

**Bismarck
Public
Schools**

Century High School

**Senior
Planning
Guide**



2023—2024

Student Services Staff

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www.bismarckschools.org/chs

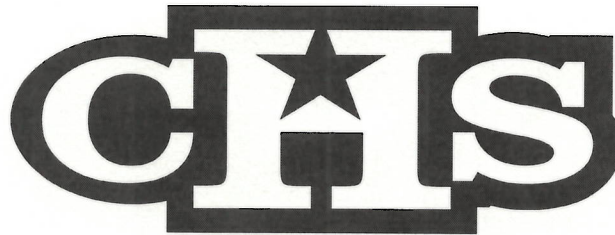
The Student Services Office is open from 7:30 to 3:30 each school day. You may stop in at any time during the school day to see your counselor. If your counselor is unavailable, Mrs. Humann can help you set up an appointment or you can email your counselor with quick questions. For updated information, take a moment to read the daily bulletin, check out the monitor outside the counseling office and access our Google classroom. Find more information and valuable links on our webpage under CHS Student Services.

Student Services Google Classroom

If you haven't already done so, please join the Student Services Class of 2024 google classroom to stay updated on the latest information and announcements. Use code: **bgjppqnc**

Senior Appointments

Every senior student was invited to visit with his/her counselor for a "senior appointment" this summer. The purpose of this short meeting was to review each student's transcript to see that all graduation requirements are being met and to assist you with your post-secondary (after high school) plans. If you haven't met with your counselor, please stop in and make an appointment ASAP!!



Have a Great Senior Year

Post-Secondary Options

Employment

Employment is an appropriate option for some high school graduates, however high school graduates with no vocational/technical training will probably find that they have limited career options and opportunities for advancement will be limited. On the other hand, business and industry are always anxious to find employees who are hard-working, polite, punctual, willing to learn, and able to get along well with others. Of course, if a student has a particular talent or skill, he/she can be very valuable to an employer.

A part-time job for some students provides needed income, some spending money, and/or savings for college. Plus, employment in an area of interest can also be a great learning experience. For help securing employment visit with Mrs. Henkelman or go to the Job Service website at www.jobsnd.com.

Apprenticeships

Students who prefer a hands-on approach to learning may want to consider an apprenticeship program. Apprenticeships are agreements in which employers pay individuals while they are learning their trade or profession. Many consider apprenticeship programs to be the best way to receive training in the skilled trades (such as plumbing, carpentry, masonry, etc). Contact the state apprenticeship office or go to www.commerce.nd.gov/workforce/workforce-programs/apprenticeship for more info.

Military

The military trains young men and women so they can protect the interests of our country. In order to do this, the military offers qualified graduates a good salary and free job training. The US military is the nation's single largest employer, offering training and employment in over 2,000 job specialties, 75% of which have civilian counterparts. Military recruiters periodically visit CHS or you can contact recruiters at their offices located in the Upfront Plaza (Front Street) or the National Guard recruiting station just east of CHS.

ASVAB Test

The Armed Services Vocational Aptitude Battery (ASVAB) provides you scores which can help you determine your readiness for further education and training in different career areas. Students interested in a career in the military are especially encouraged to take the ASVAB to assess their military aptitudes. Visit www.asvabprogram.com for more information. The ASVAB will be administered at CHS on **September 21**. Sign up using Google form in senior Google classroom page.

Selective Service Registration

All males are required to register with the Selective Service System within 30 days of their 18th birthday. Selective Service registration is required to be eligible for a federal student loan, job training, most federal jobs, and U.S. citizenship. Register online at www.sss.gov.

Career and Technical Colleges

Many rapidly growing and good paying jobs do NOT require a four-year college degree, but most better-paying jobs do require some training beyond high school. Career and technical colleges offer students short-term training in a wide variety of interesting and rewarding career fields. Some career and technical college programs last only a few weeks, while others take up to two years to complete. Technical schools that offer highly specialized programs are sometimes relatively selective. **Be sure to apply early enough to be considered for programs that may have a limited number of openings.**

Two- and Four-Year Colleges/Universities

Two-year colleges provide career-oriented programs which enable students to begin their careers after only one or two years of college. It generally costs much less to attend a community college and the class sizes are smaller. Students completing two-year programs earn associate degrees. Students may also start their education at a two-year college, and then transfer to a four-year college to earn a bachelor's degree. Upon successful completion of 24 transferable semester credits, students are eligible to transfer to a four-year campus. Students should contact the institution of their choice for further information.

