



# L A U N C H

VERSION 4.0

A GUIDE FOR ARIZONA HIGH SCHOOL SENIORS



## This guide belongs to:

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My postsecondary destination:

- University
- Community College-Transfer
- Community College
- Technical Institute
- Workforce/Apprenticeship
- Military

## Important Contacts

School Counselor:

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Phone or Email:

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Other Educator:

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Phone or Email:

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# Congratulations – You're a senior!

You've been dreaming for years about what you'll do after you graduate, and this is the year you'll take many **critical** steps to launch your dreams into reality.

**crit-i-cal** /'kridək(ə)l/  
adjective

*having a decisive or crucial importance in the success, failure, or existence of something.*

*"submitting a college application before the deadline is a critical factor in getting accepted to college"*

*Synonyms: crucial, vital, essential, important, paramount, key, pivotal.*

*"the completion of the FAFSA is critical for obtaining financial aid."*

Section 1 of this Guide outlines the actions you need to take this year, depending on what you want to do after high school, and Sections 2 through 8 provide important information and resources to help you take those actions.

Beginning with Section 1, look for the checklist that applies to you—based on whether you plan to:

- Attend a four-year college or **university** to earn a bachelor's degree
- Enroll in a **community college** first, then **transfer** to a university after 2 or 3 years to earn a bachelor's degree
- Obtain an associate's degree or certificate at a **community college**
- Obtain a certificate or license in a skilled trade at a **technical institute**
- Enlist in the **military**, or
- Immediately enter the **workforce**

The checklist for each plan provides timelines for completing each action, but you'll need to pay attention to specific deadlines and due dates, since they vary.

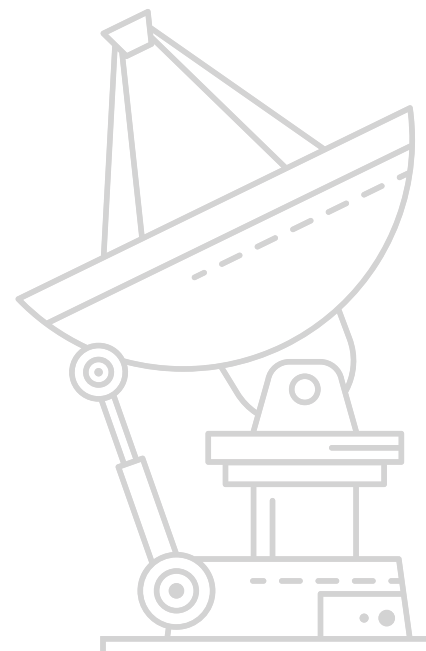
Beyond Section 1, you'll find resources and information on everything from financing your college education to writing a resume. You'll also find helpful tools for tracking the status of your college, scholarship, and job applications, and pages for recording important information you'll need to access regularly throughout the year.

It's a good idea to keep this guide with you so you have easy access to all this stuff anytime you need it!



We know you're excited to graduate. But it's important, this year, that you stay focused, both on your classwork, as well as the important actions outlined in this Guide.

And don't forget your school counselors and teachers are available throughout the year to help you through every step.



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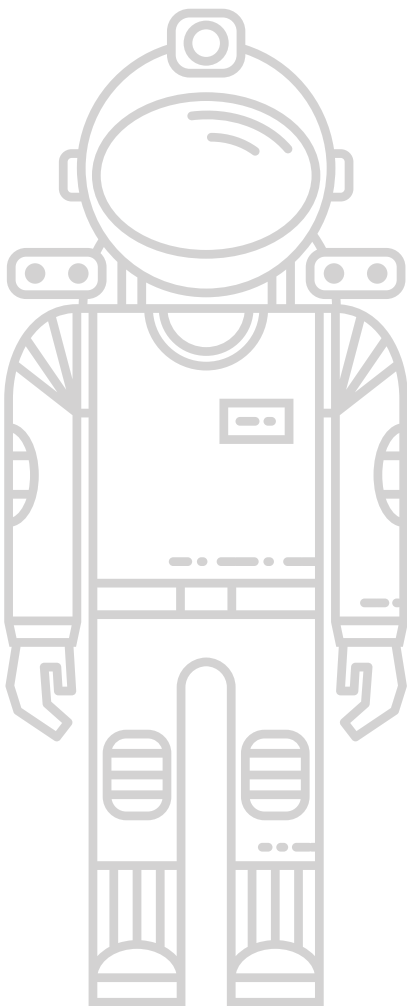
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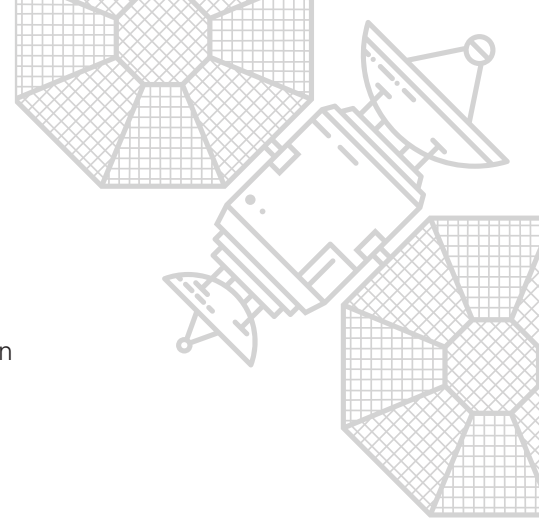
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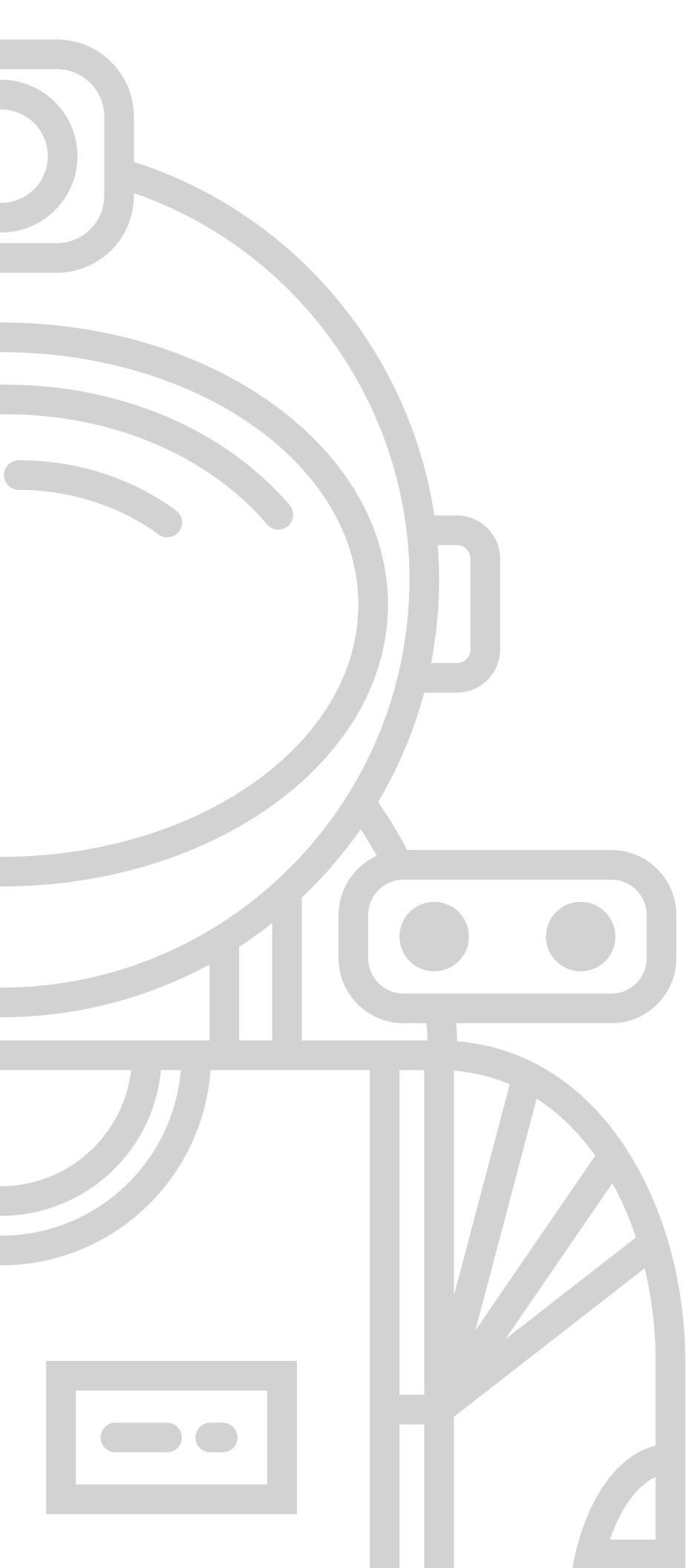
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The background is a solid blue color with various white geometric shapes and lines scattered across it. There are circles of different sizes, some with smaller circles inside them, and several horizontal and vertical lines of varying lengths. A prominent feature is a large circle on the left side, filled with horizontal dashed lines. In the bottom left corner, there is a stylized icon of a satellite or space station with rectangular panels and circular components. A thick white curved line starts from the top left and curves towards the bottom right, passing behind the text.

# Section 1

## Checklists: Actions and Timelines





SECTION 1

# Staying on Track

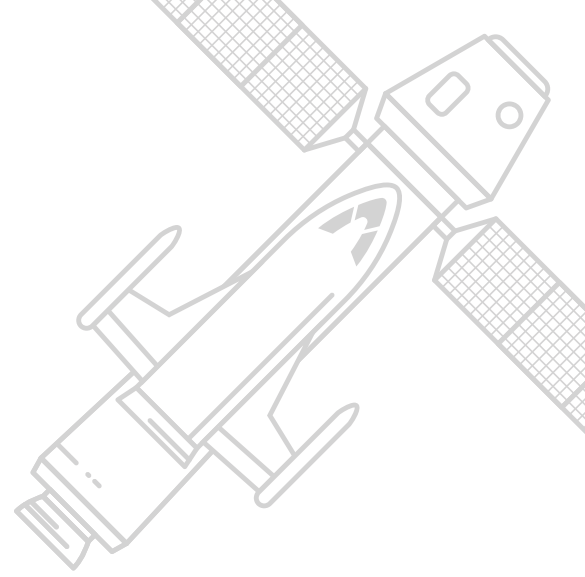
Do you already know your destination for the fall (after high school graduation)? If so, it's probably one of these, and this Section is where you start.

- University
- Community College/Transfer
- Technical Institute
- Workforce/Apprenticeship
- Military

If you are still unsure about your destination, use the tools and resources in Section 7 to help you decide.

Wherever you plan to go after high school graduation—whether you're headed to college, the workforce or the military—the checklists in this section will help you stay organized and on track to reach your goal. Each checklist outlines specific action steps that act as a guide to your postsecondary plan. Simply find the checklist that applies to you, then use the pages throughout this guide, coded with the matching symbol, to find the information and resources you need to successfully complete each step on your checklist.

Review the entire checklist for your postsecondary plan before you begin, because it is helpful to see the complete picture of everything that needs to happen before you begin to tackle each step. If you're unsure about anything on your checklist, explore the rest of this guide, which includes additional details on how to complete each step, such as applying for and paying for college. Pages in this guide are marked with a symbol to make it easy for you to find the information and resources applicable to you and your specific plan (see symbol key). If you're still unsure about something, your School Counselor can help.



If you plan to...	Look for Symbol
Attend <b>university</b> next year	<b>U</b>
Enroll in a <b>community college</b> first and then <b>transfer</b> to a university	<b>Tr</b>
Enroll in a <b>community college</b> to earn an <b>associate's degree</b> or <b>certificate</b>	<b>Cc</b>
Attend a <b>technical institute</b> next year	<b>Ti</b>
Enter the <b>workforce</b> or an <b>apprenticeship</b> after graduation	<b>W</b>
Enlist in the <b>military</b>	<b>M</b>

# Four-Year University

**If your plan is to attend a four-year college or university and earn a bachelor’s degree (including ROTC programs and military academies) this checklist is for you!**

My top three schools of choice (see Section 2, page 18 for resources to help select schools):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List the majors you are considering here:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

	Action Steps	Recommended Timeline	My Date	Notes
Do these for every school where you will apply	Obtain college application fee waiver(s)	Aug - Sept		
	Complete college app(s), inc. fee or using fee waiver (usually online)	Aug - Sept		
	Request/mail transcripts (& CLEP test scores if applicable)	Within 1 week of completing college app		
	Register to take or re-take ACT/SAT	Prep- July - Oct Retake- Nov - Dec		
	Ensure ACT/SAT scores are reported to schools	Aug - Dec		
	Explore ROTC or officer programs	Aug - Dec		
	Obtain FSA ID (student & parent)	July - Sept		
	Complete FAFSA	Oct - Dec		
	Review SAR	Oct - Dec		
	Complete scholarship apps (personal essay)	Aug - May		
	Review admission letters and financial awards	Oct - Apr		
Check your college account to see if FAFSA verification needs to be completed	Oct - June			
Do these for the college where you will attend	Accept admission at school of choice	As early as you know–By May		
	Pay or defer enrollment deposit to selected school	After accepting admission–Spring		
	Register for orientation	After accepting admission–Spring		
	Apply for housing	After accepting admission–Spring		
	Learn about TRiO/bridge programs & apply	After accepting admission–Spring		
	Inform counselor of decisions & awards	Spring		
	Other:			

# Community College (transfer, associate's, or certificate)



**If you want to earn a bachelor's degree by starting at a community college and then transferring to a four-year university—or if you want to attend a community college to earn an associate's degree or a certificate—then this checklist is for you!**

My top schools of choice are (see Section 2, page 18 for resources to help select schools):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The degree I will pursue (circle one):

- Transfer (2 or 3 years at the community college, plus 2 or 1 at a university)
- Associate's degree (2 years)
- Certificate (culinary arts or fire science, for example)

If you know what career you want to pursue, but you're not sure how much education you need, visit [bls.gov/oo](http://bls.gov/oo) to learn more about educational requirements, pay, and the outlook for the profession.

	Action Steps	Recommended Timeline	My Date	Notes
Do these for every school where you will apply	Obtain college application fee waiver(s)	Aug - Sept		
	Complete college app(s), inc. fee or using fee waiver (usually online)	Aug - Sept		
	Request/mail transcripts (& CLEP test scores)	Within 1 week of completing college app		
	Prep for and take/retake placement tests (e.g., Accuplacer)	July - Oct (prep) Nov - Dec (take/retake)		
	Obtain FSA ID (student & parent)	July - Sept		
	Complete FAFSA	Oct - Dec		
	Review SAR	Oct - Dec		
	Complete scholarship apps (personal essay)	Aug - May		
	Review admission letters and financial awards	Oct - Apr		
	Check your college account to see if FAFSA verification needs to be completed	Oct - June		
Do these for the college where you will attend	Accept admission at school of choice	As early as you know—By May		
	Talk with a community college academic advisor	Mar - May		
	Apply for housing	After accepting admission—Spring		
	Explore program of study (including transfer programs)	Spring		
	Learn about TRiO/bridge programs & apply	After accepting admission—Spring		
	Inform Counselor of Decisions & Awards	Spring		
	Other:			



SECTION 1

# Technical Institute/School

**If you want to attend a technical institute/school and obtain a certificate or license in a skilled trade, this checklist is for you!** At tech schools, you can train to become a certified professional in a variety of fields, such as a motorcycle mechanic, a nurse (CNA or LPN) or a computer technician.

My top schools of choice are:

I'm interested in pursuing a career in:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If you know what career you want to pursue, but you're not sure how much education you need, visit [bls.gov/ooh](http://bls.gov/ooh) to learn more about educational requirements, pay, and the outlook for the profession.

Action Steps	Recommended Timeline	My Date	Notes
Check to see if community college has program of study needed; compare cost	Aug - Dec		
Obtain app fee waiver(s)	Aug - Dec		
Complete tech school application(s) (usually online)	Feb		
Send add'l requirements (transcript, test scores, portfolio, etc)	Aug - Dec		
Obtain FSA ID (student & parent)	Jul - Sept		
Complete FAFSA	Oct - Dec		
Review SAR	Oct - Dec		
Complete scholarship apps (personal essay)	Aug - May		
Review admission letters and financial awards	Oct - Apr		
Check your student account to see if FAFSA verification needs to be completed	Oct - June		
Accept admission at school of choice	As early as you know. By May		
Explore career outlook	Mar - May		
Apply for housing	After accepting admission- Spring		
Inform Counselor of Decisions & Awards	After accepting admission- Spring		
Other:			

# Workforce/Apprenticeship

**If you plan to enter the workforce immediately after high school graduation, then this checklist is for you!**

My job prospects include (See Section 4, pages 49-55 for resources that may help you apply for jobs):

Visit [bls.gov/ooh](https://bls.gov/ooh) to learn more about educational requirements, pay, and the outlook for the fields you're considering pursuing after graduation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Action Steps	Recommended Timeline	My Date	Notes
Research training required for field of interest	Fall / Winter		
Research community college options/programs	Fall / Winter		
Ask people to serve as references	Spring		
Create/update resume (See Section 4, pg. 52)	Winter/Spring		
Research job openings	Spring		
Gather documents needed for completing job applications. See pages 49-51 for details	Winter/Spring		
Apply for jobs	Spring		
Request letters of recommendation	as required for application		
Inform Counselor of job placement	As soon as you're hired; May at latest		
Other:			
Other:			



SECTION 1

# Military Enlistment

**If you plan to enlist in the military immediately after high school, then this checklist is for you!**

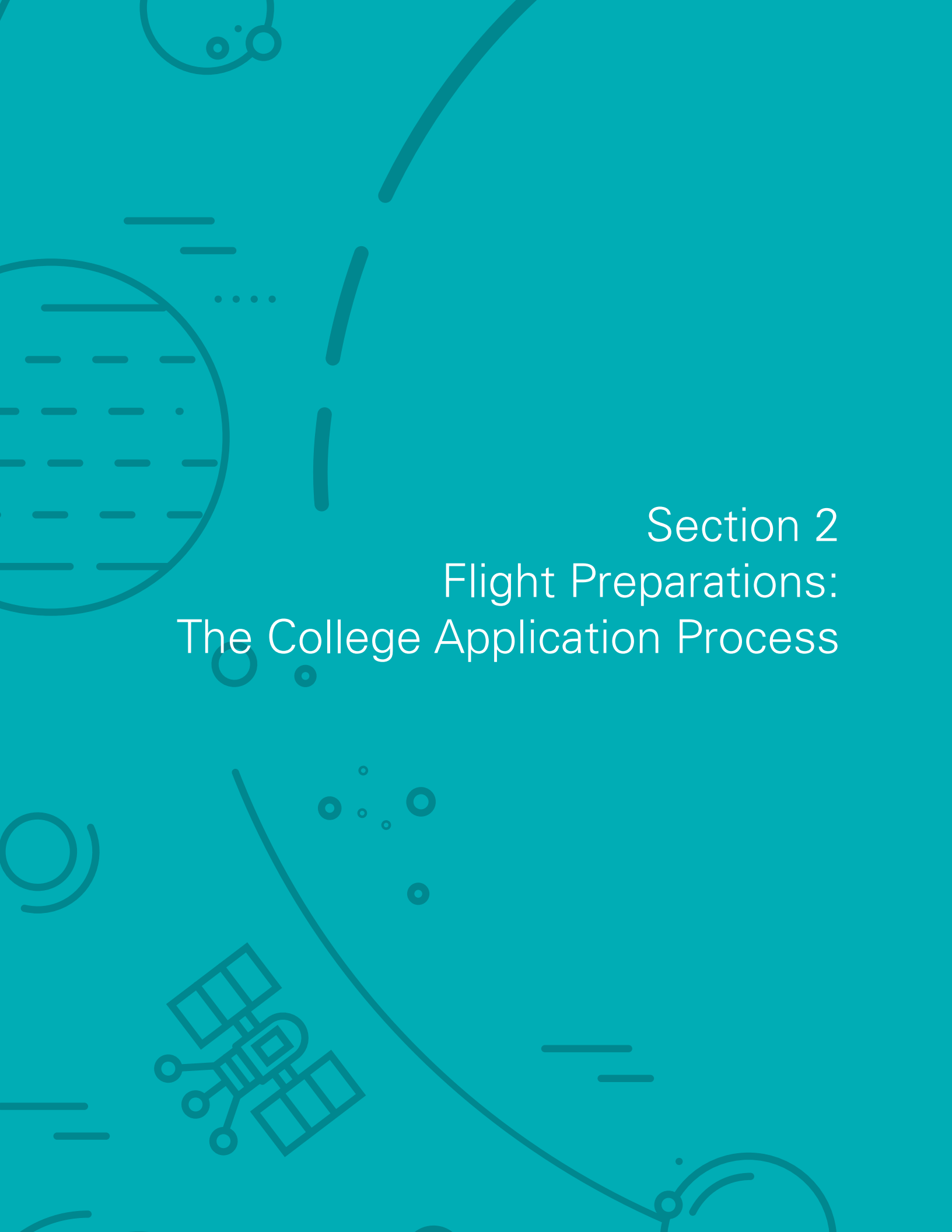
Section 5 has more details on entering military service.

I plan to join the:

- Army
- Navy
- Air Force
- Marines
- Coast Guard

If you are interested in ROTC, use the university checklist on page 8.

Action Steps	Recommended Timeline	My Date	Notes
Schedule appointment with Military Recruiter	Fall		
Take or re-take ASVAB	Fall		
Discuss Delayed Entry Program with recruiter	Fall		
Complete Physical Examination with Military Entrance Processing Station (MEPS)	As directed by recruiter (Fall/Winter)		
Review ASVAB scores with School Counselor	Spring		
Research potential careers for service	Spring		
Meet with Enlistment Counselor to determine career prospects	As directed by recruiter		
Take the Oath of Enlistment	As directed by recruiter		
Prepare for Boot Camp	Spring		
Other:			



Section 2  
Flight Preparations:  
The College Application Process

The background is a vibrant teal color with white line-art illustrations of space elements. In the upper left, a planet with a ring system and several moons is depicted. To its right, a spiral galaxy is shown. In the lower right, a satellite or space station with various rectangular panels and circular components is visible. Scattered throughout the background are various geometric shapes: circles, lines, and dots, some of which resemble stars or distant galaxies. The overall aesthetic is clean and modern, with a focus on geometric and organic forms.

# Taking Your Education to the Next Level

If you're planning to continue your education after high school—whether you're headed to a university, community college, or tech school—this section will help you get there. In the following pages you'll find guidance related to choosing a school, submitting college applications, preparing for and taking college entrance exams, and smoothly transferring from a community college to a university.

*For details on paying for college, see sections 3 and 4.*



# Collecting Personal Information

Take a few minutes to fill out this form. Then with your high school **transcript and ECAP** in hand, you'll have everything you need to complete most college applications. You might need to work with your parent or family members to get all the details.

When it comes time to apply, many universities charge a fee—\$50 or \$100 application fees are common. However, it is likely that you can get this fee waived. Contact your School Counselor to find out how.

