

**Wooster High School Graduation Requirements**

Washoe County School District (WCSD) Policy requires students to earn a total of 22 ½ credits, pass the required Nevada High School Proficiency Examination to earn a high school diploma.

WCSD policy also requires students to earn 5 credits to be considered a sophomore, 11 credits to be considered a junior and 17 credits to be considered a senior.

<b>Subject Area</b>	<b>Standard Diploma</b>	<b>Gateway</b>	<b>Advanced Diploma</b>	<b>Honors Diploma</b>
English	4	4	4	4
Mathematics	3	4	3	3 <sup>*</sup>
Science	2	3	3	3 <sup>†</sup>
World History / Geography	1	1	1	1
U.S. History	1	1	1	1
American Government	1	1	1	1
Art / Humanities or CTE	1	1	1	1
P.E. / R.O.T.C.	2	2	2	2
Health	1/2	1/2	1/2	1/2
Computer Literacy	1/2	1/2	1/2	1/2
Foreign Language	0	0	0	2 <sup>‡</sup>
Electives	6 1/2	4 1/2	7	5
<b>Total</b>	<b>22 1/2</b>	<b>22 1/2</b>	<b>24</b>	<b>24<sup>‡</sup></b>

Required GPA	--	3.00	3.40
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<sup>\*</sup> Algebra 1-2 and above  
<sup>†</sup> Two credits must be in Life Science/Biology, Chemistry, or Physics  
<sup>‡</sup> Two years of the same foreign language  
<sup>‡</sup> For the honors Diploma you must have taken 8 honors courses

**The advanced diploma option will be changing for the class of 2010.  
 You will need 4 years of Math and a 3.25 GPA.**

**Standard Diploma:**

This student will have completed a minimum of 22.5 credits with all requirements met and will have passed all required sections of the NHSPE.

**Advanced Diploma:**

For an advanced diploma a student must meet all the course requirements defined in the policy (24 total credits, 3 of which are required science and 7 electives with a minimum of 3.00 GPA, weighted). Students may use classes taken outside the regular school day towards the total of 24 credits. Dual credit courses cannot be counted twice/double for high school graduation (i.e. the student earns one college credit that can also be applied to a university or community college transcript).

**Honors Diploma:**

This student will have completed a minimum of 24 credits (19 required and 5 elective) including at least eight (8) qualified honors level classes, and will have passed all required sections of the NHSPE, a minimum 3.40 GPA, weighted and rounded to the nearest 100<sup>th</sup>, and no course failures during the last two years unless the course is repeated to remove the “F” from the transcript.

**Credit Evaluation Worksheet**  
**Standard Diploma**

<b><u>SUBJECT</u></b>	<b><u>CREDIT REQ.</u></b>	<b><u>CREDITS COMPLETED</u></b>			
English	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Math	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Science	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Health	0.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computer Lit.	0.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Arts/Hum/CTE	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
World History	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
US History	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Government	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PE/ROTC	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electives	6.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>22.5</b>	_____			

**Credit Evaluation Worksheet**  
**Advanced Diploma**

<b><u>SUBJECT</u></b>	<b><u>CREDIT REQ.</u></b>	<b><u>CREDITS COMPLETED</u></b>			
English	4				
Math	3				
Science	3				
Health	0.5				
Computer Lit.	0.5				
Arts/Hum/CTE	1				
World History	1				
US History	1				
Government	1				
PE/ROTC	2				
Electives	7				

**Total**                      **24** \_\_\_\_\_

*\* GPA must be a 3.00 or higher*

**Credit Evaluation Worksheet**  
**Honors Diploma**

<b><u>SUBJECT</u></b>	<b><u>CREDIT REQ.</u></b>	<b><u>CREDITS COMPLETED</u></b>			
English	4				
Math	4				
Science	3				
Health	0.5				
Computer Lit.	0.5				
Arts/Hum/CTE	1				
World History	1				
US History	1				
Government	1				
PE/ROTC	2				
Foreign Language	2				
Electives	4				

**Total**                      **24**                      \_\_\_\_\_

\* GPA must be a 3.40 or higher.

\*\* Science – 2 of 3 must be of Life Science/Biology, Chemistry, or Physics

\*\*\* Math – all credits must be Algebra 1-2 and above

\*\*\*\* 8 credits must be honors level courses

\*\*\*\*\* No grade of "F" in the 11<sup>th</sup> and 12<sup>th</sup> grade

**Nevada High School Proficiency Examinations (HSPE)**

*www.doe.nv.gov*

In order to receive a standard high school diploma, students must pass all portions of the Nevada High School Proficiency Examinations.

**Mathematics:****Writing:****Reading:****Science:**

What type of item/questions are on the HSPE? Multiple choice and constructed response items/questions. A multiple choice item/question will have four answers choices. Constructed response items/questions allow students to write, show their work, and/or explain their thinking. There are no constructed response items in grade 3 or high school.

Scores needed to Determined Passing:

Reading: 251/500

Math: 242/500

Science: 300/500

Writing: 7/12

### Supplemental Credit

For students who need to complete a class or repeat a class there are many options.

Wooster High School has an alternative education program called PLATO where students have the opportunity to recover credit in classes they have previously failed. In PLATO, students work at their own pace on computers during their scheduled period and either before school, at lunch, during Extended Learning Time (ELT), or after school. See your counselor for more information about how to register.

Washoe County School District has many options for students who desire to take more courses or make-up/repeat courses. Please visit [www.washoe.k12.nv.us/suppcredit](http://www.washoe.k12.nv.us/suppcredit) or contact them by phone at (775) 333-6100 to see what classes are being offered and for more information about the following programs.

- WOLF
- Night School
- Credit-by-Exam
- Correspondence Courses
- Supervised Curriculum P.E.
- Recreational P.E. Options
- Work Experience
- Summer School

You can also look at Brigham Young University's (BYU) high school courses at [www.elearn.byu.edu](http://www.elearn.byu.edu). Wooster School Code is: 290142

Washoe High School is another option for students who are credit deficient. To learn more about Washoe High School visit your counselor or call them at (775) 333-5150. Space is limited so act quickly.

