

Planning for your future...

Junior/Senior Handbook
2017-2018



CANYON DEL ORO HIGH SCHOOL

GOVERNING BOARD

Deanna M. Day, M.Ed. President
Vicki Cox Golder. Vice President
Scott Baker, Ph.D. Member
Scott A. Leska. Member

Todd A. Jaeger, J.D. Superintendent
Monica Nelson. Associate Superintendent, School Operations
Michelle H. Tong, J.D. . . . Associate to the Superintendent, General Counsel
Scott Little. Chief Financial Officer



POLICY NOTIFICATION STATEMENT

It is the policy of Amphitheater Public Schools not to discriminate on the basis of race, color, religion, gender, age, national origin, disability, material status, political affiliation, or veteran status in its educational programs, activities or employment policies as required by federal and state laws. The district abides by federal and state laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the American Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the district's Equal Opportunity Specialist, 701 West Wetmore Road, Tucson, AZ 85705, and (520) 696-5764; or to the Director of the Office for Civil Rights, U.S. Department of Education, Federal Office Building, 1244 Speer Blvd., Ste 310, Denver, CO 80204-3582

TABLE OF CONTENTS

I.	Letter of Introduction	4
	A. Dear Junior & Seniors	4
	Counselor Assignments	4
II.	Planning Your Future	5-8
	A. Pathway to Success	6
	B. Look Good on Social Media	7-8
III.	Choice of a School/College	9-17
	A. How to Decide Which College is Right for You	9-11
	B. College/University Criteria	11-12
	C. The Two-Year Option	12-13
	D. Board of Regents Academic Competency Requirements for In-State Universities	13-15
	E. Which Test Should I Take?	15-16
	F. Test Date Summary for 2017-2018	16-17
IV.	Financial Aid	18-20
	A. What Are the Most Common Sources of Financial Aid?	19-20
V.	Scholarships	20-23
	A. The World of Scholarships	20-21
	B. Pima Community College Scholarships	22
	C. University of Arizona Scholarship Opportunities	22
	D. Arizona State University Scholarship Opportunities	22
	E. Northern Arizona University Scholarship Opportunities	23
	F. Additional Need-Based Scholarship	23
VI.	The College Application Process	23-28
	A. Letters of Recommendation	24-25
	B. Letter of Recommendation Request	26-28
VII.	"Do List" for Parents and Students	28-30
VIII.	College/Scholarship Application Checklist	31
IX.	The Military	32-34
	A. Enlisted Programs	32-33
	B. Officer Programs	33-34
X.	Choosing a Career	34-36
	A. Resumes	35
	B. Employment Applications	35
	C. Employment Interviews	35-36
XI.	Glossary	36-40
XII.	Resources	41

I. LETTER OF INTRODUCTION

High School CEEB Code: 030473

August 2017

Dear Juniors and Seniors,

Congratulations on making it to your last year(s) of high school. We hope that the journey thus far has been an enjoyable one. High school is the final transition into adulthood and the world of work as you begin to explore and define your independence.

During this last year you will continue to evaluate your strengths, skills and abilities as you prepare to make important decisions regarding your post-high school plans.

We have designed this booklet to be a resource for you as you plan for your life after high school. Enclosed you will find information on the various educational and career options available to you, and guides to help you down the path you choose to reach those opportunities.

Please remember to visit us in the Counseling Office. We are here to assist you in making the transition to the next phase of your life a smooth and successful one.

Sincerely,

Your CDO Counseling Department

P.S. Please note that the information contained in this handbook was current at the time of print. It is possible that some information may change.

COUNSELOR ASSIGNMENTS

Grade 11 & 12

Paula Evans	A - F	pevans@amphi.com
Pati Morales-Mapp	G - M	pmapp@amphi.com
Jessica Dale	N - T & JTED	jdale@amphi.com
Michelle Barcanic	U-Z & Pre-IB/IB	mbarcani@amphi.com

II. PLANNING YOUR FUTURE

Most careers will require at least some educational training beyond high school. One career may require four years of college while another may require a six month program at a technical school. To be the most successful in your selection of a career, it is critical that you get to know your strengths and interests in order to establish your “AS IS” condition. Only then can you establish your “LIKE IT TO BE” condition and work towards achieving your goals during high school and your choice of a post-high school career. The following Eleven Action Steps will assist you in **Planning Your Future**:

1. KNOW YOURSELF

Achievement, abilities, interests and ambitions are important factors to be evaluated in setting your goals. Initiative, responsibility and personality will determine your degree of success.

Suggestion: Explore AzCIS, www.azcis.intocareers.org. Complete the skill/interest inventory to help you find careers that are a good fit for you.

- User = canyondohs
- Password = 4azcis02

2. THE WORLD OF WORK

Explore the many occupational fields available to you before entering college: evaluate this information as it relates to your self-evaluation.

Suggestion: Take the ASVAB. Check the counseling calendar for date and time.

3. PLAN FOR YOUR CAREER AS EARLY AS POSSIBLE

Start planning your future upon entering high school. Get some experiences in The various occupations which interest you. Find out all you can about these occupations. Talk to people actually doing the work in which you are interested.

Suggestion: Discuss your test results and experiences with your counselor. Take advantage of the various internship opportunities available junior and/or senior year.

4. SELECT YOUR COLLEGE OR TRADE SCHOOL

Investigate the schools which offer education in the field of your choice. Talk to people who have attended these institutions, if possible. Learn about projected demands for the career field you select.

Suggestion: Start this process no later than Junior year. Obtain counselor assistance and utilize the CDO counseling department website.

5. PLAN YOUR HIGH SCHOOL PROGRAM

Certain courses are required for entrance to college. The website of your chosen school will tell you what courses you should take. Check with your counselor early in your junior year.

6. LEARN TO STUDY

Your teachers can help you learn good study habits for various subjects. Work hard to constantly improve your study habits. You'll be glad you did.

7. EARN GOOD GRADES

Good grades are important. Most academic/merit scholarships require grades of "B" or better. If you are not getting good grades, talk to your teacher or counselor about your struggles. Develop a strong work ethic.

8. BECOME A WELL-ROUNDED INDIVIDUAL

Develop hobbies and participate in school, community and/or church activities. Broaden your field of interest through reading and contacts with people.

Suggestion: Discuss a possible Internship with your counselor.

9. PLANNING FINANCES

Parents and students should consider the combination of savings, scholarships, loans and part-time student jobs when planning the financing of higher education.

Suggestion: Discuss Financial Aid situation with parents starting junior year.

10. LEARN ABOUT COLLEGE ACCEPTANCE

Many degree-granting institutions require applicants to take admission examinations of some kind (i.e., SAT, and SAT Subject tests, or the ACT). Check with your high school guidance counselor about the advisability and the availability of taking these tests and preparation for them. Also, please refer to the SAT/ACT section of this handbook.

11. PREPARE SCHOLARSHIP APPLICATIONS EARLY

Get references, transcripts and other materials long before the deadline. Obtain aid applications well before deadlines. Early in your senior year it is advisable to submit your college applications.

For Counselors to be of the greatest benefit to students they must count on active student and parent participation. It is up to you as to how much or how little you choose to use your counselor and the resources they provide.

A. PATHWAY TO SUCCESS

Junior Year

First Semester

- Take the PSAT (October)
- Take the ASVAB (October/November)
- Focus on your studies!
- Meet with college representatives
- Get involved!
- Research scholarships
- Research careers/college majors
- Meet your counselor!
- Continue working on your 11th grade ECAP tasks
- Continue to explore your ECAP
- Register for, and take, an SAT and an ACT
- Meet with your counselor to finalize your courses for your Senior year
- Look into possible summer programs to participate in
- Make a list of potential letter of recommendation writers
- Take AP and/or IB exams

Second Semester

- Study!
- Continue researching colleges, careers, and scholarships - see your counselor for help
- Stay involved - do community service
- Make a list of possible colleges you would like to attend
- **Summer Before Senior Year**
- Take June SAT/ACT if necessary
- Visit college campuses in person
- Begin writing personal essays and personal brag sheet
- Use your ECAP results to help guide your future career planning

Senior Year

August/September

- Check grad status
- Check the scholarship bulletin frequently (counseling website)
- Continue with community service and leadership activities
- Refine your list of potential colleges
- Complete and submit U of A, ASU, and/or NAU applications
- Begin out of state college applications
- Register for SAT/ACT if necessary
- Begin collecting letters of recommendations as needed
- Study!
- Continue working on your 12th grade tasks in your ECAP

October - December

- Attend college fairs
- Complete out of state college applications
- Continue applying for scholarships
- Submit the FAFSA

January

- Do final graduation check with counselor
- Keep studying!
- Complete 12th grade tasks in your ECAP

February - April

- Finish any remaining scholarship applications
- Monitor college application status
- Don't let "Senioritis" catch up with you
- Decide which college you will attend
- Finalize your ECAP portfolio

May

- Notify colleges of your decision (May 1)
- Take AP and/or IB exams
- Graduation! Congratulations!

