

**PATHWAYS  
TO  
GRADUATION**

**September 2008**

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# GLENDALE UNIFIED SCHOOL DISTRICT

## CHECKLIST/WORKSHEET

**CALIFORNIA HIGH SCHOOL EXIT EXAMS (CAHSEE):**

**English/Language Arts**

**Math**

**SUBJECTS:**

**English:**

- 2 sem. - 9th
- 2 sem. - 10th
- 2 sem. - 11th
- 2 sem. - 12th

**Mathematics: (8 semesters of math are recommended by GUSD)**

- 4 sem.
- (Algebra 1AB; or Geometry 1-2)

**Science:**

- 2 sem. Physical
- 2 sem. Biological

**Social Science:**

- 2 sem. World History - 10th
- 2 sem. U.S. History - 11th
- 1 sem. Economics - 12th
- 1 sem. Government - 12<sup>th</sup>

**Visual and Performing Arts:**

- 2 sem.

**Career Preparation:**

- 1 sem.

**Health:**

- 1 sem. - 9th

**Physical Education:**

- 2 sem. - 9th
- 2 sem. - 10th

**Electives:**

- 14 sem.

**Technology Literacy test**  **OR approved technology class**

In boxes above, plan program for remaining high-school year(s). **Including any subjects not yet passed.**

**CREDITS:**

1. Total credits needed for graduation (minimum) 220
2. Credits earned to date: \_\_\_\_\_
3. Credits for courses in which presently enrolled: \_\_\_\_\_
4. Sum of credits in lines 2 and 3: \_\_\_\_\_
5. Remaining credits needed for graduation (subtract line 4 from line 1): \_\_\_\_\_

## C.S.U. AND U.C. ADMISSIONS CHECKLIST

**4 Years English:**  
(4 years required)

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**3 years Math:**  
(4 years recommended)

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**2 Years of the same Foreign Language:**  
(3 years recommended)

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**2 Years Lab Science:**  
(3 years recommended)

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**2 Years History/Social Science:**

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**1 Year Visual/Performing Arts:**

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**1 Year College Prep Elective:**

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### California State University

There are twenty-three California State Universities:

Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Maritime, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus.

### University of California

There are nine University of California undergraduate campuses:

Los Angeles, Irvine, Berkeley, Davis, Riverside, San Diego, Santa Barbara, Santa Cruz, Merced.

#### "a through g" College Eligibility Requirements

- |                             |   |
|-----------------------------|---|
| a. Social Science           | 1 year U.S. History, 1 year World History   |
| b. English                  | 4 years (1 year of ELD 5 will count towards ninth grade English)  |
| c. Mathematics              | 3 years (including Algebra 1, Geometry, and Algebra 2)<br>(4 years recommended)                                 |
| d. Laboratory Science       | 2 years college prep science with laboratory (life and physical)<br>(3 years recommended)                       |
| e. Foreign Language         | 2 years in the same language<br>(3 years recommended)   |
| f. Visual & Performing Arts | 1 yearlong course in visual or performing arts (selected from<br>dance, music, theater / drama and visual arts) |
| g. Elective                 | 1 year of an academic, college prep elective  |

**Note:** For the newest information on entrance requirements, students should consult the counselor or [www.csumentor.edu](http://www.csumentor.edu), [www.ucop.edu/pathway](http://www.ucop.edu/pathway), and [www.collegeboard.org](http://www.collegeboard.org).

## SUGGESTED STUDENT PATHS

Class offerings for students planning to attend highly competitive universities:

9th	10th	11th	12th
English 9 Advanced Geometry +  Health  Foreign Language P.E. Lab Science	English 10 Advanced Algebra 2 AB (Honors) or Algebra 2 AB World History or AP World History Foreign Language P.E. Lab Science	AP English Lang & Comp Math Analysis (Honors)  AP U.S. History  Foreign Language Visual and Performing Arts AP Lab Science	AP English Lit & Comp AP Calculus  AP American Gov't AP Economics Foreign Language Academic elective AP Lab Science

+Students taking Geometry in 9th grade must have completed Algebra in 8th grade.  
Students must complete one semester (5 credits) of career preparation.

Consider attending summer school to open up space for additional electives in Visual & Performing Arts or competitive team sports.

Class offerings for students planning to attend a four year college / university:

9th	10th	11th	12th
English 9  Algebra 1 AB Health Foreign Language or elective  P.E. Lab Science	English 10  Geometry 1-2 World History Foreign Language  P.E. Lab Science	American Lit & Comp or Junior Lit & Comp or Modern Lit & Comp  Algebra 2 AB/Trig U.S. History Foreign Language  Visual & Performing Arts Lab Science	English Lit & Comp or Modern Lit & Comp or American Lit & Comp or College Prep English or Senior Lit and Comp Math Analysis American Gov't/Econ Foreign Language or elective  Academic elective

Recommend 3 years of lab science and foreign language.

Students must complete one semester (5 credits) of career preparation

Students following this path may choose to take some AP courses in 11th and 12th grades.

Students seeking alternative pathways to graduation should consult with their school counselor.

# GLENDALE UNIFIED SCHOOL DISTRICT

## GRADUATION REQUIREMENTS

1. Satisfactory Citizenship
2. Total Credits Required: 220 (earned 9th through 12th grade)
3. Pass CAHSEE and Technology Literacy Exam or Approved Technology Class
4. Required Courses Listed Below: (included in total credits)

	<u>Yr/Sem</u>	<u>Credits</u>
English	4 yrs.	40
World History	1 yr.	10
U.S. History	1 yr.	10
Economics	1 sem.	5
American Government	1 sem.	5
Mathematics (Algebra 1 & Geometry)	2 yrs.	20
Physical Science	1 yr.	10
Biological Science	1 yr.	10
Health	1 sem.	5
Physical Education	2 yrs.	20
Visual and Performing Arts (VAPA)	1 yr.	10
Career Preparation	1 sem.	5
General Electives		70

## GRADE LEVEL STATUS

The following number of credits should have been earned at the beginning of each fall semester to remain on schedule for graduation.

	<u>Minimum</u>
Sophomore	- at least 40
Junior	- at least 100
Senior	- at least 160

## CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)

Beginning with the class of 2006, state law requires that all California public school students must pass the California High School Exit Exam (CAHSEE) to receive a high school diploma.

**This is in addition to the District's graduation requirements and does not replace the high school diploma.**

The California High School Exit Exam (CAHSEE) is divided into two parts:

1. English / Language Arts: covering vocabulary, reading comprehension, and analysis of informational and literary texts including classical and contemporary stories, poems, dramatic literature, and literary nonfiction. The writing portion covers writing strategies, applications, and the conventions of Standard English.
2. Mathematics through Algebra, as well as fundamental skills in mathematics.

