



CENTEREACH HIGH SCHOOL  
NEWFIELD HIGH SCHOOL

## Goals for Junior Year:

- Create a College List
- Take SAT's and ACT's
- Build a Resume
- Request Letters of Recommendation
- Visit Colleges
- Students- Complete Naviance Post-Secondary Sections

# Timeline for Junior/Senior year

December- College research begins! Register for SAT's and ACT's

January-Summer Visit Colleges!

Mar/April/May/June- Take SAT's, ACT's and AP Exams, as needed

Summer Take SAT or register for SAT and ACT's if needed

September- Finalize college lists

Start working on college applications

Ask teachers for letters of recommendations

Ask your counselor for a letter of recommendation if needed

Work on college essay, resume and submit release of records

October Submit FAFSA/Financial Aid Information at StudentAid.Gov

Submit College Application & processing forms to your counselor

Jan/April Receive college decisions

April Receive financial aid/college costs letter

May 1<sup>st</sup> Select your college! Inform college

Complete the graduation survey in the About Me Tab, Naviance

## MCCSD Guidance Department SAT and ACT Test Preparation - Suggested Student Timeline and Sequence

The SAT and ACT are standardized college admission exams accepted by all colleges and universities. There are a growing number of institutions across the US that are Test Optional ([www.fairtest.org](http://www.fairtest.org)), however these exams still remain important in admissions, placement, and scholarship opportunities.

The MC Guidance Department encourages all students to prepare for and take these exams. Students are offered the PSAT, the practice for the SAT, for all 11<sup>th</sup> grade students. The district also provides free SAT/ACT tutoring through Method Test Prep (MTP), an online test preparation program. Information on MTP may be found in guidance and program may be accessed through Castle Learning.

The SAT and ACT both offer a Question and Answer service, where students may pay for their test to be returned to them with corrected answers for certain test administrations, which is recommended.

The SAT is offered in October, November, December, March, May and June. Q&A (Question and Answer Service, QAS) for the SAT is offered in October, March, and May. Registration deadlines are generally 1 month prior to the exam. Please see website for dates. [www.collegeboard.org](http://www.collegeboard.org)

The ACT is offered in September, October, December, February, April, and June. Q&A (Test Information Release, TIR) for the ACT is offered in December, April, and June. Registration deadlines are generally 1 month prior to the exam. Please see website for dates. [www.act.org](http://www.act.org)

The Guidance department recommends that students take the SAT and ACT at least one time, retake their higher, and possibly take it a third time in senior year. Suggested Timeline for Students:

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>11<sup>th</sup> Grade</b>		PSAT	Take a practice ACT via Method	Review PSAT Scores		Prepare via Method Test Prep for both	SAT QAS	ACT TIR	Retake Higher SAT	Retake Higher if ACT
<b>12<sup>th</sup> Grade</b>	Retake if Needed	Retake if Needed	Retake if Needed	Retake if Needed						

\* Prep classes are available through the Middle Country Public Library and through Method Learning website.

NOTE: Students may take exams at other dates, and do not have to follow this timeline, but if students wish to take the Question and Answer service, and take both tests to see which they do better in, and retake their stronger test, this suggested timeline may be used.

SAT vs. ACT Concordance Table may be found here:

<https://www.act.org/content/dam/act/unsecured/documents/ACT-SAT-Concordance-Information.pdf>

# College Entrance Exams

## SAT Reasoning Test

The SAT measures reading, writing and language, and math skills. Each section is **scored on a 200 - 800 scale**. **Students should anticipate taking this exam during the spring** of 11<sup>th</sup> grade. You may choose to take the test more than once. Additional tests can be taken during the fall of 12<sup>th</sup> grade. Students should submit the CEEB code for the appropriate high school to receive all test scores. Registration information is available in Guidance or online at [www.collegeboard.org](http://www.collegeboard.org). You may use this site to send your test scores to colleges.

## SAT Subject Test

The College Board has discontinued all SAT Subject tests, also known as SAT II's, as of the Spring of 2021.

## ACT

This achievement test is compromised of four sections: English, Math, Reading, and Science. There is also an optional Writing section. It is scored on a scale of 11 - 36. Most colleges accept this achievement test for admission. Students should anticipate taking the ACT during the spring of 11<sup>th</sup> grade. Additional tests can be taken during the fall of 12<sup>th</sup> grade. Students should submit the CEEB code for the appropriate high school to receive all test scores. Registration information is available in Guidance or online at [www.actstudent.org](http://www.actstudent.org). You may use this site to send your test scores to colleges.