Look Good on Social Media—and for College Admissions

January 13, 2016

[Kaplan Test Prep](#)



Don't let your social media habits stand in the way of your college admissions.

As you prep for college, [admissions officers are watching](#). According to a 2017 Kaplan Test Prep survey, 35% of college admissions officers browse social media profiles to learn more about admissions candidates*. That means it's pretty likely that decision-makers at colleges and scholarship-granting organizations are taking a peek at your profiles.

Some students take control by shutting down Facebook, Twitter—everything—entirely. Some try hiding their online identities. You can, however, continue to be yourself on social media with just a few extra filters.

Here are the top five things you should ask yourself before you post:

- **Does this post make me look like college material?** When a college admissions officer or the Kiwanis Club's scholarship committee reads your status update, is it a positive reflection on you? Make sure you are appropriately attired in all your pics and that you come across as level-headed in your posts. Maintain A+ spelling and grammar, and if you express an opinion, make sure it's one that can be backed up with sound facts and intelligent analysis.
- **Would I say this on television?** You are, in effect, broadcasting your personality on your social media accounts, so watch the language, seal up the mug shots, and mind your manners. Period. About the worst thing you can do on social media on your path to college is trash talk a school you've attended, a school you want to go to, your teachers, or your boss. Admissions officers consider these comments a red flag.
- **Does this post court excessive commenting?** Rethink posts that are likely to trigger a barrage of crazy or controversial comments that you'll have to edit out of your timeline. There are much better ways to spend your time—[like building your LinkedIn profile](#).
- **Is this funny? Is it offensive? Does it require too much explanation?** What's funny to one person can rub someone else the wrong way. If you think you're going to have to explain or defend your post, it's probably best to pass. Furthermore, a vague or potentially offensive post runs the risk of triggering that onslaught of comments you just tried to avoid—comments that are all but guaranteed to further obscure your meaning or end up putting words in your mouth.
- **Does everyone need to read this?** If the answer is no, don't post. It's fine to share personal news, but choose your words carefully. What might be intended as inspirational can be interpreted as bragging, especially if you're posting about your high school accomplishments. One great alternative way to share positive news on social media is by expressing your support for an important organization or social cause. Keep friends looped in on this kind of info and give them a chance to get involved in positive ways that also make them look good to college admissions officers.

*For the 2017 survey, 365 admissions officers from the nation's top national, regional and liberal arts colleges and universities - as compiled from U.S. News & World Report - were polled by telephone between July and August 2016.

*original article written January, 2016 but data was updated in 2017.

III. CHOICE OF A SCHOOL/COLLEGE

A. HOW TO DECIDE WHICH COLLEGE IS RIGHT FOR YOU

One of the most difficult things you may be asked to do this year is to decide where you want to continue your education. Selecting a school or college can be an overwhelming process, but we hope to make it a lot easier for you by providing you with the following information.

It is a good idea to start your investigation with a personal inventory: What do you want in a college? Do you want to attend a large school? A small one? One far from home? One that has a football team? One that has a strong program in engineering? There are many factors that should be considered when deciding which school is the ideal school for you. The following college comparison worksheet can help you examine each of these factors.

Once you have given thought to the characteristics of your ideal school, you can begin to search for that school. There are many ways to research colleges. The Internet has a host of useful information and is most likely the easiest way to begin your search. Websites such as collegeboard.org can provide you with much of the information you will need. Additional Internet addresses can be found at the back of this book and on the counseling department website at www.amphi.com/cdo

In addition to using the Internet, you can utilize the college and career room in the counseling office to gather information. The college and career room has many reference books, college catalogs, and college guides for you to review. If you need assistance with this search, please ask your counselor. You can also request information from each potential school via their website. Read the information that you receive carefully.

You should also meet with a representative from each school if possible. Throughout the school year a number of institutional representatives will visit CDO. Scheduled visits are posted on the counseling calendar on the counseling website. If you would like to meet with a rep, you can register for the visit through the calendar. Additionally, every effort should be made to visit the campus of each school you are considering before making your final decision.

College Comparison Worksheet

To use this worksheet, start by filling in the characteristics of your ideal school. Then, as you research various colleges, fill in the characteristics of each of those schools.

	Characteristics of Your Ideal School	College 1	College 2	College 3
Type of Institution (Public vs. Private, Religious vs. Secular)				
Total Cost (tuition, books, room, board)				
Size of School (total enrollment)				
Student-Faculty Ratio (avg. class size)				
Location of School (rural vs. urban, distance from home, typical weather)				
Admissions Requirements (GPA, SAT/ACT, essay, letters, core academics)				
Application Fees				
Application Deadline				

(CONTINUED)	Characteristics of Your Ideal School	College 1	College 2	College 3
Chance of Being Accepted (sure thing, slight reach, dream school)				
Retention and Graduation Rates				
Financial Aid (types available, % students receive)				
Housing (type, availability)				
Availability and Quality of Programs (do they offer your major?)				
Diversity of Student Body (ethnicity, interests, ages)				
Types of Clubs & Sports Available				
Support Services Available (tutoring, counseling, etc.)				

B. COLLEGE/UNIVERSITY CRITERIA

1. ADMISSIONS CRITERIA

Colleges will use some, if not all, of the following information to determine whether to accept you to their college/university. The weight which they assign to each factor will vary.

- | | |
|------------------------------|----------------------|
| a. Grade Point Average (GPA) | e. Recommendations |
| b. Class Rank | f. Activities/Awards |
| c. Honors/AP/IB courses | g. Personal essays |
| d. ACT/SAT scores | h. Interviews |

2. GPA

Your GPA is perhaps the most important factor in determining if you will be accepted to the college of your choice. Usually your GPA through six semesters (at the end of your junior year) is used to determine your acceptance, though the more prestigious colleges will monitor your

GPA (cont.)

seventh semester grades and the progress you make in your eighth semester. CDO uses a 4.0 scale which means that each A = 4 points, a B = 3 points, a C = 2 points. With weighted grading an “A” grade in a Pre-AP, AP or IB class will count as 5 points, a B will count as 4 points and so on. **The University of Arizona, Arizona State University and Northern Arizona University admit students using an unweighted core GPA.**

3. RANK

Class rank determines a student's class standing in relation to the rest of his/her class and is a major factor in the awarding of Scholarships. CDO uses the weighted GPA to determine class rank.

4. TRANSCRIPTS

The transcript contains your entire academic record, including a grade for each class that you have completed in your high school career. In addition, eligible high school credits earned while in middle school may be included. It indicates both your weighted and unweighted GPA, along with your weighted rank. Furthermore, it contains all of your ACT and SAT scores. An official transcript, which has a verifying school official signature and school seal, should be mailed with each of your college applications. A “Transcript Request Form” is available in the lobby in the Counseling office.

5. ACT/SAT TESTS

We advise juniors to take the ACT/SAT in the spring or summer of their junior year. In addition to your GPA, colleges and universities will consider your ACT/SAT test score for admission. See the ACT/SAT section of this book for more information.

6. OTHER CRITERIA

In addition to the strength of curriculum, many universities are concerned with a student's letters of recommendation, personal essays, activities/awards (resumes) and interviews in determining their admission status. It is critical that students applying to such a university complete the above items to the best of their ability, in a timely manner. See your Counselor if you need assistance.

C. THE TWO-YEAR OPTION

For many students, a two-year college is the best choice. And with more than 1,100 community colleges in the United States, there are plenty to choose from.

Community colleges often offer more educational choices than four-year universities. They can provide Associate Degree's for transfer to a university, Associate Degrees for direct employment, and a wide variety of certificates for direct employment (Automotive Technology, Computer Aided Drafting, Dental Assistant, EMT, Nursing, and Therapeutic Massage, just to name a few). Additionally, community colleges offer classes in a variety of delivery methods (online, traditional classroom, or televised) and during both traditional and non-traditional times.