**Planning Calendar - Seniors**

S = Student  
 SP = Student & Parent(s)

S      SP

<b>August/September</b>	<ul style="list-style-type: none"> <li>Finalize your top five career/college choices.</li> </ul>		
	<ul style="list-style-type: none"> <li>Research requirements for your career/college choices.</li> </ul>		
	<ul style="list-style-type: none"> <li>Register to take the ACT, SAT Reasoning, SAT Subject tests if needed.</li> </ul>		
	<ul style="list-style-type: none"> <li>Make sure you have participated in extra-curricular activities; many careers/colleges consider evidence of talent and leadership.</li> </ul>		
	<ul style="list-style-type: none"> <li>Begin to research scholarship information.</li> <li>Senior Projects begin</li> </ul>		
<b>October</b>	<ul style="list-style-type: none"> <li>Begin to ask for letters of recommendation, if necessary.</li> </ul>		
	<ul style="list-style-type: none"> <li>Write, rewrite, and finalize your personal statement essay.</li> </ul>		
	<ul style="list-style-type: none"> <li>Register to take the ACT, SAT Reasoning, SAT Subject tests if needed.</li> </ul>		
	<ul style="list-style-type: none"> <li>Research the Internet for careers and college majors.</li> </ul>		
	<ul style="list-style-type: none"> <li>Meet with your counselor about graduation progress.</li> </ul>		
<b>November</b>	<ul style="list-style-type: none"> <li>Take the proficiency exams if you have not passed.</li> </ul>		
	<ul style="list-style-type: none"> <li>Start mailing admission applications to colleges and universities.</li> </ul>		
	<ul style="list-style-type: none"> <li>Have transcripts sent to requesting colleges/universities. Use <a href="http://www.docufide.com">www.docufide.com</a>.</li> </ul>		
	<ul style="list-style-type: none"> <li>Obtain recommendation letters.</li> </ul>		
<b>December</b>	<ul style="list-style-type: none"> <li>Register to take the ACT, SAT Reasoning, SAT Subject tests if needed. Last chance for many colleges.</li> </ul>		
	<ul style="list-style-type: none"> <li>Pick up FAFSA (Free Application for Federal Student Aid) worksheet from the counseling office or Career Center.</li> </ul>		
	<ul style="list-style-type: none"> <li>Attend school-sponsored meetings on the financial aid process.</li> </ul>		
	<ul style="list-style-type: none"> <li>Inquire about making-up classes and additional learning opportunities like the supplemental credit office and BYU, if needed.</li> </ul>		
	<ul style="list-style-type: none"> <li>Visit college campuses during vacation.</li> </ul>		



**Planning Calendar - Seniors (Cont.)**

S = Student

SP = Student & Parent(s)

S

SP

		S	SP
<b>January</b>	<ul style="list-style-type: none"> <li>• Mail FAFSA application before February 2<sup>nd</sup>.</li> </ul>		
	<ul style="list-style-type: none"> <li>• See your counselor or Career Center for information on local scholarships.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Review progress toward graduation (proficiency exams, graduation requirements, GPA, etc.).</li> </ul>		
	<ul style="list-style-type: none"> <li>• Request that seventh semester transcripts be sent, if required by colleges. Use <a href="http://www.docufide.com">www.docufide.com</a>.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Senior Project Presentations</li> </ul>		
<b>February</b>	<ul style="list-style-type: none"> <li>• Take the proficiency exams if you have not passed.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Ask about scholarships from your employer and your parent's employers.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Sign-up and pay for the AP/IB exams, if applicable.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Complete college scholarship service profile, if necessary.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Check on the Internet for college and scholarship information.</li> </ul>		
	<ul style="list-style-type: none"> <li>• University of Nevada, Reno college application due.</li> </ul>		
<b>March</b>	<ul style="list-style-type: none"> <li>• Take the proficiency exams if you have not passed.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Apply to community college; take placement exams at the college or on high school campus, and see your counselor for additional information.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Continue to search for scholarships (see your counselor and search the Internet).</li> </ul>		
<b>April</b>	<ul style="list-style-type: none"> <li>• Return "Intent to Register" forms to your chosen college, if applicable.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Continue progress toward completing your senior project.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Register for summer classes at a community college, if necessary.</li> </ul>		
<b>May/June</b>	<ul style="list-style-type: none"> <li>• Take the proficiency exams if you have not passed.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Take the AP/IB exam if applicable.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Get a summer job and save your earnings.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Athletics must be certified by the NCAA. Contact your counselor or college coach for information.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Thank those who helped you (e.g., those who wrote you a letter of recommendation and encouraged you and your parents for their support)</li> </ul>		

## College Admission Requirements

Universities are looking for the most capable students. Ongoing changes in university admission practices prevent exact predictions of the "rules of evaluation" for admission. One of the most common problems in meeting university admission (or major) criteria is the subject requirement. The subject requirement is usually met when the student completes the course with a letter grade of "C" or better. In competitive situations higher grades and/or more advanced coursework may be required.

Develop a strong educational background and make alternative plans if an impacted field of study is your goal. During college admission some disappointed students find that the criteria for acceptance to a crowded major of study far exceed the minimum university admission requirements. While a student may be accepted as "undeclared" it is often difficult to transfer to the impacted major field. Other universities may have more "room" in the impacted major and so the major requirements may be a little lower.

To satisfy the minimum admission requirements of most universities, a student must complete:

1. The subject requirements
2. The scholarship requirement (usually all academic grades must be a "C" or better)
3. The testing requirement (usually ACT or SAT)
4. The GPA requirement (a higher GPA is often required, with an "average" test score and vice versa)

Past practices in college admission indicate that a student missing a subject requirement or having a grade of D or F in the subject requirement should consider these four alternatives:

1. When admission criteria are completed, enroll in another college/major and make your application for admission to your first choice college/major. This may require the completion of up to two years of lower division work before transferring for upper division courses.
2. Complete required subjects during high school. If the course cannot be part of the high school schedule, consider these alternatives:
  - a. Brigham Young University (BYU) online courses (see your counselor)
  - b. Community College (see your counselor)
3. Repeat the course to improve the grade of D or F. Many colleges do NOT consider the grade in a repeated course if the original grade is a C or better. When a course is repeated, the original course/grade will continue to appear on the transcript.
4. Use test score(s) to qualify.
  - a. Admission by Examination alone.
  - b. Subject Tests for specific courses  
An above average score may satisfy a subject requirement.
  - c. Advanced Placement (AP) tests

**Sample Letter Requesting College Information**

The post-high school planning process begins by requesting college information. In requesting information, a student can use all or parts of the letter below. A good way to get information is to visit the college's website. You can ask your counselor for help and more information.

