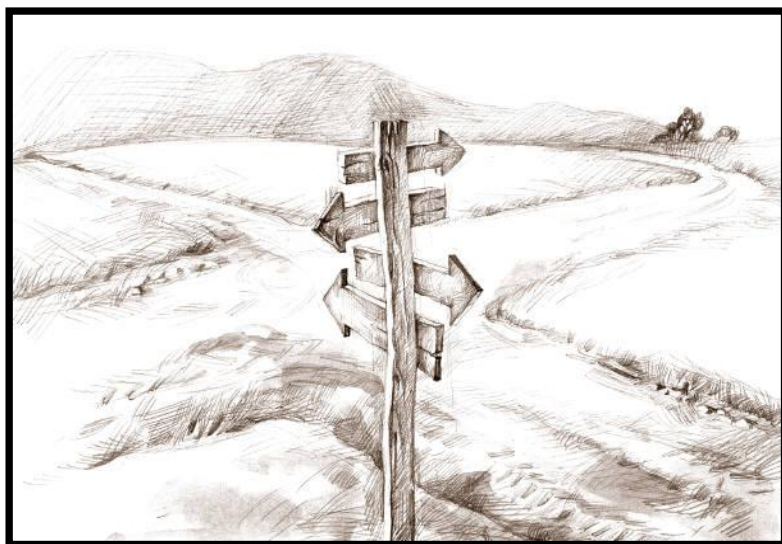


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EDUCATION AND CAREER PLANNING FOR SENIORS



GRAND FORKS CENTRAL HIGH SCHOOL
Graduating Class of 2016

2015

Prepared by:
Grand Forks Central Counseling Department
&
Career and Character Education Department

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Educational Career Planning Calendar 2

Making the Decision 4

Graduation Requirements 5

Senior Information 6

Advanced Placement and Dual Credit..... 7



Admissions Standards..... 8

State College Exchange Programs..... 9

College Athletics and College Entrance Exams.....10

Financial Aid 11

Scholarships 12



ND Scholarships.....13

College Admission/Scholarship Essays 15

Letters of Recommendation 16

College Campus Visits.....17

College Comparison Worksheet 18

Tips for Success 19

Post-High School Readiness 20

Checklists for Transition.....22

How to Get Organized for Your Future 23

Helpful Websites 24

Transcript Request Sample.....25

Request for Recommendation Sample.....26



Your senior year is filled with many decisions and deadlines. It is important that parents and students work together in the process of post-secondary planning and preparation.

*"As for your future,
your task is not to
foresee, but to
enable it."*

*- Antoine de
Saint-Exupéry*

FALL

- **Check that your academic program meets high school graduation requirements and post secondary entrance requirements.**
- Visit post-secondary campuses.
- Write all post-secondary application deadlines on a calendar.
- Complete the transcript request form as needed.
- Update your resume.
- Ask for recommendation letters from teachers, counselors, and coaches in a timely manner. Provide personal information and addresses.
- Work on application essays. Complete at least one by Thanksgiving (or sooner for early admission).
- Assemble all the application materials you need. Focus on any early admission applications first.
- Consult your Educational/Career Portfolio when completing applications.
- Research scholarships and grants on-line and in Student Services office.
- With your parents' help, complete the CSS/Financial Aid PROFILE, if needed.
- Review and update your personal information in the RUReadyND.com program.
- Register for any ACT, ACT Writing, SAT Reasoning Test and/or SAT Subject Tests as needed.

WINTER

- Take the ACT, ACT Writing, SAT Reasoning Test or SAT Subject Tests as needed.
- Continue scholarship and grant search. Information and help is available in Counseling Department.
- Complete and send in applications: watch deadlines!
- Meet financial aid deadlines. Submit the FAFSA as early as possible after January 1. See page 11 for more information on the FAFSA.
- About four weeks after submitting your FAFSA you'll receive the *Student Aid Report (SAR)*. Check it for accuracy.
- Check that all recommendations, transcripts, and test scores have been sent to post-secondary schools of choice.
- Send mid-year grades to post-secondary schools, as needed.



SPRING

- Admission decisions arrive - note all reply deadlines.
- Review financial aid packages.
- Send the enrollment form and deposit to the college or university you will attend.
- Notify unselected colleges of your decision to reject offers of admission and/or financial aid.
- If wait-listed by a college, you should contact the admission director to reiterate your interest in the school.
- If not admitted to any of the colleges applied to, see your counselor immediately.
- Work with the college of your choice to resolve any admission, financial aid or housing concerns
- Send final transcript to selected post-secondary school.
- Seek help from your counselor as needed.
- Thank all those who have helped in the admissions process.
- Participate in your counselor/student exit interview.
- Enjoy your graduation.



"The secret of success is keeping to your purpose."

-Benjamin Disraeli



"Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it."

-Lou Holtz





Know Yourself

The first step in selecting which option to pursue after high school is to take a systematic look at your self. Some questions you might consider are:

- Why do you want to go to college or the military or join the full-time workforce?
- What do you want to be doing five years from now?
- Do you have a specialist field of study or work in mind?
- What are your academic abilities?
- Do you want to attend college but have no specific occupational goals?
- What subject areas do you enjoy the most?
- In which subject areas do you do your best?
- What kind of a student are you?
- How hard are you willing to work at your studies or in a job?
- What are your strengths and talents?
- What are some of your weaknesses?
- What extracurricular and community activities have you enjoyed?



