

JUNIOR/SENIOR COUNSELING HANDBOOK

Decisions, decisions, decisions

The purpose of this handbook is to help you and your parents with the career planning process. Right now school occupies most of your time. Once you've finished school, you'll probably spend more of your waking hours at work than with your family, friends, or hobbies. The jobs you'll have during your lifetime will determine more than just how much you learn. They can influence where you live, how often you move, and even your choice of friends. Your career satisfaction, or lack of it, may also carry over into other areas of your life.

You are important, your future is important, and you owe it to yourself to learn about careers and to think carefully about the choices you are making now.

As counselors, our goal is for every student to leave Pinconning Area High School well prepared to create a happy, full and satisfying future for themselves. We are here to help you think through your plans and we hope that you will make use of the many resources available in the counseling office to help you in this process.

High School Counselors
Tina Bersano & Kathy Fisk

ONLY YOU CAN PLAN YOUR FUTURE

Relatives and friends can give you advice. Books, computers and videos can give you information. Aptitude and achievement tests can help you analyze your strengths and weaknesses. In the end, it is up to you to put it all together.

Here are some suggestions that will help you on your way:

1. Analyze yourself. Who are you? What are your strong points? Your weak ones? How do you interact with others? What makes you special? What activities make you uncomfortable or bore you?
2. What are your goals? What do you want your life to be like ten years from now? Relationships; friends, family, children? Financial: what level of income will satisfy you? Motivations: what is important to you? Helping others, power, creativity, freedom? Work environment; do you like to be indoors or out, dressed up or dressed down, in a safe place or risky one?
3. What is your life like today? Think about both the resources that you have and the obstacles you must overcome to reach your goals. Important considerations for reaching your goals include family support, financial resources, and your own willingness to put forth the effort required reaching a goal.
4. Explore job possibilities. Make use of the resources available here at school, but don't limit yourself to them. Visit places where people are doing the kind of work you're considering. Try volunteer work or a part time job to get a feel for the world of work. Take classes that will prepare you for the field you want. Talk to the adults in your life about their careers. Find out what the requirements are for various careers that you're considering, as well as what the job prospects are in that area, and how much you can expect to earn.

JUNIOR CHECK LIST

Juniors should be using this year to do some serious investigating of their post high school career and educational plans. Students may choose to go directly into the work force or they may choose one of the following options:

- * Join the Armed Services
- * Attend a Vocational, or Technical School
- * Attend a Community College
- * Attend a four-year college or university

The Counseling Office has information concerning post high school plans. A career exploration program that can help you search for a career and can also give specific information on hundreds of careers is **Career Cruising**. Career Cruising is available on the Internet at www.careercruising.com The USERNAME is: pinconning. The PASSWORD is: 48650. Information about Michigan and out of state colleges, universities, and vocational schools is available at www.anycollege.com and also at the Counseling Office.

The Counseling Office can refer students to resources for career and workforce exploration. Some examples of resources include: *Guide to Apprenticeship Programs*, *Peterson's Vocational and Technical Schools*, *America's Top Jobs for People without a Four-Year Degree*, *America's Top Military Careers*, and *Best Jobs for the 21st Century*.

Michigan Works! is a state-funded agency that provides many services in assisting job seekers in finding beneficial employment. For information in regard to this agency contact: (989) 879-6640.

For more employment services refer to the last page of this guide.

FIRST SEMESTER

Career exploration. Begin preliminary college or vocational school selection. Discuss and research post-high school options: two-year degree programs, apprenticeships, four-year (+) programs of study.

Attend **College Career Night** at Bay City Central on September 24, 2008

Sign up in the Counseling Office to take the PSAT. The cost is \$13.00 and the testing date is October 15, 2008.

Meet with your Guidance Counselor to review your courses and career options.

Work to maintain solid grades, since college applications are mailed out in the fall of the senior year. **THE GPA IS VERY IMPORTANT AT THE END OF THE JUNIOR YEAR.**

Attend the free **Financial Aid Workshop** put on by a college financial aid officer. This is primarily for seniors, but juniors and their parents are welcome to attend. This year the workshop will be in **Room 25 on December 11, 2008 at 6:30 p.m.** If school is cancelled due to weather, the workshop will be rescheduled.