Leave areas blank if they don't apply to you.

Contact Information	
Full Name (first, middle, last)	
Street Address	
PO Box	
City, State, Zip Code	
Home Phone Number	
Mobile Phone Number	
E-Mail Address (not your high school email address)	
Social Security Number	
Driver's License Number and Date Issued	
Date of Birth	
School Information	
Name of Current High School	
Street Address, City, State, Zip Code	
Telephone Number	
Expected Graduation Date	
Name of Previous High School Attended	
Street Address, City, State, Zip Code	
Telephone Number	
Dates Attended	
Colleges Attended/College Credits Earned	
(List any college from which you expect to receive credit - including dual enrollment or concurrent enrollment).	
College Name	
Street Address, City, State, Zip Code	
Dates Attended	
Course Name/Number of Credits	
Course Name/Number of Credits	





**SECTION 2**

# Collecting Personal Information

GPA and Testing (ACT, SAT, AP, CLEP & placement test)					
Weighted GPA:		Unweighted GPA:			
SAT Date (month/year)		Comp Score			
ACT Date (month/year)		Comp Score			
AP Subject:	Score	AP Subject	Score	AP Subject	Score
AP Subject:	Score	AP Subject	Score	AP Subject	Score
CLEP Subject	Score	CLEP Subject	Score	CLEP Subject	Score
College Placement Exam Name	Date(s)	Subject/Score			

Athletics, Clubs and Organizations				
List name of club/sports team	List your role/position each year			
	Freshman	Sophomore	Junior	Senior

Honors & Awards		
Name and Date of Award	Reason for Award/Honor	Sponsor

Tracking Community Service					
Name of the organization	Description of volunteer service	Dates of service	Number of hours of service	Take-aways: What you learned, enjoyed, experienced	Name of contact and contact information (email, phone, website, &/ or address)

**Family Information and Other Personal Information**

Student's status:

- US Citizen   
  Permanent US Resident   
  Refugee   
  Asylee   
  DACA

State of residence: \_\_\_\_\_

Have either of your parents earned a bachelor's degree or higher?     Yes     No

Are your parents affiliated with the US military?     Yes     No

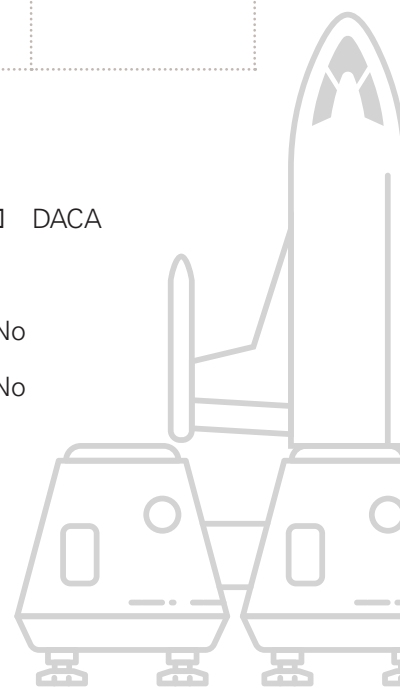
**Emergency Contact**

Name/relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_





SECTION 2

# What is the Best Fit for Me?

Deciding which college to attend can be a challenge—there are so many factors to consider!

Decide what is most important to you in a college experience, along with your long-term goals and how college will play a part in achieving those goals. By visiting college websites, talking with current and former students and reading online reviews, try to learn as much as possible about your potential school.

Below are some things you might want to consider as you research.

How would you rank order what is most important to you?

<p><b>Type of School</b></p> <ul style="list-style-type: none"><li>• 2-year or 4-year</li><li>• Public or private</li><li>• University/research institution or liberal arts college</li><li>• All-male, all-female, or coed</li><li>• Religious or secular</li></ul>	<p><b>Student Life</b></p> <ul style="list-style-type: none"><li>• On and off-campus activities</li><li>• Athletics</li><li>• Greek life</li><li>• Student organizations</li><li>• Safety</li><li>• Student body diversity</li></ul>	<p><b>Location</b></p> <ul style="list-style-type: none"><li>• Urban or rural</li><li>• Size of nearest city</li><li>• Distance from home</li><li>• Geographic setting and weather</li></ul>
<p><b>Affordability</b></p> <ul style="list-style-type: none"><li>• Cost of Attendance (tuition, fees, transportation, housing)</li><li>• Scholarships</li><li>• Campus employment opportunities</li></ul>	<p><b>Admission Requirements</b></p> <ul style="list-style-type: none"><li>• Minimum GPA</li><li>• Average test scores</li><li>• Required high school courses</li><li>• Likelihood of being accepted</li></ul>	<p><b>Housing</b></p> <ul style="list-style-type: none"><li>• Residence halls</li><li>• On/off-campus housing</li><li>• Meal plan</li><li>• Parking for residents and for commuters</li></ul>
<p><b>Academics</b></p> <ul style="list-style-type: none"><li>• Programs and majors offered</li><li>• Student-faculty ratio</li><li>• Accreditation</li></ul>	<p><b>Size</b></p> <ul style="list-style-type: none"><li>• Physical enrollment</li><li>• Average class size</li><li>• Physical size of campus</li></ul>	<p><b>Other criteria important to you</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li></ul>

How do the schools you're interested in measure up? Here's a chart to help you compare the colleges you are interested in, and the criteria that are most important to you.

	College:	College:	College:	College:
Criteria				
Type of School				
Student Life				
Location				
Affordability				
Admission Requirements				
Housing				
Academics				
Size				
Other				
Other				
Other				



SECTION 2

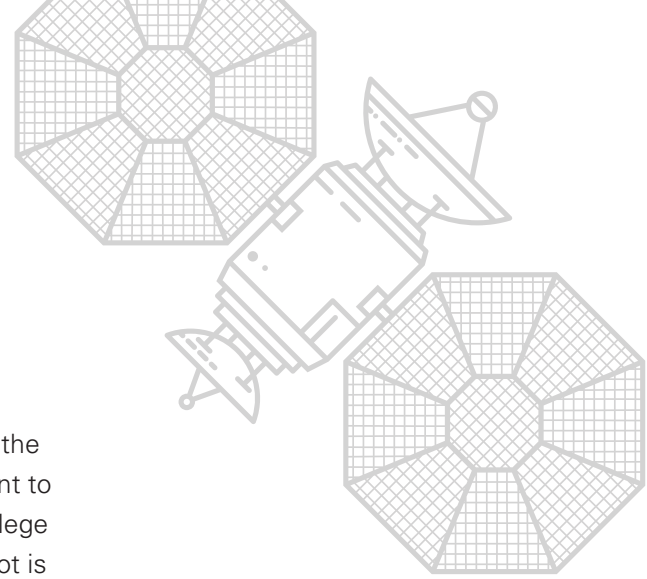
# Tracking College Applications

As you begin the college application process, it's a good idea to include at least one of each of the following types of **choices**:

- **Safe choice** – Your academic credentials fall above the school's range for the average freshman. You can be reasonably certain that you will be admitted to your safe choice school.
- **Realistic choice** – Your academic credentials fall within (or even exceed) the school's range for the average freshman. There are no guarantees, but it's reasonable to expect acceptance to realistic-choice schools.

Use this table to keep track of your progress on your college applications:

Tracking College Applications				
	Application Deadline (note priority deadline, if applicable)	Date you applied	Date you sent application payment/ waiver	Date you sent your official HS transcript, if applicable
College #1				
College #2				
College #3				
College #4				
College #5				



- **Reach choice** – Your academic credentials fall below the school’s range for the average freshman. It’s important to reach for the stars. If there is a specific, selective college you really want to attend, go for it. Even a remote shot is worth a try.

Date you sent college transcript, if applicable	Date you sent test scores: CLEP, AP, ACT, SAT	College Acceptance Yes or No	Financial Award Letter Received and Reviewed Yes or No?



# Taking or Re-taking College Entrance Exams

The ACT and SAT are college admissions tests. Many colleges and programs use ACT or SAT scores in their admission decisions, although some do not, and some specifically require one test or the other. So check the requirements for the colleges to which you're applying. Arizona's three state universities don't require a certain score on either test for admission generally, but in some cases, scores are considered in some admission decisions and some specific majors do use these scores in their admission decisions. Universities also often use your ACT or SAT score in specific subject areas to determine freshman year course placement, particularly for math. You will need an ACT or SAT score to be considered for merit scholarships—higher scores can earn you larger scholarship awards!

**I already took the ACT or SAT as a junior. Should I re-take it this year?** Once you've received your test score(s) report, take a moment to congratulate yourself! Completing a three-hour exam is an accomplishment in itself. Next, realize that sometimes students need to take the ACT or SAT two or three times to maximize their score. This is completely normal; in fact, most students take these exams more than once. Some students take both tests to see which one they do better on, then re-take only the one exam they did better on to see if they could improve that score. Here's how to decide whether you should re-take one or the other:

**1. What are the scores necessary for your target schools or target scholarships?** Take a moment to research the schools you want to attend. Many schools list the average or mid-range SAT and ACT scores for their admitted students directly on their website (check the Admissions section). Aim to be at or above their posted average score, but keep in mind that extracurriculars and GPA also factor into the admission decision. Use the "scholarship estimator" tools on college websites to figure out

whether a higher score could earn you a bigger scholarship and if so, how likely is it you could improve your score by the needed amount.

- 2. How many times have you already taken each test?** Although it is true that retaking the test can raise your score, after the third time taking each exam, subsequent attempts at the test are unlikely to raise your score unless you've done something drastically different to prepare. Just taking the test over and over is pretty pointless if you don't change anything in between attempts.
- 3. Are my score expectations realistic?** Going up by 3 or 4 points on the ACT is a realistic goal with effort, especially from your first to second time taking the test. The average score improvement for students retaking the SAT is about 40 points. Use that as your target expected growth on an SAT re-take. It is also important to realize that the higher your starting score is, the harder it is to get your score up with future retakes. For example, if you've already scored a 34 on the ACT and have taken the test twice already, it probably isn't necessary to take the test for a third time. Also, recognize that score improvements don't come without effort.
- 4. How do I move forward?** If you've considered these questions and come to the conclusion that you don't want or need to retake either test, congratulations! Focus on completing your applications and essays, and on making a strong finish in your high school career. If you do want to retake the ACT or SAT, then pick a test date that fits your schedule and deadlines and start using the prep tools available. For the SAT, free online prep is available at [www.khanacademy.org/satonline](http://www.khanacademy.org/satonline); ACT prep is available at [www.act.org/the-act/testprep](http://www.act.org/the-act/testprep). Look closely at these tools. Some are free and others are not. Ask your School Counselor for test prep resources at your school.

<sup>1</sup> Sources: [testive.com](http://testive.com) and [act.org/content/dam/act/unsecured/documents/ACT-Score-Report-eBook.pdf](http://act.org/content/dam/act/unsecured/documents/ACT-Score-Report-eBook.pdf)



## ACT vs. SAT



ACT	SAT
<b>Total Time</b>	
2 hours, 55 minutes (without writing) 3 hours, 35 minutes (with writing)	3 hours (without essay) 3 hours, 55 minutes (with essay)
<b>Subjects and Time (in order they appear on test)</b>	
<ol style="list-style-type: none"> <li>1. English: 45 mins, 75 questions</li> <li>2. Math: 60 mins, 60 questions</li> <li>3. Reading: 35 mins, 40 questions</li> <li>4. Science: 35 mins, 40 questions</li> <li>5. Writing (optional): 40 mins, 1 essay</li> </ol>	<ol style="list-style-type: none"> <li>1. Reading: 65 mins, 52 questions</li> <li>2. Writing and Language: 35 mins, 44 questions</li> <li>3. Math: 80 mins, 58 questions</li> <li>4. Essay (optional): 50 mins, 1 essay</li> </ol>
<b>Tools</b>	
You can use a calculator on all math questions.	Some math questions don't allow you to use a calculator.
<b>Essay</b>	
Optional. Essay assesses your writing skills and your ability to compare and contrast different perspectives. For the essay, you will read a short passage about an issue and then analyze the different perspectives on this issue. You'll be asked to give your own opinion on the issue.	Optional. Essay assesses your writing skills and your reading comprehension skills. For the essay, you will read a short passage about an issue. Your essay will analyze the author's argument using evidence and reasoning. In other words, you will not be giving your own opinion.
<b>Score</b>	
<p><b>Total score range: 1-36</b></p> <p>Each section uses a scale of 1-36. Your total score is the average of your four section scores.</p> <p>The optional Writing section uses a scale of 2-12 and does not count toward your final score.</p>	<p><b>Total score range: 400-1600</b></p> <p>The Evidence-Based Reading and Writing (EBRW) and Math sections each use a scale of 200-800 and are combined for a total score.</p> <p>The optional Essay uses three separate scales of 2-8 and does not count toward your final score.</p>
<b>Accommodations</b>	
Can be requested for students with documented disabilities and English Learners	Can be requested for students with documented disabilities
<b>Registration and Preparation Tools available at:</b>	
act.org	collegeboard.org/sat

Need to re-take the SAT or ACT? Talk to your School Counselor to find out about test dates, test fee waivers and test prep options. You must register 5 weeks before the test date!



Adapted from:  
[www.act.org](http://www.act.org)  
<https://collegereadiness.collegeboard.org/sat>  
<https://blog.prepscholar.com/act-vs-sat>



## SECTION 2

# What are College Placement Tests?

After you've been accepted by a college, you may need to take placement tests. Colleges use placement tests in subjects like math and English to check the academic skill level of entering students. Then the college can place each student in classes at the right level.

**Who Uses Placement Tests?** Almost all two-year colleges and many public four-year colleges require new students to take at least one placement test before registering for classes. Some private four-year colleges also use these tests.

**What Do the Results Mean?** Your test results may mean that you can skip some introductory courses, or they can show that you need more preparation before taking on college-level work.

If you need more preparation, a college may require you to take a remedial course.

**What Are Remedial Courses?** Remedial classes allow you to improve your skills in a subject so you'll be prepared for college work in that area. If you find out that you need to take remedial classes in subjects like math and English, don't get discouraged. These classes will show you your strengths and weaknesses so you'll know where you need to focus. They also will increase your chances of academic success in college.

**What Are Placement Tests Like?** Colleges use several common placement tests. The tests usually measure skills in these subjects:

- Math
- Reading
- Writing

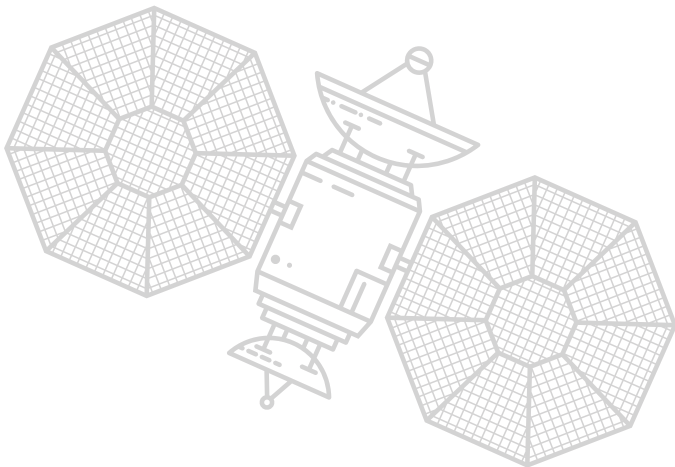
Some placement tests are given on computers, and some give you your scores as soon as you finish. Several states and individual colleges have developed their own placement tests.

**How Can I Prepare?** Placement tests measure the skills you've already learned in high school, so your preparation should include reviewing sample questions to learn what topics to brush up on. To get ready for these tests, you can do the following:

- First, check with an admission officer at your college to find out if you have to take a placement test.
- If so, find out what subjects the test will cover.
- Check the college website for information about the test and ways to prepare for it.

**What Happens After I Take the Test?** Once your test results are available, you may be assigned automatically to the course level that fits you best. Or you may have a meeting with your academic advisor to decide on your first-semester courses.

*Adapted from: collegeboard.org*



# You're Accepted...Now What?

Once you've received your acceptance letters and decided on a school, there are still a few actions you'll need to take to secure your spot. Plus, you'll want to keep track of some key information.

Use the checklist on the following pages to help you keep everything organized and on-time.



Be sure to check your college email account regularly.

If you have questions about processes or next steps, check in with your college representative, financial aid counselor or admissions counselor.

The college I am attending next year is: \_\_\_\_\_

My admissions counselor's name: \_\_\_\_\_

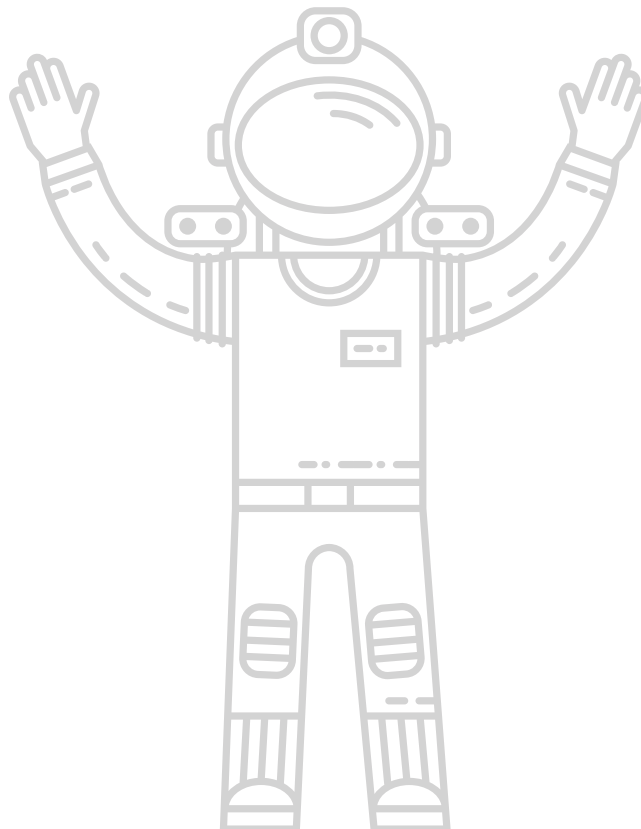
email: \_\_\_\_\_ phone: \_\_\_\_\_

My financial aid counselor's name: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

My college username: \_\_\_\_\_ email: \_\_\_\_\_

My college ID #: \_\_\_\_\_





## SECTION 2

# Post-Acceptance Checklist

After you accept admission into the college of your choice, there will be important tasks you'll need to complete in the months before the first day of college. All the steps your college will require you to complete will be communicated with you through your new college student account or via email. Check your student account and your email address regularly to find out what those steps are. This checklist includes steps that are common for new college students:

### **Pay or Defer your enrollment deposit?**

The enrollment deposit is a fee you pay to confirm your acceptance and to be able to begin the process of signing up for an orientation. If you are eligible for a Pell Grant, and in other circumstances, you may be able to request to pay the enrollment deposit at a later time through a 'deferment.' Contact your college to ask about deferment.

### **Review your financial aid offers to accept/decline awards and to check to see if you were selected for FAFSA verification**

Check your financial aid status on your student account and your emails for important notices about any additional paperwork you need to submit to be eligible for scholarships or for your Pell grant to be disbursed into your account. This step is crucial because there may be important deadlines and paperwork required that takes time to process. See page 39 for more information on FAFSA verification.

### **Apply for housing**

If you will live on-campus, review your housing options and apply/select the residence hall where you would like to live. This may require you to pay a housing deposit.

### **Take placement tests**

Many colleges will require you to take placement tests before registering for courses. You may need to schedule an in-person appointment at your college to take the tests – or – in some cases, you will be sent an email with instructions on how to take the tests online. Either way, remember to brush up on your math and English basics to prepare to do your best on the tests.

### **Participate in an orientation**

Review the orientation dates and options and select the earliest possible date that works with your schedule.

### **Send your final high school transcript (after high school graduation)**

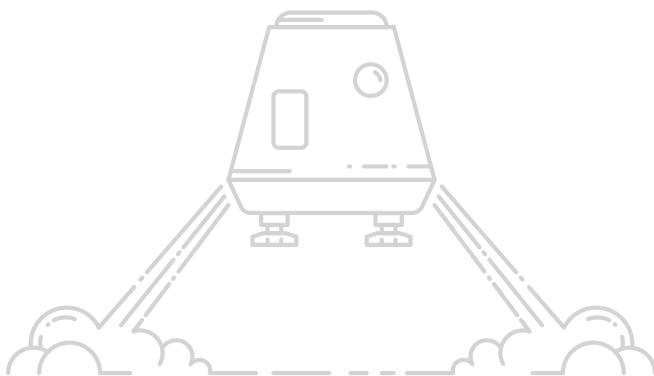
Most colleges will require you to submit your final high school transcript after graduation. Since many high school campuses are closed or have irregular hours during the summer, before the last day of school, contact your school's registrar's office or counseling office to request that your transcript be sent to your college. Write down the name and contact information for the person from your school who can answer transcript questions over the summer just in case you need it.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Office hours: \_\_\_\_\_



□ **Register for courses**

Registering for courses will look different at different colleges. Some colleges schedule time for students to meet with advisors and register for courses during the orientation. Other colleges give you the option to register for courses online. The process will be communicated with you via your college email or student account. Don't hesitate to make an appointment with an advisor if you have questions.

□ **Submit your immunization records**

You may be required to submit your immunization records. You can do this by either, scanning and uploading your immunization card to submit it online, or by asking your high school counselor if your school can include immunization records on your official high school transcript.

