



## **About the *College Transition Toolkit***

The *College Transition Toolkit* CD contains detailed information to help adult educators and administrators plan for the needs of students interested in pursuing postsecondary education and training. It has been designed so that you can view each of the chapters in the order presented or select chapters of immediate interest.

The CD contains a flexible, navigable, HTML version of the toolkit that enables you to move easily between chapter topics, accompanying documents, and online resources of immediate interest to you. It also contains a printable PDF version of each chapter.

**Following is a brief description of each of the toolkit chapters:**

### **1. Introduction**

The introduction presents some of the research on the barriers to and benefits of postsecondary education and training for adults.

### **2. Program Models**

This chapter describes a variety of college transition program models that have been designed and implemented around the country and factors to be considered in program design.

### **3. Partnerships and Collaborations**

This chapter will help you strategize your approach to partnerships and collaborations with community agencies and postsecondary education institutions that can support the development of your program and your students' transitions.

### **4. Recruitment**

This chapter presents factors to consider in your recruitment strategy as well as tips for attracting eligible college-ready applicants.

### **5. Assessment**

This chapter outlines factors to consider in establishing student eligibility criteria and presents a variety of tools that you can use for intake, ongoing, and final assessments

### **6. Counseling**

This chapter provides information on effective counseling practices that support adult learners' transitions to postsecondary education and training.

### **7. Curriculum and Instruction**

This chapter describes the reading, writing, math, computer, college readiness, and study skills that adult learners need to successfully transition to postsecondary education, and provides strategies and resources for teaching them.

### **8. Planning Your Program**

This chapter ties the information from the previous chapters together and reviews the factors to consider in planning and designing your program.

### **9. Using Data for Program Development**

This chapter helps you think about the information that you will want to gather during all phases of implementation in order to assess whether your program is meeting its stated goals.

## **Accompanying each chapter you will find:**

### ***Key Questions:***

You will find a list of questions that are answered throughout the chapter. A click on any question will bring you to the section that addresses it.

### ***Lessons from the Field***

The lessons provide you with first-hand accounts and examples of how other college prep programs have addressed specific topics.

### ***Planning Tools***

The planning tools are ready-made resources and templates that you can download and adapt for use in developing your college transition program. Planning tools will appear as links throughout the chapter, and can also be found at the end of each chapter.

### ***Printable Resources***

These contain supplementary information that you can download and print to assist you in your program design and research. Printable resources will appear as links throughout the chapter, and can also be found at the end of each chapter.

### ***Web Resources***

The Web resources provide additional information to guide your planning and will appear as links throughout the chapter, and can also be found at the end of each chapter to assist you in your program design and research. You can easily select any tool or resource from the list.