



2019-2020

Post-Secondary Planning Guide

Pathways Academy of Technology & Design
School Counseling Department

Within a short period of time, you will be graduating from high school. It is important for you to begin to consider your post-high school plans. There are many post-high school experiences available to you and you should begin to investigate which of these options best meets your individual goals, interests, and abilities.

This booklet presents a path you may follow in this decision-making process. Working with you and your parents/guardians, we wish to assist you in this important task. You should touch base with your counselor many times along the way, but a rough guideline to talking with your counselor is:

- Freshman Year-Discuss college plans, strengths, and interests
- Sophomore Year-Continue to discuss college plans, involvement, colleges
- Junior Year- Discuss college search results, develop list of colleges
- Early Fall of Senior Year- Send out applications
- Late Fall- Winter of Senior Year- Apply for scholarships
- Early Spring of Senior Year – Make final decisions

There is a great deal of work in this decision-making process in terms of gathering information about yourself and your options. We hope this booklet will assist you in organizing your ideas and thereby help you make effective decisions about your future.

GOOD LUCK AND LET THE JOURNEY BEGIN!

Sincerely,

Ms. Bennett and Ms. Jefferson

Glossary of Terms

When you plan for college you need to understand terms that are commonly used by colleges to describe their programs, admission procedures, and financial aid policies. The definitions are general and it is suggested you check college catalogs in order to get accurate and up-to-date descriptions of the procedures, programs, and practices discussed.

Accuplacer-Adaptive, multiple-choice and essay test that is designed to be a clear measure of academic skills in the areas of Math, Reading and English. The results of this test are used for English and Math placement in college level courses.

Admission Tests-See section on Scholastic Aptitude Test (SAT), Scholastic Aptitude Test-Subject Test (SAT-Subject Tests), American College Test (ACT) and The Accuplacer.

Advanced Placement-A college-equivalent course taken in high school that allows the student, upon passing a test, to earn college credit.

American College Test (ACT)-Test battery of the American College Testing Program. It includes tests in English usage, Mathematics usage, Social Studies Reading, and Natural Sciences Reading. This test is required for admission to many colleges in the Western and Southern portions of the United States.

Associates Degree-The degree given for completing certain college programs of at least two, but less than four years of study. This degree is typically earned in a two-year institution such as a junior college or community college.

Bachelor's Degree-The degree given for completing certain undergraduate college programs that typically requires four years of undergraduate study.

Books/Supplies-One of the typical components of Cost of Attendance (COA). Each college includes an average estimated cost you may incur or purchasing textbooks and other academic supplies

Calendar-The system by which an institution divides its year into shorter periods for instruction and awarding credit. The most common calendars are those based on semesters, trimesters, and quarters.

- Semester**: A period of about 17 or 18 weeks making up half of the usual academic year in colleges that follow this kind of calendar.
- Trimester**: A period of about 15 weeks, three of which with breaks in between fill a calendar year. A student makes normal progress by attending for two of the trimesters each year, and in some colleges can accelerate his program by attending all three trimesters in one or more years.
- Quarter**: A period of about 11 weeks, four of which comprise an academic year. In colleges following the quarter calendar, a student makes normal progress by attending three quarters of each year. In some colleges a student can accelerate the program by attending all four quarters in one or more years.

Candidates Reply Date Agreement (CRDA)-A college subscribing to this agreement will not require any applicant offered admission as a freshman to notify it of his/her decision to attend (or to accept an offer of financial aid) before May 1st. The purpose of the agreement is to give applicants time to hear from all of the colleges they have applied to before they have to make a commitment to any one of them

Cost of Attendance (COA)-The calculated cost of attending the college, for a period of enrollment (such as an academic year), which includes transportation, room and board, tuition and fees, and the estimated cost of books, supplies, and other expenses. COA is used to determine eligibility for financial aid.

CSS Financial Aid Profile -A supplementary form to the FAFSA, required by some private colleges to gain additional information before awarding financial aid.

Early Action-A college admissions process that is similar to early decision, but is not a binding commitment to attend the college.

IMPORTANT NOTE: Under Early Action programs, it is possible for an applicant to be denied admission outright and not automatically deferred to later consideration. There are several variations of Early Decision/Action Plans at different colleges. Read the literature of each college carefully and ask questions if you do not understand the program entirely.

Early Decision-Early decision plans are offered for applicants who are sure of the college they want to attend and are likely to be accepted by that college. An early decision application is initiated by the student, and he/she is notified of the college's decision earlier than the usual notification schedule-usually by December or January of his/her senior year. If not accepted under the early decision plan, a student is usually reconsidered for admission later in the senior year. A student may not apply to more than one college under an early decision plan. If accepted, the student agrees to withdraw any applications that might have been filed at other colleges while awaiting the decision of the ED college. Early decision candidates are judged on the basis of their junior year test scores or October (Senior Year) test date, class rank, grades, and involvement in extra-curricular activities.

Expected Family Contribution(EFC)-The index number used by the college's financial aid office to determine how much financial aid you would receive to attend their school. The information reported on the FAFSA is used to calculate your EFC.

Financial Aid Package-The total amount of financial aid a student is eligible to receive. It might include grants, work-study, and loans, and is assembled by each college's financial aid office. Each college will offer a different financial aid package to students.

Free Application for Federal Student Aid (FAFSA)-A free application that must be completed by all students and parents who apply for federal student aid.

FSA ID-A username and password used to login to certain Federal Student Aid websites, such as the FAFSA.

Grant-A type of financial aid usually based on financial need, which the student does not have to repay.

Honors Program-Any special program for strong academic students, usually offering the opportunity for academic enrichment, independent study, acceleration, or some combination of these. Consult with individual colleges to determine your eligibility.

Loan-A type of financial aid that must be repaid, with interest.

Merit-based Aid-Financial aid awarded on the basis of grades, test scores, athletic ability, or other talent, rather than financial need.

Need-based Aid-Financial aid awarded based on the family's ability to pay for college. The FAFSA is typically used to determine a family's eligibility for need-based aid.

Official Transcript-Colleges only accept a transcript that bears the high school seal and is mailed directly from the high school to the college.

Open Admissions-This policy allows colleges to admit high school graduates and adults, generally without regard to specific academic qualifications. Thus, virtually everyone who applies is accepted.

Pell Grants-A federally sponsored and administered program that provides grants (free money) based on need to undergraduate students. By completing the FAFSA form students apply for Pell grants.

Regular Decision-The most common type of admission decision. Students submit their applications in the timeframe roughly between October and February and the school notifies the student of acceptance or rejection in March or April. Some schools have specific application deadlines and students should review the application carefully to be sure and submit it before the deadline date.

Reserve Officers' Training Corps (ROTC)-A program conducted by certain colleges in cooperation with the United States Air Force, Army, and Navy. Local recruiting offices or the services themselves can supply detailed information about these programs, as can participating colleges.