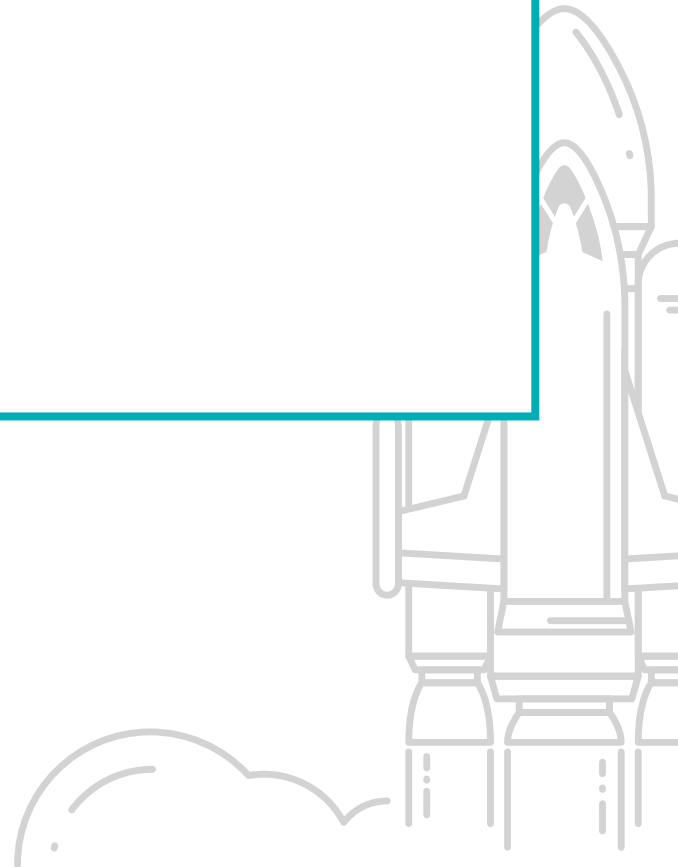
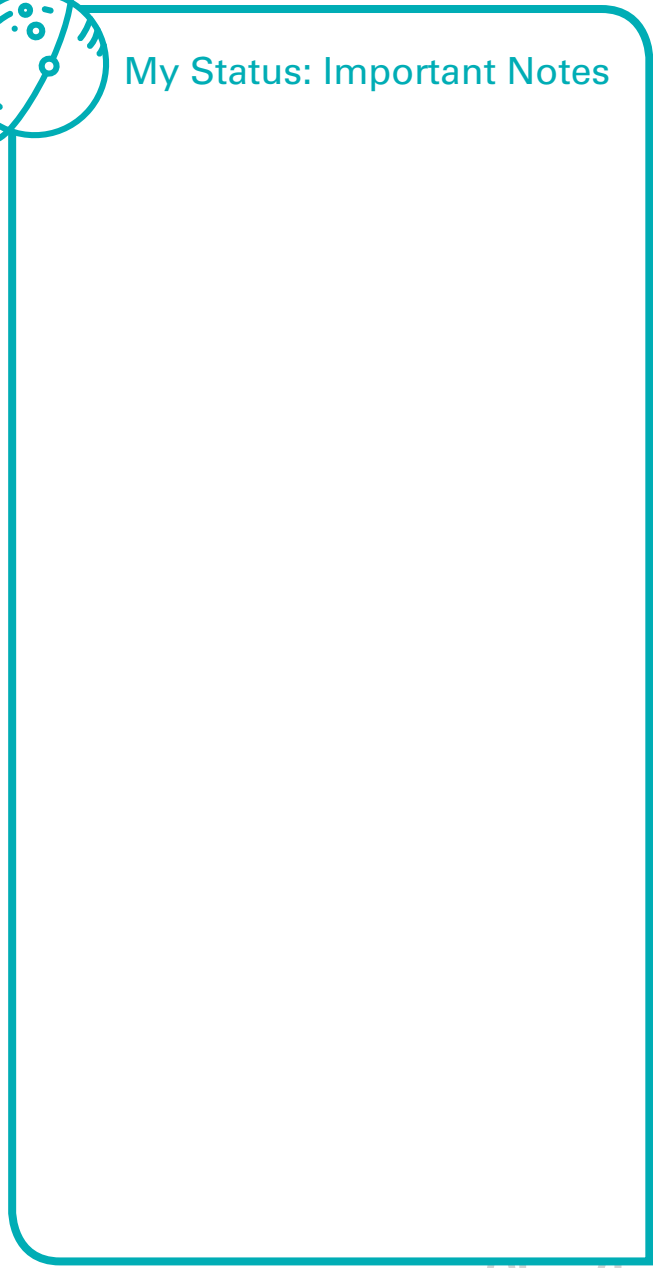
□ **Check the mail and email for invitations to summer bridge programs at your college**

Summer bridge programs can give you a jump-start on adjusting to your new school; they can help bring you up-to-speed on academic subjects before taking college classes, and can give you an opportunity to meet other students. Ask about them and sign up to participate!

There may be more steps to complete before the first day of classes. The important thing to remember is to always ask questions if you are in doubt about any of the steps and to check your emails regularly so that you don't miss important reminders or deadlines!



## My Status: Important Notes



# Transferring from a Community College to a University

If your plan after high school is to attend a community college first and then transfer to a four-year university, it will be important to learn about specific transfer programs like 2NAU, Arizona Bridge and ASU TAG. These programs, and other resources, such as AZtransfer.com, will help you ensure that none of your study time is wasted and that as many of your community college courses as possible, will transfer to the university of your choice and apply towards your degree.

Meet with your community college advisor early and often—academic advisors are your key to a smooth transfer. Share your goals with your advisor so that they can help you understand the Arizona General Education Curriculum (AGEC) requirements. Successfully completing these requirements means your courses will transfer from the community college to the Arizona university of your choice.

Better yet, if you complete the AGEC with a 2.5 GPA or better, you are guaranteed admission to ASU, NAU and UA. Your advisor will help you learn about specific transfer programs like MAPPs, TAGs, 2NAU, and Arizona Bridge, and help you monitor your progress to ensure you are on track to complete your plan.

## aztransfer.com

aztransfer.com is a free resource that shows you how to earn credit at your community college that will apply towards your bachelor's degree at ASU, NAU, and UA. Search the Course Equivalency Guide to learn how courses transfer. Use the Exam Equivalency Guide to see how AP and IB exam scores translate to college credit.

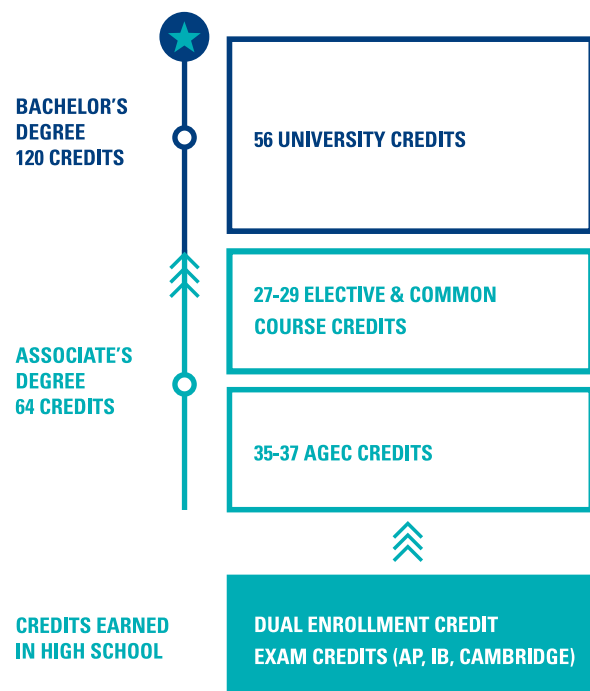


## Arizona university transfer programs:

- Arizona State University: Seamlessly transfer to ASU with **MAPPs** and **TAGs**. Learn more about these transfer programs so you can become a Sun Devil!
- Northern Arizona University: You can be a Lumberjack anywhere! The **2NAU** program helps community college students transfer to Flagstaff or one of many local campuses.
- University of Arizona: The Arizona Wildcats welcome transfer students! Learn about **Arizona Bridge** and other transfer options.

*Adapted from: aztransfer.com*

## Building your Transfer Degree



The background is a solid yellow color with various abstract geometric patterns in a slightly darker shade of yellow. These patterns include circles, lines, and shapes that resemble a globe or a satellite. The text is positioned on the right side of the page.

# Section 3 Securing Funding: Financial Aid

The background is a solid orange color with various white line-art illustrations of space-related objects. There is a large planet with rings in the upper left, a spiral galaxy in the upper right, a comet with a long tail in the middle right, and a satellite with solar panels in the lower right. There are also several smaller circles and horizontal lines scattered throughout.

# Paying for College

If you're concerned about how you're going to pay for your college or university experience, consider this:

- College might not cost as much as you think. In fact, most families overestimate the price tag.
- There is help available. Financial aid can make paying for school realistic and affordable.
- Your education is a long-term investment. On average, college graduates earn twice as much as those with high school diplomas.

In this section of the guide, you will find information about types of financial aid, how to apply for aid, and how to interpret the financial aid offers you receive.

Section 4 of the Guide includes information on helping you pay for college through scholarships and jobs.



# What is Financial Aid?

Financial aid is money to help you pay for college. It comes in the form of grants, scholarships, loans, work-study programs, or a combination. The aid comes from the federal and state governments, colleges and universities, banks, and private organizations.

Applying to receive financial aid is a separate process from applying for admission to a college. You have to do both. For all government aid, and much private and institutional aid, you apply using the Free Application for Federal Student Aid, or FAFSA (see coming pages in this section for more details).



## Four Primary Sources of Financial Aid

### 1. Pell Grants

Money provided by the federal government to college students who demonstrate financial need. Pell Grants do not need to be paid back. For 2020-2021, the maximum grant, which is available to students in the most need, is \$6345\*. To earn a Pell Grant, you must be a U.S. citizen or eligible noncitizen and will need to complete the FAFSA (Free Application for Federal Student Aid).

### 2. Work-Study

This federally sponsored program provides students with part-time employment (often on campus) during college. Eligibility is based on financial need; students must complete the FAFSA to be considered.

### 3. Scholarships

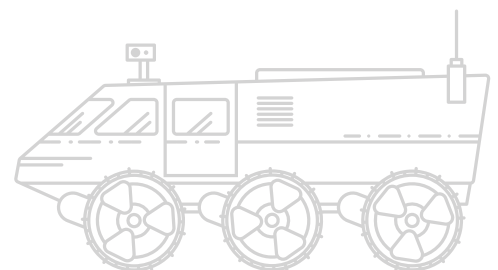
Money for college that does not have to be repaid. Scholarships are awarded to all types of students. Some scholarships are for students with an exceptional academic record in high school and others are for students who possess certain characteristics important to the provider (such as hobbies, athletic ability, membership in a particular group, etc.). Most scholarships require an application, and dollar amounts vary. Applying for private aid through scholarships is covered in section 4.

### 4. Loans

This is borrowed money that must be repaid with interest. It's similar to a car loan. (see the glossary for more information)

*\*This amount may change every year*

Two out of every three college students receive some type of financial assistance.





## SECTION 3

# FAFSA (Free Application for Federal Student Aid) Facts

Filing the FAFSA is free! We've made it easy for you to gather the information you will need to complete the FAFSA. The FAFSA is an important part of your journey and it might even mean free money to cover your college costs.

The next few pages provide helpful forms and sample documents to get you through the three major steps to complete the FAFSA:

1. **Get your FSA ID (you and your parent), see pages 33 and 34**
2. **Complete the FAFSA (with your parent), see page 33, 35, and the call out box on this page (below) for information on what documents you'll need.**
3. **Review your Student Aid Report (SAR), see pages 36 and 37.**

We've also included information to help you understand the financial aid award offers you receive from your college(s).

When you file the FAFSA, in addition to the information on the next page, these are the items to have at hand (for yourself and your parents)

Most current documents:

- Statements from all accounts (checking, savings, investments, etc.)
- Value of investment farms and businesses

Documents from two years prior to the school year you will be in college. (For example, if you are starting college any time in the 2021-2022 school year, then you will use documents from 2019.):

- Federal Income Tax Forms (e.g. 1040, 1040-NR, etc.)
- W2 forms
- Child support paid or received
- Other benefits (workers comp, military, clergy, or veteran amounts)

Note that the FAFSA can automatically transfer information from federal tax returns that you or your parent(s) filed, through the IRS Data Retrieval Tool (IRS DRT). If you are eligible to "Link to IRS" through FAFSA, use that option to have your financial information transferred for you. If you are not able to link to the IRS, you must manually enter the information. The documents listed above may still be needed to answer some financial questions, regardless of your eligibility for IRS DRT.



SECTION 3

# Pre-FAFSA Information



By filling in this form, you will have, in one convenient place, all the information you need to create your FSA ID online and to complete your FAFSA.

- Your email (not your high school email): \_\_\_\_\_ cell phone: \_\_\_\_\_  
Parent email: \_\_\_\_\_ cell phone: \_\_\_\_\_
- Are you an Arizona resident?  Yes  No  
Month/year you began living in Arizona: \_\_\_\_\_
- Are your parents Arizona residents?  Yes  No  
Month/year your parents began living in Arizona: \_\_\_\_\_
- Your Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- Your parents' Social Security number:  
Parent 1: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parent 2: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- If you are not a U. S. citizen, what is your permanent resident card A #: \_\_\_\_\_
- What are your parents' dates of birth? Parent 1 D.O.B. \_\_\_\_\_ Parent 2 D.O.B. \_\_\_\_\_
- Do you have a driver's license?  Yes  No
- Your driver's license #: \_\_\_\_\_ Expiration date: \_\_\_\_\_
- What is the month and year your parents were married, divorced or separated? \_\_\_\_\_
- What is the highest level of school your parents completed? (circle one for each parent)  
Parent 1: Middle school/Jr .High    High School    College or beyond    Other/unknown  
Parent 2: Middle school/Jr. High    High School    College or beyond    Other/unknown

## **fafsa.gov**

At [fafsa.gov](https://fafsa.gov), you can complete, submit, and track your application. However, if you do not have internet access, you can get a paper copy by calling 1-800-4-FED-AID (433-3243). Remember, filing the FAFSA is free. If you see a website or ad requesting a fee, steer clear!

You can also complete the FAFSA form using the myStudentAid app. Download the myStudentAid app in the Apple App Store (iOS) or Google Play (Android).

To learn more about how to complete the FAFSA correctly, visit <https://studentaid.ed.gov/sa/fafsa/filling-out>






SECTION 3


# FSA (Federal Student Aid) ID Form

The first step to completing your FAFSA is to create an FSA ID (a username and password). Your FSA ID gives you access to Federal Student Aid’s online systems and serves as your legal signature. Only create an FSA ID using your own personal information and for your own exclusive use.

Fill in this form as you create your FSA ID, so you have the information when you need it to log in later. To create an FSA ID, go to **fsaid.ed.gov**.

It's important to provide and verify your email address and cell number because those are the easiest ways to recover a password if you forget it.... and chances are you might!

Snap a pic  of this completed form so you have it handy at all times.



### Student Information

Email address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Answer to Challenge Questions (answers are case sensitive):

Challenge Question	Answer

### Parent Information (if applicable)

Email address: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Answer to Challenge Questions (answers are case sensitive):

Challenge Question	Answer

**THIS INFORMATION SHOULD BE KEPT CONFIDENTIAL AND STORED IN A SECURE LOCATION!**

# What Is My Dependency Status?

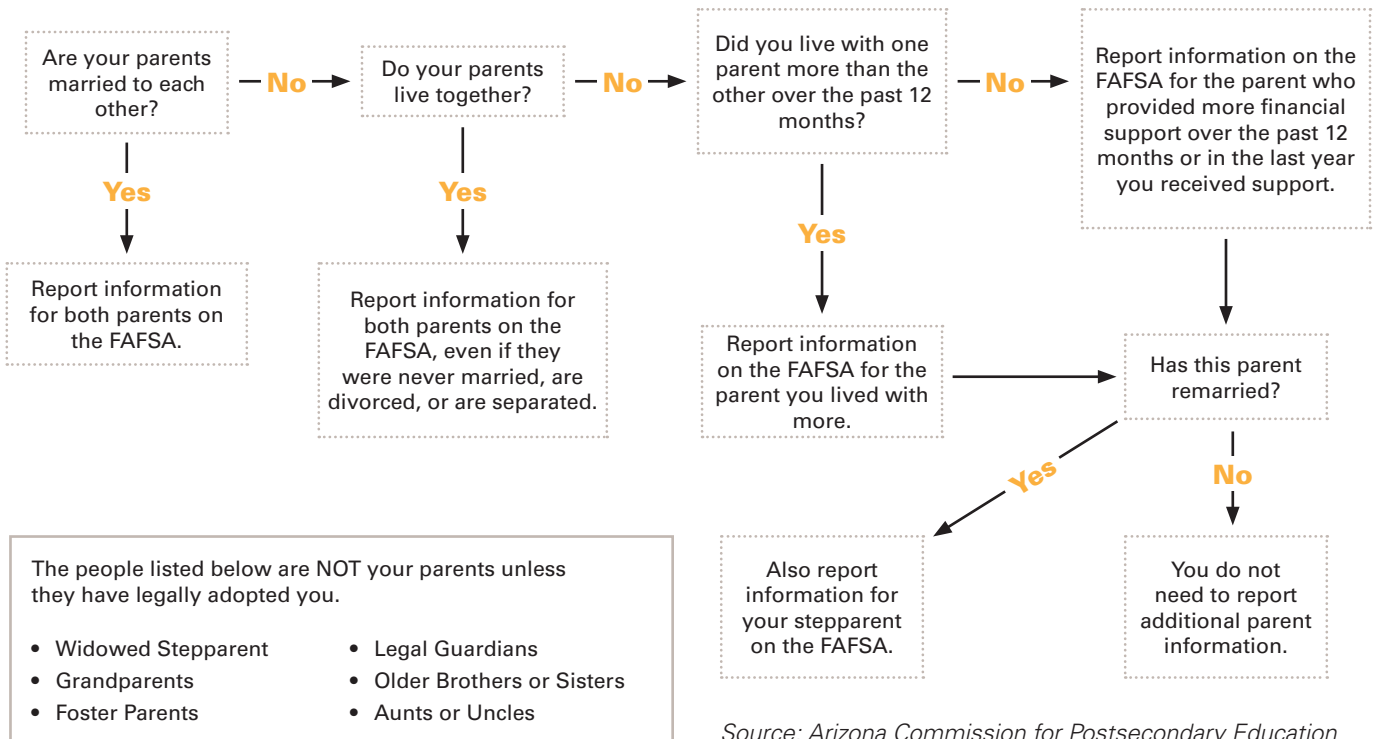
The following statements will determine your dependency status for the FAFSA. **Mark any that are true.**

<input type="checkbox"/> I will be 24 or older by Dec. 31 of the school year for which I am applying for aid	<input type="checkbox"/> I am married	<input type="checkbox"/> I will be working on a master's or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate)	
<input type="checkbox"/> I am serving on active duty in the U.S. Armed Forces	<input type="checkbox"/> I am a veteran of the U.S. Armed Forces	<input type="checkbox"/> I now have or will have children for whom I provide more than half of their support	
<input type="checkbox"/> Since I turned age 13, both of my parents were deceased	<input type="checkbox"/> I was in foster care since turning age 13	<input type="checkbox"/> I have dependents (other than children or my spouse) who live with me and I provide more than half of their support	
<input type="checkbox"/> I was a dependent or ward of the court since turning age 13	<input type="checkbox"/> I am homeless or at risk of being homeless	<input type="checkbox"/> I am currently or I was in legal guardianship	<input type="checkbox"/> I am currently or I was an emancipated minor

If you marked any of the statements, you are independent and will not provide parental information on the FAFSA.

If none of the statements are true, you are a **dependent** student and must provide parental information on the FAFSA. Dependent students are required to include parent information on the FAFSA. Use this guide to figure out which parent's information to include on the FAFSA.

## Who's My Parent?





## SECTION 3

# SAR (Student Aid Report):

## What is it, how do I get one and why is it important?

### What is the SAR?

The Student Aid Report (SAR) summarizes the information you submitted on your FAFSA and provides information about financial aid eligibility based on that information. A sample SAR is shown on the next page.

### How and when will I get my SAR?

After you submit your Free Application for Federal Student Aid (FAFSA), you'll get your personal SAR. (Within three days if you complete the FAFSA online; within 3 weeks if you mail the paper FAFSA).

Whether you receive your SAR online or through the mail depends on whether you provide an email address on your FAFSA. If you provide a valid email address, you'll receive an email with instructions on how to access an online copy of your SAR.

If you have an FSA ID (username and password) and your FAFSA has been processed, you can log in at [fafsa.gov](http://fafsa.gov) to view your SAR information regardless of how you filed the FAFSA.

The school(s) you list on your FAFSA will have access to your SAR data electronically within a day after it is processed.

### What information does a SAR contain (and not contain)?

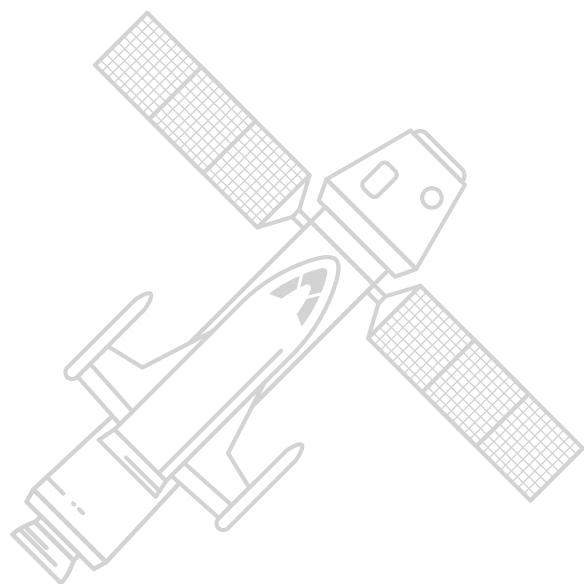
The SAR won't tell you how much financial aid you'll get, but if your application is complete, an Expected Family Contribution (EFC) will display in the upper right-hand corner of your SAR and your estimated Pell Grant amount will be provided. If your application is incomplete, your SAR will not include an EFC or Pell amount, but it will tell you what you need to do to resolve any issues.

The SAR also contains a four-digit Data Release Number (DRN), which appears on the first page in the upper right corner of the paper SAR and SAR Acknowledgement. On the electronic SAR, the DRN is located in the box that contains the Application Receipt date, below the EFC. You will need the DRN if you choose to allow your college or technical school to change certain information on your FAFSA.

### What am I supposed to do with my SAR?

When you get your SAR, review it carefully to make sure it's correct and complete. Take a copy of it to your School Counselor to get help reviewing it. The school(s) you listed on your FAFSA will use SAR information to determine your eligibility for federal—and possibly nonfederal—financial aid. A school may ask you to verify the accuracy of the data you provide on the FAFSA, so you need to be sure the information is correct.

If you don't have any changes to make to the information listed on your SAR, just keep it for your records.



# Sample SAR



## Federal Student Aid FAFSA™

Form Approved  
OMB No. 1845-0001  
App. Exp. 12/31/2016

### Electronic Student Aid Report (SAR)

20XX-XX

Application Receipt Date:	02/21/20XX	XXX-XX-1493 BA 03
Processed Date:	03/17/20XX	EFC: 000000 *
		DRN: 3653

The SAR summarizes the information you submitted on your 20XX-XX FAFSA

Application for Federal Student Aid (FAFSA).

This is your Expected Family Contribution. The number may be all zeros, or a combination of zeros and other numbers, but if it is blank or there is a "C" after the number, you need to make corrections to your FAFSA or you won't get any aid. The asterisk after the EFC indicates you have been selected for FAFSA verification. The details are in the body of the SAR below.

The last four digits of your social security number appear here.

#### Comments About Your Information

Learn about [federal tax benefits for education](#), including the *American Opportunity Tax Credit* (AOTC).

Based on the information we have on record for you, your EFC is 000000. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work-study, and possible funding from your state or school.

Being selected for verification is quite common. Check your email and student account at your college to get more information on how to complete the verification process at your college.

Your FAFSA has been selected for a review process called verification. Your school has the authority to request copies of certain financial documents from you and your parent(s).

There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 school years. Once a total amount of Pell Grant eligibility has been received, a student can no longer receive Pell Grant aid.

