

CAPP Freshmen Check List

(View the check list on-line to access all links listed below at
www.metro-college.com under CAPP)

Complete Career Assessment

Career Assessments are helpful tools used to help narrow down your major and career choices. We recommend using the on-line Discover program. You can complete the on-line assessment from any computer with internet access (please note, you must visit [CREW](#) to obtain a user ID before completing the Discover Program).

If you attended the Metropolitan College STP program, you have already completed the Discover on-line Career Assessment. Use your password to log back in to your account on [Discover](#) to further investigate the results of the inventories that you took during the STP. Look at various career options, salary ranges, and the occupational outlook for careers that meet your interests, skills, and values.

Create Academic Plan

Students with a plan are successful. With the help of your academic advisor, this [Academic Planning Worksheet](#) can help you visualize when you can graduate. Fill in the courses you have already taken, schedule an appointment with your academic advisor and discuss when you will complete the rest of your degree requirements. Graduation may seem far away at this time, but it will be here sooner than you think...if you have a PLAN!

Develop Goals

Developing short and long range [academic and career goals](#) will assist you in meeting degree requirements, choosing a major and/or career path, and in establishing a plan for graduation and beyond.

Explore Majors

Begin to explore possible majors by reviewing the link "[What can I do with a major in...?](#)". Talk with your academic advisor about the requirements for those majors that you are considering. What are the specific requirements for those majors? Are there a variety of career paths you could take within a specific major and do they require a different set of courses to meet graduation requirements?

- [Courses for majors at UofL](#)
- [Courses for majors at JCTC](#)

Choose Major

Based on your [self-assessment](#) and/or the results of the Discover inventories, as well as your exploration of the [CREW Center website](#), you should choose a major. Other helpful activities would include discussions with your academic advisor and informational interview with those already in your chosen career.

Declare Major (UofL students)

Once you have chosen a major, declare it officially by speaking with your [UofL advising office](#) about the proper procedure for your college or school (i.e., Business, Arts & Sciences, Speed Scientific, etc.).

Complete Academic Program Plan (JCTC students)

By helping you complete an [academic program plan](#), JCTC academic advisors are available to assist you with planning a course of study and selecting a career path that meets your needs and skills.

Begin General Education Courses

As explained in the UofL Undergraduate Catalog (pg. 20), “general education fosters active learning by asking students to think critically, to communicate effectively, and to understand and appreciate cultural diversity. Specifically, students are required to establish foundations in Arts & Humanities, Mathematics, Natural Sciences, Oral Communication, Social and Behavioral Sciences, and Written Communication”.

Students at both JCTC and UofL will be required to earn approximately 30 credit hours in these subjects, regardless of their major. Now is a good time to fill your schedule with these courses, while you are still considering which major to choose.

- o [General education courses at UofL](#)
- o [General education courses at JCTC](#)

Visit ULtra

The University of Louisville Transfer Program (ULtra) provides support and assistance for JCTC students who plan to continue their education at UofL. ULtra provides support before, during, and after the transfer process for a smooth transition and degree completion at UofL.

Attend Academic Workshops

Prepare for success and get ahead of the game! Start the semester with improved Time Management, Organizational Strategies, and Test-Taking Skills. These are some of the workshops that are offered FREE to students through REACH (UofL’s Resources for Academic Achievement) Office. Metropolitan College students from both UofL and JCTC can take advantage of these helpful workshops and learn to avoid procrastination and enhance computer skills. JCTC also offers workshops for financial and academic success.

- o [Academic workshops at UofL](#)
- o [Academic workshops at JCTC](#)

Familiarize Yourself with Campus Resources

Whether you need someone to talk to about personal problems, want to discover how to earn credit through service learning, get involved with a Greek organization, take Honors classes, or get help filling out your FAFSA, campus resources are available to help. Click on either or both of these links to find out where and how to get the 411 about these resources and more.

- o [UofL campus](#)
- o [JCTC student services](#)

Get Involved on Campus

A huge part of a college education doesn’t take place in the classroom. It happens outside of class when you participate in campus organizations, activities, and projects. Find out how to become involved in the political organization of your choice, theatre groups, major clubs, cultural diversity or interfaith organizations, single parent support groups, or Common Ground. Your educational experiences will be enriched.

- o [UofL campus resources and organizations](#)

- [JCTC student associations](#)

Develop a Resume (CAPP Requirement)

A resume helps you get an interview. It guides the interviewer to what is important about you and it represents you in your absence to those who do not interview you. You will need one early on in your educational career for a co-op, internship, promotion opportunities, graduate school, etc.

All students must print out a [resume packet](#) and bring to the CREW career center to develop a resume and upload to the job portal as part of the CAPP Requirements. No appointments are necessary but you may call the CREW office to schedule one.