

Junior Planning Guide

Class of 2015



East Hampton High School

CEEB Code: 070165

TABLE OF CONTENTS

	Page
Introduction	3
Calendar for Junior Year	4
Calendar for Senior Year	5
Course Recommendations for Senior Year	6
Choosing the College that is Right for You	7
Types of Post-Secondary Education	9
Helpful Hints when Choosing Colleges	10
Testing for College Admissions	11
SAT/ACT Information	13
Beginning your Application Process	14
Some Questions to ask at your College Visit	18
Questions the Students are often asked during a College Interview	19
Specific characteristics to consider when choosing a career, vocational/business school	20
Financial Aid	21
Financial Aid checklist – what to do and when to do it	22
Military Service	24
Employment	25
Sample Resume	27
Glossary	28
Helpful Websites	32

INTRODUCTION

The East Hampton High School Counseling Department is pleased to present this **Junior Planning Guide** to you. The information in the guide is designed to help you with your post-secondary planning. If you plan to work directly after high school, it will help you with steps in selecting a possible career, write a resume, and review possible interview questions. If you do not plan to go to work directly after high school, it will help you to select schools that meet your needs and explain procedures involved in taking required tests and applying for admissions and financial aid.

This planning guide is provided to help you and your parents with your exploration. Your counselors will help clarify and supplement this information with small group meetings. They will also meet with you individually to help formulate personal plans. Please feel free to set up an appointment. Your counselor is looking forward to helping you plan for the future.

The East Hampton High School Guidance Department:

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Counselor Caseload

Sullivan-Freimuth

Grade 9 – Last names A-K

Grade 10 – Last names A-K

Grade 11 – Last names A-J

Grade 12 – Last names A-K

Malcolm

Grade 9 – Last names L-Z

Grade 10 – Last names L-Z

Grade 11 – Last names K-Z

Grade 12 – Last names L-Z

CALENDAR FOR JUNIOR YEAR

September

- ❑ Check high school Courses. Will you meet college requirements?
- ❑ Listen to announcements for college representative visits.
- ❑ Get involved in activities; genuine involvement in one is better than token participation in several.

October

- ❑ Read PSAT/NMSQT Student Bulletin to review for the test.

November

- ❑ Put forth your best academic efforts in these next two years.

December

- ❑ Begin to involve your parents in the college choice process.

January

- ❑ Review your PSAT scores.
- ❑ Attend Junior Post-Secondary Planning/PSAT Return Evening presentation.
- ❑ Prepare for semester exams—colleges look at your junior grades.
- ❑ Start researching schools and colleges through Naviance, websites, books in Counseling Department, and the library.

February

- ❑ Plan senior year courses; do they meet college requirements? Talk to your counselor
- ❑ Begin college search with your counselor.
- ❑ Visit colleges on February vacation.

March

- ❑ Register for May and/or June SAT/ACT
- ❑ Consider Subject Tests in courses you are taking this year if necessary.
- ❑ Discuss your senior schedule in more detail with your counselor.
- ❑ Attend local college fairs.

April

- ❑ Develop a preliminary list of colleges that interest you and contact them for information.
- ❑ Plan visits to colleges which interest you.
- ❑ Field trip to the HKHS College Fair 4/9

May

- ❑ Identify teachers whom you can ask for recommendations.
- ❑ Take the SAT or Subject Tests

June

- ❑ Take the SAT or Subject Tests.
- ❑ Plan summer visits to colleges.
- ❑ If you do not have a job, try volunteering in your career field.
- ❑ Check your community service hours for graduation. Work on completing your community service hours this summer.

July/August

- ❑ Visit colleges.
- ❑ Begin contacting colleges to request information and applications.
- ❑ Begin working on college essays.
- ❑ Set dates for interviews if colleges require them.
- ❑ Take SAT review course if necessary.

CALENDAR FOR SENIOR YEAR

September

- ❑ Register for the SAT or ACT
- ❑ Check senior courses. Do you meet graduation and/or college requirements?
- ❑ Check announcements and sign up for college representative visits.
- ❑ Begin first drafts for any essays required.
- ❑ Reduce your preliminary list of colleges to a manageable number.
- ❑ Talk with your counselor.
- ❑ Attend Senior Parents Night.

October

- ❑ Further develop essays for your applications.
- ❑ Review your transcript with your counselor.
- ❑ Take/Review for the SAT/ACT.
- ❑ Attend college representative meetings.
- ❑ Ask teachers for recommendations.
- ❑ Begin filling out college applications.
- ❑ Meet early decision and/or action deadlines.

November

- ❑ Take the SAT Reasoning or Subject Tests.
- ❑ Ask teachers to complete recommendations.
- ❑ Meet early decision and/or early action application deadlines.

December

- ❑ Take the SAT Reasoning or Subject Tests/ACT.
- ❑ Complete all applications for admission.
- ❑ Check application deadlines.
- ❑ Check announcements for scholarships.
- ❑ Attend Financial Aid Night for Parents.
- ❑ Review Scholarship Spreadsheet.

January

- ❑ Finish any other college applications.
- ❑ Pursue scholarship opportunities
- ❑ Complete the FAFSA.
- ❑ Be sure all course requirements will be met prior to graduation.

February

- ❑ Counselor sends midyear grade reports.
- ❑ Check announcements for Scholarship Information.
- ❑ Meet financial aid deadlines.

March

- ❑ Explore the colleges you have applied to as thoroughly as possible.
- ❑ Review Student Aid Report (SAR). Correct if necessary.
- ❑ Update Naviance with acceptances.

April

- ❑ Review your acceptances and financial aid offers.
- ❑ Send deposits to be received by May 1.
- ❑ Attend Accepted Student Day programs.

