



# Transition Guide



# CONGRATULATIONS!

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You have completed the hard work necessary to graduate from high school and taken the steps required to attend a postsecondary institution in the fall. Those are huge accomplishments – congratulations!

GEAR UP Kentucky (GUK) has some great news for you. **You are now a GEAR UP Scholar!** If you will be attending one of GEAR UP Kentucky's partner postsecondary institutions (listed below), you will continue to receive support from **GEAR UP Kentucky Postsecondary Transition Coordinators** until your first year of college.

*GUK partner institutions are: Bluegrass, Elizabethtown, Gateway and Maysville Community & Technical Colleges; Eastern Kentucky University; Kentucky State University; Morehead State University; Northern Kentucky University; and University of Louisville.*

## Meet the GEAR UP Kentucky Postsecondary Transition Team:

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# Let's Get Ready for College!

## Month-by-Month Task Lists

Use the following task lists to help you figure out what you need to do to prepare for college this fall. Please note that items marked with **4** are relevant only for students attending a 4-year college/university.

### APRIL & MAY TRANSITION TASK LIST

**Tip:** Make sure you have a personal non-school email on file and check for messages from your college. Make sure to check junk or spam in case email arrives there.

☑	Get It Done!	Steps to Success
	Complete the FAFSA (if you haven't done so already).	Seek assistance from your GEAR UP advisor at school or connect with your college's financial aid office.
	Make your final decisions regarding college acceptance and complete all correspondence / accept awards letter.	Continue searching out local scholarships.
	Complete your housing application and get deposits in on time. <b>4</b>	Determine if there are any other additional school requirements specific to your institution and not listed here. Contact office of enrollment to confirm.
	Select your meal plan.	
	Register for new student orientation (if you haven't done so already). Complete new student orientation (as scheduled).	Ask questions! Know who to contact about registration, housing, or anything else.
	Tell your high school GEAR UP advisor where you've committed to attend college.	
	Research placement exams and schedule testing, if necessary.	Look for additional ways to cover deposits and enrollment fees, etc.
	Complete FAFSA verification (KHEAA Verify).	Institutional verification or KHEAA verify. Confirm with office of financial aid.
	Confirm transportation to campus for move in day.	Learn where the transportation office is; sometimes this is the campus police station.
	Driving? Find out where you can park, if you can drive as freshmen, and what fees are associated.	Locate your assigned space or where you will need to park if you commute. Walk it to see how long it takes so you are not late to class.
	Pay all parking fees.	Visit office of parking and transportation.
	Create a monthly college budget.	<a href="https://gearupky.tiny.us/studentaidsg22">https://gearupky.tiny.us/studentaidsg22</a> <a href="https://gearupky.tiny.us/mintsg22">https://gearupky.tiny.us/mintsg22</a>
	Study your college web site for information about college events.	See what is coming up and what clubs or organizations you can join. Learn how to navigate the website for ease of use.
	Look for a summer job.	Create a savings plan and learn how to save.
	Complete new student orientation (as scheduled).	Connect with your GEAR UP PTC at early orientation.

# JUNE & JULY TRANSITION TASK LIST

## Tips:

- **Visit your campus to become familiar with it and to ensure you have completed all required enrollment tasks.**  
[For 4-year residential colleges, you will NEED BOTH school supplies and personal hygiene products (shower shoes, toilet paper, toothpaste, toothbrush, floss, feminine hygiene products, and reproductive health items).]
- **If taking student loans, make certain you review and understand them.**

Please note that items marked with **4** are relevant only for students attending a 4-year college.

