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## IT'S A PLAN: COLLEGE CHECKLISTS

First year college students may need extra support as they transition from high school. In order to support college students, Oregon GEAR UP created a series of comprehensive checklists for educators, students and families that address key behaviors and action items that will help students in this new stage of their life.

### INSTRUCTIONS

1. **Get a team.** Whether you work at a secondary school or a college, it's important to provide a network of support. Include administrators, teachers, parents and students to help share these messages.
2. **Make a communications plan.** Determine when and how you will share information to students and families; consider more than one method. Make sure you have students and families cell phone numbers, e-mails or mailing addresses if you plan to communicate in those ways.
3. **Download and print** the checklists and any additional resources here: [oregongoestocollege.org/itsaplan/educators/downloads](http://oregongoestocollege.org/itsaplan/educators/downloads)
  - Educators [page 2](#)
  - Students [page 3](#)
  - Families [page 4-5](#)
  - Familias (Spanish) [page 6-7](#)

*For more information on creating a college-going culture in middle and high schools and additional resources, visit [oregongearup.org](http://oregongearup.org).*

# FOR EDUCATORS COLLEGE CHECKLIST



## ACHIEVE

### Do well in school.

- Encourage going to and participating in class.
- Remind students about tutoring and extra help.
- Celebrate academic achievements.
- Recommend getting to know professors.
- Model good communication skills.

### Challenge yourself.

- Ask students about goals for the year.
- Advise students to take classes outside of their major and potentially study abroad.

### Take the right classes.

- Counsel students to talk to an advisor to be on track to graduate and that their classes will transfer or count towards graduate schools.

### Get organized.

- Encourage students to use a system to keep track of assignments and papers.
- Remind students to update their résumé.

### Prep for graduate admission tests.

- Encourage students to use resources on campus to study for tests for graduate school.

## ENGAGE

### Get involved.

- Advise students to try something new: join a student group or community organization, volunteer for an organization and get a part-time job.
- Ask about summer plans including summer classes, internships, research or a job.

### Spend time with good people.

- Encourage students to join clubs, study groups and organizations to meet friends.
- Help students serve as a mentor for younger students.
- Bring students together to form a support system.

### Make good choices.

- Encourage students to take care of themselves and use campus health and counseling services.
- Model good digital citizenship.
- Acknowledge the risks of behaviors like drinking, doing drugs and having sex.

## EXPLORE

### Discover support services.

- Remind students of the many support services available on campus.

### Explore career/educational options.

#### CAREER

- Talk with students about their future plans.
- Advise students to utilize the career center at their college.
- Suggest students attend a career fair.

#### TRANSFERRING COLLEGES & GRAD SCHOOL

- Review the importance of finding the right fit.
- Help students refine their list of colleges and confirm majors, requirements and deadlines.
- Recommend students visit colleges, explore schools online or go to a college fair.

### Make a plan for paying for college.

- Remind students to re-apply for FAFSA or ORSAA.
- Encourage students to apply for scholarships.
- Advise students to budget responsibly.
- Help students understand student loans.
- Share information about loan repayment, consolidation or other payment plans.



# FOR STUDENTS COLLEGE CHECKLIST



## ACHIEVE

### Do well in school.

- Go to and participate in all of your classes.
- Get help from professors, advisors and classmates. Use free campus tutoring services.
- Go to office hours and get to know professors.
- Practice good written and oral communication.

### Challenge yourself.

- Set academic and personal goals for the year.
- Take classes outside of your major & consider studying at another college or abroad.

### Take the right classes.

- Talk to an advisor to make sure you are on track to graduate and that your classes will transfer or count towards graduate school.

### Get organized.

- Use a system to keep track of assignments and keep papers organized.
- Update your résumé; the career center has help.

### Prep for graduate admission tests.

- Use resources on campus to study for tests for graduate school.

## ENGAGE

### Get involved.

- Try something new: join a student group or community organization, volunteer for an organization and get a part-time job.
- Make a plan for summer—consider summer classes, internships, research or a job.

### Spend time with good people.

- Meet friends by joining clubs, study groups and organizations.
- Find a mentor that you can get advice from.
- Be a role model for younger students.
- Stay connected with family and friends from home but focus on experiences at school.