S EE your Goal
U NDERSTAND your Obstacles
C LEAR Your Mind of Doubt
C REATE a Positive Mental Picture
E MBRACE the Challenge
S TAY on Track
S HOW the World You Can Do It!

Consider taking an interest inventory to see what careers match up with your interests.

RUPrimaryND.com

If you are still uncertain about what you want to do after high school visit with your parents, a trusted teacher, or coach; contact your school counselor or the career center personnel to assist you in gathering and understanding more information.

Job Shadowing Program

It's highly recommended that you complete one or more job shadowing experiences in your high school years.

Job shadowing is often an important step a student takes in defining a career goal. Once a student has read what he/she can about an occupation, job shadowing allows the student to see the occupation in action and to ask employees important questions. This activity assists the student in deciding to either explore the career further or search for an alternative.

Students explore a variety of positions within the community by observing employees perform their duties. This is an actual work-based experience where a student is paired with a person who is in a career in which the student expresses interest and/or aptitude. A student will shadow a professional ranging from a few hours to one full day. Applications are available from your Counselor or the Career Center.



Grand Forks Central High School Graduation Requirements

4 ½ credits of English

English I	1 credit
English II	1 credit
English III	1 credit
Speech	½ credit
English IV Composition	½ credit
English IV Literature	½ credit

3 credits of Social Studies

Global Education	1 credit
US History	1 credit
Economics	½ credit
American Government	½ credit

3 credits of Mathematics

Algebra I	1 credit
Other math	2 credits

3 credits of Science

Physical science	1 credit
Biology	1 credit
Other science	1 credit

2 credits of Physical Education

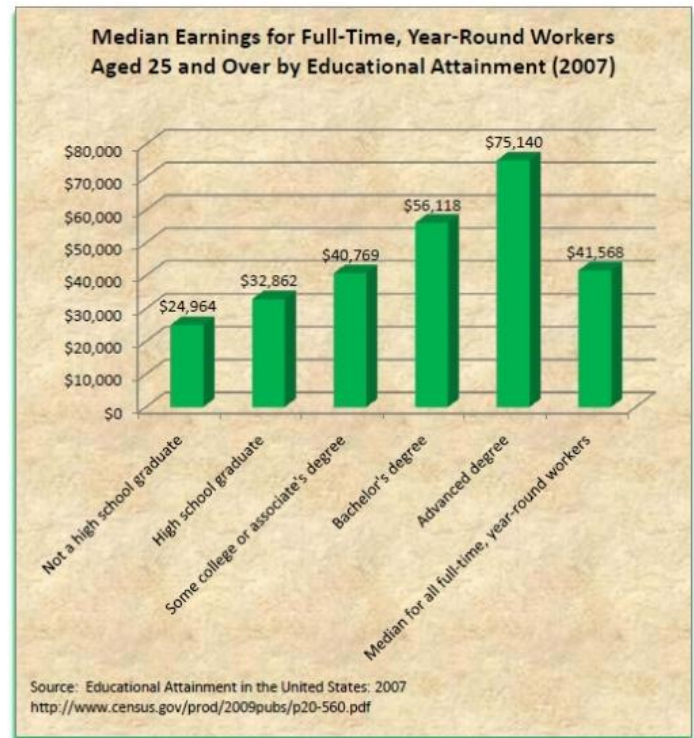
Foundations of Fitness	½ credit
Phy Ed selective	½ credit
Health	½ credit
Phy Ed selective	½ credit

3 credits

Foreign language	OR
Fine arts	OR
Career/Technical Education courses	

5 ½ credits of electives

Total : 24 Credits



“Life is 10% what happens to you and 90% how you respond to it.”

- Lou Holtz



“Do not let what you cannot do interfere with what you can do.”

- John Wooden

Grade Point Average (GPA)

Even though individual colleges use their own criteria when evaluating prospective students, virtually all colleges consider a student's GPA to be the most important criteria for college admissions.



GPA is simply the average of a student's final grades, starting with the freshman year. Although there are variations, most schools use a 4.0 scale where an A=4, B=3, C=2, D=1. ** Since college applications are generally completed during the fall of the senior year, the cumulative GPA at the end of the junior year is very important. **Grades in Enriched, AP, or Dual Credit courses are weighted where A=5, B=4, C=3, D=2.



Colleges consider cumulative GPA, ACT, or SAT test scores, and the student's program of studies as some of the criteria for college admission.

Class Rank

The schools in Grand Forks do not publish or record an individual student's rank in class because of school board policy. Most colleges and universities do not require a rank as a part of the admission process, but are interested primarily in a student's relative placement in the graduating class. However, if it is a requirement for a particular scholarship or admission to a particular school, a class rank will be provided.

Honor Graduates

To graduate with honors and wear a gold sash at graduation, you must obtain an overall GPA of 3.5 at the end of the 7th semester (January of senior year).

Incomplete Grades

Incomplete grades remain on a transcript until the work is completed and a grade is given. The GPA cannot be computed accurately with an incomplete on a transcript.

College and Military Representative Visits

Representatives from post-secondary institutions and branches of the military visit the senior high schools each year to meet with prospective students. *Listen* to the announcements and *check* the counselor's bulletin board to determine the dates and times.

Dual Credit Program

The dual credit program allows juniors and seniors in our schools to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work. Lake Region State College currently offers college courses in the high school setting. Current dual credit courses offered at GFC include:

DC Speech	DC Composition
DC US History	DC Government
DC Biology	DC CNA



Your counselor can provide you with more information about the dual credit program.

