

Computer Readiness:

1. Do you own a laptop and/or a desktop computer?
 - a. Yes
 - b. No

Feedback: Online and hybrid programs require coursework to be completed in an online environment. Familiarity with basic computer operations, website navigation, and awareness of online communication tools such as email, chat functions, and video conferencing is necessary for success.

If you answered NO in response to this question should consider a residential (fully on-ground) program. Hybrid and online courses require learners to have a basic computer skillset. If a residential program is not a good fit, you should consider developing basic computer skills prior to enrollment in a hybrid or online program.

2. I am comfortable using a laptop and/or desktop computer?
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: Upon enrollment, students receive a laptop computer as part of their tools and supplies. It is strongly recommended that students considering an online or hybrid program be comfortable operating a computer and have basic knowledge of computer functions, email, chat, and website navigation capabilities.

Any b, c, or d response should carefully consider the feedback provided. Learners who are not comfortable using a laptop or desktop computer should consider a residential (fully on-ground) program. Hybrid and online courses require learners to have a basic computer skillset. If a residential program is not a good fit, you should consider developing basic computer skills prior to enrollment in a hybrid or online program.

What operating Systems have you used?

- a) Microsoft
- b) Apple
- c) Linux
- d) Android
- e) All the above
- f) None of the above

Feedback: There are a variety of operating systems available on the market. As a student you will need to be most familiar with Microsoft Office and Microsoft operating systems, which are standard for Personal Computer (PC) use. Apple (IOS) and Android systems, while similar in functionality, vary slightly from Microsoft, and therefore will require some adaptability.

Rate your skill level with Microsoft Word, Excel and PowerPoint.

- a) Expert
- b) Intermediate
- c) Beginner
- d) None

Feedback: As a student you will need to be familiar with Microsoft word, excel, and PowerPoint. You do not need to be an expert in any one of these areas, but basic knowledge of use and function will support your academic success.

I have reliable Internet access at home.

- a) Yes
- b) No

Feedback: Students enrolled in online or hybrid programs must have dependable Wi-Fi connectivity at home or in a location suitable for learning, and accessible on a daily basis. There may be community or governmental resources available to assist learners in acquiring WI-FI services used for educational purposes.

Any NO response should carefully consider the feedback provided. Learners who do not have reliable internet access should consider a residential (fully on-ground) program. Hybrid and online courses require learners to have reliable, daily access to the internet. If a residential program is not a good fit, learners should secure dependable internet services prior to enrollment.

3. What internet browser(s) have you used?

- a. Edge
- b. Chrome
- c. Internet explorer
- d. Safari
- e. Firefox
- f. Brave
- g. All the above
- h. None of the above

Feedback: There are a variety of internet browsers available, and while they serve an identical function, there are differences in performance and accessibility to resources. The school recommends using a Chrome and/or Firefox browser for best results.

If you answered "h" to this question, please note that all coursework is completed using online resources and access to the internet through a browser. For learners who are not comfortable accessing internet resources, it is strongly recommended that you enroll in a residential (fully on-ground) program.

4. How many hours per week do you spend on your laptop and/or desktop computer?
- 0 to 10
 - 11 to 20
 - 21 to 30
 - 31 to 40
 - Over 40

Feedback: Online and hybrid programs require a significant amount of computer use. A learner who is comfortable navigating a computer will be better equipped to complete coursework, submit assignments, and communicate online. It is recommended that learners who enroll in an online or hybrid program possess a basic knowledge of computer use. You do not need to be an expert but, if you are lacking in basic computer knowledge it is recommended that you dedicate time toward learning and improving computer basics. Good news, there are resources available online to help!

Any “a” response should carefully consider the feedback provided. If you spend fewer than 10 hours per week on a computer, you may want to consider a residential (fully on-ground) program. Hybrid and online courses require learners to have a basic computer skillset and to be comfortable navigating digital resources. Limited experience with a computer could negatively impact your school experience.

5. I am comfortable conducting searches, setting bookmarks, and downloading and uploading files
- Agree
 - Somewhat Agree
 - Somewhat Disagree
 - Disagree

Feedback: Conducting searches online, setting bookmarks for ease of use, and downloading/uploading files are basic performance objectives for online and hybrid learners. The internet is comprised of vast amounts of information. Identifying valid sources and appropriately citing content is important when conducting online searches.

Setting bookmarks allow the user saved access to frequently used sites. Learners may benefit from bookmarks when utilizing publisher websites, professional organization sites, or even research or peer reviewed articles and databases. Downloading and uploading files is a common practice online. Learners are cautioned only to download files from a trusted site.

Any b, c, or d response should carefully consider the feedback provided. If you have limited knowledge of computer applications, you may want to consider a residential (fully on-ground) program. Hybrid and online courses require learners to have a basic computer skillset. If a residential program is not a good fit, you should consider developing basic computer skills prior to enrollment in a hybrid or online program.