**Centereach High School**  
**CEEB Code = 331-281**

**Newfield High School**  
**CEEB Code = 331-283**

## REGISTRATION DEADLINES AND TEST DATES

### SAT Reasoning and Subject Tests

#### Projected Test Date

March 8, 2025  
May 3, 2025  
June 7, 2025

#### Registration Deadline

February 21, 2025  
April 18, 2025  
May 22, 2025

### ACT Exam

#### Test Date

February 8, 2025  
April 5, 2025  
June 7, 2025

#### Registration Deadline

January 3, 2025  
February 28, 2025  
May 9, 2025

\*If you receive free or reduced lunch, you may be eligible for a SAT/ACT fee waiver.

## 2018 Concordance Tables

**Table A1:** SAT Total to ACT Composite

SAT	ACT	SAT	ACT	SAT	ACT
1600	36	1250	26	910	16
*1590	36	*1240	26	900	16
1580	36	1230	26	*890	16
1570	36	1220	25	880	16
1560	35	*1210	25	870	15
1550	35	1200	25	860	15
*1540	35	1190	24	*850	15
1530	35	*1180	24	840	15
1520	34	1170	24	830	15
1510	34	1160	24	820	14
*1500	34	1150	23	810	14
1490	34	*1140	23	*800	14
1480	33	1130	23	790	14
1470	33	1120	22	780	14
*1460	33	*1110	22	770	13
1450	33	1100	22	*760	13
1440	32	1090	21	750	13
*1430	32	*1080	21	740	13
1420	32	1070	21	730	13
1410	31	1060	21	720	12
*1400	31	1050	20	*710	12
1390	31	*1040	20	700	12
1380	30	1030	20	690	12
*1370	30	1020	19	680	11
1360	30	*1010	19	*670	11
1350	29	1000	19	660	11
*1340	29	990	19	650	11
1330	29	980	18	640	10
1320	28	*970	18	*630	10
*1310	28	960	18	620	10
1300	28	950	17	610	9
1290	27	940	17	600	9
*1280	27	*930	17	*590	9
1270	27	920	17		
1260	27				

\*Use this SAT score when a single score point comparison is needed.

**Note:** Concordance tables for the ACT Composite were derived from concordances of the ACT sum score.

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**Table A2:** ACT Composite to SAT Total

ACT	SAT	SAT Range
36	1590	1570–1600
35	1540	1530–1560
34	1500	1490–1520
33	1460	1450–1480
32	1430	1420–1440
31	1400	1390–1410
30	1370	1360–1380
29	1340	1330–1350
28	1310	1300–1320
27	1280	1260–1290
26	1240	1230–1250
25	1210	1200–1220
24	1180	1160–1190
23	1140	1130–1150
22	1110	1100–1120
21	1080	1060–1090
20	1040	1030–1050
19	1010	990–1020
18	970	960–980
17	930	920–950
16	890	880–910
15	850	830–870
14	800	780–820
13	760	730–770
12	710	690–720
11	670	650–680
10	630	620–640
9	590	590–610

\*most recent data

## VISITING A COLLEGE

The following guidelines and questions might assist you when visiting a college:

### 1. Plan your trip.

- Colleges also offer virtual visits and tours.
- Try to locate colleges in one area. Plan to stay for 2 ½ hours on each campus.
- Be informed about the college before your visit.
- Bring your records, activity sheet, recommendations.

### 2. Location

- Consider distance and cost of transportation to college.
- What setting is the college in (city, rural area).
- What is the local crime rate? Is there public transportation?

### 3. Admissions Requirements

- Does my transcript meet the academic requirements of the college?
- Do they require an essay?
- Do leadership activities, talents and/or athletics play a part?
- Is credit offered for AP and college courses taken in High School?
- Are letters of recommendation required?
- Are SAT/ACT scores required for admission?
- If not required for admission, are SAT/ACT scores required for Financial Aid and Scholarships?
- Is foreign language required for admission?

### 4. Your Major

- Are specific high school classes required for this major?
- What about SAT's?
- What percentage of students take this major?
- What are the class sizes and student to teacher ratio?
- Must I declare a major right away?

