

## Preparing for College

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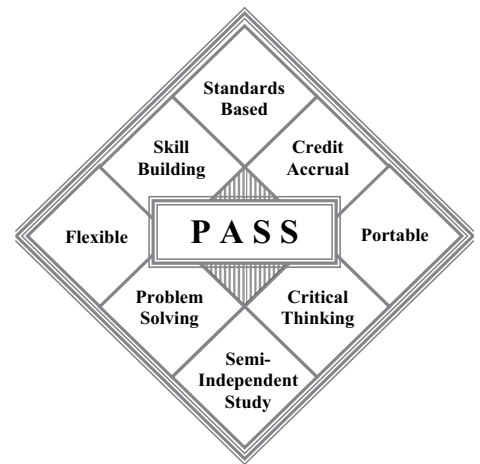
May be used as an option for Language Arts Unit 5

# Preparing for College

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Language Arts Unit Five Option

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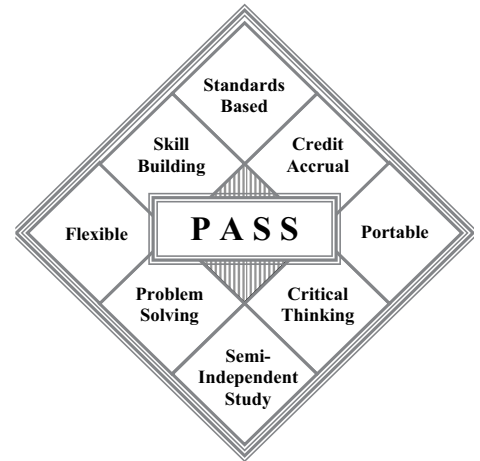
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# Preparing for College

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## Language Arts Unit Five Option

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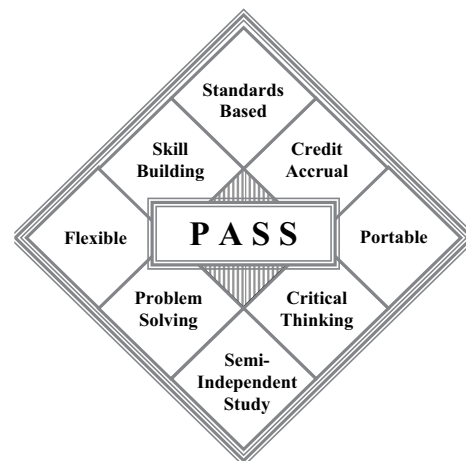
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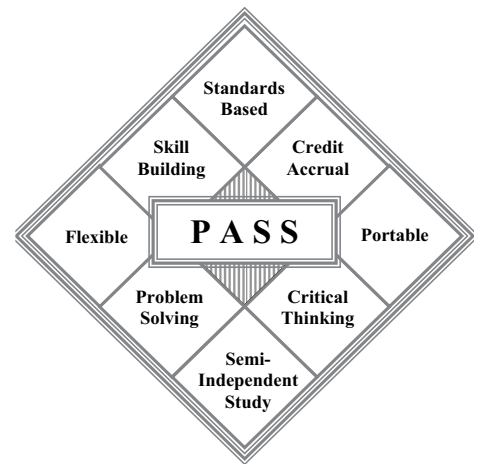
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# Acknowledgments

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## Preparing for College

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The Portable Assisted Study Sequence (PASS) program is a semi-independent learning plan developed as a way for migratory secondary school students to overcome some of the roadblocks to completing their high school education that resulted from their families' frequent moves in order to seek work in agriculture.

PASS courses are specifically designed to address the needs of a highly mobile population by incorporating a high level of content and instruction in units of manageable size that are written at an accessible reading level. These attributes, combined with assistance from a teacher/mentor, help to assure student success. In addition, the quality and flexibility of the courses have made them a viable option for many other students.

The National PASS Center coordinates the revision, updating, and development of PASS courses in alignment with current state standards; serves as a repository and clearinghouse for PASS materials; incorporates technology into new and revised courses; and creates support materials to promote and facilitate the use of PASS nationwide. The NPC also maintains a web site ([npcpass.org](http://npcpass.org)) that includes support information to assist in implementing PASS.

This unit may be used as part of the PASS language arts sequence or used independently by students who would like more guidance in planning for college.

Special thanks for the development of this unit are owed to the Illinois Migrant Education Resource Project, located in Chicago, under the direction of Ms. Brenda Pessin. This is the most recent update completed by National PASS in 2021.

# Introduction

A college education is often the first step toward a secure, fulfilling career. This publication presents strategies and resources that you can use to research colleges and universities, prepare an application, plan campus visits, and benefit from financial aid programs. *Preparing for College* is designed to be practical. You will be asked to do reading, research, and exercises that are designed to help you to achieve your higher education goals.

## Course Organization

This unit is divided into 14 lessons, with the final one serving as review of the material covered in the unit. Most lessons follow a standard format, starting with a prompt for free writing in your journal. In the side column, you will find important vocabulary words, helpful web links, activities, and places to take notes.