All juniors will be taking the ACT test as part of the Michigan Merit Exam in March of this year. You may choose to take the test earlier in the year as practice or for college entrance. If so, students are responsible for completing the registration form and mailing it before the deadline. Deadlines to take the test generally occur one month before test dates. Registration materials can be obtained in the Counseling Office.

SECOND SEMESTER

Start exploring scholarships. The internet is an excellent source of scholarships. The MI-SEARCH is a scholarship search sponsored by the State of Michigan that includes two National Scholarship database services. The web site is www.Michigan.gov/mistudentaid. Other scholarship search sites are: www.fastweb.com, www.salliemae.com, www.wiredscholarships.com, www.finaid.org, www.weeklyscholarshipalert.com, www.meritaid.com. Scholarships that come through the school are posted in the daily announcements and on the school's web site: www.pasd.org.

There are many scholarship services that are available to students and many of them are **scams. If a company promises you money and you have to pay money to the company—beware.** Check with the counseling office about these companies before you sign up and pay money.

Start exploring college choices. Visit the college websites for information.

Begin the certification process for **NCAA ELIGIBILITY** at the **end of your Junior year** if you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics. NCAA Eligibility is determined by the number of college prep Core Curriculum classes you have taken, G.P.A. in Core Classes, and ACT or SAT scores. A list of NCAA requirements and P.A.H.S. Core Classes is listed in the *Pinconning Area High School Student Handbook*. NCAA brochure and **Student Release Form** are available in the Counseling Office. On line applications and information are available at www.ncaa.org.

Select courses for your Senior year. Consider vocational programs offered at the Career Center or Dual Enrollment at Delta College if they fit your career plans.

Go over ACT results with your counselor.

Continue to evaluate colleges and begin eliminating some choices from your original lists.

Apply for colleges and technical/vocational schools after your 6th semester grades are listed on your high school transcript (**after your Junior year**). The Counseling Office has applications to most Michigan colleges, universities, and vocational schools. Applications are also available on the web. If you apply online, make sure you alert the Counseling office. We will send your transcript to the college.

Talk to former students about college experiences and make a college visit if possible **Please call ahead**. Phone numbers can be obtained from your counselor.

HELPFUL HINTS:

Take courses in your senior year that are academically challenging. Your senior year is your last opportunity in high school to prepare yourself for the challenge that lies ahead in college. Good study habits, good grades and hard work in your last year at Pinconning will make the transition to college level work much easier for you.

SENIOR CHECKLIST

Seniors may choose to go directly into the work force or they may choose one of the following options:

- * Join the Armed Services
- * Attend a Vocational, or Technical School
- * Attend a Community College
- * Attend a four-year college or university

The Counseling Office has information concerning post high school plans. A career exploration program that can help you search for a career and can also give specific information on hundreds of careers is **Career Cruising**. Career Cruising is a computer program available on the internet. The USERNAME is: pinconning. The PASSWORD is: 48650. Information about Michigan and out of state colleges, universities, and vocational schools is available on the internet at **www.anycollege.com** and also in the Counseling Office.

The Counseling Office can refer students to resources for career and workforce exploration. Some examples of resources include: *Guide to Apprenticeship Programs*, *Peterson's Vocational and Technical Schools*, *America's Top Jobs for People without a Four-Year Degree*, *America's Top Military Careers*, and *Best Jobs for the 21st Century*.

Michigan Works! is a state funded agency that provides many services in assisting job seekers in finding beneficial employment. For information in regard to this agency contact: (989) 879-6640.

FIRST SEMESTER:

Meet with your Counselor to determine if your list of colleges is appropriate to your academic record.

Check in the counseling office and listen to the daily announcements for the **College Visitation Days**.

Apply to colleges as soon as possible; the counseling department will review and mail the application for you. If you apply online, make sure you alert the Counseling Office. We will send your high school transcript to the college. If college applications or scholarship applications require recommendations, request them **as soon as possible** to allow your counselors, teachers, etc., adequate time to write these important letters. Give at least 2 weeks notice.

Prepare your college applications and bring to the Counseling Office or apply online.

Write out-of-state colleges requesting applications.

