



Missoula County Public Schools

"Forward Thinking, High Achieving."

LIFE AFTER HIGH SCHOOL

A Planning Guide for High School Students, Parents & Guardians



270618



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270625

High School Identification Codes for ACT/SAT & NCAA

Disclaimer:

This guide is to be used as a starting tool. **Please**, contact primary sources for the most up to date and accurate information!!!

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INTRODUCTION

Deciding on a future path is not an easy task. There are thousands of careers, educational opportunities, apprenticeship programs, and military options. This planning guide is designed to help students and their guardians navigate the various paths; along with giving resources, timelines, and checklists for these processes.

Students are encouraged to start looking at this guide early in their junior year and start researching all the possible options they are considering to see which fits them best. In addition to researching online and through print materials students are urged to experience in person, if possible, various careers and institutions they are interested in attending. If thinking of college, it is recommended you visit campuses and while there; attend a class and talk to admission representatives about requirements, financial aid packages, and scholarships offered. If interested in entering the world of work immediately after high school students should contact the local job service where they can find help with resumes, job interviews, and learn about employment opportunities and the skills needed. Students interested in the military can speak with recruiters that visit the high schools and inquire about the career options, benefits and differences of the various military branches.

We hope this guide helps you navigate your way and remember if you have questions about career and future planning - school counselors are always available to help. Best wishes and soar high!



***Thanks must be given to the Montana Post Secondary Education Opportunities Council who provided much of this information unless otherwise cited. Their website is a great resource for students considering post-secondary education. <http://www.mpseoc.org/>**

LIFE AFTER HIGH SCHOOL – YOUR OPTIONS

High School Graduation

Higher Education

Business/Trade School
Technical/Community College

2 Year Technical License
2 year Associate Degree
Certificate

Transfer Program
2 Years College Work

Montana University System
Out of State Colleges
Military Academies
Private Colleges

Bachelors Degree: 4 years
Masters Degree: additional 1-2 years
PhD: additional 2-3 years

Montana Certificate
of Completion

Paid Employment
while Training for
a Career

Apprentice

4 Year College
or University

Military

Part Time
Reserve
Nat'l Guard

Full Time
Air Force
Army
Coast
Guard
Marines

Work

Trainee
Self-Employed

Private
Industry

Public
Service

Gap Year

Travel
Internship
Volunteer
Work

WHAT IF I DON'T KNOW WHAT I WANT TO DO?

If you're not sure what you want to do when you graduate there are a few paths you can take to learn more. You can take online personality and skill assessments or learn more about careers that you think you'd like. Here are a few free online resources to get started:

- **Montana Career Information Systems:**
<https://mtcis.intocareers.org/materials/portal/home.html>

Talk to your school counselor or go to the counseling webpage to sign on to MCIS. Here you can take career and skill assessment, find job outlook, wages, and learn about education requirements for specific careers. You can also search universities and colleges offering these programs and search for scholarships.

- **The U.S. Department of Labor: Occupational Outlook Handbook Web address:** <http://www.bls.gov/ooh/>

This web site takes users to an A-Z occupation search. To use this site you should have an idea of a career you would like to research. For example if you are interested in welding; select W for welding then select the career. The site will give you information regarding the career such as: nature of work, working conditions, employment, training required, job outlook, how much you will earn, related occupations, and sources of additional information.



- **The Occupational Information Network Online:**
<http://online.onetcenter.org/>

This website was created and is maintained by the United States Department of Labor. This website provides free career skills tests and allows you to search various careers. It also supplies update and relevant information on employment outlook.

- **JobStar Career Guides:** <http://jobstar.org/tools/career/index.cfm>

This website is provides current career information, example resumes, and online career tests.

HIGHER EDUCATION OPTIONS

UNIVERSITIES

- Offer 2 year and 4 year degrees as well as graduate degrees in advanced studies beyond 4 years.
- Larger than colleges, can include liberal arts college; some professional colleges and graduate programs.
- Offer huge course selections and may have more resources.
- Class sizes can be large lectures with hundreds of students or can have numbers as low as 10 students.
- Professors teach and also must research. Sometimes graduate students teach courses.

COLLEGES

- Offer 4 year Bachelor of Arts (BA) or Bachelor of Science (BS) Degrees.
- Some also offer 2 year Associate of Arts (AA) or Associate of Science (AS) Degrees.
- Can have specialties such as nursing or offer broad degrees similar to universities.
- Teaching is the professors' primary responsibility.
- Class sizes are smaller than universities.

COMMUNITY COLLEGES

- Offer 2 year liberal arts programs or specific career training programs.
- After completing studies here students can transfer to a four year college or university or enter the workforce.
- Usually community colleges are LESS EXPENSIVE.

COLLEGES OF TECHNOLOGY

- Offer a variety of degrees from a 1 year certificate to a 2 year Associates Degree.
- Classes focus on giving students the skills needed in the workforce for specific careers
- Students enter workforce upon completion for example welding, heavy machinery, dental hygiene and culinary arts.
- Cost LESS than colleges and universities
- Sometimes help with job placement.

TRIBAL COLLEGES

- Small Colleges that offer 1 year certificate programs and 2 year Associate Degrees
- Mostly serve Native American students but welcome ALL.
- There are 7 tribal colleges in Montana.
- <http://www.mus.edu/universities/Tribal.asp>

ONLINE EDUCATION

- Becoming increasingly popular.
- Allows students the flexibility of not having to attend regular classes.
- Good for self-motivated individuals who can manage their time.

COLLEGES & UNIVERSITIES IN MONTANA

Montana University System Institutions

- MSU Bozeman
- MSU Billings
- Montana Tech of the University of Montana, Butte
- University of Montana, Missoula

Private Colleges

- Carroll College, Helena
- Rocky Mountain College, Billings
- University of Great Falls

Community Colleges

- Dawson Community College, Glendive
- Flathead Valley Community College, Kalispell
- Miles Community College, Miles City

Tribal Colleges

- Blackfeet Community College, Browning
- Dull Knife Memorial College, Lame Deer
- Ft. Belknap College, Harlem
- Ft. Peck Community College, Poplar.
- Little Big Horn College, Crow Agency
- Salish Kootenai College, Pablo
- Stone Child College, Box Elder

Colleges of Technology

- MSU Billings College of Technology
- MSU Great Falls College of Technology, Great Falls and Bozeman
- Montana Tech College of Technology, Butte
- University of Montana College of Technology, Missoula
- University of Montana Helena College of Technology

WHAT DOES THAT COLLEGE DEGREE MEAN?

What Kind of Degree Do You Want?

This question can only be answered once you decide what you want to do with your life after high school.

If you already know the profession you would like to pursue, visit www.bls.gov to research what degree is required for that type of job.