Admission Standards

North Dakota four-year universities require the following core curriculum courses:

- 4 Units of English
- 3 Units of mathematics, Algebra I and above
- 3 Units of laboratory science
- 3 Units of social studies

Many out of state schools also require two or more years of the same foreign language, one year of fine arts, or other requirements.

Students attending NDSU or UND

- 1 Additional unit of a core course or world language

Applying for College

Different institutions use various applications. The online application can be school specific or a multi-school platform such as Common App or SENDeDu. Make sure to read and follow guidelines and procedures carefully.

College Application Day

When seniors apply to a North Dakota college at CHS on **Tuesday, October 3**, the Bank of North Dakota pays one \$35 application fee per student. College admissions personnel will be on hand to assist you complete the online application. Watch announcement of time and place.

Transcripts

Schools will want an official high school transcript - official transcripts must be submitted from CHS

- a. Pick up and complete "transcript release form"- parent signature required if you are under 18
- b. Return form to Mrs. Humann with \$2 fee for each transcript to be sent
- c. In May, arrange to have a final transcript sent to college you decide to attend

College Representative Visits

Representatives from post-secondary institutions (and the military) visit CHS each year to meet with prospective students. Listen to the announcements and check the counselor's message board to find the date and time (usually over the lunch hour).

Plan to attend the **College Fair at the BSC National Energy Center of Excellence on Monday, September 18, from 10:00am-1:00pm**. Go to www.StriveFair.com to register for a barcode. College representatives will scan the barcode to receive student data that is always correct, complete and legible. As you take the barcode from table to table, you will have more time to discuss academic information, background and future goals with the college representatives.

You are also encouraged to visit college campuses – **the fall breaks for Administrator's Convention (October 19-20) and Veteran's Day (Nov. 9-10)** are great times to schedule campus visits and not miss school. Remember, students are granted 2 college visit days during their junior or senior year which will not affect credit loss or test exemption.

Recommendations

When requesting a letter of recommendation from a teacher, friend, employer, or someone else who knows you well, be sure to:

- Fill out the recommendation request form as completely as possible. These forms are available on the counseling office website or stop in the office.
- Personally ask the individual to write a letter of recommendation for you. DO NOT assume the letter will be completed if you leave the request in his/her mailbox or drop it off on a desk; make sure you make personal contact with the individual. Plan ahead to meet your timeline and allow 10-14 days for the completion of the letter.
- Give the individual specific dates and directions for dispersement of the completed recommendation. Provide stamped envelopes if necessary.
- Write a thank you note to the person who wrote your letter of recommendation.

College Entrance Exams

Students entering college may be required to take one of these college examinations: the ACT or the SAT. **North Dakota juniors take the ACT Plus Writing.** Although the ACT may no longer be required for admission many schools use scores for program admittance, course placement and/or scholarships. ACT also offers a “superscore” for those who have taken the test more than once – combining your best section scores. Schools and scholarships may utilize superscore - check school websites for specific policies. Find registration deadlines and test dates online.

To Learn More and Register go to:

ACT	-	www.act.org
SAT	-	www.collegeboard.org

NCAA Eligibility

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Eligibility Center. To be certified, you must meet certain academic requirements, which can be found on their website. See your counselor if you have any questions or need to add a class(es)! Students must go to the website - www.eligibilitycenter.org - to register and pay \$90 fee. An official transcript must be sent to confirm NCAA approved courses/GPA.



North Dakota State Scholarship Programs

ND high school graduates planning to attend college in state may apply for either the **Academic Scholarship** or **Career and Technical Education Scholarship**. These scholarships are worth \$750 per semester for an annual payment of \$1,500 – the total value of each scholarship is up to \$6,000. Scholarships are renewable for four years provided the student maintains a 2.75 GPA reviewed each semester. Go to www.dpi.state.nd.us/resource/act/act.shtm for more info.