*Your name*

*Your Street Address*

*City, State, Zip Code*

*Date*

*Office of Admissions*

*Name of College, Trade or Technical School*

*Street Address*

*City, State, Zip Code*

To Whom It May Concern:

I am a student at Wooster High School and will graduate in \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

Would you please send me an application for admission and information about (*college/trade or technical school*), including a general information bulletin, admission requirement, costs, and program descriptions. I am considering \_\_\_\_\_ as my field of study.  
(Major)

My parents and I would like to investigate all possible sources of financial aid. Please send us a financial aid application form, instructions about application procedures (how and when to apply), and any other information that might be helpful. I am also interested in information regarding campus and off-campus housing. Please include housing costs, availability, location, and application procedures with this information. I would also appreciate any information you have concerning the local transportation system.

I am interested in visiting your campus, taking a campus tour, and meeting with an Admissions Counselor. I would like to meet with an advisor in the department, if possible. Please advise me of a time on \_\_\_\_\_ that would be convenient.  
(Month/Day)

Sincerely,

\_\_\_\_\_  
(Your Signature)

*Printed Name*

## Community Colleges

### **A Great Choice If You Want To:**

- Get an excellent value: high quality/low cost!
- Transfer to a college or university.
- Learn job skills to enter the job market.
- Explore various subject areas while you're deciding on a major or career field.
- Begin your college career close to home.

### **Low Cost/High Quality:**

The fee is substantially lower than a university. Additional expenses include books, parking and health fees. Small class size adds to the value and quality of education.

### **Transfer Programs:**

Community colleges offer a full range of lower division general education courses for university-bound students. While in high school, students can prepare at a community college by taking a pattern of courses similar to those required by the university. At a community college, counselors can help you adjust your program to make sure that your courses are transferable. With careful planning, students can enter a university at the junior (third year) level.

### **Occupational Programs:**

Career and technical programs provide students with entry-level and advanced job skills that can lead to well-paying jobs. Programs range in length from one semester to two years. Students who successfully complete these programs earn a Certificate of Achievement and may apply their credits to an associate degree.

**Concurrent Enrollment Program for High School Students:**

Eligible high school students may enroll in courses at the community college and earn college credit! See your counselor for more information.

### **Services for Every Student:**

Campuses have a variety of services to assist students in achieving their educational and career goals: career centers, academic advising, disabled student services, honors programs, learning/tutorial centers, and scholarships.

### **Admission:**

Requirements: (Any one of these)

- High school graduate
- A person 18 years of age or older
- High school students "concurrently enrolled"
- Special admissions; high school equivalency

Applications: Applications are available from the college admissions offices. See your counselor for more information.

Placement Tests: Take English and Math placement tests *prior* to enrolling. Community colleges administer these tests free of charge.

Transcripts: Take a copy of your final transcript to your college counselor.

**Nevada's Community Colleges**

*http://system.nevada.edu*

**Community College of Southern Nevada**

Cheyenne Campus  
 3200 E. Cheyenne Ave.  
 North Las Vegas, NV 89030  
 (702) 651-4060  
[www.ccsn.edu](http://www.ccsn.edu)

**Truckee Meadows Community College**

7000 Dandini Blvd.  
 Reno, NV 89512  
 (775) 673-7042  
[www.tmcc.edu](http://www.tmcc.edu)

**Community College of Southern Nevada**

Henderson Campus  
 700 College Dr.  
 Henderson, NV 89015  
 (702) 651-3030  
[www.ccsn.edu](http://www.ccsn.edu)

**Great Basin College**

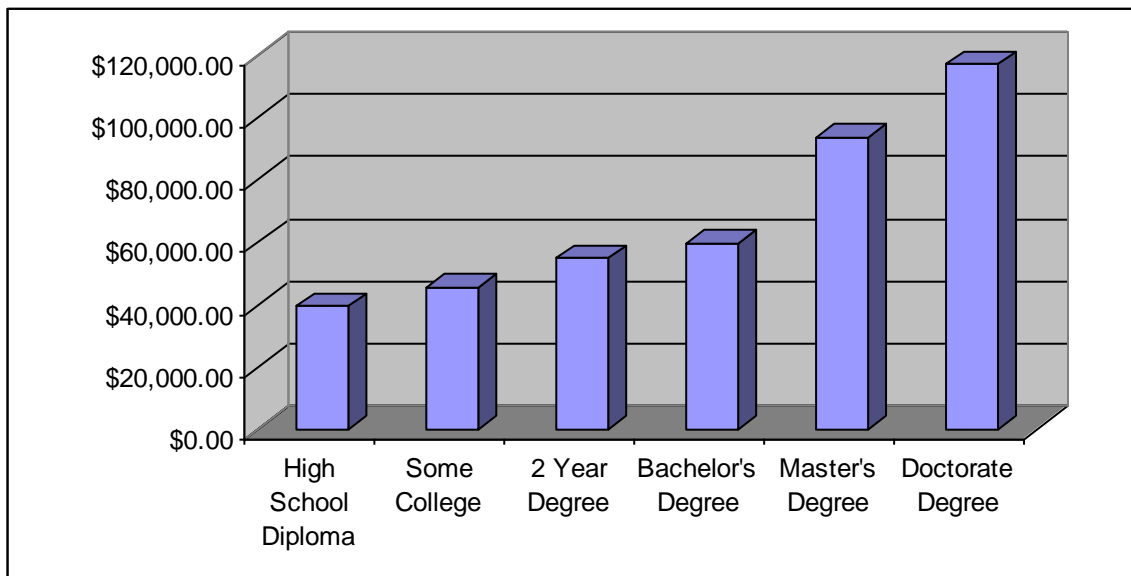
1500 College Parkway  
 Elko, NV 89801  
 (775) 753-2201  
[www.gbcnv.edu](http://www.gbcnv.edu)