Perhaps one of the biggest advantages of a community college is the lower tuition. Students can get a start on their four-year degree at a much lower cost than if they were to start immediately at a four-year university. Most community colleges, Pima Community College included, have transfer agreements with baccalaureate institutions (U of A, ASU, and NAU) by which the senior institutions accept community college credits toward four-year degree requirements. Many students choose to complete their freshman and sophomore years of coursework at a community college, thus significantly reducing the cost of a four-year degree. Aside from cost and educational options, community colleges can also offer smaller class sizes, more accessible tutoring and advising, and an easier transition than is experienced by some freshmen at many four-year universities.

For information about Pima Community College, please visit their website at <http://www.pima.edu> or meet with your counselor.

D. **BOARD OF REGENTS ACADEMIC COMPETENCY REQUIREMENTS FOR IN-STATE UNIVERSITIES - UNIVERSITY OF ARIZONA, ARIZONA STATE UNIVERSITY OR NORTHERN ARIZONA UNIVERSITY**

Students must meet the following core competency requirements for admission to Arizona's three state universities.

ENGLISH (composition or literature) - 4 years/units

Note: Courses such as journalism, business communications, speech and any others not devoted exclusively to the study of English may not be substituted for an English course.

MATHEMATICS - 4 years/units

Algebra I, Algebra II; geometry; any advanced math course for which Algebra II is a prerequisite, i.e. pre-calculus, calculus, statistics.

LABORATORY SCIENCE - 3 years/units

One unit from any three of the following: Biology, Chemistry, Physics, Earth Science, Integrated Lab Science. (May include advanced study in one area.)

SOCIAL STUDIES - 2 years/units

One year/unit of history (including at least one course in American history) and one year/unit of an additional social science such as geography, government, psychology, anthropology, European or world history, economics or sociology.

SECOND LANGUAGE - 2 years/units

Two units of the same second language.

FINE ARTS OR CTE - 1 year/unit in either area

One unit in fine arts or Career and Technical Education.

FRESHMAN ADMISSION REQUIREMENTS FOR THE THREE ARIZONA UNIVERSITIES

To be eligible for admission to **Arizona State University** you must meet the following requirements:

- Must be a high school graduate.
- Meet one of the following aptitude requirements:
 - Class Rank: Top 25% of the high school graduating class **or**
 - ACT Composite: 22* **or**
 - SAT Reasoning: 1120***or**
 - *ASU does not require the writing option for these tests.
 - GPA: 3.0 or above (4.0=A) in competency courses
- Meet competency requirements. (See above)
- Some college/schools have higher requirements for admission to their majors.

Northern Arizona University offers the following admission guidelines:

Arizona residents will be offered admission if they meet the following:

- 3.0 or higher GPA (on a 4.0 scale), in the 16 core courses
- **and** have no deficiencies in the required course requirements.

Arizona residents will be considered for admission if they meet the following:

- 2.5-2.99 GPA (on a 4.0 scale), in the 16 core courses **or**
- **and** have no more than one deficiency in any two subjects in the course requirements. Students with a combination math/science deficiency are not admissible.

The University of Arizona has the following admission criteria and guidelines:

Assured admission criteria for Arizona residents:

- Students may earn admission to the UA through the Assured Admission process if they are an Arizona resident, attend a regionally accredited high school, rank in the top 25 percent of their graduating class, and have no course work deficiencies as prescribed by the Arizona Board of Regents or earn a GPA of 3.0 or higher in their core coursework.

Comprehensive review guidelines:

Arizona applicants who do not meet the assured admission criteria will be considered for admission on an individual basis. The process for applicants in this selective category consists of a more comprehensive review.

Factors including the following may be considered:

- ◆ Class rank
- ◆ Strength of curriculum
- ◆ Performance in curriculum
- ◆ Grade point average in required core academic courses
- ◆ SAT and ACT test scores
- ◆ Leadership
- ◆ Service
- ◆ Work experience and extracurricular activities

- ◆ Personal characteristics, attributes and talents
- ◆ Ability to benefit from and contribute to a diverse and challenging learning environment
- ◆ Personal statement

E. WHICH TEST SHOULD I TAKE?

WHAT ARE THE PSAT, SAT, SAT Subject Tests, AND ACT?

The Preliminary SAT/National Merit Scholarship qualifying test (PSAT/NMSQT) is recommended for 10th and 11th grade students. The PSAT's main role is to prepare students for the SAT. Also, the PSAT taken in the junior year is used as a qualifier for the National Merit Scholarship Program. National Merit finalists are offered generous scholarships at all Arizona universities. The PSAT is offered once each year, in October, and students sign up in the CDO Bookstore to take the test.

The SAT, SAT Subject Tests, and ACT are all college admissions tests. Most four year colleges require one of these tests as a major part of the admission process. The higher your score, the better your chances are of being admitted to a prestigious school or receiving a scholarship. Community colleges do not normally require the SAT or ACT for admission. Arizona 4-year colleges will accept either the SAT or ACT for admission and Arizona community colleges do not require these tests.

HOW MANY TIMES CAN I TAKE THE SAT OR ACT?

These tests are each offered seven times throughout the year. Students may take either or both tests as often as they wish. However, scores do change and while scores of nearly two-thirds of test takers rise, some decline. Books and computer programs are available to help prepare for these tests. There are a number of organizations which provide SAT or ACT prep programs. Most students find these programs help improve scores, however, the best preparation for the SAT/ACT is a solid college prep curriculum in high school. We recommend students take the SAT and ACT at least two times: first in the spring of the junior year and second, in the summer between your junior and senior year, or in the fall of the senior year.

WHICH TEST SHOULD I TAKE?

Determine if the college in which you are interested requires a specific test for admission. Because most schools will accept either the SAT or the ACT, look at both exams to see which one would be best for you.

SAT	SAT Subject Tests	ACT
<p>The test is divided into two sections: Math and Evidence Based Reading and Writing. There is also an optional essay in which you will analyze a text. Total testing time=3 Hours plus 50 minute essay (optional). There is no penalty for guessing the wrong answer on the SAT. Each section of the SAT is scored on a 200-800</p>	<p>The SAT Subject tests are one hour long subject specific exams which are required in addition to the SAT by certain colleges only. Check college websites and guide books for requirements.</p>	<p>The test is divided into four areas: English, Math, Reading, and Science. There is also an optional Writing test which measures skill in planning and writing a short essay. Total testing time=2 hours and 55 minutes (this includes break time, but not the optional Writing section which is 40 minutes). There is no penalty for</p>

scale with a possible maximum score of 1600.		incorrect answers. Each section is scored on a 1-36 scale. The total score is the average of all four section scores with a possible maximum score of 36.
--	--	---

Registration materials for these exams can found online (SAT - sat.collegeboard.org, ACT - actstudent.org). Test taking tips and sample questions are provided by SAT and ACT online. Use this information to determine the best test for you. When in doubt, take both tests and compare scores. Remember, each test has a deadline for registering. If we in the counseling office can be of assistance in answering questions about these exams, please make an appointment to come see us.

F. TEST DATE SUMMARY FOR 2017-2018

**PRELIMINARY SAT/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST
(PSAT/NMSQT)**

Test Date:
October 11, 2017

SAT/ACT PROGRAM 2017-2018 TESTING YEAR

SAT TEST FEES (nonrefundable)	ACT TEST FEES (nonrefundable)
\$46.00 SAT Test \$60.00 SAT with essay \$26.00 SAT Subject Test basic test fee + \$21.00 or \$26.00 per subject test	\$46.00 ACT Test (includes tests in mathematics, reading, science reasoning and English) \$62.50 ACT Plus writing
Online registration website for SAT: sat.collegeboard.org	Online registration website for ACT: www.actstudent.org

2017-2018 Test Dates and Registration Deadlines

SAT

SAT Date	SAT Subject Tests Available	Registration Deadline	Late Registration Deadline (additional fee)	
			Mail	Phone/ Online
Aug 26	Yes	July 28	Aug 15	Aug 15
Oct 7	Yes	Sept 8	Sept 27	Sept 27
Nov 4	Yes	Oct 5	Oct 25	Oct 25
Dec 2	Yes	Nov 2	Nov 21	Nov 21
Mar 10	No	Feb 9	Feb 28	Feb 28
May 5	Yes	Apr 6	Apr 25	Apr 25
June 2	Yes	May 3	May 23	May 23

ACT

Test Date	Registration Deadline	(Late Fee Required)
September 9, 2017	August 4, 2017	August 5-18, 2017
October 28, 2017	September 22, 2017	September 23-Oct 6, 2017
December 9, 2017	November 3, 2017	November 4-17, 2017
February 10, 2018	January 12, 2018	January 13-19, 2018
April 14, 2018	March 9, 2018	March 10-23, 2018
June 9, 2018	May 4, 2018	May 5-18, 2017
July 14, 2018	June 15, 2018	June 16-22, 2018

IV. FINANCIAL AID

Financial aid can help many families meet college costs. Every year millions of students apply for and receive financial aid.