# **COLLEGE APPLICATION PROCEDURES**

## **LETTERS OF RECOMMENDATION**

Many, but not all, colleges require letters of recommendation. Colleges will generally ask for recommendations from teachers and counselors. You should provide each teacher and your counselor with an activity sheet. Include any leadership positions you've held, community service, and employment. **DON'T BE SHY!**

Make sure to give those who are writing recommendations plenty of time to write. (Hint: Avoid the week before December vacation). Have all your recommendations sent to the Guidance office. Teachers now have the option to submit recommendations online via Naviance.

## **RELEASE OF RECORDS**

Your high school cannot give out information about you without your consent. You must fill out and sign a RELEASE OF RECORDS form. If you are under 18 years old, your parent/guardian must also sign. **REMEMBER, WE CANNOT SEND YOUR TRANSCRIPT TO COLLEGES** without a signed Release of Records. In addition, please complete the FERPA waiver form located in Naviance, under "Colleges I'm Applying To."

## **WHERE DO I FIND COLLEGE APPLICATIONS?**

There are several *thousand* colleges in the United States. Most college applications are available online on the colleges' websites. If you would like a hard copy of an application, you may be able to download your application from the school's website. The Guidance Office will also have a selection of applications for local colleges. The colleges may accept the Common Application. You can access the Common Application on the college's website, or go to [www.commonapp.org](http://www.commonapp.org). State University of New York (SUNY) applications are available on the individual SUNY school's website, or go to [www.suny.edu](http://www.suny.edu). Please note: In the fall of senior year there will be several on-site admission opportunities, with local colleges, in which you can meet, apply and receive an admissions decision right on the spot. Many of the colleges that participate in this program will waive the application fee, during these events.

## **ANATOMY OF AN APPLICATION**

Whether you're filling out an application online or writing on a paper copy, colleges all want to know some basic information about you: your full name, address, birth date, social security number, racial/ethnic group, and the academic program to which you are applying. They may ask for information on your parents and siblings. Your school counselor will likely have to fill out a portion of the application. Answer **ALL** the required questions. Remember to write and include your essay and activity sheet if they are required. If you are confused by a question on your application, ask your Guidance Counselor.

Most colleges ask applicants to pay Application Fees. The amount varies by school. Pay attention to the types of payments your colleges will accept. Do not send cash. Include your Application Fee in the application. If you receive free or reduced lunch, you may be eligible for an application fee waiver.



## THE ESSAY

Some schools ask for an essay as part of your application. They do this...

...to assess your writing skills.

...to determine the seriousness of your application.

...to learn how aspects of your experience, personality, and interests that your transcript might not reveal.

Essay topics vary. They may ask about your feelings on a personal, local, or national issue. They may want to know about someone who has influenced you, and why. Perhaps they'll ask why attending college is important to you.

Avoid slang, but use language you are comfortable with. You want to sound like YOU, not your thesaurus. Make sure your essay is neat, typed, and proofread BEFORE it's sent to colleges. **Consider asking a school professional to review your essay before you submit it to a college.**

## HOW DO I APPLY TO COLLEGE?

- Fill out the application online
- Make sure your recommendations were sent to the Guidance office
- Include an essay and activity sheet/resume, if required
- Submit the Application Fee
- Have SAT and/or ACT scores sent to the colleges, directly from the specific testing center web-site
- Fill out application processing form (available in the Guidance office)

Once this has been completed, make an appointment with your counselor. They will review your application, attach your recommendations, add your official transcript and other relevant information. Remember to give your counselor ample time to process your application. Hand in your completed applications/forms early to ensure their arrival before the deadline.

## HELPFUL COLLEGE ADMISSIONS INTERVIEW TIPS

- Research the college
- Bring a list of questions to ask the interviewer
- Get familiar with common interview questions
- Dress appropriately
- Be on time
- Do not take out your phone
- Maintain eye contact
- Follow up with a thank you letter

## WHEN ARE MY APPLICATIONS DUE?

A **deadline** is the last day that your application can be submitted, but it is in your best interest to complete it much earlier. We suggest completing your applications and submitting them to your counselor before December vacation.

*Some phrases you might see:*

**REGULAR ADMISSION:** Schools with Regular Admissions have a set application deadline, usually around February. They notify all students at the same time, usually in the early spring.