For further information on the state standards to be tested, please contact your child's English or mathematics teacher.

Students must pass both sections of the exam to receive their high school diploma.

Students will:

- take the test in the Spring of their 10th grade year.
- take the test at their high school during school hours.
- receive the results of the exam within eight weeks.
- have many opportunities to retake the entire exam or the section they did not pass.
- receive intervention needed to help ensure success.

For more information about CAHSEE you can:

1. Contact the counselor at your high school Counseling Office;
2. Attend the parent informational meetings which will be offered at your high school; or
3. Visit the California Department of Education web site at:

<http://www.cde.ca.gov/ta/tg/hs/>

## STANDARDIZED TESTING AND REPORTING (STAR)

The California Department of Education requires all ninth, tenth, and eleventh grade students enrolled in a California public high school to participate in STAR testing. The testing includes a series of California Standards Tests (CSTs) aligned to course content standards. There are approximately 400 multiple-choice questions on the combined test. The tests are given during a two-week testing window in the spring semester and the total testing time is approximately 12 hours.

California Standards Test include:

- Language Arts
- Mathematics
- History-Social Science (tenth and eleventh only)
- Science

These test are used to:

- Meet reclassification requirements for English Language Learner students
- Determine the need for additional support / intervention classes
- Establish the pre-requisite for classes requiring teacher recommendation
- Qualify for scholarships and/or awards
- Determine the school's Academic Performance Index (API)
- Determine whether the school meets Adequate Yearly Progress (AYP)

### ALTERNATIVE TO A HIGH SCHOOL DIPLOMA

Anyone wanting to complete high school and move on to college or a career may earn the equivalent of a high school diploma by either taking and passing the California High School Proficiency Examination (CHSPE) or the General Education Development test (GED). Both of these tests expect the ability to think about many issues. The candidates are tested on knowledge and skills they have acquired from life experiences and classroom instruction. Both demand strong reading and thinking skills, as well as the ability to perform math computations with problem-solving skills.

#### **The California High School Proficiency Examination (CHSPE)**

This is a four-hour test usually given every Fall and Spring at GCC. It covers writing, English grammar, reading, and mathematics.

The exam is open to anyone 16 or older if they have completed the tenth grade or are enrolled in the second semester of tenth grade. Anyone under the age of 18 who passes the exam must have parental permission in order to leave school before regular graduation.

A Certificate of Proficiency is awarded by the California State Board of Education to those who pass the CHSPE. This certificate is legally equivalent to a high school diploma, but it is not a diploma.

Copies of the registration booklet, which contains more information and a sample test is available from the Counseling Office. You may also access the web site <http://www.cde.ca.gov/ta/tg/sp> or contact California Proficiency Testing at (916) 383-9506.

#### **The General Education Development Test (GED)**

This is a five-part test given once every month at the Adult Community Training Center. It covers science, social studies, literature & arts, mathematics, and writing.

This exam is open to anyone who is **18 years old**. For more information access the web site **www.acenet.edu** with the key word "GED" or contact the Adult Training Center at (818) 240-1000 extension 5686.



## **ENGLISH LANGUAGE DEVELOPMENT (ELD)**

The Glendale Unified School District offers a broad-based English Language Development (ELD) Program for English Language Learners. Classes are provided for all ranges of student proficiency. At each of the five ELD levels, students are provided with two hours of language instruction. Levels 1 and 2 are part of the "Structured English Language Immersion Program." These classes are for students who are non-English speaking or limited English speaking. Students receive elective credit towards graduation. Instruction is almost all in English, but classes generally have adult education assistants to provide support in primary language. ELD levels 3, 4, and 5, the "English Language Mainstream / Supported English Language Program," are designed for students who are reasonably fluent in English, and the instruction is in English. Students are expected to meet grade-level standards in English, and these classes meet graduation and some college entrance requirements.

ELD 1 - general elective credits (10 credits)

ELD 3 Writing - 9th grade English credits (10 credits)

ELD 4 Writing - 9th/10th grade English credits (10 credits)

ELD 5 Writing - 9th/10th/11th/12th English credits (10 credits)

ELD 2 - general elective credits (10 credits)

ELD 3 Reading - general elective credits (10 credits)

ELD 4 Reading - general elective credits 9th/10th English (10 credits)

ELD 5 Reading - 11th/12th grade English credits (10 credits)

## **BILINGUAL COMPETENCY RECOGNITION AT GRADUATION**

The Glendale Unified School District recognizes students that are competent in more than one language at graduation. Students will receive a certificate of competency as well as a special seal on their diploma. In order to qualify, students must successfully complete high school graduation requirements in English and one of the foreign language requirements.

In order to receive recognition, a student must achieve at least one of the following:

- Receive a score of 3 or better as a junior on the Advanced Placement Language for a foreign language exam
- Complete the District approved four-year course of study in the same foreign language, with an academic grade of "A" or "B"
- Pass a foreign government approved exam and receive a diploma/certificate of competency from the authorizing government agency
- Complete a District approved language program (other than English) or
- Pass the District Comprehensive Spanish, Armenian, Korean, Russian, or Tagalog Language Exam as a junior or senior
- Requirements for the GUSD diploma must be completed and student must have a 2.0 GPA or better

**GLENDALE UNIFIED SCHOOL DISTRICT**  
**CALCULATIONS OF WEIGHTED GRADE POINT AVERAGE (GPA)**

1. Regular GPA is computed using the scale below as if there were no weighted grades.
2. Bonus points are assigned for Honors and Advanced Placement classes of "C" or better. "D" and "F" grades do not receive bonus points. A = 5 points, B = 4 points, C = 3 points.
3. Add the regular GPA and the average bonus points to obtain the weighted GPA.
4. Four (4) year colleges and universities have their own system of calculating the high school GPA.
5. UC and CSU weigh different Honors or Advanced Placement courses.

**REGULAR GRADING SCALE**

A = 4 points	F = 0 points
B = 3 points	NM = No Mark
C = 2 points	I = Incomplete
D = 1 point	

**CLASS RANK**

Class Rank is a weighted rank, which includes all courses taken in grades 9-12, including P.E. Weighted courses have two titles: Honors (H) and Advanced Placement (AP)

**INCOMPLETE (I) GRADES AND CLASS REPEATS**

When a student receives a D in a class required for college admission, it is often necessary to repeat the class to earn a C or better. However, when a student repeats a D grade, he/she will not receive an additional 5 credits toward high school graduation for the second grade.

The high school will give the student credit for the higher of the two grades and figure only that grade into the GPA. However, many universities will average the two grades when recalculating the GPA for admission.

An incomplete grade (I) must be made up within 6 weeks. It is the responsibility of the student to contact the teacher to make the necessary arrangements.