- Costs and fees
- High school credit
- Transferring post-secondary credits



UND & Northland Fast Track Admissions Program

The Fast Track admissions program offers a special registration opportunity for students interested in attending the University of North Dakota or Northland Community & Technical College. In late fall/early winter admissions personnel will be at the GF high schools accepting completed application for admission forms and making individual admissions decisions.

The Fast Track program allows you to expedite your admission process to these colleges. Visit with your school counselor to obtain a packet *before* meeting with the college representatives. Parents are invited to attend the meetings.

General College Admission Standards

Colleges will use some, if not all, of the information listed below when determining whether or not to accept an applicant. Individual colleges, however, differ in how they evaluate this information. For example, one college may place a great deal of importance on test scores, while another college may not.

- Grade Point Average (GPA)
- Class Rank
- Strength of subjects
- ACT and/or SAT scores
- Recommendations
- Activities/awards
- Personal essays
- Interviews
- Volunteer activities

In addition to completing the core curriculum students need to research admission test and cumulative G.P.A. requirements for the schools and colleges they are considering.

North Dakota University System

Information on the North Dakota University System's Pathways to Student Success can be found at:

<http://sits.ndus.edu/pathways/>

<http://www.ndus.nodak.edu/system/pathways-to-student-success/>

Admissions Timeline for Military Academy

Preparation

Take SAT and ACT as early as possible and as often as you wish.

Application

Between January 31 junior year and January 31 senior year
write to nominating sources, usually members of Congress
ROTC application due by December 1.

ACT Cut Scores for Dual Credit and College Course Placement

	2 Year College	4 Year College
ACT English (required score for English 110 – College Comp I)	18 or higher	18 or higher
ACT Mathematics (required score for Math 103 – College Algebra)	21 or higher	22 or higher

Western Undergraduate Exchange (WUE)

WUE is the Western Undergraduate Exchange, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in most western states may enroll in many two-year and four-year public college programs at a reduced tuition level: 150 percent of the institution's regular resident tuition. In all cases, WUE tuition is considerably less than nonresident tuition.

For the current academic year, resident students from the following states may participate if they meet eligibility requirements:

Alaska	Hawaii	New Mexico	Utah
Arizona	Idaho	North Dakota	Washington
California	Montana	Oregon	Wyoming
Colorado	Nevada	South Dakota	

Virtually all undergraduate fields are available to WUE students at one or more of the participating colleges and universities. Some institutions have opened their entire curriculum on a space-available or first-come, first-served basis; others offer only designated programs.

Midwest Student Exchange Program

The Midwest Student Exchange Program is an interstate initiative established by the Midwestern Higher Education Compact (MHEC) to increase interstate educational opportunities for students in its member states. This tuition discount program includes the nine participating states: *Kansas, Michigan, Minnesota, Missouri, Nebraska, Wisconsin, Illinois, Indiana and North Dakota.*

The Midwest Student Exchange Program seeks to provide more affordable educational opportunities for students to attend out-of-state institutions. It also strives to facilitate enrollment efficiency in those institutions, which have excess capacity in existing programs.

North Dakota/Minnesota Reciprocity

Residents of North Dakota may qualify for reduced rates at public Minnesota colleges or universities by complying with procedures of the reciprocal agreement. Reciprocity application forms are available in the spring in the counseling department or online in April of your graduating year.

Launch! A partnership between UND and Lake Region State College

Students who would like to attend UND, but are ineligible for UND admission, have the opportunity to participate in Launch!. Students will enroll as LRSC students, but will take all their classes on UND's campus. Launch! students will be able to participate fully in UND student life. Contact UND's Office of Enrollment Services for more information at 701-777-4463.



Western Undergraduate Exchange Website

www.wiche.edu/wue



Midwest Student Exchange Program

www.msep.mhec.org



ND/MN Reciprocity

<http://www.ohe.state.mn.us/hesod/NDReciprocity/apply1.cfm>



NDSU and ND State College of Science in Wahpeton have a similar program.



College Athletics -- NCAA Clearinghouse / NAIA

If you are planning to participate in Division I or II college athletics you must be certified by the NCAA Initial-Eligibility Clearinghouse. To be certified by the Clearinghouse, you must meet the NCAA standards and requirements as listed on their website. www.eligibilitycenter.org

If you are planning to play college athletics at a NAIA (National Association of Intercollegiate Athletics) school, be sure to meet their eligibility regulations and register at <http://www.playnaia.org/>.

College Entrance Exams

There are two major college exams, the ACT and SAT. All North Dakota public two and four-year schools require the ACT. Nationally, most schools will accept scores from *either* the ACT or SAT. To determine which test is preferred, check on the college's website, or ask the admissions counselor at the college of your choice.

ACT (American College Test) is a college entrance examination generally taken during the junior and/or senior year. Students receive scores in English, reading, math, and science reasoning, as well as a composite score. ACT has added a Writing Test to their assessment. Check with the college you are considering for admission requirements. In Grand Forks, ACT tests are given at Red River H.S. or UND as well as other sites around the region. Register early for your preferred testing site. Registration packets and study guides are available for your convenience in the Counseling Department. ACT prefers that you register online.

The **SAT** Reasoning Test is a college entrance exam generally taken during the junior and/or senior year of high school. The SAT Reasoning Test measures the kind of reasoning skills needed for college by assessing how students apply what they have learned in school. SAT tests are given at Grand Forks Central High School a couple times during the year. Students planning to attend a college that prefers the SAT must also determine if any SAT subject tests are required.