**ROLLING ADMISSION:** Schools with Rolling Admissions consider each application as soon as it is complete, and notify applicants when a decision is made. They will continue to accept qualified students until the freshman class is filled. Application deadlines may be later in the spring, but it is still important to apply early.

**EARLY DECISION:** Students with strong academic records and a strong interest in a specific college may apply as an Early Decision candidate. Their application deadline is significantly earlier (usually on or around November 1) and are notified of the college's decision in December. **EARLY DECISION IS BINDING.** Students apply with the understanding that if they are accepted, they will withdraw applications to all other schools.

**EARLY ACTION:** Students that wish to apply Early Action must do so usually on or around November 1. Applicants are sent responses before Regular Admission candidates. However, those that apply Early Action are not committed to attend that particular school.

Colleges may offer more than one admissions system. For example, an institution may offer Early Decision and Regular Admission. Pay attention to application deadlines; applications submitted after a deadline will not be considered.



## CUNY Admission Profile: Freshman Fall 2024

	General Admission High School Average <sup>1</sup>	SEEK/College Discovery High School Average <sup>2</sup>
<b>FOUR-YEAR COLLEGES</b>		
Baruch College	93.0	83.5
Brooklyn College	90.4	80.9
The City College of New York	90.3	81.3
The Sophie Davis Biomedical Education Program/CUNY School of Medicine	95.0	—
Hunter College	92.7	86.4
John Jay College of Criminal Justice	89.4	80.0
Lehman College	89.2	79.8
Macaulay Honors College	96.5	—
Medgar Evers College <sup>3</sup>	79.1	74.7
New York City College of Technology <sup>3</sup>	82.1	74.7
Queens College	90.3	80.7
College of Staten Island <sup>3</sup>	88.4	72.4
York College	85.3	75.9
<b>COMMUNITY COLLEGES</b>		
Borough of Manhattan Community College	77.9	73.5
Bronx Community College	77.3	75.4
Guttman Community College	75.7	—
Hostos Community College	76.9	73.2
Kingsborough Community College	77.7	73.8
LaGuardia Community College	77.9	—
Queensborough Community College	78.4	73.3

<sup>1</sup>Excludes applicants admitted through the Opportunity for Student Success (OSS) program and applicants admitted conditionally. <sup>2</sup>Consists of admitted applicants meeting the SEEK/CD income criteria who are in the SCD1 or SCD2 student groups, or who are in the SEEK or CD student groups. Admits in one of the above groups and in the ASAP student group have been excluded. <sup>3</sup>Includes applicants admitted to both associate and baccalaureate degree programs.



## **FOR STUDENTS WITH IEP or 504 PLANS**

### **To Compare and Select Colleges:**

- What type of special services do they offer?
- How long has the program been in existence?
- How many students are admitted to the learning disabilities program each year?
- Total number of students presently in the program.

### **Look for Services Available Through the Learning Disabilities Program:**

- Curriculum modifications; individualization of assessment; individual instructions; types of support programs.
- Number of successful Learning Disabled students completing the courses of study.

### **Ask – Does the Program Provide:**

- BASIC study courses in Math Skills and Reading Skills.
- SPECIAL RESOURCE CENTERS where students can be given remediation, alternative methodology, and tutorial services.
- MULTI-SENSORY lesson presentations (auditory, visual).
- TAPING OF LECTURES AND TEXTBOOKS for students with reading or visual memory problems.
- INDIVIDUALIZED AND SELF-PLACED instructional programs (Alternative freshman year-self-placed program).
- INDIVIDUALIZED INSTRUCTION
  - Individualized assessments of strengths and weaknesses
  - Individualized learning plans
  - One-to-One tutoring
  - Individualized testing
  - Oral and untimed exams (if needed)
  - Career planning
  - Social adjustment
  - Course scheduling
  - Realistic goals
  - Structure in realizing short-term and long-range goals
  - Social and family evaluation
- SPECIAL EDUCATION TRAINING for instructors.

## ACCESS-VR

ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation)

Offers access to a full range of services that may be needed by persons with disabilities through their lives.

Through its administration of vocational rehabilitation and independent living programs, VR coordinates policy and services relating to:

- transition services for students with disabilities from school to adult services;
- vocational rehabilitation services for individuals with disabilities, ages 16 or older;
- independent living services for people with disabilities of all ages; and
- business services for hiring a qualified diverse workforce.