There are three main types of financial assistance available to qualified students at the college level:

- Grants and Scholarships
- Loans
- Work-Study

Grants and Scholarships

Grants and scholarships provide aid that does not have to be repaid. However, some require that recipients maintain certain grade point averages or take certain courses. (See the scholarship section.)

Loans

Loans are another type of financial aid and are available to both students and parents. Like a car loan or a mortgage for a house, an education loan must eventually be repaid. Often, payments do not begin until the student finishes school, and the interest rate on education loans is commonly lower than for other types of loans.

For students with no established credit record, it is usually easier to get student loans than other kinds of loans.

There are many different kinds of education loans. Before taking out any loan, be sure to ask the following kinds of questions:

- What are the exact provisions of the loan?
- What is the interest rate?
- Exactly how much has to be paid in interest?
- What will the monthly payments be?
- When will the monthly payments begin?
- How long will the monthly payments last?
- What happens if you miss one of the monthly payments?

- Is there a grace period for paying back the loan?

In all cases, a loan taken to pay for a college education must be repaid, whether or not a student finishes school or gets a job after graduation. Failure to repay a student loan can ruin a person's credit rating and make finances much more difficult in the future. This is an important reason to consider a college's graduation and job placement rates when choosing a school.

Work-Study Programs

Many students work during the summer and/or part time during the school year to help pay for college. Although many obtain jobs on their own, many colleges also offer work-study programs to their students. A work-study job is often part of a student's financial aid package. The jobs are usually on campus and the money earned is used to pay for tuition or other college charges.

The types of financial aid discussed above can be merit-based, need-based, or a combination of merit-based and need-based.

Merit-based Financial Aid

Merit-based assistance, usually in the form of scholarships or grants, is given to students who meet requirements not related to financial needs. For example, a merit scholarship may be given to a student who has done well in high school or one who displays artistic or athletic talent. Most merit-based aid is awarded on the basis of academic performance or potential.

Need-based Financial Aid

"Need-based" means that the amount of aid a student can receive depends on the cost of the college and on his or her family's ability to pay these costs. Most financial aid is need-based and is available to qualified students.

A. WHAT ARE THE MOST COMMON SOURCES OF FINANCIAL AID?

Student financial aid is available from a number of sources, including the Federal Government, State governments, colleges and universities, and other organizations. Students can receive aid from more than one source.

Federal Financial Assistance

The Federal Government supplies the largest amount of all student aid. The largest and most popular Federal student aid programs are:

1. Federal Pell Grants
2. Federal Stafford Loans
3. Federal Campus-Based Programs

Students can get aid from more than one Federal program. For the most up-to-date information about student aid supplied by the Federal Government, visit their website at www.studentaid.ed.gov or call the Federal student Financial Aid Information Center toll-free at the U.S. Department of Education at 1-800-4FED-AID.

In order to receive federal assistance you must fill out the FAFSA (Free Application for Federal Student Aid) as soon after October 1 as possible in your senior year. The FAFSA can be completed online at: www.fafsa.ed.gov.

State Financial Assistance

States generally give portions of State budgets to public colleges and universities. This support lowers tuition for all students attending these schools. Some states also offer financial assistance directly to individual students, which can be need-based or merit-based.

College/University Assistance

Colleges themselves provide aid to many of their students. Most of this "institutional aid" is in the form of scholarships or grants. Some is need-based and some is merit-based.

When a student wants financial aid information about specific schools, he or she should contact the financial aid office of those schools and request information.

Other Types of Assistance

Other organizations, such as corporations, labor unions, professional associations, religious organizations, and credit unions, sometimes award financial aid. You can find out about the availability of such scholarships by contacting someone from the specific organization or by directly contacting its main headquarters. See "Scholarships" section for more information.

AZ Earn to Learn

Earn to Learn is a needs-based scholarship program that teaches financial literacy, and rewards students and families who are committed to saving money to attend ASU, NAU and UA with \$4,000 of matching scholarship funding. Utilizing special matching savings accounts (called Individual Development Accounts or IDAs), qualifying students who make deposits for at least 6 months and meet their \$500 savings goal prior to attending one of the three in-state Universities will earn \$4,000 in matching funds to pay for tuition, books, and other university related expenses. The matching scholarship is renewable for up to four years depending on on-going funding as long as students remain eligible and continue to save \$500 each year.

Additionally, the program utilizes coaching for students which includes personal finance training, college readiness training, and ongoing support from the very first day of attending college all the way through graduation. Students must commit up to 10 hours per year to continuing on-line personal finance training and/or in-person workshops. The use of IDA's in conjunction with one-on-one coaching has been proven as a way to help individuals and families develop productive financial behaviors that increase the likelihood of program participants to finish college with a degree and less debt, as well as better prepared for post-college careers.

For more information, please visit www.earntolearn.org.

V. SCHOLARSHIPS

A. THE WORLD OF SCHOLARSHIPS

General Scholarship Information

Scholarships are the same as grants in that they do not have to be repaid. There are 2 main types of scholarships:

1. Merit-based scholarships - awarded on the basis of student achievement
2. Need-based scholarships - awarded on the basis of financial need

Scholarships are available for everyone! Some of the common eligibility criteria include: age or grade, geographic region, organizational membership, grades and test scores, community involvement, leadership, career interests, race and ethnicity, and gender.

Busting Common Scholarship Myths:

1. Many people believe that only students with high grades receive merit scholarships. The truth is that merit-based scholarships are based on several factors, not just grades!
2. It is often believed that more extra curricular activities = more scholarship money. The truth is that quality is more important than quantity.
3. Students often think that they should focus their time and energy on completing one or two scholarship applications. The truth is that the more scholarships you apply for, the better your chances of winning money!
4. Students often believe that they can only receive one scholarship. The truth is that you can receive as many scholarships as people want to give you! A tuition waiver is the only type of scholarship that is limited to one per student. Cash awards are limitless!

Where to Find Scholarships

Free on-line scholarship searches are a great place to start! Here are a few examples:

FastWEB - www.fastweb.com (400,000+ scholarships)
College Board Scholarship Search - <http://bigfuture.collegeboard.org/scholarship-search>
Scholarships.com - www.scholarships.com
Scholarships A-Z - <http://scholarshipsaz.org>
FinAid- www.finaid.org/scholarships
Open Education Database - <http://oedb.org/scholarships>

Check the CDO monthly scholarship bulletin. The bulletin can be found in the counseling office or on the counseling website: <http://www.amphi.com/domain/2368>

Look into these scholarship programs:

-Flinn Scholarship Program: www.flinnscholars.org
-National Merit Scholarship Program: www.nationalmerit.org
-Dorrance Scholarship Program: www.dorrancescholarship.org
-Western Undergraduate Exchange: <http://wiche.edu/wue>

More Tips:

- Ask teachers about scholarships.
- Visit other schools career centers/scholarship resource centers in person and via the internet.
- Use internet search engines to search for familiar scholarships you already know about. Then click on the “additional listings” (or “more like this”) link to find scholarships you don’t yet know about.
- Contact local organizations and area businesses to see if they are sponsoring any scholarships.
- Ask family and friends about any scholarship opportunities.
- Be wary of fee-based scholarship search companies!*** They typically do not have information that you don’t already have access to.
- Use the resources available on the CDO Counseling web site.

B. PIMA COMMUNITY COLLEGE SCHOLARSHIPS

Pima offers several scholarship and grant opportunities for students that make getting an education at Pima even more affordable. For many of these scholarships, students must have a FAFSA on file to be eligible for the award. The following is a sample of some of the Pima Community College scholarships: (for a full list of scholarships please visit: www.pima.edu/paying-for-school/scholarships-grants/index/html)

1. **PCC Foundation Scholarships:** a variety of scholarships awarded through the Pima Foundation. Some are general scholarships, while others are based on program of study or merit.
2. **PCC Student Grants Program:** Two grants (one is financial need-based, the other is school activity-based) that can provide full or partial tuition & fees, and/or a textbook stipend.

C. UNIVERSITY OF ARIZONA SCHOLARSHIP OPPORTUNITIES

To be considered for UofA scholarships, new students must complete The University of Arizona Application for Admission. Students should also file a Free Application For Federal Student Aid (FAFSA) annually. You can receive need-based scholarships only if you have a FAFSA on file, and are determined to have need.

All applicants are automatically considered for:

Wildcat Excellence Award

Award: Value ranges from \$2,000 to \$12,000.
Renewable for 3 additional years provided student maintains specific academic standards.