**WHAT YOU MUST DO NOW** (Use the checklist below to make sure that all of your issues are resolved.)

The date of birth you reported for your first parent on your FAFSA matches the Social Security Administration's (SSA) records, but the date of birth you reported for your second parent does not match the SSA's records. Your second parent should review the date of birth in Item 67 and either confirm the date you have reported or make the necessary correction by clicking 'Make FAFSA Corrections' on the 'My FAFSA' page.

If you need to make corrections to your information, click 'Make FAFSA Corrections' on the 'My FAFSA' page. You must use your Federal Student Aid PIN to access your record online. If you need additional help with your SAR, contact your school's financial aid office or click the 'Help' icon on the FAFSA home page. If your mailing address or e-mail address changes, you can make the correction online.

Based on your EFC of 000000, you may be eligible to receive a Federal Pell Grant of up to \$5,730 for the 20XX-XX school year provided you have not met or exceeded the lifetime limit established for the Federal Pell Grant program.

Your Pell Grant eligibility is referenced at the bottom, if you qualify. The lower your EFC, the more money you qualify for, up to the maximum for that year.

Although you're instructed to use the "checklist" below, it's not formatted like a checklist; read everything below this instruction very carefully and do what it says! Your FAFSA is not considered "complete" until you do.



SECTION 3

# Financial Aid Offers

After you've applied to your target schools and completed the FAFSA, you'll begin to receive financial aid award offers from each college.

You may receive your award offers in a letter through the mail or email, or online through your college student account. Review these offers carefully to ensure that you understand your potential out-of-pocket expenses. Your School Counselor can help with that. It is also important that your parents/guardians review your award letter(s) to help you make this important decision. The financial award offers you receive from each school you have been accepted to, will vary. Your "net" or out-of-pocket cost to attend each school is likely to be an important factor in deciding which school to attend.

After you decide which school to attend, carefully respond to that school's financial aid offer; you will be asked to "accept or decline" each component of your aid package. You can accept some offers, but decline others, if you won't need it. Always accept "free" money-like scholarships and grants. Accepting work-study, if offered, is a good idea. It doesn't obligate you to find and take a work-study job, but accepting it will allow you to go that route, if you want to. Think carefully, and review the terms closely, before you accept any loans offered, as these must be repaid, with interest.

An example of an online award offer on a student account is below.

## Financial Aid

### Award Summary

#### Financial Aid Year 20XX-20XX

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept, Reduce and/or Decline any or all the awards that are currently available.

Awards - Academic Year						
Award Description	Category	Fall Offered	Spring Offered	Accept	Decline	Loan Details
Federal Pell Grant	Grant	3,000	3,000	<input type="checkbox"/>	<input type="checkbox"/>	
Federal Supp. Educ. Opp Grant	Grant	150	150	<input type="checkbox"/>	<input type="checkbox"/>	
State University Grant	Grant	2,750	2,750	<input type="checkbox"/>	<input type="checkbox"/>	
AZ Merit Scholarship	Scholarship	1,500	1,500	<input type="checkbox"/>	<input type="checkbox"/>	
Federal Work Study	Work/Study	1,500	1,500	<input type="checkbox"/>	<input type="checkbox"/>	
Direct Subsidized Stafford Loan	Loan	2,000	2,000	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Loan Details</a>
Direct Unsubsidized Stafford Loan	Loan	2,750	2,750	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Loan Details</a>
<b>Awards - Totals</b>		13,650	13,650	Academic Year Total:		\$27,300

Currency in US Dollars

[Cost of Attendance Summary](#)



# What Is FAFSA Verification?

FAFSA Verification is the process that the office of Federal Student Aid and colleges/universities follow to ensure that the information that students provided on the FAFSA is accurate. Each year, colleges and universities verify the accuracy of FAFSA for about 30% of students. The verification process typically requires that students and parents submit additional documents to the financial aid office at the college they will attend. The documents that may be requested include:

- tax transcripts or copies of tax returns
- birth or death certificates
- college enrollment forms from family members
- other forms/documents

## How do I know if I was selected for verification?

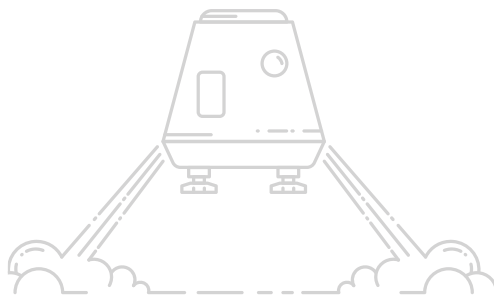
There are two ways to find out if you were selected. First, as noted on page 36, as soon as you submit your FAFSA online and receive your SAR, you can look at the top part of the SAR where your EFC is shown. If there is an asterisk (\*) next to the EFC, you were selected for verification.

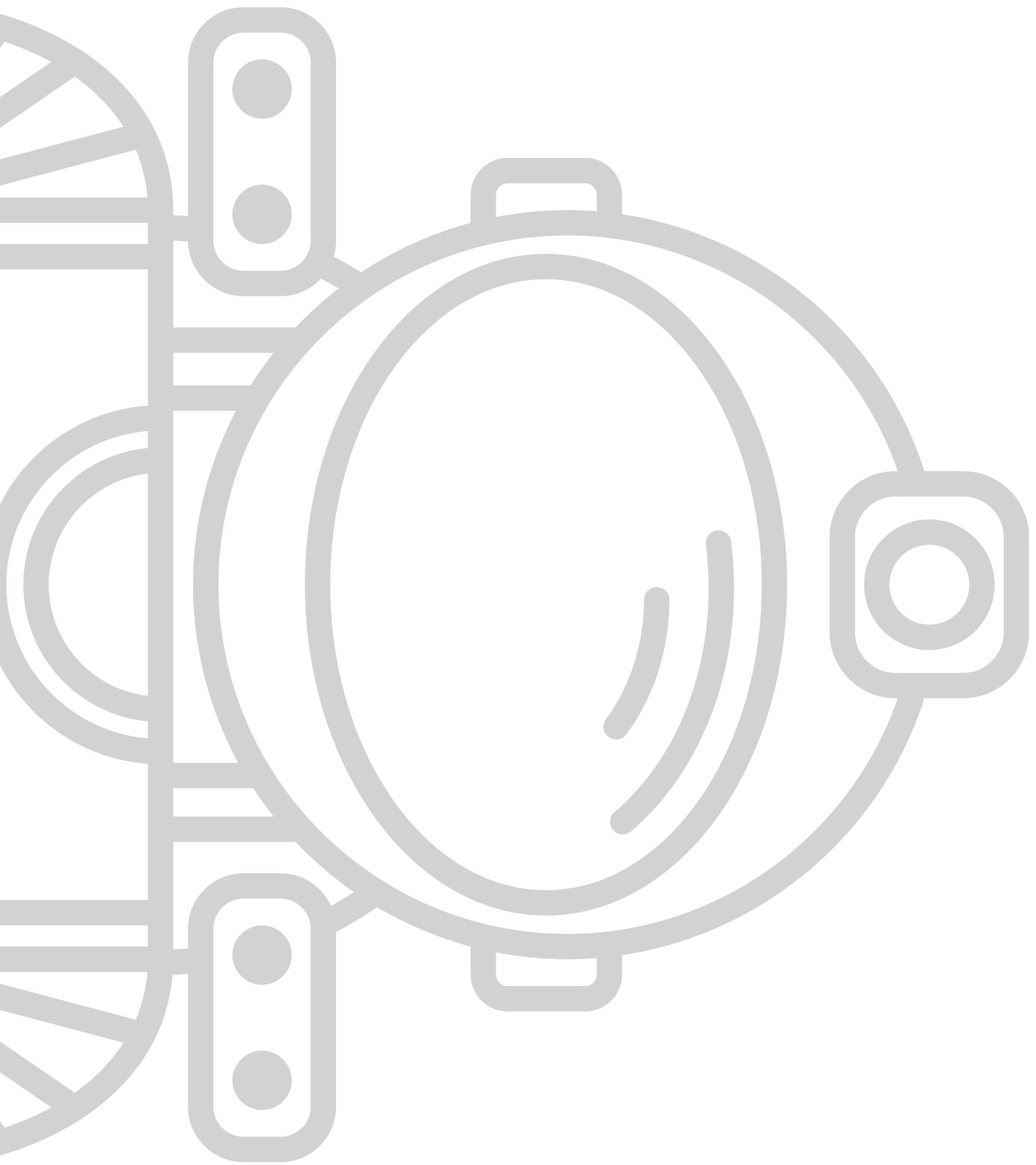
The other way to know if you were selected for verification is by logging in to your student account at your college. The financial section will have a notification informing you if you were selected for FAFSA verification. Your college may also send you an email with the same information.

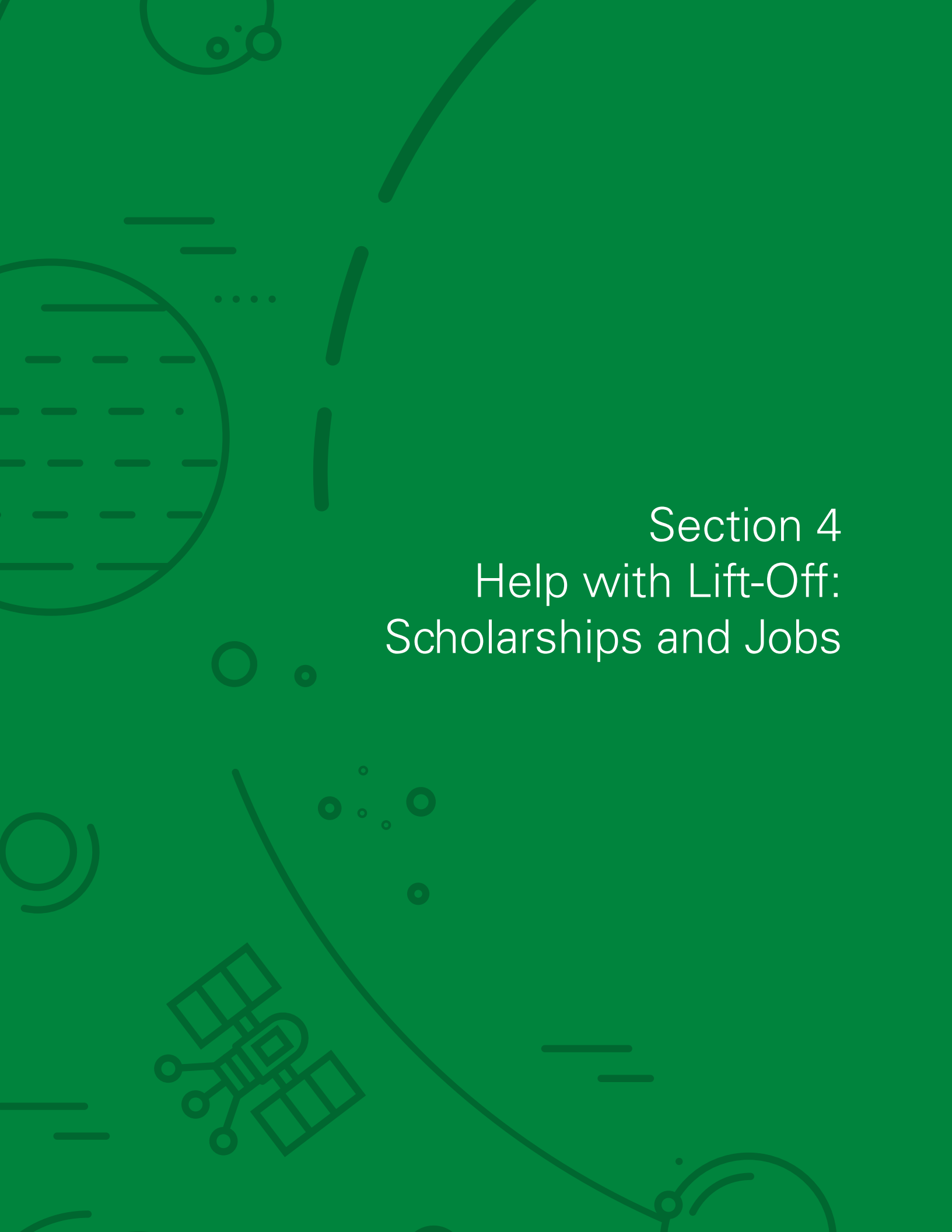
## What do I do if I was selected for verification?

1. Understand this process is routine. You didn't do anything wrong on the FAFSA. It's just part of the process.
2. Check your college student account and/or college email to make sure your college received all the documentation they need. Also, confirm how they want you to send it (mail, email, online form, etc.).
3. Gather the documents you need. This may require you to ask your parents for copies of some documents or for you/your parents to contact the IRS office to request certain paperwork.
4. Submit all your paperwork as soon as you have it. You will not receive any aid if you do not complete this process.

Although this is a routine process, some students do not complete it for a variety of reasons. Some students have a hard time finding the documents requested, some have trouble getting documents from their parents, and some are confused by the names of forms and struggle to even know what to submit. If you get stuck on any part of this step contact the financial aid office at your college for help. They are there to help!





The background is a solid green color with white line-art illustrations of space-related elements. In the bottom left, there is a detailed satellite with solar panels and a central body. To its left is a large planet with horizontal lines representing latitude and longitude. Above the satellite are several smaller circles and dots, representing stars or distant planets. A thick white arc curves across the top right of the page. Other smaller circles and lines are scattered throughout the background.

## Section 4

### Help with Lift-Off: Scholarships and Jobs



# Why Scholarships and Jobs?

Securing scholarship funds is a great way to help pay for college costs. Page 43 explains what scholarships are, how they work, and how you can apply.

Many scholarships are competitive, so this section provides advice on finding those that are right for you, crafting your application essay and submitting applications, so that you can maximize your chances of getting the award.

Many students fund all or part of their education by working while they're in school. If you are eligible, you can get a work-study job on your college campus, or, you can choose to find employment outside of your school. On pages 49-58, you will find tools and tips to help you apply for jobs.

# The What, Where & How of Scholarships



## What is a scholarship?

Simply put, a scholarship is money given to students to help pay for their education. Unlike loans, scholarship money does not need to be paid back. Scholarships are awarded based on many different factors:

- Academic performance (also referred to as merit)
- Financial need
- Athletic performance
- Special talents and affiliations
- And more

Most scholarships require students to submit an application. The application may require an essay, a portfolio, a letter of recommendation or nomination by a teacher or School Counselor, or other additional documents/creations.

## Where do I find scholarships that are right for me?

Most scholarship opportunities can be found online using powerful search engines based on a personal profile you complete on the site.

Many different entities offer scholarships. Individuals, groups, and organizations, both local and national, offer opportunities that you can apply for. National scholarships sometimes offer larger dollar amounts and are more well-known, but they can be more competitive because students from all over the country can apply. Local scholarships offer opportunities for students from a specific high school, or town, or even neighborhood. Since the number of students who qualify for local scholarships is limited based on location or more specific criteria, the chances of winning local scholarships are often greater than the odds of winning national scholarships. Look for and apply for both to increase your chances of earning scholarship dollars!

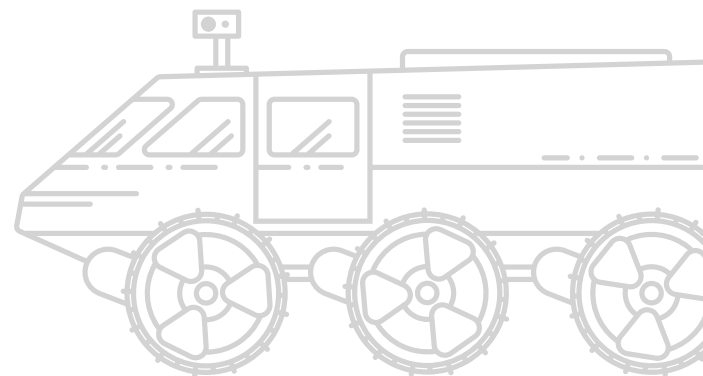
When you apply to the three Arizona public universities, your application also serves as a scholarship application for merit-based scholarships at those institutions. Most universities/colleges in Arizona and across the country also administer numerous scholarships that require additional applications. To get you started, a list of scholarship websites and search engines is on the next page.

## How do I avoid scholarship scams?

Unfortunately, there are people who prey on aspiring college students with scholarship scams. Here are some red-flags to watch for:

- Winning a scholarship that you didn't apply for
- Companies that request personal identification information, such as a Social Security number or bank account information
- Scholarships that require a fee to apply

If you're unsure about a certain company or opportunity, check with your School Counselor.





## SECTION 4

# Scholarship Websites and Search Engines

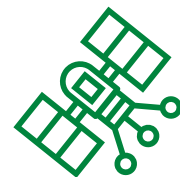


### Start your scholarship search with these websites:

- American Indian College Fund:  
[collegefund.org](http://collegefund.org)
- Arizona Community Foundation:  
[azfoundation.org](http://azfoundation.org)
- [collegescholarships.com](http://collegescholarships.com)
- Dorrance Scholarship Programs:  
<http://www.dorrancescholarship.org/>
- Fastweb Scholarship Search Engine:  
[fastweb.com](http://fastweb.com)
- Flinn Foundation  
<https://flinn.org/flinn-scholars/the-scholarship/apply/>
- Hispanic Scholarship Fund:  
[hsf.net/scholarships](http://hsf.net/scholarships)
- Isac Amaya Foundation  
<http://isacamayafoundation.org/scholarships/>
- <https://www.phoenixpubliclibrary.org/collegedepot/pages/scholarships.aspx>
- Sallie Mae Bank:  
[collegeanswer.com](http://collegeanswer.com)
- Unigo Scholarship Search Engine:  
[unigo.com/scholarships](http://unigo.com/scholarships)
- Central Arizona College  
<https://centralaz.edu/admissions/paying-for-college/financial-aid/>
- Cochise College  
<https://www.cochise.edu/fa/#ScholarshipsRow>
- Coconino Community College  
<https://www.coconino.edu/scholarships>
- Diné College  
<https://www.dinecollege.edu/admissions/scholarships/>
- Eastern Arizona College  
[http://www.eac.edu/Student\\_Services/Financial\\_Aid/s\\_ships.shtm](http://www.eac.edu/Student_Services/Financial_Aid/s_ships.shtm)
- Maricopa Community College System (Community Colleges in the Phoenix area)  
<https://my.maricopa.edu/financial-aid/scholarships>
- Mohave Community College  
<https://www.mohave.edu/paying-for-college/financial-aid/types-of-aid/scholarships/>
- Northland Pioneer College  
<https://www.npc.edu/scholarships>
- Pima Community College  
<https://pima.edu/paying-for-college/scholarships/index.html>

### Find scholarships offered at public colleges in AZ

- Arizona State University Scholarships:  
[students.asu.edu/scholarships](http://students.asu.edu/scholarships)
- Northern Arizona University Scholarships:  
[nau.edu/finaid/aid-types/scholarships/](http://nau.edu/finaid/aid-types/scholarships/)
- University of Arizona Scholarships:  
<https://financialaid.arizona.edu/scholarshipuniverse>
- Arizona Western College  
<https://www.azwestern.edu/enrollment/financial-aid/scholarships-and-grants>
- Tohono O'odham Community College  
<https://www.tocc.edu/financial-aid/>
- Yavapai College  
<https://www.yc.edu/v5content/financial-aid/scholarship-resources.htm>



# Writing a Personal Statement



Many college and scholarship applications require an essay or personal statement. But it can be hard to know where to start. Here are some do's and don'ts for writing a memorable personal statement.

## Choose a topic that will highlight you

- **Don't** focus on the great aspects of a particular college, the amount of dedication it takes to be a doctor or the number of extracurricular activities you took part in during high school.
- **Do** share your personal story and thoughts. Take a creative approach and highlight areas that aren't covered in other parts of the application, like your high school records.
- **Don't** try to cover too many topics. This will make the essay sound like a resume that doesn't provide any insight into your personality.
- **Do** focus on one aspect of yourself so the readers can learn more about who you are. Remember that the readers must be able to find your main idea and follow it from beginning to end. Ask a parent or teacher to read just your introduction and tell you what he or she thinks your essay is about.

## Show, don't tell

- **Don't** simply state a fact to get an idea across, such as "I like to surround myself with people with a variety of backgrounds and interests."
- **Do** include specific details, examples, and reasons to develop your ideas. For the example above, describe a situation when you were surrounded by various types of people. What were you doing? With whom did you talk? What did you take away from the experience?

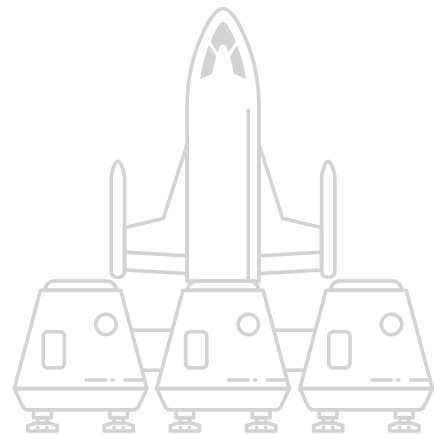
## Use your own voice

- **Don't** rely on phrases or ideas that people have used many times before. These could include statements like, "There is so much suffering in the world that I feel I have to help people." Avoid overly formal or business-like language, and don't use unnecessary words.
- **Do** write in your own voice. For the above example, you could write about a real experience that made you feel you had to take action.
- **Don't** plagiarize. Admissions officers will be able to tell.

## Ask a teacher or parent to proofread

- **Don't** turn your essay in without proofreading it, and don't rely only on your computer's spell check to catch mistakes. Even the best spell-check programs aren't error-free.
- **Do** ask a teacher or parent to proofread your essay to catch mistakes. You should also ask the person who proofreads your essay if the writing sounds like you.

*Adapted from: [bigfuture.collegeboard.org](http://bigfuture.collegeboard.org)*





## SECTION 4

# Writing a Stand-Out Essay

Scholarship applications often require applicants to write a short (1-2 page) essay in response to specific prompts. Examples include:

- If you had the authority to change your school in a positive way, what specific changes would you make?
- Describe how you have demonstrated leadership ability both in and out of school.
- Pick an experience from your own life and explain how it has influenced your development.

The tips below can help you get started on a standout essay. Don't forget your English teacher is a great resource.

## Introduction (first paragraph)

**Tip:** Provide an overview of what you are going to talk about in the essay; be sure it is responsive to the essay prompt. If the essay is about you, give a brief description of your experiences, aspirations, family background, etc. Touch on why you want the scholarship.