Attend the free **Financial Aid Workshop** put on by a college financial aid officer. **This year the Financial Aid Workshop will be held in Room 25 on December 11, 2008 at 6:30 p.m.**

Watch for daily announcements and check with counselors for appropriate scholarships. Scholarships are listed on the school's web site at www.pasd.org. The Internet is an excellent source of scholarships. The MI-SEARCH is a scholarship search sponsored by the State of Michigan that includes two National Scholarship database services. The web site is: www.Michigan.gov/mistudentaid. Other scholarship websites include: www.fastweb.com, www.salliemae.com, www.wiredscholarships.com, www.finaid.org, www.weeklyscholarshipalert.com, www.meritaid.com

There are many scholarship services that are available to students and many of them are **scams**. **If a company promises you money and you have to pay money to the company—beware.** Check with the counseling office about these companies before you sign up and pay money.

SECOND SEMESTER:

Complete the **Free Application for Federal Student Aid (FAFSA)** online at www.fafsa.ed.gov and submit by the deadline. Usually the deadline is in March. This is faster and easier than the paper version. If you wish a paper form you must call **1-800-FED-AID(1-800-433-3243)** to request one. When submitting financial aid forms make sure all college choices are listed on the form.

Seniors should narrow down their college selection.

Meet with your Guidance Counselor regarding college decisions and notify colleges of your decisions.

Don't fall victim to SENIORITIS. Remember schools will ask for your final transcript.

Apply for local scholarships. Fill out applications carefully, following directions and meeting deadlines. Dress appropriately for personal interviews.

Send out thank you letters to people who wrote letters of recommendations and those from whom you received scholarships.

Let counselors know your final decision and where to send your eighth semester transcripts.

CONGRATUALATIONS, you made it through high school! Enjoy your graduation and look forward to college, or your job.

TESTING

There are different types of tests that can help you analyze your abilities.

Aptitude tests are broad-ranging assessments for your personal abilities; for example whether you are good with spatial relationships or clerical speed and accuracy, mechanical reasoning or scientific reasoning.

Interest inventories show your relative preferences for work-related activities.

Achievement tests measures the level that you've developed skills in academic areas such as reading, math, science, social studies. The MEAP is an example of an Achievement Test.

The **ACT (American College Test)** is required for admissions to any Michigan four year college or university. It is not required for admission to community colleges such as Delta College. A qualifying score may place a student in the running for the Michigan Competitive Scholarship Competition.

The **PSAT/NMSQT** Preliminary Scholastic Aptitude /National Merit Scholarship qualifying test is recommended, in preparation for the SAT, to Juniors who are considering out of state college or military academy, and /or for students who may score high enough to qualify for a scholarship. This test is also a predictor for how well a student will perform in an A.P. class.

The **SAT (Scholastic Aptitude Test)** is required for admissions to some out-of-state colleges. You should take this test if you are considering an out-of-state college. It is taken on Saturdays. Take it in the spring of your junior year or fall of your senior year. The **AT's (Achievement Tests)** are required for academic placement at certain colleges and universities. They are hour long exams in 15 different subject areas. At any given time you may take a maximum of three tests. They are given concurrently with the SAT'S.

A.P. Tests(Advanced Placement Tests) are offered in several different subject areas and are taken for credit or advanced placement at college. Our school offers Advanced Placement classes and Advanced Placement testing in English / Literature, Calculus, Chemistry, and History. These tests are given in May at P.A.H.S. Scores range from 1-5. Most colleges require at least a 3 before giving credit.

THE COLLEGE/VOCATIONAL SCHOOL SELECTION PROCESS

The college/vocational school selection process begins with you. Start as soon as you possibly can. The more information you have the better choices you will make. **Start by listing:**

1. your strengths and weaknesses
2. your interests including academics, extra-curricular, and hobbies
3. grades, test scores, including academic, interest and/or vocational tests
4. anything else that will give you a clear picture of who you are and your goals.

Then start collecting information on colleges.

1. You may use the college guides and college catalogs available in the counseling office. Also visit the college websites.
2. Attend College Nights in the fall at Bay City Central High School and Saginaw Valley State University. Talk with the admissions counselors from Michigan Colleges, Universities, Vocational Schools, and Military representatives.
3. Seniors meet with college admissions counselors. Juniors and seniors meet with military personnel when they are at Pinconning. Check the daily announcements for dates and times and sign up in the Counseling Office. Sign up needs to be done one day in advance of the meeting day.
4. Attend visitations/career days held at many colleges and vocational schools.
5. When you are sincerely interested in applying to a college/university/vocational school, make an appointment for you and your parents to visit the school, talk to an admissions counselor and take a tour of the campus.