University of Arizona Scholarship Opportunities visit:

<http://financialaid.arizona.edu/>

Scholarship Universe is an excellent resource for students once they complete the application and have a PIN#

D. ARIZONA STATE UNIVERSITY SCHOLARSHIP OPPORTUNITIES

Arizona State University offers many institutional recruitment scholarships for outstanding freshmen as they pursue academic excellence at ASU. Many of these scholarships are renewable. To apply, students must complete the ASU application for admission. In addition, students can find an ASU General Scholarship application online.

All applicants are automatically considered for:

New American University Scholar Awards

Award: \$ varies; annual award renewable for 3 additional years provided you satisfy the renewal criteria.

Arizona State University Scholarship opportunities visit:

<http://students.asu.edu/scholarships/>

E. NORTHERN ARIZONA UNIVERSITY SCHOLARSHIP OPPORTUNITIES

New freshmen are automatically considered for some academic scholarships once they are accepted to Northern Arizona University. Students who wish to be considered for merit scholarships should postmark the undergraduate application and all supporting credentials (official transcript and official ACT and/or SAT scores) as early as possible after the completion of the junior year.

Northern Arizona University Scholarship opportunities visit:

<http://nau.edu/FinAid/Scholarships/>

F. ADDITIONAL NEED-BASED SCHOLARSHIPS

In addition to the merit-based scholarships listed above, The University of Arizona offers the **Arizona Assurance** Award to students who have unweighted cumulative GPA of 3.0 or higher and who are Pell eligible. This award combines federal aid, grant funds, work-study, and an Arizona Assurance Award to cover all essential costs of attendance, room and board. To qualify for this award you must fill out the FAFSA and have a complete admissions application on file by March 1. For more information, please visit: <http://assurance.arizona.edu/>

Arizona State University also offers a significant need-based award to students: the **President Barack Obama Scholars** program. This program is for Arizona residents who demonstrate a total annual family income of \$42,400 or less on the FAFSA. In order to qualify for this award, you must have a complete ASU admissions application on file and your FAFSA filed no later than Jan 1. Obama Scholars also receive, through federal aid, grants, work-study, and the Obama Scholar Award, all essential costs of attendance, room and board. For more information, please visit: promise.asu.edu/obama

Both of these programs offer a mentoring component through the first year at the university.

VI. THE COLLEGE APPLICATION PROCESS

The following is a guideline you can use when navigating through the college application process.

1. **Research colleges:** This is an important first step in your process - If you don't know anything about the many colleges out there, how do you know where you want to apply? There are many ways you can research colleges: use online resources, like CollegeBoard.org, meet with college representatives (check the counseling calendar to see which representative are coming to CDO), and meet with your counselor.
2. **Visit college campuses:** This is an extension of the researching phase. It is important that you feel comfortable at the college you choose to attend, as you will most likely spend 4 or more years of your life there. If you cannot visit the campus, be sure to utilize the many resources available to you online or in the library reference section. Online resources include virtual tours, student ratings and ratings from other sources.
3. **Take the SAT and ACT:** Make sure that you have already taken, or are signed up to take, either the SAT or ACT (preferably both). Registration materials for both tests can be found online at sat.collegeboard.org (for the SAT) or www.actstudent.org (for the ACT). If you know where you want to apply to school, you can indicate those choices on your registration form and your test scores will be sent directly to those schools (as well as to yourself), saving you time.

4. **Applications:** You will most likely create an account online and complete your application online. You can expect an application fee to be part of the process. If your school does not have an online application, you may request an application via e-mail, phone, or U.S. mail. When you request your application, you should inquire about any scholarship applications, as these can be separate from the college's application for admission.
5. **Utilize good time management skills:** Make note of all deadlines and allow yourself enough time to fill out applications thoroughly before they are due. An incomplete application will not be reviewed and applications submitted after the deadline will not be accepted.
6. **Secure the other pieces of your application:** Some applications require that you send in your transcript, your SAT or ACT scores, one or more letters of recommendation, and a personal essay. You can request your official transcript from the registrar in the counseling office (allow 72 hours for pickup).
7. **Letters of recommendation:** Letters of recommendation are an essential part of many college applications. If you are required to include letters, allow the person writing your letter ample time to complete it before it is due (at least ten working days). Remember that no one is required to write you a letter - be courteous and express your appreciation. If the letter is to be mailed by the person writing it, provide that person with a stamped, addressed envelope. (Please see additional letter of recommendation information below.)
8. **Follow up:** Check with the admissions office at the college to ensure that your application is complete. This can often be accomplished online through the account that you created.
9. **Financial aid:** Make sure that you fill out the FAFSA (Free Application for Federal Student Aid) as soon as you can after October 1st of your senior year. This is the only way that you will be eligible to receive federal grants, loans, work-study, and many university scholarships. The FAFSA can be completed online at www.fafsa.ed.gov

A. LETTERS OF RECOMMENDATION

Many out of state college and university applications, as well as most scholarship applications, require letters of recommendation. This guide is offered as a resource to help you secure quality letters of recommendation.

Dear CDO Student,

You know that you need a letter of recommendation, now what do you do? The information that follows will help you with the process, and will provide you with tips for ensuring that you secure the best possible letters of support.

1. Once you know that you will need a letter of recommendation, fill out the "Letter of Recommendation Request" form found in this guide, in the counseling office, or on the counseling web page. It is important that you fill out this form honestly and completely. Once you have completed the form, you can make an appointment with your counselor or teacher to discuss the recommendation.
2. Give your recommender at least two weeks' notice (more is preferable) when at all possible. We understand that you sometimes find out about a scholarship less than two weeks before the deadline, and we will do everything we can to help you, but please note that it takes a lot of time to write you a quality letter. Please remember that the individual you asked to write your letter also has a full-time teaching or counseling job and other students for whom they are writing letters. Letters written in haste may not be an asset and can be detrimental to your application.

3. Provide your recommender with deadlines for each recommendation so that there is no confusion about due dates.
4. Let your recommender know how the letter will be used. Is it to be a general college admissions letter? Is it for a scholarship? If so, what kind of scholarship? What qualities is the scholarship committee looking for in a strong candidate?
5. On the recommendation form, we suggest that you waive your right to view the recommendation. This gives more credibility to the recommendation in the eyes of the college/scholarship committee. (For the common application this waiver will be submitted electronically.)
6. Ask for the letter in person: not by email, not by just dropping off the form, and not by phone. This is especially important now that more applications are online and students have the opportunity to input their recommender's name and email address, and the recommendation request is sent directly via email. Students need to let the recommender know that this email is coming - before the recommender receives it!
7. Provide the necessary information regarding how the letter is to be submitted. Will it be uploaded to a website? If so, please provide the appropriate web address. Will it be mailed in? If so, please provide an addressed, stamped envelope. Will it be returned directly to you? If so, you will need to arrange a time to retrieve it.
8. Whom to ask? Check first to see what the college/scholarship committee is requesting. They will often have specific requirements (for example, one counselor, one academic teacher, and one additional). Ask the people who know you best! The teacher for the class in which you excelled isn't necessarily the best one to write you a letter, if you just sat in the back of the room and didn't add much to the class. It might be better to ask the teacher for whose class you were an active participant, where you helped other students in the class, or where you demonstrated improvement.
9. How many to submit? Again, check first to see how many are required. Follow the guidelines of the college/scholarship; do not inundate them with more than they ask for (one extra is sometimes okay, but not two or more).
10. Thank the recommender after the letter is completed (hand written thank you notes are very nice).
11. Follow-up with the recommender and let him/her know the outcome of your application. (Did you get accepted to the college? Did you get the scholarship?)

If you have any further questions regarding your needs for a letter of recommendation, please do not hesitate to visit us in the counseling office. We wish you luck with your applications, and we hope to be writing you a letter soon!

Sincerely,

Your CDO Counselors

LETTER OF RECOMMENDATION REQUEST

If you need a letter of recommendation from your counselor, please complete this form in its entirety. Once the form is complete, please schedule an appointment with your counselor to review the form and discuss your needs. (Many teachers appreciate receiving a copy of this form as well)

Letters of recommendation take approximately ten working days to complete.

Student Name _____ ID # _____

<u>Name of school(s)/scholarship(s) applying for</u>	<u>Due date</u>	<u>How will it be submitted?</u> (i.e. online? Return to student? Mail?)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

So that your counselor may write you a quality letter that will distinguish you from other applicants, please take your time to think about and respond to the following questions. Do not write what you think is the “correct answer” or what you think colleges want to hear. Instead, please respond honestly and in ways that genuinely reflect who you are, what you think, and how you feel. Please feel free to type your answers on a separate sheet of paper if you wish to do so.