Certificates

These are non-degree options that lead to employment in a specific career field. Such as:

- Culinary Arts
- Pharmacy Technology
- Auto Body
- Welding

Graduate Degrees

Graduate degrees can vary in the time to complete depending on the program and the student. Many students will first pursue a Master's Degree and then can have the option of continuing into a Doctorate Degree (PHD) program. Some programs will allow direct entrance into a Doctorate program depending upon the area of study and the student's abilities. Overall, general graduate degrees offer you the option to receive further education in a subject area. Most bachelors' degrees also have a corresponding graduate (or masters) degree.

Examples of a Graduate degree could be:

- Pharmacy
- Law
- Medicine
- Business
- Counseling
- Education

Bachelor Degrees

You receive a Bachelor of Arts (BA) or Bachelor of Science (BS) after completing a four or five year, full-time program of study.

Examples of BA degrees:

- History
- Journalism
- Sociology

Examples of BS degrees:

- Forestry
- Engineering
- Chemistry

Associates Degrees

You receive an Associate of Arts (AA) or Associate of Science (AS) degree after completing two years of study similar to the first two years at a four-year college or university. After receiving an AA or AS, you can transfer to many four-year colleges to complete the requirements for a bachelors' degree. The Associate of Applied Science (AAS) degree is awarded on completion of technological or vocational programs of study.

Examples of an AA/AS degree could be:

- Practical Nursing
- Paralegal Studies

Examples of an AAS degree could be:

- Automotive Technology
- Welding Technology
- Dental Hygiene

CHOOSING A SCHOOL

Choosing a school is one of the most important decisions you will make. There is no one right school. Here are some resources to help sort through your options and make your choice.

CRITERIA TO CONSIDER IN CHOOSING WHICH SCHOOL TO ATTEND

LOCATION

- What part of the country do you want to live in?
- Do you want to live in a city or a more rural area?
- Do you want to be able to visit home frequently?
- Are there things you like to do there?

CURRICULUM

- What do you want to study? Does the school offer this program?
- Does your profession require certification? Does the school offer the necessary training?
- How long does it take to complete the program?
- Do you want to take advantage of the special programs they offer? Such as study abroad or internships?

ADMISSION REQUIREMENTS

- What high school classes do they require you to take to be admitted?
- What does the school look for in prospective students?
- How competitive are admission requirements?
- What are the average GPA and test scores of students who are accepted?

COST

- How much can you afford to pay for school?
- What kind of scholarships and financial aid does the school offer?

HOUSING AND RESOURCES

- Do they have dorms? What options do they have for housing?
- Do they offer meal plans?
- Do they have a health center?

CAMPUS LIFE

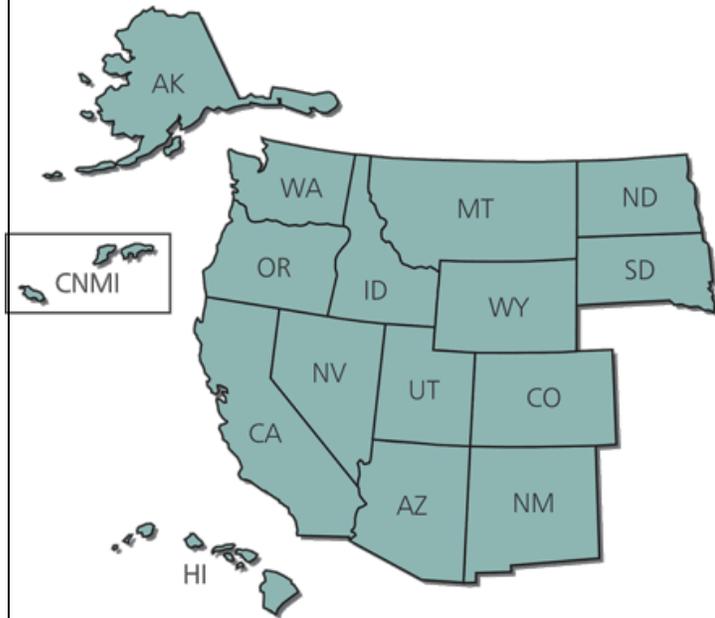
- What types of organizations are on campus?
- Do they have fraternities/sororities, musical groups, political groups, etc. to be involved in?
- Can you SEE yourself at the school?

SIZE

- How small or big do you want your school to be?
- Do you prefer large lectures or small classes?
- Do you want to be on a big campus or a little one?
- Do you want a lot of different majors to choose from?
- Do you want to meet new people daily or do you like to know everyone's name?

IN-STATE vs. OUT OF STATE

Going to school in Montana is much cheaper than going out of state; but you may want to go out of state or possible you cannot study what you want to study in Montana. There are programs that help make it cheaper to go out of state. You can find more information about each on the websites listed below.



WICHE PROGRAM

- The Western Interstate Commission for Higher Education (WICHE) works with 15 states to assure excellence in higher education.
- Several programs are offered in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, South Dakota, Utah, Washington, The Commonwealth of the Northern Marianas, and Wyoming.

For more information:

<http://www.wiche.edu/>

WUE PROGRAM

- The Western Undergraduate Exchange (WUE) offers students enrolled in a two-year or four-year program a reduced tuition level. 150% of in-state resident tuition costs. This is much less than paying out of state tuition.
- In some states you are only eligible if you participate in certain studies; in other states you can study anything offered.
- Some colleges and universities have additional criteria such as ACT/SAT scores and high school GPA.

For more information:

<http://www.wiche.edu/wue>

WHY GO TO SCHOOL IN MONTANA?

- Montana in-state tuition is much less than paying out of state tuition.
- Montana institutions of higher education are nationally recognized.
- All colleges and universities offer student services that cater to social, academic, spiritual, and health needs.
- Students have the opportunity to travel on exchanges to other states and internationally without having to pay out-of-state tuition.
- Montana graduates excel in their fields. Students have above average passing rates on CPA exams, BS nursing exam, and the Engineering exam.

WEBSITES TO HELP WITH SCHOOL SEARCHES

With these websites you identify criteria that are important to you in a school. Then the websites list the schools in which you can look at them in more detail.

College Prowler: www.collegeprowler.com

Petersons: www.petersons.com

College Net: www.collegenet.com

The College Board: www.collegeboard.com

Montana Career Information Systems: www.mtcis.intocareers.org

College Data: www.collegedata.com

HOW MANY SCHOOLS SHOULD I APPLY TO?

It depends on what type of school you are trying to go to. You should apply to more than one. In case you do not get in and so you have more than one financial aid package to choose from. Also, apply to one safe school that you have a high chance of getting accepted to. If you are applying to very competitive schools be sure to apply to a couple, but also schools that you have a higher chance of getting accepted. The College Board suggests apply to 3-7 schools.