May

- ❑ Notify schools you have decided not to attend.
- ❑ Keep your counselor informed of your decisions and the scholarships you receive.
- ❑ Complete your Senior Exit Survey in Naviance.

June

Congratulations graduate!

COURSE RECOMMENDATIONS FOR SENIOR YEAR

Each and every one of you will have a unique postsecondary plan. We recognize that while most of you are looking at four year college or community colleges, others have their sights on the military or employment. It is our hope to work together to develop a senior year schedule that will both challenge you and best prepare you for your future success after East Hampton High School.

For our college bound students, we **expect** that you will be taking a **MINIMUM of 5 ACADEMIC credits AND PE:**

- English (one full credit)
- Math (one full credit)
- Science (this may be a full year course OR two half year electives)
- Social Science/History (this may be a full year course OR two half year electives)
- PE (.5 credit)
- Your **5th ACADEMIC** can be met in one of the following ways:
 - A full year of World Language
 - A combination of additional science/social science courses adding up to 1.0 credit
 - A course that is DIRECTLY related to a possible career interest that you wish to pursue.

Colleges like to see a student who takes a rigorous academic program and performs well.

Enrolling in 5 academic credits, and .5 credit of PE will still allow you additional time to take electives of your choice, especially those that you have not yet had an opportunity to pursue. *Please keep in mind while **EHHS requires students to be enrolled in a MINIMUM of 6 credits per year**, you are encouraged to fill in the remaining 1.0 credit with courses that assist in your exploration of careers and/or interests.

CHOOSING THE COLLEGE THAT IS RIGHT FOR YOU

Deciding which college to attend takes hard work but is a great experience and can be very exciting. In choosing a college and applying, you will:

- Meet with your school counselor
- Search using Naviance
- Visit campuses
- Talk to other students attending colleges
- Write essays
- Ask for letters of recommendation
- Fill out applications
- Apply for financial aid

In deciding where to apply to college, a student really needs to know himself/herself well and be able to evaluate several different aspects of a college.

- ❖ **Type of Institution**—Do you want a college or university, public or private, 2 or 4 year, liberal arts or technical, religious?
- ❖ **Size**—Do you want a small or large student body? Do you feel comfortable in a school with 600, 3,000, or 12,000 students?
- ❖ **Location**—Do you want a large city (New York or Boston?), rural or something in between like a small city or a suburban area?
- ❖ **Co-Curricular Activities**—Are playing sports or other activities important? Does this school offer those? Is it a Division I, II, or III school for your sport?
- ❖ **Curriculum**—Does the school offer the major which interests you? If unsure of your major, does the school have multiple offerings which you could choose to avoid transfer? Are internships available?
- ❖ **Social Life**—Is there activity both on and off campus for the social life you would like to have? Or do you prefer a quieter environment?
- ❖ **Faculty**—What is the student/teacher ratio? How big are classes? What are their credentials?
- ❖ **Living Space**—What are the residential dorms like? Is housing guaranteed all four years? How many roommates?
- ❖ **Proximity to Family and Friends**—Do you want to stay closer to family and friends? Do you want to try out another part of the country? How frequently will you be able to come home on vacations?

- ❖ **Costs**—What are the costs for tuition, room and board, meals, books, travel to and from school, etc.? Is this in my range?
- ❖ **Financial Aid**—What kind of financial aid does this school offer? What is the final aid package the school will give to me? How much is grant money and how much are loans to be paid back?
- ❖ **Other variables**—Do you want co-ed or single sex schools? Is a religious environment important? What is the degree of diversity on campus?

Once you have narrowed down your choices based on these criteria, you can begin to determine which schools may be the best fit for you. To help decide, compare the college admission criteria to your individual student profile including major interests, class rank, SAT or ACT scores. It is very important to work closely with your school counselor to select a variety of schools based on the competitiveness of their admission. Your applications should include schools approximately 4-6 that are considered to be in your “safety,” “range,” and “reach” categories.

- **Safety**—These are schools that have most of the features a student desires and the probability of admission is highly likely or certain based on individual student profile.
- **Range**—These are schools that possess significant features a student desires and the probability of admission is good, although not necessarily a “safety.”
- **Reach**—A student’s top choice school which may be of a more competitive nature than the individual student’s profile. We encourage students to include a couple of schools in the reach category in their applications.

TYPES OF POST SECONDARY EDUCATION

College/University—An institution that offers educational instruction beyond the high school level in a minimum four year program, which typically awards a Bachelor's Degree (B.A. or B.S.) upon completion.

Community College/Junior College—A two year institution of higher learning which provides career and vocational training and academic curricula. Some two year schools award an Associate's Degree (A.S.) after completion of a specific program of study. Also, many of the credits earned in a two year program will transfer to a four year Bachelor's Degree program. In Connecticut, we are fortunate that our community college system works closely with our state university system to provide opportunity to further your education and to facilitate credit transfer.

Technical School—An institution which offers occupational programs intended to prepare students for immediate employment in trade-oriented fields. These schools may also offer certificate programs or associate degrees. Training often includes preparation for licensure exams. For example, technical schools may include programs in cosmetology, computer technology, medical or dental technology, culinary arts, drafting, carpentry, plumbing, etc.

Nursing School—There are three kinds of nursing schools. At schools affiliated with hospitals, students receive an R.N. (Registered Nurse) diploma upon successful completion of training and a state examination. At schools affiliated with four year colleges, students receive both a B.S. and an R.N. diploma. Some junior and community colleges offer a two-year nursing program. These schools confer an A.S. degree in nursing or L.P.N. degree (Licensed Practical Nurse).

Military School—Federal military academics prepare officers for the Army, Navy, Air Force, Coast Guard, and Merchant Marines. These institutions (West Point, Annapolis, The Air Force Academy, and King Point) require recommendations and a nomination by a U.S. Senator or a U.S. Representative. Private and state supported military institutions such as the Maritime Academy operate on a college application basis as does the U.S. Coast Guard Academy.

