

Agua Fria Union High School District #216

College and Career Guide

Compliments of your Career Centers at Agua Fria,
Desert Edge, Millennium, & Verrado High Schools

This document is also available on your school website

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These checklists are, in large part, the checklists found on Naviance and reference your task list found on that site.

9th GRADE CHECKLIST (Focus on self-exploration)

- Become familiar with Naviance website and your portfolio. The counseling department will provide an introductory workshop. You will be able to conduct self-exploration assessments, career exploration, and college investigation.
- Complete the "Strengths Explorer" assessment in Naviance (September).
- Complete the "Learning Styles" survey in Naviance (November).
- Complete the "M.I. Advantage" survey in Naviance (February).
- Begin your resume. Document extra-curricular activities, awards, and achievements.
- Volunteer to help in the community.
- Plan your high school courses (December). Challenge yourself academically. Take AP tests when available.
- Work to obtain the best grades possible. It will impact your future!
- Review your plans with your parents.

10th GRADE CHECKLIST (Focus on career exploration)

- Continue familiarization with Naviance website and your portfolio. All Freshmen tasks should be 100% complete.
- Complete the "Do What You Are" survey in Naviance (October).
- Complete the "Interest Profiler" in Naviance (November).
- Complete the "Career Cluster Finder" in Naviance (February).
- View the "Roadtrip Nation" feature in Naviance.
- Take the PSAT test (October, optional)
- Update your resume. Document extra-curricular activities, awards, and achievements.
- Volunteer to help in the community.
- Plan your high school courses (December). Challenge yourself academically. Take AP tests when available.
- Work to obtain the best grades possible. It will impact your future!
- Review your plans with your parents.

11th GRADE CHECKLIST (Career and College Exploration)

- Continue familiarization with Naviance website and your portfolio. All Freshmen and Sophomore tasks should be 100% complete.
- Complete the "Career Cluster Finder" in Naviance (November).
- Complete the "Interest Profiler" in Naviance (March).
- View the "Roadtrip Nation" feature in Naviance.
- Take the PSAT test (October, optional).
- Take the ACT test (February, optional but highly recommended if college-bound).
- Identify colleges of interest. Attend school and national college and career fairs. Make college visits during school breaks.
- Complete the "College Super Match" in Naviance (optional).
- Complete the "Game Plan" survey in Naviance.
- Understand paying for college - scholarships, financial aid, work study, etc..
- Update your resume. Document extra-curricular activities, awards, and achievements.
- Volunteer to help in the community.
- Plan your high school courses (December). Challenge yourself academically. Take AP tests when available.
- Work to obtain the best grades possible. It will impact your future!
- Review your plans with your parents.

12th GRADE CHECKLIST (Decision time)

- Continue familiarization with Naviance website and your portfolio. All Freshmen, Sophomore, and Junior tasks should be 100% complete.
- View the "Roadtrip Nation" feature in Naviance.
- Take the ACT test again (optional but highly recommended if college-bound).
- Apply to colleges of interest. Attend school and national college and career fairs. Visit any colleges you haven't yet visited. Note all application deadlines. Some universities are as early as November 1.
- Complete the "College Super Match" in Naviance (optional).
- Complete the "Game Plan" survey in Naviance.
- Understand paying for college - scholarships, financial aid, work study, etc..
- Request letters of recommendation from teachers and counselors. Provide at least 2 weeks' notice.
- Write a personal statement to be used for scholarship applications.
- Apply for scholarships.
- Update your resume. Document extra-curricular activities, awards, and achievements.
- Volunteer to help in the community.
- Work to obtain the best grades possible. It will impact your future!
- Review your plans with your parents.

Naviance - Career Exploration on the Internet

This website can help students find career information. You may use this program at school or from home.

To access Naviance, go to www.connection.naviance.com. Click the log-in tab in the upper right and sign in for students and parents. You will be asked for the school zip code. Use your school email (without the "aguafria.org") and password. Parents can use Parent Vue email and password.

Students will find the following sections:

About Yourself

- Write goals and complete tasks.
- Take self-exploration assessments to identify strengths, learning styles and interests.
- Prepare your resume and portfolio. Track awards and achievements.
- Make journal entries.

