



COMEBACKER TOOLKIT

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**THE GRADUATE |
NETWORK.**

❑ Discover

- College Partner Network
- Adult Friendly Degrees
- Earning Prior Learning Credits

❑ Design

- Question Mapping for Re-enrollment
- Financial Aid Options
- Settling Old Student Debt

❑ Deliver

- Plan to go through College
- Health and Wellness
- Professional Development

Introduction

Dear Comebacker,

Degrees Work is a program that provides free college coaching services to you through your employer. Our College Coaches can help you discover, design, and deliver your personalized re-enrollment plan. Together, you and your college coach will identify the barriers that kept you from earning your degree in the past, discuss financial aid options, and select a college and degree program that provides the flexibility you need.

Are you ready to return?

What Does a College Coach Do?

- Provide support to you through the admissions and enrollment process
- Alleviate your concerns by providing you with good information
- Support you to find a solution to barriers preventing you from returning
- Offer knowledge and resources to assist you or point you in the direction of someone who can help
- Guide you through the college system

Why Should I Return to College?

- Strengthen your skills in an increasingly competitive economy
- Improve your opportunity for advancement and higher pay
- Enjoy a personal and professional sense of accomplishment

Start here as you prepare to complete your degree.

1. Write down one goal you have for returning to college.

2. Write down any barrier(s) that might prevent you from successfully completing this goal? How does this barrier(s) keep you from completing your degree?



3. Write down your work and home life schedules.



4. How can you manage your school, work and home life schedules? Are there any time constraints that concern you? Where can you find extra time to dedicate to your college studies?



5. What is your main motivation for returning to college?



DISCOVER

Gain insight on the degree programs offered by the colleges and universities in our College Partner Network and learn how to prepare to design your re-enrollment pathway.

Tip: What can I do right now?

- ☑ Make contact with a Degrees Work College Coach and understand that they are there to help address your concerns. Visit www.degrees-work.org to contact a College Coach and get started.
- ☑ Do not be afraid to share any anxieties or concerns you may have about returning to college with your College Coach.
- ☑ Start to discover your career aspirations and how completing a degree can provide you job mobility and security while helping you achieve your personal goal of earning your first associate's or bachelor's degree.

About our College Partners

Our college partners are located in the Greater Louisville and Southern Indiana areas. Each of these institutions is regionally accredited and dedicated to helping Degrees Work clients who aspire to return to college and earn their first associate's or bachelor's degree.

Why consider choosing one of the colleges in our partner network?

Our college partners offer flexible degree programs that work for those students who have many part- and full-time responsibilities outside of the classroom such as work and parenting. Our college partners also provide friendly, expert liaisons that will welcome you to the college, guide you through the admissions process, and introduce you to any functions within the college that will support you on your college journey.

Be sure to ask your Degrees Work college coach about waived

application fees!

OUR COLLEGE PARTNERS

Our College Partners are providing our clients with excellent service to ensure that they are transitioning back to college in a time-efficient, cost-effective manner by providing Degrees Work with a dedicated liaison who assists clients through the admissions and enrollment process.



Select Your College & Learn How to Apply

- ❑ Gather official transcripts from all prior colleges; **unofficial** transcripts can be used for advising purposes but **official** transcripts are required for official admittance into a college.
- ❑ If you are transferring to a new college, select a college that best fits and matches your needs:
 - Some colleges require SAT/ACT scores if you have less than a certain number of prior college credits.
 - If the degree program you are interested in is competitive (for example, nursing), you may need to meet additional academic requirements
 - Be sure that college you select offers some flexible courses to meet your scheduling needs: *are classes online? offered during the evening or weekends?*
 - Are they programs specific to adults? For example, accelerated programs are programs that allow you to receive credit for your workplace learning? To learn more about getting credit outside of the classroom please go to page #10 and review the [Assessing and Documenting Prior Learning for College Credit](#) section
- ❑ Complete/submit application: provide official transcripts, proof of identity and residency, biographical information, and prior educational history.
- ❑ Meet with an admissions counselor to get introduced to services and resources that fit your needs as an adult/transfer student.
- ❑ Complete the FAFSA, tuition reimbursement paperwork from employer, or scholarship applications.

