

# FOCUS PLANNING PREPARATION CHECKLIST

Below you will find statements related to the areas of preparation that we discussed in the Focus Planning Module. As you complete this quick checklist, be honest. **No one else needs to see it but you.** It will indicate to you the areas that you may need to address to get you ready for your first semester. If you check more than two statements in any area, you will probably need to take some action.

## Academic Preparation:

- I know I could use some skill building in math, reading and/or English.
- It has been a long time since I have taken notes in a class.
- I have never been one for reading my textbooks thoroughly.
- Studying for tests isn't one of my strengths.
- I may need to get a bit of extra help in some of my classes.
- I am not quite sure about what career I want to pursue in the future.
- I have a disability and I would like to find out about services at MATC.

## Financial Preparation:

- I am not sure I have enough money put aside to pay for tuition, books and supplies for my first semester.
- I am not sure if I will have enough money to pay for all my living expenses.
- I plan to go to school full-time but work over 20 hours a week.
- My monthly bills are eating up a lot of my paycheck each month.
- Money just seems to slip through my fingers. I am not sure where it all goes.
- I would like to know more about financial aid and scholarships.

## Personal Support Preparation:

- My friends and family are not aware of the commitment I will need to make to my college career.
- My mode of transportation is not very reliable.
- I do not have my child care figured out for the first semester.
- My boss might give me trouble in terms of scheduling so that I may have some trouble attending all my classes.
- I have a difficult time saying no to my friends if they want me to do something.
- I have a difficult time putting down my remote control, my Play Station control, my cell phone and/or my computer mouse.

## Health and Wellness Preparation:

- I am going to bed too late at night so that I cannot wake up in the morning and feel tired through the day.
- I haven't had a healthy meal in a long time.
- If my friends suggest a party, I am the first one there.
- I've been getting a lot of colds lately.
- I haven't been exercising for weeks.
- I smoke and/or drink more than I should.
- I don't know anyone at MATC, and would like to find ways to meet new people.
- In high school, I was involved in extracurricular activities, and would like to be involved in college too.

## Mind-Set Preparation:

- I am feeling somewhat unmotivated about going to school.
- I don't really enjoy attending classes and doing homework.
- School is not really my number one priority right now.
- If I don't like the subject or teacher, it is difficult for me to remain interested and committed to the class.
- I am somewhat anxious about my ability to do well in my classes.
- I tend to shy away from hard work, especially school work.

## resources on the matc webpage

[www.matcmadison.edu](http://www.matcmadison.edu)

You can find all of the MATC resources and services that will provide you with assistance with any issues that may impede your success on the MATC Webpage. Below you will find a short list of MATC resources that may help you to be better prepared as you start your college experience.

### Academic Preparation:

**Advising & Career Resources:** 608-246-6076 Room 159AA, Truax Campus

- The Advising & Career Resources office assists students in the areas of academic advising, career, and employment services.
- Academic Advising - as students continue to make choices in their academic goals, assistance is available with course selection, educational planning, and college transfer questions.
- Career Resources - students who wish to explore career options have access to career information through computer based guidance systems, assessments, resource libraries, workshops, and knowledgeable staff. In addition, on-line job listings, various on-campus recruitment activities, and employment services (such as assistance with resumes and interview skills) are available to help students become successful on the road to their desired career.

### Financial Preparation:

**Financial Aid** (608) 246-6170 Room 159, Truax Campus

- Financial aid applications are available from the Financial Aid office or any campus location. You can also apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- To receive financial aid, individuals must be admitted into a college transfer, associate degree, or one- or two-year technical diploma program.
- Financial assistance is based on financial need and enrollment in at least six eligible credits.
- Financial aid monies will be disbursed to students who have an award notice on file and after the first day of classes each semester.
- Students must reapply for financial aid each school year. January 1 is the first day a financial aid application may be completed for the first semester of the next academic year.

### Personal Support Preparation:

**Child & Family Center** (608) 246-6766 Room 160, Truax Campus  
(608) 258-2424 Room D319, Downtown Campus

- Call for more information regarding childcare for children two through six years of age. You can also visit the MATC website.

**Disability Resources Services** (608) 246-6716 Room 159AA, Truax Campus  
(608) 259-2979 Room D109, Downtown Campus

Support services are provided to assist students with disabilities overcome specific barriers and face challenges encountered during their attendance at MATC. DRS staff provides services such as advising, counseling, career exploration, and the coordination of disability accommodations. Persons who desire support services should contact Disability Resource Services at their earliest opportunity. Documentation regarding the disability must be provided to be eligible for support services.

### Health and Wellness Preparation:

◆ Intercollegiate sports (608) 246-6098 Room 200, Truax Campus  
◆ Intramural sports (608) 243-4095 Room 112A, Truax Campus  
◆ Fitness Center (608) 246-6093 Truax Campus  
(608) 258-2399 Downtown Campus  
◆ Student Health & Wellness (608) 243-4095 Room 112A, Truax

### Mind-Set Preparation:

**Counseling:** (608) 246-6076 Room 159AA, Truax Campus  
(608) 259-2979 Room D109, Downtown Campus

Counselors provide academic, career, and brief personal counseling to individuals and groups. Services are available to all MATC students at all campuses and centers. Counselors may assist students with time management, learning issues, test anxiety, motivation, goal setting, career decision-making, stress management, personal issues, etc. Counselors may make referrals to outside agencies when appropriate. Interviews are confidential.