Careers

- Identify careers that match your interests and skills.
- Investigate a wide variety of occupations.
- Understand the pathway to the career(s) of interest.

Colleges

- Identify best-fit colleges.
- View lists of colleges visiting the school.
- Information about college and career fairs in the area.
- Locate scholarships
- Financial Aid

ACT & SAT- What's the difference?

Colleges and universities use both the ACT and SAT tests to evaluate students for acceptance into their schools. Most schools will accept scores from either test, while a few may require you to take a certain exam.

Go to the ACT or SAT websites (listed below) for details on offerings, costs, and dates. Applications are done online. The process takes about 45 minutes. You will need to report your grades by subject on the application. You will also be required to download a picture of yourself to be printed on the entrance ticket to be used the morning of the test.

If you are on free or reduced lunch, ask your counselor or Career Specialist for a fee waiver.

The **ACT** (American College Test)

- Achievement test, measures what a student has learned in school.
- Four major sections: English, Math, Reading, and Science Reasoning. Writing is optional.
- Each content area is presented in one chunk with an optional writing test at the end.
- Difficulty level of the questions is random.
- Questions are straightforward and may be long but are usually viewed as easier to understand what you are being asked.
- Multiple choice test.
- Math level: arithmetic, Algebra I and II, functions, Geometry, Trigonometry, no formulas are provided.
- Each section scored within range of 1-36. A composite score (range 1-36) is also given. It is the average of the four section scores.
- Scores based on the number of correct answers with no penalty for guessing.
- Registration, fee and date information along with preparation help is available at www.actstudent.org.

The **SAT** (Scholastic Aptitude Test)

- Measures literacy and writing skills and how well you analyze and solve problems.
- Two major sections: Math, Evidence-Based Reading and Writing.
- Questions are evidence and context-based in an effort to focus on real-world situations and multi-step problem-solving.
- Questions increase in difficulty as you move through the section (except Reading which are chronological).
- Multiple choice test with some math grid-ins.
- Math level: arithmetic, problem-solving & data analysis, heart of algebra, geometry, trigonometry. Formulas are provided.
- Each section scored within 200-800 range for a combined potential score of 1600.
- There is no penalty for incorrect answers.

Registration, fee and date information along with preparation help is available at www.sat.org/register.

The best way for a student to determine the best test is to take practice tests in both.

The **ASVAB** Test

The **ASVAB** test is a comprehensive test required by the military but available to all students. Its purpose is to help the student explore career options that they would be best suited for. The test is free and is typically given on your high school campus or a recruitment office

Test Preparation Study Sites

SAT

Practice tests & word of the day
www.sat.collegeboard.org/practice

ACT

Practice tests
www.actstudent.org/testprep

Kahn Academy

Over 120 free online tutoring videos for SAT Math tests
www.kahnacademy.org

Test Preview

ACT SAT PSAT (for Juniors and Sophomores)
ASVAB Accuplacer (community college placement exam)
www.testpreview.com

Exam focus

ACT SAT PSAT ASVAB
www.examfocus.com

The Princeton Review offers test prep workshops and tutoring. Costs will vary.

www.princetonreview.com

College Application Process

1. Application - obtain from the website or from the college itself (see page 16),
 - Check each school's application deadlines. Complete and submit your application as early as possible. Apply to more than one school. Allow sufficient time to complete the application and follow the instructions exactly.
 - Use your full legal name- no nicknames.
 - Have someone proofread your application.
 - Double check that you have included all requested materials before submitting.
 - Send application fees or completed fee waiver. If you are on free or reduced lunch, you are likely eligible for a fee waiver. See your counselor or Career Specialist.
2. Entrance exams
 - Universities and 4 year colleges usually require that you take SAT or ACT.
 - Community colleges give a placement test for math, reading and writing.
3. Essay - some applications ask for an essay
 - Write only on the requested topic and ask a teacher to review your essay.
 - Check your spelling and grammar; type your essay or write legibly.
 - Keep a copy for yourself.
4. Letters of Recommendation
 - Choose your writer carefully - someone who knows you well and can write positively about you.
 - Give the writer 1-2 weeks to complete the recommendation.
 - Give the writer information about yourself (resume) and the exact use for the letter.
 - Do not submit a copy of a previous recommendation.
 - Send a thank you note to the writer.
5. Resume
 - List of your education, jobs, community service, etc. in an organized format.
 - List of references- people who know you well- with phone numbers and addresses.
 - Include any educational or occupational goals.
6. Financial Aid
 - Most colleges and universities request you and your family fill out the Free Application for Federal Student Aid (FAFSA). When completing the application for fall admission, the application can be completed after October 1 each year.
 - Fill in online at: www.fafsa.gov ***note web address is ".gov" not ".com"