Placement Tests and Academic Advising

- ❑ After you've been accepted into the college of your choice, you may need to complete a placement; placement tests ensure that you are

- placed in the appropriate level of classes for general education requirements (Math and English).
- Your academic advisor will direct you on whether or not you need placement tests based on the evaluation of your previous college coursework and testing scores such as the SAT/ACT (if necessary).
 - Placement tests are usually free and usually not timed.

Register for Classes and Orientation

You got accepted! Now what?

- Register for classes. Most registration is done online through your student self-service account
- Register for classes early to ensure the best schedule, maximize financial aid package, and get prepared to buy textbooks for the semester
- Ask your academic advisor about prior learning credits and ways to get college credit outside of the classroom. For example, can you use any workplace certifications or training? There are also subject-based examinations ([CLEP](#)).
- Know when tuition is due to avoid having your classes dropped.
- Also, know the deadlines for submit your employer tuition assistance paperwork
- Most new students, even transfer students, must attend a New Student Orientation.
- Orientation may be in-person or online.

Pay Tuition and Fees

- Make sure your tuition is paid **BEFORE** classes begin, or not long after
- Usually, you can set up payment plans through the Bursar's Office (billing office) if you are not using federal financial aid, private loans, or employer tuition assistance.
- Verify your [FAFSA](#) and Financial Aid package through the Financial Aid office and sign your master promissory note if you take out loans.
- If you have employer tuition assistance, ask if there is a deferred payment option via the college's Bursar's Office.

Questions to Ask Your Academic Advisor

- What is the length of time it will take to complete my degree based on part-time, full-time status?
- Can you take summer courses and online courses to accelerate time to

completion? How will this affect expenses/financial aid?

- What are the options for prior learning assessments?
- What are the academic requirements for general education courses?
- What are the options for transferring from an associate degree program (typically 2-years) into a baccalaureate program (typically 4-years) ?
- How do you satisfy degree program requirements?
- How can I shorten my time to degree completion by taking the proper classes?
- How do you maintain Satisfactory Academic Performance?
- What are the on-campus resources that support student success?
- If you attended at community college in the past, what are the options for a reverse transfer?

Assessing and Documenting Prior Learning for College Credit

How to earn college credit through prior education, workplace training, certifications and professional development?

Transfer Credit – College credit from previous institutions attended.

- Many 4-year colleges will recognize and transfer in 45 to 90 credits from prior institutions.
- Most do not accept transfer courses with grades below C- or developmental coursework.
- Accreditation of the institutions attended will likely be a consideration; it's important to know if they college(s) you attended in the past are nationally or regionally accredited.

CLEP – College Level Examination Program. Take a subject-based exam and based on exam results, you can get college credit. For more information: call 1-800- 257-9558 or visit

www.collegeboard.com/student/testing/clep/about.html

Credit for experience – College credit can be awarded for experience in the workplace and is typically administered through an Academic Division Dean. What is needed:

- ❑ Resume, reference letters that stipulate work experience detail and the time frame in which it occurred/occurs.
- ❑ Job descriptions, evaluations, and certifications will be required.
- ❑ All information must relate to a course that credit can be awarded.
- ❑ There is a fee associated with receiving the credit.

Military – College Credit for military experience and certifications earned while in the service can be received through the following:

- ❑ DANTES - An agency that facilitates conversion of learning into college credits including high school equivalency, as well as an extensive number of military certification and licensure exams.
www.dantes.doded.mil
- ❑ ACE - The American Council on Education (ACE) provides a link between the U. S. Department of Defense and higher education through the review of military training and experiences for the award of equivalent college credits for members of the Armed Forces.
- ❑ www.acenet.edu/higher-education/Pages/Military-Students-and-Veterans.aspx

Professional Certification – College credit can be received for corporate training and industry certifications. The primary way is through ACE - The American Council on Education which provides recommendations for colleges on course and certification equivalencies.