HELPFUL HINTS WHEN CHOOSING COLLEGES

- Prepare yourself well in high school to be the best candidate you can be at the time of application!
- Spend as much time choosing your fifth and sixth choice school as you do your first choice!
- Be sure your list of applications includes safety schools as well as range and reach schools. Safety schools not only mean a college you can get into but also one you can financially afford, hopefully with the assistance of merit money!
- The Connecticut State University System schools are no longer necessarily safety schools. Due to their affordability and vast improvements over the years, they have become much more competitive!
- There are many good schools throughout the nation. Consider going beyond New England. There are many affordable schools in the south and mid-west, including many private colleges and state universities.
- Be sure the school offers your major of choice or a wide-range of majors. Transferring to another institution after the freshman year does not assure that all credits will transfer with you!
- Be ready to evaluate all financial aid packages awarded from the colleges. Does one offer more grants or loans to be paid back? Evaluate what is the bottom line out of pocket costs for you, loans included, in order to attend.
- **Stay organized in your search and applications. Work closely with your school counselor. Observe and keep to all deadlines!!!** The process should go smoothly.
- And last but not least—Have Fun!!! This is an exciting time in your life and full of opportunities!

TESTING FOR COLLEGE ADMISSIONS

*****Students are responsible for sending test scores directly to the colleges from CollegeBoard/ACT.**

Standardized tests are only one of the factors which colleges use in making admissions decisions. Such testing provides a reasonably accurate comparison of student performance on a nationwide basis. There are a variety of tests for college admission. Registration materials are available in the counseling office and on-line. These publications will be helpful to you and your parents in keeping track of registration dates, understanding the format of the tests, and interpreting scores. When registering for these tests, you will need our high school code number, which is sometimes referred to as the CEEB number.

East Hampton High School's CEEB code is 070165

1. **The PSAT/NMSQT**

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a 2 ½ hour practice test taken in October by ALL sophomores and juniors. It is designed to give you an idea of the procedures, questions, and scope of the SAT Reasoning Test. Detailed results are reported in a way that helps you to see your strengths and weaknesses. Approximately 2% students who take the PSAT/NMSQT will be designated as National Merit Scholarship Semi-finalists.

2. **The SAT Reasoning Test**

The SAT Reasoning Test is a multiple-choice test that measures verbal and mathematical abilities as well as writing proficiency. The College Entrance Examination Board is responsible for the SAT's, and it is given at specified test centers throughout the year. The test is given at several nearby high schools. It is required or recommended by many colleges as part of the admissions process sometimes in combination with one or more of the SAT Subject Tests.

3. **SAT Subject Test**

The SAT Subject Tests are diagnostic measures of actual knowledge acquired in specific areas. They are given in 15 different subjects. These tests are one hour in length, and the scores range from 200-800. In general, you should not take an SAT Subject Test until you have nearly completed a subject. If you want to an SAT Subject Test, we advise you to consult with you teacher before deciding. You may take up to three subject tests on a single test date.

4. **The American College Testing (ACT)**

The ACT Assessment measures your skills in English, mathematics, social studies, and science. In order for the ACT to be comparable to the SATs, students must register for the ACT Assessment **Plus Writing**, which includes a 30-minute Writing Test. The tests are given at specified test centers throughout the year.

Fee waivers for the SAT and ACT are available from your counselor if you meet certain economic guidelines. Students should see their counselor ASAP, several weeks prior to the registration deadlines. Earlier registration will help you have a better shot at securing your first or second choice testing center. Registrations for the SAT Reasoning Test/SAT Subject Tests/ACT tests should be completed several weeks before the registration deadline, these deadlines can be found in on the SAT or ACT websites, or in your Junior Planning Packet. Failure to register by the deadline results in your paying a late fee.

The school code is **070165** for the SAT Reasoning Tests, SAT Subject Tests, and the ACT. The testing schedule is listed in this Junior Planning Packet, posted in the guidance office, and may be found online at www.collegeboard.org or www.actstudent.org. If you have questions about special test administrations or additional services, see your guidance counselor.

SOME HELPFUL HINTS ON PREPARING FOR SAT/ACT

- Utilize the PSAT test book & answers!! This is a FREE practice test.
- Log into MyCollegeQuickstart and enter your personalized code from your PSAT results. This will give you feedback and sample questions based on your strengths and weaknesses from YOUR PSAT.
- Sign up for questions of the day for SAT & ACT.
- Borrow SAT and/or ACT test prep books from the Guidance Office.
- Get a good night's sleep.
- Get to your test center early- be sure to have your ID, Ticket, Calculator and pencils!
- Dress in layers you do not how the room you will test in will be.
- Pace yourself.

SAT/ACT INFORMATION

SUGGESTED TIME FRAME FOR SAT/ACT

It is our recommendation that all college bound students take both the SAT and ACT. The best way to find out which fits you is to try them out! They are like “Coke” and “Pepsi”, and some students will excel or like one test better than another. We would like to see students follow the suggested time frame below as it allows to students to get scores and feedback from their earlier tests in February and March and make adjustments to their study habits for the May and June tests- Thus our **“BEST PRACTICE” suggested times are:**

ACT- February 8 th , 2014	Register by January 10 th , 2014
SAT- March 8 th , 2014	Register by February 7 th , 2014
SAT- May 3 rd , 2014	Register by April 4 th , 2014
ACT- June 14 th , 2014	Register by May 9 th , 2014

COMPLETE LISTING OF SAT/ACT DATES

ACT -February 8 th	Register by January 10 th
SAT- March 8 th	Register by February 7 th
ACT- April 12 th	Register by March 7 th
SAT- May 3 rd	Register by April 4 th
SAT- June 7 th	Register by May 9 th
ACT- June 14 th	Register by May 9 th

BEGINNING YOUR APPLICATION PROCESS

STEP 1 – NAVIGATING NAVIANCE

Be sure you know your login information. Please see your counselor if you need help.