## Vocabulary

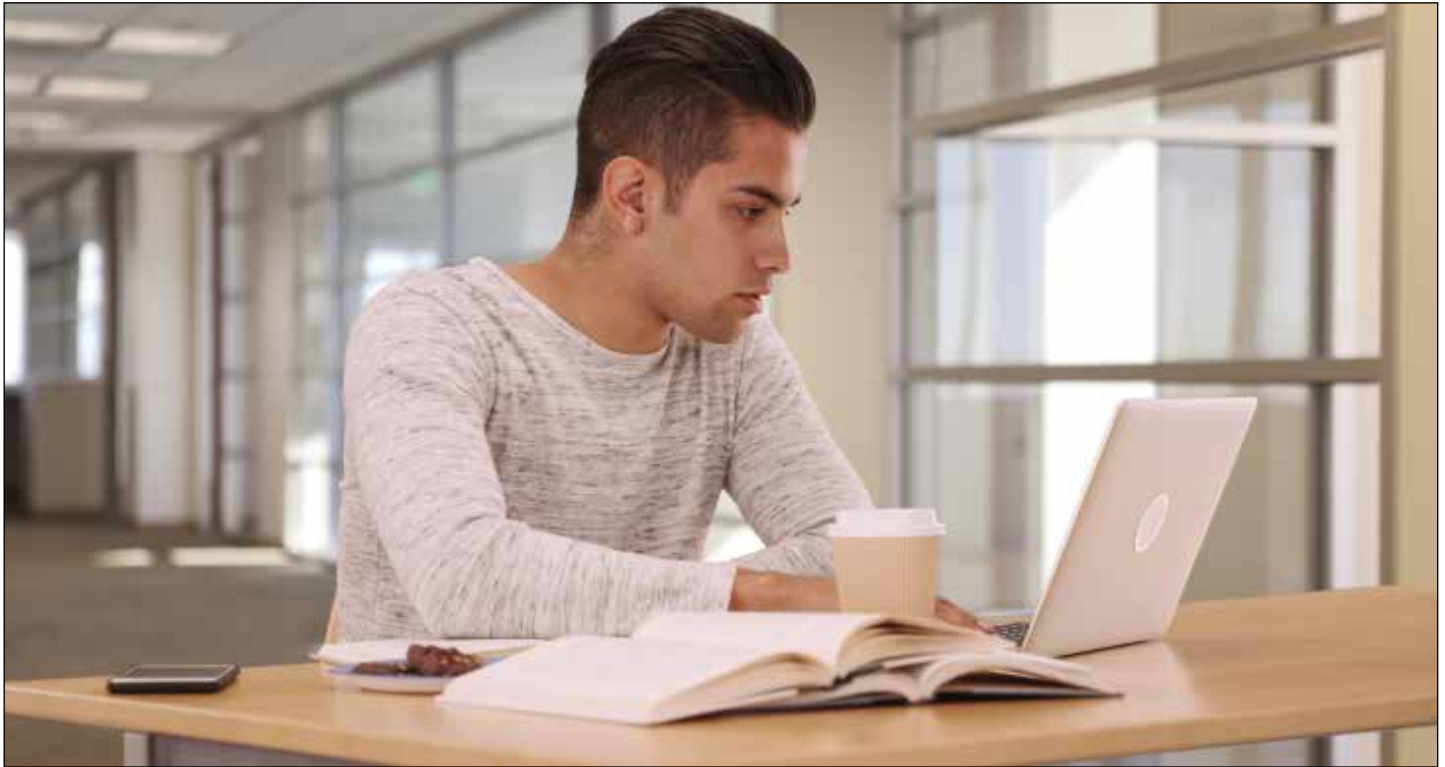
Throughout the lessons, you will find useful words and terms listed with their definitions. Use them as an aid in reading the lessons. They will also help you when you review for your unit test. These words are also included in the glossary at the end of the unit.



## YOUR JOURNAL

Most lessons start with a journal entry. A journal is a notebook in which you write down your thoughts. The journal entry asks you to write about a topic or to respond to a choice of questions for ten minutes or to fill one page.

A journal entry for one lesson might tell you to write for ten minutes about a time when your friends helped you achieve something you could not do alone. It might ask you to describe your best friend. Although the journal writing is not read or graded by your mentor or teacher, it is an essential part of the course as it helps to develop writing fluency. Journal entries are also sometimes used as a starting point for later writing assignments in a unit.



## Comprehension and Critical Thinking

In each lesson you will find both comprehension and critical thinking questions. Comprehension questions require you to find information in your reading assignments to answer the questions. The critical thinking questions ask you to combine bits of information and reach a conclusion. You will need to consider what you have learned from the readings to develop your answers. Answers and suggested acceptable responses to activities are in your PASS contact’s *Mentor Manual*.

## Notes or Questions for Your Teacher/Mentor

Several lessons in the unit end with a page where you are encouraged to make any notes that will be helpful for you in recalling what you have learned or questions that you want to ask your teacher/mentor so you don’t forget them. Use this opportunity to make this course a positive learning experience.

## Highlighting and Margin Notes

You should write in the books. When you come to a word you don’t know, underline or highlight it. Continue reading and try to figure out what the word might mean. When you have finished, go back and make a guess about what the word means; then look in the dictionary. We suggest writing the meaning in the margin. As you read, you should write notes to yourself in the margins.

### Goal

A statement about what you intend to achieve by following a plan.

.....  
 ↖ Look for vocabulary words in the margin

↑  
 Use blank spaces to take notes



## User Names and Passwords

This workbook provides several places for you to write down user names and passwords to websites where you will find college preparation resources. Remember that this login information allows access to your personal information—and could perhaps create a way for someone to access your other accounts.

If you write down your login credentials here, please make sure this workbook is always in your control. You may prefer to write down all of your user names and passwords in a special page of your journal. You may also have a secure place where you keep all of your login information.

It is best if you choose passwords that are unique to each account. Do not reuse passwords from your email accounts, social media, or other personal websites.

## Additional Resources

If you have access to the Internet, there is a wealth of resources online. A quick search with Google or another search engine will locate a number of interesting sites where you may find more information on a variety of topics. If you have questions, try to see if you can find answers on your own. Keep looking until you find the answer.

## Unit Tests

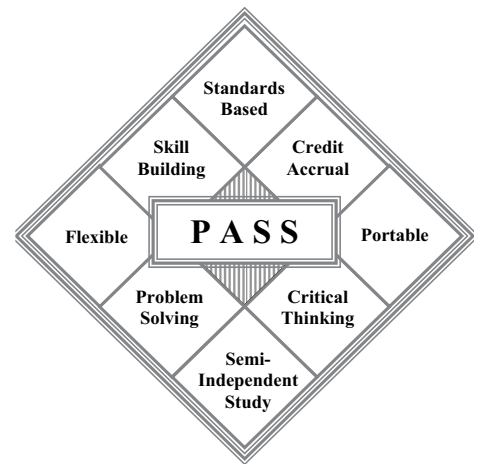
Your mentor has your final test. The unit test has short-answer and essay questions. The test for this unit has many self-assessment questions.



# Lesson 1

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## The Case for College



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### Materials Needed



Pen or pencil



Access to the Internet or library



Journal

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### Lesson Goals

In this lesson you will learn how a college education can lead to a career with opportunities to earn promotions or to pursue advanced degrees.