**PATHWAYS**

**TO**

**COLLEGE**

## THE TRANSITIONING HIGH SCHOOL STUDENT

The transition from high school to college can be a challenge for any student. The following are some points to consider for the transitioning high school student:

<u>High School</u>	<u>College</u>
Structured	Less Structure
Same classes each day	Each day's schedule can vary
Same group of peers in most classes	Different group of students per class
Teachers monitor student progress and apprise them of how they are doing	Student on their own
Quantity of work varies	Quantity much more
Course of study is prescribed	Must make important academic career choices, carefully plan their sequence of courses
Classes usually from 8:00 a.m.-3:00 p.m.	Must make good use of the many hours they are not in class
Schedule allows them to balance school and social life	Need to learn to maintain work, study, academic, social lives
Decision making and problem solving skills somewhat essential	Decision making and problem solving skills paramount

# TIMELINE FOR COLLEGE PREPARATION AND APPLICATION

## FRESHMAN YEAR:

- Take an academic course pattern.
- Be sure you are taking the correct courses for the college(s) of your choice.
- Read extensively.
- Find extracurricular activities and get involved.
- Visit colleges, meet with representatives, attend college fairs.
- Visit college websites.

## SOPHOMORE YEAR:

- Continue taking rigorous academic courses.
- Be sure you are taking the correct courses for the college(s) of your choice.
- Take the PSAT to practice for the SAT or the PACT for the ACT if offered.
- Continue to explore college options. Look for factors such as size, location, program, and selectivity.
- Keep reading.
- Explore summer program options, visit colleges.

## JUNIOR YEAR:

- Apply for a Social Security Number if you have not already done so.
- Develop a list of appropriate colleges for you.
- Be sure you are taking the correct courses for the college(s) of your choice.
- Visit colleges, investigate scholarship and financial aid programs.
- Write, e-mail, or visit web sites of colleges to request brochures and catalogs.
- Continue extracurricular activities.
- Take PSAT/NMSQT in October. National Merit Scholars are chosen only through this test.
- Take SAT Subject Tests (students may take up to three subject tests) in either May or June, a UC requirement.
- Take ACT or SAT Reasoning in May or June.
- Develop “brag sheets.”
- Participate in summer programs, read, visit colleges.
- Investigate scholarships for next year.

## SUMMER AFTER JUNIOR YEAR:

- Visit college campuses and ask friends in college for their advice.
- Request applications and brochures from your top colleges.
- Get started on college and scholarship application essays by writing sample drafts.
- Take some time out to prepare for SAT Reasoning/SAT Subject Tests or ACT.

## **SEPTEMBER – SENIOR YEAR:**

- Register early for SAT Reasoning/ACT/SAT Subject Tests.
- Photocopy applications and begin to fill out first draft.
- Be sure you are taking the correct courses for the college(s) of your choice.
- Start working on your essays—have your English teacher read them.
- Avoid Senioritis! Remain academically competitive.
- Apply for scholarships.
- Continue participation in extracurricular activities all year long.
- Keep reading all year long.
- Obtain dates for financial aid workshop offered at your school.
- Remember—UC's need 3 SAT Subject Tests—writing, math, and a third one of your choice.

## **OCTOBER:**

- Begin sending CSS profile for private schools. Check the date it is due.
- Take SAT Reasoning, SAT Subject Tests, or ACT.
- If you need a letter of recommendation, make an appointment with the counselor in the Counseling Office.
- Begin filling out UC and/or CSU applications.
- Many college representatives will be at your school in the College/Career Center.
- Visit Counseling Office or Career Center for senior forms, college recommendation and scholarship applications.
- Apply for scholarships.
- CSU application period is October 1–November 30. Be sure and check specific school deadlines.
- Select teachers you will ask to write letters of recommendation.
- Attend Career/College Fair.

## **NOVEMBER:**

- Take SAT Reasoning **OR** SAT Subject Tests.
- UC applications must be submitted between November 1–30.
- Apply for scholarships.
- Have parents file tax returns early for financial aid applications.
- Ask politely for teacher recommendations—remember stamped and addressed envelopes.

## **DECEMBER:**

- Last time to take SAT Reasoning, ACT, or SAT Subject Tests for UC's.
- Remember—UC's need 2 SAT Subject Tests—math and a second one of your choice.
- Pick up financial aid applications (FAFSA). Mail them between January 1–March 2.
- Check for scholarships.
- Attend Financial Aid workshop if offered.

## **JANUARY:**

- File FAFSA as soon after January 1 as possible.
- UC deadline for scholarships is this month.
- Bring midyear report forms to Counseling Office.
- If your college wants fall grades, request them from the Registrar.
- Continue to check for scholarships.
- Check private schools financial aid deadlines.
- Get GPA verification for Cal Grants.

## **FEBRUARY:**

- Check that colleges have received all materials: Application, test scores (sent by ETS), financial aid form.
- Carefully read all information from colleges.
- Continue to check for scholarships.
- File FAFSA information.
- Get GPA verification for Cal Grants.
- If you change your class schedule from what you stated on the college application, inform every college.

## **MARCH:**

- UC decisions will be mailed this month.
- If colleges request additional information, send it to them immediately.
- Register for AP exams.
- Register for CSU placement tests.
- If you are accepted to a college, let your counselor know.

## **APRIL:**

- All colleges should have responded by now.
- Decide where you wish to go. Make final visits if you are still unsure—see a counselor with questions.
- Financial aid offers will begin to arrive.
- Avoid senioritis - hang in there!

## **MAY:**

- AP Exams.
- Make final decision—send deposit and “Statement of Intent to Register” by May 1.
- Fill out housing forms (some schools ask for it earlier).
- Write letter to colleges you will not attend—let them know you will be attending elsewhere.
- Subject A test for UC bound students.

## **JUNE:**

- Graduation.
- Order final transcript to be sent to the college you will attend.
- Make sure you have responded to all requests by your college.
- Remember to thank everyone who helped you this year.
- Thank your counselor.

## HOW TO APPLY FOR COLLEGE ADMISSION (TWELFTH GRADE)

1. In early October, obtain an application from the website for the California State University and the University of California campuses.

