

ICAPS Learning Community





ICAPS Learning Community Purpose

- Fulfill the mission of the **Transitions Academy**
- Share information, ask questions, and learn from one another
- Engage both AE and CTE training partners
- Provide a safe place to share challenges and provide support

*If you need a PD certificate for this hour, please email us at sipdctrainer@gmail.com.



Intake and Orientation

Thank you to:

Nicole Herion and the team at College of Lake County

Angela Whitehead of Heartland Community College

Alondra Flores of McHenry County College



TRANSITIONS ACADEMY
Illinois Community College Board
Career and Technical Education and Adult Education and Literacy



College of Lake County

ICAPS Recruitment and Application

Microsoft Form Application

- Have you taken any ESL or GED classes in the past?
- Have you taken a bridge class?
- Do you currently work? If so, how many hours a week and what is your role?
- Please write a short essay on why you are interested in ICAPS and what are your future goals in your career and academics.

Placement Testing and Checklist

Complete prerequisites, if needed for program

- College Reading & Writing Readiness (CRWR)
- Basic Algebra Readiness (BAR)
- Healthcare programs (CNA & PBT): require Health Passport, Fingerprinting, Background check.

Submit GED Transcripts to Admissions, if completed

Test with Adult Education Testing in CASAS GOALS -Reading for IET Adult Ed Support class

Interviewing process

Informal interview

20-30 minutes

2-3 Coordinators

Provides opportunity to get to know student

Reinforce important policies such as support class attendance

Confirm student has access to necessary resources

Interview Questions

Why are you interested in a ____ career? What will this program help you to do?

How many hours do you currently work?

How will you balance school and work?

What is your past work experience?

How comfortable are you with CLC technology systems, such as email, zoom, logging in to your student portal, canvas, navigate?

CLC has three semesters: fall, spring, and summer. The program is ____ semesters long. Will you be able to dedicate that length of time?

Attendance is very important for successful completion of the ICAPS program. By joining the ICAPS program, you are committing to attending the content and support classes. If you miss a class it is your responsibility to contact your instructor before the class, and make a plan for how to get the information you missed. Can you commit to our attendance requirements?

What are you worried about regarding enrolling in an ICAPS program?

Do you have the resources necessary to complete your program (i.e., technology, childcare, transportation, etc.)?

In many cases, employers require a background check, which means that for some ICAPS programs, it is necessary to go through the background check process. Would you be able to pass a background check if necessary?

Do you have questions for us?

ICAPS New Student Orientation and Convocation

Students attend a specific orientation for ICAPS students ONLY

Student Success Coordinators Cover the following:

- Technology systems such as Navigate, PeopleSoft and Canvas
- Students complete an ICAPS contract and book contact
- Resources available to students
- Meet fellow cohort students
- Cover expectations
- Tour of the campus

Student Success Academy- ongoing NSO

STUDENT SUCCESS



ACADEMY

Hosted by Adult
Education & ESL Division
Student Success Team

Technology Bootcamp

JANUARY 15
6 PM - 7 PM
Grayslake Campus, T217

Technology Trouble? Need assistance with logging in or a password reset? Attend our bootcamp to learn how to use CLC technology systems like CANVAS and your Student Portal!

JANUARY 23
10 AM - 12 PM
*Lakeshore Campus, Adult Ed
Testing Center, lower level*

Financial Aid Literacy

FEBRUARY
6

Don't miss this presentation on how to apply for FAFSA or The Alternative Application. Financial Aid experts will talk about LEAF and how you can apply and provide information on our CLC Foundation Scholarships.

5 PM - 6 PM
*Grayslake Campus
A017*

Apprenticeships, Resumes & Handshake

MARCH
12

Hear more about what CLC has to offer for Job Readiness skills. We will discuss apprenticeship opportunities, resume building and how to use Handshake! You won't want to miss it.

5 PM - 6 PM
*Grayslake Campus
T333*

ICAPS Info Night

MARCH
19

Come hear all about our ICAPS program and which one is right for you! Have you ever thought about starting a college level Certificate program that you can complete in one year or less? Learn about how ICAPS can launch your career and help you reach your goals.

6:30 PM - 7:30 PM
*Grayslake Campus
C105*

Wellness with CAPS

APRIL
7

Did you know that CLC has Counseling and Psychological Services (CAPS) for students? Relax and learn about wellness and other CAPS Services.

5 PM - 6 PM
*Grayslake Campus
C105*

Questions?

Contact the Student Success Team
847-543-2024
AED.StudentSuccess@clcillinois.edu



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Heartland Community College

Level Up (ICAPS) Recruitment and Orientation



Discover Heartland.
Discover Yourself.

Recruitment

Class Visits

- Take previous ICAPs Student
- Explain ICAPS
- Explain class offerings
- Program Availability
- Program Requirements
- Expectations
- FAQ's



Recruitment- One on One Meetings

Student Meetings

- Explain ICAPS
- Determine students pathway
- Building Relationships
- Expectations
- Set up next meeting for Orientation



Orientation to Enrollment

Orientation

- Student Application to the College
- Collect residency
- Enroll in Bridge to College and Career course
- Meet with Academic Navigators
- Set- up a meeting with an advisor
- Enroll in course



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Information of Students

Information of students

- Spreadsheet
 - Notes and color coding
- Calendar reminders
- E-mail/Text reminders

Example of Excel spreadsheet: Will share screen

Contact me for more information

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Associate Director of Adult Education

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Text Only: 815-408-0471





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McHenry County College

ICAPS Program Recruitment

- **Recruitment (initial):**
 - **Class visits / Info sessions**
 - **Purpose of the info session:** Review components of the ICAPs programs, how to register, and more!
 - **Adult Education Goal Form:** Gather data on students ([preview](#))
 - **One on one meetings with students**
 - Student goals
 - Explore career pathways
 - Discuss options
 - **Reaching out to instructors**

ICAPS: Identifying Students

- **Recruitment (on-going):**

- **One on one meetings:** With those who expressed interest in ICAPs ([preview form](#))

- Talk through the responses on the goal form to determine pathway
 - Review program specific requirements

- **Once pathway is determined:**

- Review and help student apply to the college admissions
 - Collaboration with Admissions:
 - Voucher codes for ICAPs students
 - Meeting with Enrollment Coaches
 - Set up appointment to take English Placement Test (CNA)

ICAPS: Identifying Students

- **Student Review (Office)**
 - Student evaluation by instructor
 - Motivation, readiness, communication, and more
 - Review of communication with the student from the office
- **Once Students are reviewed:**
 - Student Letter of Commitment
 - Student commitment to program and MCC Adult Education Commitments to ICAPS students
 - Collaboration with the Records and Registration Office and Advising:
 - Review Residency
 - Registering students for classes

Next Steps: Orientation

- **Becoming a college student:**
 - Review program expectations and resources for a smooth transition.
 - Access myMCC
 - MCC Online Orientation
 - Preparing for class
 - Student Support Services (Academic, Career, and Access & Disability)
 - ICAPs Tuition Assistance
 - Getting involved at MCC
 - Department contacts



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Future ICAPS Learning Community Dates

February 13

Infusing math instruction into ICAPS

ICAPS Learning Community