## The Case for College

One of the biggest decisions you will ever make will be what you do with yourself after high school. Perhaps you are considering going right to work. Maybe you are thinking about learning a trade, going into the military, or possibly furthering your education. You may be asking yourself, *Is college worth it? Can I afford to go to college? Am I smart enough to be able to graduate from college?*

### Why Do I Need to Go to College?

No matter what type of career you are considering, you will need to learn new skills. Americans call all post-secondary education by the word *college*, even if the institution is a university, technical institute, or other kind of school. To make yourself more marketable to be able to get the best job possible, it is important to prepare yourself by earning a post-secondary degree or other certification so you can pursue a career that best suits your interests and talents. If you are thinking about technical or vocational training, it is recommended that you consult your high school counselor to learn more about available options to determine your path forward.

College can be the most valuable investment you make in

### JOURNAL ENTRY

As you begin to think about life after high school, whether to get a job or go to college or trade school, it helps to get to know yourself better.

What are your interests? What do you like to do? What are you good at? It helps to put your thoughts down on paper to see a clearer picture of yourself.

In your journal, write down your thoughts and feelings about yourself, including your interests, likes, dislikes, and talents.



yourself both financially and personally. One important thing to know is that it has been proven statistically that a college graduate will earn on average \$1 million more than someone who did not go to college. The earning potential for someone who continues on to earn a graduate or professional degree is even higher. College helps you be able to have a career and not just a job.

A *job* is a regular position that one does to earn money. On the other hand, a *career* is an occupation one does over a lengthy period of time with opportunities for progress. Careers may come with benefits, such as sick leave, personal leave, vacation time, retirement pension, and health insurance. Jobs don't necessarily provide these benefits.

## College is About Self-Discovery

Stepping onto a college campus opens the door to a whole new world of possibilities. It is a chance to meet new people, explore new areas of study, and discover more about yourself, your interests, and opportunities for the future. College allows you to explore your interests to a deeper level. It is a chance to meet people with diverse backgrounds who have similar interests with you—people who often become lifelong friends. It doesn't matter if you are unsure about what you want to do with your future; college gives you the chance to explore new areas to discover what it is that you really want to do. In college, you can begin to find your purpose and find your place in society.

## First in the Family

Being the first in your family to go to college can be a bit scary, but you are not alone. Having a support group to encourage you through this process can make all the difference. According to the US Department

### Job

An employment agreement in which workers are paid for their labor. People sometimes have a series of similar jobs, often seasonal in nature.

.....

### Career

A series of jobs and other opportunities people follow through much of their lives

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### Post-secondary

Any education beyond high school

.....

### Degree

An academic rank awarded by a college or university after completing a course of study

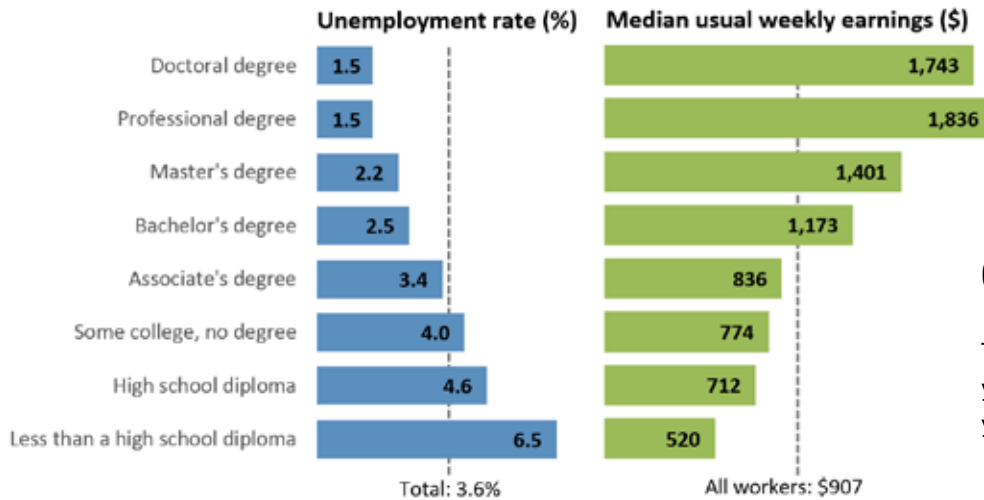
.....

### Benefits

Non-wage compensation paid by an employer to an employee in such forms as sick leave, personal time, vacation time, and insurance

.....

## Unemployment rates and earnings by educational attainment, 2017



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

### Career security

The higher your degree, the more you will earn and the less likely you will be unemployed.

of Education, a third of all incoming freshmen college students are first generation students. This is exciting because you are the hope of your family. Being the first to be able to get a college degree opens many doors for you and for your family.

There are many scholarships out there just for first-generation students. One website that helps link first-generation college students with scholarships is *cappex.com*. This website is specifically designed to help first generation students find scholarships and colleges to attend. Another website with videos created by first-generation students to inspire other first-generation students is called *FirstInTheFamily.org*.

Many colleges also have support systems to help first-generation students navigate successfully through the process of obtaining a college degree.

One resource for first-generation college students is the helpful website called Affordable Colleges Online. (<https://www.affordablecollegesonline.org/college-resource-center/first-generation-college-students/>). On this site is found a guide designed just for first-generation students. It has lots of tips and advice to guide you through the process of obtaining a college degree. Check out this website then write down at least three helpful ideas you find here.

- 1.
- 2.
- 3.

### ANALYSIS

Go to *cappex.com* and create an account.

You may record your username and password here.

USERNAME:

PASSWORD:

Remember, it's important to keep your passwords secure. If you don't feel comfortable writing it down here, use your journal or other safe place.

You will be able to come back to this website and search for scholarships and colleges to attend as you go through this unit.

## ANALYSIS

Answering these following questions taken from the College Board “Big Future” website will help you learn more about yourself and what you might like to do as a future career.

1. What are some things you feel you do well?
2. What challenges you?
3. What do you like to do for fun?
4. Who do you look up to?
5. What’s something you have always wanted to try?
6. What accomplishment has made you most proud?
7. What’s your favorite class?
8. What do you read about in your free time?
9. If you could do any job for a day, what would it be?
10. As a kid, what did you want to be when you grew up?

## TRENDS OF FIRST-GENERATION STUDENTS

- Neither parent has earned a bachelor’s degree.
- The majority come from minority families.
- Families don’t understand how to support their first-generation student because no one has ever gone through the college process before.
- Students feel guilty because they have an opportunity no one else in their family has had.
- Many first attend a community college before transferring to a four-year university.
- Many are unsure how to pay for college.

