INCLUSIVE

Career Advancement

PROGRAM

Set Yourself Up for Success: Part 1: Tools, Supports, and Strategies for College

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Vocational Rehabilitation

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Learning Objectives

Participants will:

- find and use campus supports like the disability/access office, tutoring, career services, and other helpful resources; and
- use simple strategies, including technology, to stay on track, including planning ahead, managing deadlines, communicating with instructors, and asking for help early.

Does College Seem Overwhelming to You Sometimes?





What Do You Know About Your Career Pathway of Choice?

- What training, education, and credentials are required for the job?
- How long is the education or training program? How many classes do you have to take? Are there labs too? Do you have to take a test to get credentials?
- What does the job outlook look like? What companies have this type of job? Do you have any potential job leads?
- What is expected of you on that job?
- What type of schedule will you work on this job?
  - Will it change?
- What is the salary?
- Are there benefits offered for your position?
- Are there opportunities for advancement?



So You've Decided To Go To College

To Get Started

- Apply and do any 'next steps' like a placement test or sending transcripts.
- Meet with an advisor and register.
- Consider starting slowly, and adding more classes the following terms if it is going well.
- See if the college has a new student orientation or a program for beginning students.
- Consider taking a College Success type class your first term.



Connect with Campus Resources

Accommodations

- Apply for accommodations as soon as you can.
  - Different schools have different names for the offices, but may be something like Accessibility Office, Office of Disability Services, or similar.
  - Be prepared to provide documentation of your disability. Examples include:
    - individualized education program (IEP) or 504 plan from high school;
    - signed letter on letterhead from your medical provider; or
    - medical records that outline the disability.
  - College accommodations look different than those you may have received in high school — **you** will be expected to advocate for yourself and your needs.

Connect with Other Campus Resources (1 of 2)

Check out what other resources are available on campus. They may include:

- mental health resources;
- tutoring centers;
- career and guidance resources;
- STEP (assistance for those receiving SNAP);
- TRIO (for students planning to transfer to a University); or
- first generation student supports.



Connect with Other Campus Resources (2 of 2)

There may be other interesting and helpful resources on campus too, such as:

- a gym or pool;
- clubs;
- a student lounge;
- cafeteria, student union, or coffee shop;
- library;
- food bank; or
- affinity spaces.

- Spend some time exploring campus or ask for a tour.
- Find your classrooms in advance.



Setting Yourself Up for Success in Class — Syllabus

Get to Know the Syllabus

- One for each class
- Contains all the information you need to know for due dates, expectations, etc.
- Things to look for:
  - Contact information for your instructor, and how they prefer to be contacted
  - Office hours
  - Important due dates — write them in your calendar when you get them!



Setting Yourself Up for Success in Class — Develop Good Study Skills

- There are many ways to study — think about what ways work best for you.
- Take notes and review them daily.
  - Research shows that a little bit of studying each day works better than cramming it all in at once.
- Make use of the resources available, such as:
  - tutoring center;
  - writing lab;
  - classmates (study groups); and
  - office hours.
- If you need help, ask!



Setting Yourself Up for Success in Class — Tips for Getting the Most from Class

- Be on time.
- Communicate with your instructor.
- Engage in class by:
  - asking questions; and
  - interacting with peers.
- Reach out early for help.
  - Office hours
  - Email
  - Tutoring centers
  - Disability services



Setting Yourself Up for Success in Class — Organize

Create a Calendar

Before classes start:

- Find out important dates from the college, such as:
  - first day of class;
  - drop and withdrawal dates;
  - financial aid distribution;
  - registering for the next term; and
  - holidays or campus closures.
- Write down your classes in your calendar.

On the first day of class:

- Go through your syllabus and write down important things, such as:
  - Major assignment due dates
  - Quizzes or tests
- Schedule study time.
  - A good estimate is 2 hours of study for every hour in class.
  - You may need more or less study time than you originally plan for.

Setting Yourself Up for Success in Class — Organize (Part 2)

When you get an assignment:

- write down any deadlines;
- think about the steps required to do the assignment;
- decide which steps you'll do on which days; and
- even if the teacher didn't give you deadlines, make some for yourself.

Include on your calendar other 'life things' such as:

- work or volunteer activities;
- family;
- enjoyable things; and
- meals, sleep, etc.

Consider what you'll do if there is an emergency or something happens.

- If your normal transportation isn't available, do you have a backup?
- If you get sick, do you know how to contact your teachers?

Reminders

- If you are not yet connected to OR VR, use this map of VR office locations to find out more information and an office near you.
- If you are already working with OR VR, remember to connect with your VR Counselor for help with resumes, job search, interview practice, job leads, and more.
- Provide regular updates to your VR Counselor to let them know how you are progressing in your career pathway.
- Worksource Oregon is also available to provide supports, services, job leads, and workshops.

ICAP Contacts

If you have questions or would like additional information, contact:

ICAP direct email: ICAP@odhs.oregon.gov

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