☑	Get It Done!	Steps to Success
	See where you are living (residence hall). <b>4</b>	Visit the residence and learn how to get to other locations.
	Determine what you need to bring from home and how much you can bring. <b>4</b>	Review all dorm rules. Find out information from the office of housing.
	Determine where the financial aid, Registrar, and enrollment services offices are.	Visit them to become familiar with the location.
	Contact your financial aid office and make sure everything is in order and they have all necessary information.	Find out more information from the office of financial aid. Sample questions: 1. How does loan and grant disbursement work? 2. What can I use my financial aid money for? 3. What do I do if my financial aid awards do not hit before my tuition bill is due?
	Identify materials and supplies for the semester.	Keep an eye out for bargains on back-to-school college items.
	Identify and connect with your roommate assignment as soon as possible. <b>4</b>	Discuss who is bringing what appliances and/or other dorm essentials.
	Read your entire acceptance packet and every letter or email you receive from the school.	Reach out to your GEAR UP PTC with any questions.
	If your financial aid package includes work study, find out when and how to apply for jobs.	Note: Opportunities are more limited for 2 years schools.
	Select the courses necessary to start your degree plan or begin to take core courses.	Discuss this with your advisor or GEAR UP PTC
	Register for classes on the first day possible.	Note: This usually occurs during orientation.
	If you haven't already, complete new student orientation (as scheduled).	Connect with your GEAR UP PTC before, during or after your new student orientation.
	Complete student loan entrance counseling if taking loans.	Seek out KHEAA rep, GUK staff, financial aid advisor for questions/advice.
	Sign master promissory note.	Contact financial aid office if you need assistance - via phone or in person.
	Get a physical and required immunizations. <b>4</b>	Contact local health department or primary care physician for records.
	As appropriate, monitor COVID levels and protocols for your campus community.	Review your college website. State info: <a href="https://gearupky.tiny.us/covidtmkysg22">https://gearupky.tiny.us/covidtmkysg22</a>

## AUGUST | MOVE IN DAY!

<input checked="" type="checkbox"/>	Get It Done!	Steps to Success
	Notify your GEAR UP PTC you have moved in and are on campus.	See contact information in this document.
	Purchase books – defer books.	Clarify university policy and process with financial aid or enrollment services.
	Make sure to defer tuition payment if waiting on financial aid.	Contact your financial aid office or show / discuss with your GEAR UP PTC.

## WHO TO TURN TO WHEN YOU NEED ASSISTANCE AT COLLEGE

*Suppose you're having trouble making friends or you're incompatible with your roommate. Or suppose you're feeling incapable of handling classes and your other commitments too. Getting yourself unstuck is not something you have to do alone. College campuses have resources to help you. Make sure you know where the support services are on your campus.*

Your **Academic Advisor** can help you choose classes and plan your course schedule. If you attend a university, your advisor will usually be in the school or college in which you're enrolled. Does your college require you to meet with your advisor before you register for classes?

Your **Professors** can help you get a grasp of subject matter. Often they can recommend study sessions or tutors if you're struggling in your classes. When and where are tutoring services available on your campus?

Your **Counseling Service** can provide help with personal issues, such as managing independence, resolving conflicts, or adjusting to college life. Jot down situations you might encounter when your counseling service would be helpful.

Your **Career Center** is a place to find jobs, internships, and learn about careers. Often, career counselors are there to help you. What does your career center offer?

The **Student Health Center** may have doctors, a pharmacy, and emergency medical services. Write down additional services your school's health center has that you might need.

Your **Library** has reference librarians who can help you use online print sources and locate research materials. Does your school have different libraries for different types of materials? Write down specific services they offer.

The **Registrar's Office** usually keeps records of your grades and schedules and has graduation requirements and enrollment procedures. When might you need to visit the registrar?

The **Bursar's Office** is where you'll pay various types of fees, such as for tuition and parking. Can you cash checks at your bursar's office? Can you get your photo ID there?

The **Student Life Office** may offer support to students with disabilities or students needing help with life skills. Does your campus have a student life office? When might you use it? The Financial Aid Office can provide information on various types of available aid. After you've accepted your financial aid awards, when might you need this service?

The **Employment Center** may have lists of on- or off-campus jobs for students. Is the employment center combined with the career center or do they provide separate services?

The **Technology Support Center** can provide assistance for any issues with email, online learning platforms and other tech issues.

Suppose you're incompatible with your roommate; the **Office of Housing** or your **Resident Advisor (RA)** can assist you.

And REMEMBER: **GEAR UP Kentucky Postsecondary Transition Coordinators (PTCs)** – Amy, Channing, Randall or Tony – are also available to help! See the front of this guide for their contact information.