## ANALYSIS

Look back at this lesson and all the information about why you should go to college. What stands out to you the most? What concerns do you have at this time? Choose at least three reasons that stand out to you the most about why you should go to college and record them below.

1.

2.

3.

Now write down any concerns you may still have. Afterwards, talk to your mentor about what you have learned. What suggestions does your mentor have for you? Record your answers here.



**End of Lesson 1**

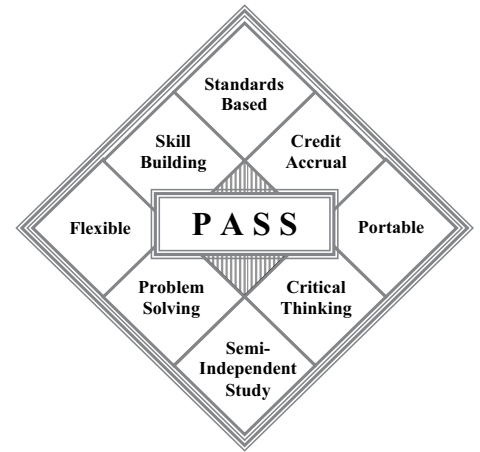


**End of Lesson 1**

# Lesson 2

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## Considering a Career



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### Materials Needed



Pen or pencil



Access to the Internet or library

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### Lesson Goals

In this lesson you will learn about different types of careers, career interest inventories, and how inventories can help you choose a career.





## Considering a Career

Since you were very young, you have imagined yourself doing something for a living. You pretended to be a doctor with your dolls or played as a chef or firefighter. Choosing a career starts the same way—with your imagination, except you also take stock of your life experiences and all of the interests you have developed over the years.

Deciding on a career is something you want to put a lot of thought into. Is this something I would really enjoy doing? Am I just choosing this career because it pays well? Is there job security? Does it have a good benefits package? Is this something I will want or be able to do for the rest of my life? These are just a few things you will need to consider as you go through this process.

### Start With a Journal

One way to help explore your thoughts and feelings is through journal writing. This gives you an opportunity to speculate about your future on paper, writing down your ideas, observations, and emotions so you can refer to them later. While this workbook requires that you keep a journal, this habit becomes especially important when you are doing something complex like preparing for college.

The benefits of journal writing are many. It allows you to sort out problems and consider options. It can help you reflect on personal values, goals, and ideas. It can even allow you to discover and/or explore your feelings about the future.

### JOURNAL ENTRY

Have you thought about what you might like to do after you complete your high school course requirements? Would you like to pursue a career in education, medicine, business, social services, engineering, criminal justice, or something else?

In your journal, write about a career you are interested in. You may be considering more than one right now. Write down your thoughts on each one. Explain why these choices interest you.



6. What courses did you excel in?
  
  
  
  
  
  
  
  
  
  
7. Do you see a connection between your success in school and your future career? How are they connected?
  
  
  
  
  
  
  
  
  
  
8. What are your strengths?

## Browsing Careers

One way to help you decide what would be a good career fit for you is to learn about different careers. *Career One Stop* is a great website to investigate different careers. A good way to learn about yourself and to see what careers might be a good fit for you is to take a career interest inventory. You can do this by going to [careeronestop.org](http://careeronestop.org) and clicking on “Explore Careers.”

From the dropdown menu click on “Interest assessment.” The interest assessment will ask you questions about lots of different topics. Based on your answers it will show you lots of different careers that you might be interested in. You will have 30 different questions to answer. Next, click on “Learn About Careers.” Here you will explore the career choices you wrote down. Write down the information you discover below. Don’t only look for basic information about the career, but see what kind of training is required, as well as salary information and job prospects for that career in the future. After going through the career interest inventory and researching your top career choices, you should have a better idea about a future career choice.

### CAREER CHOICES

Once you have completed the interest inventory at [careeronestop.org](http://careeronestop.org), write down 3-4 career choices that attract your interest.

**First choice**

**Second choice**

**Third choice**

**Fourth choice**

## Thinking About College Majors

Our next step on your career journey is to explore what kind of training is needed for your chosen career. *MyMajors.com* can help you find what college major provides the best educational training for your chosen career.

To register, fill in your name and email address and create a password. This way you will be able to save your information and come to the website at any time. After registering, you will need to complete your profile. *MyMajors.com* uses the information you provide in your profile to help you choose the right college major to fit your career path.

Once you have chosen a college major, the next step is to find the right college or university to attend. To start, let's explore colleges that have the college major you have chosen. To do this, go to the College Board website at *CollegeBoard.org* and create an account. Make sure to write down your account information so you will be able to log back into your account in the future.

After you have created your account, click on "College Search." This will take you to a part of the College Board website called "Big Future," where you will be able to begin your search for colleges that have your chosen major.

### COLLEGEBOARD.ORG LOGIN CREDENTIALS

Write down your username and password for your account at *collegeboard.org*. Remember to keep your login information in a secure place.

USERNAME:

PASSWORD:

.....

### CHOOSING A MAJOR

Once you have seen the choices of majors that fit your career path at *MyMajors.com*, record that information below.

**This is best choice of a college major for me:**

### Field of Study

An academic interest like political science or mathematics that students choose to focus on in college

.....

### Major

The main focus of a college degree program organized around a single field of study. Students often study a "minor" as well to broaden their interests and skills

.....

### THE HOLLAND CODE

#### CAREER TEST

Psychologist John Holland has developed a test to find an occupation that best suits your interests, talents, and skill level. You can take the test online at *Truity.com*.

You will be asked a series of questions about various kinds of tasks such as designing magazine covers or tracking expenses for a company. The test takes ten minutes and is free.

*truity.com/test/holland-code-career-test*

## College Choices

Once on the College Search page of Big Future (*BigFuture.CollegeBoard.org*), you will be able to click on “Majors and Learning Environment.” Here you can search by the specific major or by the broad area the major falls under, such as engineering, health care, etc. Take some time and check out the different colleges that come up that have your college major. Write down your top four choices, including the name of the college, its location, its cost of tuition, and graduation requirements for your major. Use a separate sheet of paper if there isn’t room here.