What else you will need....

Colleges need certain documentation during the admission process. The sooner the admissions office has all of them, the sooner you will know about your admission status.

1. High School Transcripts

- Official transcripts are available from the high school registrar. They can also be requested electronically through www.parchment.com. There is a charge of \$3.50 but it is quicker and there is a record of sending and receiving.
- Initially, colleges may accept unofficial transcripts. These can be printed by your counselor or Career Specialist.
- Some colleges allow you to self-report your grades but will request an official transcript later.
- After graduation, you must arrange for a final official transcript be sent to the college you will be attending.
- These include scores of tests (SAT, ACT) you took while in high school.

2. Health Records

- You will need to furnish your immunization records to your college.
- These may be obtained from the Health Center at your high school.

3. Athletes

- To compete at the college level, the NCAA Clearinghouse Application or the NAIA Application must be completed.
- The necessary forms are on their websites at: www.ncaaclearinghouse.net or www.naia.org
- Send admission applications to the college admission office not the athletic office
- ACT or SAT scores are required for college athletes.

High School Competency Requirements:

Arizona public universities require successful completion of the following competency requirements:

- English - 4 years
- Math - 4 years, Algebra I, Geometry, Algebra II, & College Algebra or Pre Calc
- Laboratory Science - 3 years (1 year from any of the following: Biology, Chemistry, Integrated Sciences, and Physics)
- Social Science - 2 years including one year American History
- Foreign Language - 2 years in the same language
- Fine Arts - 1 year

College Admissions Requirements

Each college or university establishes its own admission requirements. Generally, the areas they will consider are:

- GPA (Grade Point Average). Un-weighted averages are always considered. Many colleges use GPA for core classes only. These are not reflected on your transcript. Weighted GPA (extra value given to AP and Honors classes) is sometimes considered for admissions but often valued in scholarship applications.
- ACT and/or SAT scores. Check with the admissions office on college entrance standard, if any.
- Class rank, ie. top 20% of the class.
- Many colleges and universities consider other factors such as involvement in extra-curricular activities. Being in a leadership position is always helpful.
- Essays - required by some universities.
- Letters of Recommendation - required by some universities.

Some colleges will also consider areas not listed above. See your college admissions officer for specifics.

- Arizona
- College
- Application
- Campaign

Pre-Application Data Collection Sheet

The following information is a handy sheet to record the kind of information often requested on college or scholarship applications:

College choices:

	College #1	College #2	College #3
Name of College			
Special requirements (essay, teacher recommendation letter, etc.)			
Early Deadline/ Deadline to submit application			
Application fee (if any)			
Fee waiver (if applicable)			
Admissions test (if required)			

Information required for most colleges and universities

Student's full legal name (first, middle and last):

First _____ Middle _____ Last _____

Other names that might appear on academic records (if applicable)

Current Mailing Address: _____

City _____ State _____ Zip Code _____

Pre-Application Data Collection Sheet

Social Security Number (SSN): _____ Driver's License/State ID: _____

SAIS ID (for community colleges): _____

GPA & Class Ranking _____

Birthdate (mm/dd/yy): _____

Place of birth (city, county, state): _____

Did either of your parents attend and/or graduate from college? Yes _____ No _____

Did either parent obtain a bachelor's degree or higher? Yes _____ No _____

List college(s) your parents attended

Parent

I: _____

—

Parent

II: _____

Testing Information

	Exam Date (month/year)	Composite Score	Critical Reading/ English Score	Math Score	Reading Score	Science Score
SAT						
ACT						

Send Admissions test scores (if applicable)

Pre-Application Data Collection Sheet

Activity/Leadership/Community Services:

Activity, position, accomplishment or award	Dates participated	Brief Description

Additional items that may be needed:

- Front and back copy of your resident alien card or verification of visa status
- The University of Arizona, as well as other universities, may ask for work experience during your high school academic years.