Rolling Admissions-The practice where a college considers a student's application as soon as all the required credentials such as school record and test scores have been received and to notify him/her of its decision without delay. Colleges that follow this process will make and announce their admission decisions continually over several months. This is in contrast to the practice of other colleges to accumulate their applications until late in the year and announce all their decisions at the same time.

Room/Board-One of the typical components of Cost of Attendance (COA). Each college includes the actual cost it charges if you live on campus, or an estimated cost you may incur for living off-campus.

Scholastic Aptitude Test (SAT)-The Scholastic Aptitude Test (SAT) is a four-hour exam designed to measure two sets of skills: Math and Reading/Writing. Each section is worth 200-800 points, making a perfect score of 1600. Nearly all college-bound students in high school take this test twice; once as a junior and once as a senior. Juniors take the SAT in school in March. Seniors are advised to take the SAT in October. Junior SAT scores are an important tool that counselors utilize as they advise students on their preliminary college choices. In addition, they are a vital part of the student's credentials when he/she sits down for an interview with a college counselor.

Scholastic Aptitude Test-Subject Tests (SAT-Subject Tests)-Often taken at the end of the junior year and possibly by the mid-point of the senior year, these tests are administered in a variety of academic subjects. Many colleges, which require SAT Subject Tests, use the scores for placement in various levels of freshman courses and some for the admissions decision process. Students need to check admissions requirements of the colleges to which they are applying to see if SAT Subject Tests are required.

Student Aid Report(SAR)-The SAR summarizes the information you included on the FAFSAQ. The SAR provides the EFC, which is used to determine whether a student is eligible for a Federal Pell Grant and other federal aid.

Study Abroad-Any arrangement by which a student is enabled to complete part of his/her college program (typically the junior year but sometimes only a semester or a summer-study in another country). The college may operate the campus abroad or it may have a cooperative agreement with some other American college or an institution in another country.

Transfer Program-An educational program in a two-year college that is offered primarily for students who plan to continue their studies in a four-year college or university.

Tuition/fees- One of the typical components of COA. This is the actual cost the college charges students for providing instructional and other services. Tuition may be charged per term, per course, or per credit hour.

Undergraduate Student-A student who is enrolled in an undergraduate course or study that usually does not exceed four years and that typically leads to a degree or certificate.

Verification-The process colleges use to ensure the accuracy of the information reported on the FAFSA. You may be required to provide to the college with a copy of your tax return or other additional documentation.

Waiting List-Students who are qualified for admission but whose credentials are not as strong as others in the applicant pool may be placed on a Waiting List. This means that they might be offered a place after the May 1st Candidates reply date. The college knows at that time how many students plan to enroll. In some years, colleges may not accept anyone from the Waiting List because the number of students who were accepted and decide to attend that school fills their quota for the fall.

Finding Information About Colleges and Universities

In order to make good decisions about the schools to which you want to apply, it is essential that you gather information about those schools. Begin by using databases that contain profiles of colleges and universities in the United States.

Available databases include:

- 1) www.collegeboard.com
- 2) www.niche.com
- 3) www.petersons.com
- 4) www.princetonreview.com
- 5) www.collegedata.com
- 6) **Naviance** can be accessed on any computer and is a college and career planning tool that helps students connect their academic achievements to post-secondary goals. **Naviance** contains features such as:
 - a. College Search, Compare and List Creation
 - b. Career Exploration/ Strengths & Interest Assessment
 - c. Scholarship Search
 - d. Transcript Management & Requests for Letters of Recommendation
 - e. Application Tracking
 - f. College Cost Comparison
 - g. College Admissions processes & application statistics
 - h. Resume Builder or Storage
 - i. Goal Setting & Important Task management

These databases allow you to establish specific search criteria so you can narrow your potential choices by geographic location, size of school, programs offered, and a wide variety of other criteria.

Once you have reviewed the profiles of the schools that interest you, visit the individual websites of those in which you have a continuing interest. College websites typically contain a wealth of information about the school and are worth your time to take a closer look. Often you can request catalogs and brochures via the website. If you want even more information, you can also download application materials.

After having reviewed the websites and other materials you may have requested, the following additional steps are recommended.

- 1) Try to talk to people who attend or have attended the school to get their opinions and insight about it.
- 2) Speak with representatives from the school by attending college fairs, information sessions, or by calling the admissions office. Be sure to get all your questions answered!
- 3) If possible arrange a visit to the campus to take a tour, sit in a class, and perhaps stay overnight in a dormitory. Spending time on the campus is perhaps the best way to determine if the school is right for you.

Types of Colleges

College

An institution that offers educational instruction beyond high school level in a two-year or four-year program.

Community or Community/Technical College

State supported two-year colleges offering programs as described below under Junior Colleges. These colleges commonly do not provide housing on campus.

University

An academic organization which grants undergraduate and graduate degrees in a variety of fields and which supports at least two degree professional schools that are not exclusively technological (such as medicine, journalism, or agriculture). It is composed of a number of “schools” or “colleges”, each encompassing a general field of study.

Liberal Arts College

Four-year institution which emphasizes a program of broad undergraduate education. Pre-professional or professional training may be available but is not stressed.

Junior College

Two-year institutions of higher learning which provide vocational training and academic curricula (terminal and transfer).

Terminal Course: Academic program is complete in itself. Student who completes may not apply to a four-year college for further study without completing additional course requirements.

Transfer Course: Academic program is designed to lead into a four-year course at another college or university.

Engineering or Technological College

Independent professional schools which provide four-year training programs in the fields of engineering and the physical sciences. They are often known as Institutes of Technology or Polytechnic Institutes. Many technology and polytechnic institutes offer strong programs in other areas (i.e. business, fine arts, etc.).

Technical School

Public or private institutions that offer terminal occupation programs intended to prepare students for immediate employment in fields related to engineering and the physical sciences. These schools may also offer one-year certificate programs in certain crafts and clerical skills.

Nursing School

There are three kinds of nursing schools. At schools affiliated with hospitals, students receive R.N. (Registered Nurse) degree upon completion of their training. At schools affiliated with four-year colleges, students receive both a B.S. degree and R.N. and have the opportunity of entering the field of nursing administration. At schools associated with two-year colleges, students receive both an Associate Degree and an R.N.

Military Academy

Federal military academies prepare officers for the Army, Navy, Air Force, and Coast Guard. West Point, Annapolis, and the Air Force Academy require recommendation and appointment by members of Congress, while the Coast Guard Academy uses a competitive application process. Private and state-supported military institutes, however, operate on a college application basis. They all offer degree programs in engineering, technology and other majors with concentration in various aspects of military science.

