another person nearby. Someone whose work habits you respect and who will not distract you to encourage yourself to concentrate more fully.

10. Try to stop work at a natural breaking point or after some sort of accomplishment, which will make returning to work easier. Write notes to quickly jog your memory when you resume.

11. Try jotting down ideas as you think or notes as you read. The act of writing can force you to devote attention to the task at hand and discourage your mind from wandering. Writing also helps you process and clarify information.

12. Develop an interest in your work, from which concentration naturally follows.

13. Avoid expecting to work with maximal effectiveness for long, unbroken stretches of time, as there are limits to anyone's powers of concentration.
Cramming for a Test
by Teresa Cameron

Cramming, while not an ideal style of study, is an inevitable part of every student’s life. Focus on general concepts, memory techniques and relaxation.

Cramming, difficult course loads, balancing work, family, and academic schedules, and overloaded social calendars often result in burnout. In addition, many students find burnout a problem around exam times, particularly midterms and finals. Some students burn out in December as the result of the long, unbroken stretch between Labor Day and Thanksgiving holidays. Other students experience burnout in the spring semester, at the end of the academic year.

Balancing break time and work time helps you avoid burnout. Therefore, you need to plan for breaks as well as study time. A break does not have to be recreational to be effective. It simply might be a change from one task to another, such as switching from working math problems to reading an assignment. Another way to avoid burnout is to leave flexibility in your schedule. If you schedule commitments too tightly, you won’t complete your goals and achieve closure. This defeats you psychologically because you fail to do what you planned.

1. Cover the most difficult information first.

2. Review the main points, general ideas, and broad, sweeping concepts. These are essential to understanding the more detailed points that you will be tested on.

3. Nourish yourself. Eat a good meal with a balanced carbohydrate-to-protein ratio. Do not overeat; which tends to create sluggishness.

4. Compose yourself. Relax and take several deep breaths to clear your mind of clutter and stress.

5. Take regular breaks to stretch, relax, eat or exercise. As a general rule, you should take a break for 10 minutes out of every hour.

TIPS:
• Go easy on the caffeine and sugar. The initial boost from these substances will inevitably be followed by a crash.

• Study in a small group if possible. Reciting and discussing concepts out loud is useful in memorizing them.

WARNINGS:
• Do not stay up all night before a test. Depriving yourself of vital sleep is a surefire way to bomb.
<table>
<thead>
<tr>
<th>WHAT CAN I DO WITH MY DEGREE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adapted from Publication from Career Services, University of Tennessee, Knoxville</td>
</tr>
</tbody>
</table>

| Psychology                                      | Counseling, Advocacy, Mental Health Services, Employment, Labor Relations, Compensation and Benefits, Research, Programming, Writing and Editing, Special Events, Media Placement, Public Speaking, Fund-Raising, Media Advertising, Account Services, etc. |
| Political Science & Government                | Public Policy, Public Administration, Research, Peace Corps, Intelligence Service, Foreign Service, Political Affairs, Economic Affairs, Administrative Affairs, Consular Services, Communications, Lawyer, Legal Assistant, Campaign Worker, Political Parties, Public Interests, Editing, Reporting, Research, Advertising, Circulation, Sales, Personnel, Public Relations, Banking/Finance, News Programming, Production, Store Management, etc. |
| History                                        | Broadcast, Print, Paralegal, Preservation and Restoration, Genealogy, Corporate Archives, Management, Nonprofit Organizations, Politics, Government, Education, |
My Career Inventory
Survey to Bring to Your College Career Counselor

Self Survey

My current career interests:

My special skills and talents:

My favorite subject in high school:

My least favorite subject in high school:

I plan to attend college for ________________ years.

My hobbies:

Career Fields I would like to know more about (write at least 3):

I have always been glad that I have the ability to:

_____________________________________

One of my skills that I hope to use in my work is:

_____________________________________

I have done the following volunteer work while in high school:

_____________________________________

_____________________________________

My five strongest personality traits are:

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

Page 87
My Work Values
Adapted from Hinds Community College

1. **HIGH INCOME**
   Some amount of income is necessary for everyone. High income means more money than you need to live on. It means enough money to buy luxuries and to travel first class.

   Is HIGH INCOME important to you?
   
   ______ Yes  ______ No  ______ Maybe

2. **PRESTIGE**
   If people respect you, look up to you and listen to your opinion, you are a person with prestige.

   Is PRESTIGE important to you?
   
   _____ Yes  ______ No  ______ Maybe

3. **INDEPENDENCE**
   In a job with independence, you will have freedom to make your own decisions and freedom to work without supervision or direction from others.

   Is INDEPENDENCE important to you?
   
   _____ Yes  ______ No  ______ Maybe

4. **HELPING OTHERS**
   Do you want helping others to be a main part of your occupation? Do you want to spend your life helping people improve their health, education or welfare?

   Is HELPING OTHERS important to you?
   
   _____ Yes  ______ No  ______ Maybe

5. **SECURITY**
   In an occupation with security you will be free from any fear of losing your job or your income. You cannot be fired easily.

   Is SECURITY important to you?
   
   _____ Yes  ______ No  ______ Maybe
6. VARIETY  Occupations with variety offer many different kinds of activities and problems, many changes in location and new people to meet.

Is VARIETY important to you?

______ Yes    ______ No     ______Maybe

7. LEADERSHIP  If you want to tell other people what to do and be responsible for their behavior, then leadership is important to you.

Is LEADERSHIP important to you?

______ Yes    ______ No     ______Maybe

8. LEISURE  How important is the amount of time your occupation will allow you to spend away from work? Leisure may include short hours, long vacations, or the chance to choose your own time off from work.

Is LEISURE important to you?

______ Yes    ______ No     ______Maybe

9. EARLY ENTRY  You can enter some occupations with very little education or training. Other occupations require years of education. If you do not want to go to school to prepare for an occupation, then early entry is important.

Is EARLY ENTRY important to you?

______ Yes    ______ No     ______Maybe

10. MAIN FIELD OF INTEREST Some people want to work in their field of interest. Others are willing to work in a field that is less interesting because they feel they can satisfy their main interests in their free time.

Is work in your MAIN FIELD OF INTEREST important to you?

______ Yes    ______ No     ______Maybe
Worksheet for Preparing a Resume

Name: __________________________________________

Address: ________________________________

________________________________________________

Telephone Number: ____________________________

Employment Objective (State the kind of job you want. If interested in more than one job, list in order of preference. For example: To be employed as a physical therapist in a reputable hospital.)

Employment Objective: To be employed as

Education

High School: __________________________ Date of graduation:

Honors/Awards:

Scholarships:

Extracurricular activities:

Work History (List each job separately. Start with the most recent job and work backward. If you do not have any job experience, stress your willingness to work hard and learn. You may wish to write up some of your home duties such as lawn maintenance, etc. For each job list the following information):

Dates of employment:

Name and location of employer and type of business:
Position:

Specific job duties/special skills:

Reason for leaving:

***************

Dates of employment:

Name and location of employer and type of business:

Position:

Specific job duties/special skills:

Reason for leaving:

References: Give the names, positions and addresses of three persons who have direct knowledge of your work competence. If you are still in school or a recent graduate, you may list teachers who are familiar with your school work. Be sure to get permission from the people you list as references.