Employment record

Specific nature of work	Employer	Approximate dates of employment	Approximate number of hours per week

Choosing the right college

- Consult your school counselor or Career Specialist.
- Visit College Websites - look for size, location, admissions, and other attributes.
- Check college search websites such as AZ CIS, Fastweb, Princeton Review.
- Talk with admissions representatives and alumni.
- Visit the campus. Many offer tours, open houses, overnight stays, etc.
- Consider academics and career planning.
- Consider financial costs. Don't assume that what is posted will be your actual cost. Scholarships will vary significantly. Make this decision after Financial Aid Letters are received.
- What is student life and housing like - does it fit your lifestyle and values?
- What resources are available - tutoring, health, safety, dietary or other needs?

Arizona Colleges & Universities

Arizona State University (ASU), Tempe, AZ

<https://students.asu.edu/freshman>

Northern Arizona University (NAU), Flagstaff, AZ

www.nau.edu

University of Arizona, Tucson, AZ

www.arizona.edu

Grand Canyon University, Phoenix, AZ

www.gcu.edu

Arizona Christian University, Phoenix, AZ

www.arizonachristian.edu

Devry University, Phoenix, AZ

www.devry.edu

Ottawa University, Surprise, AZ

www.ottawa.edu

Trine University, Peoria, AZ

www.trine.edu/peoria

Community Colleges

Community colleges, also known as 2-year or Junior Colleges, are regionally accredited post-secondary institutions at which the AS or AA (Associates of Science or Arts) is the highest degree awarded. A BS or BA (Bachelor of Science or Arts) is earned from a 4 year college or university. Community colleges offer technical, transferable and continuing education or specialized curriculums.

- Community based institutions that establish links and partnerships with high schools and the community.
- Deliver high quality programs at times and places for the convenience of the student.
- Have admission policies that are open to those with high school diplomas or its equivalent.
- Have tuition and fees that are significantly less than those at a 4 year college.
- Save students the cost of living on campus.
- Transfer curriculums that provide the first 2 years leading toward the bachelor's degree.
- Occupational-technical programs that prepare students for employment.
- Programs that assist students with upgrading of skills they already use.
- Programs that help students improve their basic academic skills.
- Certifications that may be completed in a few weeks up to 2 years.

Community College to University Transfers

AZTransfer is a free online college planning tool to assist students in transferring among Arizona's public community colleges and state universities. Using the tools on AZTransfer.com, Arizona students can plan a smooth and seamless transfer without losing academic credits. AZTransfer is paid for by Arizona's public community colleges, three state universities, and the Arizona legislature.

Your community college admissions specialists can assist you. Additionally, every college and university will have admissions specialists who can also answer your questions about transfers.

Maricopa Community Colleges

www.maricopa.edu

Maricopa Community Colleges do not require an ACT or SAT test. However, they do require an Accuplacer placement exam which allows the college to place students in the proper core classes based on test results. There is no charge for the placement exam. See your community college of choice for details.

- Estrella Mountain C.C. (Avondale)
www.estrellamountain.edu
- Gateway Community College (Phoenix)
www.gatewaycc.edu
- Glendale Community College (Glendale)
www2.gccaz.edu
- Chandler-Gilbert Community College (Chandler)
www.cgc.maricopa.edu
- Mesa Community College (Mesa)
www.mesacc.edu
- Paradise Valley C.C. (Paradise Valley)
www.pvc.maricopa.edu
- Phoenix College (Phoenix)
www.phoenixcollege.edu
- Rio Salado Community College (Tempe)
www.riosalado.edu
- Scottsdale Community College (Scottsdale)
www.scottsdalecc.edu