THE CAMPUS VISIT

We encourage you to visit any college that you are seriously considering. There is no better way to learn about the college/university/vocational school – faculty, facilities, campus spirit academic life and social life. You will get a feel for the school and hopefully avoid any unpleasant, unexpected surprises.

The best time to visit is the fall of your junior or senior year on a weekday when classes are in full swing. Arrange an overnight if possible.

- I. The campus visit can be considered “Educational Insurance”.
 - A. You are more likely to choose a college which is “matched” to your needs.
 - B. You will have an opportunity to evaluate what students wear, how they live, etc.
 - C. You will be able to observe where you will eat, sleep, study, worship, attend classes and take part in campus activities.
 - D. You are likely to do better work if you are in an environment which is congenial to your value system and needs.

- II. Prepare for a college visit:
 - A. Arrange for your visit in advance. Plan to visit the library, student center, classes, dorm, cafeteria.
 - B. Allow sufficient time for a college visit – preferably a full day, not less than a half-day at each college.
 - C. Familiarize yourself with the college catalogue/bulletin before visiting so that you can ask intelligent questions when you arrive on campus.
 - D. Inform the college about your areas of interest: curriculums, activities, etc. Indicate whether you have applied for admissions.
 - E. Know facts about your high school before visiting: percentage of graduates going on to college average test scores, etc. We publish an annual report every year. You can obtain one in the office.
 - F. Summarize your personal data (interests, awards, activities, test scores, transcript, rank, etc.). You may not be asked for it, but it is good to have it with you, just in case.
 - G. Give careful attention to your appearance, grooming and conduct. The campus interview facilitates putting a “face” with a name. Often, notes are kept and placed in your application file. Remember to put your best appearance forward.
 - H. Try to do the following:
 1. Visit several classes

2. Talk to several college students. Ask them about academics and social life on campus.
3. Take your camera and notebook. After each visit make some notes while the information gained is fresh in your mind.
4. Stay over night in a dorm if possible
5. Have lunch in the dining hall if possible.

What to learn about the college/university and what to ask on a campus visit.

1. Classes:
 - a. What is the average class size for freshmen? Upperclassmen?
 - b. Who will teach freshman courses – graduate assistants or faculty?
 - c. What level degrees does the majority of the faculty have?
 - d. What are the distribution requirements for a degree? Is math required of all students? Languages?
 - e. What is the faculty advisor system? How easy is it to meet with an advisor?
 - f. What is the availability of courses in the field you are interested in?
 - g. What are the college's top three programs?
2. Campus:
 - a. Does the college campus appeal to you?
 - b. How far is it from the local community? Easy access to stores?
 - c. What is the nature of the surrounding community?
3. Housing:
 - a. Are freshmen required to live in the dorm?
 - b. How is housing assigned? Is there a separate housing application? Deadline? Deposit?
 - c. How many students per room? Are single rooms available?
 - d. How are roommates assigned?
 - e. Are rooms fully furnished or do you need to bring things?
 - f. Are the dining facilities of the dorm satisfactory?
 - g. What percentages of students live on campus?
4. Religious:
 - a. Is chapel required?
 - b. Is there a church of your denomination nearby?
5. Social and Recreational:
 - a. What do students do on weekends? What percent of students remain on campus on weekends?
 - b. Are there fraternities or sororities? What percent of the students belong? Are there opportunities for independence?
 - c. Does the college have a social room or union?

- d. What varsity sports are played? Are there opportunities for participation? Are there intramurals? Are the students active supporters of athletic events? Are facilities adequate?
6. Admission Criteria:
 - a. How will the college/university be evaluating the students? What criteria is used in the process? (Test scores, GPA, rank, quota, area of study recommendations, activities, other subjective factors.)
 - b. Is the Admissions office fully aware of the type of high school you attend?
 - c. What is the enrollment and composition of the student body?
 - d. What are the application deadlines and procedures?
 7. College Costs and Financial Aid/Scholarships Opportunities:
 - a. What is the school's basic costs (tuition, room, board, fees)? What other cost is involved in attending (books, personal, etc.)?
 - b. What kind of financial aid programs are available? What is the procedure for applying? Deadlines? Are work opportunities or loans available?
 - c. Merit or no-need scholarships?
 8. Placements and Graduate Statistics:
 - a. How are the students who graduate from the college/university viewed by employers?
 - b. What percent of graduates continue on with graduate or professional study? Pre-Med? Law?
 - c. What are some of the placement statistics of graduates not pursuing professional study? What employers visit campus?
 - d. Is there a career planning program for students? Is there a Career Fair?
 - e. What is the average drop-out rate? Why do students leave?
 9. General Atmosphere:
 - a. What is the college's history, objectives, extent of traditions, direction of philosophy? How will it effect the student?
 - b. What is the faculty's attitude toward students? Is it friendly?
 - c. How is the student body as a whole? Are they happy, friendly, and independent?
 - d. Do students appear serious about their work?
 - e. What is the attitude of the students toward college administration and faculty?
 - f. What are some of the regulations for all students? Attendance policy?
 - g. In general, does the college appear to be relatively strict or fairly liberal in its operation?