[www.ucop.edu](http://www.ucop.edu) or [www.csumentor.edu](http://www.csumentor.edu)

- ◆ These applications need to be completed **NO LATER THAN THE END OF NOVEMBER**. No letters of recommendation or transcripts need to be sent with the application, so simply fill it in, make a copy for yourself, and submit.
2. If you wish to apply to other colleges and universities outside of the California State University systems, call, write, or email those campuses directly. (The Counseling/Career Center personnel and the counselor can help you obtain addresses, if necessary.)
    - ◆ If the application for admission requires information to be completed by your high school, take the school report form to the counselor with a stamped, addressed envelope. Order a transcript from the registrar. The counselor will fill in the form, attach a transcript, and mail it.
    - ◆ Request letters of recommendation from teachers and/or your counselor **at least two weeks before due date**. Provide each with the recommendation form, a stamped, addressed envelope, and your “brag sheet” (personal information about yourself and your accomplishments).
  3. If you wish to apply to any community college, ask the counselor for an application form, complete it, and take the form, along with an unofficial transcript, to the College Admissions Office at any community college. For more specific information regarding Glendale Community College, please see page 14.
  4. In late September, secure an application from the counselor or online for the SAT Reasoning and/or the ACT, required for admission to the California State Universities, the University of California, private colleges and universities, and the Scholars Program at Glendale Community College, and the SAT Subject Tests, required by the University of California and most private colleges. Complete the application, enclose a check for the required amount, and mail it by the deadline.
    - ◆ All admission tests should be taken by the end of December of your senior year.
  5. Attend scheduled meetings (held during months of October and November). The counselor will be there to assist you with the application process. Read the school bulletin for times and dates.



## HOW TO CHOOSE A COLLEGE OR UNIVERSITY

The choice of a college is a personal task that should begin early in the high school career. Several suggestions can be followed to make the final decision easier.

1. Visit as many campuses as possible on weekends and during vacation.
2. Talk to as many people as possible who are attending, or who have attended, various colleges.
3. Study the various aspects influencing college choice and personal desires and make wise decisions regarding them.
  - a. A large or small college
  - b. A school near home or far away
  - c. A coeducational or other type of institution
  - d. A liberal arts or a highly specialized college
  - e. The cost of the school in relation to what one can afford
  - f. What scholarships and/or financial aid is available
4. Look at college catalogs. A complete library of catalogs and bulletins is maintained at the schools. They may be checked out for a few days or the student may send directly to the college for a copy.
5. Attend meetings scheduled by the high school with college representatives.
6. During your sophomore/junior years, visit the Career Center and use the computer program CHOICES, eguidance, or CSU mentor and print out possible colleges and/or vocational choices.
7. By the end of your sophomore/junior years, know the admission requirements for prospective colleges.
8. At the beginning of your senior year, see your counselor regarding the college application process.
9. Attend the Glendale Unified School District College and Career Fair held in the fall of every year.
10. Visit the college web sites.

## COLLEGE ADMISSION

### GLENDALE COLLEGE

[www.glendale.cc.ca.us](http://www.glendale.cc.ca.us)

There are 108 community colleges in the State of California. Glendale College is a community college that serves the various needs of different levels of education. Admission to the college is granted to any person who meets one of the following qualifications:

1. is a high school graduate
2. reached the age 18
3. passed the California High School Proficiency Exam
4. established California Residency (subject to change)

Glendale College counselors, however, urge you to take as strong a college prep program as you are able to handle in high school and keep your record free of any D grades. Careful planning and goals that are realistic are most often the best combination for success.

#### **How do I transfer from a community college to a university?**

In order to transfer, a student must have successfully completed (with a grade of C or better) all admission requirement classes (see college admission) plus 60 units of college coursework. Students who wish to transfer to 4-year college or university should attempt to complete most admission requirements in high school before entering the community college, as it will take a full 2 years (and usually longer) to complete the 60 units of general education college classes required to transfer into the junior year (3rd year) of the university. Visit the GCC Transfer Center early in your first semester at GCC.

Students who have a minimum GPA of 3.25 and a combined SAT score of 1000, may also apply for the Scholars Program at Glendale Community College. Please see your counselor for details and an application. Students must also take the SAT by December of their senior year.

Associate in Arts/Associate in Science: Education toward the granting of AA/AS degree(s) is provided in accordance with approved graduation requirements. General education and major coursework from the core of the required curriculum satisfy the necessary units for the degree with the balance being electives. See your community college manual for specific details.

## THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

The California State and University systems minimum entrance requirements are aligned. However, the UC requires SAT Reasoning or ACT and SAT Subject Tests; but the CSU system requires only SAT Reasoning or ACT.

Requirements for entrance to the state university are planned to allow admission of the top one third of all high school graduates. Entrance requirements for the UC system allow admission of the top 12.5 percent.

The following requirements are:

1. English 4 years college preparatory
2. Mathematics 3 years (Algebra 1, Geometry, Algebra 2)
3. Social Science 2 years including U.S. History/Government
4. Lab Science 2 years
5. Foreign Language 2 years of the same language (subject to waiver for non-English speaking students demonstrating equivalent competency)
6. Visual and Performing Arts 1 year (only approved courses)
7. Electives 1 year (college preparatory courses from the following fields: history/social science, English, advanced math, lab science, foreign language, and the visual and performing arts.)

Students with a given GPA must present the corresponding ACT composite or SAT total score. A formula is used for eligibility. Note: The higher the test score, the lower the GPA required.

### PRIVATE COLLEGES AND UNIVERSITIES

Most private colleges and universities look for academic course work comparable to subjects listed as requirements for entrance to the University of California. Students are advised to consult the catalogs for the campuses in which they are interested for specific requirements and to obtain the appropriate application forms directly from the private school.

The private institutions offer students a wide variety of geographic locations, sizes, and specializations from which to choose an educational opportunity to meet individual interests and needs.

## SCHOLARSHIPS

### SCHOLARSHIP OPPORTUNITIES AND FINANCIAL AID

Financial Aid may come in several forms (see below) but in order to qualify for most, you must file a FAFSA (Free Application for Federal Student Aid). The FAFSA must be filed during the months of January and February. The application forms are available in the Counseling Office or on the Internet.

#### HOW TO IMPROVE YOUR CHANCES FOR A SCHOLARSHIP

- ◆ Enroll in a solid four-year college preparatory program.
- ◆ Get involved in school and community activities. Many local awards are based on voluntary community services.
- ◆ Maintain a grade point average of 3.5.
- ◆ As a junior, take the National Merit Test (PSAT) given in October. Many national scholarships are based on this. In the spring of your junior year, take the SAT (Scholastic Aptitude Test) or ACT (American College Test).
- ◆ As a senior, check regularly with the Scholarship Coordinator for scholarship information and applications. Listen carefully to all bulletin announcements for scholarship programs and deadlines. Also complete the Scholarship Survey application (brag sheet) available in the Counseling Office.

#### WHAT'S AVAILABLE

**SCHOLARSHIPS:** Scholarships are awarded for academic work, athletics, talents, skills, and/or school and community involvement. Some are based on merit only; some specify merit and need.

Scholarships Awarded by Colleges: Colleges offer their own scholarship/financial aid programs. The financial aid office of the college being considered by the student should be contacted directly for information and forms.