- Other Arizona Community Colleges

- Arizona Western College (Yuma)
www.azwestern.edu
- Central Arizona College (Coolidge)
www.centralaz.edu
- Cochise Community College (Douglas)
www.cochise.edu
- Coconino Community College (Flagstaff)
www.coconino.edu
- Dine College (Tsaile)
www.dinecollege.edu
- Eastern Arizona College (Thatcher)
www.eac.edu
- Mohave Community College (Kingman)
www.mohave.edu
- Northland Pioneer College (Holbrook)
www.npc.edu
- Pima Community College (Tucson)
www.pima.edu

Vocational and Technical Schools

Vocational or technical schools prepare high school graduates for a career or a specific job. The relationship between education and work has long been recognized as important.

Vocational schools may be a private enterprise or a part of community college offerings.

Check with any vocational school about their regional accreditation. This regional accreditation allows students to test for national licenses for certain careers.

Vocational-Technical schools offer:

- Hands-on experience.
- Classrooms that represent how work is done on the actual job.
- Instructors who are experienced in the subject, in order to teach the necessary skills in the shortest time possible.
- Assistance with job placement upon completion of training.
- Students with this training have an advantage in learning new skills at the workplace, since their training has provided basic thinking and problem solving skills.

Maricopa Community College Skill Centers are located at:

- Southwest Skill Center at Estrella Mountain Community College, Avondale
- Maricopa Skill Center, 1245 E Buckeye Road, Phoenix
- MSC Northwest Campus, 2931 W Bell Road, Phoenix

Their website is www.maricopaskillcenter.com

**Maricopa Community Colleges
Technical, Vocational, and Trade Schools
Apprenticeship, Certificate, Degree**

There are many ways to continue your education through earning a Degree or Certification in a Career Field.

Gateway Community College - Associates Degree, Certificate, or Apprenticeship
Website: www.gateway.edu Address: 108 N 40th Street, Phoenix

Automotive	Business	Environment	HealthCare	Industrial Tech
Information Tech	Liberal Arts (Associates Degree)	Nursing	Associates Degree to Transfer to University	

Apprenticeship Programs: Apprenticeship Programs allow you to "earn while you learn" with Classroom Training and Paid On-the-Job Training

Bricklaying/Tile	Carpentry	Concrete Form Builder	Construction Management	Electrical
Heat/Frost Insulation	Heavy Equipment Operations	HVAC	Ironworking	Millwright
Painting/Drywall Taping	Pipefilling/Refrigeration	Plaster/Cement Masonry	Plumbing	

Glendale Community College & Estrella Mountain Community College

Admin of Justice	Art, Animation, Graphic Design	Audio Production	Automotive	Computers (several) Web Design
Early Childhood Education	Fire Science	Fitness	Interior Design	Music
Nursing	Performing Arts	Video Production	Culinary Arts (EMCC)	Earn an Associates Degree and Transfer to a University

Paying for College

Scholarships are awarded to students with good grades, athletic ability, musical, or other talents. These do not have to be repaid. See the scholarship pages of this guide for more information. Additionally, the Career Specialist at your school will maintain lists of available scholarships which is posted on the school website.

Grants are based on financial need. These do not have to be repaid.

Loans are available to students (and parents) with financial need. A "subsidized" loan means that no interest will accrue during the time you are in school. These must be repaid after a student leaves school.

College work study may be available to students with financial need. This federal employment program helps students reduce the cost of their education by allowing them to work on college campuses.

Campus employment may be available to students with or without financial need.

FAFSA Information

Apply online at www.fafsa.gov

Most universities and colleges ask students to complete this form. FAFSA determines qualifications for many grants, loans & work-study programs colleges can award students. It may be completed after October 1 each year and should be submitted by March 1. *Free help is available on College Goal Arizona in late September or early October at www.collegegoal.az.gov.*

What you will need:

- Completed income tax forms from student & parents (IRS Form 1040, 1040A or 1040EZ not W2 form).
- Social security numbers (student & parents).
- Driver's license numbers.
- Parents' date of marriage or divorce.
- List of colleges you want to receive your FAFSA information.
- Create a pin number for yourself & for one parent to sign electronic documents. Save these pin numbers as they will be used every year you are in college.