Exploring Naviance

- Go to Naviance site: <http://connection.naviance.com/ehhsct>
- Go to the “About Me” tab
- Under the gray heading in the middle of the page “Interesting Things About Me” click on “Game Plan”
- Please be sure to complete this survey entirely, clicking “save I am finished” when you are done
- Do a college match search to begin exploring schools
- As you start to like schools, move them to “Colleges I am thinking about”

Build Your College List:

- Click on the college to find out more information and if you are ready add to your list of “schools you are applying to”
- Check on application type (common app, on-line, etc.)

STEP 2 – APPLICATION TIMELINES

Application timeline options - It is important to understand application timelines and deadlines. Generally speaking, there are three different college application timelines:

Regular admission - You apply by a mid-winter deadline; hear from colleges in early April; make your decision and notify colleges by May 1 (known as the universal candidate reply date) about whether or not you will attend. This was the norm when your parents applied.

Rolling admission - You apply and usually receive an admission decision within four to six weeks from the time you submit your application. Most public universities and many private colleges use this timeline. It is by far the most widely used system today—and popular with students because it reduces the period of uncertainty.

Early application - Essentially, two types of early plans—one nonbinding and the other binding—are offered by several hundred colleges that also use the regular application calendar. Here’s how they differ:

- **Early Action (EA)** - This is a nonbinding plan that requires you to submit your application in early fall (usually by November 1 or 15). The college lets you know whether or not you’re accepted, denied, or deferred by

early January. You have the right to wait until May 1 before responding to an acceptance. This gives you time to compare colleges, including their financial aid offers, before making a decision. An EA application doesn't commit you to enroll if offered admission.

- Early Decision (ED) - This is considered "binding," so it is essential that you be certain about wanting to enroll at that college. As with early action plans, you submit an application in early fall. Sometime between mid-December and the beginning of January, the college notifies you whether you have been admitted, deferred to the pool of regular applicants for a spring decision, or denied admission to the college. By applying under an ED plan, you have made a commitment to attend that college and surrendered the right to wait until May 1 to make a decision. High school counselors and college admission officers take that commitment very seriously. Counselors are ethically responsible to notify other colleges to withdraw your application when a student accepts an ED package.

Most ED plans share the following features:

- You may apply for **Early Decision** to only one college.
- You may also apply for early action or regular admission to other colleges during the fall, but once you are admitted under an ED plan, all applications to other colleges must be withdrawn immediately.
- You are only released from an ED decision if the college is unable to meet your need for financial aid as demonstrated by the completion of a financial aid form. It is vitally important for you and your family to understand that "need," as used in the college admission process, is based on the federal and institutional financial aid methodologies used to determine a family's ability to pay. It is not a subjective determination by the family of their ability to pay. Seniors should watch application deadlines specified by each college. However, in most instances, college applications should be sent as soon as possible and recommended prior to January 1. On occasion, deadline dates for applying are no more than a guideline and a college may actually cut off applications earlier than its final date if it fills its class or it may continue to accept applications beyond that date if it still has room for more students.

STEP 3 - COMPLETING THE APPLICATION

College application forms vary significantly from college to college. However, there are some institutions that will accept the **Common Application**. The Common Application is a web based application that is widely accepted by over 500 colleges

and universities. By using the Common App you only complete your demographic, family, education, activities, essay, and other basic information ONE time and it is sent to every school in your Common Application account. Within the Common Application each school then has a brief supplemental question section and an occasional short answer essay.

A College or university typically collects five different kinds of information about its applications:

1. Application

This serves the purpose of identifying the student to the college (name, address, high school, etc.) as well as manifesting the student's personality (personal statement essay). It is highly recommended that students type their applications, although careful printing or neat script is just as presentable. Too many students create the wrong impression by completing their applications in sloppy, illegible longhand, with spelling errors, or with grammar mistakes.

2. Standardized Test Scores

Test scores need to be sent directly from CollegeBoard/ACT. Be aware of college deadlines, as it may take a few weeks to process/receive test scores.

3. The Transcript

Courses taken in grades 9-12 are supplied to colleges. In addition to a record of grades, the transcript shows the student's rank in class and scores on standardized tests (SAT's or ACT's). The student's counselor has the responsibility of sending the transcript to colleges. The EHHS procedure for having records mailed will be reviewed in the fall of senior year.

4. Letters of Recommendation

Most colleges request that classroom teachers assess an applicant's ability. Recommendations from others (i.e., coaches, clergy, employers) are of less value to admissions officers and should be sent only after the student has conferred with the school counselor. When you are not obligated to send a recommendation, it may be to your benefit to include a letter if it will enhance your application.

With great emphasis on a student's academic record throughout his/her four years of high school, many students may also ask their counselor for a letter of recommendation. These letters of recommendation from the high school counselor can be very meaningful and decisive. The school counselor presents the school's view of the student, giving the relative strength of the student's performance in all academic subjects over a period of years, and assessing the intensity of involvement in extracurricular activities.

5. The essay

This is your opportunity to paint a picture of who you are to the colleges, take charge of the information the college receives about you and to provide information that does not appear in all of the numeric information, i.e. grades, GPA, class rank, test scores, etc. It allows you to reveal your intelligence, talent, sense of humor, enthusiasm, maturity, creativity, expressiveness, sincerity, and writing ability—traits that count in the admissions evaluation.