**Community College of Southern Nevada**

West Charleston Campus  
 6375 West Charleston Blvd.  
 Las Vegas, NV 89146  
 (702) 651-5610  
[www.ccsn.edu](http://www.ccsn.edu)

**Western Nevada Community College**

Fallon Campus  
 160 Campus Way  
 Fallon, NV 89406  
 (775) 423-7565  
[www.wncc.edu](http://www.wncc.edu)



**Nevada's Universities**  
<http://system.nevada.edu>

**University of Nevada, Reno**

Admissions & Records / Mail Stop 120  
 Reno, NV 89557  
 (775) 784-4700  
[www.unr.edu](http://www.unr.edu)

**University of Nevada, Las Vegas**

4505 Maryland Parkway Box 451021  
 Las Vegas, NV 89154  
 (702) 774-8658  
[www.unlv.edu](http://www.unlv.edu)

**Nevada State College**

1125 Nevada State Dr.  
 Henderson, NV 89015  
 (702) 992-2000  
[www.nsc.nevada.edu](http://www.nsc.nevada.edu)

**Subject Requirements for UNR & UNLV:**

- English 4 units (4 years)  
 Emphasis on Composition, Rhetoric, and American, English, and World Literature
- Mathematics 3 units (3 years)  
 Algebra or higher level mathematics, including first- and second-year Algebra, Geometry, Analytic Geometry, Trigonometry, Pre-Calculus, Probability and Statistics, and other advanced mathematics
- Social Science 3 units (3 years)  
 World history, geography, U.S. history, economics, government and law
- Natural Science 3 units (3 years)  
 Biology, Chemistry, and Physics, with at least two years in a laboratory science
- 3.0 GPA in core academic courses *or* ACT score of 22 *or* SAT combined Math and Reading score of 1040

**Subject Requirements for NSC:**

- English 4 units (4 years)  
 Emphasis on Composition, Rhetoric, and American, English, and World Literature
- Mathematics 3 units (3 years)  
 Algebra or higher level mathematics, including first- and second-year Algebra, Geometry, Analytic Geometry, Trigonometry, Pre-Calculus, Probability and Statistics, and other advanced mathematics
- Social Science 3 units (3 years)  
 World history, geography, U.S. history, economics, government and law
- Science 2 units (2 years)  
 Life Science, Physical Science, Biology, Chemistry, and Physics, with at least one year in a laboratory science

\* Each college's subject requirements vary. Please visit the school website to see what your specific college(s) subject requirements or see your counselor.

### Other Schools

Here is a list of some other schools that you may consider. Also look at schools outside of Nevada.

American Career Institute – Las Vegas, NV  
Art Institute of Las Vegas – Las Vegas, NV  
Baum Healing Arts Center – Carson City, NV  
Capella University - [www.capella.edu](http://www.capella.edu)  
Career Choices – Reno, NV  
Career College of Northern Nevada – Reno, NV  
Career Education Institute – Henderson, NV  
Carson City Beauty Academy – Carson City, NV  
Cet-Reno – Reno, NV  
Deloux Cosmetology – Reno, NV  
Desert Truck Driving School – Lockwood, NV  
DeVry University – Henderson, NV  
Embry-Riddle Aeronautical University – Fallon, NV  
H&R Block – Tonopah, NV  
High-Tech Institute – Las Vegas, NV  
Horizon Commercial Truck School – Sparks, NV  
International Academy of Design and Technology – Las Vegas, NV  
International Academy of Style – Reno, NV  
ITT Technical Institute – Las Vegas, NV  
Las Vegas College – Henderson, NV  
Le Cordon Bleu College of Culinary Arts – Las Vegas, NV  
Milan Institute – Sparks, NV  
Morrison University – Reno, NV  
Nevada Career Institute – Las Vegas, NV  
Paul Mitchell, The Reno Academy – Reno, NV  
Prater Way College of Beauty – Sparks, NV  
Real Estate Careers American Career Institute – Las Vegas, NV  
Sierra Nevada College – Lake Tahoe, NV  
University of Phoenix – [www.phoenix.edu/nevada](http://www.phoenix.edu/nevada)  
Unlimited Horizons School of Travel – Reno, NV  
Western Truck School – Reno, NV

There are many other schools to help with training and job placement. Please see your counselor for more information.

**Brag Sheet**

## To Be Used For Requesting Recommendations

Please complete this form and give a copy to any teacher or counselor from whom you request a personal college or job recommendation. The information helps us write a great personal and effective recommendation for you.

When you request a recommendation, it is courteous to provide a stamped envelope addressed to the school or company to which you are applying. Please be certain to give your request at least two weeks before any deadlines.

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Personal Reflections:** Please answer as completely as you can. Use additional sheets if necessary.

What two or three (academic & personal) accomplishments are you most proud of and why?

What do you see as your greatest academic strengths and weaknesses? Give examples of your strengths.

List three words that you would use to describe yourself and why?

1.

2.

3.

Discuss a failure that taught you something.



List three goals that you have in life:

1.

2.

3.

Describe any distinctions or honors you have earned beginning with 9<sup>th</sup> grade:

List any extracurricular, personal, and/or volunteer activities have you participated in?