MYTHS ABOUT SCHOOL SELECTION

There is a perfect school

There are over 3000 colleges and universities. There is no perfect school. It depends on your wants and needs and which suits you.

I CAN'T AFFORD COLLEGE

You must explore all financial aid and scholarship options before ruling out higher education or

I NEED TO CHOOSE A CAREER BEFORE I CAN GO TO COLLEGE

Many people change their careers 3-4 times over a lifetime. College offers you the opportunity to explore different careers.

I HAVEN'T HEARD OF THAT SCHOOL...IT MUST NOT BE A GOOD SCHOOL

There are over 3000, can you name them all? No one can. Many lesser known schools offer great educations.

ADMISSIONS PROCESS

ADMISSION PLANS

REGULAR ADMISSIONS

Many schools have an established application deadline in which all applications must be received or postmarked. Then students are notified of the schools decision usually on or before April 1st.

OPEN ADMISSIONS

Some schools do not have selective admission and accept all students who apply.

ROLLING ADMISSIONS

Under this a school considers the application as soon as they have received all the information and paperwork needed. Notification of acceptance/rejection is sent as soon as decision is made. Most colleges in Montana offer this.

EARLY DECISION

Offered by some schools to applicants who are sure they want to attend a certain college. If you apply this way, it should be your first choice school. Typically applications are due in November and notifications are sent in December. Only do this application if you know you want to attend the school. If you accept it is binding and you are under obligation to attend this school and cannot apply to other schools.

EARLY ACTION

This is another option for early acceptance; but the applicant is not obligated to attend the college and may apply to other colleges.

DEFERRED OR DELAYED ADMISSIONS

Most colleges allow an accepted student to postpone attending for one semester or up to a year. Students must notify the school and request deferment.

TYPES OF APPLICATIONS

COMMON APPLICATION

Over 200 colleges use the common form, you can get a copy of it online or from your counselor. You can then make copies to send to each college for the "common" application part.

ONLINE APPLICATION

Check with the school's website for online applications.

TWO-PART APPLICATION

Part one is mostly name and address information and should be submitted as soon as possible (September) and then the school will send Part two to be filled out and returned.

REQUIREMENTS OF ADMISSION

Each schools requirements for admission vary. Most include:

- Entrance test SAT or ACT
- High School Transcript
- Grade Point Average (GPA) and/or Class Rank (can be found on your transcript)
- Completion of specific course (see next 2 pages for suggestions)
- Letters of Recommendation (See page #### for more information)
- Personal interview (some schools)
- Portfolio or sample of previous work (some schools)
- Personal statement or essay(s)

College Preparatory Program

In order to improve students' preparation for college-level work, the Montana Board of Regents of Higher Education requires the following **Minimum Core** College Preparatory Program for students who wish to enter into a 4-year campus of the Montana University System (*does not apply to the Colleges of Technology*). The Rigorous Core which was created as an alternative to the mathematics proficiency expectations of the Montana University System is also shown. That Rigorous Core is also the criteria for the MUS Honors Scholarship.

4 Years of English: In each year the content of the course should have an emphasis upon the development of written and oral communication skills and literature.

Rigorous Core – 4 years: In addition to the Minimum Core, a designated college-prep or research-writing course is recommended.

3 Years of Social Studies: The courses shall include Global Studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.

Note: Students must complete a full year of global studies such as World History or World Geography, a full year of American History, and an additional year in another social studies field such as economics, problems of democracy, psychology, sociology, tribal government, Indian History. (Per Joyce A. Scott, Deputy Commissioner for Academic & Student Affairs, April 2002.)

Rigorous Core – 3 years: As above, with the recommendation of an additional one half year or more of other courses such as psychology, humanities.

3 Years of Mathematics: Courses shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year

MCPS HIGH SCHOOLS

All high school students are encouraged to take (at least) seven classes every semester. We also endorse all students taking at least one honors or AP class. The main prerequisites for success in these challenging courses are an interest in the subject and a willingness to do the work. Students with college aspirations should definitely plan to enroll in challenging upper-level courses as part of three-year (or even four-year) course sequences in all disciplines.

HIGH SCHOOL GRADUATION	ADMISSION TO TECHNICAL OR ART SCHOOLS	ADMISSION TO MONTANA UNIVERSITY SYSTEM http://mus.edu	ADMISSION TO COMPETITIVE COLLEGES <i>Check with individual universities for specific admission requirements.</i>
English: 4 credits	English: 4 credits	English: 4 credits	English: 4 credits Honors and AP Recommended 9th – Contract for H Eng (BSHS) 10th – Honors English 2 11th – AP English 3 / IB English 12th – AP English 4 / IB English
Math: 3 credits	Math: 3 credits	Math: 3 credits Including: Algebra 1 Geometry, Algebra 2 with an ACT benchmark score of at least 22 or SAT 520 on the math component of the test 4 th Credit Recommended	Math: 4 credits Honors and AP Recommended At least one advanced course: Pre-Cal or H Pre-Cal, FST, AP Stats, AP Calc A/B or B/C, IB Math, IB Math Studies
Science: 2 credits	Science: 2 credits	Science: 2 credits 3 rd Credit recommended	Science: 4 credits Two advanced courses: Chem. 1, Chem. 2, AP Chem, IB Chem Wildlife Bio, IB Bio, Human Bio, AP Bio, IB ESS, Phys 1, Phys 2, AP Phys. Adv. Prob. in Sci., IB Sports Sci.
Social Studies: 2.5 credit 11th – US History 12th – US Government Any year - .5 Elective Credit	Social Studies: 2.5 credit 11th – US History 12th – US Government Any year - .5 Elective Credit	Social Studies: 3 credits 11th – US History 12th – US Government Any Year - Global Studies* <i>In addition to History and Govt, universities require 1 credit of Global Studies, by taking: World History (1 credit) World Geography (1 credit) OR 2 of the following: Wrld Geography 1 & 2 (.5 each) Wrld Issues Seminar (.5)</i>	Social Studies: 3 credits Honors and AP Recommended AP World History or Wld Hist./H Eng Block 11th – AP US History 12th – AP US Government 11 th & 12 th -IB History of Amer. & 20 th Century Topics <i>(Global Studies requirements apply as described for Montana College Prep.)</i>
Hlth Enhan: 2 credits	Hlth Enhan: 2 credits	Hlth Enhan: 2 credits	Hlth Enhan: 2 credits
Fine Arts: 1 credit	Fine Arts: 1 credit Extended study in field or interest: 2-5 credits	Fine Arts: 1 credit	Fine Arts: 1 credit
Practical Arts: 1 credit	Practical Arts: 1 credit Extended study in field of interest: 2-5 credits	Practical Arts: 1 credit	Practical Arts: 1 credit
		World Language: 2-4 cr. Recommended, but not required by Montana University System	World Language: 2-4 cr. Individual universities have specific requirements.
Elective Credits: Courses from any subject area provide additional credits toward the 24 total required for graduation <i>A minimum of 24 credits is Mandated by the MCPS Board of Trustees for a high school diploma.</i>			
CAUTION: For NCAA initial college eligibility requirements, go online to: www.ncaaclearinghouse.net		Courses will vary depending on which high school attending and availability.	