#### SCHOLARSHIPS AWARDED BY PRIVATE ORGANIZATIONS

National Merit Scholarship Program  
Honor Societies (California Scholarship Federation)  
Business and Industrial Groups  
Professional Societies in fields of interest  
Labor Organizations

Foundations and Benevolent Societies  
Churches/Religious Organizations  
Veterans and Fraternal Groups  
Ethnic Groups  
School and Community

#### Beware of Scholarship Scams

## GRANTS

**NOTE: A FAFSA form must be completed in order to qualify for any Cal Grant.**

**MUST:**

- ◆ Be a California resident
- ◆ Be a U.S. citizen or eligible non-citizen
- ◆ Meet U.S. Selective Service requirements
- ◆ Attend an eligible California college or university
- ◆ Maintain at least half-time enrollment
- ◆ Maintain satisfactory academic progress as defined at school of attendance
- ◆ NOT be in default on any federal or state educational loan or owe a grant refund

**GRANTS:** Grants or entitlement awards are awarded primarily on the basis of financial need with academic potential as a factor. Like a scholarship, it does not have to be repaid.

**Cal Grant A:** The California Student Aid Program covers tuition and fees. A student who is a California resident and attending a public or private California college is eligible to apply for this program. Those going to a community college for two years and intending to transfer to a four-year college may apply for the reserve scholarship. This grant is based on academic proficiency and financial need.

**California Community College Transfer Award:** The College Opportunity Grant can be used by residents at a California community college or four-year college and is awarded to high potential, low-income students. The money awarded covers subsistence.

**Cal Grant B:** This grant is for high potential students based upon financial needs.

**Cal Grant C:** The Occupational Education and Training Grant is awarded to students who are attending community colleges or accredited vocational and proprietary institutions. Financial need is a prerequisite.

**Pell Grant:** The Pell Grants are given to students with financial need, but instead of being given by the State of California as the above listed programs, these are given by the U.S. Government.

Cal Grant is submitted electronically. Seniors must provide their counselor with their Social Security Number at the beginning of their senior year.

FORMS: Available in the Counseling Office

## LOANS

**LOANS:** California Guaranteed Student Loans and National Direct Student Loans are two sources of funds for students in need of financial assistance. The total amount a student can borrow depends on individual circumstances.

Educational loans generally are made to the student, and repayment is the student's responsibility. However, parents may apply for an insured loan available through private lenders to help meet the cost of their student's education.

## **FEDERAL FINANCIAL AID PROGRAMS**

### **Federal Pell Grant**

Description: Grants for undergraduates only; students must have Expected Family Contribution (EFC) below a certain number to be eligible. Amount received depends partially on enrollment status and length of enrollment.

Repayment: None

### **Federal Work-Study (FWS)**

Description: Jobs for college students who need financial assistance.

Repayment: None

### **Federal Perkins Loan**

Description: A low-interest loan with a rate of 5 percent, for students with exceptional need—those with the lowest EFCs for undergraduates and graduates. Undergraduates can receive aid for more than one undergraduate degree.

Repayment: Repayment starts nine months from when you graduate or leave school. Payments are usually at least \$30 per month for up to ten years.

### **Federal Stafford Student Loans**

Description: Low-interest loans guaranteed by the federal government but made through a private lender.

Repayment: Repayment begins six months after you graduate, leave school, or drop below half time. If you have a subsidized Stafford loan, you won't have to pay any principal or interest during the grace period. If you have an unsubsidized loan, you will be responsible for interest during the six months. All Stafford loans must be repaid within ten years.

### **Federal Plus Loans**

Description: PLUS loans enable parents with good credit histories to borrow for each child who is enrolled at least half-time and is a dependent student. Interest rate will be variable but not higher than 9 percent.

Repayment: Repayment begins within 60 days after the final loan disbursement. There is no grace period for these loans.

If you need more information, here are some telephone numbers to call:

The California Student Aid Commission Central Inquiry Unit will answer calls from students, parents, schools, and lenders about Cal Grants, student loans, and other financial aid programs. Call (916) 526-7590 ([www.CSAC.ca.gov](http://www.CSAC.ca.gov)) or call 1-888-224-7268.

To get a copy of the Free Application for Federal student Aid or for general information about filling out financial aid forms and the Pell Grant Program, call the U.S. Department of Education, Federal Student Aid Information Center, 1-800-4-FEDAID (1-800-433-3243). Hours of operation are 8:00 a.m. to 8:00 p.m., EST, Monday through Friday. ([www.FAFSA.ed.gov](http://www.FAFSA.ed.gov))

For specific information regarding the processing of your financial aid form, to request a duplicate SAR (Student Aid Report) or to make an address or institution addition or correction, contact the Main Application Processing Center, (319) 337-5665.

**“When in Doubt, Apply!”**

## ADDITIONAL FACTS ABOUT APPLYING FOR FINANCIAL AID

1. **Social Security Number (SSN).** You must have a Social Security Number to be eligible for federal student financial aid. If you submit a FAFSA without a SSN, the FAFSA will be returned to you unprocessed. To apply for an SSN or to get a replacement Social Security Card, if your card has been lost or stolen, you would contact your local Social Security office. For additional information (in English or Spanish), you can call the SSA at 1-800-772-1213 or go to their web site at [www.ssa.gov](http://www.ssa.gov).
2. When applying for the FAFSA online, it is important for the student and the parent(s) to get a PIN (Personal Identification Number). Please go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
3. **Citizenship Status.** You can receive federal student financial aid if you are a U.S. citizen or an eligible non-citizen. If you have changed from a non-citizen to a citizen, contact the Social Security administration (SSA) to update your status with that agency. Otherwise, the SSA may report that you are not a citizen, and you will have to provide documentation of citizenship before receiving aid.

**Eligible Non-citizen.** If you are an eligible non-citizen, enter your eight- or nine-digit Alien Registration Number (ARN). If you answer “yes” to the question asking whether you are a U.S. citizen, you should not write an ARN in the ARN question. If an ARN is present, the Department will check with the Immigration and Naturalization Service to confirm your status. For financial aid purposes, an eligible non-citizen is one of the following:

- A U.S. permanent resident who has an alien Registration Receipt Card (I-151 or I-551)
- A conditional permanent resident (I-151C)
- A non-citizen with an Arrival-Departure record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations:
  - ◆ Refugee
  - ◆ Asylum Granted
  - ◆ Indefinite Parole
  - ◆ Humanitarian Parole or
  - ◆ Cuban-Haitian Entrant

**Not a Citizen or Eligible Non-citizen.** If you are in the U.S. on

- An F1 or F2 student visa, or
- A J1 or J2 exchange visitor visa, or
- A G series Visa (pertaining to international organizations)

You are neither a citizen nor an eligible non-citizen and are not eligible for federal student aid. However, you may be eligible for state or institutional aid and may therefore wish to complete the FAFSA.

4. **Aid based on the income of the parent(s) or legal guardian with whom a student lives.** Ask your parents to prepare their income tax material early (in January) this year so they can write that information on the FAFSA form.