List any jobs you have held and approximately how many hours you worked per week:

Position:

Responsibilities:

Employer:

Approximate dates of Employment:

Approximate number of hours spent per week:

**Community Service Log**

Date:	Name of Agency:
Hours:	Supervisor Name:
	Supervisor Phone:
	Describe Activity:
Date:	Name of Agency:
Hours:	Supervisor Name:
	Supervisor Phone:
	Describe Activity:
Date:	Name of Agency:
Hours:	Supervisor Name:
	Supervisor Phone:
	Describe Activity:
Date:	Name of Agency:
Hours:	Supervisor Name:
	Supervisor Phone:
	Describe Activity:

## College Tests

Start taking the college entrance examinations in May or June of your junior year. Check the college catalog to make certain you are taking the right test. Obtain test applications from the counseling office or the testing companies. Be sure to copy school and test center code numbers correctly. Besides registering for the exams, you may want to prepare for them. Applying yourself in challenging classes and developing good study habits is the best preparation for the content of the exams. Other forms of preparation can improve your test taking skills and your knowledge. For example, taking practice tests gives you an idea about how the test works and what areas you need to improve. Test preparation courses, books or CDs can help you focus on the test and organize your time. Begin by going to the test company's Web site to learn about the tests and to take sample tests. Ask your counselor to identify test preparation programs that are suited to your needs and learning style.

**The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)** is for juniors. Sophomores may also take the test. This test gives you a preview of the types of questions on the Scholastic Aptitude Test (SAT). Scores can give you some indication about the type of college to which you may want to apply. Scores from this test are used to determine junior candidates for the National Merit Scholarships. The PSAT/NMSQT is given once a year in October. In September, your high school counselor will tell you how to sign up for the test. An information pamphlet is given to you when the test fee is paid.

**The PLAN** is for sophomores and juniors. This test gives you a preview of the types of questions on the ACT. Like the SAT, scores can give you some indication about the type of college to which you may want to apply. The PLAN is given once a year in October. In September, your high school counselor will tell you how to sign up for this test. An information pamphlet is given to you when the test fee is paid.

**College Tests (Cont.)**

**SAT Reasoning Test and SAT Subject Test**

*www.collegeboard.com*

**SAT Reasoning Test**

Many colleges and universities use the SAT Reasoning Test as an entrance requirement and a predictor of academic success. This test is divided into three areas: verbal, mathematics, and writing. Scores on each part range from 200-800 and are reported separately. There is a fee.

**SAT Subject Test**

SAT Subject Tests are one-hour tests in specific subject areas. Many universities and colleges use these exams as an indication of subject mastery and as an entrance requirement. Make sure to check which tests are required by the college(s) to which you are applying. Most students take three subject matter tests at one time (the least expensive way). There is a fee.

TEST DATE SCHEDULE 2011-2012		
Registration Postmark Deadline		Test Dates
September 9, 2011	⇒	October 1, 2011
October 7, 2011	⇒	November 5, 2011
November 8, 2011	⇒	December 3, 2011
December 30, 2011	⇒	January 28, 2012
February 10, 2012	⇒	March 10, 2012
April 6, 2012	⇒	May 5, 2012
May 8, 2012	⇒	June 2, 2012

Wooster High School's code is: **290142**

- SAT Reasoning and Subject Tests **cannot** be taken on the same day.
- Check to see if you qualify for a fee waiver (See your counselor).
- Results are sent to you and colleges you indicate.
- If you have any special needs, e.g., extended time for testing, check with your counselor.

**Fees (2011-2012):**

SAT Reasoning Test:	\$49.00
SAT Subject Test:	\$21.00 (basic registration)
Language Test with Listening	\$21.00 (add to basic registration)
All other subject tests	\$10.00 each

\* For additional fee information for late registration and services visit the website listed above.

\*\* If you are on the Free/Reduced lunch program, and need help paying for the SAT visit your counselor to get information on a fee waiver.

**College Tests (Cont.)**

**ACT Test**

*www.actstudent.org*

ACT is accepted by many colleges and universities in place of the SAT Reasoning Test to meet admission requirements, and is required by certain colleges, especially those in the Midwest. The ACT gives sub-scores in English, Mathematics, Reading, and Science.

- Check to see if you qualify for a fee waiver (See your counselor).
- Results are sent to your high school and colleges you indicate.
- There is a writing option, check with your college(s) to see if they require the writing option.
- If you have any special needs, e.g., extended time for testing, check with your counselor.

<b>TEST DATE SCHEDULE 2011-2012</b>	
<b>Registration Postmark Deadline</b>	<b>Test Dates</b>
August 12, 2010	⇒ September 10, 2011
September 16, 2010	⇒ October 22, 2011
November 4, 2010	⇒ December 10, 2011
January 13, 2011	⇒ February 11, 2012
March 9, 2011	⇒ April 14, 2012
May 4, 2011	⇒ June 9, 2012

Wooster High School's code is: **290142**

**Fees (2008-2009):**

ACT without Writing:	\$34.00
ACT plus Writing:	\$49.50

\* For additional fee information for late registration and services visit the website listed above.

\*\* If you are on the Free/Reduced lunch program, and need help paying for the ACT visit your counselor to get information on a fee waiver.

**Financial Aid**  
*studentaid.ed.gov*

**Federal Government Grants and Loans**

All undergraduates seeking financial aid must complete the FAFSA.

**Grants (No Repayment)**

**PELL Grants** are awarded only to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation to which other aid may be added. How much you receive depends on your Expected Family Contribution (EFC) and on the cost of your attendance.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** is for undergraduates with exceptional financial needs—that is, students with the lowest EFC—and gives priority to students who receive Federal Pell Grants. Not every eligible student receives an SEOG. Schools award SEOGs based on the availability of funds at that school. The amount awarded depends on when you apply, your level of need, the level funding at your college, and the policies of the college financial aid office.

**Institutional Grants** help make up the difference between college costs and what a family can be expected to contribute through income, savings, loans, and student earnings. Other institutional grants, known as merit awards or merit scholarships, are awarded on the basis of academic achievement. Some merit awards are offered only to students whose families demonstrate financial need; others are awarded without regard to a family's finances.

**Federal Work-Study** provides jobs for undergraduate and graduate students with financial need. This program encourages community service work and work related to your course of study. Your salary will be at least the current federal minimum wage, but it may be higher, depending on the type of work you do and the skills required. Your total

level of need, and the college's funding level.