Admission Tests

Purpose of Testing: Most two and four-year colleges, and some technical schools, require some form of admission testing. Your scores, along with your high school grades and other achievements, are used in the admissions decision. Make sure to check with the institutions to which you are applying to see which tests are necessary. Juniors planning to attend college should take the ACT or SAT tests in the spring of their junior year. Right now MCPS offers the ACT free to all juniors!!! If they are not happy with their scores they should retake the tests prior to the end of the first semester of their senior year. To meet admission deadlines, seniors who have not taken the ACT or SAT tests should do so on the first possible fall date (Amery High School Senior Guide).

SAT

This test measures what you've learned in reading, writing and math. Some colleges may prefer the SAT or a combination of the SAT and/or ACT. Students are responsible for checking individual school admissions requirements. If students are unsure of the required test for their selected college, they should check the specific website of the school in question to see what test(s) is required.

<https://sat.collegeboard.org/home>

FREE ACT

Spring of your junior year the ACT is offered free at your school.

ACT

An achievement test measuring what a student has learned in English, Math, Reading and Science and their ability to do college work. Optional writing test is offered. Used by 2 and 4 year schools and some scholarships.

<http://www.actstudent.org/>



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****You must use your school's testing code!!! It is the number listed beneath your school logo.**

You can study and prepare for these tests!!

SAT	vs.	ACT
reasoning test	Type of Test	content-based test
Critical Reading: 2, 25-min sections and 1, 20-min section; Math: 2, 25-min sections and 1, 20-min section; Writing: 1, 25-min essay, 1, 25-min section, and 1, 10-min section	Test Format	English: 1, 45-min section; Math: 1, 60-min section; Reading: 1, 35-min section; Science: 1, 35-min section; Writing: 1, 30-min essay (optional)
reading, vocabulary, grammar & usage, writing, and math	Content Covered	grammar & usage, math, reading, science reasoning, and writing (optional)
tricky, questions can be phrased in ways that make them difficult to decipher	Test Style	straightforward, questions may be long but are usually less difficult to decipher
Math, Critical Reading, and Writing scores will each range between a 200-800; total SAT score ranges between 600-2400	Scoring	English, Math, Reading, and Science scores will each range between 1-36. Composite ACT score is the average of your scores on the four sections; ranges between 1-36
yes – you lose $\frac{1}{4}$ of a point for incorrect answers (except on the grid-in math questions)	Penalty for Wrong Answers?	no – you do not lose points for incorrect answers
yes – you can choose which set(s) of SAT scores to submit to colleges	Score Choice?	yes – you can choose which set(s) of ACT scores to submit to colleges
questions increase in difficulty level as you move through that	Difficulty Levels	difficulty level of the questions is random

question type in a section (except reading passage questions, which progress chronologically through the passage)		
arithmetic, data analysis, algebra I and II, functions, geometry; formulas are provided in the test booklet	Math Levels	arithmetic, algebra I and II, functions, geometry, trigonometry; no formulas are provided
with private schools and schools on the east and west coasts; however, every four-year college in the US accepts SAT scores	Tends to be more popular?	with public schools and schools in the Midwest and south; however, every four-year college in the US accepts ACT scores
seven times per year: January, March or April, May, June, October, November, December	Offered when?	six times per year: February, April, June, September, October, December (note that some states offer the ACT as part of their state testing requirements; these tests are not administered on the national test dates)
typically about four weeks before the test date	Registration deadline?	typically about five to six weeks before the test date
www.collegeboard.com	More Information	www.act.org

WHEN TO APPLY FOR ADMISSION

Students should start applying to schools during the first semester of their senior year. Most schools recommend filing applications between October and January for admission the following September. Be sure to **CHECK** your school of choice's website for application deadlines.

FILLING OUT THE APPLICATION

Filling out college applications cost money, around \$40.00 a piece. Make sure you have everything you need before you start filling out the applications.

- Get Application form/s (online or paper- check with the school website to see which is preferred). See if the school you are applying to will use a common app as discussed on page ####, www.commonapp.org.
- Have all the documents they request. Schools will have different requests; check their website to see what is needed.
 - Personal essays
 - College admission test scores (ACT or SAT)
 - High school transcript
 - Letters of recommendation
- Read the directions thoroughly. Some applications you can edit at later times and change. Make sure you follow the directions.
- Make a practice copy, type or print neatly
- Make sure you have requested your recommendations in a timely fashion.
- A method of paying the application fee.



REQUESTING TRANSCRIPTS

Depending on the high school you attend, requesting transcripts for Sentinel High school student's consists of filing a form online. For Big Sky students you must fill out a form in the counseling office and Hellgate students request transcripts from the records clerk.

REQUESTING LETTERS OF RECOMMENDATION

(Adopted from Amery High School Senior Guide)

Some college applications (particularly private colleges) and some scholarship applications, require you to have letters of recommendation submitted on your behalf. It is your responsibility to make requests to people to write these letters for you. Following are some guidelines and suggestions for you to refer to in this process.

General Guidelines

- Read application instructions carefully.
- Give the writer a stamped, properly addressed envelope.
- Indicate the deadline for submitting the letter to the school or scholarship committee.
- **Request the letter well in advance of the deadline, (at least two weeks).**
- Check back with the writer to see that the letter has been written and sent, or gather the letter from the writer and mail it in yourself. You and the writer need to determine how the letter will be mailed.
- Remember it is the responsibility of each student to meet all deadlines!

Selecting a Writer

- Select a person who knows you well and shows interest in you, i.e., teacher, coach, counselor, activity advisor, principal, minister, boss, etc.
- Ask your counselor to help you select a person to write for you.
- Select a person who is familiar with your potential and achievements.
- Select at least one teacher whom you have had as an instructor in an academic subject.
- Ask teachers with whom you have had more than one class (when possible).
- Select a person who has challenged you the most.
- Select a person who could best explain your extra efforts in school or on the job.
- Ask the person how they feel about writing a good recommendation for you.

Student Worksheet

To help the person who is writing a letter of recommendation for you, you may use the Letter of Recommendation Form in this packet. Try to answer the questions on the form as completely as possible. This form tells the writer information about you that they may not know such as: hobbies, volunteer experiences, etc. Any information of this type that you can provide for the letter writer will enhance their ability to write a good recommendation for you.