**First choice:**

**Second choice:**

**Third choice:**

**Fourth choice:**

## Analysis

You have discovered a lot of information about yourself and have started down the path towards planning for your future. Take the next few minutes to reflect on what you have learned about yourself by answering these questions.

What surprised you the most about the career choices that came out of your career interest inventory?

Did you agree with the choices the inventory gave you? Why or why not?

What contributed to your decision of a career choice?

What college majors are the best fit for your career choice?

What did you like about the four colleges you chose?

What did you like the least?

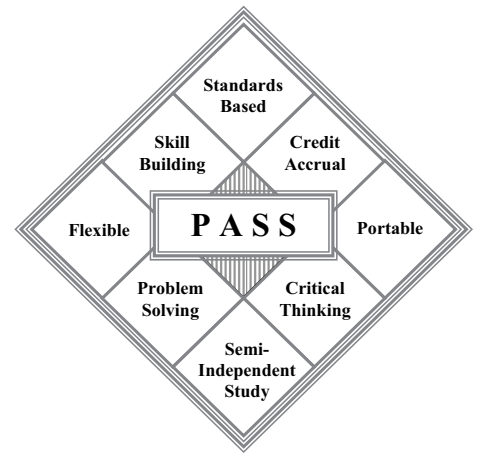


**End of Lesson 2**

# Lesson 3

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## Goal Setting



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### Materials Needed



Pen or pencil



Access to the Internet or library

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### Lesson Goals

In this lesson you will learn about the importance of setting short- and long-term goals using the SMART (Specific, Measurable, Attainable, Realistic, Timely) method.





## Goal Setting

Researchers have found that successful college students have something in common. Students who set **goals** are more likely to perform well. On the whole, students who are goal-oriented are more likely to remain in college because they are able to break assignments down into achievable steps, score well on those assignments to pass certain courses, and complete the courses needed to earn degrees.

Goal-oriented students tend to pass courses and get degrees because they understand how goal setting works. They can see the relationship between the big picture (graduation) and the details (college courses). They can relate what they do day by day to what they want to happen in the end. This ability to connect activities in the present with success in the future is very important for college students. It helps them have the right attitude toward the work they have to do and motivates them to do whatever needs to be done.

### Goal

A statement about what you intend to achieve by following a plan

### Course

Another word for a “class”; also a series of classes as in a “course of study”

### JOURNAL ENTRY

Can you think of an experience in your life when you really wanted something that was attainable but not easy to get?

In your journal, write a paragraph about this experience.

- What was your goal?
- What obstacles did you have to overcome to reach that goal?
- What steps did you take to reach it?
- How did it feel after you accomplished this goal?

# Setting Effective Goals

Effective goal statements are powerful tools. They can focus your time, direct your energies, and motivate you to get the job done. The following strategies will help you set effective goals.

## Strategy 1: Make Goals Personal

Your goals are about you, by you, and for you. Consider the advice and guidance others give you and then set your own goals.

## Strategy 2: Keep Goals Positive

Goals are about positive changes you want to make in your life, so you should avoid using negative words in your goals. Negative statements make you think more about failure than success. For example, “I do not want to fail economics and I will not go to the game if I do not get my homework done” is a negative statement. It focuses on what you *do not* want to happen. Be positive by stating what you *do* want to happen. “I will pass economics and I will get my homework done before I go to the game” is a positive goal statement because it anticipates success.

## Strategy 3: Intend to Achieve Goals

First of all, remember that goals are intentions you are determined to act upon. When you are determined to do something, you say, “I will,” not “I wish” or “I hope.” “I wish I could go to college” says what you would like, not what you will do. “I will go to college” is a more effective goal because it tells what you intend to do.

Also, if you really intend to achieve goals, avoid words that give you *wiggle room*. Wiggle room sets you up for failure. It is an excuse you can use for not getting something done. *Try* is the most famous wiggle-room word. For example, look what happens when your goal is “I will *try* to finish going over my notes tonight.” What you are actually saying is that your goal is *to try*. If you don’t finish, it’s okay as long as you tried. In contrast, “I *will* finish going over my notes tonight” is a goal that clearly states your intention to finish. When you say you *will* do something, trying is not enough.

## Strategy 4: Put Goals in Writing

Writing out a goal gives you the opportunity to say what you mean. It helps you clarify your points. In addition, writing makes your goal real; you can touch it and see it. Finally, a written goal statement can be displayed where you will see it every day as a reminder.

### Strategy

A plan that helps you to focus and organize your goals so that you can manage all of the steps you have to take to reach your goal

.....

### Intention

A deeply felt desire to work toward achieving a goal. It is stronger than a “wish” or “trying” to achieve something

.....

### Positive Goals

Specific statements about what you will be doing to reach a goal

.....

### Intentional Goals

Specific statements that show complete commitment to a result

.....

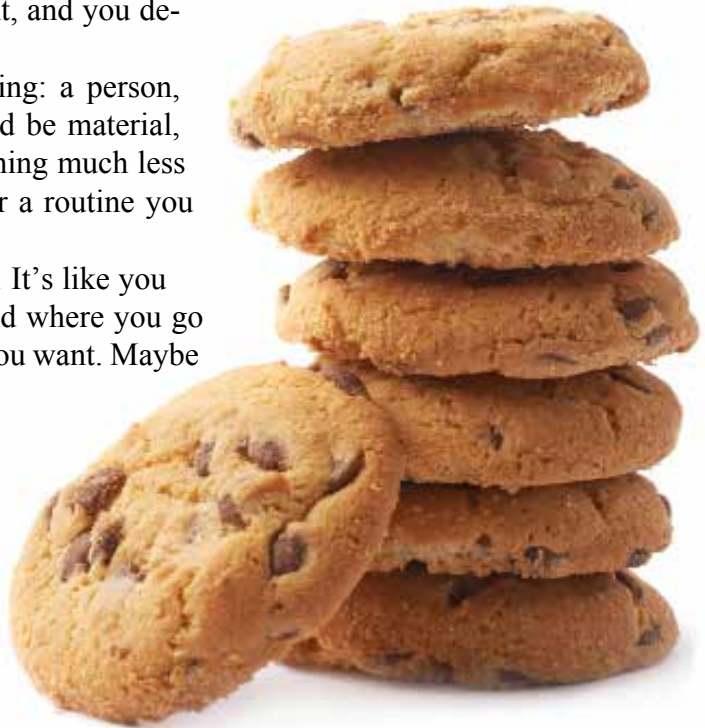
## The Nature of Goals

Did you ever want something so badly that you couldn't let go until you got it? When you want something very much, you have a goal. *Setting a goal* means you tell yourself what you want, and you decide how and when you'll achieve it.