Check all figures for accuracy. Make any corrections requested by FAFSA in a timely manner.

Check with your college for money awarded through FAFSA. The FAFSA website also has links to federal grants and loans such as Pell Grants, Stafford Loans, Perkins Loans and others.

Scholarships

Scholarships are a form of financial aid that is awarded to students for outstanding academics, community service, extra-curricular activities or other skills. Scholarship applications must be filled out and sent to the awarding organization. Scholarships do not have to be repaid.

Searching for scholarships can be a time-consuming process. Start early and commit time to the process on a regular basis. Read the eligibility requirements. There is no point in applying if you don't meet the criteria. Move on. See your Career Specialist or school website for lists of scholarships and scholarship websites.

Applications are available at your school, parents work, church, local stores and organizations. Fill in the application completely following the directions exactly. Have someone proofread your application for spelling and accuracy. Scholarship deadlines vary - double check the deadline as applications may be rejected if they arrive late.

The scholarship form may ask for a letter of recommendation, so plan ahead by gathering personal information in a resume to give to the writer. The individual who is writing the letter should be someone who knows you well and can write positively about you.

Most scholarships require an essay. Keep a copy of each application along with the essay. You may be able to edit the essay and use it for other scholarships. Notify your counseling office or Career Center when you receive scholarship awards.

Be wary of fees for scholarships and scholarship services. Almost all scholarships do **not** require a fee and are available through a variety of internet search sites.

Scholarship Essays

Tell the scholarship readers who you are, what your goals are for next 2-10 years, how you arrived at these goals, what influenced you. People, special experiences, and personal values explain what is important to you and why.

Neatness counts. Read all instructions before beginning. Follow the instructions exactly. Type rather than write by hand.

Make your application stand out. Be as creative as the instructions will allow. Include a picture of yourself.

Have an adult read the application and offer feedback.

Letters of Recommendation

Allow 1-2 weeks for letters of recommendation to be written. Give writer your resume, goal statement and any other information needed. Send a hand written thank you note after receiving the recommendation.

College Athletic Eligibility Centers

NCAA If you plan to participate in Division I or II athletics or transfer later, you must register with the National Collegiate Athletic Association (NCAA). Apply online at: www.eligibilitycenter.org

The NCAA is an organization that has established rules of eligibility, recruiting and financial aid, and regulates most college athletic programs. NCAA qualification is determined by the student's *GPA* and test scores.

Steps required to completing the registration:

- Complete registration form.
- Submit test scores & high school transcript.
- Submit the fee or fee waiver papers.

Students must submit their *SAT* or *ACT* scores directly to the college of their choice as well as to the NCAA Clearinghouse. The NCAA code for the *SAT* and *ACT* is 9999.

NAIA

Over 300 colleges use NAIA. They award full & partial scholarships to athletes in Divisions I and II. Apply online at: www.playnaia.org.

To qualify, students must have a 3.0 *GPA* at the end of their Junior year or at least a 2.5 *GPA* at the end of the first semester of their Senior year. Students must have an *ACT* score of 18 or *SAT* score of 860 in order to play at a NAIA college.

Steps required to completing the registration:

- Complete registration form.
- Submit test scores & high school transcript.
- Submit the fee or fee waiver papers.

Students must submit their *SAT* or *ACT* scores directly to the college of their choice as well as to the NAIA. The NAIA code for the *SAT* and *ACT* is 9876.

Glossary of Terms

Acceptance: candidate has been asked to attend having met the standards set by the college or school.

Accreditation: recognition of a college/university by a regional or national accrediting body indicating that the institution has met their standards.

ACT Assessment: college entrance exam that is required by many colleges as part of the admission process. ACT measures abilities in English, Math, Reading and Science.

Advanced Placement: high schools implement AP courses and administer the exams at the end of the school year. College credit is granted dependent upon success on the exam.

Apprenticeship: during a prescribed time period, a worker learns an occupation (usually a trade) in a structured program.