ACT Registration and Information: www.actstudent.org

SAT Registration and Information: www.collegeboard.com/testing



Seniors who are planning to attend a college or university:
If you have not completed the college entrance exam, please register for the ACT no later than December of your senior year.

Take Advantage of TestGEAR, free internet-based, interactive software that prepares students for the ACT test through 50 hours of customized / individualized instruction. Completing the testGEAR online course will develop stronger skills in all the subject areas that are on the actual test.

Find testGEAR at: <http://www.RUReadyND.com>
Log into your portfolio, then choose testGEAR.



FAFSA: Free Application for Federal Student Aid

The Student Financial Assistance Programs, overseen by the US Department of Education, are the largest source of student aid in America. To access financial aid a Free Application for Federal Student Aid (FAFSA) application must be filed. FAFSA applications are available after January 1 in the Counseling Department, the Financial Aid offices at post-secondary institutions, and online. Students are encouraged to register online. **NDUS Priority date is April 15 for most schools.**

FAFSA

www.pin.ed.gov

Fill out your FAFSA online:

www.fafsa.gov/

Call to have a paper copy sent to you:

1-800-433-3243

Steps to Financial Aid

For those who are eligible for need-based financial aid, the steps below will help you apply for financial aid. Participate in the College Goal Sunday sponsored by NASFAA to receive assistance in completing the FAFSA.

1. Find out and comply with each college's admission and financial aid application deadlines.
2. Review available scholarships, gather and complete the necessary forms, *meet the deadlines*.
3. Complete the Free Application for Federal Student Aid (FAFSA) in order to qualify for aid through the federal government as soon after January 1 as possible.
4. If your college choices require copies of parent income tax forms, be sure to submit them as soon after January 1 as possible. (You will need to apply for a PIN number prior to completing the FAFSA online)
5. If required by your college choices, complete the College Board PROFILE application for financial aid.
6. Complete any additional college-specific financial aid forms that may be required. Contact the college financial aid representative with your questions.
7. Review the Student Aid Report (SAR) for accuracy. This is based on your completed FAFSA. You should receive it approximately four weeks after you've filed the FAFSA by mail, and two weeks if you completed the FAFSA online.
8. Review the CSS Acknowledgement you'll receive once your PROFILE application has been processed.
9. Review financial aid award packages.
10. Remember, it's not just about the sticker price, the bottom line, and the grant/loan ratio.

* Adapted from the Xap.com website.



Selective Service Registration

Men are required to register with the Selective Service System on their 18th birthday. This is a requirement for any financial aid program. Registration forms may be obtained at the local postal service or apply online.

www.sss.gov



Tips for Winning Scholarships

Apply only if you meet eligibility requirements.

Fully complete the application.

Follow directions exactly.

Be neat! Don't cross off or leave messy erasures.

Write a strong essay.

Observe deadlines.

Make sure your application gets where it needs to go.

Keep copies of all of your applications.

Ask for help if you need it.

Proofread before sending the application.



Scholarship Search Sites

www.fastweb.com
www.xap.com

Great Financial Aid Tips

1. Prioritize your efforts, starting with the federal government. Then turn to the private sector for additional assistance.
2. Learn all you can about the college financial aid process. Be sure to meet with the college financial aid administrator and establish a relationship.
3. Submit a FAFSA, even if you don't think you qualify for aid. Being rejected for federal aid is sometimes a prerequisite for private awards.
4. Apply for aid as soon as possible after January 1. The early bird gets the worm—and sometimes the scholarship!
5. Inform financial aid administrators about atypical expenses. Certain allowances may be made to assist you.
6. Take advantage of tuition prepayment discounts. Some colleges offer up to a 10% discount for early payment.
7. Money from grandparents should be paid in your name directly to the school. This avoids gift tax liability.
8. Investigate company-sponsored tuition plans. Many employers will invest in the education of their employees.
9. Apply! You cannot win awards or receive funds for which you do not apply, so pay attention to deadlines.
10. Use scholarship search engines to help you find the private sector assistance you need!

Scholarship Listings

Throughout the year notification of scholarship competitions are received at the high school counseling offices. Students are made aware of the scholarships through announcements. An active scholarship list and the necessary documents are available in the Counseling Department. **This list of scholarships can also be found on the internet.** Go to Central High School's webpage and click on Counseling Department and Career Center. Then, click on Scholarship and Financial Aid. Lastly, click on Scholarship Listings at the bottom of the page.

Students are encouraged to involve parents in the search of financial aid. Religious groups, fraternal organizations, and employers may also be sources of scholarships. Students are encouraged to inquire into the availability of institutional scholarships at the schools they are considering.

Listed to the left are two reliable scholarship search sites. Other websites are listed on page 24.