The thing you want, your goal, could be anything: a person, place, thing, or idea. The object of your desire could be material, like a cookie or a car. Then again, it could be something much less concrete, like someone's approval, an experience, or a routine you want to change.

Whatever it may be, you are aiming for that goal. It's like you are an arrow targeted on a bullseye. What you do and where you go depends on whether or not it will help you get what you want. Maybe you even dream about it. You want that cookie so desperately, you can taste it. You want that car so much, you dream about driving it.

A goal may not be easy to accomplish, but it is possible to attain with effort and time. You plan out how and when you're going to do it, who can help you, and when you'll get it done. Then you work that plan until it's done. When you have a goal, you don't stop until you know for sure you've achieved the thing you wanted, whatever it may be. You have your cookie. You have the keys to the car.



### ANALYSIS

#### 1. Positive Goals

Place a check mark in front of the **positive** goal statements.

- A. I will read chapters 1-3 before I take the exam.
- B. I won't forget to do my chores, so I won't get in trouble.
- C. If I don't do my English paper today, I won't watch TV tonight.
- D. I will finish my part of the history project by Thursday at 3:30 p.m.

#### 2. Intentional Goals

Place a check mark in front of the **intentional** goal statements.

- A. I wish I could be better at spelling.
- B. I will check and correct written assignments for subject-verb agreement and sentence fragments.
- C. I will try to proofread everything I write.
- D. I will get an A in math.
- E. I hope to get an A in math.
- F. I will try to get an A in math.

## Make sure your goals are 'SMART'

You can remember how to write effective goals by the acronym "SMART." The chart that follows will help you understand more about these SMART goal qualities.

**Specific** What will happen? When will it occur? Who is involved?  
What are my reasons for doing this? What do I want?

**Measurable** How will I measure progress? What aspects of my original goal can I count? How will I know if I have achieved my goal?

**Attainable** Will my strengths and skills be enough? Do I need to acquire new skills or resources? Do I need information?

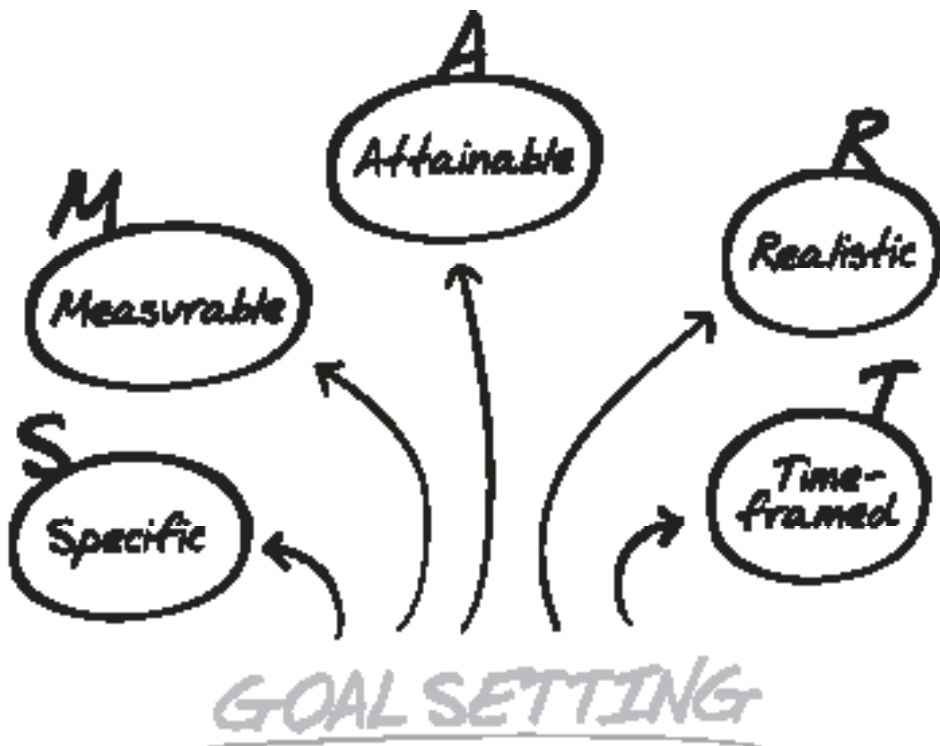
**Realistic** Do I believe I can stretch enough to achieve this?  
What obstacles will there be?

**Timely** When do I need to achieve this?

### Acronym

A word created from the first letters of other words, such as "NASA" or "laser"

.....



### ANALYSIS

#### 3. SMART Goals

Place a checkmark in front of the **SMART** goal statements.

- A. Learn as much as I can about goal setting.
- B. Do odd problems on page 23 in my geometry book by Tuesday morning.
- C. Write three goal statements using SMART guidelines tonight before 7 p.m.

## ANALYSIS

### 4. Writing Prompt

Write a goal statement for something you want to accomplish within the next few months. Check to make sure it is personal, positive, and intentional. Also check your goal statement for SMART qualities: Specific, Measurable, Attainable, Realistic, and Timely. When you are satisfied that your goal is effective, write your final goal statement here.

## ORGANIZATION TOOLS

You can use a calendar on the web, in your phone, or in a notebook, to help you remember important events and deadlines.



You can record important tasks in a paper or online planner to help you remember your “to do” list.



## Carrying Out Your Goals

Once you know what you want and have written out an effective goal statement, make plans to achieve it. To do this, you must take into account the amount of time required to achieve the goal. Short-term goals, like the one you wrote for this lesson, are achieved by completing tasks.

### Task Planning

Tasks can take either a few moments or several days to accomplish.

- Decide what tasks are needed to achieve your goal.
- Give each task a name and a due date.
- Put the due date on your calendar.

### Step Planning

Steps can also take any amount of time to complete.

- Next, break tasks down into steps.
- Decide when you will do each step.
- Plan to spend some time working on your steps almost every day.
- Put them in your agenda. Think of them as appointments or dates and don't break them!

You may find it useful to use a chart like the one below to help with your goal-achievement planning. When you have it all planned out, transfer the information to the agenda on the next page.