Portfolio Assessment – College credit for life experience can be obtained at your institution through a process of documented self-reflection backed by evidence, in the following areas:

- ❑ Training
- ❑ Volunteerism
- ❑ Hobbies

Degree pathways - What is the difference in the types of degrees?

- ❑ **Certificate Program:** Certificate Programs offer a useful, concentrated study of a particular professional area. These programs can help you start a new career or improve your skills and knowledge in your current occupation. A certificate is awarded upon completion of your course of

program.

- ❑ **Diploma Program:** Diploma Programs are a sequence of classes focusing on both theory and practice in a particular field. They are not as broad as a degree program, and they usually concentrate on a particular area. Some diploma programs also offer an overview of several different areas. The terms certificate and diploma are sometimes used interchangeably.

- ❑ **Associate's Degree:** An Associate's Degree is an undergraduate degree that can usually be earned in two years or more. An Associate's Degree program consists of three parts: general education requirements, major requirements, and electives.

- ❑ **Bachelor's Degree:** A Bachelor's Degree typically is a four-year degree awarded by undergraduate colleges and universities. In addition to the requirements for an Associate's Degree, a Bachelor's Degree goes into greater breadth and depth into both major subject area as well as additional coursework.

- ❑ **Master's or Professional Degrees:** An advanced degree is awarded for the successful completion of a program that generally requires at least one year of full-time graduate-level study beyond the Bachelor's Degree.

- ❑ **Understand Admissions Requirements:** What is the difference between "open admission" colleges and "selective admission" colleges?

- ❑ **Open Admission:** These colleges require only a high school diploma or equivalent and accept students on a first-come, first-served basis as long as there is room.

- ❑ **Selective Admissions:** These colleges do not take all applicants. These colleges look at applicants' coursework, grades, test scores, recommendations and essays. Some colleges have special adult studies programs that may have a different set of admission requirements.

- ❑ **Evaluating prior college credit:** Your College Coach can help you obtain you understand how to request your unofficial and official transcripts to be reviewed by the University Admissions office at the college you plan to attend.

Questions to ask an admissions counselor:

- Do you give credit for past work experience? If so, how does the process work?
- Can I receive credit for certifications and licensure? If so, what is the process?
- Can I take a College-Level Examination Program (CLEP) test to receive credit for general education classes?
- Do I need to have an official transcript to evaluate past college credit?
- Can I have courses from another institution evaluated to determine credit already earned? How do I start the process?

Prior Learning Assessment (PLA): Each institution has a different process for determining PLA credit. Speak with your college coach and learn who to contact in the admissions office to ask for more information.

DESIGN

Design your re-enrollment pathway and prepare for success

Design your college investment plan

Design your degree completion pathway

Learn how to earn credit for learning outside of the classroom

Questions to Answer:

- ★ Do you want to attend a Private or Public college?
- ★ What degree do you want to pursue?
- ★ How much are you prepared to invest?
- ★ Does the college have regional accreditation?
- ★ Does the degree program I am pursuing offer flexible course delivery?
- ★ Do I want to attend on-campus, online, or a mixture of both?

Can I get help to improve my skills before returning?

Some students planning to go back to college may not be prepared for college level work. Admissions counselors at all institutions can help students determine how to prepare for success in college and can direct students to the appropriate classes.

Which courses will I need to take?

Your academic advisor will discuss with you which general education courses you will need to take and the additional courses you will need to take that are required for your chosen major. Make sure you are checking-in with your advisor to determine which courses are needed to complete your degree. Avoid taking unnecessary courses.

How many credits do I need to take?

This answer will vary depending on your degree program. Speak with your academic advisor to determine how many credits are required to complete your degree. On average, each course is worth 3 credits. Some institutions operate on a 4-credit course system.

What are prerequisites?

A prerequisite is a specific course or subject that you must complete before you can take another course at the next grade level. To be accepted into some courses, you will have to prove that you have completed a similar course in the same or a related subject, at a lower grade level.

I am registered for a developmental course, what is this?

This is a class that will help you get prepared for college level work but may not count toward your degree.