STEP 4 – INTERVIEW AND COLLEGE VISIT

Some colleges require an interview as part of the admission process, but most do not. It is still important for you to visit the college at which you may spend four years of your life. A visit or interview may help you in your selection of a college or to verify your choice. If you visit before you send an application or before your school reports arrive, you should take a copy of your transcript. An unofficial copy of your transcript can be obtained in the counseling office with sufficient notice. **[Note: Per school attendance policy, if it is imperative to go during high school hours, school policy requires a signed letter from the college verifying your attendance to consider it a waived absence-maximum 2 per year.]** Tips for a productive and successful interview and college visit are available in the Counseling Office.

Avoid a non-scheduled “drop-in” to an admissions office. If a last minute opportunity to visit a school presents itself, be courteous and understanding about what the admission staff is able to do for you. Sometimes you are able to join a tour. Rarely, you may find that an interview is available due to a cancellation. However, “dropping in” is discouraged and is not a productive way to visit a college.

Timetable for College Visits

- Visit colleges starting as early as February of your junior year.
- Return in the fall of senior year to those you are most interested in for a day of visiting classes, talking with students, staying overnight, etc.
- Use a map to plan your trip. Visiting two schools per day is recommended.
- If you need an interview, please call far enough in advance of your planned trip. Interview meetings fill up quickly.

Accepted Student Days

Many colleges will hold an “**Accepted Student Day**” in early spring. This event gives seniors an opportunity to visit the campus before making their final decision. The college will offer a variety of opportunities including meeting with specific department faculty, financial aid staff, and members of clubs and organizations, tours of dorms and facilities, and chances to meet potential classmates.

SOME QUESTIONS TO ASK AT YOUR COLLEGE VISIT:

Visit the college so that you will be able to talk not only with the admissions officer, but also with the students attending the college. Some questions you might wish to have answered are:

1. What are the strongest departments at the college?
2. What sizes are classes generally? For Freshmen? For Upperclassmen?
3. How do I compare academically with students already attending this school?
4. What do students do after they graduate? Do they go on to postgraduate studies? What percentage is employed upon graduation?
5. What kinds of cultural, sports, and literary activities are offered on campus?
6. What percentage of students remain on campus during the weekends?
7. What kind of living accommodations are there? Residence halls? Private apartments? What percentage of students live in each?
8. Can Freshmen select their own roommates?
9. Are sports available for the average player? Intermural? Ask about whatever specific activities that interest you.
10. What kind of student is generally the most successful and happy here?
11. What percentage of the students receives financial aid? Merit money?
12. What degree of importance is placed on social activities and other extracurricular activities?
13. How is the library? What are the library's special features or resources?
14. What support services are available to students? General counseling? Post-graduate planning? Free health care? Tutoring if needed? Help finding off-campus employment during the school year and during the summer?
15. Are there opportunities to study abroad? If so, where and for how long?
16. What is the institutional policy and commitment to ethnic/cultural diversity?

QUESTIONS THAT STUDENTS ARE OFTEN ASKED DURING A COLLEGE INTERVIEW:

The following questions are generally asked during college interviews:

1. How did you first hear about our college?
2. What are your career goals; long-term and short-term?
3. Why are you interested in majoring in _____?
4. What kinds of things do you do outside of school?
5. What accomplishments have you achieved and/or activities have you participated in that have had a particular effect on you and your life?
6. What might you be interested in as a future profession?
7. What are your academic strengths and weaknesses?
8. How familiar are you with this college and its programs?
9. Which one of your activities has given you the most satisfaction?
10. If you had high school to do over again, would you do anything differently?
11. What particular “life goals” are you seeking to achieve or pursue?
12. What are your priorities in selecting a college?
13. Discuss your most stimulating intellectual experience.
14. Tell me about something you have really wanted which you had to go after on your own.
15. What is the most significant contribution you have made to your school and/or community?
16. What do you hope to get out of attending our school?

SPECIFIC CHARACTERISTICS TO CONSIDER WHEN CHOOSING A CAREER, VOCATIONAL/BUSINESS SCHOOL

Many students will find that a specialized school (vocational, business, or technical) fulfills their needs much better than a two-year or four-year college. Investigation of job opportunities will reveal that many hundreds, and even thousands, of occupations require training that may be obtained through forms of learning that can be found at Vocational Schools.

Students interested in a particular type of career-oriented education should consult their counselor about schools to explore, write for catalogs where there is an interest, and later follow through with a visit to the school.

Specialized schools generally do not require an examination like the SAT or the ACT. Many will recommend that a test be taken at the school for placement purposes only.

Exploring Career-Related Schools

The following steps may be helpful in assisting you to find the many career-related schools and job training programs that are available to prepare you for skilled occupations. Be sure to review the occupational outlook in your chosen field. Study careers in your high school guidance office.

1. Check career school catalogs in the guidance office for a list of schools where you can study your chosen career, such as Peterson's Guide to Vocational and Technical Schools, Peterson's Two-year Colleges Guide, and Connecticut Career Paths.
2. Check out the website for additional information on the specific programs and/or request a catalog for more details.

FINANCIAL AID

Many families are understandably concerned about meeting rising college costs, especially those at private institutions. If you have not done so already, do have an honest and open discussion with your family about finances and how your college cost will be funded. It is important to have a general understanding of the financial aid process and how it impacts your college application process. Any candidate for admission to college should apply for financial aid if his/her family wishes to be considered eligible for any type of assistance. Those interested in financial aid should acquire a **Free Application for Federal Student Aid (FAFSA)** from the Counseling Office or on-line at www.federalstudentaid.ed.gov. Parents/Students must complete it and submit it to the Federal Student Aid Program according to the directions. The FAFSA contains comprehensive instructions for its completion. Key income and expense items are expressed as they are in Internal Revenue Service references and definitions. Many colleges require that their own financial aid 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. Our Counseling Department sponsors a financial aid workshop for parents and students in early December.