### Example

**Goal 1: I will turn in an eight-page research paper by March 30.**

Tasks to Accomplish Goal	Steps to Accomplish Task	Start	Finish
1. Research	1. Find references	3/10	3/15
	2. Take notes	3/16	3/19
	3. Organize notes	3/20	3/22
2. Write	1. Rough draft	3/23	3/23
	2. Revise	3/24	3/26
	3. Proofread	3/27	3/27
	4. Final copy	3/28	3/29
	5. Turn in	3/30	3/30

### Tasks

Short activities that help maintain your progress toward reaching certain goals

.....

### Steps

A series of tasks done in order to lead toward accomplishing a larger goal

.....

**ANALYSIS**

**5. Goal-Achievement Planning**

Use the table below to make a plan for achieving the goal you set for Analysis Activity 4.

Rewrite your goal here:

Tasks to accomplish goal	Steps to accomplish goal	Start Date	Finish Date
1. _____	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	4. _____	_____	_____
	5. _____	_____	_____
2. _____	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	4. _____	_____	_____
	5. _____	_____	_____
3. _____	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	4. _____	_____	_____
	5. _____	_____	_____

## Short-term vs. Long-term Goals

When planning goals, you approach them differently if they are short-term or long-term. A short-term goal is something you can accomplish relatively quickly—within a day or even a month. If your goal is to buy a computer, you can save a little money every paycheck and look for extra work opportunities. Within a few months, you will have the money. A long-term goal can take years, and you won't always see immediate results. Whether it is more organized work habits or better fitness, the positive life changes you make to reach those goals will be noticeable along the way.

Whether it is a short-term or a long-term goal, it is best to write down the tasks in the goal achievement plan. Long-term goals may include more than one set of tasks that you can chart onto a month-by-month timeline.

For long-term goals, pick the date you expect to reach your goal and work backward. What is the last thing you need to do before you are successful? What is the second-to-last thing? As you make your list, you will see how something that seems distant and unachievable can connect with the good habits in your present life.

## Parting Advice

As you carry out the tasks in the goals you set, you may need to make adjustments. That is natural, especially when you are learning how to set and use goals. Keep at it, even though it may not always work perfectly. Don't get discouraged. Goal setting, like anything else, must be practiced before you get good at it.

Every time you accomplish a goal that you set for yourself, give yourself a pat on the back. Then take a bit of time to review what you did. Ask yourself if you would keep everything the same or change something the next time you have a goal like this. It always helps when you are learning something to evaluate your own performance.

Always keep the big picture in mind. Find ways to keep your goals and think about them once or twice a day. Remember why you want them. Remind yourself often why you are going to all the trouble of achieving them.

Celebrate whenever you accomplish a goal. Reward yourself for completing steps and tasks.

The most important fact is that you are learning how to be an effective goal setter. The only way to become truly effective is to keep practicing. The more you practice, the better you will be at setting and carrying out goals when you get to college. Not only that, but as you practice setting and achieving goals now, you will increase your chances for more success in high school too.



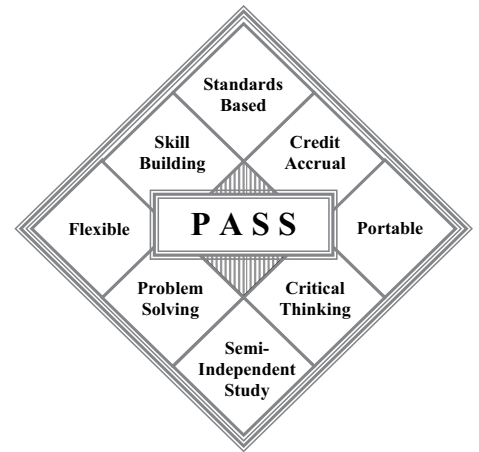


**End of Lesson 3**

# Lesson 4

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## How Will I Pay For College?



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### Materials Needed



Pen or pencil

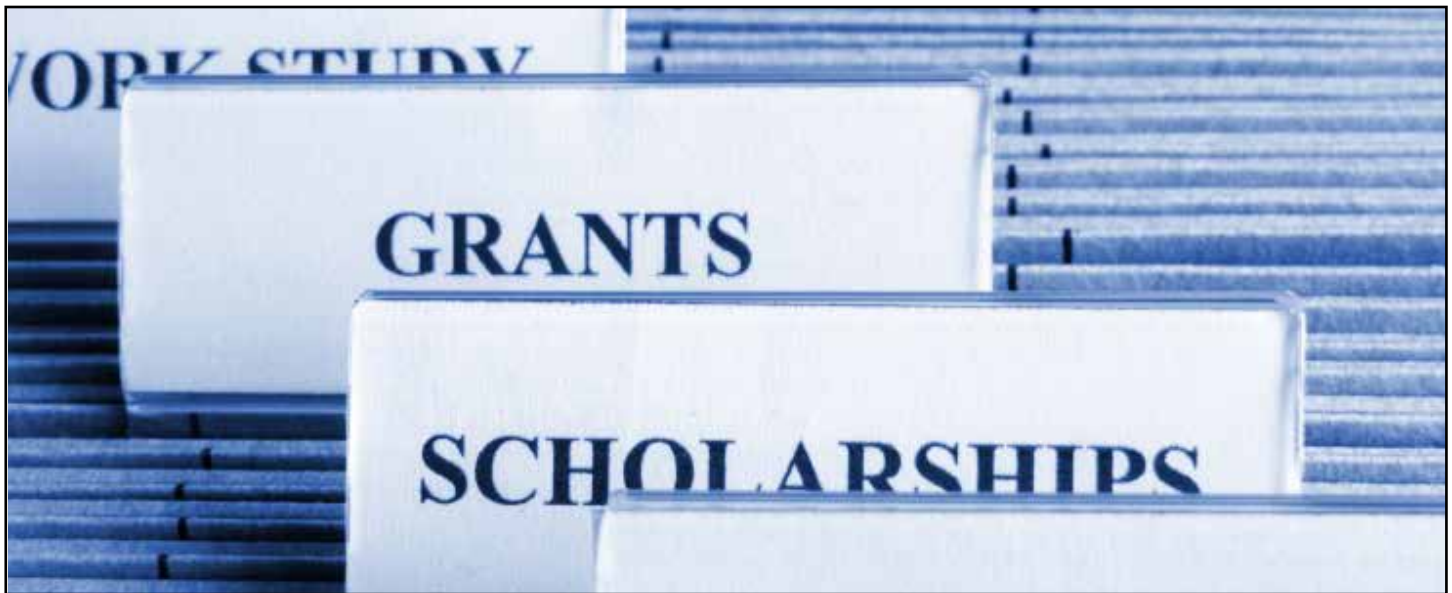


Access to the Internet or library

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### Lesson Goals

In this lesson you will become familiar with different types of financial aid and ways to apply for them.