ND Academic Scholarship Eligibility Requirements

Starting with the class of 2011, any resident student who graduates from a high school is eligible to receive a North Dakota academic scholarship in the amount of \$750/semester provided the student completes all of the following requirements:

1. Classes
 - a. 1 credit of Algebra II
 - b. 1 credit of mathematics for which Algebra II is a prerequisite
 - c. 2 credits of the same foreign language **or** 2 credits career/technical coordinated plan of study
 - d. 1 credit of an additional foreign language, fine arts **or** career/technical education
2. Obtains a grade of at least “C” in each credit or ½ credit required for the diploma
3. Obtains a cumulative grade point average of at least “B”, 3.0 on a 4.0 scale
4. Receives a composite score of at least 24 on ACT
5. Completes 1 unit of an advanced placement course and examination or a ½ credit dual credit course

ND Career and Technical Education Scholarship Eligibility Requirements

Starting with the class of 2011, any resident student who graduates from a high school is eligible to receive a North Dakota career and technical education scholarship in the amount of \$750/semester provided the student completes all of the following requirements:

1. Classes
 - a. 1 credit of Algebra II
 - b. 2 credits in a CTE coordinated plan of study
 - c. 3 additional credits- 2 of which need to be in the area of career/technical education
 - d. 1 credit of a foreign language, fine arts, or career/technical education
2. Obtains a grade of at least “C” in each credit or ½ credit required for the diploma
3. Obtains a cumulative grade point average of at least “B” 3.0 on a 4.0 scale
4. Receives
 - a. a composite score of at least 24 on an ACT **OR**
 - b. a score of at least “5” on each of 3 WorkKeys assessments
 - 1) Reading for Information
 - 2) Locating Information
 - 3) Applied Mathematics

Students who meet these requirements must apply during spring of their senior year. Applications are online at <http://www.dpi.state.nd.us/scholarship>.

*Along with these high school requirements, the following information is important to note: The student must be enrolled as a full-time student **at an accredited North Dakota post-secondary institution**; maintain a 2.75 college GPA; and the scholarship total cannot exceed \$6,000 nor extend beyond 6 years.*

ND Scholarship Application Process

March 1 – June 7



1. Create a ND login and password. Do not use a login or password assigned to another individual. Go to <http://www.dpi.state.nd.us/scholarship>
Click on Register Now. Complete the document. An email will be sent to the email address provided by the student with instructions for activation of the account.
Follow directions in the email and activate the account.
Write down the login and password and keep in a safe place.
2. Log back into <http://www.dpi.state.nd.us/scholarship>
Enter login and password.
Complete the application.
Print a copy of the application prior to submission. **Application must be submitted on or before June 7. No applications will be accepted after June 7.**
NOTE: Use an email address that will be checked frequently prior to June 30. If a school "sendit" account is used, the student must have access to the account during the summer and must check it frequently. All correspondence for the scholarship process will occur via email.
3. A confirmation email indicating successful submission of the application should be received immediately after the application is submitted.
4. Notify the Department of Public Instruction (701-328-2755) if anything changes once the application has been submitted, i.e., phone number, address, college choice, etc.
5. Sometime from mid-May through July 15, an email will be sent to the email address provided on the application. Follow the instructions in the email to either accept or defer the scholarship.
Accept – student will attend a designated ND college/university for the fall semester
Defer – student is not attending a designated ND college/university for the fall semester
NOTE: A student deferring the scholarship until a later time must call DPI at 701-328-2755 to reinstate the scholarship prior to college/university enrollment
6. A list of scholarship awardees will be forwarded to the financial aid office at each college/university on or around August 1.
7. The money will be sent to the campus financial aid office each semester.
8. A student does not have to reapply for the scholarship each semester. It is automatically renewed as long as the student is enrolled full time (12 hours the first two terms and 15 hours every term thereafter) and maintains at least a 2.75 cumulative GPA each term.



When you write your essay. . . .

DO start early. Leave plenty of time to revise, record and rewrite. You can improve on your presentation.

DO read the directions carefully. You will want to answer the question as directly as possible, and you'll want to follow word limits exactly. Express yourself as briefly and as clearly as you can.

DO tell the truth about yourself. The admission committee is anonymous to you; you are completely unknown to it. Even if you run into a committee member in the future, he/she will have no way of connecting your essay (out of hundreds read) to you.

DO focus on an aspect of yourself that will show your best side. You might have overcome some adversity, worked through a difficult project, or profited from a specific incident. A narrow focus is more interesting than broad-based generalizations.

DO feel comfortable in expressing anxieties. Everybody has them, and it's good to know that an applicant can see them and face them.

DO tie yourself to the college and/or program. Be specific about what this particular school/program can do for you. Your essay can have different slants for different situations.

DO speak positively. Negatives tend to turn people off.

DO write about your greatest assets and achievements. You should be proud of them!

However,

DON'T repeat information given elsewhere on your application. The committee has already seen it, and it looks as though you have nothing better to say.

DON'T write on general, impersonal topics - like the nuclear arms race or the importance of good management in business. They want to know about *you*.

DON'T use the personal statement to excuse your shortcomings. It gives them additional attention.

DON'T use clichés.

DON'T go to extremes: too witty, too opinionated, or too "intellectual."



Remember...

The personal statement should be a reflection of you. Be sincere.

A "gimmick" essay rarely goes anywhere. The committee is amused, but unimpressed with your candidacy.

Write a serious essay, from the bottom of your heart, in the most mature manner possible.