Associate Degree: a degree that is granted after the satisfactory completion of a two year program of study - usually at a community college.

ASVAB: a test that is taken by those wishing to enter the military. This test shows your ability to learn certain skills and your interests. Many schools give this test to their juniors.

Award letter: a letter telling you what financial aid a college is offering you. You may choose to accept some or all of what is offered.

Bachelor's Degree: a degree that is granted after the satisfactory completion of a four year program of study-usually at a college or university.

College Entrance Exams: tests that are used by colleges or universities for evaluation of applicants for admission and/or placement in courses. Tests used most often are SAT, ACT and Accuplacer.

College calendars: May be any of the following: Traditional semester: 2 equal semesters
Quarter: 3 equal terms of 12 weeks
Trimester: 3 equal semesters (3rd one replaces summer school)
4-1-4: 2 equal terms of 16 weeks with 4 week interim term

Community College (Junior College): regionally accredited, post-secondary institution where an associate's degree is the highest degree awarded. Certification programs and non-credit courses are also available.

Core classes (CPA): a calculation of grades earned in Math, English, Science, Social Studies, Foreign Language and Fine Arts.

College transfer courses: courses intended for transfer of college credit to a bachelor's degree program in a 4 year college or university.

Cost of Attendance (COA): price of attending a college for one year.

Credit (or Credit Hour): a unit of measurement for fulfilling course requirements. Most colleges require that you complete a certain number in order to graduate.

Class rank: a student's standing in his/her graduating class that is based on GPA and honors classes. It is expressed in percentages.

Deferred Admission: the postponing of admission for one year after being accepted into the college or university.

Early action: an accelerated application process for certain colleges and universities.

Enrollment status: an indicator of whether you are attending part-time or full-time.

Expected Family Contribution (EFC): amount a student and their family are expected to contribute financially toward cost of attendance.

Federal Work Study: a federal financial aid program that provides on and off campus work for college students. You qualify for this program through FAFSA.

Free Application for Federal Student Aid (FAFSA): the first step in applying for financial aid in which financial information is gathered from the student and family.

FAFSA can be completed online at: www.fafsa.ed.gov.

Grade Point Average (GPA): a calculation of grades earned in coursework.

Honors Program: a program that offers an opportunity for students to enrich their educational experience through independent, advanced or accelerated classes.

Independent Study: a program that allows a student to earn college credit through independent study with a faculty member.

Job Shadowing: a program by which a student observes employees in a workplace to gain insight about a career or job field.

Letter of Recommendation: a letter that supports a student's application to a college or for a scholarship. The letter is written by someone who knows you well (not a family member) who can write positively about you.

Loans: Money that is borrowed to pay for higher education and must be paid back with or without interest.

Major course of study: a course of study in one subject in which the student specializes in at a college or university.

Minor course of study: a course of study in a secondary subject in which the student specializes in at a college or university

NCAA & NAIA: the organizations that certifies athletes for competition in Division I & II intercollegiate athletics.

Open Admissions: students are admitted regardless of academic qualifications. Most community colleges have an open admission policy.

Out-of-State Students: students attending a public university outside of their state. Higher tuition rates may apply until state residency is established.

Preliminary Scholastic Aptitude Test (PSAT): a practice test for underclassmen to prepare for the SAT. National Merit Scholars are chosen from this test.

Reserve Officers Training Corps (ROTC): Air Force, Army and Navy programs at the college level that combines military education with bachelor's degree study. A commitment to military service is part of this college program.

Resume: an outline of your life as a high school student that contains information about your education, jobs, community service and educational and career goals.

Rolling Admission: an admission procedure by which colleges consider completed applications for admission on a continuing basis.

SAT Assessment: a college entrance exam that is required by most colleges and universities which measures math skills, verbal skills and includes a writing assessment.

Scholarship: a merit based award of money to be used for college costs.

Student Aid Report (SAR): notifies a student that their FAFSA has been processed.

Transcript: an official record of high school and/or college courses and grades.

Undergraduate Student: a student who has not completed a baccalaureate (usually 4 years) or first professional degree.