FREQUENTLY ASKED QUESTIONS

(Adopted from Bozeman High School Senior Guide)

I had a weak start in high school. How can I recover from a bad semester?

Concentrate on improving your grades. If you need help ask teachers and your counselor for suggestions. On your college application in your essays you can explain what went wrong, what action you took to change it, and how you have matured since then. Admission officers like seeing students who take responsibility and show positive steps to improve.

What kind of extracurricular activities are colleges interested in? How many should I have?

Colleges want to see that you have commitment and involvement. Not a long list of activities you joined to “look good.” Showing them who you are and what you are about through your activities is more favorable than a long list.

If colleges require teacher recommendations, who should I ask?

First see the section on recommendations a few pages ago. Ask teachers who have had you for multiple classes and know not just your grades but who you are.

Some applications ask if I waive my rights to review the completed recommendations. Should I?

Colleges will give more credit to recommendations that are not seen by applicants. They might wonder what you have to worry about if you see them first and have the person edit what they write.

In addition to academic performance and personal information, what else do colleges want to know?

They want to know as much relevant information about you as possible so they can get a good picture of your abilities. They want to know about family, educational, social, emotional, health, financial, language, and other situations that might have put you at a disadvantage and how you have overcome the obstacles to succeed in life.

What are the advantages of a 2 year school?

There are lots of advantages. They offer a variety of choices for your education and focus on learning specific skills that can be applied directly to a career. They generally cost less and have smaller class sizes than larger universities. Many help with job placement and are associated with businesses who hire their graduates. There is a growing need for graduates with specific skills graduating from 2 year colleges.

PAYING FOR COLLEGE

Paying for college is a scary thought but there is money out there; you just have to work for it. There are different types of costs associated with college as well as different types of financial aid.

COSTS

- **Tuition:** Based on the number of credit hours you take or the academic period you attend.
- **Fees:** Costs that schools charge in addition to credits related to health care, parking, recreations fees, etc.
- **Room and Board:** Cost of housing and the meal plan you select.
- **Books and Supplies:** The cost of books and supplies for your classes.
- **Transportation:** Parking costs or costs of getting to and from your school and around your school.
- **Personal expenses:** Basic living expenses such as clothing, laundry, haircuts, toothpaste, entertainment, etc.
- **Other costs:** Cost of groups or organizations you belong to, add or drop fees, etc.

(Adopted from Sallie May Corporation)

Need-Based and Merit-Based Financial Aid

NEED-BASED FINANCIAL AID

Money that goes to students who do not have sufficient resources to pay for college. The family financial situation is the only factor considered when determining this. Academic transcripts are not looked at.

MERIT-BASED FINANCIAL AID

Students are awarded aid based on their accomplishments or memberships to organizations. When awarding merit-based aid the financial situation of the family is usually not a factor.

FINANCIAL AID WEBSITES

Mapping Your Future: www.mapping-your-future.org

FAFSA: www.fafsa.ed.gov

Federal Direct Loans: www.ed.gov/DirectLoan

Estimated Financial Aid Calculator: www.finaid.org/calculators

Fast Web: www.fastweb.com

FinAid: www.finaid.org

FOUR TYPES OF FINANCIAL AID

SCHOLARSHIPS

Can be need or merit-based. Most scholarships come directly from the schools. Check the MCPS website for listing of scholarships. You may also use MCIS and Google to search for scholarships.

GRANTS

Need-Based. They do not have to be repaid and you do not need to work to earn them. Money comes from federal and state governments, and individual schools.

WORK STUDY

Needs-based employment on campus, earned by the student working a job on campus, usually 10-15 hours per week. Helps students pay additional educational costs. It is a federal program.

LOANS

Borrowed money that must be repaid. Many needs-based loans are low interest loans sponsored by the federal government. These loans are SUBSIDIZED by the government so no interest accrues until you begin repayment after graduation.

****For students to keep continue to qualify for financial aid while in college they must maintain a minimum of a 2.0 each semester and be enrolled half-time or more.**

FINANCIAL AID FORMS

FAFSA (Free Application for Federal Student Aid):

- **APPLY AS SOON AS POSSIBLE** – WWW.FAFSA.ED.GOV This federal form determines HOW MUCH MONEY a family can afford to pay fro college. Most schools require this to determine eligibility for need-based and some merit-based financial aid. Even parents who think their student will not get a needs-based scholarship should still fill out the form as some programs want to know a student is not eligible for need-based scholarships.
- **There is no cost to fill out a FAFSA.** Parents need their financial information from the previous year. Filling out the FAFSA: It is much like filling out a tax return.
- **4-6 weeks** after applying students will receive a **STUDENT AID REPORT (SAR)**. The SAR will show the **EXPECTED FAMILY CONTRIBUTIONS (EFC)**. This is the amount colleges will expect the family to contribute. Colleges will attempt to make up the difference between the EFC and the cost of attending their school. This is called the **Financial Aid Package**.

MUSTS IN APPLYING FOR FINANCIAL AID

- Make the deadline. Late applications are not excepted.
- Always apply for aid. Even if you don't think you'll get it. There is always a chance.
- Fill out your FAFSA as soon as possible.
- Apply through your college for aid. 90% of aid is offered through colleges.
- All aid does not continue past the first year. Find out if it does and if it doesn't seek more aid that continues past the first year.
- Understand how the aid works and what you have to pay back.
- Paid services for financial aid are most likely SCAMS!
- Schools often reserve their need-based scholarships for in-state students!

SCHOLARSHIPS

Most of the time scholarships are not automatically given but must be applied for. Students must search for scholarships, and then apply for them.

- All students should apply for scholarships!!!
- Most scholarships are offered during senior year. Keep your eyes open for scholarships and start looking at the beginning of the year.
- Find out about sholarships in the counseling center, online at the MCPS website www.sites.google.com/a/mcpsmt.org/mcps-high-school-scholarships/, the schools you wish to attend websites, and Montana Career Information Systems website.
- You can find out about National Scholarships at sites such as www.fastweb.com . These sites will ask a series of qualifying questions and then give you a list of scholarships.

Montana University System Honor Scholarship

www.mus.edu/Prepare/Pay/Scholarships/MUS_Honor_Scholarship.asp

The MUS Honor Scholarship is a 4 year renewable scholarship that waives tuition at one of the Montana University Systems campuses or one of the 3 community colleges. The average values is \$4000 a year or \$16,000 for 4 years.

- Recipients must use within 9 months after high school graduation
- Must maintain a 3.4 cumulative GPA while enrolled to retain the scholarship.