## Body (paragraph 2-3)

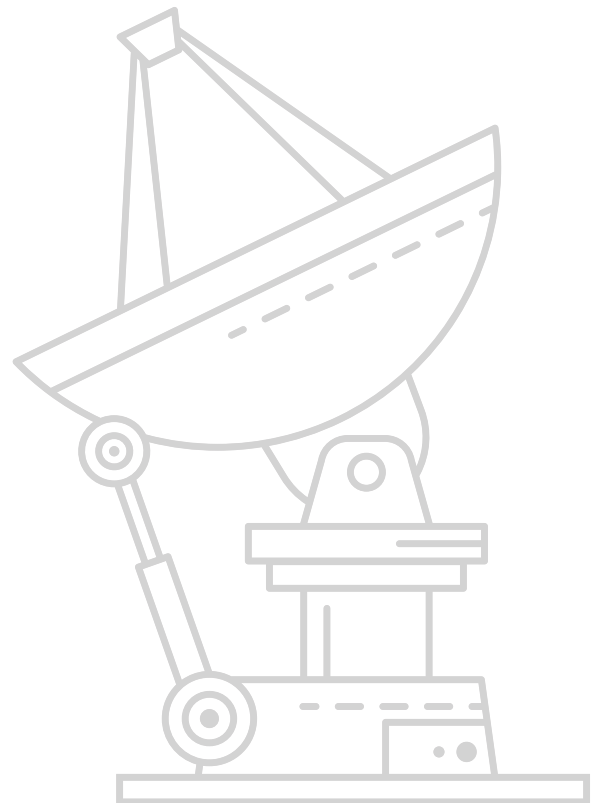
**Tip:** Go into more detail on one of the topics listed in paragraph 1. For example, elaborate on your previous experiences, family and financial situation, volunteer work, employment, academic career, future goals, college plans, etc.

## Conclusion (last paragraph)

**Tip:** Close your essay with a wrap-up of why you should be considered for the scholarship; how your goals match those of the organization. Avoid stating, "In conclusion..." and don't regurgitate what you wrote in earlier paragraphs.

Keep in mind that all scholarship and college admission applications are different, so you will have to craft your essay to meet specific requirements and the expectations of the scholarship awarding organization. Look closely at the question/prompt on the application and research the organization giving the scholarship so that you can tailor your essay. Most importantly, be yourself! Essays serve as a glimpse into how your mind works and how you view the world.

*Adapted from: [estrellamountain.edu/students/scholarships/essay](http://estrellamountain.edu/students/scholarships/essay)*





# References and Recommendations



Many of your applications—to schools, for scholarships and jobs—will require that you provide names of people who can recommend you or serve as your reference. You can ask a teacher, counselor, coach, supervisor or any other adult who knows you, to write a letter or be a reference for you. The schools, scholarships, or jobs you are applying to will give you more details on whether this person needs to write a letter of recommendation, or if they will be contacted to answer questions by phone or online.

- Consider someone who can discuss your personal character, strengths and challenges; someone who knows you and has experience interacting with you. If you need more than one person to serve as a reference for the same application, select individuals familiar with different aspects of your life (e.g., one teacher, your supervisor at work and your soccer coach).

Who you might ask to serve as your reference:

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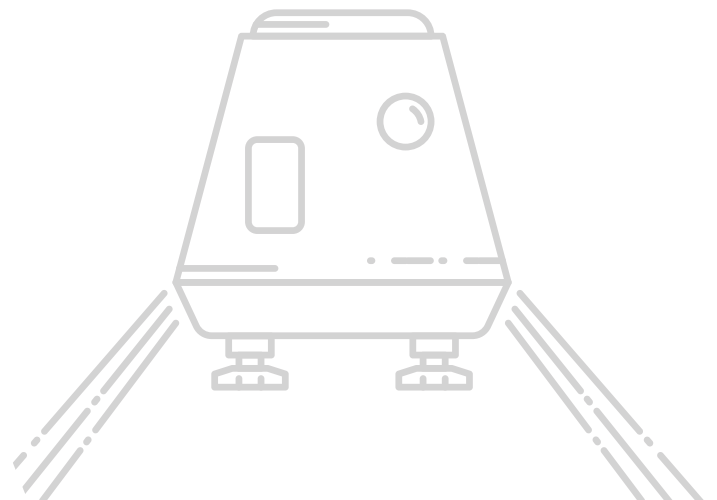
- Always ask the individual ahead of time if they would be able to recommend you. You do not want to miss an application deadline because the person was too busy to complete the recommendation process (such as answering surveys or writing a letter of recommendation). Give them at least two weeks' notice (three to four is even better).
- Provide the individual with a list of your honors, awards, athletic involvement, community service, and academic record as well as any other pertinent information. Giving the individual a copy of your resume is an efficient way to provide that information. If a specific form or format is required for a letter of recommendation, include that information in your request. (see the next page for a sample request form)

Follow these tips for making the recommendation process as smooth possible for both you and your letter writers.



- Provide the individual(s) with the necessary instructions, forms, addresses, and/or stamped, addressed envelopes.
- Follow up with the individual to ensure they don't need any additional information from you.
- Always write a thank-you note to anyone who recommends you. Recommendations take time, and people put a lot of thought and effort into them. You do not want to take them for granted.

Make copies of it on the following page, complete it and provide it to anyone who you've asked to write a letter of recommendation for you.





**SECTION 4**

# Recommendation Request Form

To: \_\_\_\_\_

(Thank you in advance for your time and agreeing to recommend me).

Student name: \_\_\_\_\_

THE RECOMMENDATION IS DUE BY : \_\_\_\_\_

This recommendation is needed for (purpose): \_\_\_\_\_

Type of recommendation:

- Letter of Recommendation
- Organization will contact you by phone
- Specific form provided (attached)
- Organization will contact you by email

Contact for additional instructions and/or to send recommendation letter.

Name of organization: \_\_\_\_\_

To the attention of: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

My resume is attached. Additionally, the information below may be useful in your preparation of this letter of recommendation for me. (Examples: specific classes, experiences or awards relevant to the scholarship; reminders of specific, special experiences you and the recommender had together; information about the scholarship requirements; etc.)

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If applicable:

- Please call or email me when the letter is ready for pick up.

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- Please mail the letter in the stamped/addressed envelope that I provided.

Thank you again!

# Getting a Job

If you plan to work immediately after graduation or anytime while you're in college, the following pages will help you apply for jobs.

Most jobs that you apply for will require either a resume or application, and perhaps both. Use the form on the next page to help you get organized. In the pages after that, you'll find tips for creating your resume and cover letter, along with samples of each.

On the last page of this section, you will find a table for tracking your job applications—a helpful tool to ensure nothing falls through the cracks.

## Tips on Getting a Job:

### 1. Get your paperwork in order

Most jobs will require a copy of a state-issued ID, Social Security card, and/or work permit so take these on interviews and your first day of work.

### 2. Consider where you want to and can work

As you transition from being a high school student to a high school graduate, you may experience changes in your daily schedule, living situation, city or town where you live, and access to transportation. Consider all those

aspects first, so that you apply for job openings that will work with your availability and situation.

### 3. Search for jobs

Begin by asking family, friends, professors, and others if they know of any job openings. Search for jobs online. If you are eligible for work-study ask your financial aid office where the campus jobs for students are posted. Walk around your neighborhood or college campus for any 'help wanted' signs. Apply for more than one job.

### 4. Prepare for the interview

Research the organization before you go in for the interview.

- Practice interview questions.
- Prepare questions to ask during, or at the end of the interview.
- Dress professionally.
- Show up early to your interview. Watch this video for more tips: <http://www.parenttoolkit.com/college-and-career/video/professional-skills/career-tips-interviewing-101>



## Five questions you might want to ask in the interview:

### 1. Based on what you know about me so far, is there any reason you wouldn't hire me? In other words, do you have any hesitations about my qualifications or anything else?

(This shows confidence. And, if they do have any reservations about you, this gives you an opportunity to address them).

### 2. If I were offered this position, how would you measure my success and what could I do to exceed your expectations? (This shows you're not afraid of being held accountable and that you want to exceed expectation).

### 3. Can you tell me about the team I'll be working with? (This question will help you decide if you'll be happy working there).

### 4. What do you like about working here?

(This question allows the interviewer to connect with you on a more personal level, sharing their feelings. The answer will also give you insight into how satisfied people are with their jobs there).

### 5. What is the next step in the process? (This is the essential last question. It shows that you're interested in moving along in the process and it gives you a benchmark for when you can expect to hear back. It makes it easy for you to check in with the employer if the timeline they give you comes and goes with no word).





**SECTION 4**

# Resume and Job Application Information



Fill out the form on this page and you'll have all of the information you need, in one place, to fill out job applications. You can also use these details as the basis for your resume.

Full legal name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ If not a U.S. citizen, specify country: \_\_\_\_\_

If you are a Permanent Resident, Refugee, or Asylee, date of status approval/issuance: \_\_\_\_\_

Other visa type & date: \_\_\_\_\_

Driver's license number: \_\_\_\_\_

Permanent mailing address: \_\_\_\_\_

Current address, if different from permanent address: \_\_\_\_\_

Permanent phone number: \_\_\_\_\_ Cellular or message phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

High school academic history (If you attended more than one, list most recent)

Name of high school: \_\_\_\_\_ City, State of high school: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Date of high school graduation (month & year): \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ ACT Score: \_\_\_\_\_ SAT Score: \_\_\_\_\_

Athletics, Clubs and Organizations				
List name of club/sports team	List your role/position each year			
	Freshman	Sophomore	Junior	Senior

College Courses		
Name of Course	Date taken	Grade earned



Honors & Awards		
Name and Date of Award	Reason for Award/Honor	Sponsor

Work Experience (list most recent examples first)				
Start & End Date of Employment	Job Title	Company Name	Business Address	Brief Description of Duties

References (Non-relatives who potential employers can contact to explore whether you would be a good hire)				
Name	Title	Address (Street, City, State, Zip Code)	Phone Number	Email Address



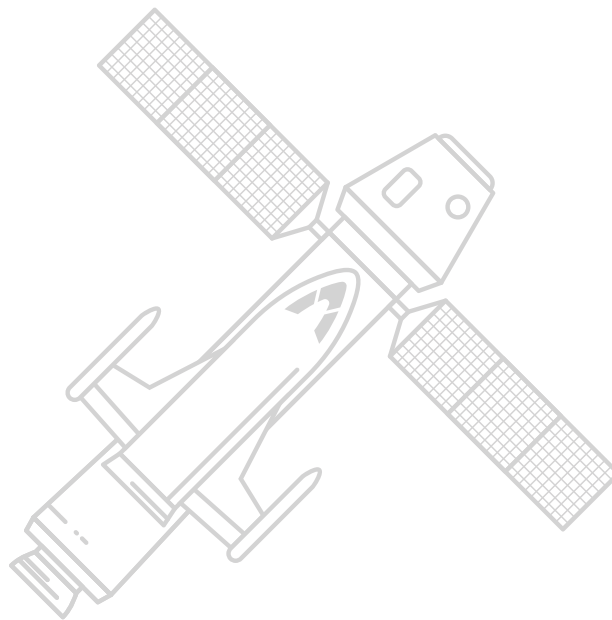
## SECTION 4

# Creating a Resume

Both the content and format of your resume are important. It doesn't matter how great your work or life history is—if your resume is poorly formatted, hard to follow or has typos, You won't be considered for employment. The sample provided on the next page is one clear, well-organized example you can follow.

## The basic elements of a resume

- 1. Heading:** Include your name, address, email address and phone number. Make it stand out and make an impression by using large, bold font. Make sure your email is professional (not starwarsfan@hotmail.com or crzychik@aol.com for example).
- 2. Education:** List all degrees completed or in progress. As a high school student, include your GPA if it is 3.0 or above. List courses that reflect your work ethic and high aspirations, such as AP or dual enrollment courses, and relevant coursework for the job you're applying to. After college graduation, don't include high school information.
- 3. Experience:** Include your job title, the employer, the location (city and state, at minimum) and the dates of employment for each job listed. Include a brief description of your achievements/responsibilities. Ideally, paid work and unpaid work (community service) are listed separately.
- 4. Honors/Awards/Scholarships:** (Optional) – Include the name of the organization that bestowed the honor/award and the date. Only include scholarships based on merit, not financial need.
- 5. Special Skills/Highlights:** (Optional) – List any unique, relevant or necessary skills not reflected in education or experience (e.g., foreign language fluency, computer program expertise, etc.).
- 6. References:** Ask permission first to list people as a references and provide them with a copy of your resume.



# Sample Resume



## EMILY S. JONES

3328 West Parker Avenue, Mytown, Arizona 85000  
928-555-5555 | emily.jones@gmail.com

### EDUCATION

May, 20XX High School Diploma with a 3.37 GPA, *ABC High School 333 S. School St., Mytown, AZ*

### SPECIAL COURSES

Spanish I–III ♦ Marketing I ♦ AP Chemistry ♦ AP Computer Science ♦ Word Processing

### WORK EXPERIENCE

September 20XX – Present **Pharmacy Sales Associate**, *Walgreens, 123 Main St., Mytown, Arizona*  
 · Duties include cashiering, customer service in English and Spanish, answering the phone and assisting or transferring callers as needed, general clean-up and other duties as assigned.

May – August 20XX **Order-Taker/Cashier**, *McDonald's, 201 N. Country Dr., Mytown, Arizona*  
 · Duties included accurately taking customer orders in English and Spanish, entering them into electronic order system, handling customer payments including providing correct change and handling credit card transactions.

### EXTRACURRICULAR ACTIVITIES & AWARDS

20XX – current S.A.D.D. (Students Against Drunk Driving) – member  
 20XX – 20XX Club R.I.F (Reading Is Fundamental) – secretary  
 20XX – 20XX Skyline Ambassadors (student service club) – member  
 August 20XX “I Care” Customer Service Award – McDonald’s

### COMMUNITY SERVICE

St. Mary’s Food Bank – canned food drive, November 20XX, November 20XX  
 Sunday School Teacher – pre-school class, 20XX-20XX  
 Service Saturday – ABC High School, April 20XX

### REFERENCES

Ms. Wonder Woman, History Teacher, ABC High School, (602)791-4808, wonder.woman@ABC.org  
 Mr. Ralph Peterson, Manager, McDonald’s, (928) 555-1555, r.pete@mcd.com



## SECTION 4

# Creating a Cover Letter

If you have the opportunity to add a cover letter to an employment application, do it! It gives the employer a better sense of your communication skills, as well as a sense of your personality and enthusiasm for the job. Some employers require a cover letter. This section provides tips for writing an excellent cover letter.

## The basic elements of a cover letter

1. **Greeting:** Address your cover letter to the proper person.
2. **Opening:** Write a personable, inviting opening paragraph that highlights how your skills are a perfect fit to the job.
3. **Hook:** Highlight your achievements as they relate to the job you're applying for.
4. **Skills:** Highlight additional relevant skills, such as computer languages or certifications.
5. **Close:** Briefly recap your strengths as a candidate, and include your contact information.



If a cover letter is required to apply for a job and you don't include one, your resume or application, no matter how good, will not even be looked at.



# Sample Cover Letter



EMILY S. JONES

3328 West Parker Avenue • Mytown, Arizona 85000 • (928) 555-5555 • emily.jones@gmail.com

[Date]

Ms. Rhonda West, Customer Service Manager  
Acme Inc.  
123 Corporate Blvd.  
Sometown, AZ 85000

**Re: Customer Service Representative Opening (Ref. ID: CS300)**

Dear Ms. West:

I was excited to see your opening for a customer service representative, and I hope to be invited for an interview.

I recently graduated from high school, where I was a member of the Skyline Ambassadors Club for two years. Skyline Ambassadors plan and complete at least one service project each month, and through those I gained considerable experience working with and for people from all walks of life. After school and on weekends, for over two years, I have been working in positions that require exceptional customer service skills. At MacDonalds, I was awarded the "I Care" Customer Service Award after just three months in the position. At Walgreens, because of my fluency in Spanish, I am regularly called upon to assist Spanish-speaking customers, and based on the posting for this position, I believe you will find my skills in this area very useful in your company.

Although I have not been out of high school long, in the part-time positions I have held, as my supervisors will attest, I have already demonstrated the ability to resolve a variety of issues (such as billing disputes and dissatisfied or angry customers) and I consistently met all goals set by my employers. I have also demonstrated a strong sense of responsibility and maturity as evidenced by my successful completion of rigorous AP courses, leadership roles in extracurricular activities and my high GPA (3.37).

In addition to my work experience, I gained considerable customer service and communication skills during my tenure as secretary of the Reading Is Fundamental (RIF) Club at my high school. In that role, I regularly contacted elementary schools and non-profit after-school programs for youth to discuss possibilities for collaboration. After identifying ways in which our goals overlapped and how working together could be mutually beneficial to our organizations, I worked with the RIF Sponsor and other officers to work out the important details to ensure success.

I also bring to the table strong computer proficiencies in Microsoft Word, Excel, Powerpoint and Access. My comfort with computers and various database operations will, I am confident, allow me to quickly learn any proprietary software your company may use. Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking. I will follow up with you in a few days to answer any preliminary questions you may have. In the meantime, you may reach me at (928) 555-5555 to schedule an interview. Thank you for your time—I look forward to learning more about this opportunity!

Sincerely,

Emily Jones

Enclosure: Resume



# Tracking Community Service

Tracking Community Service					
Name of organization	Description of volunteer service	Dates of service	Number of hours of service	Take-aways: What you learned, enjoyed, experienced	Name of contact and contact information (email, phone, website, &/or address)

# Tracking Scholarship Applications

## Tracking Scholarship Applications

	Name of scholarship	Components (items needed to apply e.g., essay, recommendations, transcripts, applications, nominator, etc.)	Value (amount) \$	Deadline	Notes	Date submitted	Date received and amount of award
#1							
#2							
#3							
#4							
#5							
#6							
#7							
#8							
#9							
#10							





# Tracking Job Applications

Tracking Job Applications								
Employer name	Role title/ job description	Salary/Rate	Link to job posting/ application	Date applied	Contact name, number, email	Response	Interview date, time	Offer

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## Section 5

# One Small Step, One Giant Leap: Pursuing a Future in the Military

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# Joining the Armed Forces

If you are interested in joining a branch of the U.S. military immediately after high school graduation, this section includes resources that may be helpful as you prepare to enlist. Time in the military can teach you a valuable trade; prepare you for a life-long career serving our country; or simply give you time to decide what you want to do next. It can be a valuable experience with good benefits and structure.

If you're not yet sure which branch to join, consider speaking with a recruiter in your area.

Before you become part of the military, there is one test that you'll need to take—the ASVAB. But there are websites that can help to prepare you for that. In the coming pages you'll find references for these and other helpful websites.

# General Information about Enlisting and the ROTC Alternative

If you are interested in enlisting in the military, the best, most up-to-date information can be found on the internet. Several helpful websites are described in this Section, along with the URL for each.



## Military Recruiters

A *military recruiter* can help answer questions about service, providing a positive but realistic assessment of opportunities. A recruiter's job is to find qualified candidates for their respective service and provide the candidates with information about—and reasons for—joining the military. If you think you may be interested in the military, you should talk to a recruiter. Your high school counselor can tell you when military recruiters will be at your high school.

## ROTC Programs—an alternative to enlistment

ROTC stands for Reserve Officer Training Corps. It's a college program offered at over 1,700 colleges and universities across the United States that prepares young adults to become officers in the U.S. Military. In exchange for a paid college education and a guaranteed post-college career, cadets commit to serve in the Military after graduation. Each service branch has its own take on ROTC and universities that offer ROTC may offer it for one, some, or all of

the military branches. More information about ROTC is available on these websites:

- [todaysmilitary.com/training/rotc](http://todaysmilitary.com/training/rotc)
- [bestcolleges.com/resources/rotc-programs](http://bestcolleges.com/resources/rotc-programs)

## ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-choice test that determines enlistment qualification. Just like any other test, you should prepare for the ASVAB. Learn more about the ASVAB and how to prepare by visiting the sites below.

### For general information:

- [official-asvab.com](http://official-asvab.com)

### For online ASVAB test prep:

- [march2success.com](http://march2success.com)
- [asvabtutor.com](http://asvabtutor.com)
- [asvabpracticetests.com](http://asvabpracticetests.com)

## Delayed Entry Program

Most people who enlist in the military join through the Delayed Entry Program (DEP), also called the Delayed Enlistment Program (or the Future Soldiers Program in the Army). This allows you to sign up before you are shipped out to Basic Training. If you plan to join the military right after high school, you will likely enlist through DEP. To learn more about DEP, visit the site below.

- [girightshotline.org](http://girightshotline.org)

# General Information about Enlisting and the ROTC Alternative (Cont.)

## Military Career Opportunities

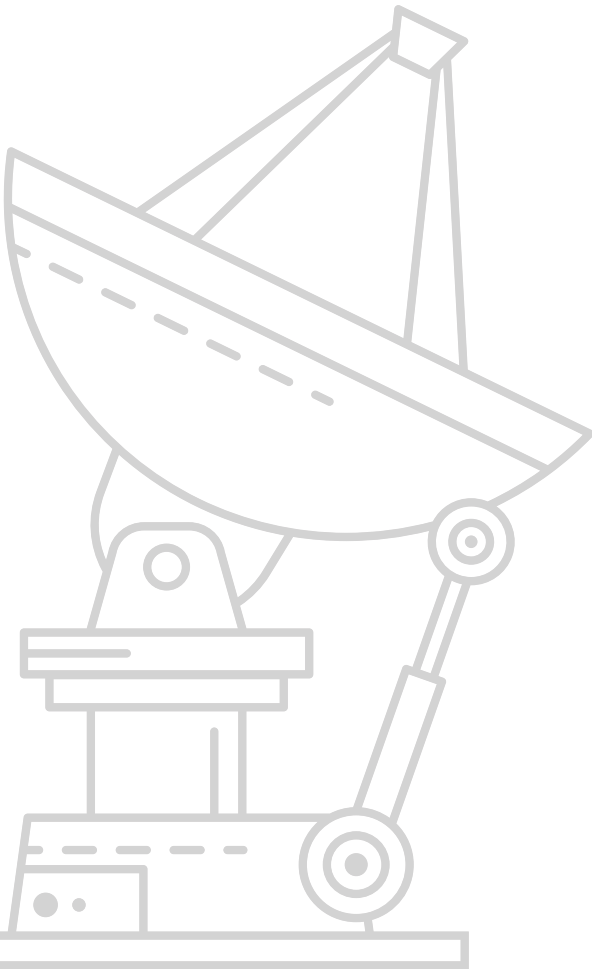
Jobs in the military vary in the type of work as well as level of responsibility, yet each job is essential to accomplishing the overall mission of defending our country. Explore the different types of career opportunities available to service members, learn about the compensation they can expect to receive, and find out how to transfer careers to the civilian sector on the website below.