After the Campus Visit:

1. Write thank you notes to the Director of Admissions and to any other staff or faculty who interviewed you and extended you courtesies while on campus. This should be done promptly upon returning home.
2. See your counselor – discuss what you have learned.
3. Review evaluations and impressions.
4. Begin ranking order of the colleges on your list.

THE APPLICATION

Your college application should be considered as important as a major term paper or a job interview. If it is worth the time to apply it is worth doing your very best. Plan ahead to spend as much time as it takes to fill it out neatly and completely. In many cases your application is the first and maybe the only picture the college admissions counselor will get of you. **PLAN** to make it a good one.

THE PROCESS

Most applications are available in the counseling office or online. If not, your counselor can send for it. Counselors recommend you apply to a minimum of three different colleges. This way if you get rejected by one college or if your plans change, you have other options. If you are considering a four year college/university your application should be mailed in by Thanksgiving. Many schools have an early application deadline. Don't assume that because you have a high grade point average and high test scores that you will automatically be accepted.

When your applications are complete, bring them to the counseling office, along with your check or money order (when applicable). Your counselor will check over your application, fill out the counselor section, attach a copy of your transcript and mail it to the college admission office.

DO'S & DON'T'S FOR THE APPLICATION

Do:

1. Type, if at all possible, if not, print neatly in black or blue ink. Neatness is important.
2. Check for errors and make corrections when necessary.
3. When answering short or long essay questions, write a rough draft first, then transfer it to your application.
4. TAKE TIME to do a good job.
5. Remember to sign your application.
6. Attach check or money order to application, where applicable.
7. Fill out as much as you can, then if you need help, ask for it.
8. It is a good idea to make copies of everything, just in case something is lost.

DON'T:

1. Rush
2. Lie or exaggerate on your application.

THE ESSAY

Some applications require you or offer you the opportunity to write an essay giving them more information about you. By all means, take advantage of this opportunity to share your unique personality, talents, goals, life, etc. This helps you stand out from the thousands of other applicants.

The essay serves many purposes for the admissions counselor. It helps them:

1. Get a clearer overall picture of who you are.
2. Evaluate your abilities to think clearly and communicate your ideas in writing, (Write your own essay. Don't have someone else write it for you. Although you may have someone proof read it, and give suggestions).
3. Evaluate your own level of seriousness about attending this school.

A good essay begins with neatness, proper grammar, and correct spelling. It should be interesting to read and reveal something about your personality, values and goals. If not covered in another section, it should include clubs, organizations, sports, community involvement, etc.

MILITARY SERVICE ACADEMIES

Name of Academy

U. S. Air Force Academy
Colorado Springs, Colorado 80840

U. S. Army Military Academy
606 Thayer Rd.
West Point, New York 10996-1797

U.S. Naval Academy
Director of Admissions
Annapolis, Maryland 21402-5018

U.S. Merchant Marine Academy
Director of Admissions
King Point, New York 11024

Eligibility & Admissions

Admissions by congressional nominations or in category authorized by law to be considered for appointment.

Qualifications:

Single, 17-22 years old

U.S. Citizen

Academically Qualified

Physically & Mentally qualified

Admissions forms, college Entrance

Apply in spring of junior year or in the summer prior to senior year to your congressman or to the Academy.

U.S. Coast Guard Academy
Director of Admissions
New London, Connecticut 06320-9807

Appointment based solely on nationwide competition.

Qualifications:

Single, 17-22 years old

U. S. Citizen

Physically sound

Good moral character, responsible, trustworthy & emotional stability.