College Planning Timetable

FRESHMAN YEAR:

Fall-Winter:

- Learn the high school courses required for graduation
- Meet with your high school counselor for advice on your college plan
- Identify your interests, likes and dislikes-to help focus on your goals
- Join a club or tryout for a sports team
- Volunteer for something you find important

Spring:

- Refocus your student habits and finish the year strong
- Keep up your grades-colleges look at your grade point average (GPA)
- Set your sophomore schedule with your counselor to include honors or Advanced Placement (AP) courses
- Create your four-year academic plan with your counselor
- Start searching for summer programs
- Spend a day at work with a family member, friend, or community member to learn about their job
- Attend local college fairs in your area (www.nacacfairs.org/attend/national-college-fairs)
- Talk to current college students about their path to college and college life
- Try virtual campus tours

Summer:

- Participate in an enrichment program that expands your knowledge
- Get a job or internship
- Volunteer!!!
- Prepare for sophomore year by reading and completing summer packets
- Visit college campuses

SOPHOMORE YEAR:

Fall-Winter:

- Learn time management skills and create SMART goals to keep you on track
- Take the PSAT to help you prepare for the SAT
- Meet with your high school counselor for advice on your college plan
- Volunteer for something you find important
- Keep your grades up-colleges look at your grade point average (GPA)

Spring:

- Review your four-year academic plan with your counselor
- Enroll in Honors courses and AP courses for Junior year
- Join a club or tryout for a sports team
- Explore summer opportunities-be mindful of application deadlines
- Take an interest inventory to expand your ideas for some careers
- Have conversations with counselors, teachers, family, and community members about their career paths and what they studied in college
- Visit campuses-think about size, location, and academic programs
- Attend local college fairs in your area (www.nacacfairs.org/attend/national-college-fairs)
- Use an online search engine to find colleges

Summer:

- Confirm your summer plans (work, internship, enrichment programs, community service, college tours)
- Learn about types of scholarships and grants

JUNIOR YEAR:

Note: Junior year is the most important year academically. Continue to take challenging courses and work hard to achieve the highest grades you possibly can. Also, continue involvement in extracurricular and community activities and strive to take on leadership roles whenever possible.

January-March:

- Prepare for the March SAT
- Search colleges, using Naviance, www.collegeboard.com, as well as college guide books and college catalogs. Choose and create a list of five to ten colleges/universities to call or email for more information and/or to schedule a campus visit.
- Research and request information from schools you are interested in attending.
- Take the SAT at school.
- Begin researching volunteer opportunities/internships for summer vacation.
- Research College Fairs to learn more about colleges/military or look into Career Fairs/Expos for work, certification and trade opportunities

April:

- Check to see if any of the colleges/universities that interest you require SAT Subject Tests. Register for the May or June SAT Subject tests. Centers administering the May or June SAT are listed in the registration bulletin.
- Register for additional SAT or ACT administrations.

May:

- If required by colleges you are interested in, take the ACT exam.
- Continue to compile a resume or a list of your extracurricular activities, community service activities, awards, etc.
- Determine the topic of the essay or personal statement that the college you are most interested in requires. Write a draft of that essay or personal statement.
- Identify two teachers that can provide a letter of recommendation for college applications.

June:

- Take the SAT Subject Tests if applicable.
- Make plans to visit colleges/universities during summer vacation.
- Write, edit and revise essays for college applications.
- Develop/write your resume for use with college recommendations.
- Get involved with community volunteer work. It will enrich you as a person, as well as “look good” on your resume.

Summer Before Senior Year

- Continually check into your Naviance account. Here you will be able to research colleges, access a list of all the scholarships we have on file, find out when college reps will be visiting Pathways, and much more!
- Visit college campuses every chance you get!
- Draft your college essay and update your resume.
- Get involved with community volunteer work. Make sure you have all 60 hours you need to graduate ASAP. It will enrich you as a person, as well as “look good” on your resume.
- Use Khan Academy to prepare for the fall SATs
- Start narrowing down your college list of 7-10 colleges

Senior Year Time Line

September

- Meet with college admissions reps who come to visit our school.
- Attend Senior Family Financial Aid Night
- Make sure you have all the applications required for college admission. Write, phone, or email to request missing information, or apply online whenever possible.
- Create a Common App account (www.commonapp.org)
- Sync your Common App account to Naviance
- Know *application deadlines* for the schools and scholarships you wish to apply to. They may vary and it is **essential to meet all the deadlines!**
- Meet with your School Counselor to be sure your list includes colleges appropriate to your academic and personal record.
- Review your applications, transcript, activities, resume, and college essay with your parents, School Counselors, and teachers to ensure they are accurate and complete.
- Register to take the SAT's, ACT's, and SAT II's. **Send official test scores to colleges you are applying to!**
- If colleges require recommendations, ask the appropriate people to write on your behalf.
- Start your Financial Aid process. Both you and your parents need to obtain an FSA ID (www.fsa.ed.gov) so you can fill out the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.gov. Check to see if the colleges to which you are applying require any other financial aid forms such as the CSS Profile.

October

- Columbus Day weekend is a great time to visit college campuses. Many plan programs for prospective freshmen on this weekend.
- Know your deadlines and keep working on applications!
- Complete the FAFSA at www.fafsa.gov after 10/1

November/December

- If you completed a FAFSA, you should receive your Student Aid Report (SAR) within four weeks after submitting the FAFSA. Review the SAR carefully and check for any inaccuracies. If necessary, correct any items on the SAE and return it to the FAFSA processor (if a college transmitted your data directly, notify the college of any change).
- Know your deadlines and keep working on applications.
- Keep looking/applying for scholarships-get your college paid for!

January

- Keep working in your classes! Grades and courses continue to count throughout your senior year.
- Speak to your School Counselor to send mid-year reports (the transcript of your first semester grades) if your colleges require them. School Counselors will NOT send these automatically. You need to request them to be sent.
- Update college acceptances in Naviance as you receive them.

February

- Complete scholarship applications. You may be eligible for more scholarships than you think, so apply for as many as you can!

March

- Stay focused and keep studying-only a couple more months to go!

April

- Review your college acceptances and financial aid awards. If you are positive you will not enroll at one or more of the colleges that accepted you, please notify those colleges that you have selected another college. If you know which college you will attend, send your tuition deposit and follow all other instructions.

May

- Take AP exams, if appropriate and request that your AP scores be sent to the college you will be attending.
- Update Naviance with your final college decision

June

- Notify the college and your School Counselor of any private scholarships or grants you will be receiving.
- Know when the payment for tuition, room and board, meal plans, etc., is due. If necessary, ask the financial aid office about a possibly payment plan that will allow for you to pay in installments.
- Congratulations! You have completed a difficult task, now it's time to look forward to graduation!

College Search: What to Consider When Selecting Colleges

There are many factors to be carefully considered in choosing further education. Complete the checklist below. You may wish to discuss many or all of these points with your parents, teachers, school counselors, etc. Your counselor will help you get started if you wish.