When should I register for courses?

Before registration begins, locate the list of courses that are available for the upcoming semester. Think about what days and times you would like to take classes. Now that you have an idea of what courses you would like to take and when, consider your personal responsibilities, extracurricular activities, and social time when planning your semester. Be sure to consult with your academic advisor and institutional calendar for registration deadlines.

What if I want to drop/add a course?

Students may drop a course with no record on the transcript, or may add a course in the first week of the semester. Courses are not officially dropped until the necessary forms have been completed and returned to the Registrar's Office and/or designated academic official. If receiving any type of federal financial assistance, a student who withdraws from all classes or reduces their class load is expected to report these facts to the Office of

Financial Aid. **A student who does not properly follow the university add/drop policy may be subject to charges for all classes they are registered, regardless of attendance in class.**

College Departments and When to Visit

Financial Aid Office - Visit www.studentaid.gov for more federal financial aid information

The financial aid staff is dedicated to providing students and their families with courteous and efficient financial services while complying with all federal, state and university policies. Their goal is to help you explore your options and make your academic goals more affordable. Most institutions provide both walk-in and by appointment counseling to current and prospective students.

Academic Advising

Academic advisors help students define and develop realistic educational career plans through schedule planning for each semester and summer school, if appropriate. Advisors monitor student progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators. Advisors help students understand the registration schedule, add/drop dates and graduation requirements. They also complete and approve withdrawals, change of major forms and other appropriate waivers.

Student Support Services: Tutoring, Counseling, Career Center

In order to promote student persistence and success, post-secondary institutions offer support services to help students develop skills in the area of time management, organization, tutoring and psychological services.

Career services departments works proactively with students seeking to navigate the job market and can help guide every aspect of career exploration and development. Resources offered often include:

- Resume and cover letter critiques
- Networking techniques
- Mock interviews
- Employer and salary research assistance
- Job search planning sessions
- Career fairs, and professional development classes and workshops
- Resume referrals to employers seeking candidates

Office of the Bursar (Billing Office)

The mission of the Bursar's Office is to provide you with accurate and timely information in a professional and courteous manner. Here, you will find assistance for matters pertaining to your student account, tuition and fees, payment options and tax information.

Registrar

The office of the Registrar maintains academic records on all students, oversee registration, manage degree audits, supervise declaration of major and administer credit transfer, provide transcripts, enrollment verifications, and answers questions you may have about these transactions. Other duties of the Registrar include maintaining an accessible and updated academic calendar, class schedule and college catalog and handles school compliance with the Family Educational Rights and Privacy Act (FERPA).

Financial Aid 101 for Adult College Students

How can I pay for college? What are my options?

Complete the [Free Application for Federal Student Aid \(FAFSA\)](#) on October 1 of each year or as soon as possible as October 1. You will need prior-prior

tax returns (previous two years)

Grants: student aid that does not require repayment (unless you withdraw)

Federal Pell Grant: This is a grant available to part-time and full-time students with financial need. If you take fewer than 6 credits in a traditional semester, you are considered less than part-time, and you will not be eligible for grants.

Other Federal Grants: There are a few other grant options for teachers, veterans, and other specific populations. Learn more at <http://studentaid.ed.gov>.

State Grants: Your state may have a grant program.

Loans: borrowed funds that need to be repaid with interest once you stop attending school (whether by graduating or stopping out)

Federal student loans: Offered by the federal government, these loans offer low, fixed interest rates as well as repayment options including loan deferment for those who return to college, experience financial hardship, or enroll in a national service program.

Private student loans: Offered by banks and private lenders, interest rates on these loans fluctuate, depending on the market rates. You should carefully review and consider your need for private loans, taking them only as a last resort.

REMEMBER: Borrow only what you need. Every penny you borrow will need to be repaid with interest when you graduate.

Employer Tuition Assistance: Find out if your employer has tuition assistance or reimbursement, and make sure to learn about the application process and guidelines to receive this benefit.