1. Is your high school academic record an accurate measure of your ability and potential? If not, what do you consider the best measure of your potential?

2. Are there any circumstances in your life that may have impacted your academic performance? If so, please explain.

3. What are your proudest academic AND personal accomplishments?

Academic: _____

Personal: _____

4. Describe a time that you took on a leadership role.

5. How do you demonstrate a love of learning? (If not applicable, please skip.)

6. What extracurricular activities (jobs, community service, clubs, athletics, etc.) have you participated in? Which one did you enjoy the most and why?

7. What skills/hobbies/interests do you have?

8. What was most challenging about your high school experience and why?

9. What life experiences have been most influential? (travel, family, education, etc.) Please describe.

10. What do you consider your greatest strengths and weaknesses?

11. What motivates you to pursue your goals?

12. What do you plan to major in AND what influenced that choice?

13. What sets you apart from the other students in your graduating class?

14. Is there anything that you would like me to focus on in your letter? Or, anything that you would like to make sure that I mention?

Students: Please share the following section with your parent/guardian.

As colleges and scholarships become more competitive, it is necessary to create an accurate and comprehensive profile of your student in a letter of recommendation. Parents/Guardians can provide the most in depth picture of a student complete with anecdotes and background information. We would appreciate it if you, as parent/guardian, would please take a few moments and address any, or all, of the following questions on a separate sheet of paper or on the back of this form. Once completed, please have your student submit your feedback along with this form to the counselor. We thank you in advance for your support of your student and this process.

1. What do you consider to be the outstanding accomplishments of your student during the past three years?
2. If you had to describe your student in five adjectives, what would they be?
3. Are there any unusual or personal circumstances which have affected your student's educational experiences?
4. Describe any early childhood passions/talents that are still evident in your student's life today.
5. How would you describe your student's outlook on life?
6. Does your student have any hidden/unknown talents?
7. Please share any anecdotes exemplifying your student's maturity, responsibility, creativity, independence, enthusiasm, leadership, trustworthiness, involvement, personal strength, dedication, peer relations, sense of humor, or any other special characteristics.

VII. "DO LIST" FOR PARENTS & STUDENTS!

This checklist can help you and your parents with all the steps you need to take to enter a postsecondary institution:

- > Explore a variety of colleges, universities, training schools, and careers.
- > Narrow your choices to four to six colleges, schools and careers which interest you.
- > Visit each school you are considering attending, if you can.
- > Use this checklist to record the date when you complete each step for your entry into school. For help or answers to questions, contact counselor.

ADMISSION

1. _____ Register for the required admission tests(s) and make sure the college

receives your scores. Take the SAT or ACT by December of your senior year. (An initial SAT/ACT should be taken in the spring/summer of your junior year!)

2. _____ Submit your application for admission to the Office of Admissions. Applications may be obtained online on each individual college website. Applications should be submitted in late summer or early fall of your senior year. Check deadlines for specific schools. Make a copy of your application before submitting it if you are submitting a paper application!

3. _____ Ask your high school registrar to send an official high school transcript to each college. Transcript request forms are available at the front desk in the Counseling Office. CDO charges a \$1.00 fee to mail transcripts, payable in the bookstore.
4. _____ Pay the application fee electronically or, if needed, request waiver. (see your counselor about application fee waivers.)

SCHOLARSHIPS

1. _____ Set up a personalized profile on the Internet (www.fastweb.com for example) which will match your specific skills, abilities and interests to a data base of scholarships. See CDO counseling website for more internet links and resources.
2. _____ Access your University's scholarship web page; most schools have a webpage devoted to scholarships.
3. _____ Review CDO's Scholarship Bulletin on the counseling website.
4. _____ Meet with your school counselor.

FINANCIAL AID

1. _____ Submit a Free Application for Federal Student Aid (FAFSA) October of your senior year. The FAFSA can be found at www.fafsa.ed.gov. For resources to help you with this process go to: <https://studentaid.ed.gov/sa/fafsa> Starting with the 2017-18 FAFSA, you'll need to report income information from the tax year two years prior to the *academic year*. Be sure to consider the option the FAFSA offers you to use the IRS Data Retrieval Tool (IRS DRT).

2. _____ Check with each school to find out what type of supplemental "Need Analysis" document is required. Some may use the CSS Profile or their own institutional form.

3. _____ Keep copies of your Need Analysis form, if applicable, and the Internal Revenue forms (tax forms and W-2) used to complete any application (FAFSA, CSS, CR, or other). You can expect to receive one or more requests for these forms some time during the year.

4. _____ Sometimes, unusual circumstances may have occurred which cannot be adequately explained on the application, or the family's financial condition may have changed since the form was submitted. If this is true for your family due to death, separation/ divorce, loss of a job, or loss of benefits, you should check with the financial aid office immediately.

HOUSING

1. _____ Submit the housing application as soon as possible to insure best consideration. **There is normally a housing application fee.
2. _____ Study and submit the signed housing contract, and pay the required housing deposit.

ACKNOWLEDGEMENTS

Most acknowledgements will be communicated electronically. You can expect to receive the following:

1. _____ An electronic notification of your admission status. Continue to check your email!
2. _____ As a result of completing the FAFSA, a Student Aid Report (SAR) will be sent to your email soon after filing. Check all information carefully. Frequently, the first notice you receive is for additional information from you.
3. _____ A financial aid award notification from each college concerning action taken on your application for financial aid. Read and immediately respond as instructed.
4. _____ An acknowledgment of housing assignment.

Remember: Check your email frequently and respond promptly.

VIII. COLLEGE/SCHOLARSHIP APPLICATION CHECKLIST

Use the following checklist to keep track of college and scholarship application related information. Using this log will help ensure that you do not miss any important dates and will help to keep you organized throughout this difficult process. *Be sure to make copies of ALL components of your applications before mailing them!!*

Name of College or Scholarship	Date App. <u>Requested</u>	Date App. <u>Received</u>	Date App. <u>DUE</u>	Date App. <u>Completed</u>	Date Rec. <u>Requested</u>	Date Rec. <u>Received</u>	Date App. <u>Mailed/Submitted</u>

Note: App. = Application,
Rec.= Recommendation

IX. THE MILITARY

You may be seriously considering joining the military. Although the military certainly provides secure employment, it is very important that you learn all the facts before making a commitment.

A. ENLISTED PROGRAMS

Recruiters from all branches of the service are readily available to discuss active duty and reserve programs. If you are planning to continue your education, you may also wish to ask about an officer training program. It is a good idea to discuss the alternatives offered by each branch of the service before making a decision. In most cases, recruiters are able to guarantee specific training in advance. If you are definitely interested in obtaining a certain type of training, make sure that you obtain this guarantee before signing up.

Your eligibility for the military and specific training is based upon the scores you receive on the Armed Services Vocational Aptitude Battery (ASVAB). Your scores will allow each recruiter to determine the type of training for which you qualify. The results might also assist you in identifying other career possibilities. Please check the CDO counseling website for on-campus ASVAB testing information.

TRAINING

Top specialists are required to maintain and operate sophisticated technology. Training is offered in more than 150 technical specialties. In addition to classroom instruction, you'll get on-the-job experience.

EDUCATION

Your technical training courses will count as college credit towards an associate's degree offered by Community Colleges of the three branches of the service (Air Force, Army and Navy). In addition, if you're interested in getting a four-year degree, the military will help.

ADVANCEMENT

The military wants you to seek advancement. Whatever your job, opportunities increase as you become more skilled.

PAY AND BENEFITS

You'll receive a competitive salary with periodic pay increases for time in service. In addition, you'll get a raise every time you are promoted. The military will provide your housing and food, or you'll receive tax-free allowances, and you will receive comprehensive medical and dental care and low-cost life insurance.

ELIGIBILITY

You must be a United States Citizen or a registered alien, at least 17 years old, in good physical condition, and of good moral character. You must qualify on the Armed Services Vocational Aptitude Battery (ASVAB) which measures your aptitude for different skills and helps set the direction of your career.

MILITARY OBLIGATION

You'll enlist for two to six years. The guaranteed training enlistment program offers you training in a specific job. If you're not sure about a specific job, but are interested in a skill area, the guaranteed aptitude area enlistment program is for you.

B. OFFICER PROGRAMS

Officers lead and manage activities in every occupational specialty in the military. They must be able to learn detailed information quickly to be effective in the changing assignments and environments they will experience during their careers.