- [todaysmilitary.com/working](https://todaysmilitary.com/working)

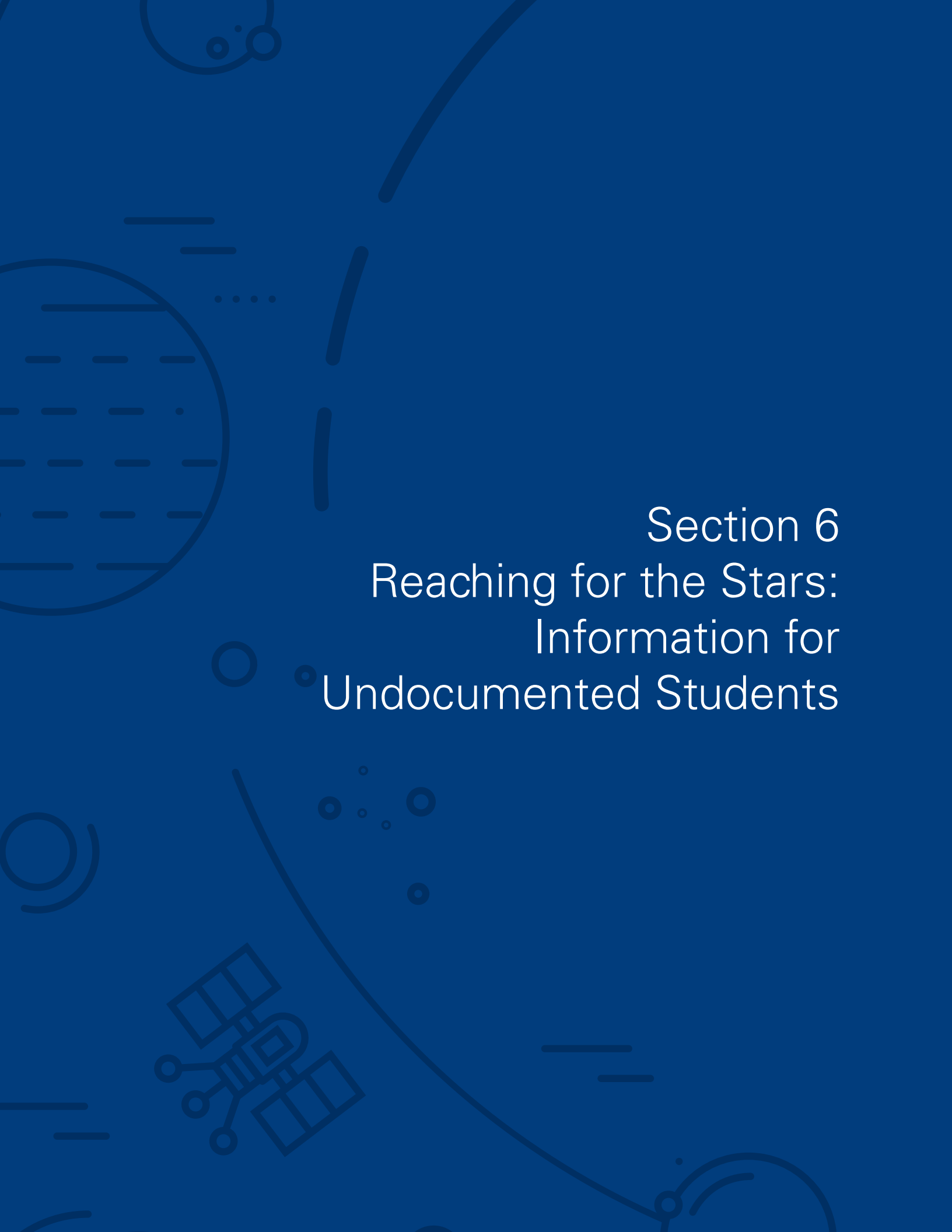
## Boot Camp Preparation

Going in physically and mentally strong to basic training will provide you with the confidence you need to successfully complete the training. If you wait until the first day of basic training to start preparing, you will fight an uphill battle. The requirements and training for each branch of the military are different. To learn more about the differences and to get tips on how to prepare, check out the sites below:

- [military.com/military-fitness/army-basic-training/getting-prepared-for-bootcamp](https://military.com/military-fitness/army-basic-training/getting-prepared-for-bootcamp)
- <https://breakingmuscle.com/fitness/how-to-prepare-your-mind-and-body-for-basic-training>





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Section 6  
Reaching for the Stars:  
Information for  
Undocumented Students



# A Pathway to College for ALL Students



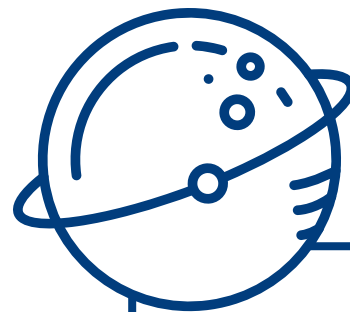
If you want to continue your education beyond high school, your documentation status should not hold you back. Attending a university, community college or technical school is within your grasp. If you are not documented, however, your path through the application and financing process will be different from other students.

There are a lot of variables to consider when you are deciding which college to attend and figuring out what the cost will be. While answers about residency, tuition, and eligibility for specific scholarships are not always simple, this section provides general information on resources available to help you find a school and pay for your education.

**DREAMers:** Individuals who would have qualified under the DREAM Act are often referred to as DREAMers. The term has been used to refer to individuals in the U.S. who were brought to the country at an early age without documentation but have assimilated to the U.S. culture and have been educated by U.S. school systems. At this time, this term does not define a documentation status, but instead, it is sometimes used to define an identity or a community. Students who are undocumented and students who have DACA status may both identify as DREAMers, or may choose not to. Some people do not use the term DREAMer because it separates young undocumented immigrants who entered the country as children from other immigrants, further marginalizing some immigrants.

**Deferred Action for Childhood Arrivals (DACA) Program:** A kind of administrative relief from deportation. The policy allows youth under 31 years old as of June 15, 2012, who came to the United States before the age of 16 without documentation, and have been educated by U.S. school systems, the opportunity to remain in the U.S. by following specific guidelines. The DACA program has undergone changes since it was created. For up-to-date information on DACA visit [uscis.gov](http://uscis.gov) and search the site for "DACA."

**DACAmented:** A term used to indicate the documentation status of a person who applied and received relief from deportation through DACA.



"Never let it be said  
that to dream is a  
waste of one's time,  
for dreams are our  
realities in waiting. In  
dreams, we plant the  
seeds of our future."

—*Author Unknown*



## SECTION 6

# Four Things You Need to Know about College

If you're a high school student who's undocumented—that is, you were born outside the United States and you're not a U.S. citizen or legal resident—you probably have a lot of questions about going to college. Here are some important facts.

### 1. You can go to college

The first thing you should know is that no federal law prevents U.S. colleges from admitting undocumented students. And only a few states have placed any kind of restrictions on undocumented students attending public colleges and universities. In Arizona, all students can attend public colleges or universities, but the state prohibits in-state tuition rates for undocumented students. In most cases, colleges set their own rules for admitting undocumented students, so you should research the policies of the colleges you are interested in attending.

You should also know that undocumented students cannot receive federal financial aid for college—the type of aid on which many college students rely. However, undocumented students can get financial aid or scholarships for college in other ways. This is covered under the heading "Undocumented Students: Questions and Answers about Paying for College" later in this section.

### 2. You are not alone

You're the one who will have to put in the work it takes to get to college—but building a support network is key. Start with your family. Make sure they know you want to go to college. Talk with them about your options for choosing a college and paying for your education.

You can also seek advice from trusted teachers and counselors at your high school. Along with giving you guidance, they might be able to put you in touch with other undocumented students who have successfully enrolled in college or with college admission counselors who can help you.

If you're worried about telling teachers and counselors that you're undocumented, be aware that, by law, school officials cannot disclose personal information about students—including their immigration status.

### 3. You can find a college that fits you

As you look for colleges that match your wants and needs, you might want to find out if the colleges you're interested in have programs, student organizations or centers that support first-generation immigrant students. You may consider applying to private colleges, rather than public institutions. Reviewing college websites and publications is a good place to start.

### 4. You can find resources to help you

This section of the guide will provide you with general information on paying for college, filing the FAFSA as a DACA recipient, and applying for one of the three public universities in Arizona. The majority of the information in this section comes from [bigfuture.collegeboard.org](http://bigfuture.collegeboard.org) and from [scholarshipsaz.org](http://scholarshipsaz.org). Visit these websites for more information.



# Questions and Answers about Paying for College



If you're an undocumented student, you probably have questions about college costs. Here are answers to some common questions about paying for college.

- **Do colleges offer financial aid or scholarships to undocumented students?**

Yes, some do. Private colleges often have special funds available. To apply for this financial aid, you may have to fill out the CSS/Financial Aid PROFILE or the college's own forms. Check with the admission or financial aid office at each college you are interested in to find out its requirements.

- **Am I eligible for scholarships?**

Yes, you just need to find ones that you qualify for. Start by talking to your Guidance Counselor and checking out the Scholarship Resources page on the Mexican American Legal Defense and Educational Fund (MALDEF) at [maldef.org](http://maldef.org), and at [scholarshipsaz.org](http://scholarshipsaz.org). There are many scholarship opportunities, and some private scholarship organizations allow undocumented students to apply. There are even a few scholarships specifically for undocumented students. Be sure to look into local scholarships offered by community groups, such as the Kiwanis, that might be open to all students living in the local community.

- **Can I get federal financial aid?**

No. You can't get federal financial aid unless you're a U.S. citizen or eligible noncitizen. This means you should not fill out the Free Application for Federal Student Aid (FAFSA).

- **Can I get a Pell Grant?**

No. Pell Grants are a type of federal financial aid.

- **Can I get financial aid from my state?**

No, Arizona does not offer financial aid to undocumented students.

- **Do I pay the in-state or out-of-state rate at a public college in my home state? What about in a different state?**

Arizona law is in flux. For up-to-date information on the status of tuition rates for DACA and undocumented students, contact the college's financial aid or residency offices.

Tuition rates at many private colleges across the country do not differ between in-state and out-of-state students (Grand Canyon University is an example of a private college in Arizona). Because of these differences in policies by college, you will want to call each institution to determine if you qualify for in-state tuition rates. Upon admission, it is very important to review financial aid award letters carefully. In some cases, private colleges or out-of-state colleges may give students better offers than public colleges in Arizona. You can find a list of "undocumented friendly colleges" as well as guidance on what questions to ask on [scholarshipsaz.org](http://scholarshipsaz.org).





## SECTION 6

# FAFSA Information

The FAFSA process can look very different for DACAmented students, citizen students with undocumented parents, and undocumented students.

### DACAmented Students

DACAmented students are NOT eligible for federal aid, and in Arizona, are not eligible for state-based aid either. However, if a college or scholarship requests it, a DACAmented student can file the FAFSA to demonstrate financial need for institutional and private scholarships.

DACAmented students can use their SSN to create an FSA ID and to complete the FAFSA. During the FAFSA process, it is important to represent your status accurately. Students should select "no, I am not a US Citizen or eligible non-citizen."

Keep in mind that students will receive a rejection letter because they do not qualify for aid, but this will not affect their EFC. The EFC can be used to demonstrate need for institutional and private scholarships.

If you are DACAmented and will be filing a FAFSA for purposes of applying for a scholarship, but your parents do not have a Social Security Number, it is recommended that you fill out the paper version of the FAFSA.

### Citizen Students with Undocumented Parents

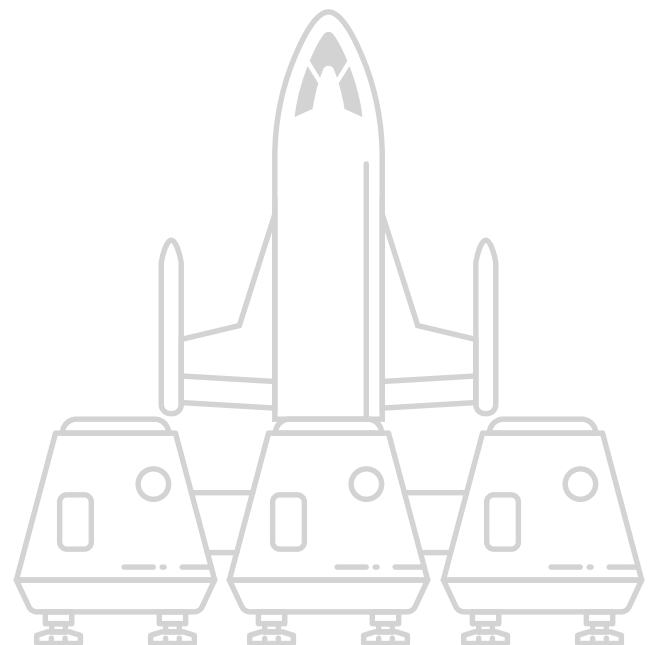
If students have an undocumented parent, they must manually enter parental income information into the FAFSA. Do not use the IRS Data Retrieval tool.

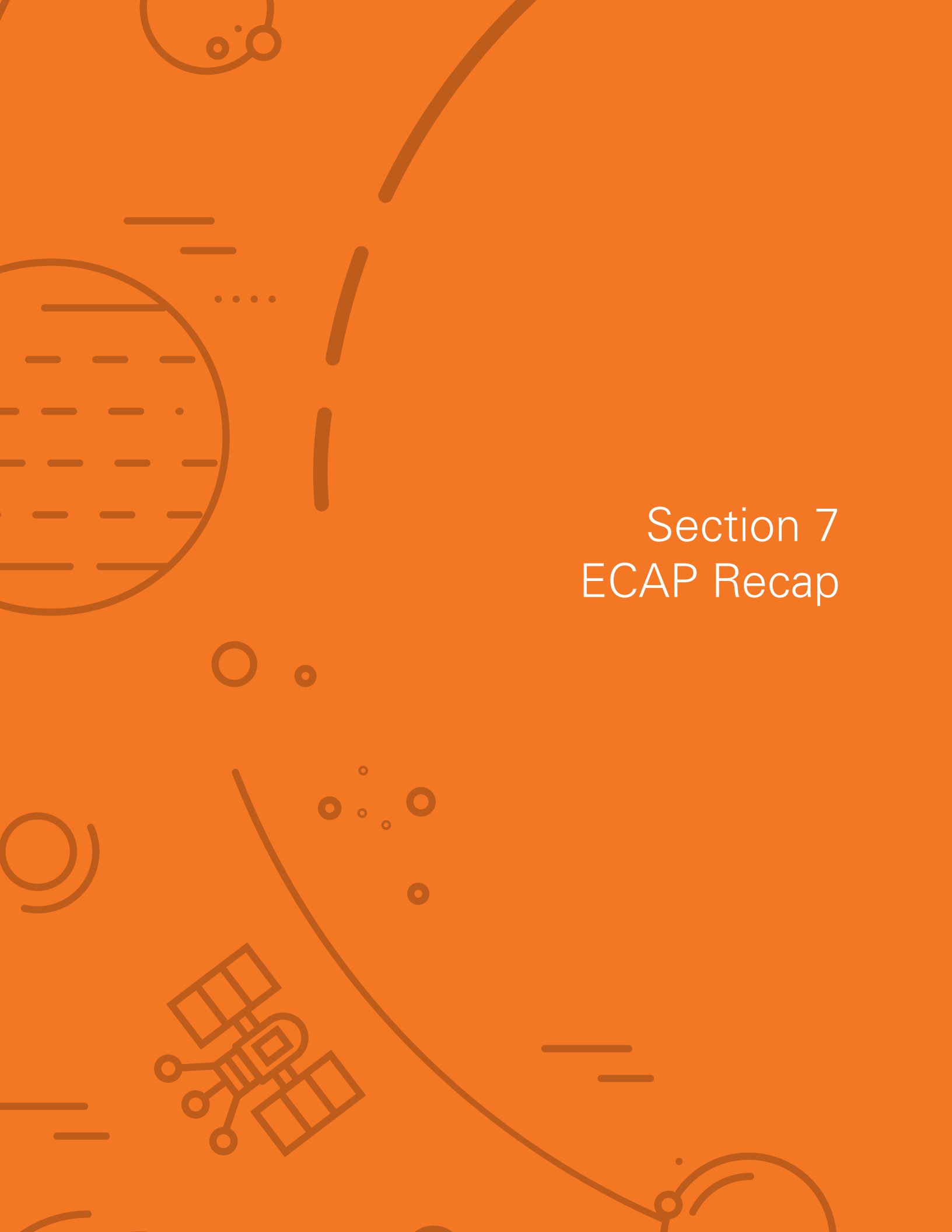
Because undocumented parents do not have a SSN they cannot create an FSA ID. Parents must print, sign and mail in the signature page. You only have to send the signature page, not the whole application. The bar code on the signature page will match the student's application.

### Undocumented Students

Students without a SSN cannot submit the FAFSA. Some scholarships request that students print out the FAFSA and submit it to demonstrate financial need. The College Board's CSS Profile can also serve as a tool to demonstrate need.

*Source: Scholarships A-Z*



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# Section 7 ECAP Recap





## SECTION 7

# So... you have an ECAP, but are unsure about your plans after high school?

That's okay. Even students who have a postsecondary plan in mind now, don't feel sure all the time. Basically, they have decided on a path that makes sense for them. And you can too.

Having a 'postsecondary plan' (making a choice) before you graduate from high school is important for a couple of reasons. One, you and the future you, matter a lot! And two, a plan takes time and action to make happen, and it can't start without a destination in mind. It's like Google Maps... it sets you on a route.

## Begin with your ECAP [Education and Career Action Plan]...

During high school, you have probably entered, tracked and updated your academic, career, postsecondary, and extracurricular activities and goals through the ECAP process. The results (your ECAP) may be saved online in your AzCIS account, or on file in hardcopy with your high school counselor. Log-in to your account or ask your counselor for your ECAP. Review it. Reflect. Be curious about how your ideas for your future have or have not changed over time.

Then, use this section of the Guide, with your ECAP, to help you to decide the 'route' that is most likely to lead where you want your life to go after you graduate.

You probably know this already, but these are your options:

- University
- Community College/Transfer
- Technical Program
- Military
- Workforce/Apprenticeship

One last thing before we start. Don't worry about having everything figured out. You may know you want to go to community college, but have no idea what you want to study. You can decide that later with the help of Sections 2-6 in this Guide. It'll all come together.

So, let's get started!

## How do you decide which option holds the most promise for you after high school?

Getting to your decision will be easier if you approach it in stages:

- 1) **Dream:** envisioning your ideal life,
- 2) **Explore:** imagining careers that 'fit' the unique you,
- 3) **Plan:** knowing the 'pathway' to your desired careers; and
- 4) **Assess:** taking stock on where you're at in order to, ultimately, refine and decide the route that's right for you.

# Stage 1 – Dream

The first stage to determining your plans for the future is to dream. Envision your ideal life. Consider:

- What kind of lifestyle do you want to have?
- How do you want to spend your time?
- How might your interests and talents be used in an ideal job?
- What could you do to make the world a better place?
- How do the desires and needs of your family factor into your future happiness?

Give yourself the freedom to dream big about your future.

### Considerations

Would you prefer to engage with people to a large extent in your work every day or do you prefer to work alone as much as possible?

Is a high salary important to you? Think about how expensive your hobbies and pastimes are; how many family members you expect to support, and other lifestyle considerations.

What kind of work-life balance do you want?

Would you prefer to work in a climate-controlled environment or outdoors?

Do you prefer being physically active or a more sedentary lifestyle?

Do you like to travel, even if that means being away from loved ones at times?

How important is it to you that your work be meaningful? Is it important to you that you "make a difference" to the world/your community?

How important are the desires and needs of your parents on your future plans? Which is more important to you: a) that you take over the family business/farm or follow in your mom's footsteps or pursue the career that your parents want for you; or b) that you forge your own path regardless of your family's opinions; or c) is what your family wants for you and what you want for you in alignment?



"Worry less about what you want to be, and think more about what you want to do. ...The question to ask yourself is not "What can I get?" The question that will propel you the furthest and offer the most meaningful and satisfying course of action is "What can I give?"  
—President Barack Obama, February 10, 2016

**Your Answer**

**Implications for career choice**

# Stage 2 – Explore

In Stage 2, take time to explore who you are and which career path interests you.

Begin by exploring yourself first. Consider:

- What activities do you like and dislike?
- What are your skills and strengths?
- What are your passions and interests?
- What do you value?

Then think about the world around you. Consider:

- What problems exist in our world that you would like to help solve?
- What are various ways the problems could be approached that makes use of your talents?
- What are various ways the problems could be approached that sounds interesting to you?
- How does your culture, family and background inform your identity and what you want to pursue because of it?

The exploration phase is exciting because you get to think about yourself—about all the attributes and experiences you’ve acquired, and perhaps which ones you want to acquire in your future. You can think of your current interests now as a starting point, but also remember **you can gain skills and interests throughout your lifetime.**

As you think about your career options, think of types of careers that interest you, jobs that seem exciting, work environments you prefer, causes you want to work for, people or systems you would like to impact, and tasks you want to do to earn a living while also adding to your overall satisfaction in life. Have an open mind because we know that the jobs in the next 5-20 years may not exist today.

Check out how Pablo and Ann (right) used what they learned in the exploration phase to determine the many different career paths they could take.

## Pablo –

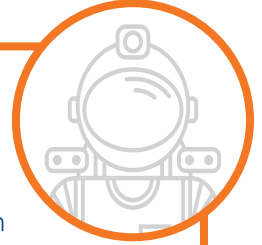
**Likes** - drama club, reading, soccer, band, following politics, social media, spending time with his family.

**Strengths** – energetic, extended vocabulary, English class.

**Causes he cares about** – accessibility of arts (drama/band) in schools, politics/voters’ rights, privacy rights on social media platforms.

**Cultural/Personal considerations:** it’s important to him that he can give back to his family and to choose a career that is respected in his community.

**Possible careers** – journalist, speechwriter, teacher (drama or English), policymaker (emphasis on social media or voter’s rights), lawyer, politician, demographer.



## Ann –

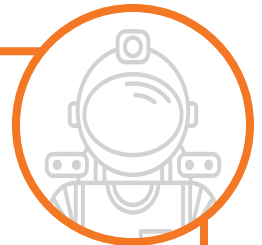
**Likes** - animals (actually loves), recycling, nature, spending time with friends.

**Strengths** – presenting, talking, making friends, math class.

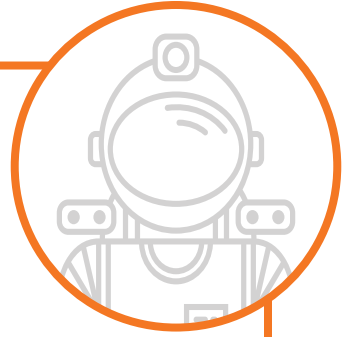
**Causes she cares about** – environment/global warming, mistreatment of animals, foods (that come from animals).

**Cultural/Personal considerations:** it’s important for her to be independent and have a career that allows her to travel.

**Possible career paths** – veterinarian, animal rights activist, environmental scientist, vet tech, animal scientist, nutritional scientist, dietitian, entrepreneur (vegan restaurant/ animal care facility), researcher, renewable energy (installer or engineer).