**Loans (Repayment with Interest)**

**Stafford Loans** are available through the William D. Ford, Federal Direct Loan Program and through the Federal Family Education Loan (FFEL) Program. Terms and conditions of a direct Stafford or a FFEL Stafford are similar. However, under the Direct Loan program, the U.S. government lends the money to you directly. The Direct and FFEL programs also offer PLUS Loans for parents of dependent students and Consolidation Loans. Stafford Loans may be subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need and does not charge any interest until repayment begins. An unsubsidized loan charges interest from the time the loan starts.

**Eligibility:** Regular students enrolled in an eligible program of study at least half-time and meet other general eligibility requirements.

**Repayment:** Six months after you graduate, leave school, or drop below half-time enrollment.

**Federal Perkins Loans** are low-interest (5%) loans made with government funds and funds from your school.

**Eligibility:** Students attending at least half-time and having exceptional financial need.

**Amount:** Depending on when you apply, your level of need, and the funding level of your school, you can borrow up to \$4,000 each year.

**Repayment:** Nine months after you graduate, leave school, or drop below half-time status.

Part of the loan is canceled for certain work performed after graduation. Repayment is made to the school.

## Scholarships

Scholarships are financial awards that are awarded to students by individuals, community groups, businesses, foundations, unions, local chapters of organizations, the US and State Governments, and your local school. They are awarded for performing well on certain tests, having an outstanding academic record, writing essays on various topics, or satisfying certain criteria such as membership in an organization and community service. Scholarships are not only for students going to a college or university. There are scholarships to help students pay for trade and technical schools as well as training programs.

Most scholarships are applied for during the senior year in high school, however some are available earlier. The best way to understand how scholarships work and how to apply for them is to go to the career center or see your counselor. Once you have an understanding of how scholarships are sorted and classified you will be able to start a coherent search for the ones that are applicable to you. Searches may be done using the web and by contacting your career center or counselor. Many scholarships are offered by local organizations and schools or training programs that you want to attend. Information about them is available from your counselor. Often these scholarships are relatively easy to qualify for since very few people apply for them.

### Millennium Scholarship – [nevadatreasurer.gov/Millennium.htm](http://nevadatreasurer.gov/Millennium.htm)

In 1999, Governor Kenny Guinn's Millennium Scholarship initiative was enacted into law by the Nevada Legislature; the legislation (NRS 396.911) created the Millennium Scholarship trust fund to be administered by the State Treasurer. In October, the Board of Regents adopted policy guidelines for the administration of the scholarship.

Although there are a number of pathways to the Millennium Scholarship, by far the most common will be the successful completion of a rigorous program of study at a Nevada high school.

Local Scholarships – Application deadlines vary. Check early in order to meet the cut off date. A short essay, good grades/academics, letters of recommendation, and community service are often required.

Refer to the following websites for more scholarship information and scholarship searches:

[www.anycollege.com](http://www.anycollege.com)  
[www.campusdoor.com](http://www.campusdoor.com)  
[www.collegboard.org](http://www.collegboard.org)  
[www.collegenet.com](http://www.collegenet.com)  
[www.collegeplanning.nelnet.net](http://www.collegeplanning.nelnet.net)  
[http://edfund.org](http://http://edfund.org)  
[www.fastweb.com](http://www.fastweb.com)  
[www.srnexpress.com](http://www.srnexpress.com)

[www.finaid.com](http://www.finaid.com)  
[www.freschinfo.com](http://www.freschinfo.com)  
[www.gocollege.com](http://www.gocollege.com)  
[nelliemae.org](http://nelliemae.org)  
[www.princetonreview.com](http://www.princetonreview.com)  
[salliemae.com](http://salliemae.com)  
[www.scholarships.com](http://www.scholarships.com)  
[www.meritaid.com](http://www.meritaid.com)

**Nevada Career Information System (NCIS)**

*www.nvcis.intocareers.org*

You can research many career options through the NCIS system. For assistance visit your counselor or the career center.

For more help with work and job training you can also visit [www.nevadaworkforce.com](http://www.nevadaworkforce.com).

**Apprenticeships –**

- Open NCIS
- Click on “Other CIS Components”
- Go to Search

**Military –**

- Open NCIS
- Choose Military Employment

**Career Search –**

- Open NCIS
- Go to Education and Training
- Programs of study, click on the title

**Want more? –**

- Go to Educational Planning
- Look at “State Model”
- Search through the career clusters



**Military**

A great choice, if you want to:

- Serve your country
- Learn a skill while you earn money
- Work in any of 4,000 occupations
- Save for college or attend college

**Before signing any contract for military service, discuss the contract terms with your parent/guardian and counselor.**

The armed forces offer many training programs, which prepare young men and women for civilian jobs. The military may be a good *first job* choice for you and/or a way to put aside money for college or go to college. See your counselor for pamphlets describing the variety of military training programs.

The *Armed Services Vocational Aptitude Battery (ASVAB)* is available annually at no cost to students. It can be used alone or as part of the ASVAB Career Exploration Program to assist you in discovering your skills and possible career choices. See your counselor to see when your test date is. You must be a junior or senior to take the test at the school, otherwise you can meet with a recruiter.

**Your Responsibility:**

Draft Registration. Upon reaching 18 years of age, all males are required to register for the Selective Service at a post office or on-line. See your counselor for more information.

**Your options in the Armed Forces:** (See page 4)

- Regular Enlistment
- Reserve Enlistment
- College Programs (ROTC and Military Academies)

**For information about the Armed Forces:**

*Call one of these 800 numbers:*

<b>Enlistment</b>		<b>Reserves</b>	
U.S. Army	1-800-USA-ARMY	U.S. Army Reserve	1-800-USA-ARMY
U.S. Air Force	1-800-423-USAF	U.S. Navy Reserve	1-800-USA-USNR
U.S. Navy	1-800-USA-NAVY	U.S. Air force Reserve	1-800-257-1212
U.S. Marines	1-800-MARINES	U.S. Army National Guard	1-800-GO GUARD
U.S. Coast Guard	1-800-424-8883	U.S. Air National Guard	1-800-TO GO ANG

**For more information about ROTC:**

Army, Navy, Air Force      1-800-USA-ROTC

*Visit one of these websites:*

Today's Military:  
<http://www.todaysmilitary.com>

Jobs in the Military:  
<http://www.militarycareers.com>

My Future:  
<http://myfuture.com>

## Military (Cont.)

### **REGULAR ENLISTMENT PROGRAMS:**

Qualified young men and women have a wide choice of assignments and guaranteed training, free room and board, and an opportunity for travel. Salaries start at approximately \$930 a month; benefits include 30 days paid vacation, complete medical and dental coverage. The criteria to qualify are becoming more selective. High school graduation is particularly important. Contact a local recruiter for more information.

