



# Roads to Learning and Earning Lesson Plan

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- Topic/Title of Plan: There's always help!
- Lesson Developed By: Bree Campfield
- School: North Shelby
  
- This is the fourth lesson in a unit written by Sharon Hendrick and Bree Campfield

Objectives being Taught	Objectives, activities, and resources that teachers, families, and students can work on together in order to prepare for college
RTLE Matrix Objective	Explore college options with students and families through internet, visits to college campuses, and transition fairs.
Student Audience/Length	OCS high school students, 1-2 hours
Materials/Resources Needed	Worksheets, pencil, internet
Check for Understanding and Assessment of Lesson	The test at the end of the lesson will show if the students have learned the material. The students will fill in the blank based on what they have learned.
Wrap Up/Review	We will look at a college website and look at specific places based on the college that we are touring. We will look at where the important offices we need to know about



# Teaching Procedure

- ▶ Teacher will state the purpose of this lesson to the students. The purpose is for students to know that there is help on college campus' and where they can find these people. The teacher will then show the students the PowerPoint about the different services and where they are located. After reviewing the PowerPoint the teacher will hand the students a worksheet. The students will review the worksheet as a whole class or in small groups. After the students have had ample time to review the teacher will give them a "test." They will fill in the blanks on this worksheet.
- ▶ Go on Tour



# Work Sheet

If you have a question....	Who	Job Description
When is the due date for my application?	Admissions Office	They are a source of information for potential applicants and helping them with the application process
What classes do I need to take in my freshman year?	Advisor	They help you complete your degree requirements and help you meet your goals.
What parking lot can I park my car in?	Campus Security	They promote and ensure a safe college campus. They are also in charge of parking on campus.
When is the deadline for this new scholarship?	Financial Aid Office	Provides information on loans, scholarships and grants. They provide information on deadlines and paperwork that you need to complete.
How do I complete this assignment?	Academic Help Center	They work to tutor you on a subject. They also may proof-read your papers.
Where can I find a resource on biology?	Librarian	They help you find a book or resources that you need in order to complete an assignment.

# Test

If you have a question...	Who	Job Description
When is the due date for my application?		They are a source of information for potential applicants and helping them with the application process
What classes do I need to take in my freshman year?		They help you complete your degree requirements and help you meet your goals.
What parking lot can I park my car in?		They promote and ensure a safe college campus. They are also in charge of parking on campus.
When is the deadline for this new scholarship?		Provides information on loans, scholarships and grants. They provide information on deadlines and paperwork that you need to complete.
How do I complete this assignment?		They work to tutor you on a subject. They also may proof-read your papers.
Where can I find a resource on biology?		They help you find a book or resources that you need in order to complete an assignment.

## Word Bank

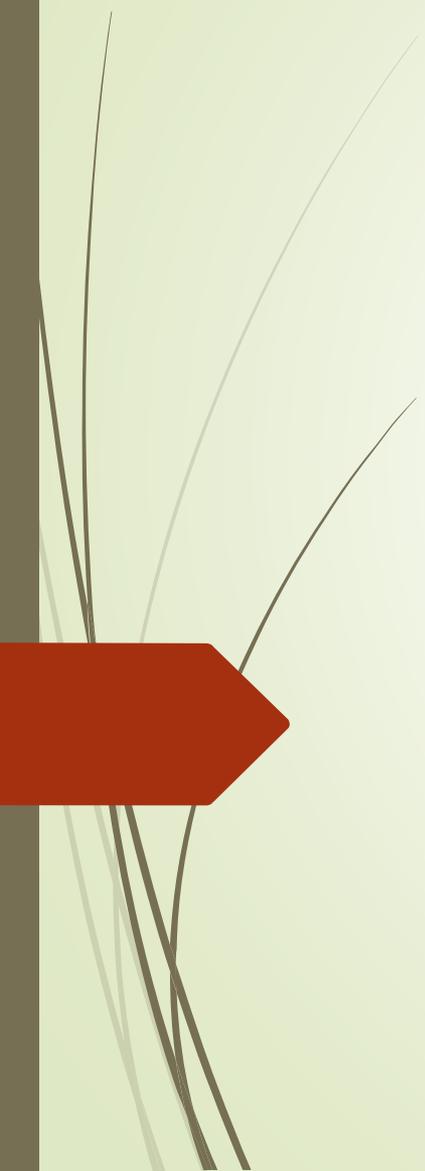
Campus Security	Admissions Office	Librarian
Advisor	Academic Help Center	Financial Aid Office

# Answer Key

If you have a question...	Who	Job Description
When is the due date for my application?	Admissions Office	They are a source of information for potential applicants and helping them with the application process
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## Word Bank

Campus Security	Admissions Office	Librarian
Advisor	Academic Help Center	Financial Aid Office



# There is Always Help

While you are on a college campus, you may need help. It is important to know who can answer your questions.



# Admissions



- ▶ While you're applying this office will be helpful.
- ▶ Purpose of admissions is to check your status. How many hours you have toward college credits.



# Registrar's Office

- Add or drop classes
  - Provide transcripts
  - What classes you need to take for your major
- 



# Advisor

- This person is usually familiar with the criteria and credits needed for the Major you have chosen.
  - This person will guide you in what classes to take and what is available during each semester.
- 



# Campus Security

- Assists in providing parking pass
  - They will give you a map of legal parking lots.
  - Give parking tickets for parking illegally.
  - Monitor safety of campus.
- 



# Financial Aid Office

- ▶ Answer questions about how to pay for college and give you options. (e.g grants, signing up for financial aid, payments.)
  - ▶ Provide forms for financial aid
  - ▶ Provide dates and deadlines for forms to be admitted.
- 



# Academic Help Center or Writing Center

- ▶ They help if your grades are falling. They can provide a list of names for tutors.
- ▶ The writing center can proof read your research papers and make sure your grammar and punctuation is correct.



# Librarian

- ▶ Even though most things can be researched on line, Librarians continue to play an important part of helping college students connect with needed sources. Librarians can give additional source for research that may be unfamiliar to them.
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