Now fill out **your** profile:



**Likes -**

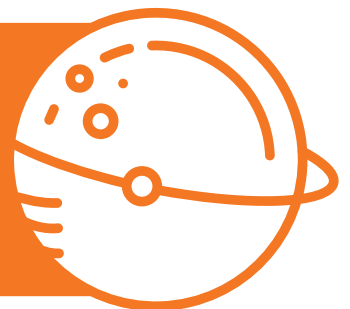
**Strengths –**

**Causes you care about –**

**Cultural/Personal considerations:**

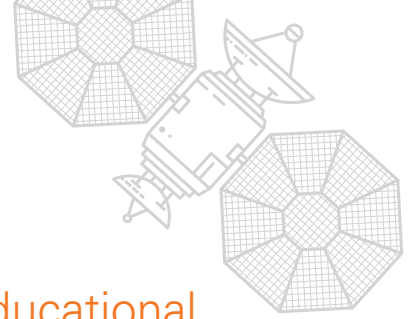
**Possible careers –**

Just ten years ago these jobs did not exist: digital marketing specialist, social media manager, blogger, app developer, and many more. Imagine the possibilities in your future job opportunities. That is why it is more important to pick a broad career area than to focus on just one job—the jobs that you'll have in your lifetime may not even exist today!



SECTION 7

# Stage 3 – Plan



Stage 3 requires you to make a plan to get the training, experience, or credential needed for the career path of your choice. To assist you, the next few pages provide information on:

1. Types of careers, credentials and paths, and
2. Earning potential by degree

## Credentials / Educational Pathways

Search online for the credentials/education needed for each of the career areas you are interested in, then mark an "x" in the table below to indicate the path that most interests you in getting there.

Career Examples*	Credential Needed	Where to obtain ("Path")	My Path
Teacher, Architect, Marketing Manager, Engineer, Registered Nurse, Journalist, Computer Programmer, Software Developer	Bachelor's Degree - a credential earned by a college student after a specified course of study, which usually takes four years.	Four-Year University or College	
Web Developers, Mechanical/ Industrial Engineering Tech, Occupational Therapy Assistant, Paralegal, Air Traffic Controller	Associate's Degree - a credential granted by a community or junior college to a student after completing a specified course of study, which takes about two years, full-time	Community College	
Dental Assistant, Motorcycle Mechanic, Electrician, HVAC Tech, Masseuse, Welder, Cosmetologist	Certificate – This credential is awarded to individuals who complete a defined set of requirements and coursework	Community College or Technical Institute	
Carpenter, Plumber, Machine Operator, Construction Worker, Dog Trainer	Apprenticeship/Work Experience - a kind of job training that involves learning from a master of the trade on the job, instead of in school, that provides essential skills and recognized qualifications for the job	Through an employer, either on the job, or through a designated apprenticeship program	
Lawyer, Doctor, Veterinarian, Dentist, Orthodontist, Pharmacist	Professional Degree – a credential awarded to students by specialized postsecondary institutions after completing a rigorous course of study and fulfilling other requirements	Professional School (e.g., Law School, Medical School, Dental School) after completing a bachelor's degree	

\* Note that some individuals performing these jobs may have different credentials. These examples are generalizations.

## A note on four unique pathways

**Graduate Degrees:** Some careers require graduate degrees such as a master’s or doctorate (for example, most college professors have a PhD). And other careers pay higher salaries to people with graduate degrees than to people with bachelor’s degrees (e.g., teaching (M.Ed.), business (M.B.A.)). However, these degrees can only be obtained after a student completes a bachelor’s degree. If your career of choice requires a graduate degree, plan first to earn a bachelor’s degree.

**Transfer Programs (2+2, 3+1):** Some students’ ultimate goal is to attain a bachelor’s degree, however, they split the four years required for that degree between community college and university. They first attend a community college (for 1 to 3 years) to complete a course of study that qualifies them to transfer to a university. After completing that course of study, they then transfer to a four-year institution to complete the remaining years/courses needed to earn a bachelor’s degree. For more information on this pathway, see page 28.

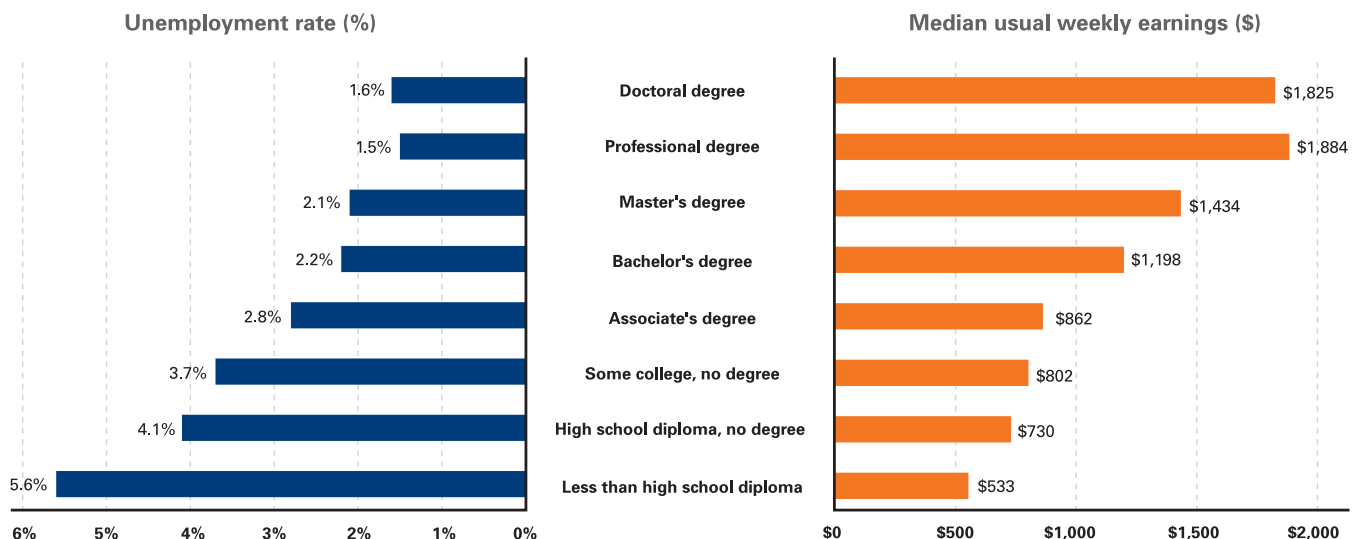
**Military:** If you are going to serve in the military, don’t forget to explore all the different ways you can do so. You can attend a military academy, you can attend a university with an ROTC program, or you can enlist without first attending a postsecondary institution. If you do decide to enlist right after high school, ask your military recruiter for information on educational benefits in case you decide to go to school while on active duty, or at a later time, as a veteran. For more information on serving in the military, see pages 61-62.

**Licenses:** Some careers, including for example, cosmetologists, building contractors, electricians, teachers, nurses, and therapists, require people to have a license to practice that profession. To obtain a license in most fields, the person must complete the necessary education (earn the required degree or credential), pass a test that demonstrates they meet state standards for that career, and pay a fee. Licenses typically must be renewed, which may require proof of on-going professional development and training (to stay up-to-date with advances in the field), and a renewal fee.

# Education Pays

Consider what your earning potential can be based on your postsecondary educational attainment.

## Unemployment Rates and Earnings by Educational Attainment, 2018



Note: Data for persons age 25 and over. Earnings for full full-time wage & salary workers. Source: U.S. Bureau of Labor Statistics, Current Population Survey

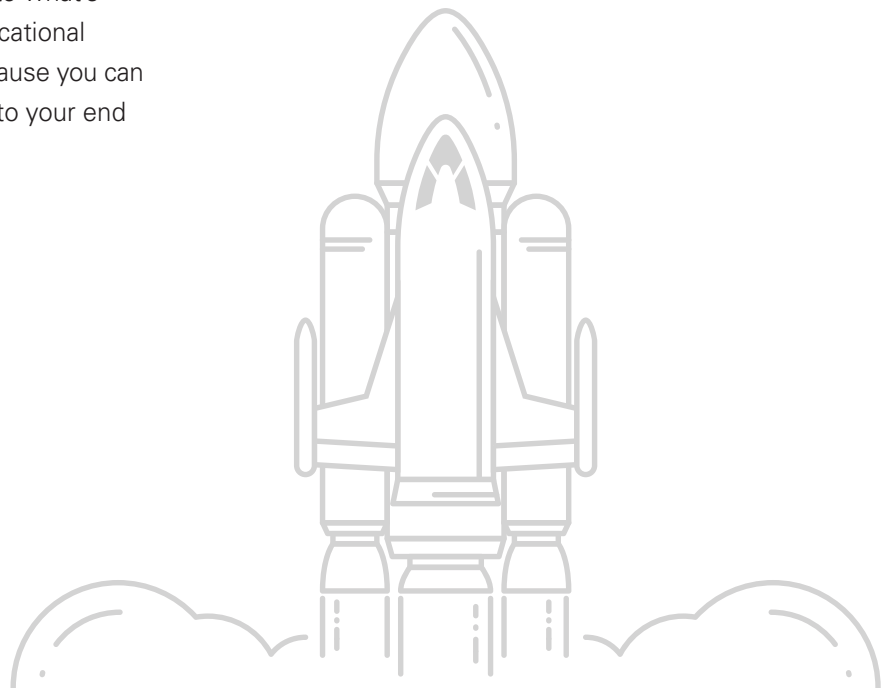
# Stage 4 – Assess

If you've done the hard planning work in Stage 3, you now have a postsecondary plan in mind! Remember, having a plan (destination), gives direction – sets you on a route. You'll feel more confident heading out, however, if you first take stock of where you're at right now. The goal now is to learn how prepared you are for the desired plan so you can further prepare or choose another path. Either way, your plan will keep you on track. Make sense? Let's get started.

## Find your Questionnaire and Complete It

Use the key box on the next page to identify the questionnaire (assessment), by letter (A, B, C, etc.) that matches the path (plan) you settled on when you were doing your planning in Stage 3. By completing the assessment for the path that corresponds to your plan, you'll be able to further assess your next steps.

If your assessment indicates that you are missing some requirements, meet with your School Counselor to see if you can still complete them before you graduate. If you are not able to complete what's required to move directly on to the educational pathway of your choice, no worries, because you can take a different first step, then make it to your end goal at a later time.

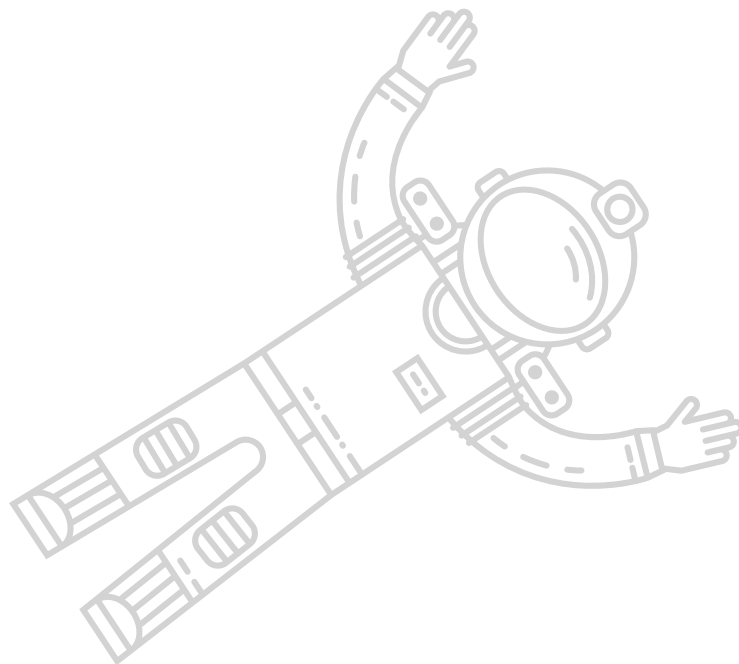




## What pathway did you select in Stage 3?

### Pathway Selected

You Picked:	Go to the Assessment Marked:
University/Bachelor's Degree	A
Community College/Associate's Degree	B
Technical School/Certificate	C
Apprenticeship/Work Experiences	D
Professional School (requires a bachelor's degree first)	A
Military was not listed, but that's what I want to do!	E



**SECTION 7**

# A University Readiness Assessment

If you plan to attend a four-year university to pursue a bachelor’s degree, this assessment tool is for you! Your first step will likely be to attend a university, however, know that you can also start at a community college, then transfer to a four-year university to complete your bachelor’s degree.

Complete this questionnaire first, and then if you decide a transfer plan is better for you, go to the questionnaire marked B since community college will be your first step after high school graduation.

## Graduation Status

I have enough credits to graduate "on time" Yes No

I passed all classes required for graduation Yes No

I passed the AZ required civics test Yes No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

## Academic Preparation

I have passed all classes required for university admission Yes No

My unweighted GPA meets the admission requirement for my program(s) of choice Yes No

My ACT or SAT score meets the admission requirement for my program(s) of choice Yes No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

### General Admission Requirements for ASU, NAU, and UofA

High School Courses	GPA/Rank	Other/Testing
<ul style="list-style-type: none"> <li>4 years of English</li> <li>4 years of Math (starting at Alg 1 or higher)</li> <li>3 years of Science with lab</li> <li>2 years of Social Science</li> <li>2 year of the same second language</li> <li>1 year of CTE or fine arts</li> </ul>	<ul style="list-style-type: none"> <li>3.0 or higher in core academic courses</li> <li>Graduate in top 25% of your class</li> </ul>	<p>College entrance exams are not required for admission, but are recommended for merit-based scholarships and to supplement your application if other requirements were not met. Check the universities’ websites for target scores on ACT/SAT</p>

### Interested in other universities?

Each four-year university has specific requirements. It’s important that you research the requirements at the universities you are interested in attending, so that you know if you are on track to be admitted. Check the college websites and contact admission counselors to learn more about the general admission requirements, specific program requirements, any exceptions, and the admissions process.

## University Admission

I know the university admission requirements for all my selected schools? Yes No

I know the application deadlines for all my selected schools Yes No

I know what additional info (in addition to the application) I'll be required to submit at my selected schools (essays, transcripts, app fee, test scores, etc.) Yes No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---

## Program of Study

The universities I'm interested in offer the major I am interested in Yes No

I know, and meet, any specific/special requirements for my major Yes No

I understand the pros and cons of entering college with an "undeclared" major Yes No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---

## Financial Preparation

I know how much it will cost to attend the university Yes No

I know how I will pay for college Yes No

I know, and can meet, the FAFSA priority deadlines for the universities I am interested in Yes No

I have registered on scholarship search engines and/or applied for scholarships Yes No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---

If your assessment indicates that you are missing some requirements, meet with your School Counselor to see if you can still complete them before you graduate.

Your goal is to have answered "Yes" to all the questions, or to have set-up a plan on how you will get to "Yes" before you graduate high school. Once you've done that, then you are ready to Execute your Plan. Use Checklist on Page 8 in Section 1, then use the resources in the rest of this Guide to help you complete all the steps you'll take before graduation!

If you are unsure if you will be ready to attend a four-year university after completing high school, then go to assessment **B** to complete the Community College Readiness Assessment. You can start at a community college first, then transfer to a university to complete a bachelor's.

---

SECTION 7

# B Community College Readiness Assessment

If you plan to complete an associate's degree, a certificate, or the foundation course for a bachelor's degree at a community college, this assessment tool is for you! Most students attend the community college closest to their home town, but a few community colleges in Arizona have on-campus housing so students from further away can attend those too.

## Graduation Status

I have enough credits to graduate "on time"	Yes	No
I passed all classes required for graduation	Yes	No
I passed the AZ required civics test	Yes	No
If I answered "no," what steps must I take as a high school senior to get to "yes"?	_____	

---

## Academic Preparation

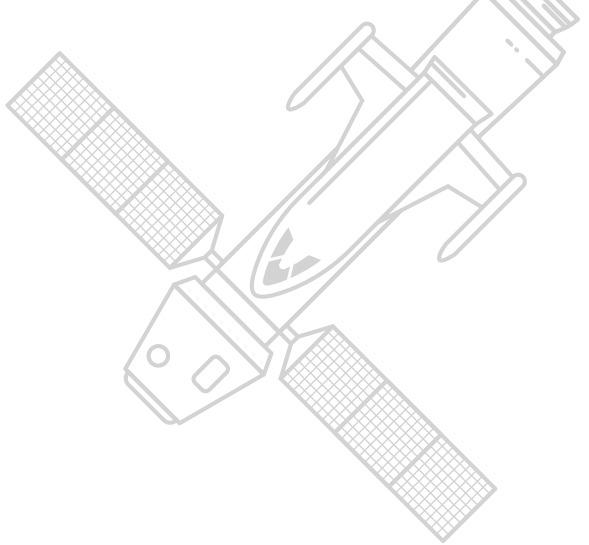
I have passed all classes required for university admission	Yes	No
My ACT or SAT score is high enough for university admission or scholarships	Yes	No
If the answers to the two questions above are "Yes", do I understand the benefits and accessibility of attending a four-year university next year?	Yes	No
If I answered "no," what steps must I take as a high school senior to get to "yes"?	_____	

---

## Community College Awareness

The community college offers the major I am interested in or the general education (AGEC) courses to transfer to a university to pursue my major	Yes	No
I am aware of the enrollment steps (including applying, taking a placement test, and/or registering) at the community colleges that interest me	Yes	No
I understand the pros and cons of entering college with an "undeclared" major	Yes	No
If I answered "no," what steps must I take as a high school senior to get to "yes"?	_____	

---

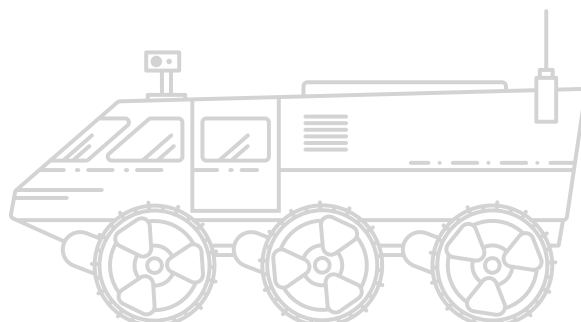


## Financial Preparation

I know how much it will cost to attend the community college	Yes	No
I know how I will pay for college	Yes	No
I know, and can meet, the FAFSA priority deadlines for the colleges I am interested in	Yes	No
I have registered on scholarship search engines and/or applied for scholarships	Yes	No
If no, what steps must I take as a high school senior to get to yes? _____		

If your assessment indicates that you are missing some requirements, meet with your School Counselor to see if you can still complete them before you graduate.

Your goal is to have answered "Yes" to most of these questions or to have set-up a plan on how you will get to "Yes" before you graduate high school. Note that if you answered "Yes" to the questions under academic preparation, it's likely that you could be admitted and could succeed at a four-year university. If you think you may want to attend a four-year university, complete the assessment **A** in this section. If you are still interested in attending a community college, use Checklist on Page 9 in Section 1, then use the resources in the rest of this Guide to help you complete all the steps you'll take before graduation!



SECTION 7

# **c** Technical School Readiness Assessment

If you are thinking of obtaining a certificate at a technical school, this assessment tool is for you!

## Graduation Status

I have enough credits to graduate "on time" Yes    No

I passed all classes required for graduation Yes    No

I passed the AZ required civics test Yes    No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---

## Academic Preparation

I have passed all classes required for university admission Yes    No

My ACT or SAT score is high enough for university admission or scholarships Yes    No

If the answers to the two questions above are "Yes", do I understand the benefits and accessibility of attending a 4 year university next year? Yes    No

Does my local community college offer the certificate I want? Yes    No

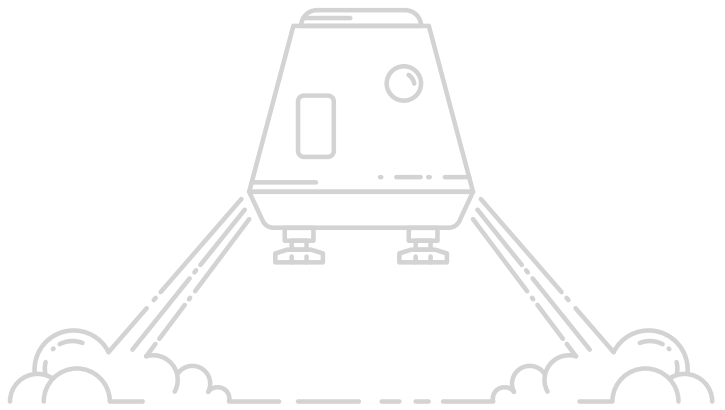
If the answer to question above is "Yes", would attending the community college be the best route? Why or why not?

---

---

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---



## Technical School Admission Process

- I understand the admissions process for my selected school (interviews, entrance exams, portfolios, application deadline) Yes    No
- I know, and meet, any specific/special requirements for my field of study Yes    No
- If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_
- 

## Financial Preparation

- I know how much it will cost to attend the technical school that interests me Yes    No
- I know how I will pay for my certificate program Yes    No
- I know, and can meet, the FAFSA priority deadlines for the schools I am interested in Yes    No
- I have registered on scholarship search engines and/or applied for scholarships Yes    No
- If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_
- 

If your assessment indicates that you are missing some requirements, meet with your School Counselor to see if you can still complete them before you graduate.

Your goal is to have answered "Yes" to most of these questions or to have set-up a plan on how you will get to "Yes" by the time you graduate from high school. Note that if you answered "Yes" to the questions under academic preparation, it's likely that you could be admitted and could succeed at a four-year university or that you can research whether attending a community college would be a better option for you. Community colleges tend to be more affordable than technical schools. If you think you may want to attend a four-year university or a community college, complete the appropriate assessments (**A** or **B**).

If you are still interested in attending a technical school, use the Checklist on Page 10 in Section 1, then use the resources in the rest of this Guide to help you complete all the steps you'll take before graduation!

SECTION 7

# D Apprenticeship/Work Readiness Assessment

If you plan to do an apprenticeship or enter the workforce immediately after high school, this assessment tool is for you!

## Graduation Status

I have enough credits to graduate "on time" Yes No

I passed all classes required for graduation Yes No

I passed the AZ required civics test Yes No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---

## Academic Preparation

I have passed all classes required for university admission Yes No

My ACT or SAT score is high enough for university admission or scholarships Yes No

If the answers to the two questions above are "Yes", do I understand the benefits and accessibility of attending a four-year university next year? Yes No

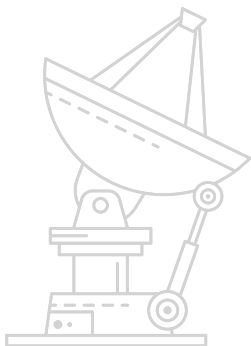
The reason I want to enter the workforce immediately after high school is: \_\_\_\_\_

---

I understand that community colleges have "open admissions" so that even with a low GPA, I could enroll there to obtain a trade/technical certificate Yes No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---





An apprenticeship is a system of training for a trade or profession with on-the-job training and often some accompanying study. Many occupations offer apprenticeships, including healthcare, construction, information technology, cyber security, advanced manufacturing and business services.

Visit <https://des.az.gov/services/employment/apprenticeship> for a list of apprenticeships in Arizona.



### Workforce Entry Process

- |   |     |    |
|---|-----|----|
| I have a resume   | Yes | No |
| I have the contact information for people who could serve as references | Yes | No |
| I am confident that I will interview well                               | Yes | No |
| I have identified companies where I would like to work/apprentice       | Yes | No |

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

### Financial Preparation

- |  |     |    |
|--|-----|----|
| I understand that there may be financial aid, including grants, to pay for my college education, but still choose to enter the workforce after high school graduation. | Yes | No |
|--|-----|----|

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

If your assessment indicates that you are missing some requirements, meet with your School Counselor to see if you can still complete them before you graduate.