Scholarships: Scholarships are available through colleges and through local and national foundations. Start by asking your college about their scholarships, and then also research scholarships using the links on your organization's website

Savings: If you determine the out-of-pocket cost of attendance for your college program per semester, you can begin to budget accordingly. Try to set a realistic goal for the amount of your tuition and fees you can afford to pay upfront, even if it is a small amount.

Community College: For in-state students, community colleges are sometimes the most affordable option, but you must also consider time to degree completion in your calculation. If you plan to go on for your Bachelor's degree, you can often save money by getting your Associate's degree at a community college and then transferring.

Tax Credits: The American Opportunity Tax Credit allows you to get a tax credit each year you file taxes and pay eligible education expenses. See IRS Publication 970, Tax Benefits for Education, for more information.

How do I apply for financial aid?

To be considered for federal student aid, both grants and loans, you must file a FAFSA (Free Application for Federal Student Aid). File online at www.fafsa.gov. **NEVER** pay to file your FAFSA.

When should I file my FAFSA?

You may file a FAFSA at any point during the aid year. However, to be considered for both federal and state grants, plan to file your FAFSA on October 1 of each year or as soon as possible after October 1. Once you are in college, your school may have its own institutional deadline, so pay attention to communications from your college's financial aid office.

How can I use federal student aid?

Federal student aid can be used on tuition, fees, books, transportation, dependent care, and school-related technology like a computer.

What if my student loans are in default?

If you have federal loans and you are unsure of your loan status, you may look it up at http://www.nslds.ed.gov/nslds_SA/ or at www.studentaid.gov. Beware of predatory lenders who offer to "fix" your debt or credit score quickly with no payments.

What if I owe money to a previously-attended college and they won't release my transcript?

If you owe money to a college (tuition you had agreed to pay out-of-pocket), the institution will not release your transcript until you pay your "back balance." You will need to begin negotiating a payment arrangement by learning if the debt is still with the college or if it has been passed on to a

collections agency. Then, you should contact the appropriate party to attempt to negotiate a payment arrangement.

What else do I need to do to get started?

Plan, research, and ask for guidance. Work with your [your organization] advisor and college advisors. Use www.studentaid.ed.gov to learn all about college costs and your aid eligibility. With careful planning and hard work, you can get to and through college!

Re-Enrollment FAQs

What do I do if I have an outstanding balance at the college I was attending?

First, contact the institution's Bursar's Office. The Bursar's office handles student billing. The Bursar's office is involved in the financial aid process, but financial aid services offer different services such as offering financial aid packages.

You will need to find out if your past due account is still at the institution, or if it has been placed for collections.

What do I do if my outstanding student balance is in collections?

If the past due account is placed with an outside collection agency, you may have to work with that collection agency directly. If the account remains unpaid once placed with an outside collection agency, the KY Department of Revenue proceed to collect on the account and you may incur court costs and penalty fees.

Many professional collection agencies may be willing to offer a settlement or payment plan program. Offering a good faith initial payment that is larger than agreed upon installment payments may demonstrate your seriousness about

paying your debt and agencies will be more willing to work with you.

Usually, past due accounts must be paid before you can register for courses or receive transcripts. Contact your institution's Bursar Office to find out more information on financial holds on your account.

What do I do if I have unsatisfactory academic progress?

Institutions of higher education are required by the federal government to monitor the academic progress of all students receiving financial aid. Students who fail to make satisfactory academic progress toward their academic objective become ineligible for further aid, as required by federal guidelines.

Students who do not meet satisfactory academic progress, often referred to as SAP'd, will be required by their institution to submit an appeal the Office of Financial Aid.

You should appeal the suspension of your financial aid if,

- 1) you believe that there were circumstances beyond your control that contributed significantly to your making unsatisfactory academic progress,
- 2) you believe that there were concrete things that you could have done differently that would have helped you to make satisfactory academic progress,
- 3) if the circumstances of your situation have changed, e.g., you plan to pursue a different academic program or you have reduced the number of hours you are working.