A sample letter requesting Congressional nomination for Academies is shown on the next page

Street Address
City, State, Zip Code
Date

The Honorable _____ OR The Honorable _____
United States Senate House of Representatives
Washington, D.C. 20510 Washington, D.C. 20510

Dear Senator _____ OR Dear Mr./Mrs./Ms. _____

I desire to attend the United States Military Academy and to be commissioned in the Regular Army. I respectfully request that I be considered as one of your nominees for the class entering West Point in July, 20__.

The following data are furnished for your information:

Name _____

Permanent Address _____

Telephone Number _____

Temporary Address and Telephone Number (if different from preceding):

Date of Birth _____

High School _____

Social Security Number _____

Name of Parents _____

I have/have not requested that a pre-candidate file be initiated for me at the West Point Admissions Office.

Sincerely,

(Your Signature)
Your Name (typed)

ROTC SCHOLARSHIP PROGRAM

<u>NAME OF THE PROGRAM</u>	<u>TEST CODE NUMBERS</u>
Army ROTC P.O. Box 7000 Larchmont, New York	SAT #0454 ACT #1676
NROTC Navy-Marine Corps Commander Navy Recruiting Command (C314) 4015 Wilson Boulevard Arlington, VA 22203	SAT #R0656 ACT #0656
Or	
Commandant of the Marine Corps Headquarters U.S. Marine Corps (MRRO – 6) Washington, D.C. 20380	
Air Force AFROTC Maxwell Air force Base, A1 36112	SAT #R0548

Eligibility and Admission (May vary with branch of service)

1. U.S. Citizen, male or female, 17 years, minimum age.
2. Moral integrity, physically qualified.
3. Enrolled agreement (varies with branch, but usually 6 years- 4 yrs active, 2 yrs reserve) to follow graduation from college; be able to complete degree by age 25.
4. Tuition and books are paid for, some fees, monthly allowance for usual 10 months academic year, plus earnings at summer camp.
5. Get application at addresses indicated or from local recruiting offices.
6. Deadlines for submitting applications:

Navy-Marines	December 1
Army	November 15
Air Force	December 15

FINANCIAL AID FOR COLLEGE

There are many financial aid programs families may wish to investigate. In most case financial need must be documented. “Need” is calculated by determining the difference between the cost of education (tuition and fees, room and board, books, transportation, personal expenses) at the school you select and the amount that the FAFSA (Free Application for Student Aid) says the family should be able to contribute.

The types of financial assistance listed below are frequently combined to make up a “financial aid package”. Since one source of aid may not cover the full “need”, students are encouraged to consider applying for a variety of financial aid programs in order to increase their potential for receiving aid.

Scholarships: Do not require repayment and may be based upon financial need as well as academic performance or special talents.

Grants: These funds do not have to be repaid and usually are based only upon demonstrated financial need.

Loans: Require repayment after the student leaves school. Evidence of demonstrated financial need is required for some low interest loans.

Employment: Federal work-study program is based on demonstrated need. Students can also earn money through part time work on or off campus without demonstrating financial need.

HOW AID ELIGIBILITY IS DETERMINED

Because the demand for student aid exceeds the supply of dollars available, most financial aid programs must limit their awards to students who can show that they “need” money according to a nationally accepted formula.

How is this determination made? The families of students who apply for financial aid are asked to fill out a financial statement (FASFA), itemizing their resources and debts. From this information the “Expected Family Contribution” amount is determined. This is the total amount of money which the family will be expected to provide toward the student’s educational expenses for the school year. Parents must file the FAFSA each year they want to apply for Federal or State Financial Aid.

Financial Aid Formula:

$$\text{School Expenses} - \text{Expected Family Contribution} = \text{Financial Need}$$

BASIC STEPS TO FOLLOW IN APPLYING FOR FINANCIAL AID

A. Take the ACT – State of Michigan Scholarship

Every college applicant should take the American College Test (ACT) because the State Scholarship Program for students going to public and private Michigan Colleges is based on the results of this test. All juniors take the ACT in March of their junior year. The last opportunity for immediate state scholarship consideration is the October test date of the senior year.

B. Complete the necessary financial aid forms.

1. Students should contact the financial aid office of the college or university of their choice to determine the procedure for making application for financial aid.
2. Almost all schools will request that students complete the FAFSA (Free Application for Student Aid) between January 1 and February 15. Early filing is encouraged so that the student can take maximum advantage of the state aid programs as well as those available through the colleges. FAFSA's can not be mailed before January 1.