•ND Academic Scholarship

Course requirements:

- 1 credit each of Physical Science, Biology, and Algebra II
- 1 credit of math for which Algebra II is a prerequisite
- 2 credits of the same foreign language; Native American language; American Sign Language or Career and Technical Education (CTE) from a coordinated plan of study
- 1 additional credit of fine arts, CTE, or foreign language
- 1 credit of AP course and exam or ½ credit of a dual credit course

Other requirements:

- earn no lower than a “C” on any required course
- earn a cumulative unweighted GPA of at least a “B” (3.0)
- earn a 24 or higher composite score on the ACT - can use “superscore” (recommended completion by Feb. test date)

•ND Career and Technical Education Scholarship

Course requirements:

- 1 credit each of Physical Science, Biology, and Algebra II
- 2 credits of a CTE coordinated plan of study - www.nd.gov/cte/programs/career-dev/plans-of-study.html
- 2 additional units of CTE
- 1 additional credit selected from foreign language, fine arts or CTE

Other requirements:

- earn no lower than a “C” on any required course (**waived for spring 2020 semester due to COVID**)
- earn a cumulative unweighted GPA of at least a “B” (3.0)
- earn a 24 or higher composite score on the ACT – can use “superscore”
or earn a score of three 5’s on the WorkKeys – contact Mrs. Henkelman for more info and/or to register

Apply online at www.dpi.state.nd.us/scholarship between January 1 and June 1

-Class of 2024 can also utilize New North Dakota State Scholarship aligned to Choice Ready Framework

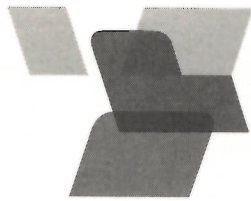
- find details on next page, CHS Student Services website under Scholarships, or see your counselor

Other Scholarships

For a look at possible scholarship opportunities, go to the CHS Student Services webpage and click on “Scholarship Opportunities”. This is a complete listing of the scholarships that came through our office the prior year. The criteria and deadlines may be from the previous year but will be updated as new information is received. Applications for these scholarships are available online in most cases - if no web site is listed - paper copies can be found in the counseling office.

Please keep in mind this does not represent an all-inclusive list of scholarships. Religious groups, fraternal organizations, and employers may be great sources of scholarships. Students are encouraged to involve parents in their scholarship search. Students should inquire into the availability of institutional scholarships at the schools they are considering. This is where the majority of scholarship money is found. Try free scholarship searches online at sites like fastweb.com, cappex.com, or meritaid.com.

Beware of scholarship scams - do NOT pay for a scholarship search.



NORTH DAKOTA SCHOLARSHIP

as aligned to the Choice Ready Framework

The North Dakota Scholarship framework is a tool to assist educators in understanding the requirements of the ND Scholarship, as listed in North Dakota Century Code 15.1-21-02.10. Requirements begin with the **ESSENTIAL SKILLS** section. Students shall then strive to be **POST-SECONDARY READY**, **WORKFORCE READY**, and/or **MILITARY READY**, according to the requirements listed below.



ESSENTIAL SKILLS (15.1-21-02.10(5))

- ☐ Earn a North Dakota high school diploma
- ☐ Complete a 9-week Career Education/Individual Counseling, 4-year Rolling Plan, pass ND Civics Test, earn a 3.0 or higher overall GPA, and four or more additional indicators:
- ☐ 25 hours of Community Service
- ☐ 95% Attendance (not counting school related absences)
- ☐ Career Exploration Experience
- ☐ Two or more years in organized Co-Curricular Activities
- ☐ Two or more years in organized Extra-Curricular Activities
- ☐ Successfully complete a Capstone Project
- ☐ Successfully complete an online learning course
- ☐ Demonstrate competency in 21st Century Skills

Check here when student has complete Essential Skills ☐

Students shall achieve Essential Skills above, and complete two or more of the CHOICE READY components below to be eligible for the ND Scholarship.