What does it mean if I have a financial aid/bursar hold on my account

A financial hold means that some portion of your tuition bill has not been paid, or that some other concern has arisen regarding your financial obligations to the university. Until you resolve this situation, your registration requests will not be processed. To resolve the problem, you will need to contact the Bursar's Office at your respective institution. Students with unpaid account balances will be placed on financial ineligible for further registration and transcripts will not be released until the student's account is paid in full. A late payment fee may be assessed when a student's account balance is not paid by the last day to drop/add.

What does it mean if I have a SAP hold on my account?

The Federal Government has established regulations to ensure that students who receive federal aid are making satisfactory academic progress towards

degree completion. Satisfactory Academic Progress is measured by GPA, the hours that you have earned towards your degree completion and the time maximum time frame for degree completion.

Can I retrieve my transcripts from the college I previously attended if I have a hold on my account?

If you have a financial hold on your account you may not be given access to request your official transcript due to an outstanding balance. You will need to contact the Bursar's Office to arrange a payment plan (if applicable) or pay the balance in full to retrieve your transcript.

I attended a college in a different state and now want to transfer to a local college. What kind of questions should I ask the Admissions Counselor or Academic Advisor about transferring credits?

First, ask yourself, "why do I want to transfer?" This pivotal question should take into consideration the academic fortitude of the institution that you are looking to transfer to. For example, what is the institution's accreditation status? Accreditation will determine how or if credits will transfer to a particular institution.

Is there a residency requirement before I am able to receive in-state tuition? Students or their spouse must have been a state resident for at least a year before the first day of classes.

I attended a college that is now closed

Unfortunately, due to reasons beyond student control, an institution may be forced to shut its doors. At this time students are open to explore options at other institutions; barring financial obligation to the now closed college.

Universities readily accept transfer credits from similarly accredited institutions but stipulate limits on the number and type of credits you can import from a former institution. If you are interested in transferring your credits to another institution, you should contact the new institution to confirm that they will accept credit earned at your former school. Most post-secondary institutions will require applicants to submit official transcripts from all previously attended institutions. .

To request an official transcript from an institution that is now closed you should contact the [state licensing agency](#) where the school was located to ask how the state made arrangements to store the records; you may also retrieve your transcript(s) through the National Student Clearinghouse.

Should your institution close while you were enrolled you may be eligible to receive a 100% discharge of loan repayment obligation; loans in this program include the Federal Family Education Loan Program, Direct Loans and Federal Perkins Loans. To view criteria for terms of eligibility please visit [student aid here](#)

Deliver

Plan to go to and through college

10 Degrees Work Return to College Success Tips

1. Make sure you have all of the tools and materials you need such as textbooks or access to a reliable computer with internet access.
2. Be sure to reach out to your academic advisor and Degrees Work college coach if you are struggling with academic skills or time management. Your academic advisor will also make sure that you are taking the courses you need to complete your degree.
3. If you are taking an online course, be sure to log into your course regularly, know your assignment due dates, and check your student email account often.
4. Review your course syllabi to understand the requirements to complete the course and know when important assignments and exams are due.

5. Break down large assignments into smaller, manageable pieces. This will help you to be prepared when unexpected life events arise.
6. Study often and be prepared to miss out on some recreational events when you must dedicate your time to your studies. You may choose to study or access course materials during scheduled lunch breaks at work.
7. Be engaged and participate in your courses even if you are completing them online. Make sure you connect to at least one other student in your class who would be willing to provide you with notes if you miss class.
8. Ask questions when you are unsure. Reach out to your instructor through email or give him/her a phone call during office hours if you have any difficulty understanding an assignment.
9. If you must miss a class or assignment, notify your instructor immediately. Missing an exam or assignment may prevent you from passing your course. Remember, knowing your course syllabus and preparing for assignments early will help you manage your time and unexpected life events.
10. Remember that progress trumps perfection. Perhaps, you are not able to get the "A" you are looking for in your Math class. Earning a "B" and passing the course is just as important.

Online Course Success Tips

Online classes provide flexibility to the busy adult learner. However, you will need to be a self-motivated learner who is prepared to study just as much as you would for a traditional course. You will also need to use your time management skills to manage studying, reading, and completing assignments.