To apply the MUS Honor Scholarship students must:

- Take ACT or SAT by Dec 30th of senior year
- Apply to admission at one of the eligible colleges by January of senior year
- Complete MUS Honor Scholarship Application
- Attach acceptance letter from college to your application
- Submit the completed packet to counselor

APPLYING FOR SCHOLARSHIPS

- Type your applications- proofread and correct all errors. Have someone else read your application to check for errors.
- Meet the deadline. Late applications are not looked at.
- Be yourself. Let the readers know who you are when writing essays.
- Speak from your own experiences.

TIMELINE & CHECKLIST FOR COLLEGE JUNIOR YEAR

SEPTEMBER, OCTOBER, NOVEMBER

- Talk to your guardians about going to college
- Attend a college fair
- Take the PSAT
- Visit with college representatives that come to your high school
- Keep your grades up- the higher the GPA the better
- Start researching your options for grants and scholarships

JANUARY, FEBRUARY, MARCH

- Check your credits when registering for your senior year classes. Make sure you have the proper classes to fulfill graduation requirements

MARCH, APRIL, MAY

- Register to take the ACT or SAT. The ACT is offered at your high school for free in April.
- Continue with good academic achievement. Colleges like to see a strong GPA
- Take AP exams
- Keep reviewing colleges you are interested in
- Start a file with all your accomplishments and activities so when applying for scholarships and college you have all your resources together

June, July, August

- Retake the ACT or SAT if you feel you need a higher score (recommended)
- Make arrangements to visit colleges you are interested in over the summer. Make an appointment, get a tour, and talk to an admissions officer
- If you are looking at college sports register with the NCAA clearinghouse

TIMELINE & CHECKLIST FOR COLLEGE SENIOR YEAR

October

- Some colleges will have early deadlines. These include rolling admission, priority, early decision, and early action deadlines.
- If you cannot afford the application fees that many colleges charge, ask your counselor to help you request a fee waiver.
- Finalize your college essay. Many schools will require that you submit at least one essay with your application.
- Request personal recommendations from teachers, school counselors, or employers. Request transcripts online or via paper request form, depending on your school.
- Research possibilities of scholarships. Ask your counselor, your colleges, and your religious and civic groups about scholarship opportunities. You should *never* pay for scholarship information.
- Graduation materials due
- Senior Pictures Due
- Attend a Scholarship Resume workshop with Missoula Job Service

November

- Finalize and send any early decision or early action applications due this month. Have a parent, teacher, counselor, or other adult review the application before it is submitted.

November Cont.

- Some colleges will require a copy of your transcript from your high school. Montana University Systems schools only require a final transcript.
- Make sure testing companies have sent your scores directly to the colleges to which you are applying.
- The FAFSA (Free Application for Federal Student Aid) will be available this month, but cannot be completed before January 1. This is the form you will complete to find out what financial aid you are eligible to receive from the government. Visit www.fafsa.ed.gov for more information. This form should be filed online if at all possible.

December

- Begin to organize regular decision applications and financial aid forms, which will be due in January and/or February.
- Attend a University of Montana Financial Aid Night which will be offered at your high school or can be attended at the University of Montana.

January

- Many popular and selective colleges will have application deadlines as early as January 1. Others have deadlines later in January and February. Keep track of and observe deadlines for sending in all required fees and paperwork.

January Cont.

- If necessary, register for the February ACT (some colleges will be able consider it).
- Ask your guidance office in January to send first semester transcripts to schools where you applied. At the end of the school year, they will need to send final transcripts to the college you will attend.
- It is time to file the FAFSA (no later than Feb 1). The sooner you complete it, the sooner you will have an idea of your financial aid options. Watch the mail for your Student Aid Report (SAR)—it should arrive four weeks after the FAFSA is filed.

Feb/March/April

- While most of your applications will be complete and you are waiting to receive admission decisions, don't slack in the classroom. The college that you do attend will want to see your second semester transcript. No Senioritis!
- Acceptance letters and financial aid offers will start to arrive. Review your acceptances, compare financial aid packages, and visit your final choices, especially if you haven't already.

May

- May 1 is the date when the college you plan to attend requires a commitment and deposit. When you've made your college decision, notify your counselor and the colleges. Send in your deposit by the postmark date of May 1. If you've been offered financial aid, accept the offer and follow the instructions given. Also notify schools you will not attend of your decision.

June

- Make sure that you have requested that your final transcript be sent to the school you will be attending.
- If you are "wait listed" by a college you really want to attend, visit, call and write the admission office to make your interest clear. Ask how you can strengthen your application.

APPRENTICESHIP OPTIONS

WHAT IS AN APPRENTICESHIP?

- Paid employment while training for a career.
- Pay raises as experience increases
- Supervised on the job training and academic instruction
- Benefits often available
- Offers upward mobility in career

CONTACT INFORMATION

Montana Apprenticeship & Training Program
Montana Department of Labor and Industry

406.443.1728

www.wsd.dli.mt.gov/apprenticeship/apprenticeship.asp



QUALIFICATIONS FOR APPLYING TO AN APPRENTICESHIP

- 18 years or older
- High School Diploma or GED
- Physical ability to perform the duties required

SOME APPRENTICESHIPS IN MONTANA

- Auto Body Repairer
- Automobile Mechanic
- Air Conditioning and Heating
- Aircraft Mechanic
- Carpenter
- Cabinet Maker
- Drafter
- Diesel Mechanic
- Chef/Cook
- Respiratory Therapist
- Plumber
- Electrician
- Iron Worker
- Welder
- Farm Equipment Mechanic
- Fire Fighter
- Jeweler
- Meat Cutter
- Painter
- Sheet Metal Worker

MILITARY CAREER OPTIONS

FULL TIME AND PART TIME MILITARY SERVICE

UNITED STATES MILITARY BRANCHES

- **Army:** Ground Forces
- **Air Force:** Air protection
- **Coast Guard:** Maritime safety and security of our nation's coasts and waterways.
- **Marine Corps:** Smallest and most aggressive military branch for land, air, and sea.
- **Navy:** Military branch for both on and under the sea

RESERVES AND THE NATL GUARD

Part time military service for as little as one weekend a month. Available in the Army, Marine Corps, Navy, Air Force, Coast Guard, and Air National Guard.

CONTACT INFORMATION

www.todaymilitary.com

www.military.com

RESERVE OFFICER TRAINING CORPS (ROTC)

Designed to help produce leaders and managers in the armed forces. Upon graduation members serve in active or reserve branches. During college students take a full course load including military science courses and training activities in exchange for scholarships every year. Scholarships are competitive and merit based on:

- High School Transcript
- SAT or ACT scores
- Extracurricular activities
- Personal Interview

SERVICE ACADEMICS

- U.S. Military Academy at WestPoint, NY.
- U.S. Naval Academy at Annapolis, MD.
- U.S. Air force Academy at Colorado Springs, CO.
- U.S. Coast Guard Academy at New London, CT.
- U.S. Merchant Marine Academy in Kings Point, N.Y.