The Etiquette of Requesting Recommendations

When requesting a letter of recommendation from a teacher, counselor, friend, or employer, make sure you:

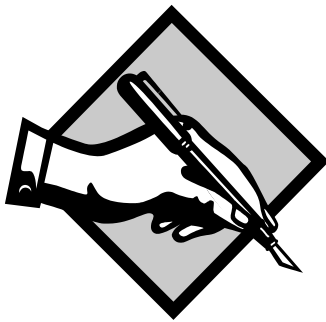
- Think of an individual who knows you well, but preferably not a blood relative.
- Remember a letter of recommendation is service provided for you. Teachers, counselors, administrators and/or employers are not required to write letters of recommendation.
- Make an appointment to ask the individual to write a letter of recommendation for you. Plan ahead to meet your timeline and allow at least 10-14 days prior to the deadline for the individual to complete the recommendation. If the **deadline is January 1, give the request by December 1.**
- At the time of the appointment give the letter writer specific dates and directions for the recommendation. **Provide a copy of your current resume and a request for a recommendation** to assure an accurate and complete recommendation. Various recommendation forms are available in the Counseling Department.
- Be sure the letter writer understands the requirements for the recommendation.
- DO NOT assume the letter will be completed if you leave the request in a person's mailbox or drop it off on a desk; make sure you make personal contact with the individual from whom you are requesting a recommendation.
- **Write a thank you note** in a timely manner to the person who wrote your letter of recommendation.

● ● ●
“You have brains in
your head.

You have feet in
your shoes.

You can steer
yourself any
directions you
choose.”

- Dr. Seuss





College Campus Visit

Arrange to visit any colleges to which you plan to apply. Consider these factors before and during your visit:

- Make arrangements with the admissions office for your visit
- Try to visit on a weekday and stay overnight
- Meet with the college admissions officer
- Verify admission requirements (tests and high school preparation)
- Discuss your chances for success
- Obtain the college calendar and a catalog
- Determine college costs
- Ask about financial aid opportunities, as well as deadlines, forms required and other needed information
- Meet with faculty in the academic area of interest to you
- Ask questions about academic requirements/offerings, the average class size and academic advising
- Attend a class to get an idea of typical size, teaching style, academic atmosphere
- Check the percentage of entering freshmen who graduate in four years
- Ask about the placement record of graduates in the field you are considering for major study
- Identify career planning services for undergraduates
- Tour the campus. Check out the dorms, dining hall, library, bookstore, computer labs and other areas key to your needs
- Talk to students about the general academic environment and the study commitment necessary for success
- Find out what student activities (clubs, organizations, intramurals, etc.) are available
- Inquire about campus life and social activities
- Investigate transportation options
- Complete the College Comparison Worksheet found on the next page.

Embrace life.

**Have confidence in
yourself.**

Take action.

TRACK:

- School Applications
- College Fairs
- School Interviews
- Campus Visits



Use www.RUreadyND.com as a resource for researching the schools you are interested in attending. Log in, select Choices Planner, click on the purple Learn Tab, then choose your desired method to search for schools.

COLLEGE NAME			
Location Distance from home			
Size - Enrollment - Physical size of campus			
Environment - Type of school (2yr., 4 yr.) - School setting (urban, rural) - Location & size of nearest city - Co-ed, male, female - Religious affiliation			
Admission Requirements - Deadline - Tests required - Average test scores, GPA, rank - Special requirements - Notification			
Academics - Your major offered - Special requirements - Accreditation - Student-faculty ratio - Typical class size			
College Expenses - Tuition, room & board - Estimated total budget - Application fee, deposits			
Financial Aid - Deadline - Required forms - Percent receiving aid - Scholarships			
Housing - Residence hall requirement - Availability - Types and sizes - Food plan			
Facilities - Academic - Recreational - Other			
Activities - Clubs, organizations - Greek life - Athletics, intramurals - Other			
Campus Visits - When - Special opportunities			

Tips for Success—No Matter WHAT You Do!

❖ **Take Responsibility for Yourself**

There are consequences to each choice you make, so make choices wisely.

❖ **Contribute to Others' Success**

Look for opportunities to contribute to the success of the people around you.

❖ **Put Others First**

Think of ways to share your talents and your time to help others grow and learn.

❖ **Be a "Team Player"**

Life, like many athletic games, is a "team sport." Work together to accomplish goals.

❖ **Volunteer...and Show Some Initiative**

Extra effort is what increases your ability to make a difference...to grow and show what you can do!

❖ **Follow the Rules**

Rules provide stability and guidance. We need them in our world; do your best to follow them!

❖ **Work the Hours For Which You're Paid**

Do what is fair, and do your share!

❖ **Exceed Expectations**

Know what is expected of you, and always work to go beyond what is expected.

❖ **Keep Your Commitments**

If you say you'll do something—whether important or seemingly insignificant—remember it...and DO it!

❖ **Get with Change**

To survive and prosper, embrace change, and be flexible!

❖ **Don't "Whine" or Spread Negativity**

Got a problem with someone? State your concerns and resolve issues in a respectful manner.

❖ **Give—and Earn—Respect**

Treat everyone with dignity, courtesy, and equality.

❖ **Embrace Diversity**

Accept the fact that different isn't wrong—it's just different. Embrace it!

❖ **Keep Learning**

Become an ongoing learning machine! Willingly accept new duties and responsibilities that will help you develop and grow.

❖ **Be Patient**

Be as understanding as you can—in ALL situations!

❖ **Be Appreciative**

Look for, and show appreciation for, the positives (people, opportunities, circumstances, etc.) that are all around you!

❖ **Think "Health"**

Yes, it is important—get your rest, exercise, and eat well!

❖ **Look Your Best**

You will feel better about yourself, and others will respond more positively to you.