GENERAL QUALIFICATION REQUIREMENTS

To join the military as a commissioned officer, applicants must have a four-year college degree. In addition, mental aptitude, physical requirements, and moral standards must be met. For detailed questions, it is necessary to contact a recruiter.

PATHWAYS TO BECOMING AN OFFICER

There are three main pathways to becoming a commissioned officer:

- > Service Academies
- > Officer Candidate School (OCS) and Officer Training School (OTS)
- > Reserve Officers' Training Corps (ROTC)

SERVICE ACADEMIES

The four service academies are:

- > United States Military Academy at West Point, New York (Army)
- > United State Naval Academy at Annapolis, Maryland (Navy and Marine Corps)
- > United States Air Force Academy at Colorado Springs, Colorado (Air Force)
- > United States Coast Guard Academy at New London, Connecticut (Coast Guard)

Entry into the academies requires students to be very competitive. Among candidates who meet all the eligibility requirements, the academies offer admission to only the most qualified. To be eligible for admission to any of the academies, a young person must be at least 17 years of age, a citizen of the United States, of good moral character, and academically and physically qualified. In addition, candidates for the Army, Navy, and Air Force Academies must have a nomination from a member of Congress to be considered for admission. The recommended time to apply for nomination is the spring of the junior year in high school.

OFFICER CANDIDATE/TRAINING SCHOOL

Each branch of service offers a program for college graduates with no prior military training who wish to become military officers. These programs are called Officer Candidate School (OCS) or Officer Training School (OTS), depending on the service. Interested candidates should apply through a local recruiter in the fall of their senior year of college.

RESERVE OFFICERS' TRAINING CORPS

Undergraduate students in public or private colleges or universities may receive training to become officers under the Reserve Officers' Training Corps (ROTC). ROTC programs for the Army, Navy, Air Force, and Marine Corps are available in over 1,400 colleges and

universities nationwide.

Depending on the service and ROTC option selected, students train for two, three, or four years. Often, they receive scholarships for tuition, books, fees, uniforms, and a monthly allowance. In addition to their military and college course work, ROTC candidates perform drills for several hours each week and participate in military training exercises for several weeks each summer. Graduating ROTC candidates become commissioned as military officers and either go on active duty or become members of Reserve or National Guard units.

See your local recruiter for more information on the ROTC program.

X. CHOOSING A CAREER

Whether your plan after high school is to pursue higher education, join the military, or go directly to work, all of us must choose a career. Our career is the ultimate goal of each of these post-high school paths. So, how do we go about accomplishing this very difficult task? The following three steps should provide you with some guidance.

1. **Self-Assessment:** The first step in deciding on a career is to determine your abilities, interests, talents, and goals. There are many resources available to assist you with this process. Some of these resources include:
 - AzCIS www.azcis.intocareers.org - One of your ECAP resources
 - The Armed Services Vocational Aptitude Battery (ASVAB)
 - Degree search: degreesearch.arizona.edu
 - Bureau of Labor Statistics: www.bls.gov

2. **Investigate Your Career Options:** Once you know more about yourself, you can begin to investigate various careers. Again, there are many resources available to help you in this process. Some of these resources include:
 - Internships or CDO's Honors Internship class
 - The Occupational Outlook Handbook (or on the web, www.bls.gov/oco/)
 - Interview people in the work force
 - Speak with teachers, parents, counselors, etc.
 - Summer and part-time jobs
 - Job shadowing, volunteering
 - AzCIS

3. **Find A Career Match:** Once you have a list of your personal interests and abilities and a list of possible careers, you can compare the two in order to find the best career choice. Remember, no career choice is permanent, and many people change their career at some point in their life. Make your decision based on who you are today, not what you will be tomorrow. Some ideas to help you with this process:
 - Develop a cross-reference listing of those traits you possess with those required in a particular occupation
 - Ask others to help you see possible matches
 - Determine the time and cost involved in being trained (Does this match with what you are willing to do?)
 - Research the educational requirements

A. RESUMES

Most students will be required to write a resume some time during their high school career, either as part of a job application or for inclusion in a college application. A resume is a summary of your personal information, education, skills, activities, honors, employment, and/or references.

The following websites may be of use to you as you begin to write your resume:

- Google Docs
- Career Builder
- www.azcis.intocareers.org Use employment tab to job search to applications and resumes.

Regardless of the format you choose to use for your resume, there are several general guidelines that you should follow:

- Your resume should be no longer than one page if possible.
- Your resume should be typed.
- Your resume should be well organized and concise.
- Stress accomplishments while being honest and accurate.
- Have someone proofread your resume. Mechanical errors are inexcusable.

See the resources above for resume samples and tips.

B. EMPLOYMENT APPLICATIONS

Most employers require that you complete an online employment application. This application provides specific information that is used in the hiring decision. Most online applications require that you upload a current resume.

If you are required to submit a written application, it is best to type or use black ink when completing applications. Make sure that your application is neat and legible and that all portions are complete. Your application serves as a sample of your work and will influence the employer's decision. If you fail to complete all sections or follow directions, the employer may question how well you would perform the job.

Most applications provide a place for you to list your special skills. This is the place for you to state that you can type, have a driver's license, can operate certain tools or equipment, work well with others or have other skills. Even though you may not feel that your skills are work-related, list them as the employer may be impressed by your background.

C. EMPLOYMENT INTERVIEWS

The employment interview gives the employer a chance to evaluate you while giving you the opportunity to decide if you would like the job. For most people, the interview is the most difficult part of looking for work. If you are properly prepared for the interview, however, you will find it a lot less threatening. Here are some suggestions to help you have a successful interview.

1. Learn all you can about the employer and the work performed. If possible speak with others who work there.
2. Be a few minutes early for the interview. Call, if you are unavoidably detained.
3. Go alone to the interview.
4. Dress neatly and as you would be expected to on the job.
5. Take a record of your past employment, references and social security number (including dates and addresses).
6. Let the employer control the interview.
7. Maintain good posture and eye contact.
8. Don't chew gum during the interview.
9. Be ready to tell why you want the job.
10. Be ready to tell how you are prepared to do a good job.
11. Prepare some questions so that the employer will know that you are interested in the job.
12. Never criticize former employers.
13. Don't discuss salary in detail until you are offered the job.
14. Thank the employer for the interview.
15. Send a thank you letter immediately.
16. Make a follow up telephone call if you don't hear anything in the stated time.
17. Power-down or silence your cell phone.

XI. GLOSSARY

What terms do I need to understand?

Below is a glossary of some terms that you may want to remember:

Armed Services Vocational Aptitude Battery (ASVAB):

The ASVAB Career Exploration Program is a comprehensive career planning program that includes a multiple-aptitude test battery, an interest inventory, and various career planning tools designed to help you explore the opportunities awaiting you. May be taken 10th- 12th grade.

B.A. or B.S.:

B.A. stands for "Bachelor of Arts" and B.S. stands for "Bachelor of Science." Both degrees can be earned at four-year colleges. Some colleges only grant B.A. degrees and others only grant B.S. degrees--it depends on the kinds of courses offered at the particular college.

Curriculum:

This is the material that teachers are expected to teach. This includes the order in which the material is taught and the content of courses.

Default Rate:

The default rate is the percentage of students who took out Federal student loans to help pay their expenses but did not repay them properly.

Deferred Admission:

Allows an accepted student to delay admission. High school seniors are guaranteed admission to college a year after graduation.

Early Action:

An admissions application option offered by many universities. This plan does not require a commitment to matriculate, although it is highly recommended by these schools that students limit these applications (preferably two).

Early Decision:

Students who have demonstrated sound academic ability apply for admission to their first choice college during the summer or very early in their senior year. Notification of admission is given usually in December or January. Restrictive policies vary with each school and must be checked carefully to see if early decision works to the individual's advantage. Generally, if you apply "Early Decision" you also must sign a commitment to attend if accepted.

ECAP - Educational Career Action Plan:

A high school graduation requirement that requires students to have a post-high school plan.

English Language Development (also known as English as a Second Language)

Classes or support programs for students whose native language is not English.

Expected Family Contribution (EFC) (used with FAFSA):

An amount, determined by a formula that is specified by law, that indicates how much of a family's financial resources should be available to help pay for school. Factors such as taxable and non-taxable income, assets (such as savings and checking accounts), and benefits (for example, unemployment or Social Security) are all considered in this calculation. The EFC is used in determining eligibility for Federal need-based aid.

Federal Work-Study Program:

An award of part-time employment for students who demonstrate financial need.

Fees:

These are charges that cover costs not associated with the student's course load, such as costs of some athletic activities, clubs, and special events.