Students accepted receive full ride scholarships and living stipend. Competition is fierce to get into these schools. There is a minimum of 5 years of service after graduation. Admissions Criteria:

- High School Academic Performance
- SAT or ACT scores
- Athletics
- Nonathletic Extracurricular Activities
- Leadership Positions
- Community Involvement
- Work Experience
- Nomination by State Senator

ENTERING THE WORK FORCE AFTER HIGH SCHOOL

STEP ONE: Let everyone know that you want a job. Talk with parents, teachers, friends, prospective employers and counselor. Begin before graduation. Start exploring types of employment that interest you.

STEP TWO: Visit and register with the Missoula Job Service.

<http://wsd.dli.mt.gov/local/missoula/>
539 S 3rd St W, Missoula, MT 59801
(406) 728-7060

STEP THREE: Create your resume and practice interviewing. The Job Service can help you with your resume and interviewing and also help you gain additional skills needed for employment

STEP FOUR: Start applying for jobs.

****If you're unsure of the type of employment you might enjoy or be good at please see the Career search options at the beginning of this guide.**

EMPLOYMENT APPLICATIONS

(Adopted from Amery High Senior Guide)

- Unless directed to do otherwise, it is best to type or use black ink when completing applications. Be sure to bring all the necessary information (i.e., references, phone numbers, addresses and dates).
- Make sure that your application is readable and that all portions are complete. Your application serves as a sample of your work and will influence the employer's decision. If you fail to complete all sections or follow directions, the employer may question how well you would perform on the job.
- In the event your original application needs corrections, ask for two copies so that you will be confident you are submitting the best possible application.
- When completing an application, it is very important to state the specific type of work you would prefer. It is appropriate to say that you would consider other types of work, but the employer will be most likely to seriously consider you if it is apparent that you have given some thought to your future.
- Most applications provide a place for you to list your special skills. This is the place for you to state that you type, have a driver's license, can operate certain tools or equipment, work well with others or have other skills. Even though you may not feel that your skills are work related, list them as your background may impress.

EMPLOYMENT INTERVIEWS

(Adopted from Amery High Senior Guide)

The interview gives the employer and you an opportunity to learn about each other and see if you would be a good fit for their company. Here are a few tips to help you prepare:

1. Learn all you can about the employer and the work performed. If possible, talk with others who work there.
2. Be a few minutes early for the interview. Call, if you are going to be late.
3. Go alone to the interview.
4. Dress neatly and as you would be expected to on the job.
5. Take a record of your past employment, references and social security number (including dates and addresses).
6. Let the employer control the interview.
7. Maintain good posture and eye contact.
8. Don't smoke or chew gum during the interview.
9. Be ready to tell why you want the job.

JOB CORPS

The Job Corps is a combination of education, training, and support services to help prepare young students to obtain and hold employment. It is a residential program meaning students live at the center.

ELGIBILITY

- Age 16-24
- Meet income guidelines
- U.S. Citizen or legal resident
- Comply with Job Corps Zero Tolerance Policy

BENEFITS

- Offer High School GED or Diploma
- Earn money while training
- FREE
- Upon program completion have a profession in an area with job openings.

CONTACT INFORMATION

WWW.JOBCORPS.ORG

GAP YEAR

Gap years should be a constructive break from school where you are learning more about yourself and what you would like to do in the future.

OPTIONS

Travel: Through organizations or independently

Internships: Spend time in an area that interests you or explore unknown careers

Volunteer: Find volunteer programs through local organizations or online for international programs

Work: Find a job through a local job services or international jobs online.

FOR MORE INFORMATION

www.gapyear.com

www.interimprograms.com

www.timeoutadventures.com

www.dynamy.org



APPRENTICESHIP/MILITARY/WORK/GAP YEAR SENIOR CHECKLIST

SEPTEMBER

- Continue career search, MCIS interest inventories to find your interests

OCTOBER

- Begin updating or creating your resume
- Make sure you have all the necessary classes to meet graduation requirements
- Ask for letters of recommendation from teachers, mentors, counselors, etc.

NOVEMBER/DECEMBER

- Attend local military visits/career fairs.
- If interested in the military sign up for the ASVAB.
- Complete your resume
- If interested in Gap Year search out programs and options for the upcoming year

FEBRUARY/MARCH/APRIL

- If interested in employment register with the local job service and begin a job search

MAY/JUNE

- Do practice interviews
- Apply for jobs

CAMPUS VISITS WORKSHEET

Visiting a campus can be an important step in selecting where you want to go to school. A campus might look “nice” online, or your sister might go there, but visiting helps you get a bigger picture. These are some suggested questions for your campus visit.

Before you Visit:

Call or e-mail well in advance to set up your visit. You will mostly likely need to obtain a parking permit, set up a tour, and visit with an admissions counselor. Remember that you will likely be on campus for 2-3 hours.

College Name:

Location: Is it close to home? Do I want to be able to drive home regularly? Will I be able to pay in-state tuition? Do I like the area the school is in?

Size & Environment: How many students are enrolled? How big is the campus, will I be able to walk everywhere? What is the city like, is it safe, does it have public transportation? Is the school public or private? What is the typical class size?

Admissions & Academics: Does the school offer my major or interest? What ACT and Rank/GPA do I need? When are the application deadlines? Does my major require extra requirements such as specific training? Do they offer the training? Does it cost extra?

Expenses & Financial Aid: What is the typical financial aid package? What are the deadlines for scholarships and financial aid forms? What are the Tuition and Room & Board costs? Are books included with tuition? When are deposit deadlines for dorm rooms, or other deposits for freshman? How much are they?

Housing, Facilities & Activities: How are the dorms? Do you have to live on campus? Does it offer clubs, sports, etc. that you are looking for? What type of gym, work-out, pool, and etc. facilities are offered? Does the campus have a lap top program? What kind of food is available on campus?

(Adopted from Amery High School Senior Guide)

LETTER OF RECOMMENDATION REQUEST FORM

Remember to give this form to staff/counselors 2-3 weeks before needing the recommendation with an unofficial transcript or academic resume.

Student Name:

Address to Deliver Letter:

Letter of recommendation purpose: (Please indicate if this letter should be addressed to a college admissions office, a scholarship committee, or if you want a general letter of recommendation.)

What are your plans after high school? Where do you plan to attend college, and what do you hope to study?

Are there any specific items that need to be emphasized? (Academic ability, athletics, character, classroom participation, leadership skills, etc.)