6. I am comfortable using e-mail, chat, video conferencing, and other online tools to interact with classmates and instructors.
- Agree
 - Somewhat Agree
 - Somewhat Disagree
 - Disagree

Feedback: Online communication among learners is achieved using email, chat sessions, and video conferencing tools (Zoom). Learners should be comfortable accessing these resources and utilizing online communication to support academic success. Daily or weekly discussion posts are a standard requirement for all courses. Learners should remember that communicating with online resources is different than texting with friends and family. Communication should be professional, considerate, and appropriate. Learners should use proper grammar, respond using full sentences, and please dress appropriately for video conferencing.

Any b, c, or d response should carefully consider the feedback provided. Learners with limited online communication skills should consider a residential (fully on-ground) program. Hybrid and online courses require learners to effectively communicate through digital resources. If a residential program is not a good fit, learners are encouraged to develop adequate online communication skills prior to enrollment in a hybrid or online program.

7. I am comfortable using on-line meeting programs such as: Zoom, Teams, WebEx, etc.
- Agree
 - Somewhat Agree
 - Somewhat Disagree
 - Disagree

Feedback: Learners enrolled in a hybrid or online program utilize Zoom as the primary video conferencing platform. Routine Zoom meetings are standard in all courses and when in-person meetings are not possible, Zoom is the official platform for all formal meetings between students and faculty. Please be aware that all Zoom sessions are recorded.

Any b, c, or d response should carefully consider the feedback provided. Learners who are not comfortable utilizing on-line meeting platforms should consider enrolling in a residential (fully on-ground) program.

School Readiness:

1. I have people in my life who support my decision to attend school
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: A supportive environment can assist in alleviating some of the stressors associated with the decision to pursue career training and continuing education. Friends and family can encourage learners when they need additional support, they can help you prepare for presentations by providing constructive feedback or roleplaying for a competency. They may even provide supportive measures such as child care or transportation. A learner should identify their support system, keep members actively engaged in your success, and confide in them when you have concerns.

To ensure that all learners have support services available, the school has a “Student Services” department dedicated to connecting students with community resources and programs. Academic support is available through faculty who provide program specific tutoring by appointment. The school’s Learning Resource Center is a great place to access tutorials, locate program specific materials and databases or, to schedule general tutoring assistance. The Learning Resource Center and Student Services is available 24/7 online through Canvas.

2. If you have dependent children who need childcare, do you have a plan and a backup plan for this while you are at school?
 - a. Yes
 - b. Somewhat
 - c. No
 - d. N/A

Feedback: “Personal reasons” are among the top cited by learners who drop out of school. Issues such as child care, transportation, and conflicts with work schedules can limit the success of adult learners returning to the classroom. While online and hybrid programs offer significant flexibility, daily attention to coursework is necessary and attendance at scheduled on-campus labs is required for some programs. It is recommended that learners have a back-up plan for any non-academic related situation that could prevent on-time attendance and daily participation in class. Student Services may be able to help with available community resources.

3. I have reliable transportation to get to the campus for class and labs.
 - a. Yes
 - b. No

If No: How do you plan to get to school?

Feedback: “Personal reasons” are among the top cited by learners who drop out of school. Issues such as child care, transportation, and conflicts with work schedules can limit the success of adult learners returning to the classroom. While online and hybrid programs offer significant flexibility, daily attention to coursework is necessary and attendance at scheduled on-campus labs is required for some programs. It is recommended that learners have a back-up plan for any non-academic related situation that could prevent on-time attendance and daily participation in class. Student Services may be able to help with available community resources.

4. If applicable, are you willing to take out a loan to help pay for your education?
 - a. Yes
 - b. No
 - c. Maybe

Feedback: Financing career training is an investment in your future. The school’s Educational Funding team can help answer questions regarding loans, grants, scholarships, and private funding resources. Title IV funding is available for those who qualify and payment plans can help students attend school and pay over time.

5. If applicable, are you able to make a small monthly payment while you are in school?
 - a. Yes
 - b. No
 - c. Maybe

Feedback: Financing career training is an investment in your future. The school’s Educational Funding team can help answer questions regarding loans, grants, scholarships, and private funding resources. Title IV funding is available for those who qualify and payment plans can help students attend school and pay over time.

6. I don’t anticipate that I will have any trouble attending all classes and labs as scheduled.
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: Attendance and participation is key to academic success. It is recommended that learners prioritize school attendance and participation, login to classes daily, attend on-campus labs as scheduled, and communicate any absences prior to class. Only approved absences are eligible for make-up.

7. Are you able to devote 25-30 hours per week to attending school, as well as additional time to complete homework and assignments?
 - a. Yes
 - b. No
 - c. Maybe

Feedback: On average, learners should expect two hours of homework per week for every credit hour. If your course is 3 credits, you should expect to invest 6 hours (on average) of study time, preparation, and research each week, in addition to scheduled class time.

8. If you are currently employed, will your job interfere with your school schedule?
 - a. Yes
 - b. No
 - c. Maybe

Feedback: Adult learners often work while attending school. It is important that learners make the necessary arrangements with their employer for time off when scheduled for class. In addition, circumstances around weather, covid-19, and other factors could require scheduling adjustments. Learners are required to attend class as scheduled. A short term "Leave of Absence" may be available for learners who have a change in schedule and cannot attend class.