Financial Aid:

Financial aid in this handbook refers to money available from various sources to help students pay for college. This could be loans, scholarships or grants.

Financial Aid Package:

The total amount of financial aid a student receives. Federal and non-Federal aid such as grants, loans, or work-study are combined in a "package" to help meet the student's need.

Financial Need:

In the context of student financial aid, financial need is equal to the cost of education (estimated costs for college attendance and basic living expenses) minus the expected family contribution (the amount a student's family is expected to pay, which varies according to the family's financial resources).

504 Plan:

Section 504 of the Rehabilitation Act states that it is illegal to deny participation in activities, benefits or programs, or to in any way discriminate against a person with a disability solely because of a disability. A 504 plan is an accommodation plan for a student with a disability.

Free Application for Federal Student Aid (FAFSA):

A form used to apply for federal and state student grants, work-study, and loans. It is recommended that it be filled out between January and February of the senior year.

General Educational Development (GED) Certificate:

This is the certificate students receive if they have passed a high school equivalency test. Students who don't have a high school diploma but who have a GED will still qualify for Federal student aid.

Grade Point Average:

A system used to evaluate academic performance. *Non-weighted* grades are equivalent to A=4pts; B=3pts; C=2pts; D=1pt; F=0pts. For a *weighted* grade scale (Pre-AP, AP or IB Courses) an A=5pts; B=4pts; C=3pts; D=2 pt; F=0pts.

Grant:

A grant is a sum of money given to a student for the purpose of paying at least part of the cost of college. A grant does not have to be repaid.

IEP:

Stands for Individual Education Plan. This is required by law under PL94-142 so that a free and appropriate public education in the least restrictive environment can be achieved for a student with some type of disability. It includes behavior and academic goals and objectives to be achieved and must state them in measurable terms.

Loan:

A loan is a type of financial aid that is available to students and to the parents of students. An education loan must be repaid. In many cases, however, payments do not begin until the student finishes school.

Merit-based Financial Aid:

This kind of financial aid is given to students who meet requirements not related to financial needs. Most merit-based aid is awarded on the basis of academic performance or potential and is given in the form of scholarships or grants.

National Association of Intercollegiate Athletics (NAIA):

An athletic governing body to which nearly 300 small four year college and universities belong. The NAIA governs athletic recruitment and scholarship awarding policies.

National Collegiate Athletic Association (NCAA):

An athletic governing body to which over 1,000 college and universities belong. Each school chooses a general division, 1,2, or 3 and is required to follow the policies regarding recruitment and scholarship awards that have been established for that division.

Need-based Financial Aid:

This kind of financial aid is given to students who are determined to be in financial need of assistance based on their income and assets and their families' income and assets, as well as some other factors.

Open Admissions:

This term means that a college admits most or all students who apply to the school. At some colleges it means that anyone who has a high school diploma or a GED can enroll. At other schools it means that anyone over 18 can enroll. "Open admissions," therefore, can mean slightly different things at different schools.

Pell Grants:

These are Federal need-based grants that will be given to over 4 million students.

Perkins Loan:

This is a Federal financial aid program that consists of low-interest loans for undergraduates and graduate students with financial need, and is awarded by the school.

Portfolio:

An alternative way of assessing students in which the teacher and student collect and organize the student's work throughout a course or class year. Grades are based on this packet of materials, which measures the student's knowledge and skills and often includes some form of self-reflection by the student.

Post-secondary:

This term means "after high school" and refers to all programs for high school graduates, including programs at two-and four-year colleges and vocational and technical schools.

Proprietary:

This is a term used to describe post-secondary schools that are private and are legally permitted to make a profit. Most proprietary schools offer technical and vocational courses.

PSAT/NMSQT:

This stands for the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test, a practice test that helps students prepare for the Scholastic Aptitude Test (SAT). The PSAT is usually administered to tenth or eleventh grade students. Although colleges do not see a student's PSAT/NMSQT score, a student who does very well on this test and who meets many other academic performance criteria may qualify for the National Merit Scholarship Program when the PSAT is taken in the junior year.

Rank in Class:

A methodology to compare one student's academic performance with the performance of all other students at the same grade level.

REACH Program:

A program designed to offer enrichment activities, additional classes, or programs for students identified as having high potential (sometimes called the Gifted & Talented Program).

Rolling Admissions:

The college will notify the applicant as soon as the application has been processed. Candidates may submit their applications anytime within a large window.

ROTC:

This stands for Reserve Officers Training Corps program, which is a scholarship program wherein the military covers the cost of tuition, fees, and textbooks and also provides a monthly allowance. Scholarship recipients participate in summer training while in college and fulfill a service commitment after college.

SAT I: Reasoning Test

This is a college admissions test. Please see the SAT section of this book for more information.

SAT II: Subject Tests

SAT II Tests are offered in many areas of study including mathematics, many sciences, history, and foreign languages. Some colleges require students to take one or more SAT II Tests when they apply for admission.

Scholarship:

A scholarship is a sum of money given to a student for the purposes of paying at least part of the cost of college. Scholarships can be awarded to students based on students' academic achievements or on many other factors.

School Site Council:

A group of teachers, parents, administrators, and interested community members who work together to develop and monitor a school's improvement plan. CDO's site council meets the first Monday of each month during the school year.

SEOG (Supplemental Educational Opportunity Grant):

This is a Federal award that helps undergraduates with financial need, and is awarded by the school. The SEOG does not have to be paid back.

Special Education:

Special instruction and/or modified curriculum for students with educational or physical disabilities, tailored to each student's needs and learning style.

Stafford Loans:

These are student loans offered by the Federal Government. There are two Stafford Loan programs - one need-based program and another non-need-based. Under the Stafford Loan program, students can borrow money to attend school and the Federal Government will guarantee the loan in case of default.

Student Study Team:

A team of educators, convened at the request of a classroom teacher, parent, or counselor that designs in-class intervention techniques to meet the needs of a particular student.

Transcript:

This is a list of all the courses a student has taken with the grades that the student earned in each course. A college will often require a student to submit his or her high school transcript when the student applies for admission to the college.

Tuition:

This is the amount of money that colleges charge for classroom and other instruction and use of some facilities such as libraries.

Work-Study Programs:

These programs are offered by many colleges. They allow students to work part time during the school year as part of their financial aid package. The jobs are usually on campus and the money earned is used to pay for tuition of other college charges.

XII. RESOURCES

College Related Internet Resources

Arizona University Home Pages

- University of Arizona (www.arizona.edu)
- Arizona State University (www.asu.edu)
- Northern Arizona University (www.nau.edu)

Community College Home Pages

- Pima Community College (www.pima.edu)
- Community College Home Page Search (www.mcli.dist.maricopa.edu/cc/)

To Find a College Home Page

- College Board College QuickFinder (<https://bigfuture.collegeboard.org/college-search>)

Advanced College Searches

- College Board College MatchMaker (<https://bigfuture.collegeboard.org/college-search>)
- Collegeview Advanced Search (www.collegeview.com/collegesearch/)

Other Helpful College Related Information

- CDO Counseling Department (www.amphi.com/cdo click on “counseling”)
- Common Application On-Line (www.commonapp.org)
- Virtual Campus Tours (www.campustours.com/)
- Register for the SAT online (sat.collegeboard.org/home)
- Register for the ACT online (www.actstudent.org)
- Free test prep (www.studyguidezone.com)
- Help with choosing a major (www.mymajors.com)
- NCAA Eligibility Center (www.eligibilitycenter.org)
- College Week Live (www.collegeweeklive.com)

Free On-Line Scholarship Searches

- Fast Web (www.fastweb.com)
- College Net Mach 25 (www.collegenet.com/mach25/app)
- College Board Scholarship Search (<https://bigfuture.collegeboard.org/college-search>)
- Scholarships.com (www.scholarships.com)
- Latino Scholarship Directory (www.latinocollegedollars.org)
- African American Scholar. Dir. (www.thesalliemafund.org/smfnew/scholarship_directory/index.html)
- Arizona Career Info System (AZCIS) - log in, click on education tab - follow links provided.

Other Financial Aid/Scholarship Information

- FAFSA On-Line (www.fafsa.ed.gov)
- The Student Guide (www.studentaid.ed.gov/students/publications/student_guide/index.html)
- Federal Student Aid Info (www.studentaid.ed.gov/)
- National Merit Scholarship Corporation (www.nationalmerit.org)
- Western Undergraduate Exchange (wue.wiche.edu/)
- College Cost Projector & EFC Calculator (www.finaid.org/calculators)
- Other aid (www.finaid.org/otheraid)