Students should pursue all avenues of aid; college financial aid officers can offer important suggestions and advice. The financial aid officer at the college you will be attending will determine financial need by the following formula:

Cost of Attendance minus
-EFC (Expected Family Contribution)
-Federal Pell Grant
-Aid from other sources

A financial aid package will be developed based on the remaining need. This package generally consists of loans (to be paid back), grants (not to be repaid), and work study.

Financial Aid Checklist

What to do and when to do it

A Financial Aid Night for parents is held annually during November or December.

- ❑ Ask for information about financial aid opportunities and application procedures when writing to the admissions office of each college on your list.
- ❑ Make certain you know what *Need Analysis Forms* to file. The most commonly used form is the FAFSA, which can be obtained at the school Guidance Office or a college financial aid office. The forms are generally available in November, but they should not be filed until after January 1. The government prefers an on-line application. You can view an application online at www.federalstudentaid.ed.gov.
- ❑ Check to see if other financial aid forms are required by the colleges to which you are applying. Complete the forms as early as possible and return them to the college. Some schools require the CSS Profile in addition to the FAFSA. Information about the CSS Profile is available in the Counseling Office and on-line.
- ❑ Complete the Need Analysis Forms as soon as possible after January 1. Send the forms for processing at least 4 weeks before the earliest financial aid deadline set by the colleges or state scholarship grant programs to which you are applying. Carefully follow the instructions for filling out the forms. Make sure that your answers are complete and correct. You do not need to file your tax return to complete a FAFSA.
- ❑ Review the Student Aid Report (SAR).
- ❑ **Be creative in seeking out available scholarships.** You may qualify for a private scholarship, grant, or loan program based on academic achievement, religious affiliation, ethnic or racial background, community activities, hobbies, or special interests, organizational memberships, artistic talents, athletic abilities, other special skills, career plans, or proposed fields of study.
- ❑ **Explore the following possibilities:** your employer, parents' employers, religious groups, professional organizations, veterans post, business industries, labor unions, fraternal organizations, cultural organizations, alumni organizations, community organizations. In addition to the above, the Counseling Office maintains a file of scholarships which are sent to EHHS. [A list of these scholarships and the scholarship applications are available in the Guidance Office and our Naviance Family Connection website]. Students should check the website and in the guidance office regularly. Make sure you meet the criteria before applying.

- ❑ Ask about benefits from vocation rehabilitation or other social service agencies if you think you qualify for assistance.
- ❑ Determine how payments from each aid source will be made to you. Generally, payment of financial aid is made at the time you enroll. Find out if there are additional procedures or forms to file in order to receive aid.
- ❑ Pay close attention to award letters - Carefully review all financial aid award letters you receive. Notify the college whose offer you are accepting and inform the other colleges of your decision. If you also receive aid notices from the state or federal programs, read them carefully and be sure to follow any directions they contain so that you can be sure to get your award.
- ❑ Exploring alternatives - If the college of your choice cannot provide you with enough aid to meet your full financial need or if your family cannot contribute what is expected, you may want to consider borrowing. Learn about loans – the interest rates, repayment schedules, and other terms and conditions – before you apply. Government sponsored loans such as Guaranteed Students Loan Program, usually have the lowest interest rates and the most flexible repayment arrangements. If you apply for a Guaranteed Student Loan, give yourself enough time (at least 6 weeks) to have the loan papers processed.
- ❑ State Funds – Connecticut has scholarship and grant programs to help you attend the college of your choice. The regulations and application procedures for these programs vary. Ask your school counselor for information about Connecticut’s program.
- ❑ Comparing financial aid - You should compare the types of aid offered by the colleges you are considering. If you need assistance, see your counselor. You may find the “Comparison of Financial Aid Awards” worksheet in the addendum helpful.

MILITARY SERVICE

The Armed Services is one of the major employers in the nation. It is also a major source of educational training and preparation for entry-level jobs.

There are numerous job-training opportunities in the military for both men and women. If you would like to travel or earn good wages immediately, the military service may be for you. Representatives from all the services are available to give you information about career training and/or educational opportunities. Many recruiters may come to the high school during a scheduled visit.

If you are interested in a particular branch contact your local recruiter. If need assistance in finding out who that may be please see your counselor. Your recruiter will set up an appointment for you to take the Armed Services Vocational Aptitude Battery (ASVAB). This test is used to help with career counseling and job placement. There is no cost to the student and taking the test does not obligate the student to enlist.

SERVICE ACADEMIES

Students interested in attending one of the four service academies US Military Academy (West Point), US Naval Academy, US Air Force Academy, or US Merchant Marine should check out their websites for additional information. Students **MUST** contact their local congressmen and/or senator in order to secure an appointment to the service academies. Please note that this is a competitive and time-sensitive process and should be done at the end of your junior year.

ROTC SCHOLARSHIP PROGRAMS

ROTC scholarship programs involve a competitive application process as well. In addition to the written application, candidates must undergo a physical examination, formal interview, and a physical abilities test. Please check the on the ROTC details for each branch on their website for more details.

AmeriCorps

The AmeriCorps Program provides opportunities for Americans to participate in national service. In exchange for a year of part-time or full-time service in AmeriCorps programs, participants will receive a modest living allowance, student loan deferment, training, health insurance and some programs provide housing. After you complete your term of service, you will receive an Americorps Education Award. For more details please check out their website www.americorps.org

EMPLOYMENT

Some of you will have had enough schooling for now and will want to go directly to work. You need to talk to your counselor early in senior year about how to be ready for meaningful employment after graduation. Only planning can get you into a career and not just a job. Some employment opportunities provide excellent on-the-job training which gives you valuable new skills for future career direction.

