

## Transition Checklist

- ✓ Participate in Campus Tours, Admissions Events and our Community Open House. Check for updated information on our website [www.fvtc.edu/visit-us](http://www.fvtc.edu/visit-us)
- ✓ 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. [www.fvtc.edu/academics/undecided](http://www.fvtc.edu/academics/undecided)
- ✓ Complete the application for admission at [www.fvtc.edu/Apply](http://www.fvtc.edu/Apply) . 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. Once your application has been processed, you will be contacted by email regarding your next steps. Most communication from the college will be sent to your FVTC email address. Please use the following link for additional information on FVTC student email. [www.fvtc.edu/myfvtc/fvtc-student-email](http://www.fvtc.edu/myfvtc/fvtc-student-email)
- ✓ Complete the skills assessment and any additional admission requirements for the program. FVTC administers the ACCUPLACER (Next-Generation), the Bennett Mechanical Comprehension Test and the TEAS. Refer to program information to determine which skills assessment is required for your program. To request accommodations for any of the skills assessments, please contact Educational Support Services, Appleton: 920-735-2569 or Oshkosh:920-236-6155. Email: [edusupport@fvtc.edu](mailto:edusupport@fvtc.edu). You may possibly have the ACCUPLACER waived if you meet one of the following options:
  1. High school GPA of 2.75 or higher if graduated within the last 10 years. Submit your high school transcript to Admissions.
  2. Previous college credits or completed at least an associate's degree. Submit your college transcript to Admissions for evaluation.
  3. Completed the ACT, Asset, Companion, or Compass assessments within the last 3 years. Submit your scores to Admissions for evaluation. For additional information on the Accuplacer including resources and practice tests, visit our website at [www.fvtc.edu/admissions/skills-assessment](http://www.fvtc.edu/admissions/skills-assessment)
- ✓ Apply for Financial Aid. If you need help paying for college, apply for federal financial aid at [www.studentaid.gov](http://www.studentaid.gov)
- ✓ Attend a New Student Registration Session. Information on registering for New Student Registration session will be sent by mail or 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 an Educational Support Services Welcome Meeting. Educational Support 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 [edusupport@fvtc.edu](mailto:edusupport@fvtc.edu) for more information on scheduling an appointment with the Special Needs Support 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 Special Needs Support Instructor if requesting accommodations.

## Accommodation Process

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

1. Contact Educational Support Services to request accommodations.
2. Provide appropriate disability-related documentation that supports the request for accommodations.
3. Develop an Accommodation Plan with a Special Needs Support Instructor.

High School	College
IDEA-Individuals with Disabilities Education Act Section 504, Rehabilitation Act of 1973 <b>IDEA-focuses on academic success</b>	ADA-Americans with Disabilities Section 504, Rehabilitation Act of 1973, <b>ADA-focuses on equal access</b>
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).	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)

## Educational Support Services Contacts

<p>Appleton Campus 1825 N. Bluemound Dr. <a href="mailto:edusupport@fvtc.edu">edusupport@fvtc.edu</a> 920-735-2569</p>	<p>Oshkosh Riverside Campus 150 N. Campbell Road <a href="mailto:fritz@fvtc.edu">fritz@fvtc.edu</a> or <a href="mailto:edusupport@fvtc.edu">edusupport@fvtc.edu</a> 920-236-6155</p>
<p>Administrative Assistant: Liz McKee Special Needs Support Instructors: Karen Glad, Emily Grahn and Bruce Rathe</p>	<p>Special Needs Support Instructor: Carissa Fritz</p>