Tips for success in the online classroom

1. Have access to a reliable computer and internet connection. Have a backup plan. For example, access to a computer at a library, or a friend's house. Also, many colleges have adult student centers and computer labs that run 24/7.
2. Learn and know how to perform research online including using your

college's digital library.

3. Learn how to save a document and upload it to a digital drop box, or send via email. A Digital Drop Box is a term used to describe where and how you upload your documents in an online course.
4. Learn how to navigate online discussion boards. You will most likely be required to participate with your classmates and professors using online discussion boards.
5. Download your course syllabus, and print a copy for review so that you know when important assignments are due. Contact your professor immediately when you have an issue understanding your assignment, or meeting an assignment due date.
6. Learn the contact information for Tech Support offered at your college.
7. Understand the requirements for taking an exam for your online course. For example, some courses require that you have proctored exams. That may mean you need to secure a proctor at your local library.
8. Know when and how to contact tutoring services at your college as an online student. Seek the help you need as soon as you recognize signs such as misunderstandings regarding syllabus rubric

Save on Textbooks

How can I find out which textbooks are required for my course?

Information on what textbooks are required for your course(s) can be found in your syllabus. Your professor may also require that you access supplemental readings made available to you via your institution's course management system, i.e. Blackboard, Moodle, etc.

Where can I buy textbooks?

It is no secret that textbooks can be quite costly, especially if you are enrolled in two or more courses at a time. However, students are privy to a number of options for retrieving required textbooks at moderately reduced prices.

- **Campus Bookstore** - Your on-campus bookstore is your simplest and fastest route for finding the books you need, but it also can be the most expensive.
- **Buy used** - Used books may be found at your campus bookstore or online
- **Shop online** - Compare sites such as Half.com, Amazon.com,

Chegg.com, book.ly, cengagebrain.com. Most sites provide you with the option to buy or rent

- **Share/borrow** - Utilize networks! (family, friends, social media, classmates) More people than you think have embarked on a similar educational journey. Ask if they are open to the idea of sharing of resources.

Will my employer pay for my textbooks?

You will need to check with your employer's tuition assistance program
Including Your Family in Your Re-Enrollment Plan

Childcare

The typical adult student likely possesses child-rearing responsibilities resulting in the need to arrange appropriate childcare without shelling out a large amount of additional resources. Federal and state funds are available (though limited) for parents who want to go to college. Because all parents/students will not qualify for every form of aid, parents should research programs early, often and apply as soon as possible. See tips below for arranging proper childcare:

- Enroll into a program that can be completed in its entirety online - While children are occupied with playdates, activities or sleeping log into your university portal to complete assignments. Now while this may appear to be the most obvious and convenient choice for many, it is important to understand the temperament, age and needs of your child. Having children around can cause unwanted distraction and difficulty adjusting to an online program.
- Swap babysitting services - Utilize family and friends for an exchange of childcare services.
- Find a qualified babysitter - If you are not able to make arrangements with friends and family, consider securing the services of a certified, dependable and affordable child care professional.
- Talk to your college/university about child care assistance. Institutions may offer reduced child care benefits.

Recreation & Health

Post-secondary institutions offer health and wellness centers and programs that encourage students to take an active role in improving their help by offering recreational centers, group fitness classes and professional trainers to help you reach your overall health goals.

Self Care

Self-care is the necessary actions an individual must take on a consistent basis to address one's health and well-being. Unfortunately, working adults tend to neglect taking care of themselves due to familial and career obligations.

Examples of self-care include exercising, eating properly, taking medications as prescribed, getting sufficient sleep, engaging in a hobby, being organized, maintaining good hygiene and grooming, and doing something healthy that makes you feel relaxed.

Professional Development

Professional development opportunities are offered through the career service centers, service, social and professional organizations. Colleges provide workshops, internships, co-ops, service learning and volunteering opportunities that help students to develop and acquire skills, enhance competencies, while learning from one another in the process.

Even as a working adult you can reap the benefits your institution offers through resources outside of the classroom.