1) Type of School (you may check two to three different types)

- A. Four-Year College/University _____
Technical School _____
Two-Year College _____
Short-Term Specialized Program _____
- B. Public _____
Private _____
- C. Liberal Arts _____

2) Size of School

- Under 1,000 _____ 8,000-15,000 _____
- 1,000-3,000 _____ 15,000 and up _____
- 3,000-8,000 _____ Unimportant _____

Size may not be as important as you think. Big schools have more activities, more students, more facilities...but it is easier to stand out in a small school.

3) Location

- A. Geographical: Consider factors such as distance from home and climate. Consider the expense of travel versus possible low tuition costs, nearness to relatives, and attractiveness of area because of longer season for certain sports, e.g. golf versus skiing.

- New England States _____ Southeast States _____
- Mid-Atlantic States _____ Southwest States _____
- Great Lakes States _____ Rocky Mt. States _____
- Plains States _____ Far West States _____
- Other States _____

B. Environment

- City _____ Rural _____
- Small Town _____ Unimportant _____
- Suburban _____

4) Expenses

Tuition, room and board, fees, books, travel, and personal expenses all must be considered.

- Cost Important _____ Cost Not Important _____

Would need some financial aid if cost is over:

- \$40,000/year _____
- \$30,000/year _____
- \$20,000/year _____
- \$15,000/year _____

5) Student Body

Co-ed _____
Men or Women Only _____
Unimportant _____

6) Living Accommodations

Commute from Home _____ Apartment _____
Dormitory _____ Unimportant _____
Cooperative Housing _____

7) Extra-Curricular Activities

For many students this is not a factor of primary importance. Almost all colleges provide a variety of activities. If, however, a particular activity is really important to your enjoyment of life, be sure that the schools you are looking at have what you need.

A. Athletics: Name of Sport(s) _____
Varsity _____
Intramural _____

B. Fine Arts: Drama _____
Music _____
Art _____

Available as performing opportunities _____
Available as cultural opportunities _____
(concerts, theater, museums nearby) _____

C. Physical Activities Martial Arts _____
Yoga _____

8) Academic Atmosphere

Be sure that the colleges you are applying to will challenge you intellectually, but not overwhelm you with the academic workload.

9) Religious Environment

A. Availability of place of worship for your religion:
Important _____ Unimportant _____
B. Availability of courses in religion:
Important _____ Unimportant _____

10) Volunteer Opportunities

A. Are there service opportunities that are consistent with your interests?

Strategies for Determining Your Final List of Schools

By the end of September of your senior year, students should have made a final decision regarding the schools to which they plan to apply. This is a decision that students should take great care in making and have a strategy in mind when selecting schools.

For most students, it is best to select a range of schools in terms of entrance difficulty. Usually, selecting four to six schools is appropriate. Use a strategy as described below:

Stretch Schools (1)

Choose one or two schools that you would really like to attend, but when you compare your grades and test scores to the averages for that school, you are not sure that yours are quite high enough to get in. Since stretch schools are the most competitive schools to which you apply, remember that if you are accepted to one of these schools, they will likely be the most challenging for you academically.

Target Schools (2 to 3)

Choose two or three target schools which are your primary choices. These are the schools that you feel you are best suited to attend and appear to be the best match when you compare your grades and test scores to the averages for those schools. These should also be schools that you and your family can afford for you to attend.

Safety Schools (1)

Students should select one of two schools that they would be satisfied to go to and where they are certain they will be accepted. For many students, Community Colleges are good safety schools because they have an open enrollment policy and will accept all students who have a high school diploma.

College Comparison Chart

College Name	College #1	College #2	College #3	College #4
Location: *Town/city/state *Distance from home				
Size/Enrollment:				
Environment: *2 or 4 year *setting (rural, urban, etc.) *location & size of nearest city *religious affiliation				
Admission requirements: *application deadlines *average SAT scores *high school courses required *SAT Subject Tests? Yes/No *Interview?				
Housing: *guaranteed? *roommate policies?				
Academics: *majors of interest *average class size				
Costs: *tuition, room & board *application fee				
Financial Aid: *forms required				
Campus Activities: *Athletics *Intramural sports *Clubs				
Campus Visits: *special opportunities *open house dates *interview				

College Admissions Criteria

In deciding on your qualifications, colleges will consider your:

- 1) High School Record- including courses taken, grades, level of courses, total academic load carried.
- 2) Standardized Test Results (SAT, SAT-Subject Tests, ACT)
- 3) Extra-Curricular Activities including school, community, and work experiences: Evidence of leadership roles in these activities is important!
- 4) Recommendations letters, Personal Statement Essay and supplemental essays
- 5) Personal Interview (may not be required)

****Schools are looking for students who demonstrate commitment and responsibility – make sure to reach out to the schools on your lists and follow up regularly!!****

Steps for Applying to College

Ideally, before the October of Grade 12, you will have discussed specific colleges with your counselor and have either visited those schools or have a plan to. It is extremely important that you visit the colleges you will be applying to. Outlined below are six suggested steps for you to take in the process of applying to colleges. If you are wise in your selections, the exact number of colleges to which you do apply need not exceed five. Your list of colleges should reflect a range of competitiveness, as well as a range of cost. It must also be suited to your needs and abilities.

Step #1: Write or Email for Information and Forms

You the student, should write or email to the Director of Admissions of the college and ask for:

1. The latest catalogue and literature for prospective freshman, stating the branch or college (if a university) to which you are likely to apply.
2. Application forms for admission, if not available online.
3. Scholarship information and forms (if interested)
4. Information on the best time for a visit and/or interview. If you know what time you and your parents can be on campus, inform the admissions office at least two to four weeks in advance, and explain that this is the only time possible for you (if it is). Always be polite and respectful - Never make demands, either blatantly or by inference.

The letter to the admissions officer may be sent any time during the second half of your junior year, but the actual interview can more sensibly wait until your credentials are complete. Ideally, you should wait until the junior marks have been entered on the record and the Junior College Board results are in. Many colleges, however, welcome visitors anytime. Many college websites provide access to you so that you can download the application.

Step #2: Prepare for a Visit and Interview

Read the catalogue and other literature that you have received. Admissions counselors have neither the time nor the inclination to dispense information that can be read in the catalogue or online. Be sure that you have a definite appointment set up before you arrive on campus. It is important that the admissions office know you are coming so that there will be an admissions counselor to speak specifically with you and your parents. See your counselor to get a copy of interview information handouts before you go. Create a list of questions to bring to your visit.

Step #3: The Visit

Know ahead of time what you are going to look for. Plan to stay at least a half-day, if possible. Arrange, if you can, to sit in on a freshman class in a subject that you know something about already. Talk to students and get their views on the academic and social life of the campus. Stop by the financial aid office and introduce yourself to the financial aid officers and collect literature. Take notes, rather than attempt to rely on your memory. If possible, take pictures. Things that should concern you include, above all, the quality of the instructional program, the facilities for it, and the extent to which the cultural, social and religious activities of the college shape or direct the activities of the student body.

