Transition Services Guide for Students

Transition Checklist

- Participate in Campus Tours, Admissions Events and our Community Open House. Check for updated information on our website.
- Participate in Career Exploration Activities. Talk with your high school counselor about opportunities at your school or in the community. Also, please research opportunities for dual credit at your high school. Undecided students can examine options listed on the FVTC website.
- Complete the application for admission. If you need assistance, visit any FVTC location or call 920-735-5645. If you're applying for the first time, a $30 non-refundable application fee will be assessed as part of your first semester tuition and fees. You can check the status of your application for admission in your MyFVTC account. When all of your admission requirements have been met, you'll receive an acceptance letter in the mail and in your email, along with an invitation to sign up for New Student Registration.
- Complete the skills assessment if needed and any additional admission requirements for the program. To request accommodations for any of the skills assessments, please contact Disability Services, Appleton: 920-735-2569 or Oshkosh: 920-236-6155. Email: disabilityservices@fvtc.edu. It is recommended that students meet with staff from the Admissions office to discuss program admission requirements. Admissions can be contacted by calling 920-735-4740 or emailing AdmissionsSpecialist@fvtc.edu. Information about skills assessments can be found on our website.
- If you need help paying for college, apply for federal financial aid.
- Attend a New Student Registration Session. Information on registering for New Student Registration session will be sent by email. At the end of the session, students will begin registering for classes. You may contact Enrollment Services to inquire about your next steps (920-735-5645).
- Schedule a Disability Services Welcome Meeting. Disability Services encourage students to schedule a meeting to learn more about our office, as well as how to access programs and services, secure reasonable accommodations and how to obtain support services. Call Appleton: 920-735-2569 or Oshkosh: 920-236-6155 or email disabilityservices@fvtc.edu for more information on scheduling an appointment with the Disability Services Instructor working with your program or classes. Many find it helpful to schedule this meeting at least 2 months prior to starting classes.
- Develop an Accommodation Plan with the Disability Services Instructor if requesting accommodations.

The Accommodation Process

Developing an accommodation plan is an interactive process between the student and the Disability Services Instructor. The Disability Services Instructors are assigned based on program and/or location. To request accommodations, please follow these steps.

1. Contact Disability Services to request accommodations.
2. Provide appropriate disability-related documentation that supports the request for accommodations.
3. Develop an Accommodation Plan each semester with a Disability Services Instructor.

Differences Between High School and College

High School	College
IDEA-Individuals with Disabilities Education Act Section 504, Rehabilitation Act of 1973 **IDEA-focuses on academic success**	ADA-Americans with Disabilities Section 504, Rehabilitation Act of 1973, **ADA-focuses on equal access**
School districts are required to evaluate and identify students with disabilities and determine if special education services are needed.	Students are responsible for disclosing and providing necessary updated documentation of a disability.
High School services include individually designed instruction, modifications and accommodations based on the Individualized Education Plan (IEP) or 504 Plan.	Students request specific, reasonable accommodations based on diagnosis or disability.
High school attendance is mandatory.	Students choose to attend and pay costs such as tuition, books and additional supplies.
School staff will discuss progress with parents or legal guardians.	All college communication goes to the student.
Teachers carefully monitor class attendance	Instructors may have attendance policies that students are expected to follow.
Teachers often remind students of assignments and upcoming due dates.	Instructors will follow a course syllabus. This will be an outline of expectations for attendance, assignments, tests and grades.
Teachers approach students if they believe a student needs extra assistance.	Instructors may expect the student to contact them if the student needs extra assistance. Use of office hours or email are good ways to communicate.
High schools help to structure study time for students including work time in class.	Students are expected to use good time management for course work outside of the class. For every hour of class time, plan to spend 2-3 hours on course work.
Students are expected to read short assignments that are discussed and retaught.	Students may be expected to complete reading and writing assignments outside of the classroom. Disability related accommodations may include textbooks in alternative format (read aloud technologies).

Disability Services Contacts

Appleton Campus 1825 N. Bluemound Dr. disabilityservices@fvtc.edu 920-735-2569	Oshkosh Riverside Campus 150 N. Cambell Rd. Carissa.fritz2311@fvtc.edu or disabilityservices@fvtc.edu 920-236-6155