POST-SECONDARY READY

Check here when student is Post-Secondary Ready ☐

Complete both indicator sets below:

ACT/SAT minimum composite score:

- ☐ ACT composite of 24, or
- ☐ SAT composite of 1180

and

Two or more additional indicators:

- ☐ Advanced Placement Course (A, B, or C) (4, 3, or 2)
- ☐ Dual Credit Course (English or Math) (A, B, or C) (4, 3, or 2)
- ☐ Algebra II (A, B, or C) (4, 3, or 2)
- ☐ Advanced Placement Exam (3+)
- ☐ International Baccalaureate Exam(4+)
- ☐ 3.0 GPA in core course requirements for NDUS admission
- ☐ 3 fine arts courses (A, B, or C) (4, 3, 2)



WORKFORCE READY

Check here when student is Workforce Ready ☐

Complete both indicator sets below:

- ☐ 4 credits of CTE with 2 credits in same plan of study, OR 3 credits of same world language, Indigenous language, or sign language
- ☐ ACT of 24, or 5 or higher on all three WorkKeys tests or SAT composite of 1180

and

Two or more additional indicators:

- ☐ Complete Career Ready Practices Course
- ☐ Dual Credit Course (A, B, or C) (4, 3, or 2)
- ☐ Technical Assessment/Industry Credential
- ☐ Workplace Learning Experience (40 hrs.)
- ☐ Work-based Learning Experience (Perkins V) (40 hrs.)
- ☐ NDSA (Reading/Math) Level 3 or greater, or ACT for Accountability: English 19/Mathematics 22 or greater



MILITARY READY

Check here when student is Military Ready ☐

Complete both indicator sets below:

- ☐ ASVAB score of 50 or greater, or ASVAB score of 31 or greater and have completed Basic Training;
- ☐ Physically Fit – Successfully complete required PE courses (A, B, or C) (4, 3, or 2);

and

One indicator set:

- ☐ Complete two or more additional indicators from the Post-Secondary or Workforce options:
- ☐ 2 credits of JROTC
- ☐ Phase One of the Cadet Civil Air Patrol Program

Interstate Tuition Programs

Western Undergraduate Exchange (WUE)

The Western Undergraduate Exchange (WUE) is a program that allows students in most western states to enroll in many two-year and four-year 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. Not all schools/programs participate, visit www.wiche.edu/wue for details.

Midwest Student Exchange Program (MSEP)

The Midwest Student Exchange Program also enables residents from participating states to enroll in designated institutions and programs at reduced tuition outside their home state. Visit their web page for more information: www.msep.mhec.org

North Dakota/Minnesota Reciprocity

Residents of North Dakota may qualify for reduced rates at Minnesota public colleges or universities by complying with procedures of the reciprocal agreement. Application forms can be downloaded at www.ndus.nodak.edu. Students attending MSU-Moorhead are not required to complete a reciprocity form.

Financial Aid Information Seminar

You and your parents are invited to a Financial Aid Information Seminar sponsored by the North Dakota Association of Student Financial Aid Administrators on **Monday, October 23rd or Tuesday, November 7th at 5:30 pm** – choose whichever date is most convenient. These sessions, held at the BPS Career Academy on the campus of BSC, will answer questions about the Free Application for Federal Student Aid (FAFSA) and programs such as Pell, SEOG, and student loans.

You can apply for a Federal Student Aid ID (FSA ID) – a username and password – at www.fafsa.gov (have your parent do so as well), then complete the FAFSA online any time after December 1. The Bank of North Dakota's College Planning Center also offers a wealth of information – <https://bnd.nd.gov/collegeresources/>

Graduation

Representatives from Jostens will be visiting with seniors in the fall about ordering a cap, gown and tassel for graduation. Note: you are under no obligation to purchase announcements. A cap and gown are necessary for graduation but they can be borrowed from past graduates, provided they are in good condition. Contact Josten's rep, Tom Babcock at tom.babcock@jostens.com with questions.

The commencement ceremony will be held on **Sunday, May 26 at 4:00 pm** at the Bismarck Event Center (FYI – LHS will be at 1:00pm and BHS at 7:00pm).