**STUDENT RESPONSIBILITY**

High School: Teacher Supported	Post High School: Student Directed
High Schools and teachers require attendance	Successful students attend all classes although attendance may not be required
Teachers remind students of assignments, tests, etc.	Students complete assignments and take tests on time
Teachers tell students what to learn	Successful students determine what to learn and how to study using their own learning styles.
Teachers : summarize, outline, provide study guides Formulate questions	Students use textbook reading, skills, take effective notes. Create own study guides, generate own questions.
Teachers guide research and the location of information.	Successful students possess library and internet research skills.
Teachers give students supplementary information	Successful students seek background information or supplementary resources.
Teachers monitor performance, give grade info	Successful students monitor own performance and set improvement goals.
Teachers usually require less outside study	Successful students study 2-3 hours per 1 hour class
Teachers discipline inappropriate behavior	Teachers do not tolerate inappropriate behavior
Teachers provide in-class study time	Students use campus study areas/create their own
Others are in charge of students schedule	Students develop time management and organizational skills.
Students choose electives based on interest	Students choose classes based on degree program

ENVIRONMENT

High School: Student Focused	Post High School: Content Focused
Teachers give short lectures that often duplicate assigned reading	Teachers present extended lectures that supplement assigned reading
High school classes are usually limited to 30 or fewer students	College classes are usually larger with 40-100 plus students.
High school classes meet daily	College classes meet 2-3 times per week
Teachers provide necessary background knowledge	Teachers assume students have background knowledge and skills
Teachers focus on student learning with questions	Teachers expect students to generate questions.
Teachers cover all content in class	Students are responsible for all content whether it was covered or not
Teachers provide organization	Students must have own system of organization, note taking etc...

RESOURCES AND SUPPORT

High School: Teacher/Parent Directed	Post-High School
Students have daily contact with teachers and receive regular feedback	Successful students have limited contact with teachers and must seek feedback
Teachers and parents direct academic accommodations and services for students with special needs	Successful students seek out academic accommodations and special assistance
Teachers provide extra help	Successful students seek out peer tutoring, support services and Instructor assistance after class time
Friends and family support students	Students may not be in contact with a family support system and need to create a new support system.

High School: Teacher Structured	Post-High School
Teachers give structured assignments and directions	Successful students organize and interpret assignments and conduct research independently
Teachers often use T/F, multiple-choice, short answer test formats	Teachers give complex exam questions requiring analysis, application, and synthesis of ideas and theories using multiple choice and long essay formats
Grades are based on quality, completion, and effort on all assignments	Grades reflect the quality of the product and adherence to college level thinking and writing.
Teachers offer extra-credit opportunities to improve grades	Teachers most likely will not offer extra credit options

COLLEGE CLASSROOM TIPS

Attend all classes: Arrive on time and do not leave early
Be Prepared: Read and process text before class, review notes, do problems, brainstorm and complete text book outlines
Sit close to the front: listen actively, take notes, ask questions
Seek assistance: visit instructor during office hours, get peer tutoring , get a study buddy, go to learning centers to work on skills
Hand in work on time and do not miss exams: turn work in when due , do not use excuses to rationalize lack of preparation
Be realistic, use a calendar and follow the course syllabi: schedule all work and tests, schedule 2 hours of study per class daily, watch social time, honestly account for family, work, class, study and transportation.

Successful college students seriously pursue the understanding of ideas, cultivate a spirit of curiosity, ask questions, and maintain a positive attitude toward learning.



The following points are offered to assist you in keeping track of what you need to do to successfully complete the tasks of post-secondary career / educational planning.

Checklist In Preparation For College

- Know the deadlines for filing applications. **Read and follow all application instructions carefully.**
- Keep copies of all the forms, applications and letters you send.
- Request that your official high school transcript be sent to the colleges.
- In a timely fashion, request references and/or recommendations if needed.
- If needed, request ACT, SAT, AP test results to be sent to each college.
- Check that all questions on the application form have been answered. Check your applications for grammar, spelling and legibility.
- Sign your application and enclose the application fee if needed.
- If you plan to apply for financial aid, complete the FAFSA, PROFILE, state aid forms, private scholarship forms and/or the college's own forms. **Meet deadlines.**
- Prepare for and schedule your interview if required or suggested.
- Check your admission materials to meet all requirements.
- Complete the FAFSA and/or other financial aid forms by deadline.
- Notify the colleges you do not plan to attend of your decision.
- Male, 18 year old students need to register for Selective Service.
- Request that a final transcript be sent to the college of your choice (sample at back of this booklet).

“Opportunity is missed by most people because it is dressed in overalls and looks like work.”

- Thomas Edison

Checklist In Preparation For The Workplace

- Complete Job-Shadowing experience
- Update your portfolio
- Update your resume
- Complete job search activities
- Review application and interview skills
- Complete employment application – read and follow all instructions carefully. Mark “NA” for those items that don’t apply to you
- Check employer’s policies for post-secondary education opportunities
- Check Training Programs/Apprenticeships/Work Study opportunities
- Male, 18 year old students need to register for Selective Service

Checklist In Preparation For Military Enlistment

- Complete Job-Shadowing experience
- Meet with a military recruiter
- Complete the ASVAB
- Research with your parents the plans, benefits, and obligations of military choices available
- Obtain necessary transcripts and references
- Complete the application process
- Male, 18 year old students need to register for Selective Service

Important documents are frequently misplaced or forgotten because a student has not created an organized plan for keeping records.