Step #4: The Interview

During the interview:

- Be your natural self.
- Ask questions that you may have regarding clarification or elaboration of material you read in the catalogue or other literature.

- Be prepared to answer questions about your interests and accomplishments, which are not readily discernible from the transcript.
- Be honest (know why you are interested in this particular college and be prepared to say why, if asked).
- Warn your parents against answering questions asked of you, should your parents be invited into the interview with you.
- Do not boast about your record (academic or other) but be prepared to “tell” about it, if encouraged.
- When you get back home write a thank-you note for courtesies shown to you and your parents during your visit.

Step #5: The Application

Carefully and thoughtfully complete your part of the application forms and give your School Counselor ample time (three to four weeks if possible) to complete his/hers. There is no need to wait until taking Senior SAT’s before applying to college. When you know you plan to apply to a particular college, apply then. If the college asks for other references, extend the same courtesies to those people. Always get permission of the person before listing him/her as a reference. You will need to request a letter of recommendation in Naviance. It will be wise for you to ask politely, after due time, whether your reference has remembered to mail or upload his or her letter to Naviance. Do not forget to thank him/her when he/she has done the job!

Step #6: Complete Scholarship Forms

If you are applying for scholarships or other forms of aid, be sure you and/or your parents meet all necessary deadlines. The best single source of assistance is the college to which you apply. Ask for proper forms at the time you ask for application forms for admission. If you need assistance, do not hesitate to ask for scholarship aid. Usually, whether or not you need financial help has no bearing as to whether or not you are admitted to the college. (If in doubt, ask your counselor about those colleges which may consider it a factor in admissions). Do not, in any case, avoid applying to a college just because the cost seems high. Very often the most expensive colleges have the most generous scholarship budgets. Do not avoid considering colleges far away from home. Total costs of attending many colleges outside of the northeast are often less than those nearer to home, even when transportation costs are included. Any college now using federal money in its financial aid program requires the parents of the student asking for financial assistance to complete the Free Application of Federal Student Aid (FAFSA). Colleges using their own budgeted funds to supplement government money usually require the CSS/Financial Aid Profile in addition to the FAFSA, and in some cases, their own institutional form. Each college has its own deadline for applying for aid and filing these forms. Both the student and the parent have forms to complete. The student completes the college’s own financial aid application. The parent(s) complete(s) the FAFSA and Profile.

****IMPORTANT****

The U.S Government now uses the FAFSA to determine a student’s eligibility for the Pell Grant, awarded to students by the federal government strictly on the basis of need. **So, too, do the State of Connecticut and many foundations, institutional and corporate programs.** Students and their families are encouraged to complete the FAFSA online at www.fafsa.ed.gov. If you plan to be an Early Decision candidate and also plan to apply for financial aid, check directly with the college to be sure that there aren’t special forms to be completed. **Those who file the FAFSA should check the appropriate box on the form to file for the Pell Grant Program.** There are a number of local scholarships, all very generous, which are awarded upon the basis of need, grades, character, service, and other considerations. All scholarships are posted on Naviance.

College Application Procedures

Seniors can opt to apply to colleges by online application or full application by mail:

- A. **ONLINE APPLICATION:** After submitting your online application, you **MUST** do the following:
- 1) Complete the *College Transcript Request* Form and return immediately to your School Counselor. If this is **NOT** completed, the school will **NOT** know to send off your remaining materials.
 - 2) Check with your School Counselor to make sure the teacher recommendations have been completed and uploaded.
 - 3) **You are responsible for sending your SAT/ACT to colleges through the CollegeBoard/ACT website**
- B. **FULL APPLICATION BY MAIL:** After you have completed your application and it has been signed by both you and your parent you must:
- 1) Complete the *College Transcript Request* Form
 - 2) Submit complete application (all forms).
 - 3) Supply supporting documents required by college – Resume, recommendation(s), essay, etc.
 - 4) Pick up Fee Waiver from your School Counselor
 - 5) **You are responsible for sending your SAT/ACT to colleges through the CollegeBoard/ACT website**

PLEASE NOTE THAT NO APPLICATION WILL BE ACCEPTED UNTIL ALL THE ABOVE STEPS ARE COMPLETED. Colleges are very strict with regard to deadlines. Any application received beyond the due date is placed in a late admissions pile and not reviewed until much later. To ensure that your application arrives on time, your School Counselor must have the application 5 CALENDAR DAYS BEFORE THE DUE DATE.

Campus Visits

Campus visits are highly recommended. Before you visit a campus, consider some of the options below. It is also important to develop a list of questions and plan specific activities in order to accomplish your goals. Many students start making preliminary visits to colleges in their junior year, and return in the fall of their senior year to colleges in which they have serious interest for more extensive visits. These visits may include visiting classes, talking with students, and perhaps even staying overnight.

Planning a visit is as easy as visiting the Admissions homepage for each college. Usually students can sign up for a tour online or call the Admissions office and request to schedule a tour.

- If possible, plan to visit when high school is not in session, but the college IS!
- Request a definite date and time, particularly if you want to have an admissions interview.
- If you are unavoidably delayed, be sure to call the admissions office prior to your appointment.

Some tips for a successful college visit:

- ❖ Schedule an interview with an Admissions representative. Be prepared with questions you want to ask.
- ❖ Inquire about admission requirements.
- ❖ Talk to a professor in a major that interests you. Be sure to ask what graduates do once they leave college.
- ❖ Talk to coaches of sports in which you might participate.
- ❖ Learn about the college environment.
- ❖ Determine the job or graduate study placement record for graduates in your field of study.
- ❖ Ask a student what most people do on weekends (Go home? Stay there?).
- ❖ Investigate your academic program.
- ❖ Consider attending a class-observe class size, teaching style, academic atmosphere.
- ❖ Ask about study abroad opportunities.
- ❖ Read the student newspaper.
- ❖ Check the student residence halls and dining facilities (eat in the cafeteria if possible).
- ❖ Take note of the diversity of students you observe and compare your observations with the statistics.
- ❖ Observe students passing between classes. Do they seem to know each other? Are they friendly?
- ❖ Ask if part-time work is readily available on campus or in the surrounding community.
- ❖ Ask about financial aid opportunities (deadlines, forms required, etc.)
- ❖ Obtain a school calendar and fee schedule.
- ❖ Take a campus tour.
- ❖ Identify career planning services for undergraduates.
- ❖ Visit the library.
- ❖ Investigate transportation options.
- ❖ Find out how students use their out-of-classroom time.
- ❖ Become aware of students' activities (clubs, organizations, Intramurals)
- ❖ Inquire about campus life in terms of dating and social activities.