### **COLLEGE PROGRAMS:**

#### **Army, Navy and Air Force ROTC (Reserve Officer Training Corps)**

ROTC enables college students to earn an academic degree in the field of their choice and an officer's commission at the same time. Nursing scholarships are available in ROTC programs. When the obligatory active service is completed, you can select a military career for a civilian career in your chosen field. Those who elect to remain in active service may qualify to pursue graduate studies at government expense. ROTC programs are available at selected colleges and universities. For information, contact your counselor early in your junior year.

**Four-Year Program** consists of a two-year basic course (two hours per week) and a two-year advanced course (four hours per week). Advanced students receive \$100 per month during the school year. A six week Advanced Training camp is held in the summer between the junior and senior years. For more information, call the nearest ROTC unit or a local recruiter.

**Two Year Program** is designed specifically for community college graduates and students at four year colleges who were unable to take ROTC during the first two years of college. Selected students must successfully complete a six-week summer program *prior* to their junior year.

### **RESERVE ENLISTMENT PROGRAMS:**

All reserve enlistment programs require: active duty time, recruit training, technical schooling in a military specialty or occupation. The active duty period varies among the different branches (Air Force, Army, Navy and Marines). All programs are open to enlistees 17 years of age. Enlistment offices are listed in the telephone directory under *United States Government*.

### **Military Academics (Colleges/Universities)**

All federal candidates must secure a congressional nomination except those interested in the United States Coast Guard Academy. Candidates for admission to the military academics must be citizens of the United States; must have reached their 17<sup>th</sup>, but not their 22<sup>nd</sup>, birthday; and must meet rigid scholastic and medical qualifications.

**U.S. Air Force Academy  
Colorado Springs, CO 80914**

**U.S. Coast Guard Academy  
New London, CT 06320**

**U.S. Military Academy  
West Point, NY 10996**

**U.S. Naval Academy  
Annapolis, MD 21402**

**Merchant Marine Academy  
Kings Point, NY 10024**

### **State Merchant Marine Academics**

State-governed Merchant Marine Academics are located in California, Maine, Massachusetts, New York, and Texas.

**Sierra Nevada Job Corps**

*jobcorps.doleta.gov*  
(800) 736-5884 (Reno)

Job Corps is a job-training program which helps young adults enter the workforce with skills in a trade. You must be 17 ½ years old.

- Job Corps offers job placement
- Average length of stay is 9 months
- Student/Faculty ratio is 15:1
- Scholarship opportunities
- School to Career program

Some of the programs they offer include:

- Auto Mechanics
- Building and Apartment Maintenance
- Clerical
- Carpentry
- Cement Masonry
- Culinary Arts
- Electrical
- Health Occupations
- Medical Office Support
- Painting
- Plastering
- Plumbing
- Security
- Welding

Job Corps also have a college program where students can earn an Associates Degree.

**AmeriCorps**  
*www.americorps.org*

AmeriCorps opens the door for citizens to serve in a variety of ways. Through their service and the volunteers they mobilize, AmeriCorps members address critical needs in communities throughout America, including

- Tutoring and mentoring disadvantaged youth
- Fighting illiteracy
- Improving health services
- Building affordable housing
- Teaching computer skills
- Cleaning parks and streams
- Managing or operating after-school programs
- Helping communities respond to disasters
- Building organizational capacity

Full-time members who complete their service earn an AmeriCorps Education Award of \$4,725 to pay for college, graduate school, or to pay back qualified student loans. Members who serve part-time receive a partial award. Some AmeriCorps members may also receive a modest living allowance during their term of service.

AmeriCorps is made up of three programs: AmeriCorps\*State and National, AmeriCorps\*VISTA and AmeriCorps\*NCCC (National Civilian Community Corps).

- **AmeriCorps\*State and National:** AmeriCorps\*State and National supports a broad range of local service programs that engage thousands of Americans in intensive service to meet critical community needs.
- **AmeriCorps\*VISTA:** AmeriCorps\*VISTA provides full-time members to community organizations and public agencies to create and expand programs that build capacity and ultimately bring low-income individuals and communities out of poverty.

**AmeriCorps\*NCCC:** The AmeriCorps\*National Civilian Community Corps is a full-time residential program for men and women, ages 18-24, that strengthens communities while developing leaders through direct, team-based national and community service.

**Sample Job Application**  
*jobsearch.about.com*

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

**PERSONAL INFORMATION:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you 18?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**POSITION/AVAILABILITY:**

Position Applying For: \_\_\_\_\_

Days/Hours Available

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

**Sample Job Application (Cont.)**

**EDUCATION:**

Name and Address of School - Degree/Diploma - Graduation Date

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Skills and Qualifications: Licenses, Skills, Training, Awards

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**EMPLOYMENT HISTORY:** Most recent first.

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_

Responsibilities:

---

---

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_

**Sample Job Application (Cont.)**

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May We Contact Your Current Employer?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**References:**

Name, Title, Address, and Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that information contained in this application is true and complete.

I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Cover Letter Template**  
*jobsearch.about.com*

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

Date

Employer's Contact Name (*if you have it*)  
Employer's Title (*if you have it*)  
Employer's Company  
Employer's Address  
Employer's City, State, Zip Code

Dear Mr. / Ms. First Name Last Name (*if you don't have a name you can use: To Whom It May Concern*),

**First Paragraph:**

The first paragraph of your letter should include information on why you are applying. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise.