9. If I need to request a specific disability or other learning related accommodation, I am comfortable speaking to admissions during my enrollment process.
 - a. Yes
 - b. No

Feedback: Accommodations may be available for learners with a qualifying physical and/or learning disability. Accommodations must be requested and appropriate documentation provided. Learners are encouraged to request accommodations early in the enrollment process as not to delay the appropriate resources designed to support student success.

10. I have the applicable document readily available to show proof of high school graduation or the equivalent:
 - a. High School Diploma
 - b. High School Transcript showing date of graduation
 - c. HS Equivalency Diploma or transcript issued by a state based on passing the GED, HISET, etc.
 - d. Home School documentation that meets your state's requirements
 - e. College Diploma or Transcript, showing degree earned
 - f. Foreign Education Credentials, original documents
 - g. None of the above

Feedback: Learners cannot enroll without documented proof of high school graduation or equivalent. Documentation must support one of the aforementioned methods of graduation/equivalency.

11. All Instruction is in the English language. I will have no difficulty reading, writing, communicating, and understanding English.
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: PCI/YTI welcomes English as a Second Language (ESL) learners. However, to ensure that every learner receives adequate instruction, training, and equal opportunities for employment assistance, all instruction is provided in English. All learners must be able to receive and adequately respond to instruction using the English language.

Learning Style (Personal Attributes):

1. I have the ability to work independently
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: Online and hybrid students must be comfortable taking responsibility for their learning. While faculty engage with learners in the online environment, responses to questions are not immediate and typically take 24 hours during the week and up to 48 hours on the weekend. A typical week for online/hybrid learners might include reading assignments using eBooks, responding to discussion questions and commenting on peer responses, completing and submitting assignments by the due date, and reviewing the week's assignments for planning purposes.

Independent learners perform best in online and hybrid environments. However, anyone can learn to organize and plan for success in an online/hybrid classroom. Learners should dedicate specific time each day to review their courses, update their calendars and due dates, check their email, and participate in coursework. The school's Learning Resource Center can assist learners with tips for successful online learning, developing good study habits, setting and achieving goals, and time management strategies.

Learners who require high levels of support should consider enrolling in a residential (fully on-ground) program.

2. I am comfortable asking for help.
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: Some learners are uncomfortable asking questions for a variety of reasons. Just remember, if you have a question, others have questions too, and it is expected that learners have questions when developing a new skill or exploring a new topic. Don't be afraid to ask questions. If you don't want to ask a question in a public forum such as discussion boards or open chat sessions, use email, private chat, or instant messaging services to ask questions. These platforms allow for 1:1 interaction as well as group communication.

3. I finish what I start.
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: Persistence is a term used to describe a learner's ability to complete their academic goals, stay in school, and graduate. Learners who have established support systems, who prioritize their education and training, and who utilize available resources, are more likely to persist.

Any b, c, or d response should carefully review the feedback provided. Hybrid and online programs require learners to be independent, self-starters, who take responsibility for their learning. If you are easily frustrated, not good at problem solving, or require high levels of guidance and supervision, you should consider a residential (fully on-ground) program. Learners who require high levels of supervision and guidance are less likely to persist in a hybrid or online program.

4. I have a place to study without distractions.
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: Establishing effective study habits is critical to academic success. Designating a comfortable space, that is easily accessible, and free of distractions, can keep learners on task and provide an environment conducive to learning. Remember that a comfortable space should encourage learning. Ensure that room temperature is not too warm or too cold, try to prevent studying in bed and instead, sit at a desk or table, ensure adequate lighting, and allow for breaks.

5. I am good at setting goals and deadlines for myself
 - a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: Online/hybrid programs require learners to effectively manage their time and meet deadlines. Establishing a daily routine, ensuring timely completion and submission of assignments, and daily communication and participation in courses will help learners achieve their academic goals.

Any b, c, or d response should carefully review the feedback provided. If you struggle to manage your time and are not good at setting and achieving goals, you should consider a residential (fully on-ground) program. Learners who require high levels of supervision and guidance to meet deadlines and achieve goals are less likely to persist in a hybrid or online program.

6. I plan my work in advance so that I can turn in my assignments on time
- a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: It is recommended that online/hybrid learners review their course schedules routinely, identify assignment due dates, and complete coursework on-time, be prepared by completing necessary coursework prior to scheduled labs, exams, and competencies. Stay on task and complete on-time.

7. I am comfortable reading eBooks from a computer screen and typing brief responses online.
- a. Agree
 - b. Somewhat Agree
 - c. Somewhat Disagree
 - d. Disagree

Feedback: A typical week for online/hybrid learners might include reading assignments from eBooks and online articles, responding to discussion questions and commenting on peer responses, completing and submitting assignments by the due date, and reviewing the week's assignments for planning purposes. It is recommended that learners enrolled in online/hybrid programs possess a basic computer skillset to allow for successful completion of required coursework. Learners who are uncomfortable accessing digital resources and communicating online should consider enrolling in a residential (fully on-ground) program.