College Visit Evaluation Form

College: _____ Date/Time: _____

Impressions

Classrooms:

Technology:

Library:

Dorm:

Food:

Students:

Teachers:

Campus Life:

This college is: (circle one)

NOT FOR ME WORTH EXPLORING FURTHER STRONG POSSIBILITY

College Interviews

Some colleges require interviews, some state that they are desirable, and some do not offer interviews. If there is any chance for an interview, you should take it, as this is your best opportunity to make a good impression and let them see the kind of addition you would make their campus. Interviews most often are with experienced admissions staff, but some colleges have trained undergraduates conduct the interviews. Interviews typically last about twenty to thirty minutes.

- Call or register on-line at least two months before you plan to make the trip for an interview.
- Become as knowledgeable as you can about the school, its programs, and its admissions process. Prepare yourself to talk about characteristics you know they seek in applicants.
- Bring an unofficial copy of your transcript to the interview.
- Bring a perfectly typed, brief college resume.
- Bring a professional-looking portfolio of your work if you have one available.
- Prepare and practice your answers to some of the commonly asked questions. Bring a list of questions you want to ask.
- Dress well!! (NO JEANS! Conservative attire that will leave a good impression with adults, neat hair, fingernails, shoes, etc.)
- Arrive on-time or a few minutes early.
- Go alone, rather than with a friend or gang. Parents do not participate in the admissions interview, but may be invited to speak with the admissions officer after your own meeting.
- Relax! Smile! Make eye contact! Enjoy yourself. Admissions interviewers are usually engaging and personable people!
- Send a thank-you note when you return home.

TYPICAL QUESTIONS AT A COLLEGE INTERVIEW

- 1) What do you know about our college? (Do some research so you are not left without anything to say)
- 2) What are your career goals?
- 3) What are your academic strengths and weaknesses?
- 4) What kinds of things do you do outside of school?
- 5) What have you been doing this summer? (if interviewed in summer or fall)
- 6) If you had high school to do over again, would you do anything differently?
- 7) Discuss your most stimulating academic experience.
- 8) What is the most significant contribution you have made to your school?
- 9) Why have you chosen the level of classes in high school that you've taken?
- 10) What are your priorities in selecting a college?
- 11) What book/movie has made a lasting impression on your way of thinking?
- 12) If you were the admissions officer, why would you admit a student like you to our college?

QUESTIONS YOU MIGHT WANT TO ASK

- 1) How many students receive financial aid? What kinds of financial aid might be available for a student like me?
- 2) What do students do when they're not in class?
- 3) Do you have programs in (sports, music, art, etc.)?
- 4) How are roommates selected?
- 5) Do you guarantee on-campus housing?
- 6) Are you wireless? What computing facilities are available?
- 7) What do students do on weekends?
- 8) How big are classes?
- 9) How much contact do undergraduates have with faculty?
- 10) What is the typical course load?
- 11) What are the distribution/general education requirements?
- 12) Is there a writing requirement? How can I satisfy that?
- 13) What is your policy about accepting early college credits?

Standardized Tests

Most colleges require students to take entrance examinations as part of the application process. There are two entrance examinations that colleges utilize, the SAT and the ACT. Students must determine which of these examinations the schools they are applying to require. Many schools will accept both the SAT and the ACT, however, some schools will specify only one of these tests. Generally, schools on the east and west coasts and in the south use the SAT, while schools in the mid-west and southwest use the ACT.

Standardized tests are a major factor that colleges use to determine which students they will accept. It is recommended that students plan to take entrance examinations at least twice, once in the spring (May or June) of their Junior Year, and again in the fall (October or November) of their Senior Year.

PSAT/NMSQT: The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in October is a practice test for juniors (and also sophomores) designed to give you an idea of the procedures, questions, and scope of the SAT I without the essay. Detailed results are reported in a way that helps you see your strengths and weaknesses.

SAT-I: A three hour, 45-minute exam designed to measure critical reading, mathematical reasoning abilities, and writing skills. The College Entrance Examination Board (CEEB) is responsible for the SAT-I, which is given at specified test centers throughout the year. The SAT-I is required or recommended by many colleges as part of the admissions process, sometimes in combination, with one or more of the CEEB's SAT II (Subject Tests). Fee waivers are available for the SAT-I. Students may register at www.collegeboard.com.

SAT-II: In addition to the SAT I, a number of colleges (generally the more competitive schools) require one, two, or three SAT Subject Tests. Each test is one hour in length and measures what a student has learned in a given subject area. Test scores range from 200-800. Only after you know which colleges to which you will apply, is it possible to know the subjects for which you must take the SAT II Subject Tests. Remember you cannot take the SAT I and SAT II on the same day. Students may register at www.collegeboard.com.

ACT: This examination measures your abilities in four areas- English, Mathematics, Social Studies, and Natural Sciences. As is done with the SAT, the scores are compared on a national scale with other students planning to attend college. Students may register at www.act.org.

IMPORTANT:

Please note, colleges ONLY accept score reports that are sent directly from the testing agency to the institution. Be sure to meet all deadlines required (Example: SAT scores MUST be requested through the Collegeboard website up until 9 days after the test date. If after that test date, students will need to pay a fee to send SAT scores to EACH college.)

Exam schedules, registration dates and forms for the SAT and ACT are available in the Guidance Department. Registration deadlines are usually four to five weeks before the exam date.

Financial Aid Information

Many families are understandably concerned about meeting rising college costs, especially those at private institutions. Any candidate for admission to college should apply for financial aid if his/her family feels that it might not have the ability to pay the entire cost. Those interested in financial aid should acquire a Free Application for Federal Student Aid (FAFSA) and submit it according to the directions. The FAFSA can be found at www.fafsa.ed.gov and it contains comprehensive instructions for its completion. The form is completed by you and your parents after October 1 of your senior year. The FAFSA requests income information about you and your parents and it is easier to complete if you fill out your federal income tax return before doing the FAFSA. Many colleges require the CSS/Financial Aid Profile and their own forms be completed as well. Early in the senior year students should be sure they know financial aid deadlines and the proper forms to use for each college they are considering. If students miss the Priority Filing Date, they risk losing any financial aid they may be offered.

Based on the information provided on the FAFSA, an estimated family contribution (EFC) is calculated, which is the amount of money you and your family are expected to pay for one year of college. The colleges to which you apply use your EFC to determine the amount of aid you are eligible to receive. Since only limited funds are available, colleges may or may not be able to award you the full amount you are eligible to receive. See the example below:

20,000	cost of attendance (will vary for each college)
<u>-2,000</u>	expected family contribution (EFC)
18,000	amount of aid you are eligible to receive

Some colleges require you to complete forms in addition to the FAFSA, some of which may carry a fee. Fill out all forms completely and accurately and submit them before the college's deadline.

The best source of information on financial aid is the Financial Aid Office of the colleges to which you apply. Contact them directly to get specific information on the forms they require and the deadline dates to complete them. If you have any special circumstances that are not covered by the forms you fill out, contact the Financial Aid Office to discuss them.