## COLLEGE ADMISSION TESTING

These applications are available in the Counseling Office.

### **PSAT - Preliminary Scholastic Aptitude Test or NMSQT - National Merit Scholarship Qualifying Test**

This national test is given in October of every year to eleventh grade students who wish to qualify for major scholarships. It will assess critical reading, verbal reasoning, math problem solving, and writing skills. The PSAT may be available for tenth grade students as a practice opportunity.

#### **Reason to take it:**

1. To open the door to college.
2. To practice for the SAT.
3. To earn scholarships and academic recognition. National Merit Scholars are chosen from this assessment.
4. To begin the college search.
5. To see how one's academic skills compare with those of college-bound students across the country.
6. To get feedback on how to improve academic skills needed in college.

For more information, go to: [www.collegeboard.com](http://www.collegeboard.com)

### **SAT Reasoning**

SAT Reasoning is a general reasoning test given to all students who wish to apply to all college and universities. It will also assess critical reading, verbal reasoning, math problem solving, and writing skills. It should be taken in the spring of the junior year and/or fall of the senior year. It must be taken by December. Check the schools you are interested in for specific dates.

### **SAT Subject Tests (for UC's and some private schools)**

You are sometimes asked to take these subject tests for admission. You must take any two subject tests, depending on your declared major. (It is recommended that one test be from the Math/Science field and the other from the English/Social Science field.) Counselors recommend that you take the subject test of your choice as close to the time that you complete the class.

### **ACT - American College Test**

This test measures skills in reading, English, mathematics, and science reasoning. CSU schools, UC schools, and most private schools will accept this test for admission. This test is recommended in the spring of your junior year.

For more information, go to: [www.act.org](http://www.act.org)

### **AP Exams - Advanced Placement Exams**

Exams are given in May of every year to any interested students. Students in AP classes are highly encouraged to take these exams. Many colleges and universities will award you credit for your performance on these exams.



## FREQUENTLY REQUESTED WEB SITES

Student Aid Home Page	<a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a>
Funding Your Education	<a href="http://www.ed.gov/prog_info/FSA/FYE">www.ed.gov/prog_info/FSA/FYE</a>
The Student Guide	<a href="http://www.ed.gov/prog_info/FSA/StudentGuide">www.ed.gov/prog_info/FSA/StudentGuide</a>
FAFSA on the Web	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
Help in completing the FAFSA	<a href="http://www.ed.gov/prog_info/FSA/FAFSA">www.ed.gov/prog_info/FSA/FAFSA</a>
Federal school codes (used to complete FAFSA)	<a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a>
California Student Aid Commission	<a href="http://www.csac.ca.gov">www.csac.ca.gov</a>
EDFUND	<a href="http://www.edfund.org">www.edfund.org</a>
Mapping Your Future	<a href="http://www.mapping-your-future.org">www.mapping-your-future.org</a>
University of California UC (Electronic Admission Form)	<a href="http://www.ucop.edu">www.ucop.edu</a> <a href="http://www.ucop.edu/pathways">www.ucop.edu/pathways</a>
California State University CSU (Electronic Admission Form)	<a href="http://www.ucop.edu">www.ucop.edu</a> <a href="http://www.csumentor.edu">www.csumentor.edu</a>
California Community Colleges	<a href="http://www.cccco.edu/">www.cccco.edu/</a>
National Association of Financial Aid Administrators	<a href="http://www.nasfaa.org">www.nasfaa.org</a>
The Financial Aid Information Page	<a href="http://www.finaid.org">www.finaid.org</a>
FastWeb	<a href="http://www.fastweb.com">www.fastweb.com</a>

## COLLEGE RELATED RESOURCES FOR STUDENTS AND PARENTS

### **College Information and Applications**

#### **College Quest:**

[www.collegequest.com](http://www.collegequest.com)

Peterson's new college supersite is one of the most comprehensive and useful of the college sites. Students can search for colleges, get in-depth information, file electronic applications, work on financial aid, and keep things moving smoothly with a personal organizer.

#### **CSU Mentor:**

[www.csumentor.edu](http://www.csumentor.edu)

Students thinking about the CSU system can find the campus that is right for them and apply online.

#### **Peterson's Education:**

[www.petersons.com](http://www.petersons.com)

The publisher has online guides to colleges, careers, summer jobs, and test preparation among others.

#### **University of California:**

[www.ucop.edu](http://www.ucop.edu)

The UC Office of the President's site has information about UC admissions, libraries, and resources, as well as links to the individual campuses.

#### **US Department of Education: Preparing Your Child for College**

[www.ed.gov/pubs/Prepare/](http://www.ed.gov/pubs/Prepare/)

This website offers an online resource book for parents.

#### **US News and World Report:**

Students and parents can access the latest U.S. News college rankings, as well as helpful information on getting into the school of their choice.

#### **XAP:**

[www.xap.com](http://www.xap.com)

Students can apply online or download applications for the participating colleges.

## **Scholarships and Financial Aid**

### **College Board:**

[www.collegeboard.org](http://www.collegeboard.org)

The College Board provides information on scholarships and financial aid, in addition to their testing information.

### **FASTWEB:**

[www.fastweb.com](http://www.fastweb.com)

This website has a free, searchable database of 400,000 scholarships.

### **FAFSA on the Web:**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Families can now apply for financial aid online in a secure, encrypted format.

### **U.S. Department of Education: Funding Your Education and Student Guide**

[www.studentaid.ed.gov/students/publications/student\\_guide/index.html](http://www.studentaid.ed.gov/students/publications/student_guide/index.html)

Funding Education Beyond High School: The Guide to Federal Student Aid gives an overview of the financial aid process. The online version of the Student Guide covers the Department's major aid programs, including Pell Grants, Stafford Loans, and PLUS Loans.

## ACADEMIC HONOR GROUPS

**California Scholarship Federation:** CSF is a prestigious honor group that is recognized by the State of California. It is open to second semester ninth grade students and tenth, eleventh, and twelfth grade students. In order to be a CSF Sealbearer, a student must be a member of CSF for four semesters, one of which must be in the student's senior year.

You must:

1. Take qualifying courses
2. Apply for membership the first four weeks of each semester
3. Earn 10 points - 7 must be in List I or II subjects (see your CSF advisor for the list)
  - ◆ A minimum of 4 of the 7 must be from List I
  - ◆ A = 3 points, B = 1, C = 0 points  
(A "B" in an AP or Honors class counts as 2 points)
  - ◆ D or F in any subject including P.E. disqualifies
  - ◆ P.E. is not counted for points or as number of subjects taken
  - ◆ No more than 5 courses may be used to compute points
  - ◆ Credit/No Credit marks are not recognized

Poor citizenship will result in disqualification at the discretion of the school principal.