### Make good choices.

- Take care of yourself: eat right, exercise, and sleep. Use campus health and counseling services if you need support.
- Be safe online and on your phone.
- Be safe with risky behaviors like drinking, doing drugs and having sex.

## EXPLORE

### Discover support services.

- Use the many support services available on campus—it's their job to help you!

### Explore career/educational options.

#### CAREER

- Talk about your future plans.
- Visit the career center at your college.
- Attend a career fair.

#### TRANSFERRING COLLEGES & GRAD SCHOOL

- Review what is important to you in a college.
- Make a list of colleges and confirm majors, requirements and deadlines.
- Visit colleges, explore schools online or go to a college fair.

### Make a plan for paying for college.

- Re-apply for FAFSA or ORSAA each year.
- Apply for scholarships—you may be eligible for more scholarships now that you're in college.
- Make a budget and stick to it.
- Understand your student loans—you don't have to borrow the full amount.
- Look into loan repayment, consolidation or other payment plans if needed.



# FOR FAMILIES COLLEGE CHECKLIST



## ACHIEVE

### Do well in school.

- Share your high expectations for good grades.
- Encourage going to and participating in class.
- Remind your student to use tutoring services.
- Recommend getting to know professors.
- Insist on good communication skills.

### Challenge yourself.

- Ask your student about goals for the year.
- Advise your student to take classes outside of his/her major and potentially study abroad.

### Take the right classes.

- Counsel him/her to talk to an advisor to stay on track to graduate and that the classes will transfer or count towards graduate schools.

### Get organized.

- Encourage your student to use a system to keep track of assignments and papers.
- Remind your student to update his/her résumé.

### Prep for graduate admission tests.

- Encourage your student to use resources on campus to study for tests for graduate school.

## ENGAGE

### Get involved.

- Advise your student to try something new: join a student group or community organization, volunteer and get a part-time job.
- Ask about summer plans including summer classes, internships, research or a job.

### Spend time with good people.

- Ask about your student's friends at school.
- Encourage your student to join clubs, study groups and organizations to meet friends.
- Be supportive by communicating regularly. It's normal for students to feel homesick.
- Ask your student about possible mentors.

### Make good choices.

- Encourage your student to eat right, exercise and get enough sleep. Remind your student about campus health and counseling services.
- Remind your student to be safe online and on their phone.
- Talk to your student about the risks of behaviors like drinking, doing drugs and having sex.

## EXPLORE

### Discover support services.

- Remind your student of the many support services available on campus.

### Explore career/educational options.

#### CAREER

- Talk with your student about future plans.
- Advise your student to utilize the career center at the college.
- Suggest attending a career fair.

#### TRANSFERRING COLLEGES & GRAD SCHOOL

- Review the importance of finding the right fit.
- Help your student make a list of colleges and confirm majors, requirements and deadlines.
- Recommend that your student visit colleges, explore schools online or go to a college fair.

### Make a plan for paying for college.

- Work with your student to re-apply for FAFSA or ORSAA each year.
- Ask your student to apply for scholarships.
- Discuss setting a budget and sticking to it.
- Help your student understand student loans.
- Help look into loan repayment, consolidation or other payment plans.



## ACHIEVE

### CONVERSATION STARTERS

What are your academic and personal goals for the year?

What is your favorite class this term? Why?

What is your most challenging class this term? Why? Who can you ask for help?

What professor have you connected with? What have you talked about with him/her about during office hours?

Tell me about a group project you're working on.

## ENGAGE

### CONVERSATION STARTERS

What student group or clubs have you joined?

Who are you spending time with?  
Who do you study with?

How are you feeling? Who on campus can you go to when you're not feeling well?

What do you do on the weekends?

### NOTES:

## EXPLORE

### CONVERSATION STARTERS

What are you struggling with? Who on campus can help?

What are your career goals? How can your college's career center help you get there?

Let's review your budget together. What are some unexpected costs? Where can you save money?



# PARA FAMILIAS LISTA PARA EL COLEGIO

# ES UN PLAN

## — LOGRA ÉXITO —

### Logra éxito en la escuela.

- Sea vocal sobre sus expectativas académicas.
- Anime a su estudiante ir y participar en clase.
- Recuérdele a su estudiante que hay servicios disponibles de tutoría en el campus.
- Anime a su estudiante que conozca a sus profesores.
- Recalque la importancia de tener buena comunicación oral y escrita.