The colleges to which you are accepted will send you a Financial Aid Package along with their acceptance letter (or shortly thereafter). The package may meet all or part of your financial need.

Financial Aid Packages may include **grants and scholarships, part-time jobs, and loans**. Remember grants and scholarships are outright gifts of money that you do not have to repay. Loans are borrowed funds that usually must be repaid with interest.

Keep copies of all financial aid documents that you prepare including the FAFSA. Maintain a file folder, with the financial aid information for each college to which you apply. Include in the folder records of phone calls to the Financial Aid Office, the name of the person spoken to and their phone number.

Sources of Financial Aid

INSTITUTIONAL AID

Colleges and universities have their own financial aid funds which are used in conjunction with federal money to award scholarships, loans, and employment opportunities to needy students. Make direct application to the College Financial office after completing the FAFSA. Often colleges offer Honor Scholarships or Special Talent Scholarships (athletics, debate, music, etc.) for which need is not a factor. Please check the policies of the college you are investigating. Remember all schools have a deadline for applications to be submitted for financial aid.

CONNECTICUT FINANCIAL AID

The state operates the Roberta B. Willis Scholarship Program. Students will be required to submit a FAFSA form. To be considered for the award students must have a cumulative rank in the top twenty percent of their class at the conclusion of their junior year or have scored 1210 or above on any SAT test taken in December or before. Within funding limitations, awards will be given to the most financially needy students who meet either of the criteria noted above.

Note: Grants awarded under the Roberta B. Willis Scholarship Program, can only be used in colleges located in states that permit their residents to bring their state grants to Connecticut colleges. In addition to colleges located in Connecticut, other eligible colleges are those located in Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, and Vermont.

LOCAL SCHOLARSHIPS

Many local and state businesses offer scholarships and often the employer of a student's parents may offer scholarships for the children of employees. Also, scholarship listings are published weekly on the Naviance website, under the Scholarship section. *The Greater Hartford Foundation for the Public Giving* publishes a scholarship guide each year that includes numerous scholarship programs available for Hartford students. This guide is an outstanding source of information on local scholarships and should be carefully reviewed by all students searching for scholarships.

General Note About Financial Aid

Colleges using federal government money in their financial aid programs are not allowed to provide more aid than is justified by "need" as determined from the FAFSA. Therefore, if a student receives aid from other sources (i.e. local corporate scholarships) the college is **required** to adjust its package. Many colleges will adjust work or loan requirements before reducing grants. Check with individual colleges on how they handle this issue.

Athletics in College and Student's Responsibilities

Planning to play a sport in college? Preparing for such an endeavor should begin as early as your freshman year. However, junior year is when the ball really starts to get rolling. Establishing and following a schedule will assist with the daunting task of preparing for college and breaking those tasks down into manageable components. Here is an outline for you to follow in your junior year:

- Continue to build a strong transcript by taking challenging academic courses, earning good grades, and taking the PSAT and SAT. Work to be a leader both on and off the field.
- Ask your high school coach to write a letter of recommendation for you to include in your correspondence to college coaches.
- Keep a record of your best performances in individual events. A coach may also want to know your time for the “mile” or “50-yard dash” as well. Keep track of your personal and team statistics and please BE HONEST!
- Write letters to college coaches at the institutions you are interested in attending to provide an introduction and to obtain information about the colleges you are evaluating. Include your resume and one or two of your most impressive “press” communications. Include: the name of your school, sport and coach; recognition, leadership and awards earned in the sport; SAT/PSAT scores, Grade Point Average; and a listing of school and community services and activities.
- In response to your letter you may receive written communications from college coaches, but be aware that they MAY NOT contact you in person or by telephone until on or after JULY 1, between your junior and senior years.
- Request information brochures from those colleges that interest you the most. Review college catalogs and view books as you receive them. Do you meet academic qualifications? You can't play college sports if you are not accepted to the institution.
- Attend college fairs and meet with college representatives who visit Pathways to Technology. Visit colleges during the summer between your junior and senior year, if not sooner. You may want to take advantage of open houses or schedule one-on-one interviews and tours with an admissions counselor.
- Explore your options and examine plans for financing your education. Attend financial aid information meetings with your parents. Research scholarships in the Guidance Department and online.

Registering with NCAA Clearinghouse

Registering online with the NCAA Clearing house is the quickest and most efficient way to register.

- ❖ Go to: www.eligibilitycenter.org
- ❖ Click on NCAA College-Bound Student-Athletes
- ❖ Click on New Account (upper right-hand corner) to complete your registration for eligibility
- ❖ Fill out form and payment information – fee waivers may be available.
- ❖ Submit
- ❖ Print Signature Page
- ❖ Submit Signature Page and completed transcript request form to the School Counseling Office.

Entering the Workforce

Preparing to Enter the Workforce

Graduating seniors who choose to enter the workforce need to plan a well thought out and systematic job search campaign. Careful preparation enables the person to present his/her qualifications in the best possible light to the widest range of potential employers. Being well prepared will also build self-confidence and help you through the interview process.

Several factors affect the success of the job search. The candidate who really does not know what he/she wants to do may be at a disadvantage as potential employer's probe for his/her real interests. However, the search process also exposes individuals to a variety of job opportunities that helps candidates develop a clearer picture of their career goals.

To find the right job for you depends on your qualifications and desires. Therefore, you need to begin with an honest self-assessment and inventory.

ABILITY- What is your academic standing? What are your strengths and weaknesses? How can you work on eliminating or minimizing your weaknesses? Do you have specific talents or abilities that are of value in the job market?

EXPERIENCE- What is your actual job experience...part-time, summer jobs? Do you have any valuable experience from participating in extra-curricular activities (leadership and organizational skills) that would be attractive to potential employers?

PERSONALITY- What do you like and dislike? Do you prefer working alone or with others? Does pressure bother you? Are you a loner or a joiner? How do you feel about authority and taking direction from others?

WORKING CONDITIONS- What hours are you willing to work? Will you relocate in order to get a job? Do you prefer a large corporation or a small company? Do you like working outdoors?

WANTS- What gives you personal satisfaction? Do you want social standing? Do you want to help others? Do you desire personal recognition? Is money the most important factor?

To get more information on specific jobs, use Naviance which can be a valuable tool in your career search.

Strategies to Find a Job After High School

Below are several strategies to use when searching for a job. Remember that finding a job is a full-time job and people need to use every means at their disposal in order to be successful.

Contact People Whom You Know- Others that are working may be in a position to let employers know that you are looking for a position. If they know you well and are themselves reliable people, their recommendation may help you obtain a job.

Classified Ads (Internet and Newspaper)- Not all jobs are listed in the classified ads; however, it is one source for you to use in your search. If a written response to an ad is required, send a brief letter that clears up any unanswered questions of fact regarding what the employer wants, and request an appointment for an interview. Give only enough information about yourself to show that you are a suitable applicant.