SOURCES OF FINANCIAL AID

A. FEDERAL

1. **Pell Grant Programs** – Available on the basis of demonstrated need to undergraduate students attending eligible vocational schools or colleges anywhere in the Nation on at least a half-time basis. Application is made by filing the FAFSA or PELL application that is available in the counseling office or from the college financial aid office.
2. **SEOG** – (Supplemental Educational Opportunity Grant) These grants are for students who have serious money problems. These are granted through the college.
3. **Federal Work Study Program.** This program provides jobs for students who need financial aid for their education.
4. **Stafford Student Loan-** Stafford Student Loan may be borrowed from a participating commercial lender such as a bank, credit union, or savings and loan association. The interest rate varies annually. If you qualify for a need-based subsidized Stafford Student Loan, the interest is paid by the federal

government while you are enrolled in school. There is also an unsubsidized Stafford Loan not based on need for which you are eligible regardless of your family income.

- 5. PLUS Loans.** The PLUS loans are for parents of dependent students designed to help families with cash-flow problems. There is no needs test to qualify, and the loans are made by FFEL lenders or directly by the Department of Education.

B. STATE OF MICHIGAN STUDENT ASSISTANCE PROGRAMS

- 1. Michigan Competitive Scholarship Program.** Available to Michigan students attending public and non-public Michigan college and universities. Students must take the ACT and file the FAFSA.
- 2. Michigan Tuition Grant Program.** Available on the basis of demonstrated need to Michigan students attending non-public degree granting Michigan colleges and universities. Students must file the FAFSA.
- 3. Michigan Educational Opportunity Grant.** This is a need-based program for Michigan residents who are at least half-time undergraduates attending Public Michigan colleges.
- 4. Michigan Work Study Program.** This is a need-based work-study program for Michigan residents who are graduate or undergraduate students at a Michigan school.

C. LOCAL SCHOLARSHIPS

Each year, many dollars are made available through local organizations for graduating seniors. The availability of such funds varies from year to year. The applications for local scholarships are available in the counseling office and are advertised in the daily announcements.

JOB APPLICATION / RESUME

Whether you are seeking a temporary job, or a permanent one to begin your career, you will need to know how to go about it. Completing the job application will present an image of you to the employer. Be neat and be prepared to give correct information. Avoid misspelled words.

APPLICATION TIPS:

1. When you apply, you should have the following information with you:

Social Security Number

Valid drivers license

Sometimes a copy of your birth certificate is required

2. Be prepared to list the schools you have attended, grades earned, and attendance record. You may be asked to discuss extra curricular activities, hobbies and previous work experiences.
3. Have at least three personal references available – people who can vouch for your character and abilities. Be prepared to give names, addresses, phone numbers and occupations of these persons. Be sure to get their approval ahead of time.
4. Try to know something about the company and the job for which you are applying. It shows the employer that you are interested.
5. A prepared resume is helpful. It shows the employer you are organized and prepared as well as interested in securing the job.

RESUME TIPS:

Your resume is your personal advertisement.

The purpose of a resume is to make you interesting enough to a potential employer for you to secure an interview. It should be attractive, brief, and informative. It should create an interest in its product; in this case, YOU are the product:

Your resume should include:

Full name, address, telephone number

Educational background

Foreign languages spoken fluently

Employment experiences

Special Skills

Job objective

Hobbies or special talents

Offer to provide references upon request

Optional items in the resume:

Brief personal history

Willingness to relocate or travel

The resume should never include:

Reasons for leaving a past job

Past salaries or salary requirements

INTERVIEW TIPS:

1. Dress appropriately. Go to the interview alone. Arrive on time. Take prepared resume with you.
2. Speak clearly and distinctly. Keep good eye contact. Meet your interviewer with a firm handshake.
3. Be prepared to ask questions.
4. Be prepared to talk about yourself and your record of activities, accomplishments, interests, etc. Do not oversell.
5. Note your interviewer's name so you can send a letter thanking him or her for the interview.

TIPS ON KEEPING A JOB:

1. Be dependable.
2. Stay busy. If you run out of work, look for some more.
3. Learn how to get along with others.
4. Be courteous and pleasant. A sunny disposition goes a long way in impressing both employer and the public.
5. Learn to relate effectively and harmoniously with others. Know yourself. Examine the reasons you behave the way you do and be willing to change habits that are negative.