The Necessary Components for Getting Organized

- A safe and secure location in your home in which to keep all records
- A metal or wood file cabinet, a plastic file box, an expandable pocket portfolio, or at least a good solid cardboard box (make sure to label the outside so it doesn't get thrown out!)
- A yearly calendar or pocket organizer for recording important dates
- Folders to organize your files

You Will Need to Create "Basic Files" for the Following:

- Your Social Security Number
- Your high school transcript
- Your personal resume
- PSAT, ACT and/or SAT, or any applicable test scores
- Letters of recommendation from teachers, counselors, employers, etc.
- Immunization records
- Income tax records
- Medical records
- Insurance records
- Your Educational/Career Planning Portfolio which will be returned in May of your senior year★



Helpful Hints

Make copies of everything you fill out.

Record all-important dates and deadlines, such as application deadlines for college, financial aid, and scholarships in your planner

Request parent/guardian involvement (share ideas and insight).

Create These Additional Files as the Year Progresses:

- For each post-secondary institution or college to which you have applied or visited, create a file for:
 - Your admission status
 - Scholarship information
 - Housing information
 - Meal plans
 - Registration information and dates
 - Campus visits
- FAFSA application (Free Application for Federal Student Aid) - Available online in late December or early January: www.fafsa.ed.gov
- PIN (Personal Identification Numbers) for student and parents
- Each specific scholarship for which you have applied
- Summer employment or internship possibilities
- Student or parent loan documents

**CAREER EXPLORATION**

www.RUReadyND.com
www.ncsu.edu/careerkey/
www.adventuresineducation.org/
www.iseek.org/mncareers/
<http://mappingyourfuture.org/>
www.myfuture.com

COLLEGE ADMISSIONS TESTING

ACT: www.actstudent.org
SAT: www.collegeboard.com

COLLEGE PREPARATION

www.collegexpress.com
www.princetonreview.com
www.review.com/college

COLLEGE SEARCHES

www.RUReadyND.com
www.collegeboard.com
www.petersons.com
www.xap.com
www.universities.com
www.gradschools.com

COST OF LIVING

www.educationpays.org
[http://pages.minot.k12.nd.us/votech
_____/File/mylife/mylifejunior.htm](http://pages.minot.k12.nd.us/votech/File/mylife/mylifejunior.htm)

FINANCIAL AID

www.fafsa.gov
www.studentaid.ed.gov
www.mystudentloanonline.com/index.jsp

GOVERNMENT PROGRAMS

www.jobcorps.org
www.americorps.org
Selective Service: www.sss.gov
US Dept. of Ed.: www.ed.gov

JOB SEARCH

www.jobsnd.com
www.americasjobbank.com

MILITARY

Marines — <http://www.marines.mil>
Navy — <http://www.navy.mil>
Air Force — <http://www.af.mil>
Army — <http://www.army.mil>
Air National Guard — <http://www.ang.af.mil>
Customs & Boarder Patrol — www.cbp.gov
US Coast Guard -- <http://www.uscg.mil>
Army National Guard --
<http://www.nationalguard.com/>
www.va.gov/benefits/Education

SCHOLARSHIP SCAMS

www.finaid.org

SCHOLARSHIP SEARCHES

www.fastweb.com
www.RUReadyND.com
www.scholarshipexperts.com

TEST PREPARATION

Free Test Prep: www.testprepreview.com
ACT Test Takers: www.actstudent.org/
and www.RUReadyND.com -TestGEAR (free)
ACT Writing Test: www.act.org
ZAP the ACT: www.zaps.com

ONLINE TUTORING

www.tutornd.com

Release of Transcript

Date: _____

Student's Name: _____

Circle one: Official Unofficial

Official (Mailed by school in a sealed envelope) Unofficial (Hand carried)

Mail To: _____

Mail To: _____

Mail To: _____

Year of Graduation: _____

Signature: _____

(if student is not 18 – a parent or guardian must sign release)

Date Mailed: _____

Seniors must request a final transcript be sent to their school of choice in May.

GRAND FORKS CENTRAL HIGH SCHOOL COUNSELING DEPARTMENT

Request for Recommendation

Student Name: _____ **Grade:** _____ **Date Needed:** _____
(Please print)

TO: _____
(Name of person you asking to write a reference)

I would appreciate a letter of recommendation from you to be used in my application for:

_____.

I have listed some information below which may be helpful to you. Please send the completed recommendation to _____ by _____.

Thank you! _____
(Student signature)

Complete the following information to assist the person writing the recommendation.

Use separate pages as needed. Expect to spend a couple of hours on this task. It is recommended that you use a word processor and that you save your document to be used later as needed. You may also attach a resume.

My future goals are:

1. School Activities: List the activities you have participated in, the number of years, and the amount of time per week you spent, and what you have gained or learned from each activity. Consider artistic, literary, community service, and leadership positions.
2. Which activity was most important to you? Why?
3. What do you consider your most important activities outside of school? List jobs, paid or voluntary; religious activities, hobbies, travel, music, art; and drama. Include the number of years of your involvement and the amount of time you spent on the activity weekly, and explain why this activity was significant to you.
4. In, or out of school, which awards and honors have you received? Which elected offices have you held?
5. What book(s) have had the greatest impact on you? Why?
6. Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of, and tell why you take pride in it.
7. What kind of learner are you? What academic setting or assignments make you thrive? What interests you?
8. List your three most distinguishing or most admirable qualities. Explain each in several sentences.
9. What do you hope to accomplish in college and after? Consider your career goals and your broader goals.
10. What is your cumulative GPA? List the highest level of courses you have taken in : English, Math, Science, Social Studies, and Foreign Language.