Public Employment Services- The Connecticut Labor Department Job Seeker Service is online at www.ctdol.state.ct.us/gendocs/JobSeekers.html. The service is free and you can obtain information on current job openings, the types of positions available, and listings of local civil service examinations and apprenticeship opportunities.

Private Temporary/ Permanent Employment Agencies- Private agencies are a good resource for those seeking short or long term employment. Agencies may specialize in different types of job placement that can range from industrial type labor to office work. Prospective applicants register with the agency by filling out paperwork and completing some sort of inventory to determine the type of work the individual is best suited to pursue. Once registered, the agency will contact the applicant when opportunities arise or will ask them to check in periodically. It is wise to register with more than one agency to increase your chances of finding a position. Check the yellow page's section of the telephone directory for a list of area employment agencies.

Most agencies charge fees, but those are usually paid by the employer. However, always ask about any fees or charges before registering with an agency and avoid those that charge you more than a minimal amount.

Personal Canvassing- This is the process of actually going to the place where you want to work, visiting with the store manager or the human resources department in larger companies, introducing yourself, and asking for work. When making such visits you should be sure to dress appropriately (in a manner that those who work at the company typically dress). Remember that when canvassing, you should expect that most places will not be in a position to hire you. Do not get discouraged! The contacts you make now may help you in the future.

Mailings- Mailing of your resume and a cover letter to potential employers can be a useful strategy. However, do not just send out a form letter with your resume attached. Your letter needs to show the potential employer that you have something to offer them. For example, you were a varsity athlete in several sports and are seeking to work in a sporting goods store. Or you are an accomplished musician and are seeking a position in a music store.

Civil Service- Several public jobs are filled based on competitive examinations. Most civil service jobs are classified according to the skills and responsibility level of the position. Appropriate tests are designed and applicants are rated and ranked according to their performance. As openings occur, those on the top of the list are interviewed. Ask the Connecticut State Labor Department about civil service jobs. Such jobs typically offer benefits, stable employment, and established guidelines for advancement and promotion and a wide variety of places to work. The disadvantage is that it will likely be a long waiting period before being appointed to a civil service job.

Filling Out a Job Application

When filling out a job application, remember that you are attempting to sell yourself to the potential employer. In order to present yourself in the most positive manner, follow the suggestions below.

- 1) Be accurate when you complete forms. If filling out the application at the employer's location, bring all supporting papers and references with you.
- 2) Read the entire form before you begin to fill it out.
- 3) Leave blank all spaces you are asked not to fill. Some examples are:
 - for office use only
 - do not write in this space
 - not to be filled in by applicant
- 4) Follow the directions carefully when you complete the application.
- 5) Write, print, or type clearly and neatly. Avoid white-out and erasures.
- 6) Answer every question. Fill every space you are asked to fill. The space you skip may be very important information; it could be what the employer wants to know.
- 7) Check your spelling, punctuation, and grammar.
- 8) If you are unsure about anything, ask questions.
- 9) Be sure to check ahead of time and with the people you plan to use as references.
- 10) Apply for one particular job with each application. If you are applying for another job in the same department or a job in another office in the same company, fill out a second or even a third application form.

Tips for Successful Job Interviews

The job interview is your best opportunity to obtain the job you are seeking. You must be well prepared! Read and follow these suggestions carefully.

- 1) Bring a good pen, your social security number, and a copy of your resume with you.
- 2) Have three references written down with their full names, business titles, business addresses, and business telephone numbers (or home addresses, etc. if reference does not have business address). Ask these individuals for permission before using their name and let them know an employer may contact them. Do not use relatives, but use other adults whose reference could be of value to you.
- 3) Go alone to the interview. Do not bring along a friend or relative. Be prepared to stay as long as the employer needs you for the interview.
- 4) Your appearance is extremely important. Do not under dress or overdress. If you are not sure, ask a parent or teacher for advice. Be well groomed and neat. Do not smoke before or during the interview.
- 5) You should arrive five to ten minutes early. ***DO NOT BE LATE!*** If an emergency occurs that will make you late, call the employer and explain the situation.
- 6) When first meeting the interviewer, stand up straight, shake hands, look them directly in the eye, smile and say, "Hello, I'm (your name)." Remain standing until the interviewer asks you to sit. When seated, sit straight and do not slouch.
- 7) Show **interest** and **enthusiasm** for the job you are seeking. Know something about the business and express interest in learning and a willingness to ask questions. Ask your questions toward the end of the interview.
- 8) Be flexible about working hours. You must meet the employer's needs.
- 9) Pay attention to your use of grammar. Speak up during the interview and use a clear voice and good diction. Say "yes" not "yeah".
- 10) The interviewer will be interested in information such as:
 - Your education and previous work experience
 - Your attitude toward people and work.
 - Your future career plans as they relate to the job
- 11) Look directly at the interviewer while talking and while listening. Do not stare at the floor.
- 12) Do not discuss personal problems with the interviewer. Stick to the job related information only.
- 13) Do not place articles on the interviewer's desk. Keep them on the floor or on your lap.
- 14) If you are not offered the job during the interview, ask if you can call back in a few days.
- 15) When the interview is over, say, "Thank you," and "I'm very happy to have met you."

Military Enlistment

The Armed Services is one of the major employers in the nation. It also is a major source of educational training and provides preparation for entry level jobs. In addition, the military offers programs to help fund your college education.

There are many job training opportunities in the military for both men and women. If you are interested in travel and desire to earn good wages immediately, the military may be a good choice for you.

Students who plan to join the military upon graduation from high school are required to take the Armed Services Vocational Aptitude Battery (ASVAB). The battery is administered by the military recruiting offices on a regular basis.

The ASVAB is a group of 12 tests that measure your aptitude in five separate career field areas and provides an indication of your academic ability. The tests are General Information, Numerical Operations, Attention to Detail, Word Knowledge, Arithmetic Reasoning, Space Perception, Mathematics Knowledge, Electronic Information, Mechanical Comprehension, General Science, Shop Information, and Automotive Information.

When individuals who took the ASVAB as high school seniors seek to enlist in one of the military services within the two years of having taken the test, their test results will be used to determine their eligibility for enlistment. The scores will also be used to determine job guarantees for the enlistee unless the job he/she is seeking is one that requires additional qualifications.

RECRUITING INFORMATION

Air Force
233 Pearl St. #3
Hartford, CT 06103
(860) 525-2049

Army
233 Pearl St. #4
Hartford, CT 06103
(860) 527-6457

Marines
233 Pearl St. #1
Hartford, CT 06103
(860) 493-6572

Navy
233 Pearl St. #2
Hartford, CT 06103
(860) 527-6997

Coast Guard
1131 Tolland Tpke. #R
Manchester, CT 06042
(800) 533-9409

Air National Guard
100 Nicholson Rd. #1
East Granby, CT 06026
(800) 864-6264