Please indicate any work experience you have had, either paid or volunteer, while in high school:

Please provide a list of extracurricular activities you have participated in, and any special awards or honors you have had in these activities.

Please list any outside community involvement, hobbies, other interests, or any information that you believe would be helpful for this letter of recommendation. (This could include challenges you have faced, or additional activities you have been involved in, this is a spot to include anything you wish.)

Please list 2 or 3 of your most admirable qualities & explain.

GLOSSARY OF TERMS

(Bozeman High School Senior Guide)

ACT: American College Test is a group of tests required or recommended by most colleges as part of the admission process. The tests measure English, math, reading, and science reasoning. ACT scores range from 1-36.

Admission Requirements: a set of rules including high school preparation established by each college for a student to be accepted at that school.

Advanced Placement (AP): a test given to high school students, usually at the end of their junior or senior year, after they have completed certain AP courses. Some colleges give advanced standing and/or credit for these tests if student earns a score of 3, 4, or 5.

Advanced Standing: when a student has completed more than 12 college credits.

Aid package: a combination of financial aid (possibly including a scholarship, grant, loan, or work) determined by a college financial aid office.

Associate Degree (A.A): a degree granted by a college or university for a program that requires two years of study.

Award Letter: a letter notifying the student of the types and amounts of financial aid being offered to attend a college, providing the student with the opportunity to accept or decline the offer.

Bachelors Degree: a degree granted by a college or university after satisfactory completion of a four year program.

CEEB Code: a six digit code number assigned to each high school in the United States.

Hellgate 270618, Big Sky 270617, Sentinel 270625.

Class Rank: a student's standing as compared with that of the other members of the class based on GPA in grades 9-12.

COA: Cost of Attendance. The total estimated amount, including personal expenses that it will cost to go to college. It is usually expressed as a yearly figure and is used to calculate financial need.

College Board: the company which provides the SAT, SAT Subject tests, PSAT, and TOEFL.

Common Application: the application form that is accepted by some private colleges and a few state colleges in the United States. Students complete it once and send photocopies to other schools. The Common Application can be downloaded from www.commonap.org

Conditional Admission: acceptance to a college even though the student does not meet minimum admission requirements. The student must enroll in remedial courses or otherwise satisfy conditions prescribed by the college before regular admission is granted.

Credit hour: a unit of academic credit that often represents one hour of class time per week for a period of study.

Deferment: 1) if referring to admission, deferment permits an accepted student to postpone enrollment for a certain length of time; 2) if referring to financial aid, deferment is a postponement or delay of payment obligation on a student loan.

Degree: titles given to college graduates upon completion of a program. A two-year degree is an Associate Degree, a four-year degree is usually a Bachelors Degree, advanced degrees requiring additional years of college are Masters Degree and Doctors Degrees.

Early Action: a college acceptance plan in which a student applies by November and receives a decision by mid-December. The decision is **not binding** on the student and the student may still apply and enroll at another college.

Early Decision: a college acceptance plan whereby a student applies by November and receives a decision by mid-December. Applying for Early Decision has the effect of entering into a contract. If accepted, the student is **obligated** to enroll in that college.

EFC: Expected Family Contribution. The amount that your family is expected to contribute toward your education.

Elective: a course needed for graduation credit, but not one of the specific course requirements.

Financial Aid: money which may be derived from a variety of sources—grant, loan, scholarships, work-study—which helps pay for college costs. The "package" of funds is determined by family financial need and the availability of funds.

Financial Need: the difference between the cost of education and what the family or the applicant can reasonably be expected to contribute.

Fee Waiver: permits eligible students to submit college applications or test registration forms without the fee. The waiver must be granted by a high school or college.

FAFSA: Free Application for Federal Student Aid. The primary form used to determine your eligibility for financial aid.

Grant: an award of money which does not have to be repaid. Typically grants are based on financial need.

Major: the subject of study in which the student chooses to specialize.

Masters Degree: a degree usually requiring one or more years in a planned course of study following the Bachelors Degree.

Minor: approximately 18 credits in an area outside the major area of study.

Open Admissions: a college admission policy of admitting high school graduates and other adults without regard to such conventional academic qualifications as subject studied, high school grades earned, and standardized test scores. Virtually all applications with high school or equivalent diplomas are accepted.

Package: the financial aid offer from the institution, usually made up of a combination of grant, loan, and/or scholarship money.

Pre-Professional: referring to courses which prepare students for later specialized or technical training. For example, "pre-med" includes pre-professional courses in chemistry and biology which are prerequisite for later specialization in medicine.

Pre-requisite: courses, test scores, and/or grade level that must be completed before taking a specific course.

Private College: a school that is not supported by state taxes. Also referred to as an independent college.

Profile: a customized financial aid form prepared by the College Board used by private colleges and universities to award their financial funds to students.

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholar Qualifying Test): a shortened version of the SAT offered in October for high school juniors. Scores are reported on a scale of 20-80.

Registrar: the administrative officer of a college or university who maintains the academic records.

Residency status: in public institutions, the classification of a student for tuition purposes as a resident or non resident of the state in which the school is located.

Rolling Admissions: an admission plan whereby a college gives an admission decision as soon as possible after the application is completed.

ROTC: Reserve Officers Training Corps units in college that offer two and four year programs of military training culminating in an officer's commission.

SAT REASONING TEST: Administered by the College Board, the SAT Reasoning Test is a test of verbal, mathematical, and writing abilities given by the College Entrance Examination Board. The test is required or recommended by many colleges as part of their admission process. Scores are reported in each section on a scale of 200-800.

SAT SUBJECT TESTS: tests that are taken in specific subject areas. Some colleges require up to three tests as part of the admissions process. SAT Subject Tests cannot be taken on the same day as the SAT Reasoning Test.

Scholarships: a gift of money awarded for achievement, skills, talents, and/or financial need.

SAR: Student Aid Report. The information you will receive approximately 2-4 weeks after your FAFSA has been processed. It will report your Expected Family Contribution.

TOEFL (Test of English as a Foreign Language): an exam required of students whose native language is not English. It is used by colleges to measure a student's English proficiency.

Transfer students: students who have attended another college for any period, from a single term to three years. Transfer students may receive credit for some or all of the courses they have successfully completed before the transfer.

Trimester: an academic calendar period of about 15 weeks. Three trimesters make up an academic year. Students make normal progress by attending two of the trimesters each year.

Transcript: the official record of high school or college courses and grades, generally required as part of the college application.

Tuition: money that is paid for instruction in a private school, college, or university.

Undergraduate: college student who has not yet received a Bachelor's Degree.

Wait list: term used by colleges to describe a process in which they may initially delay offering or denying admission, but rather extend the possibility of admission in the future.

Work Study: a federally funded program that makes part-time jobs available to students with a demonstrated financial need