**National Honor Society:** NHS members are elected by the faculty based on:

- ◆ Scholarship - a GPA of 3.5 by the end of grade 10 (on 4 point scale)
- ◆ Character - evidence of good character, citizenship, integrity, and academic honesty is evaluated by a review of student's discipline file and faculty poll.
- ◆ Leadership - evaluated by a review of activities résumé and faculty poll.
- ◆ Service - evaluated by a review of activities résumé and faculty poll PLUS personal references may be contacted.

**Community Service:** Some schools offer a medallion for at least 100 hours of community service during their time in high school.

**Bilingual Competency Recognition** (See page 7)

Other awards are available at your individual sites. Please see your counselor.

Some honor groups are not offered at every high school.

**Beware of Honor Group Scams**

## NCAA REQUIREMENTS IMPORTANT INFORMATION FOR COLLEGE-BOUND ATHLETES

High school students who want to compete in intercollegiate athletics at NCAA (National Collegiate Athletic Association) Eligibility Center colleges and universities—Division I and Division II schools—must meet certain course and test requirements. **(All students-athletes must register with the NCAA Initial-Eligibility Clearing House.** Applications are available online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). There is a fee to register that is payable to NCAA Eligibility Center.)

### Freshman-Eligibility Standards for Student-Athletes Entering College

#### Division I

Qualifiers to practice, compete, and receive scholarship as a freshman:

- ◆ Must graduate from high school
- ◆ Must successfully complete 16 core courses with a minimum GPA of 2.5 or above\*
  - 4 years of English
  - 3 years of mathematics (2 years algebra and 1 year geometry)
  - 2 years social science
  - 2 years natural or physical science (1 must be a lab course)
  - 1 additional year of either English, math, or science
  - 4 additional years of foreign language, computer science, philosophy, or comparative religion.
- ◆ Must earn a minimum combined SAT score or an ACT score as indicated on the Index Chart on website [www.NCAA.org](http://www.NCAA.org) “Guide for College Bound Student-Athlete.” (Can combine subscores from separate test sittings.)
- ◆ Send SAT or ACT test scores directly to NCAA Eligibility Center (Code 9999).

#### Division II

Qualifiers to practice, compete, and receive scholarships as a freshman:

- ◆ Must graduate from high school
- ◆ Must successfully complete 14 core classes with a minimum GPA of 2.0 or above\*
  - 3 years English
  - 2 years mathematics
  - 2 years social science
  - 2 years natural or physical science (must be a lab course)
  - 2 additional years of either English, math, or science
  - 3 additional years of either foreign language, computer science, philosophy, or comparative religion
- ◆ Must earn a minimum combined SAT score or an ACT score (see Index Chart on website).
- ◆ Send SAT or ACT test scores directly to NCAA Eligibility Center (Code 9999).

\*A sliding scale is used to compute eligibility. Students who have lower SAT or ACT scores must have higher GPA's to compensate. (See counselor for complete details.)

**PATHWAYS**

**TO**

**CAREERS**

## HOW TO CHOOSE A CAREER

There are many courses you take in school, like math, science, English/language arts, and social studies that are important in many careers. When you begin to see the connection between what you are learning and what the workplace and college requirements are, then school will mean more to you.

There are many elective courses you may take in high school that will allow you to gain some technical skills for a career of your choice. Some high schools also have academies, ROP classes, and other technical programs which will further your interest.

When it comes to careers, change is inevitable. It is not unusual for adults to change their occupations seven or eight times during their working years. The key to good career planning is to be aware of all your options and to explore new opportunities as they arise and interest you.

### **Career preparation may include the following:**

- ◆ Take the ASVAB in your junior year
- ◆ Take an interest inventory in your guidance class
- ◆ Take an interest inventory on the CHOICES program available at your school
- ◆ Do a career search on eguidance (computer program)
- ◆ Attend Career/College Fair
- ◆ Listen to guest speakers visiting your school
- ◆ Participate in the job shadowing opportunities offered through your school
- ◆ Apply for a summer job in a field that interests you
- ◆ Serve as a volunteer
- ◆ Write your first résumé
- ◆ Talk to a counselor about careers
- ◆ Read a book on career planning
- ◆ Research various occupations in *Job Choices, Occupational Outlook Handbook*, or similar publications
- ◆ Participate in school/local clubs and organizations
- ◆ Take a leadership role in school/local clubs and organizations

According to surveys conducted by the National Associations of Colleges and Employers (NACE), the top ten personal characteristics employers seek include:

- |                          |                             |
|--------------------------|-----------------------------|
| 1. Communication skills  | 6. High GPA/academic skills |
| 2. Work experience       | 7. Technical skills         |
| 3. Motivation/initiative | 8. Interpersonal skills     |
| 4. Teamwork skills       | 9. Analytical skills        |
| 5. Leadership abilities  | 10. Ethics                  |

According to employers, the top seven skills employers seek include:

- |                         |                          |
|-------------------------|--------------------------|
| 1. Interpersonal        | 6. Written communication |
| 2. Teamwork             | 7. Leadership            |
| 3. Verbal communication |                          |
| 4. Analytical           |                          |
| 5. Computer             |                          |

## REGIONAL OCCUPATIONAL PROGRAM (ROP)

After School and on Weekends

Grades 11, 12 – Semester

Prerequisite: 16 years of age and counselor approval

Classes qualify for Career Preparation or elective credits

ROP offer students the opportunity to acquire entry-level job skills in practical on-the-job training programs. These classes are scheduled during out-of-school hours and at school and training sites throughout the community. Job placement assistance is available upon successful completion of an ROP course. A complete list of courses offered, times, and locations is available in the Career Center.

A certificate of achievement, identifying each student's job proficiencies, is given to students who have completed a class. These certificates are useful for applying for work and for admission to advanced training institutions. See the ROP Technician for details on starting dates, days, and time. Also check the web site at [www.lacorop.org](http://www.lacorop.org).

Some of these classes are now being offered in the Glendale area:

Animation	Community Counselor Aide
Auto Specialization	Computer Repair, Beginning
Banking Occupation	Computer Repair, Advanced
Banking Teleservices	Cosmetology
Child Development	Electronics Occupations
Commercial Art (Beginning & Advanced)	Emergency Medical Technician
Commercial Photography	Fire Service Occupation
Computer Applications	First Responder
Web Site design	Graphic Arts
Macintosh Basics	Hospital Occupations
Photoshop I/PageMaker	Intro to Law
Photoshop II	Intro to Law Enforcement
Desktop Publishing	Medical Assistant
Intro to Computers	Retail Marketing
Beginning MS Word	Small Business Management
Intermediate MS Word	Teaching Occupations
Excel	TV Production/Media Arts (Fine Arts Credit)
CISCO	Water Safety & Life Guard
Construction	



## ROP COOPERATIVE VOCATIONAL EDUCATION (CVE)

Students 16 and older participate in a combination of work and study. Eligible students must be working in retail sales, food services, financial, or office occupations to take a CVE class.