If you have any additional questions, please contact your guidance counselor or the District Transition Coordinator. Additional information about helping youth with disabilities get ready for adult life can be found at the website listed below:

<http://www.p12.nysed.gov/specialed/>

This website contains information about work related training, college, financial aid, and other support services you may qualify for.



## PAYING FOR COLLEGE

Most government-based financial aid is based upon a family's financial situation: income, number of persons living in the household, number of persons in the household attending college, and other relevant factors. To qualify for federal and state financial aid, students and their families must complete several or all of the forms mentioned below.

**FAFSA (Free Application for Federal Student Aid):** This form is the basis for all federal aid. It is also a factor in determining eligibility to New York State aid and college aid programs. The form is available online at [www.StudentAid.gov](http://www.StudentAid.gov). There is no charge to fill out and submit the FAFSA.

**TAP (Tuition Assistance Plan):** The TAP application is the basis for New York State financial aid. Students must complete the FAFSA in order to be eligible to fill out the TAP application.

**CSS/Financial Aid Profile:** CSS profiles are required by a small number of colleges. These schools should notify students; if you are unsure, call the schools to which you are applying or ask your counselor for assistance.

If the CSS Profile is required by one or more colleges to which you have applied, then you must complete and submit the form. DO NOT file the CSS profile unless it is required. There is a fee charged for submitting the CSS profile.

In addition, individual colleges may have financial aid forms of their own. These forms are generally short and easy to complete. Colleges that require applicants to file their financial aid forms should notify you. However, if you are unsure, do not hesitate to contact the college's financial aid office.

**Scholarships** are another source of financial aid. Unlike student loans, scholarships do not have to be repaid. Individual colleges may offer their own scholarships. Private organizations also offer scholarships. Check out <http://connection.naviance.com/centereach> , [www.fastweb.com](http://www.fastweb.com) and [www.mccsd.net](http://www.mccsd.net) (guidance) to search.

Middle Country School District publishes a booklet of scholarships. The booklet is available online. These are available during February of senior year. Apply for every scholarship that you are eligible for. **You can't win if you don't apply!**

Please refer to the HESC website ([www.hesc.ny.gov](http://www.hesc.ny.gov)) for information regarding the Excelsior Scholarship and the NYS Dream Act Scholarship

## FINANCIAL AID

**OCTOBER** Complete the FAFSA online. **FAFSA deadlines are set by individual colleges.**  
Complete the CSS Profile, if needed. **CSS Profile deadlines are set by individual colleges.**  
Be sure to check the box requesting that the information be sent to your colleges and Pell Grant.  
Keep a copy of the form for your records.  
Call your colleges' offices of financial aid; make sure you have completed and submitted all required forms.

An acknowledgment should be received 4-6 weeks after submitting your FAFSA.  
Your Student Aid Report should be available during this time.  
Colleges may ask for a copy of your parent/guardian's tax form and/or a college's own financial aid form.

You should receive a total financial aid package for the college(s) to which you have applied.  
**Financial Aid packages are negotiable!** Call your college(s) financial aid office if you have concerns.  
Compare financial aid packages; decide which college best matches your educational goals and financial needs.

**MAY** May 1<sup>st</sup> is traditionally the deadline for deciding where you will attend college.  
Send in the required deposit to secure your place!

**JUNE** Your commitment to your college has been made. All required deposits have been sent.





## **COLLEGE ATHLETICS: THE NCAA**

The National Collegiate Athletic Association (NCAA) is the governing body of most competitive college sports. Your first step towards an Athletic Scholarship is registering with the NCAA Clearinghouse. If you are going to apply for an athletic scholarship then you must read the following information.

Please note that the new standards only relate to NCAA eligibility, each college sets its own standards that are sometimes stricter than those set by the NCAA.