A. Steps in Planning for Your Future Employment

1. Evaluate yourself, your abilities, values, and interests. Ask yourself the following questions: How do I feel about work? What work experience do I have? What courses did I like in school? What are my overall likes and dislikes? What are my hobbies? What kind of life-style do I want? Do I like to work with numbers, people, or things? What kind of job would I like to have in order to earn enough money? What has my high school experience prepared me to do?
2. Use available career resources to search out specific information about your possible career choice – any necessary training, expected earnings, advancement possibilities, projected employment outlook and personal qualifications.
3. Arrange to spend time with people involved in your field of interest to watch them at work (called job shadowing) and to interview them. Consider enrolling in our Career Connections course which allows for this opportunity.
4. Attend presentations by career speakers when they visit school.
5. Obtain a part-time job that will help you explore a career field and give you experience and training that will be useful in obtaining full-time employment after graduation.
6. Find out where to seek employment. Check newspapers, trade magazines, placement agencies, government (state-local) employment services, training centers, school-work programs, and the internet. Network with your parents, relatives, and friends about possible job openings.
7. Prepare a resume and practice filling out job applications.
8. Prepare for each interview.
 - a. Feel free to introduce yourself with a friendly handshake.
 - b. When you are introduced, remember the interviewer's name.
 - c. If requested to fill out additional papers, be brief and smile. Use your resume' or notes as a reference.
 - d. Be confident, ask questions, talk about your goals, and sell your skills and training.
 - e. Relax, be yourself, honest, tactful; present yourself in a way that the company thinks they need you.

- f. Be alive; indicate you know the company, their product, their people, process and potential growth.
- g. Don't evade questions; answer them honestly and simply, look at your interviewer while talking.
- h. Your posture is important; don't slouch, chew gum or smoke.
- i. When questions are asked to which you do not know the answer, do not fake it; simply answer the questions as honestly as you can.
- j. The employer wants to talk to *you*. Do not bring anyone with you to an interview.
- k. By all means talk about your past work experiences; try not to brag or exaggerate. Try not to conceal previous work records (even though they may have been poor experiences) or complain about employers or supervisors. If you were serious about your education while in high school, you should do very well. BE POSITIVE!
- l. Conclude the interview with an arrangement for finding out the prospective employer's decision on hiring. As a follow-up write a note thanking the interviewer for his/her time and consideration.
- m. Do not become discouraged if during your first interview you become nervous or fail to present yourself favorably. You will improve with time. Your counselor in high school is there to help you. See him/her early in your senior year so he/she can help you.

Sample Resume

Liz Bellringer
35 Salem Street
East Hampton, CT 06424
860-365-4031
lizbellringer@gmail.com

OBJECTIVE: To pursue a career in Elementary Education

EDUCATION: East Hampton High School
15 North Maple Street
East Hampton, CT 06424
Class Rank: 25/121 Top 20% of class
Quality Point Average: 3.70 (A- average)

ACADEMIC HONORS: AP Scholar 11
National Honor Society 11

CO-CURRICULAR ACTIVITIES: Interact 9, 10
Student Council 10, 11, 12
National Honor Society 11, 12, President 12

COMMUNITY ACTIVITIES: Soup Kitchen 9, 10
Relay for Life 11, 12
Special Olympics 9, 10, 11, 12

ATHLETICS: Cross County 9, 10, 11, 12; Captain 12
Indoor Track and Field 11, 12
Outdoor Track and Field 11, 12

SPECIALIZED SKILLS: Certified Lifeguard, Singing

EMPLOYMENT: East Hampton Recreation Department Life Guard,
Lake Pocotopaug June, 2013 to August, 2013

HOBBIES & INTERESTS: Traveling, community service, photography, listening to music,
helping out at church youth group, having fun with family and
friends, swimming, and running

*****A RESUME IS INTENDED TO PROMOTE YOUR STRENGTHS. YOU SHOULD ELIMINATE ANY CATEGORY ABOVE IF YOU DO NOT HAVE ANY INFORMATION TO RECORD IN THAT CATEGORY.***

GLOSSARY

ACT Assessment. Test battery of ACT, Inc., formerly known as the American College Testing Program, given at test centers in the United States and other countries on specified dates throughout the year. It includes tests in English, mathematics, reading, and science reasoning. The ACT composite score referred to in some colleges' descriptions is the average of students' scores on these four tests.

Articulation agreement. A formal agreement between two higher educational institutions, stating specific policies relating to transfer and recognition of academic achievement in order to facilitate the successful transfer of students without duplication of course work.

Associate degree. A degree granted by a college or university after the satisfactory completion of the equivalent of a two-year, full-time program of study. In general, the associate of arts (A.A.) or associate of science (A.S.) degree is granted after completing a program of study similar to the first two years of a four-year college curriculum. The associate in applied science (A.A.S.) is awarded by many colleges on completion of technological or vocational programs of study.

Award Letter. Official document issued by a financial aid office listing all financial aid awarded to a student. The award letter will include the terms and conditions for the financial aid and information regarding cost of attendance.

Bachelors or baccalaureate degrees. A degree received after the satisfactory completion of a four- or five-year, full-time program of study (or its part-time equivalent) at a college or university. The Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) are the most common baccalaureates.

Carnegie Units - One Carnegie unit is given for successful completion of one year's study of one college preparatory or academic subject in high school. Some colleges refer to these as "academic units." The name comes from the Carnegie Foundation for the Advancement of Teaching.

Common Application. The standard application form distributed by the National Association of Secondary School Principals to private colleges who are subscribers to the Common Application Group.

Cooperative education. A program that provides for alternative class attendance and employment in business, industry, or government. Students are typically paid for their work. Under a cooperative plan, five years are normally required to complete a bachelor's degree, but graduates have the advantage of about a year's practical work experience in addition to their studies.