Up to ten credits is offered each semester according to working hours and classroom instruction. CVE classes give career preparation credit toward graduation.

For more information and registration see the ROP Counselor or Technician. Visit our web site: [www.lacorop.org](http://www.lacorop.org).

### WORKPLACE COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS), U.S. Department of Labor, issued its report on the competencies, skills and personal qualities needed to succeed in the workplace.

The SCANS report challenged schools, parents, and businesses to help all students develop future workplace competencies. SCANS identified five broad categories of competencies that would lead to successful transition from school to work:

**Resources:** allocating time, money, materials, space, and staff;

**Inter-personal Skills:** working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds;

**Information:** acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information;

**Systems:** understanding social, organizational, and technological systems, monitoring and correcting, performance, and designing or improving systems;

**Technology:** selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.

#### Additional Resources for Exploring Careers

- Choices (available in all labs on campus)
- [www.calmiscagov.@occ.handbook](http://www.calmiscagov.@occ.handbook)
- [usnews.com](http://usnews.com) (careers & education)

## CAREER ORIENTED PROGRAMS

Each high school in the Glendale Unified School District offers specialized course offerings that will help define a student's personal career choice. Listed below is a sampling of programs offered:

### **Crescenta Valley High School**

- Academy of Science and Medicine
- ROTC
- ROP

### **Glendale High School**

- Engineering, Manufacturing, and Construction Academy
- Arts Technology Academy
- Center for the Arts (Visual and Performing Arts)
- Cosmetology, Business and Industry Academy
- ROP

### **Hoover High School**

- Visual and Performing Arts (VAPA)
- Business Engineering and Technology Academy (BETA)
- ROP
- Public Service Academy

### **Clark Magnet High School**

- ROP
- Technical

### **Daily High School**

- ROP

The programs/academies will help provide job shadowing and internship opportunities in nearby businesses and studios.

## COLLEGE-CAREER CENTER

The College-Career Center is stocked with college/university catalogs from throughout the United States that are always being updated (could also be found in library). A student can check out a catalog for studying and viewing at home. College videos may be available for students to take home and view with parents. There are also career books and reference books on colleges and scholarships. Several items are available free for the student, such as: *College Outlook* magazine, book covers, *How to Pay for College* handbooks, Student Guidebooks, Financial Aid explanations, and information on the Armed Services (also check your Counseling Office). During September, October, and November local college representatives come on campus during lunch to meet with students regarding their plans for college. Some classrooms use the Center in order to learn how to use college catalogs, as well as to obtain information on a future career and/or occupation. There are career videos, which are available for students to view.

## Choices

The Career Center has computers that run the "Choices" program. This is an easy-to-use, comprehensive career exploration and information program. The databases of occupations, post-secondary schools, and financial aid awards provide many choices for you. It also contains an interest checklist that helps students find careers that they may consider. Students have the option of connecting to college web pages or email from the information reports, and may save all information on a computer disk to later continue or update their searches.

The ROP Technician, at each site, provides ROP information to students and the community, and enrolls students in classes.

The Center also provides scholarship information to the students.

Computers are available for students to access "Choices," to take practice SAT tests, to write essays, and their résumés.

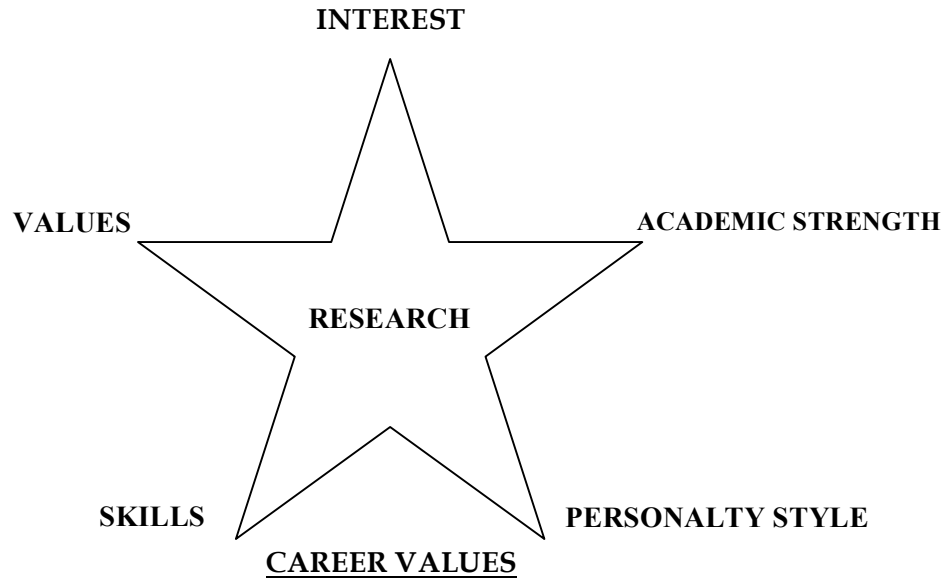
Students may sign up for job shadowing through the Career Center and find out about Career Explorer groups within their career interest areas.

Students may visit the Career Center during snack, lunch, or after school.

## **WORK EXPERIENCE**

Work Experience Education is a program that enables high school juniors and seniors to earn credits toward graduation for being employed. Students must work a minimum of ninety hours and be employed a minimum of twelve weeks during the semester. (Seniors can earn ten credits per semester if they work a minimum of one hundred eighty hours.) Students must attend a Work Experience class for one hour per week. Classroom instruction includes topics such as: how to get a job, how to leave a job, how to file for your tax refund, state and federal child labor laws, your rights as an employee, résumé, letters of application, and other subjects related to the working future.

# CAREER SEARCH COMPONENTS



## CAREER EXPLORATION

Making a decision about your career field...  
Knowing the different aspects of a career choice...

## INTEREST/STIMULATION

Importance of selecting an interesting and stimulating career...

## PRESTIGE

Significance of respect or social status...

## SALARY

Determine financial obligations and acceptable monetary compensation...

## BENEFITS

Evaluate benefits and compensation such as insurance and retirement...

## WORK SCHEDULE/DEMANDS

Evaluate work pace and demands, work schedules and shifts, deadlines...

## WORK ENVIRONMENT

Work setting and atmosphere, working indoors, outdoors, health issues...

## EMOTIONAL NEEDS AND REWARDS

Examine yourself and analyze your tendencies, motivations...

## SATISFACTION AND MEASUREMENTS

Dimensions of satisfaction – Self, family, community, national/ethnic group...

## FINAL THOUGHTS

**Understanding career values empowers you to be more prepared to explore career options and provides greater confidence in your job search.**