### Plantea metas

- Ayude a su estudiante a establecer metas.
- Recomiéndele a su estudiante que tome una clase interesante que es diferente de su especialidad.

### Toma clases apropiadas.

- Insístale a su estudiante la importancia de reunirse con un asesor para asegurarse de que este tomando las clases necesarias para completar su título a tiempo y las clases son transferibles.

### Organízate.

- Anime a su estudiante a mantener notas y papeles organizados.
- Recuérdele a su estudiante que actualice su curriculum vitae.

### Prepárate por los exámenes.

- Anime a su estudiante a usar recursos en el campus para prepararse y estudiar.

## — PARTICIPA —

### Involúcrate.

- Recomiéndele a su estudiante que intente actividades nuevas al unirse a grupos de estudiantes, hacer tiempo voluntario y obtener un trabajo de medio tiempo.
- Ayúdele a su estudiante hacer planes para el verano. Consideren clases de verano, pasantías, proyectos de investigación o un empleo.

### Pasa tiempo con gente buena.

- Pregúntele a su estudiante sobre sus amigos.
- Aconséjelo a su estudiante que se una a grupos de estudios o grupos estudiantiles.
- Apoye a su estudiante comunicándose regularmente. Es normal que los estudiantes sientan nostalgia.
- Pregúntele a su estudiante sobre posibles mentores.

### Toma buenas decisiones.

- Aconséjelo a su estudiante que se cuide: comer bien, hacer ejercicio regularmente y dormir lo suficiente. Recuérdele que debe usar el centro de salud y servicios de consejería de la universidad.
- Ayúdele a su estudiante a entender el comportamiento apropiado y como tomar precauciones en línea y en su teléfono celular.
- Háblele con su estudiante sobre el riesgo de participar en actividades como beber alcohol, hacer drogas, y tener sexo.

## — EXPLORA —

### Descubre los servicios de apoyo.

- La universidad tiene muchas personas cuyo trabajo es ayudar a los estudiantes. ¡Insístale a su estudiante que los use!

### Explora la carrera y la educación.

#### CARRERA

- Hable con su estudiante sobre sus metas a futuro.
- Recuérdele que visite el centro de carreras.
- Sugiérale asistir a ferias de carreras.

#### TRASLADO Y ESCUELA MAESTRÍA

- Hable con su estudiante sobre lo que es más importante en una universidad.
- Anime a su estudiante a crear una lista de universidades que le interesen asistir y una lista de fechas límites para cada universidad.
- Anime a su estudiante a visitar sus universidades favoritas, explore los colegios en línea o asista a una feria universitaria.

### Hace un plan para pagar el colegio.

- Trabaje con su estudiante para llenar la FAFSA o la ORSAA cada año.
- Anime a su estudiante que aplique para becas.
- Ayude a su estudiante a hacer un presupuesto y mantenerlo.
- Ayude a su estudiante a entender los préstamos estudiantiles y ayúdele a su estudiante a estudiar el reembolso del préstamo, la consolidación u otros planes de pago si es necesario.



## LOGRA ÉXITO

### TEMAS DE CONVERSACIÓN

¿Cuáles son sus metas académicas y personales para el año?

¿Cuál es tu clase favorita de este semestre? ¿Por qué?

¿Cuál es su clase más difícil este semestre? ¿Por qué? ¿A quién le puedes pedir ayuda?

¿Con qué profesor te has reunido? ¿Qué has hablado con tu profesor durante las horas de oficina?

Cuéntame sobre un proyecto de grupo en el que estás trabajando.

## PARTICIPA

### TEMAS DE CONVERSACIÓN

¿A qué grupos de estudiantes o clubes te has unido?

¿Con quién estás pasando el tiempo? ¿Con quién estudias?

¿Cómo te sientes? ¿Con quien puedes ir en el campus cuando no te sientas bien?

¿Que haces los fines de semana?

## EXPLORA

### TEMAS DE CONVERSACIÓN

¿Con qué estás batallando? ¿Quién en el campus puede ayudarte

¿Cuáles son tus metas profesionales? ¿Cómo puede ayudarte el centro de carreras de tu universidad a cumplir tus metas?

Revisemos tu presupuesto juntos. ¿Cuáles son algunos costos inesperados? ¿Dónde puedes ahorrar dinero?

NOTAS: