COLLEGE SUCCESS FIELD MANUAL

FOR WOMEN VETERANS

Prepared for Women Veterans of Colorado
by The Women’s College of the University of Denver

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Introduction

*Education is not the filling of the pail, but the lighting of the fire.*

~William Butler Yeats

The prospect of attending college as a nontraditional student (in other words, not straight out of high school) may seem intimidating. However, you may find it helpful to know that nontraditional students often do better in college than their younger counterparts, so the task before you is certainly achievable. As nontraditional women students ourselves who have jobs, families, and other adult responsibilities, we have designed this College Success Field Manual for Women Veterans to provide information we wish we had when we began our journeys into higher education.

Why Consider Higher Education?

If you are considering going to college and have not yet made your decision, here are some things to consider. Persons with college degrees enjoy much better employment prospects and tend to earn considerably more income than those who are not college educated. Persons with college degrees have greater job security and are less likely to become unemployed during economic downturns.

While a bachelor’s degree is highly valuable, professional and advanced degrees increase your employment options and income earning potential even more. Going to college also offers something you may not have thought of: Furthering your education can be a rewarding journey of self-discovery and empowerment, and this may very well turn out to be just as valuable as having a college diploma. Whatever path you take, we wish you success and happiness in your journey.

Self-Appraisal

“The high peak of knowledge is perfect self knowledge.”

~Richard of Saint-Victor

College success—as well as happiness and success in life—requires an honest appraisal of your values, interests, abilities, and strengths. Ask yourself, “Who am I and what do I want?” Many students go off to college to pursue degrees and careers that others have chosen for them. Perhaps parental expectations (“You should be a doctor, lawyer, rocket scientist, etc.”), societal expectations, or lack of exposure to or consideration of new ideas or interests direct one’s career path. Many new college students fail to figure out what really matters to them. For example, if you are passionate about social issues, you may be happier pursuing a degree in the social sciences or public policy rather than studying engineering or mathematics.

College is a time of self-discovery, and it is not uncommon for new college students to change their majors once they start attending classes. Therefore, keep your mind open to new ideas and new fields of study. Your success in life depends on understanding your true values and passions.

In addition to identifying what really matters to you, it is important to do a realistic self-assessment of your existing strengths and characteristics. For example, if you like being around people, you may not be well-suited for a job as a forest ranger. Identify any job-related skills you may already have. Your military experience may have provided you with a wealth of skills and experience. Like military service, college can be a transformative experience; you may discover interests and abilities that you had no idea you possessed.
The transition from military to civilian life can be challenging. The Departments of Labor, Defense, Homeland Security, and Veterans Affairs have joined forces to help veterans navigate this transition by creating the Transition Assistance Program (TAP) and its companion program for disabled veterans, Transition Assistance for Veterans with Disabilities (DTAP). TAP and DTAP offer job search assistance and employment counseling to veterans within one year of their separation or two years of retirement from the military. TAP offers three-day workshops in numerous locations nationwide in which veterans learn to conduct a personal appraisal, explore careers, develop job search strategies, practice interview techniques, plus receive other support and assistance. DTAP workshops include all of the components of the TAP program, plus additional individual instruction to address the special needs of veterans with disabilities.

Of particular interest to veterans contemplating higher education, are the TAP sections on self-appraisal and career exploration. Even if you are unable to attend a TAP workshop, the manuals distributed at the workshops are available in PDF format on the TAP website. The first chapter on self-appraisal, and the second chapter on career exploration provide comprehensive information that may be helpful in identifying your interests and exploring career options. Additional information on TAP/DTAP and the PDFs of the workshop manuals are available at www.dol.gov/vets/programs/tap/.

Another valuable resource is conducting informational interviews with professionals in careers that interest you. Many people appreciate your interest and would enjoy sharing their experiences. A useful guide to informational interviews and other career exploration strategies is included in Chapter 2 of the TAP workshop manual discussed above. Finally, trade publications (“a specific kind of publication geared to people who work in a specific business”—about.com) and journals, many of which are available online, may be useful sources for learning more about potential careers of interest. Examples of trade publications and journals are Adweek Magazine and American Sociological Review.

Although the transition from military to civilian life may feel overwhelming, employment prospects for veterans are generally favorable and numerous financial and other forms of assistance are available. Perhaps the most important thing to keep in mind is identifying and following your passions so that you can remain true to yourself and your values.

**Academic Choices**

**Choosing a Major**

Choosing a major may seem a daunting task. This section is designed to put your mind at ease. First, most college students will change their major or minor at least once. Some students know their aspirations from the very beginning and they are keenly aware of their direction; yet, for most students, college is a process of self-discovery. Second, the first couple of years of an undergraduate degree are spent working on foundational coursework applicable to most any major. The important thing to take away from this—nothing is set in stone!

Choose the direction that you want to grow as a person. The generations before us were content to work the same job for 30-40 years and retire with pensions and benefits from the same company. Today, most will change jobs or careers several times over the course of their adult lives. Dr. Randall S. Hansen, founder of Quintessential Careers, notes that most will change careers 4-5 times over the course of their lives and adds, “no major exists that can prepare you for that!”
Pursuing a liberal arts undergraduate degree may prepare you to think openly in any number of situations, regardless of career focus. Although the distinctions may be subtle for some areas of study and will depend on your major, generally speaking, a liberal arts education is oriented more toward developing critical thinking, analytical, and communication skills, while a professional, vocational, or technical education focuses on preparation for specific careers. Liberal arts schools typically have smaller classes, and professors tend to have more time to devote to their students. Perhaps the greatest benefit to pursuing a liberal arts degree is the broad spectrum of education you will receive. You will find yourself prepared to speak on any number of topics, intelligently. You may also find your career focus may change after you experience and reflect on topics that may not be addressed with a vocational or professional program.

Dr. Randall S. Hansen provides basic advice when narrowing down your major

• The first stop on your journey should be an examination or self-assessment of your interests. What topics excite you? What jobs or careers appeal to you? Many college career centers offer a variety of self-evaluation tests that may help answer some of these questions.
• The second stop is an examination of your abilities. What are your strengths? What are your weaknesses? What skills do you have? What did you enjoy taking in high school? What were your best subjects? Is there a pattern? What did you enjoy about your past work experience? Are there experiences and abilities that you want to carry forward in your future?
• The third stop involves examining what you value in work. Examples of values include: helping society, working under pressure, group affiliation, stability, security, status, pacing, and working alone or with groups.
• The fourth stop is career exploration. You can learn about various occupations, including future trends, by searching the Bureau of Labor Statistics' Occupational Outlook Handbook at www.bls.gov/ooh/.
• The fifth stop is to assess the reality of your dreams without turning a blind eye to the numerous possibilities that await you. When you embark on a journey, evaluate your options. For example, if you dream of being a physician, assess how much science is needed to obtain your dream; do you even like science? Does your career choice require an advanced degree? Remain realistic about the requirements to obtain your goals; yet, remain flexible, never lose hope, and always follow your heart.
• The sixth and final stop on your journey is the task of narrowing your choices and focusing on choosing a major. Based on all your research and self-assessment of the first five stops on your journey, you should now have a better idea of the careers/majors you are not interested in pursuing as well as a handful of potential careers/majors that interest you.

Tip: From one student to another: Be prepared to face the naysayers. When you embark on a journey to improve yourself and your life, you may encounter those who are not as supportive. Believe in your cause, believe in yourself, and focus on the dreams planted in your heart. Surround yourself with those who will be supportive.
Choosing a School

Once you have an idea of what you want to study, you then need to figure out where to study. The Princeton Review, www.princetonreview.com/college-education.aspx, offers an excellent online tool to assist in choosing a school, as well as a wealth of other information to help you prepare for college. Do not limit yourself to just an online search, however. Once you have narrowed your choices down to a few schools, consider arranging a tour of the campuses. Walk around and get a feel for the overall atmosphere. Talk to current students. Consider whether the school or academic program you are interested in is oriented toward providing a liberal arts education or a more professional, vocational, or technical education.

Public or Private?

Public universities are generally less expensive than private universities, especially if you attend a public university in your state of residence. On the other hand, there are some outstanding private nonprofit universities that may specialize in a field of study or provide an atmosphere that might appeal to you. For-profit universities seem to be popping up everywhere, however, if you consider a for-profit school, be sure to check its credentials and make certain that it truly meets your needs. Finally, not all degrees are equal. A degree from a well-respected school may be viewed by employers—and you—as more valuable than a degree obtained elsewhere.

Planning

“It takes as much energy to wish as it does to plan.”

~ELEANOR ROOSEVELT

Time will not stand still while you dream of the future. Take action, make a plan, and understand what steps are required to start the journey of your heart’s desire. Achieve your goals, one step at a time.

Application Process

Every college or university has an admissions process and each may have a different set of requirements. Most schools will require that an application be filled out, often online. The application will usually ask about your past academic and work experience. You will need the following documentation:

- **Transcripts**: Obtain transcripts from previously attended colleges, and perhaps your high school. Transcripts must be sent directly from any previously attended schools to the school you are applying at, so request your transcripts early.
- **Letters of recommendation**: Recommendation letters may come from superiors, employers or previous instructors.
- **SAT/ACT** scores or other admission assessments are often requested, but not always required.
Paying for Your Education

Financial aid refers to funds provided to students to help pay for educational expenses, such as tuition, books, and housing. These funds may come from both public and private sources, and include grants, scholarships and educational loans. Grants and scholarships do not have to be paid back, while student loans do have to be repaid. An excellent website for learning more about financial aid, including a section for veterans, is www.finaid.org. For financial aid information exclusively for veterans, visit www.military.com/education/money-for-school.

Tip: There are some commercial websites that attempt to get you to pay money to do things that you can easily do elsewhere for free. For example, it costs nothing to submit your FAFSA (see below), but some sites that look official offer to submit it for a fee.

Free Application for Federal Student Aid (FAFSA)

A crucial early step in applying for financial aid is completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is an online student financial aid application administered by the U.S. Department of Education that colleges and universities use to determine a student’s eligibility for federal, state, and some private financial aid. For more information and to complete your FAFSA, go to www.fafsa.ed.gov.

Tip: When filling out your FAFSA, special circumstances may apply to veterans, such as what is considered income, combat pay, W-2 forms, and the definition of a veteran for financial aid purposes. These special circumstances will generally work in your favor. Learn more at www.finaid.org/military/fafsa.phtml.

Types of Financial Aid

Grants

Grants are funds provided to students to help cover educational costs and do not have to be repaid. The most common grant is the federal Pell Grant, which is paid by the federal government directly to your school to help cover your tuition bill. In addition, there may be other federal and state grants paid directly to the school on your behalf. Eligibility for most grants is automatically determined by the school based on the information on your FAFSA, and you do not need to apply for them individually. Some grants provided by private donors may have to be applied for separately, however.

In addition to general education grants, there are also grants available to fund specific projects, such as research. You will usually learn about these grants from your school if they are applicable.

Scholarships

A scholarship is a sum of money or other aid granted to a student based on merit, need, or other criteria, and does not have to be repaid. Scholarships are competitive, and are awarded to one or a limited number of students out of many applicants. The awarding of most scholarships is based on multiple criteria, such as grades, field of study, gender, age, ethnicity, writing samples, community service, military, service, and others. The eligibility criteria are entirely up to the individual or organization that funds a given scholarship. A few scholarships even have highly eccentric eligibility requirements.
Scholarship applications are usually submitted directly to the organization funding them rather than through the school. Invest time searching for scholarships that are specifically relevant to your experience, skills, area of study, and other qualifications. Your school’s office of financial aid should be your first stop in searching for scholarships, but there are also many websites that can help. See the Financial Aid and Benefits section under Other Resources located at the end of this booklet for a list of websites that can help you find scholarships.

Tip: There are some scholarships that end up never being awarded because no one bothered to apply for them.

Educational Loans

Unlike grants and scholarships, educational loans must be repaid in monthly installments, usually beginning six or nine months after you graduate. There are three major types of educational loans: student loans, parent loans, and private student loans. Student loans are either made directly by the U.S. government or guaranteed by the government. There are two main types of student loans, Stafford Loans and Perkins Loans.

Stafford Loans can either be subsidized, meaning the government pays the interest while you are in school, or unsubsidized, in which you must either pay the interest while in school or defer the interest until you begin repaying the loan. If you defer the interest, it will still accrue, which will increase the amount that will need to be repaid. Unsubsidized loans are available to anyone, while subsidized loans are based on financial need. Perkins Loans are also based on financial need, and are made by the school and guaranteed by the government.

Parents of dependent students can apply for parent loans, usually beginning with the federal Parent Loan for Undergraduate Students (PLUS). Like Stafford loans, PLUS loans are made directly by the government. Unlike Stafford and Perkins loans, the parents, rather than the student, are responsible for paying back PLUS loans.

If your federal student loans are exhausted, another option is a loan from a private lender. Unlike federal loans, approval for private loans usually depends on your creditworthiness. Private loans also often have higher interest rates and less flexible repayment terms, so a private loan should be your last resort. Fortunately, you will not likely need a private loan unless you are borrowing money for living expenses or make too much money to qualify for all of the federal loans.

Loan repayment of Stafford loans begins six months after graduation, leaving school, or dropping below half-time enrollment; Perkins loan repayment begins nine months after leaving school. Repayment of PLUS loans generally begins 60 days after final disbursement, but there are exceptions to this based on individual circumstances. Student loans typically cannot be discharged through a bankruptcy, but there are some limited circumstances in which you can have a student loan cancelled, or receive a deferment or forbearance which will temporarily delay, suspend, or reduce payments due to hardship. There are also a few occupations which may qualify you to have student loans cancelled. Learn more about student loan cancellations, deferments, and forbearances at www.nolo.com/legal-encyclopedia/student-loans-cancellation-deferment-forbearance-29791.html.

GI Bill

As a veteran, you may be eligible for educational benefits under the GI Bill and other programs. Because of the seemingly ever-changing and confusing nature of these programs, you should work closely with the financial aid office of your school to make certain you access every benefit available. You may also qualify for the Yellow Ribbon Program, in which participating schools work with
the VA to pay for tuition and fees that exceed the amounts covered by the GI Bill. The U.S. Department of Veteran Affairs maintains a website that is an excellent launching point for learning about the GI Bill, the Yellow Ribbon Program, and many other educational benefits: gibill.va.gov. For an overview of the Yellow Ribbon Program, visit www.military.com/education/gi-bill/the-yellow-ribbon-program-explained.html.

**Other Ways to Help Pay for College**

Employers may offer tuition reimbursement or other assistance for employees who attend college, including scheduling flexibility. An employer may appreciate the fact that you are furthering your education, an advantage in applying for other positions within the company.

 Colleges may participate in the Federal Work Study Program (FWS), which provides part-time employment for income-eligible students to help cover college expenses. Work-study positions may even count as academic credit toward your degree.

 Colleges may offer tuition discounts or even free tuition for employees, depending on the position, making student employment a potentially attractive option for earning money while in school. Even when a position does not include tuition assistance, working for your school may provide other advantages such as flexibility, low-stress, and being located on campus.

**Additional Expenses**

**Books**

Almost every course will require at least one book (often more). Occasionally a textbook may cost over $100 new. Don’t despair; you can often find used textbooks for considerably less. Textbook rental may cost even less than buying used. Electronic or online versions are sometimes available for purchase or rent at a lower cost than a printed book. These e-books offer the advantage of not having to lug as many books around, they allow you to highlight and add notes that you can later edit or delete, and can usually be read on multiple devices such as laptops, tablets, and smartphones. Some students find printed books easier to read than electronic versions, however, so a little experimentation may be needed to determine your preference.

 You can almost always order books online for less than the cost of buying them at the college bookstore. There are countless websites that sell textbooks, but a good place to start is www.bigwords.com, which instantly searches new, used, and rental prices at dozens of online stores. For electronic versions, you can search bookseller’s sites individually, or locate e-books by using an internet search engine. If you get an e-book, make certain it is compatible with your devices before purchasing. The seller’s description usually identifies what devices an e-book is compatible with.

 Don’t forget that you can often sell your printed books once you are finished with them. Many online bookstores will pay more than you might expect for your used books. www.bookscouter.com will compare buy back prices from dozens of online stores. Although it requires a little more work, you may be able to get more money if you list your books for sale on an online auction, such as half.com.

**Tip:** A good way to save money on some books is to check them out from a library. If your school library doesn’t have the book you need, you might be able to find it at another library through your school’s interlibrary loan program. Make certain that you will be able to keep the book long enough to get through the class, however.
Computer and Printer

Many schools require that students have a laptop; required or not, a laptop is one of the best investments a college student can make. If you cannot afford a laptop, you may be able to borrow one through your school’s advising office, library, or computer lab.

Some schools or departments may require a specific operating system or version. Many schools’ information technology departments provide general laptop guidelines on their websites, while individual academic departments will provide information on any special requirements. In most cases, you can use either a Mac or a Windows PC. You can now run both Windows and Mac OS on newer Mac computers, so that may figure into your decision. On the other hand, Windows PCs are usually less expensive. Whichever you choose, make certain the applications you need are available for it.

Although you may be able to print papers at school, a printer is also a good investment. A good color inkjet printer/scanner/copier can be purchased for around $100, but ink cartridge replacement is an ongoing expense that will vary depending on how much you use your printer. Laser printers cost more initially, but may save money in the long run if you do a high volume of printing.

Software

While occasionally some courses may require that you purchase specific software, there are some general applications that you will need or find useful no matter what classes you take. Most of these applications are available in both Windows and Mac versions.

General office applications

At a minimum, you will need word processing, spreadsheet, and presentation applications. Microsoft Office, available for Mac and Windows, is the standard and includes most of the applications you will need, such as Word (word processing), Excel (spreadsheets), and PowerPoint (presentations). You can also purchase these applications individually, which usually costs more than buying them as a bundle. There may also be less expensive options that will meet your needs. For example, iWork is a relatively inexpensive software suite available for a Mac that includes word processing, spreadsheet, and presentation applications.

Note taking

Some people prefer taking notes on a laptop rather than writing them by hand. You can use a word processor, but there are other applications that are designed for taking and organizing notes. Microsoft OneNote (Windows only) and Growly Notes for Mac (free download at www.growlybird.com/GrowlyBird/Notes.html) are two good note taking applications.

Calendar, to-do list, task management apps

You can keep track of classes and assignments with an old-fashioned planner, but if you are tech-savvy, there are numerous apps available for smartphones, tablets, and computers that can help you manage your time, appointments, and assignments. Many of these apps are free and new ones are constantly being introduced, so your best bet is to use a web search engine to find the type of app you are looking for.

Tip: You can often purchase software at your school bookstore for a fraction of the retail or online price.
Student ID

Before you start classes, you will have to obtain a student ID from your school. You may have to pay a small one-time fee, but your ID will usually be valid as long as you remain a student at the school.

Tip: Your student ID can save you money on things like movie tickets, nearby restaurants, bus passes, museums, and other services and venues.

Transportation and Parking

Most colleges have good access to public transportation, as well as offer student discounts for bus and light rail passes. Even if you own a car, you may want to leave it at home. Parking is sometimes scarce and expensive. You may be able to pay by the hour, but a parking pass will save a considerable amount of time and money. Beware—some schools enforce parking violations zealously and tickets can get expensive. If there is on-street parking near the school, check for street signs that might indicate time limits during certain hours of the day.

Supplies and Miscellaneous Expenses

You will need to spend a little on supplies such as pencils, pens, paper, inkjet or toner cartridges for your printer, flash drives, printing costs, and other miscellaneous items on an ongoing basis.

Tools

Campus Resources

College and universities offer many resources to undergraduate students. The best place to start is with the school’s orientation for new students. Orientation is designed to acclimate students to the campus, the buildings, services, and history of the campus. Here is a glimpse at the services offered on many college campuses:

Health and Wellness

Colleges usually offer special student health insurance plans, counseling centers, and on campus health centers (health appointments, prescriptions, lab tests, vaccinations, travel medicine, and urgent or after hours care).

Campus Safety

College campus safety is taken seriously. Most universities staff the campus 24 hours a day with trained professionals. Remember to program your phone with the campus safety phone number and remember to always dial 911 in case of an emergency.

Bookstore

College bookstores stock traditional texts and digital texts, as well as general reading. Students may also find university apparel and accessories, school supplies, light grocery items, computers, and software.
Career Planning

Career centers challenge students and alumni to make informed choices about work and life. Many offer career fairs and special services to assist with career planning. Students will find assistance with self-assessments, career and educational options, and self-marketing strategies.

Disability Services

Most schools are dedicated to giving differently-abled students an equal opportunity to participate in education and activities. Disability service programs provide accommodations at no cost to students with a documented mental, physical, or learning disability. In addition, some schools offer academic counseling, tutoring, time-management, and other assistance for students with disabilities.

Educational Resources

Writing and Research

Writing Centers support and promote successful student writing. Writing tutors assist students with class assignments, personal and professional writing, and many offer help with multimedia assignments.

Library

University libraries offer more than a wide array of books, journals, newspapers, magazines, collections, and archived materials. Your university library will likely offer assistance with research, databases with countless digital articles, quiet study areas, access to computers, and meeting spaces. In addition, you can search databases and access thousands upon thousands of journal articles, news stories, and other materials online through your school library’s website. Be sure to schedule a tour.

Academic Advising

The primary source of guidance for your academic journey will be your faculty adviser. It is important to be an active participant in the advising process and take personal accountability for your academic experience.

Tutoring

Tutoring is provided to students who are in need of extra assistance outside of class. Students have the opportunity to increase understanding and gain mastery of their course contents. Programs employ trained tutors, primarily past graduates.

Reference Books

Every student should have a good dictionary, a thesaurus, and a grammar book. Check out dictionary.com, a one-stop word shop offering a dictionary, thesaurus, word games, reference section, Spanish dictionary, translator, and quotes.
General Study Skills

Your study skills will grow and change with each new course, subject, or topic that challenges your learning style. You may need to adjust your study skills to adapt to your professors’ teaching style. Following are some basic study skill recommendations from Stanford University to get you started:

www.stanford.edu/dept/CTL/Student/studyskills/top11.pdf

Set Goals

If you don’t know what you want, you won’t know how to get there or when you’ve arrived.

Appointment Book

Don’t miss an assignment due date. Most professors do not accept late assignments. A pocket calendar will work, or use specially designed apps for phones and computers.

Learning Style

William Glasser, author and expert in the field of education, observes, “Students learn 10% of what they read, 20% of what they hear, 30% of what they see, 50% of what they see and hear, 70% of what is discussed with others, 80% of what they experience personally, and 95% of what they teach to someone else.” Develop techniques and strategies for compensating for possible differences between your learning style and your instructor’s teaching style. Following is a breakdown of learning styles adapted from admissions.ucsc.edu/orientation/what-to-expect.html:

Visual learner (learns by visualizing)
  Tips to thrive: film, pictures, video, reading, demonstrations, and drawings
  Helpful habits: take notes, use flash cards, charts, and diagrams; highlight information

Auditory learner (learns by hearing)
  Tips to thrive: lectures, discussions, video, films, and music
  Helpful habits: read aloud, engage in discussions, record lectures, and use memory tricks

Kinesthetic learner (learns by doing)
  Tips to thrive: role-playing, hands-on activities, computer-aided learning, and demonstrations
  Helpful habits: move around when you study, use tools and objects, and handwrite or type your notes

Interpersonal learner (learns by discussing with others)
  Tips to thrive: create study groups to discuss the material, and organize projects
  Helpful Habits: ask questions, volunteer in class, or offer to do peer tutoring

Intrapersonal learner (learns by reflecting within)
  Tips to thrive: independent study courses
  Helpful habits: establish personal connections
Active Reading

It is likely that your professors will assign from one to three texts for a class, more if it is a literature class. Your text will serve as your greatest source of content for discussions and tests. Approach your reading to achieve success using the following tips from the University of California Santa Cruz, admissions.ucsc.edu/orientation/what-to-expect.html:

Textbook Format

Textbook authors/editors have already done a lot of your work for you. Most texts contain boldface subtitles, which clue you in to what you will be reading. Many influential words and terms are noted in bold or italic print, and added visuals (pictures, charts, and graphs) support the content. Textbooks include helpful features: vocabulary words, chapter summaries, and review questions.

Scan

Scanning is a quick visual overview. To scan, read the title, the subtitles, and everything in bold and italic print. Look at all of the pictures, graphs, charts, and read the introduction, the review questions, and the summary.

Scanning provides you with a great deal of information in a short amount of time. Scanning also provides you with a kind of “information framework” of main ideas, vocabulary words, and topics.

Read

Read with a purpose to improve comprehension, stay focused, and identify important information. To read with a purpose, turn each subtitle into a question. Keep your question in mind as you continue to read. At the end of each section, answer the question or try to summarize the author’s intent. Before you read a section, scan to identify vocabulary words, names, places, or events in bold or italic print. As you read ask, “Why is this word, person, place, or event important?”

Review

After you scan and read, take a few extra minutes for review to lock the information into your brain. To review, start at the beginning. Read the boldface subtitles and, using your own words, briefly restate the purpose of the section. Consider the meaning and significance of the bold words and terms. To further imbed the information, review everything again a day or two later. It will take practice to adapt to the scan, read, and review process. However, this three stage study process does not mean more work, it means better comprehension, retention, and academic success.

Study Groups

Share the load of reading and studying with other students—you can learn by teaching each other, and be exposed to new ideas.
Take Notes

Note taking is an essential skill for learning material, for test preparation, and for writing effective papers. Please note, some lectures and some learning styles don't lend themselves to linear note taking. If a speaker’s ideas jump around and are difficult to capture in a linear outline, try taking notes in a cluster or Web style format. Valuable note taking tips from Penn State, pennstatelearning.psu.edu/resources/study-tips/note-taking:

Before class
- Read upcoming material
- Review notes from previous class
- Review course outline
- Meet with instructor or Teaching Assistant (TA) to clarify concepts
- Obtain notes from any missed class

During class
- Date and title notes
- Sit where you can hear and see clearly
- Don't crowd your notes
- Stay involved in the class: ask questions
- Take more notes, rather than not enough
- Focus on the professor’s main point
- Write in your own words
- Record exact definitions of technical terms
- Use abbreviations and symbols
- Use underlining or symbols
- Keep alert for verbal cues: "the following 5 steps" or "the 4 major causes"
- Add examples to clarify abstract ideas
- Make eye contact with the lecturer
- Use a tape recorder only to clarify lecture points

After class
- Review notes within 24 hours of class
- Rewrite or recopy notes
- Fill in abbreviations, add omitted points, correct errors, and write key words
- Underline, highlight, or mark main points
- Connect concepts
- Recite the information using only key words
- Talk with other students about the lecture
- Conduct short weekly reviews
- Don't miss class
Organize Materials

“Organize your life around your dreams—and watch them come true.”
~ Author Unknown

Planning for success requires organization and preparation. You will receive large quantities of information (both printed and digital) from your professors. Organize your course contents to find what you need and reduce missed assignments or due dates.

Track and document your assignments and class contacts. Use paper planners, assignment notebooks, or specialized software for smartphones or computers. Record phone numbers and email addresses of professors and classmates.

Take apart the syllabus for each class. Document every possible due date (papers, reading assignments, group work, etc.).

Break larger projects into manageable “mini” assignments.

Example of breaking up a research paper due March 20th:
- Feb 15th – Paper assigned
- Feb 20th – Finalize topic choice
- Feb 28th – Complete all research
- Mar 10th – Complete rough draft
- Mar 15th – Proofread and rewrite
- Mar 20th – Submit final draft

Three-ring binders work well for organizing class work and notes. Organize your class work in sections, add or remove handouts and notes, and manage important documents (syllabus, class expectations, notes, tests, quizzes, and graded papers).

Errors may appear in the grade book. Keep all of your returned papers, quizzes, and tests until the class is over. Past assignments are often helpful in preparing for future classes and upcoming tests. Consider retaining all texts, papers, research, and notes related to your major. Courses build on past concepts, and previous research may be a useful reference tool.

Study Space

Find or create a well-lit, comfortable, clear, and uncluttered study area with adequate room to write and review material. Before you begin your studies, plan on how you will address interruptions (children at play, loud music, telephone calls, the TV, etc.).

Draft Papers

Never turn in your first draft of a paper. Allow enough time to re-work, re-write, read and re-read through your paper before turning it in.

Your life experience and knowledge will yield some foundational writing material. You will likely see a pattern or find connections that will lead you to an idea, or perhaps your thesis. Work with those ideas, make an outline with what you know, and research the areas that need support.
If you lack experience writing papers, citing sources, or conducting research, fear not. Most schools offer writing tutors or writing centers. Your personal writing skills will improve through the experience and advice of others.

Take study and writing breaks. When you return to your work, you return with fresh eyes and a fresh perspective.

As you write your paper, read and reread your sections. Reading aloud is especially helpful to identify awkward words or transitions. Ask someone else to take a final look for any spelling or grammatical errors. Make your final corrections and submit your work.

**Guidelines as you work on your paper**

- Follow the instructor's directions exactly. If something does not make sense, ask questions.
- Give yourself permission to write a lousy rough draft; be creative and let ideas flow.
- Read your paper out loud to find sentences that don’t flow and words that don’t “feel” right.
- Check for spelling or grammatical errors.
- Have someone else proofread your paper.
- Turn in a neat and clean final draft.
- Turn it in on time.

**Taking Tests**

According to the University of California Santa Cruz, “a little anxiety before a test improves concentration and alertness, [while] excessive worry, or test anxiety, will lower one’s scores.” Remember to slow down, relax, and read every word carefully. To reduce test stress, study early, make the most of your learning style, and avoid waiting until the last minute to cram for tests. The following are some helpful tips from Undergraduate Admissions at the University of California Santa Cruz, admissions.ucsc.edu/orientation/what-to-expect.html.

**Mental practice**

- Mentally practice going through the test taking experience.
- Close your eyes and see yourself walking confidently into the test, answering the questions correctly, and receiving the grade you want.

**Common relaxation techniques**

- Take a deep breath, hold, and slowly release.
- Flex and relax each part of your body.
- Visualize warm sunshine washing over you.
- Release the tension from your head, neck, and shoulders.
- Visualize being in your “happy” place.

*Tip: Don’t replace protein with caffeine. Protein and complex carbohydrates provide energy and won’t leave you jittery.*
Math Study Skills

For some, math classes create stress. Texas A&M University adapted some helpful tips from *On Your Own in College* by William C. Resnick and David H. Heller, [scs.tamu.edu/?q=node/92](http://scs.tamu.edu/?q=node/92):

**Read the Material Before Class**
- Read slowly. Mathematics reads differently; it is its own language.
- If you do not understand a symbol, look in the glossary or in the earlier part of the text or ask.
- Read with a pencil in hand.
- If there is something you do not understand, ask questions.

**Understand the Concepts**
- Do the examples, understand the concept, then create your own examples.
- Practice: Understand the concepts before you practice. Practice develops mastery and confidence. Force yourself to remember the methods (without looking back at your text) as you work problems.

**Keep Up With Assignments**

The pace is faster in college; keep current with assignments to guard against falling behind. Be sure to do all assignments whether they are graded or not. Mathematics is not a spectator sport. The only way you can learn mathematics is by doing it.

**Suggestions for getting the most out of the time you spend on math homework**
- Homework is assigned to improve the comprehension of mathematical concepts and to build the skills necessary to progress to more difficult concepts.
- Work to understand the process, not the specific problem. Classify problems by type. Do assigned problems and then check answers in the back of the book.
- Mark problems you do not understand and get help with them before the next class.
- Look over each assignment and explain the concepts addressed, what each problem asked, how you arrived at the answers, and what the answers told you.
- Keep homework organized in a notebook so that examples of problems or explanations of concepts are quick and easy to locate. Past homework also provides invaluable study information for tests.

**Ask Questions**

Write down specific problems so you have them ready; don’t be vague and say you just don’t understand. The longer you wait to get help, the harder it will be to get caught up. One missed concept in math can throw an entire equation off course. If you feel lost, stop immediately and ask for clarification or seek tutoring.
Suggestions for preparing for and taking math tests

- Keep a list of key definitions, terms, diagrams, graphs, formulas, and problems
- Keep up—some courses can be passed by cramming for the exam, but not math
- Study copies of old exams, chapter tests from the book, or make up your own
- Get a good night’s sleep before the test so that you are rested and alert
- Arrive at the test early so that you can be relaxed when the exam begins
- If you get stuck on a problem, move on with the test and return to the problem later
- Work on each problem; partial credit is better than none
- Take a final look at the answers; look for careless mistakes

Suggestions for word problems

- Solving word problems can only be learned by imitation and practice. The major goal in solving word problems is to translate the written words into a mathematical equation that we know how to solve.
- Read the problem for a general sense of what it is about; re-read it to pick out specific information:
  - What you are asked to find?
  - What information is given?
  - What are the relationships among information (both given and found)?
- Make a habit of translating written information into an equation. Practicing this on easy problems will make longer problems seem less difficult.
- Solve the equation you have written and label your answer.
- Often word problems will require more than one equation to arrive at the correct answer. Label each equation’s answer and be sure to clearly label the final answer.
- Return to the original problem and check your answer(s). Do they make sense in the original problem and answer the question(s) posed in the problem?

Time Management

Time management is important for all college students. It is, however, particularly important for students who have other commitments (family, job, etc.). Here are tips for time management from the University of California Santa Cruz, admissions.ucsc.edu/orientation/what-to-expect.html:

Don’t overextend yourself

- If you feel that you are doing more than you can handle, look for ways to make your life more manageable, and try to make some changes

Plan ahead

- Take a look at what you need to do and then write out a plan
- Don’t plan out more than three days at a time
- Revise your plans as needed, and check things off as you accomplish them
Be organized
- Organization is a timesaver
- Know what you have to do and have the information and materials that you need

Make efficient use of your time
- Consciously make choices about how you will use your time
- Streamline and combine tasks

Schedule fixed blocks of time
- Block out class time, work time, and other activities
- Include essentials: sleeping and eating

Schedule time for errands
- Don’t overlook time-consuming activities (shopping, laundry, etc.) that can destroy a tight schedule and make you feel rushed and hurried all week—plan for them

Schedule time for fun
- Take time to do the things you enjoy—it is important to rest your brain

Set realistic goals
- Don’t set yourself up for failure—don’t try to do a four-hour job in two hours

Allow flexibility in your schedule
- Recognize that unexpected things happen—plan extra time for scheduled activities

Keep a to-do list
- Rank the items with their importance and check them off one by one

Study Groups
Tips from Brigham Young University for organizing and maximizing the benefits of study groups, ctl.byu.edu/single-article/how-organize-and-conduct-effective-study-groups:

Guidelines for getting a group together
- How many? 3-6 students.
- Who? Look for people who stay alert in class, take notes, ask questions, and respond to the teacher’s questions.
- Where? A place free of distractions with room to work.
- How long? No more than 2-3 hours at a time.
- When? Once a week at the same time and place. Treat the study session like a class.

Get the most out of study groups
- Set rules and guidelines for your first meeting
- State objectives or goals for each session
- Finish your assigned reading, review notes, prepare assignments, and list topics/questions
• Communicate openly—ask for your peers' feedback
• For disagreements that cannot be resolved, ask your professor for assistance
• Stay on topic—assign someone to steer members back on topic if they drift

What takes place at a study session?
• Assign people to teach and lead a discussion on each topic in your agenda
• Create questions to test comprehension, application, and memory of the material
• Role-play: parent explaining ideas to a child or act as the professor
• Create songs, movement, and chants to help your group remember key information

Web Tools

Many websites can make your college life easier. You may find the following sites helpful. Keep in mind, websites may disappear so always keep looking for more resources. Many of these web tools are free, while others require a subscription. Schools often purchase subscriptions for web tools, so check with your instructors, school library, advisors, or other students before spending money on a tool that you may be able to utilize for free through your school.

Purdue OWL – owl.english.purdue.edu/owl/

Purdue University’s Online Writing Lab (Purdue OWL) is an excellent free online academic writing reference resource. You will find rules and guidelines for grammar, punctuation, avoiding plagiarism, and formatting papers. OWL’s most useful resource may be its citation and reference guides, which will be invaluable throughout your college career.

NoodleTools – www.noodletools.com

A bibliography or “works cited” page is a common requirement in college level writing. NoodleTools is an online subscription service that removes the guesswork from formatting citations and bibliographies in the appropriate styles (MLA, APA, Chicago/Turabian).

RefWorks – www.refworks.com

RefWorks is an online research management, writing, and collaboration tool designed to help researchers easily gather, manage, store, and share all types of information, as well as generate citations and bibliographies in the appropriate styles. RefWorks requires a subscription, although your school might provide it to students for free.

Dropbox – www.dropbox.com

Dropbox acts as a virtual filing cabinet that allows you to access your files from almost anywhere. Software can be downloaded to a Mac, Windows PC, smartphone, or tablet that syncs files “live” between your computer and Dropbox’s servers. Access files from any computer without downloading the software (such as from a friend’s computer or a public computer at a library).

Dropbox tips
• Appstorm: web.appstorm.net/roundups/data-management-roundups/10-more-killer-dropbox-tips-and-tricks/
• Mashable: mashable.com/2011/01/15/dropbox-tips/
What to Expect from Your College Experience

Teaching styles

You need to adapt to each professor’s instruction methods: hands-on, participatory, lecture focused, or expecting you to independently develop personal conclusions. Many professors encourage classroom discussion.

The general rule: Read the class syllabus; it will prepare you for the professor’s expectations regarding assignments, reading, class discussions, attendance, tests, and late assignments. When in doubt—ask.

Less classroom time and more focus on independent study

Your classroom time will usually be power-packed with information. You are expected to do most of your learning work (writing, reading, preparing) on your own time, outside of class.

The general rule: For every hour spent in class, spend two hours out of class reading, studying, and completing assignments. Plan extra time for more challenging classes.

Personal accountability

Don’t be fooled by the independence and freedom given by your professors in college. Unlike high school, professors are not there to police or monitor your activity and progress. If you miss a class, no one will send a note home to your parents and no one is going to know if you have missing assignments—no one except you and your professor.

The general rule: You, alone, are responsible for your personal academic success.

Varying class sizes

Class size varies depending on the course and the type of university you attend. While larger universities may have classes that average between 40-200 students, smaller schools and liberal arts colleges may offer more intimate learning settings, with classes averaging between 10-25 students.

The general rule: Introduction or foundational classes tend to have larger class sizes while upper-division classes are smaller.

Critical thinking skills

College requires more effort than memorization. You are expected to understand and apply what you have learned: think, draw sound conclusions, form opinions, and evaluate the ideas of others from an academic point of view.

The general rule: You are in college to develop your mind, your perspective, and your ability to effectively express your understanding and synthesis of knowledge through language.
Emphasis on tests and demonstrated knowledge

College students pay top dollar for their education. Colleges focus less on “busy work” and more on demonstrating acquired knowledge. Students who focus on their assignments with the understanding that they may be tested on the material get a head start on quizzes and the final exam.

The general rule: Don’t think of yourself as a sponge, designed to simply “soak” up knowledge. Think of yourself as a plant, created to soak up knowledge, to synthesize information, and to grow into an autonomous and enlightened person.

Consequences

All colleges and universities have academic standards that students must meet. Some schools place students on academic probation when their grades fall below a certain point. The goal of probation is to bring up scores by a set date or withdraw from the university. Students who receive government aid or scholarships may jeopardize current or future financial assistance if their grades fall below standards. All colleges have a strict policy against cheating and plagiarism (grounds for expulsion at most schools).

The general rule: If you choose to claim an education, you must abide by the rules and expectations set forth by the university.

Your Professor is Your Friend

Although nearly every seasoned college student can cite a couple of horror stories about their instructors, most college professors love what they do, truly care about their students, and are not there to make your life miserable. Do not be afraid to talk to your professors if you have any questions or concerns about their class, the subject, assignments, grades, or any difficulties with school that you may be having. Most professors will do just about anything to help their students succeed. You may also discover that your favorite professors are not the easiest ones, but rather, the ones who cared the most about their students and held them to high, but fair, standards. Even if everything is going great for you in school, it can’t hurt to get to know some of your professors anyway. You might need a letter of recommendation, open the door to new opportunities, or even make a friend.

SOS

Stress Management and Mental Health

You gain strength, courage, and confidence by every experience by which you really stoop to look fear in the face. You are able to say to yourself, “I lived through this horror. I can take the next thing that comes along.”

~ELEANOR ROOSEVELT

Managing stress is about taking charge: of your thoughts, emotions, schedule, and the way you deal with problems. How do you currently manage and cope with stress in your life? Are your coping strategies healthy or unhealthy, positive or unproductive? Life presents us with opportunities to cope with stress in positive or negative ways. Here are a few suggestions adapted from www.helpguide.org to help you manage stress:
Unhealthy Coping

Some coping strategies may appear to temporarily reduce stress, but they often cause more harm in the long run:

<table>
<thead>
<tr>
<th>Unhealthy Coping Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoking</td>
</tr>
<tr>
<td>Drinking too much</td>
</tr>
<tr>
<td>Overeating or under eating</td>
</tr>
<tr>
<td>Zoning out with the TV or computer</td>
</tr>
<tr>
<td>Withdrawing from friends &amp; family</td>
</tr>
<tr>
<td>Avoiding activities</td>
</tr>
</tbody>
</table>

Unnecessary Stress

Avoid and limit unnecessary stress in your life—practice a few methods daily to reduce stress:

- **Learn how to say “no”**: Refuse to accept added responsibilities when you’re close to reaching your personal limits.
- **People**: Limit the amount of time you spend with people who add stress to your life.
- **Environment**: Turn off TV programs that make you anxious. Add a little extra time to your commute and take the back roads to avoid the stress of traffic. Find ways to change a negative environment into a positive experience.
- **Hot-button topics**: Identify topics of discussion that make you feel cross and learn to avoid them or excuse yourself when the topic arises in discussion.