For students entering any Division I college or university on or after August 1, 2016, your NCAA initial eligibility will be evaluated using the following requirements:

- ✓ Graduate from high school
- ✓ Complete a minimum of 16 core courses with a minimum grade point average that meets the qualifier index.
- ✓ Present a qualifying test score on either the ACT or SAT test.
- ✓ Achieve a minimum recalculated GPA of 2.0 on a 4.0 scale.
- ✓ Request final amateurism certification from the NCAA Eligibility Center

For students entering any Division II college or university before August 1, 2018, your NCAA initial eligibility will be evaluated using the following requirements:

- ✓ Graduate from high school
- ✓ Complete a minimum of **16** core courses with a minimum grade point average that meets the qualifier index.
- ✓ Present a qualifying test score on either the ACT or SAT tests.
- ✓ Achieve a minimum recalculated GPA of 2.0 on a 4.0 scale.
- ✓ Request final amateurism certification from the NCAA Eligibility Center

### **You need 16 core courses in major subjects for Division I:**

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school)
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above or foreign language)

### **You need 16 core courses in major subjects for Division II:**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical sciences.
- 2 years of social science.
- 4 years of additional courses (from any area above or foreign language)

**You must register with the NCAA Clearinghouse in September of your senior year. If you do not register, you will not be eligible to play or practice during your freshman year. (Note, the NCAA Clearinghouse requires that applicants send their SAT/ACT scores electronically).**

Check out the rest of the NCAA's website [www.ncaa.org](http://www.ncaa.org) (click **Eligibility**) for more information about the college recruiting process. Also refer to our website under the Athletics tab, for the Core Course GPA tool.

## **THE MILITARY:**

### **SERVICE ACADEMY APPLICATION PROCEDURE**

Juniors and seniors in the top 20 percent of their graduating class may wish to consider applying for nomination to a military academy. Your congressman or a US senator can make nominations. If you are interested in applying for any service academies, please contact Senator Kristen Gillibrand's office for a "Pre-Candidate Questionnaire" and submit a letter requesting an application. You can go online to **[www.gillibrand.senate.gov/services/nominations](http://www.gillibrand.senate.gov/services/nominations)**. for more information. The candidate must meet the minimum standards for admission set by the academy itself.

The nomination process itself consists of the following:

**\*\*Applicants should be mindful of two deadlines:**

- Application deadline—Beginning of September (exact date TBA).
- Additional materials (references, high school transcripts, applicant essay, ACT/SAT scores) deadline—End of September (exact date TBA).

**In order for your nomination to be considered, please send the following:**

- ✓ A completed online Service Academy Nomination Application
- ✓ Essays: There are three short essays to write of approximately 200 words each.
- ✓ An official copy of your high school transcript which includes your junior year grades
- ✓ An official copy of your SAT Reasoning scores (score code 2425), and/or ACT scores (score code 7164).
- ✓ Three letters of reference from individuals not related to you: teachers, counselors, school administrators, or others from the community familiar with your attributes.

**Please send to:**

**Office of Senator Kirsten E. Gillibrand  
780 Third Avenue-Suite 2601  
New York, New York 10017  
ATTN: Academy Coordinator  
PHONE: 212-688-6262**

**In addition to submitting the application to Senator Gillibrand, you must also remember to complete and submit the requisite admissions application to your academy or academies of choice:**

**Army: 1-800-822-ARMY: [www.usma.edu](http://www.usma.edu)**

**Navy: 1-888-249-7707: [www.usna.edu](http://www.usna.edu)**

**Air Force: 719-333-2520: [www.usafa.af.mil](http://www.usafa.af.mil)**

**Merchant Marines: 1-800-732-6267: [www.usmma.edu](http://www.usmma.edu)**

**The closing date for submission of these materials is early October of your senior year. Failure to supply all required information by this date will disqualify you from further consideration.** After your file is complete, you will be called to be interviewed in November by the Academy Advisory Board. The Board will make recommendations based on your pre-candidate evaluation file and your interview.

For additional information, please call Senator Gillibrand's office at 212-688-6262, or see your counselor.

## ENLISTING IN THE ARMED FORCES

You must be 18 (17 with parental consent) to enlist in the Armed Forces. Almost all candidates are high school graduates. If you are interested in enlisting, your first step is to locate a recruiter. You can find a local recruiter by logging onto the Army, Navy, Coast Guard, Air Force, or Marines websites.

All branches of the Armed Forces recommend taking the ASVAB (Armed Services Vocational Aptitude Battery), a multiple-choice test that helps you better understand your strengths. This test also helps identify which military occupational specialties suit you. For more information, visit the websites listed below, contact a recruiter, and/or make an appointment with your school counselor.

<b><i>ARMY</i></b>	<b><a href="http://www.goarmy.com">http://www.goarmy.com</a></b>
<b><i>NAVY</i></b>	<b><a href="http://www.navy.com/">http://www.navy.com/</a></b>
<b><i>COAST GUARD</i></b>	<b><a href="http://www.gocoastguard.com/">http://www.gocoastguard.com/</a></b>
<b><i>AIR FORCE</i></b>	<b><a href="http://www.airforce.com/">http://www.airforce.com/</a></b>
<b><i>MARINES</i></b>	<b><a href="http://www.marines.com/">http://www.marines.com/</a></b>



## ENTERING THE WORKFORCE

**What are YOU looking for in a career? Some questions to consider:  
My goals for after graduation are....**

**What information do I need to reach my career goals?**

**What am I doing to reach my career goals?**

**What are some obstacles that might get in my way?**

**What resources are available to me at school? In my community?**

**In what type of position am I most interested?**

**Do I prefer to work alone or with others?**

## FINDING A JOB

- **Talk to friends, family, teachers, and your counselor about possible jobs.** Who you know can be as important as what you know.
- **Visit your high school Guidance office and local library.** There are many resources available for you to research careers.
- **Use the Internet!** You can access Naviance/Family Connection from your home, high school and local library to research possible career tracks. Sites like [www.newsday.com](http://www.newsday.com) , [www.nytimes.com](http://www.nytimes.com) and [www.monster.com](http://www.monster.com) have weekly job postings. If you set up an account, you can even apply for a job online!
- **Attend Career Fairs.**

### The Resume

1. **Heading**—name, address, phone number, e-mail address.
2. **Objective**—what position are you applying for?
3. **Education**—where did you get your educational training?
4. **Work experience**—what jobs have you had?
5. **Hobbies/interests**—what do you like to do in your free time?
6. **References**—who can speak for your work ethic/character?  
*List at least three people who know you and your skills/talents. Avoid using friends or relatives. You can use a former employer, teacher, counselor, coach, etc.*

### The Application

1. Read the entire application before writing anything.
2. Be sure to print neatly and legibly, in blue or black ink.
3. Make sure you have a copy of your social security number with you.
4. Bring your resume with you.
5. Bring other important documents with you, such as your driver's license, proof of age, etc.
6. Take your time filling out the application. Make sure you fill it out completely, answering all questions. Write neatly. Proof read it when you are done.

## **The Job Interview**

- Be on time.
- Dress in appropriate attire.
- Relax and be yourself
- Introduce yourself, shake hands with the interviewer.
- Make eye contact.
- Know the name of the interviewer.
- Speak clearly and slowly.
- Do not chew gum or smoke.
- Keep your cell phone turned OFF
- Know some information about the job you are applying for.
- Be ready to state your qualifications/skills.
- Have a copy of your resume with you.
- Ask appropriate questions pertaining to the job/company.
- Allow the interviewer to close the interview.
- Thank the interviewer for his/her time.
- Write a follow-up thank you letter to the interviewer.

### **TYPICAL INTERVIEW QUESTIONS**

1. What do you know about our company?
2. How do you spend your spare time? What are your hobbies?
3. Why do you think you might like to work for our company?
4. What courses do you like best?
5. How did you rank in your graduating class in high school?
6. What personal characteristics are necessary for success in your chosen field?
7. Can you handle constructive criticism?
8. What have you learned from some of the jobs you have held?
9. Define 'Cooperation.'
10. What books have you read recently?
11. Would you be willing to work overtime?

**The following are web site addresses that are accessible for getting information on scholarships, college open houses, admissions data, and much more.**

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

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

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

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

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

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

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

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

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

[www.StudentAid.gov](http://www.StudentAid.gov) (*Free Application for Federal Student Aid*)

[www.fastweb.com](http://www.fastweb.com) (*Scholarship Search*)

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

[www.hesc.com](http://www.hesc.com) (*Grants, Loans, Savings & Guidance*)

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

[www.LIRACHE.org](http://www.LIRACHE.org) (*The Long Island Regional Advisory Council to Higher Education*)

[www.mccsd.net](http://www.mccsd.net) (*Click on Departments, click on Guidance, click on Scholarship*)

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

[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

[www.nslc.org](http://www.nslc.org)(*Loan Locator*)

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

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

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

[www.scholarships101.com](http://www.scholarships101.com)

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

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

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