Career Advising

Planning for your future is exciting! As you seek to discover a career path that is right for you, consider exploring a school to community partnership this year. Work based learning, such as an Internship, Job Shadow, Career Forum, or paid employment all can provide benefits during your senior year. So, what are these experiences and how can they help you?

Job Shadow Experience *(Up to 1 full day/once per year)*

A job shadow experience involves a planned observation at a work-site in order to gain knowledge or information about a particular career. Job shadows are designed to allow students a snapshot of a career while learning as much as possible in a short period of time.

Career Forum Event *(2 to 4 hour event conducted within a group setting)*

A career forum allows students to experience a career or variety of careers at one business, but participation is conducted in a group setting rather than on an individual basis. Career Forums take place periodically throughout the school year, so watch the school announcements for interesting opportunities that might be a good fit for you.

Internship *(75 hours or more; opportunity for school credit)*

An internship is a paid or unpaid experience in which a student is teamed with a company or organization to learn on-the-job skills and to take what's been learned in the classroom and apply it to the world of work. An internship is an excellent opportunity to gain hands on work experience.

Apprenticeship *(Extended work hours during the summer or school year; paid employment, but no high school credit)*

An apprenticeship is an opportunity that is closely aligned with a trade or high wage/high demand occupation in which a student participates in on-the-job training. While working as a paid employee with industry professionals, an apprentice learns specific skills that could lead to further education, training or employment.

If you're undecided about your career plans, taking the time to participate in a job shadow, career forum, internship, or apprenticeship is a great way to get a glimpse into the world of work! In addition, students also say that their participation has helped them gain more confidence and that school to community events provide a nice chance to network and meet business and industry professionals.

Please feel free to visit with me about any of these opportunities, or if you have other questions about career exploration, post-secondary planning, or job-seeking strategies. I'm here to offer resources and support. Good luck as you continue to navigate this important decision-making process this year!

Laura Henkelman, Career Advisor
Century High School
Bismarck Technical Center, Room 254
1200 College Drive
Bismarck, ND 58501

701.323.4355
laura_henkelman@bismarckschools.org

Mrs. Henkelman will be available at Century High School on Mondays thru Thursday most weeks during the school year. Stop in the Counseling Office or email her to set up an appointment.

Senior Year Checklist

- _____ Schedule senior appointment with your counselor if you did not meet this summer
- _____ Attend College/Career Fair **September 18** at the Career Academy
- _____ Register for ACT/SAT if planning to retake. ACT now offers "superscore".
- _____ Use RUReady.ND.gov to explore colleges – write down application deadlines & narrow choices
- _____ Take the **ASVAB Sept. 21** if interested in military or just would like to take an aptitude test
- _____ Apply to a ND College for free on **College Application Day - October 3**
- _____ Visit college campuses – **October 19-20 and/or Nov. 9-10** are great opportunities to visit
- _____ Attend **Financial Aid Seminar October 23 or November 7** at the Career Academy
- _____ Apply for a Federal Student Aid ID (FSA ID) – a username and password – at www.fafsa.gov
- _____ Complete the FAFSA online **after December 1**
- _____ Begin exploring scholarship opportunities by checking out CHS Counseling website
- _____ Order cap, gown, and tassel from Jostens.
- _____ Check the daily announcements for dates of college and military recruiter visits
- _____ Schedule a consult with our Career Advisor for assistance with career exploration and planning
- _____ Try to have all college applications completed by January 1 – send transcripts
- _____ Check on availability of institutional scholarships at schools you are considering
- _____ Schedule the WorkKeys exam if needed for state CTE Scholarship
- _____ Apply for scholarships – **Feb, March, April** are big months for local scholarships
- _____ If you have met the criteria for the ND Academic or ND CTE Scholarship, apply online by June 1
- _____ Purchase ticket and attend the **Senior Banquet on May 20** (tentative date)
- _____ Arrange to have final transcript sent to college you plan to attend
- _____ Enjoy your graduation day, **May 26**. You made it! Commencement is 4:00 pm at the Bismarck Event Center