Change the Situation

Regain your sense of control in stressful situations by altering your expectations and attitude. How and what you think can have a profound effect on your emotional and physical well-being.

- **Reframe**: Choose to view a stressful situation from a positive perspective. Make the most of a traffic jam—breathe, regroup, practice a speech, or sing with the radio.
- **The big picture**: Will the current situation matter in a month or a year? Is it really worth getting upset over? If the answer is no, focus your time and energy elsewhere.
- **Adjust expectations**: Perfectionism = Stress. Decide to set reasonable expectations for yourself and others. Learning to be at peace with “good enough” may be difficult for those who set high standards for themselves, but it is a valuable tool to reduce stress.
- **Focus**: Reflect on what you appreciate in your life. Don’t limit your reflection to the good things outside yourself; if you see good things about yourself, you are more likely to feel good.

Accept the Unavoidable

Stressors such as the death of a loved one or a serious illness are unavoidable. Sometimes the best way to cope with such stress is to accept things as they are. Acceptance may be difficult, yet in the long run, you will conserve valuable energy by not fighting what you cannot change.

- **Let go**: Many situations in life and the behavior of other people are simply out of our control. Focus on what you can control, such as the way you choose to show up, the way you speak, and the way you react to problems.
• **Sunny side:** Look at major challenges as opportunities for personal growth. If a mistake is made, learn from it. “What doesn’t kill us makes us stronger.”
• **Get it out:** Sharing your experiences can be very cathartic, even if it is out of your control. Talk to a trusted friend or make an appointment with a therapist.
• **Forgive:** We live in an imperfect world and people make mistakes. Let go of anger and resentments. Free yourself from negative energy by forgiving and moving on.

**Fun and Relaxation**

Nurture yourself. Make time for the things you enjoy in life and you will be better equipped to handle life’s stressors.

• **Me time:** Set aside time each day to rest and relax. Fend off interruptions and take the time to recharge your batteries.
• **Connect:** Spend time with positive people who enhance your life. A strong support system will buffer you from the negative effects of stress.
• **Enjoy life:** Make time for hobbies and activities that bring you joy.
• **Humor:** Laughing helps the body fight stress. Learn to laugh at yourself.

**Healthy Lifestyle**

Increase your resistance to stress by strengthening your physical health:

• **Exercise regularly:** Make time for at least 30 minutes of exercise, three times per week. Nothing releases stress and tension better than aerobic exercise or yoga.
• **Eat healthy:** Start your day with breakfast, and keep your energy up and your mind clear with balanced, nutritious meals and snacks throughout the day. Well-nourished bodies are better prepared to cope with stress.
• **Temporary highs:** Caffeine and sugar provide temporary highs that often end with a crash in mood and energy. Reduce the amount of coffee, soft drinks, chocolate*, and sugar snacks in your diet and you will feel more relaxed and sleep better.

* The authors of this manual are not entirely convinced that chocolate intake should be reduced!

• **Avoid self-medicating:** Alcohol, cigarettes, and drugs may provide an easy escape from stress, but the relief is only temporary. Address problems head-on with a clear mind.
• **Sleep:** Adequate sleep fuels the mind and body. Lack of sleep may cause irrational thinking and decisions, subsequently leading to stress.

**Healthy Ways to Relax and Recharge**

Nurturing yourself is a necessity, not a luxury:

<table>
<thead>
<tr>
<th>Go for a walk.</th>
<th>Savor a warm cup of coffee or tea.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spend time in nature.</td>
<td>Play with a pet.</td>
</tr>
<tr>
<td>Call a good friend.</td>
<td>Work in your garden.</td>
</tr>
<tr>
<td>Sweat out tension with a good workout.</td>
<td>Get a massage.</td>
</tr>
<tr>
<td>Write in your journal.</td>
<td>Curl up with a good book.</td>
</tr>
<tr>
<td>Take a long bath.</td>
<td>Listen to music.</td>
</tr>
<tr>
<td>Light scented candles.</td>
<td>Watch a comedy.</td>
</tr>
</tbody>
</table>
Other Resources

Following is a list of web and telephone resources for women veterans. Unfortunately, many websites are little more than exhaustive lists of links to other sites, and trying to find useful information can become quite frustrating. Here, we have attempted to list sites that actually contain information you can use. This list is not intended to be all-inclusive. Websites sometimes come and go, so your favorite search engine may prove very helpful if you are unable to find the information you need from these links.

**Academic and Career Choices, Transition Assistance**

www.bls.gov/ooh/
Career and salary info from U.S. Bureau of Labor Statistics

www.princetonreview.com/college-education.aspx
The Princeton Review is mostly known for its tools to assist in comparing and choosing schools, but it also includes information on college admission and financial aid.

www.careeronestop.org/militarytransition/
U.S. Department of Labor site containing a wealth of information for transitioning service members

www.dol.gov/vets/programs/tap/
The Transition Assistance Program (TAP) consists of comprehensive three-day workshops at military installations designed to help service members as they transition from military to civilian life. A companion workshop, Transition Assistance for Veterans with Disabilities (DTAP), provides information on VA’s Vocational Rehabilitation and Employment Program, as well as other programs for disabled vets.

**Books**

www.bigwords.com
Enter the ISBN or title of the used or new book you need and instantly see its price at dozens of online stores.

www.abebooks.com
Searches for books among thousands of online booksellers

www.amazon.com
Major online bookseller

www.barnesandnoble.com
Major online bookseller

www.half.com
Book auction site from eBay where you can buy and sell new and used books

www.bookscouter.com
Sell your used textbooks by entering the ISBN or title and instantly see how much you can get for it at dozens of online booksellers.
Financial Aid and Benefits

General Financial Aid Information

www.finaid.org
An extensive online source of financial aid information, advice, and tools, including a section specifically for veterans

www.fafsa.ed.gov
All college students who wish to receive financial aid must complete this Free Application for Federal Student Aid (FAFSA) from the U.S. Department of Education.

www.studentaid.ed.gov
Information from the U.S. Department of Education on preparing for and funding education beyond high school

www.scholarshiphelp.org
A site devoted to educating students about scholarships and the requirements for achieving maximum scholarship opportunities


GI Bill and Other Military Benefits

www.gibill.va.gov
The place to start for information on educational benefits for veterans, including the GI Bill and Yellow Ribbon Program

www.military.com/education/money-for-school
Information on educational financial aid for veterans

www.nationalresourcedirectory.gov/education_and_training
Information on education and job training opportunities including scholarships, tuition assistance programs, the GI Bill, the Yellow Ribbon Program, and more

www.ebenefits.va.gov
A “one-stop shop” for benefit applications, benefits information, and access to personal information, such as official military personnel documents

www.nwvu.org
National Women’s Veterans United is a nonprofit organizations providing scholarship, transition, news, and other resources of interest to women veterans.

Scholarship Searches

www.collegescholarships.org
Search this site for a broad array of funding opportunities without providing individual information.

www.fastweb.com
A service that matches students to scholarships based on their qualifications, holding 1.3 million scholarships
www.scholarships.com
A scholarship search service and financial aid information resource that uses personal profiles to identify the most relevant scholarships

www.scholarshipexperts.com
A scholarship database of over 2.4 million scholarships worth over $14 billion

www.scholarships4students.com
A scholarship search engine that separates available opportunities by categories

www.cappex.com/scholarships
Fill out a free profile, and be matched to scholarships from colleges, universities, private companies, foundations, and more. This is the largest single source of merit aid scholarships from colleges.

college-scholarships.findthebest.com
Search for applicable scholarships by GPA requirement, award amount, personal background, and more

Reference and Study Aids

owl.english.purdue.edu/owl/
The Purdue Online Writing Lab (Purdue OWL) is an invaluable and popular reference site for tips and guidelines on research, writing papers, and citing sources.

dictionary.com
A one-stop word shop offering a dictionary, thesaurus, word games, reference section, Spanish dictionary, translator, and quotes

www.dropbox.com
Online file storage, backup, and sharing site provides access to files across multiple devices

www.growlybird.com/GrowlyBird/Notes.html
Growly Notes is an excellent free note taking application for Mac OS.

www.noodletools.com
Online subscription service that formats citations, references, bibliography, and works cited entries for papers, as well as provides research and paper-writing tips. Note: Some schools may provide subscriptions to this or similar services free of charge to students.

www.refworks.com
Online subscription service that formats citations, references, bibliography, and works cited entries for papers, as well as provides research and paper-writing tips. Note: Some schools may provide subscriptions to this or similar services free of charge to students.
Women’s and Mental Health, Crisis Hotlines, LGBTQ, and Miscellaneous Services

As always, in the event of an emergency, dial 911.

Crisis Hotlines

Emergency: Dial 911

24 Hour Addiction Helpline: 1-877-579-0078
  Drug abuse, alcohol abuse, or substance abuse help 24 hours a day
  www.24houraddictionhelp.org.

National Coalition for Homeless Veterans: 1-800-838-4357 (1-800-VET-HELP)
  Provides a comprehensive, step-by-step guide to help homeless veterans identify and locate
  the resources they need
  www.nchv.org/gettingstarted.cfm

National Homeless Veteran’s Crisis Hotline: 1-877-424-3838 (1-877-4AID-VET)
  This toll-free “life” line by the Department of Veterans Affairs provides confidential help
  and hope for homeless veterans 24 hours a day.
  www.va.gov/HOMELESS/for_women_veterans.asp.

National Suicide Prevention Lifeline: 1-800-273-8255 (1-800-273-TALK)
  In addition to a telephone hotline, this organization offers online suicide prevention
  information, including a section for veterans.
  www.suicidepreventionlifeline.org.

Veterans Crisis Line: 1-800-273-8255
  Connects veterans in crisis and their families and friends with qualified, caring Department
  of Veterans Affairs responders. Available by telephone 24 hours a day, by sending a text
  message to 838255, or by using their online chat.
  www.veteranscrisisline.net

National Domestic Violence Hotline: 1-800-799-7233 (1-800-799-SAFE); 1-800-787-3224 (TTY)
  Crisis intervention, safety planning, information about domestic violence, and referrals to
  local service providers via telephone or online. Safety notice: If you may be in danger of
  having your online activities monitored or tracked by an abusive partner, leave and find a
  safer computer elsewhere or call the hotline.
  www.thehotline.org

Women’s and Mental Health

www.helpguide.org
  Ad-free site offering information on mental health and healthy lifestyle choices

www.denverhealth.org
  Denver Health is a comprehensive, integrated organization providing level one care for all,
  regardless of ability to pay.
  • Main number: 303-436-6000
  • 24-hour NurseLine: 303-739-1211
www.plannedparenthood.org/rocky-mountains
Planned Parenthood of the Rocky Mountains offers women’s and reproductive health services. 303-321-7526

www.stressmanagementtips.com/school.htm
Stress management tips and exercises for students

www.mayo clinic.com/health/stress-management/MY00435
Stress management tips from the Mayo Clinic

www.yogaforvets.org
A nonprofit organization offering free yoga classes for war veterans throughout the country

LBGTQ

www.glbtcolorado.org/
The GLBT Community Center of Colorado (known as “The Center”) is the only statewide, nonprofit community center dedicated to providing support and advocacy for Colorado’s gay, lesbian, bisexual and transgender (GLBT) population. They serve as a catalyst for community organizing, support services, social activities, and cultural events. Open Monday-Friday 10am-8pm. 1301 E. Colfax Ave., Denver, CO 80218; 303-733-7743 (303-733-PRIDE); info@glbtcolorado.org

www.gayandlesbianfund.org
The Gay & Lesbian Fund for Colorado was established in 1996 to reflect the fact that lesbian, gay, bisexual, and transgender (LGBT) Coloradans are committed to Colorado’s great quality of life and its future. They believe that Colorado is made stronger when it welcomes and includes all people regardless of their sexual orientation or gender expression. Website includes information on grants and local LGBT organizations. 303-292-4455; info@gayandlesbianfund.org

Miscellaneous Services, Housing Assistance, and Shelters

Mile High United Way: For referrals, dial 211
Offers referrals for nonemergency health and human services online or simply dial 211. www.unitedwaydenver.org/site/c.6oJHLSPtFgJWG/b.7873787/k.F2B1/Search_for_Services.htm

www.dvnf.org/resources
The Disabled Veterans National Foundation (DVNF) offers an online list of resources for disabled veterans and their families, as well as referrals to other organizations. You can also call them at 202-737-0522 if you need assistance and don’t know where to turn.

The Delores Project: 303-534-5411
Safe, comfortable overnight shelter and services for unaccompanied adult women who are homeless and have limited resources. www.thedeloresproject.org

Family Tree: Women’s Crisis Line 303-420-6752; Housing & Family Services Hotline 303-467-2604 Provides a broad range of services and shelter to families and youth of metro Denver to overcome child abuse, domestic violence and homelessness. Includes a military family assistance program providing connections to military and community services and resources. www.thefamilytree.org
The Gathering Place: 303-321-4198
Daytime drop-in shelter for women, children, and transgender individuals, providing three hot meals a day, clothing, education, child care, diapers, formula, job resources, access to phones and internet, showers, and more. Hours: Monday, Wednesday, Thursday, Friday 8:30am-5:00pm; Tuesday from 8:30am-1:30pm. 1535 High Street, Denver, CO 80218. www.tgpdenver.org

SafeHouse Denver: 303-318-9989
Emergency shelter, intervention, counseling, and education for victims of domestic violence and their children. www.safehouse-denver.org

www.womenshelters.org/sta/colorado
Online listings of shelters, transitional housing, residential treatment centers, and women's residential services

Some Final Thoughts

We are grateful for your service to our nation and the cause of freedom and are honored to prepare this guide as a small way of saying thanks. We hope you find the college experience as rewarding as we have. Finally, while there are many fine schools to chose from, we hope you will consider The Women’s College of the University of Denver. Good luck and best wishes!

Prepared by students of The Women’s College of the University of Denver, Leadership Studies program, June, 2012.

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