Your goal is to have answered "Yes" to most of these questions or to have set-up a plan on how you will get to "Yes" before graduation. Note that if you answered "Yes" to the questions under academic preparation, it's likely that you could succeed at a postsecondary institution before you enter the workforce. If you think that you may want to attend a four-year university, a community college or a technical school, complete the appropriate assessments (**A**, **B**, or **C**).

If you are still interested in entering the workforce or doing an apprenticeship use the Checklist on Page 11 in Section 1, then use the resources in the rest of this Guide to help you complete all the steps you'll take before graduation!

SECTION 7

# E Military Readiness Assessment

If you plan to enlist in the military, this assessment tool is for you! If you have decided to join the military by way of attending a military academy, or through ROTC, then complete the four-year university assessment **A**. Otherwise, use this assessment.

## Graduation Status

I have enough credits to graduate "on time" Yes    No

I passed all classes required for graduation Yes    No

I passed the AZ required civics test Yes    No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---

## Academic Preparation

I have passed all classes required for university admission Yes    No

My ACT or SAT score is high enough for university admission or scholarships Yes    No

If the answers to the two questions above are "Yes", do I understand the benefits and accessibility of attending a four-year university next year and the ROTC option? Yes    No

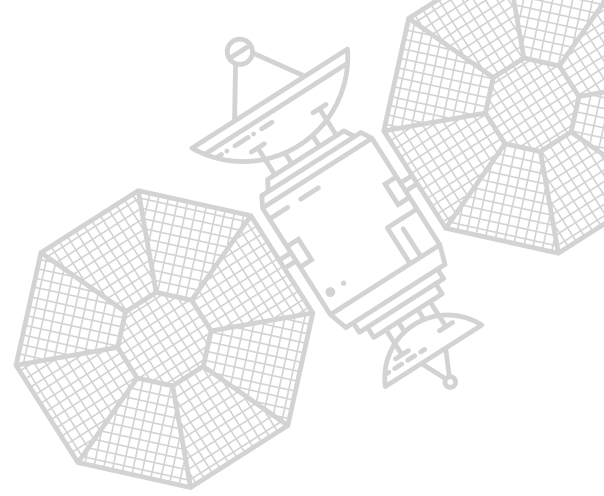
The reason I want to enlist in the military after graduation is: \_\_\_\_\_

---

I understand that community colleges have "open admissions" so that even with a low GPA, I could enroll there to obtain a trade/technical certificate Yes    No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---



## Military Enlistment Process

I understand the enlistment process for my selected branch of the military Yes    No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---

Based on my current ASVAB scores, should I retake the assessment? Yes    No

My ASVAB Scores(s): \_\_\_\_\_

## Financial Preparation

I understand that there may be financial aid, including grants, to pay for my college education, but still choose to enlist in the military after high school graduation. Yes    No

If I answered "no," what steps must I take as a high school senior to get to "yes"? \_\_\_\_\_

---

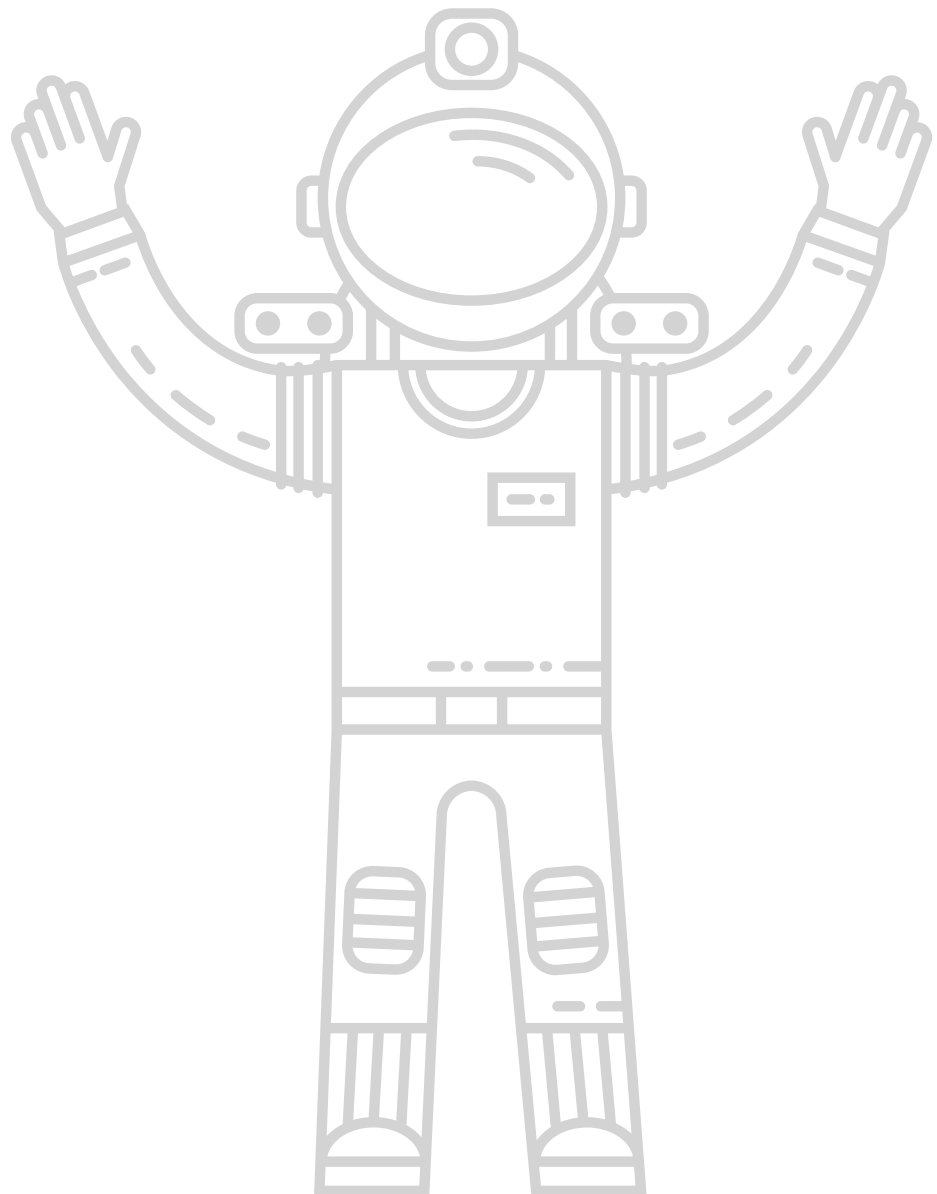
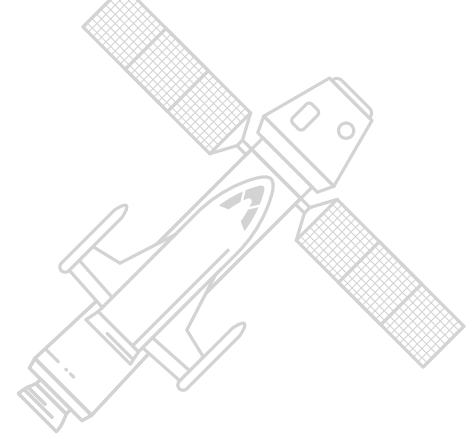
If your assessment indicates that you are missing some requirements, meet with your School Counselor to see if you can still complete them before you graduate.

Note that if you answered "Yes" to the questions under academic preparation, it's likely that you could succeed at a postsecondary institution before you enter the military. If you are interested in joining an ROTC program at a four-year university, complete the assessment marked **A**. If you have considered all your options and decide that enlisting in the military is your goal, use the Checklist on Page 12 in Section 1, then use the resources in the rest of this Guide to help you complete all the steps you'll take before graduation!

## SECTION 7

# Now What

Now that you've completed the four stages of planning, it's time to execute your plan! Each education-to-career pathway and school has specific steps you need to complete this year, as a high school senior, to get there after you graduate. Throughout this Guide you will find tools and resources to complete each of those steps. Next, find the checklist corresponding to your plan in Section 1. Complete each step and you'll be ready to LAUNCH to your life after high school... buckle-up!



The background is a solid blue color with various white geometric shapes and lines scattered across it. There are several curved lines, some straight lines, and small circles. In the lower-left quadrant, there is a stylized icon of a satellite with two rectangular panels and a central body with small circles. The text 'Section 8 Glossary' is positioned on the right side of the page.

# Section 8 Glossary

The background is a solid blue color with various white line-art illustrations of space-related objects. In the upper left, there is a planet with a ring system and several smaller circles representing moons or other celestial bodies. To the right, there is a spiral galaxy. In the lower right, there is a satellite with two rectangular solar panels and several circular antennas. Scattered throughout the background are various other shapes: horizontal and vertical lines, small circles, and curved lines, suggesting stars, nebulae, or orbital paths.

# Glossary

There are a lot of acronyms and confusing terms on the road to college. Here are a few that you might be wondering about. If there's one you don't see listed here, check with your School Counselor for assistance.

**2+2/3+1 programs:** A postsecondary pathway in which students begin at the community college where they complete general educational requirements over 2 or 3 years and then transfer to a university (for the remaining 1 or 2 years) to complete a bachelor's degree.

**ACT/SAT:** Standardized college entrance exams. Many colleges and universities ask for ACT or SAT scores as part of the application process.

**Advanced Placement (AP):** College level courses offered at high school in which a student has the opportunity to earn advanced placement, credit or both at a college or university.

**Admission:** Notification from the college to which you applied that you are accepted. Students must respond, by the given deadline, to inform the college if they will accept the offer. Students accepted to multiple schools will want to compare their financial aid packages to help them decide which school to attend.

**Advisor:** A college staff member or professor who helps a student plan and complete a course of study at a college or university.

**Application:** A form that must be filled out to be considered for entry into university, community college, technical school, to be considered for a scholarship, and, in many cases, to be considered for a job.

**Apprenticeship:** Registered apprenticeships provide the opportunity to "earn while you learn." Partnerships between trade organizations, employers, state government and community colleges provide a program that combines classroom training (which may include college credit course) and paid, supervised on-the-job training, lasting 2-5 years. After successful completion of an apprenticeship program, students are eligible for certificates of completion, and/or licenses for specific occupations and trades.

**Arizona high school graduation requirements:** The minimum subject credits required to graduate from high school: English-4; Math-4; Science-3; Social Studies-3; CTE/Fine Arts-1; Elective-7 (varies by district).

**Associate's Degree:** A degree granted after successful completion of a course of study requiring approximately 60 credits, typically by a community or junior college. Full-time community college students taking 15 credits per semester can generally finish an associate's degree in two years (also known as AA or AS degree, short for Associates of Arts and Associates of Science).

**ASVAB:** A test to determine qualification for enlistment in the U.S. Armed Forces. It stands for Armed Services Vocational Aptitude Battery.

**Award Letter:** Notice from a school of the amount and type of financial aid that the school is willing and able to provide a student.

**Bachelor's Degree:** A degree earned for a course of study that normally requires 120 to 130 credits, involving specific classes related to the student's major. Full-time students ideally complete a bachelor's degree in four years, although changing majors, transferring institutions, taking fewer than 15 credit hours per semester and/or taking courses that don't count toward one's declared major, can make it take longer (also known as BA or BS, short for Bachelor of Arts and Bachelor of Science).

**Certificate:** An official document attesting to a particular fact or accomplishment. In the postsecondary realm, students complete a series of specified courses, and sometimes an internship, and typically pass a test, to obtain certificates in specific trades or areas of expertise required to work in those fields. Examples include welding, medical technology, auto mechanics, massage therapy, and court stenography.

**Community College:** A public postsecondary institution that offers courses to residents in the surrounding area. Students may attend community colleges to obtain associate's degrees or technical certificates, or may take courses there towards a bachelor's degree, before transferring to a four-year university (2+2 or 3+1 pathway). Students can also take courses to enhance their skills in an area, or just for fun.



## SECTION 8

**Cost of Attendance (COA):** The total cost of going to college, including tuition, fees, room and board, books, transportation, and personal expenses.

**Course of Study:** Group of courses students are required to take in order to earn a college degree; a major.

**Credit or Credit Hour:** Points awarded for successful completion of high school or college courses, college credit hours usually equal the number of hours a class meets per week.

**Deferment:** A period in which payment is not required. In the postsecondary realm, students can obtain deferment on paying their enrollment deposit as well as on paying interest and/or principal on student loans. Deferments do not last forever. Eventually these payments must be made.

### **Deferred Action for Childhood Arrivals (DACA)**

**Program:** A kind of administrative relief from deportation. The policy allows young children (under the age of 16) who came to the U.S. without documentation, and have been educated by U.S. school systems, the opportunity to remain in the U.S. by following specific guidelines.

**Degree:** Academic credential given by colleges or universities to students who have completed a course of study.

**Doctoral Degree:** The most advanced academic degree, awarded after three to five years of additional study following completion of a master's degree.

**DREAMers:** Individuals who would have qualified under the DREAM Act are often referred to as DREAMers. The term has been used to refer to individuals in the U.S. who were brought to the country at an early age without documentation, but have assimilated to the U.S. culture and have been educated by U.S. school systems. Not all immigrant youth identify as DREAMers.

**Dual Enrollment:** A student in high school is also taking courses from an institution of higher learning, such as a community college or university. The college classes the student takes, typically count toward their high school diploma, as well as college credit.

**Early Action:** When a student applies for admission to a college by an early deadline (before the regular admission deadline) and receives notice of acceptance, denial, or deferment with no obligation to the university to enroll.

**Early Decision:** When a student applies for admission to a college by an early deadline (before the regular admission deadline), with the understanding that if accepted, the student must enroll in that school. Students should apply for early decision only to their first choice school.

**Education Career Action Plan (ECAP):** A document that reflects a student's plan of course work, career aspirations, and extended learning opportunities, which is used to develop, and achieve the student's individual academic and career goals. Required in high school in Arizona.

**Expected Family Contribution (EFC):** The portion of a family's financial resources that should be available to pay for college, based on a federal formula using the information on the FAFSA (Free Application for Federal Student Aid).

**FAFSA:** The Free Application for Federal Student Aid is an online form submitted annually by current and prospective college students (undergraduate and graduate) in the United States to determine eligibility for student financial aid. Students who are eligible to file the FAFSA should complete it every year.

**Federal Student Aid (FSA) ID:** A username and password used by current and prospective students and their parents to log in to U.S. Department of Education websites including the FAFSA website. The ID is used to sign documents electronically (it has the same legal status as a written signature).

**Fee Waiver:** Permission to not pay a fee, based on meeting some requirement or condition. In the postsecondary realm, waivers of college application fees and ACT or SAT fees are often available for students based on financial need.

**Financial Aid Package:** Financial Aid Packages are also referred to as Award Letter, Award Notice, or Financial Aid Offer. Although it is important to note



that not all forms of aid included in an offer are awards (that do not have to be paid back such as grants and scholarships). There are different types of aid including loans, work-study, scholarships, and grants. Depending on the package, sometimes it can be cheaper for a student to attend an expensive school because more aid is offered to offset the cost. This is why it is important to apply to the schools you want to attend, even if you don't think you can afford it.

**Four-year University:** A postsecondary institution/school that offers undergraduate (bachelor's) degrees. Many four-year universities also offer graduate (master's) degrees.

**Full-time Student:** A student who enrolls in at least a minimum number (determined by your college or university) of credit hours or courses.

**Grade Point Average (GPA):** The average of all of the course grades a student receives in high school, or in college, on a four-point scale.

**Grant:** A sum of money given by a government or other organization for a particular purpose. It does not have to be paid back.

**Honors Course:** A class that covers the same subject matter as a regular class, but enriched with greater depth and at a faster pace.

**International Baccalaureate (IB):** A curriculum of international education and rigorous assessment designed to help students develop the intellectual, personal, emotional, and social skills to live, learn, and work in a rapidly globalizing world.

**Internship:** A job in a student's field of study which may be required in some academic programs and may provide salary and/or college credit.

**Ivy League:** A group of long-established colleges and universities in the eastern U.S. having high academic and social prestige. It includes Harvard, Yale, Princeton, Columbia, Dartmouth, Cornell, Brown, and the University of Pennsylvania.

**Letters of Recommendation:** Letters of endorsement (often from high school teachers/staff) written on

a student's behalf during the college and/or job application process.

**Major:** A concentration of study focused on a discipline, which requires completion of specific courses.

**Master's Degree:** An academic degree conferred by a college or university upon those who complete a prescribed study beyond the bachelor's degree.

**Minor:** A college or university student's declared secondary academic discipline during their undergraduate studies.

**Orientation:** A meeting/event many colleges offer (hours or days-long) where incoming students and parents/guardians receive information about registering for classes, meet their advisor, and learn about school resources and policies.

**Parent Plus Loan:** The Parent PLUS Loan is a federal student loan available to the parents of dependent undergraduate students. The Parent PLUS Loan offers a fixed 5.3% interest rate for the 2020-2021 school year and flexible loan limits. To be eligible, a parent can't have an adverse credit history.

**Pell Grant:** Money from the U.S. government to support a student's education that does not have to be paid back. Pell Grants are awarded to U.S. citizens and legal residents based on financial need and timeliness of completing the FAFSA.

**Placement Test:** Colleges and universities may require students to take tests to determine the appropriate level college math and/or English class.

**Postsecondary Education:** The broadest term to describe any education beyond high school, including, community college, university, technical school, etc.

**Prerequisite:** A course or courses that must be successfully completed before a student can enroll in the next level course or more advanced courses.

**Residence Hall:** A building primarily providing living/sleeping quarters for large numbers of students. Also known as a dorm or dormitory and often referred to as "on-campus housing."



## SECTION 8

**Resident:** A student who lives in and meets the residency requirements for the state where a public university is located. Tuition at public universities often is more expensive for non-residents.

**Resume:** A brief account of a person's education, qualifications, and previous experience, typically sent with a job application.

**ROTC:** Program to train college students to become officers in the U.S. Armed Forces. Stands for Reserve Officers' Training Corps.

**Room & Board:** The cost of a room in a dormitory and a dining hall meal plan at a college or university.

**Scholarship:** Money to support a student's education that does not have to be paid back. Scholarships are awarded based on academic, athletic, artistic, or other types of achievements, affiliations or competitions.

**Student Aid Report (SAR):** The SAR summarizes the information included on the Free Application for Federal Student Aid (FAFSA). The SAR provides the Expected Family Contribution (EFC), which is used to determine whether a student is eligible for a federal Pell Grant and other federal aid.

**Student Loan:** Money a student borrows to help pay for college, which must be paid back. **Subsidized** loans are offered to students who qualify through the FAFSA. The federal government pays the interest while the student is enrolled in college at least part-time. There are also **unsubsidized** loans where interest begins accruing as soon as the loan is disbursed.

**Summer Bridge Programs:** Programs offered by many universities and some community colleges, which occur in the summer between high school graduation and fall transition to college, which offer students accelerated, focused learning opportunities that can help better prepare them to succeed in college.

**Technical School:** A general term used for a college that provides mostly employment-preparation skills for trained labor, such as welding and culinary arts. These programs generally take no more than two years to complete. Examples include the Universal Technical Institute and DeVry.

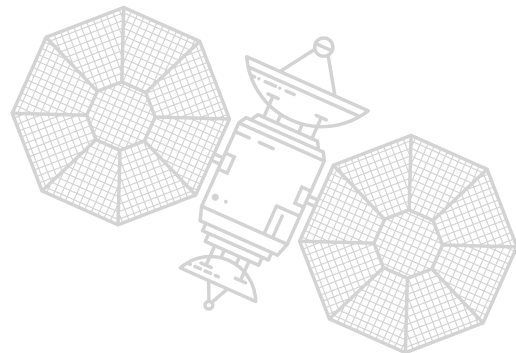
**Transcript:** An official academic record from a specific school. It lists when you attended, the courses you have completed, grades, and sometimes test scores. Universities, colleges and technical schools usually require high school transcripts be submitted as part of the application process.

**TRiO Programs:** Federal outreach and student support service programs at the middle school, high school and college level to assist students with understanding of basic college requirements, and to motivate students toward successful completion of postsecondary education.

**Tuition:** The amount of money charged for instruction/ classes at postsecondary institutions (see also--cost of attendance).

**Undeclared/Undecided:** Term to describe a student who is unable or not ready to select a major at a college or university. Colleges typically ask students to pick their major by the end of their sophomore year.

**Work-Study:** A federal program that provides the opportunity for college students to work part-time jobs (often on the campus of the school they attend) to earn money to pay educational expenses. Students receive compensation in the form of a paycheck, much like a traditional job. Students must submit the FAFSA to be considered for work-study positions.



# Username and Passwords

**WARNING:** Write usernames and passwords here, with or without encryption, at your own risk. Your password is the electronic equivalent of your signature. Treat your passwords as you would treat any piece of personal and confidential information by taking measures to keep them confidential. If you choose to write your usernames and passwords here, keep tight control of this Guide at all times and if someone learns your password, or you lose this book, you should immediately change your password(s).



Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			



SECTION 8

# More Usernames and Passwords

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

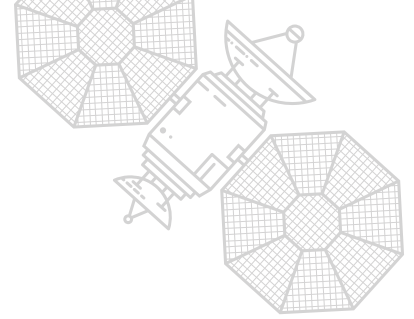
Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

Name of site:		Why I use it:	
<b>Username</b>		<b>Password</b>	
Web address:			

Please complete this form and submit it to your school as instructed when you receive this Launch Guide.



# Acknowledgment Receipt of Launch Guide

What is your role? (Select one)

- Student
- Parent/Guardian
- Educator

If you're a student, what is your plan after graduation? (Select one)

If you're a parent, what is your child's plan after graduation? (Select one)

- University
- Community College/Transfer
- Technical Program
- Military
- Workforce/Apprenticeship

By my signature, I acknowledge that I have received a copy of the Senior Launch Guide as well as information about how it can be used to complete the steps to accomplish my goals after high school graduation.

High School: \_\_\_\_\_

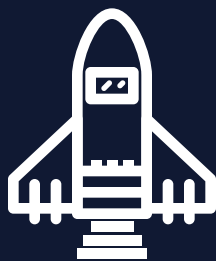
Print Student's First and Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sign: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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# WE HAVE LIFT-OFF!



Arizona GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a project of Northern Arizona University, made possible by a grant from the U.S. Department of Education. Through partnerships with school districts and others, NAU GEAR UP is significantly increasing the number of students from low-income communities who stay in school and are prepared to enter and succeed in postsecondary education. Learn more at [nau.edu/gearup](https://nau.edu/gearup).

The federal government does not endorse this Guide, nor do its contents necessarily represent the policy of the Department of Education.

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