Cross-registration. The practice, through agreements between colleges, or permitting students enrolled at one college or university to enroll in courses at another institution without formally applying for admission to the second institution.

CSS/Financial Aid Profile. A form and service offered by the College Board and used by some colleges, universities, and private scholarship programs to award their own private financial aid funds. Students pay a fee to register for PROFILE and send reports to institutions and programs that use it. Students register with CSS by calling a toll-free telephone service or by connecting to College Board on the Web: www.collegeboard.com. CSS provides a customized application for each registrant, based on the individual's information and the requirements of the colleges and programs from which she or he is seeking aid. Students complete and submit the customized application and supplements, if required, to CSS for processing and reporting to institutions. CSS/Financial Aid PROFILE is not a federal form and may not be used to apply for federal student aid.

Deferred admission. Some schools offer the practice of permitting students to postpone enrollment, usually for one year, after acceptance to the college.

Early action. Students who apply under a college's early action plan receive a decision earlier than the standard response date but are not required to accept the admission offer or to make a deposit prior to May 1.

Early admission. The policy of some colleges of admitting certain students who have not completed high school—usually students of exceptional ability who have completed their junior year. These students are enrolled full-time in college.

Early decision. Students who apply under early decision commit to enroll at the college if admitted and offered a satisfactory financial aid package. Application deadlines are usually in November or December with a mid-to-late December notification date. Some colleges have two rounds of early decision.

Expected Family Contribution (EFC). Amount calculated from a completed need analysis form that the family (parents and student) is expected to contribute toward meeting educational costs. Factors such as taxable and non-taxable income, assets, and benefits are all considered in this calculation.

Exchange student program. Any arrangement that permits a student to study for a semester or more at another college in or outside of the United States without extending the amount of time required for a degree.

Federal Work-Study Program. An arrangement by which a student combines employment and college study. The employment may be an integral part of the academic program (as in cooperative education or internships) or simply a means of paying for college.

Free Application for Federal Student Aid (FAFSA). A form completed by all applicants for federal student aid. In many states, completion of the FAFSA is also sufficient to establish eligibility for state-sponsored aid programs. There is no charge to students for completing the FAFSA. Forms are widely available in high schools and colleges, and may be filed any time after January 1 of your child's senior year. You will need to file a FAFSA every year your child attends college.

Grade Point Average (GPA) - An indicator of the student's overall scholastic performance. The GPA is computed by totaling the number of grade points earned in each course and dividing the sum by the total number of courses carried.

Major. The student's academic field of specialization. In general, most courses in the major are taken at the degree-granting institution during the junior and senior year.

Open admission. The college admission policy of admitting high school graduates and other adults generally without regard to conventional academic qualifications, such as high school subjects, high school grades, and admission test scores. Virtually all applicants with high school diplomas or their equivalent are accepted.

Reserve Officers Training Corps (ROTC). Programs conducted by certain colleges in cooperation with the United States Air Force, Army, and Navy. Naval ROTC includes the Marine Corps (the Coast Guard and Merchant Marine do not sponsor ROTC programs). Local recruiting officers of the services themselves can supply detailed information about these programs, as can participating colleges.

Merit Based. Means of determining eligibility for certain types of financial aid using merit, such as a specific accomplishment or talent, as the determining factor, rather than financial need.

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

Rolling admission. An admission procedure by which the college considers each student's application as soon as all the required credentials, such as school record and test scores, have been received. The college usually notifies an applicant of its decision without delay. At many colleges, rolling admission allows for early notification and works much like nonbinding early action programs.

SAT I Reasoning Question-and-Answer Service. A service of the College Board that provides students with a copy of their SAT Reasoning test, their answers and the correct answers, scoring instructions, and information about the questions. The service is only available for certain test dates.

Score Choice - An option offered to students who take the SAT multiple times. College Board will allow students to select which test sittings they would like to have sent to colleges rather than sending all test scores. However, colleges will still take the highest score from each section, even if they were achieved on different test dates.

Study Abroad—Any arrangements by which a student completes part of the college program—typically the junior year, but sometimes only a semester or a summer—studying in another country. A college may operate a campus abroad, or it may have a cooperative agreement with some other American colleges or institutions in another country.

Student Aid Report (SAR). A report produced by the U.S. Department of Education and sent to students in response to their having filed the Free Application for Federal Student Aid (FAFSA). The SAR contains information the student provided on the FAFSA as well as the federally calculated result, which the financial aid office will use in determining the student's eligibility for a Federal Pell Grant and other federal student air programs.

Wait-List. A list of students who meet the admission requirements, but will only be offered a place in the class if space becomes available.

The **#1 website** to visit continuously over the next year and a half is our **Naviance** site! So many tools to use!



Naviance Family Connections

<http://succeed.naviance.com/ehhsct>



HELPFUL WEBSITES

College Board Online- www.collegeboard.org

ACT- www.actstudent.org

Peterson's Education Center- www.petersons.com

Peterson's includes information about educational programs at all levels and provides searchable databases of colleges and academic programs.

Princeton Review Online www.review.com

This extensive college and career information site includes timed tests, essay hints, internship database, job hunting hints, career lists by salary and industry, career profiles, and more.

The Occupation Outlook Handbook - www.bls.gov/oco

When considering potential college majors, students may checkout employment trends in the electronic version of the Occupational Outlook Handbook. The entire handbook, searchable by keyword, is included.

FINANCIAL AID RESOURCES

Fastweb- www.fastweb.com

Students may register for scholarship information at Fastweb, one of the Internet's largest free scholarship search sites.

Financial Aid Information from the Department of Education- www.fafsa.ed.gov

Families may use this site to complete and submit directly over the Internet the FAFSA Application for Federal Student Aid.