**Middle Paragraphs:**

The next section of your cover letter should describe what you have to offer the employer. Convince the reader that they should grant the interview you requested in the first paragraph. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

**Final Paragraph:**

Conclude your cover letter by thanking the employer for considering you for the position.

Respectfully yours,

Handwritten Signature

Your Typed Name



## Sample Resume

*jobsearch.about.com*

Your First and Last Name  
Your Street Address  
Your City, State, Zip  
Your Phone (Cell & Home)  
Your Email Address

### **Objective**

In this section should be a sentence about your employment or career goals. A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition. Make sure you title each section like it is shown here in bold.

### **Education**

In the education section of your resume, list the high school/college you attended, the degree you attained or are working on, and list any special awards and honors you earned.

*Example:* Wooster High School – August 2005 to Present – Working on High School Diploma  
Student Body President, 2007

### **Experience**

In this section of your resume includes your work history. List all the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. You can also include community service and other volunteer work that is relevant to the position you are applying for.

*Example:* Taco Bell – Reno, NV – September 2005 to February 2007  
Cashier – Customer service, responsible for maintaining a cash drawer, promoted to Shift Manager in December, 2005.

### **Skills**

List your skills relate to the position/career field that you are applying for i.e. computer skills, language skills.

### **References**

You can include three references on your resume, or you can have a separate list of references to give to employers upon request.

\* In all cases, be sure to personalize and customize your resume for every position/job you are applying for, this way it will reflect your skills and abilities \*

## Potential Interview Questions for Jobs

*jobsearch.about.com*

The best way to reduce stress and have a good interview is to be prepared. Take the time to review the "standard" interview questions you will most likely be asked. Then take the time to research the company. That way you'll be ready with knowledgeable answers for the interview questions that specifically relate to the company you are interviewing with.

### **Interview Questions: Work History**

- Name of the past company, position title, work description, and dates of employment.
- What were your expectations for the job and to what extent were they met?
- What was your starting and final salary?
- What were your responsibilities?
- What major challenges and problems did you face, and how did you handle them?
- What were the most and least rewarding aspects on that job?
- What was the biggest accomplishment and failure in this position?
- Why are you leaving your job?

### **Job Interview Questions About You**

- Describe a typical work week.
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- What are your expectations?
- What do you find are the most difficult decisions to make?
- What are your organizational habits?
- Do you prefer to work independently or on a team?
- Give some examples of team work.
- What type of work environment do you prefer?
- Describe a difficult work situation or project and how you would overcome it.

### **Job Interview Questions About the New Job and Company**

- What interests you about this job?
- Why do you want this job?
- What applicable experiences do you have?
- Why are you the best person for the job?
- Why should we hire you?
- Is there anything I haven't told you about the job or company that you would like to know?

### **Interview Questions: The Future**

- What are you looking for in your next job?
- What is important to you in a job?
- What are your goals for the next five years?
- What are your salary expectations - both short-term and long-term?

### **Hints For a Successful Interview**

- Be refreshed, prepared, and on time
- Be confident but not arrogant
- Maintain good eye contact
- Be honest and do not exaggerate
- Sit up straight and listen carefully
- Be interested and be interesting
- Have pride in yourself, what you believe in, and what you do
- Research your potential employer's business
- Use a firm handshake – not a death grip and not a “dead fish”
- Be polite and courteous to EVERYONE, including the office personnel and other workers
- Be prepared to ask questions

### **How to Keep a Job**

- Be on time, when you are going to be late call
- Dress appropriately
- When you make a mistake take responsibility for it and try to fix it
- Do not bring your personal life to work, keep them separate
- Don't date co-workers
- Personal hygiene is a must, don't come to work smelly and messy
- Money is not everything – If you act like money is all that matters it may hurt you when promotions come around
- Know what is expected of you
- When you are confused about a task ask for clarification
- Don't gossip or be part of the rumor mill, someone always finds out

Glossary

- ASVAB - Armed Services Vocational Aptitude Battery, given by the military without obligation. The battery measures a student's aptitude and interest in various careers.
- Concurrent Enrollment - A high school student taking college courses at the same time as high school courses for college credit.
- Degree - Awarded in recognition of satisfactory completion of a course of study. Two-year Community College degree AA (Associate of Arts), BA (Bachelor of Arts) or BS (Bachelor of Science); four or five years of study. MA (Master of Arts) or MS (Master of Science); usually five or six years of study; a Doctoral degree (Ed.D., Ph.D.) requires approximately four or five years beyond the BA or BS, M.D. (Medical Doctor) six to eight years beyond the BA or BS.
- Educational Opportunity Program (EOP) - A special admission program which offers counseling, tutoring, educational assistance and an EOP grant for low income, educationally disadvantaged students.
- Eligibility Index - Students SAT score and GPA used to determine qualification for university entrance.
- FAFSA - Free Application for Federal Student Aid. The basic application form used to apply for financial aid.
- Financial Aid - Scholarships, loans, grants and/or part-time jobs given to students with financial needs.
- Full-Time Student - A college student who generally takes a minimum of 12 units per semester or quarter.
- Impacted Program or Major - An overcrowded program or major in which there are more applicants than available spaces.

**Glossary (Cont.)**

- Internship - A program involving students working, usually without pay, in an area related to the students' course of study. Credits may be issued for successful completion.
- Liberal Arts College - A college in which the program emphasis is on philosophy, literature, history, languages and basic science and math.
- Loan - Money that must be repaid with interest.
- Lower Division - Introductory courses or general education requirements usually taken during the first two years of a four-year college program.
- Major - A student's main field of study.
- Minor - A student's secondary field of study.
- Portfolio - A collection of data related to the specific student that can be used for college and job interviews.
- Probation - A warning notice, usually given to a college student who has earned a grade point average below 2.0. A student is given a certain period of time (usually one quarter or one semester) to raise the average or dismissal can result.
- Scholarship/Grants - A gift of money that does not need to be repaid.
- Upper Division - Advanced courses usually taken during the last two years of a four year program.
- Work Study - A combination of classroom study and employment in an occupation directly related to classroom study.