## How Will I Pay for College?

**Y**ou may be asking yourself the important question, “How am I going to pay for college?” Fortunately, there are many financial options open to you. Do not allow costs to keep you from going to school, because you will probably be able to get assistance from a variety of sources.

Most of us have not had the opportunity to put money in a bank account to pay for college. How can you go if you don’t have a way to pay for it? It’s simple; you look into financial aid. Financial aid means any outside source of money that is used to pay for your education. These can include such options as scholarships, grants, work-study opportunities, and loans.

Scholarships are funds given to you to be used for educational expenses. These can be based on academic achievement, athletics, school activities, or financial need. Most scholarships have an application to fill out. You do not have to pay scholarships back.

Grants are specific amounts of money given to you either from the federal or state government or from a specific educational institution to help cover the cost of your education. Grants are usually based on financial need. Grants are also money that you do not have to pay back.

Work-study refers to programs run by colleges where students work on campus. Students receive a paycheck, as they would for any other job, and can use the money for their education and living expenses.

### JOURNAL ENTRY

Winston Churchill once said, “A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty.” Financing college can be difficult. It can seem insurmountable. Write in your journal about how you will look at this challenge. How do you think you can achieve your goal of financing college?

For most students, it's impossible to cover college educational costs without borrowing money from a bank or a federal student loan program. Banks usually require borrowers to begin making payments right away. Federal loans are more flexible, with payments usually starting after graduation.

## Federal Financial Aid

The federal government provides the most financial aid to students who have financial limitations. Financial need is based on your EFC, or “expected family contribution.” Families with low incomes are expected to have a low contribution, which means that students from low-income families have the highest need. The federal government offers several aid options.

**Pell Grant** This grant is based on your financial need. The federal government awards you a certain amount of money each year and sends it to your school. Your school will apply this to your college costs and, if there is any money left, issue you a refund check. This money does not need to be repaid.

**Supplemental Educational Opportunity Grant** Like the Pell Grant, SEOG is also based on need. Pell Grant recipients with the lowest expected amount of family contribution receive this grant. Students who are members of families that cannot help with school payments are strong candidates for this aid. This money does not need to be repaid.

**Stafford Loan** If you have financial need remaining after you have been awarded a Pell Grant and other loans, you may be eligible for a Stafford Loan to cover the remaining costs. There are two types of Stafford Loan. With the “**subsidized**” loan, the government pays the interest while you are in school and during the first six months after you leave school. With the “**unsubsidized loan**,” which will be offered to you after you have been awarded a subsidized loan, you are responsible for the interest right away. Stafford loans must be repaid, with payments beginning six months after graduation.

**Work-Study Program** This program provides students with part-time jobs while they are in school. It is also based on financial need. The jobs will most likely be located on the school campus, but may also be in a community business, nonprofit organization, or agency. Money earned does not have to be repaid.

To receive federal student aid you must be one of the following: a U.S. citizen, a U.S. national, or a permanent resident who has an I-151, I-551, or I-551C (Permanent Resident Card). Students who fall under the Deferred Action for Childhood Arrivals (DACA) policy, as well as undocumented students, are not eligible for federal or state financial aid.

## DO NOT PAY FOR SCHOLARSHIP SEARCHES

Families in need of scholarship aid are a target for scam artists. Red flags to watch out for when searching for aid include pressure to commit right away, inappropriate questions about finances, and inappropriate openness about other clients' personal business.

As you research financial aid, it is important to stay away from companies that promise exclusive information or a scholarship search fee, offer awards you never applied for, or ask for a bank or credit card account number to “hold” a scholarship for you.

One new scam is the financial planning “seminar.” Students receive a letter inviting them to a free seminar on financial aid. When they arrive, they endure a high-pressure sales pitch for costly services.

Legitimate sources of information can be found online for free. Here are several good websites:

- [fastweb.com](http://fastweb.com)
- [scholarships.com](http://scholarships.com)
- [collegeboard.org](http://collegeboard.org)
- [cappex.com](http://cappex.com)

## Other Sources of Financial Aid

Scholarship searches take time, but reduce the cost of college. The two key words in mind when thinking about scholarships are *merit* and *need*, although other kinds of scholarships are offered.

**Merit-based scholarships** go to students who are superb academic performers. They are often awarded on a competitive basis. The National Merit Scholarship is an example of this type of scholarship. Obtaining a certain score on the PSAT/NMSQT may qualify you for a merit scholarship.

**Need-based scholarships** go to students whose financial resources do not enable them to afford the full cost of the college or university to which they have been accepted. These scholarships are available at many schools and can be quite large depending on the financial aid resources of the college.

**Speciality scholarships** usually go to enrolling first-year students according to some unique considerations. Church-affiliated colleges may have scholarships for students who are members of their denomination. Occasionally awards are given to students in a certain geographical area.

**Athletics and subject-area scholarships** are often available. Many colleges have department-type scholarships students can apply for in such areas as sports, music, art, business, alumni, theater, communications, etc.

**Ethnicity-based aid** is financial aid where applicants must initially qualify by race, religion, or national origin.

**State Student aid** varies from state to state. Investigate on the Internet, or contact your school counselor for information.

**Community scholarships** Often a local service club, such as Rotary or the Lions Club, will offer scholarships. Some corporations give scholarships to their employees' children or to local students based on academic success. Nonprofit organizations, Chambers of Commerce, Labor Unions, Church, and volunteer organizations are another source to explore for possible scholarships.

**First-generation scholarships** Most private schools and many public schools have scholarships for first-generation college students with high grades. Corporations such as Coca-Cola also offer scholarships to first-generation students. An Internet search will reveal many of these scholarship opportunities.

Please note that DACA students with a SSN can complete the FAFSA form. If a student has an undocumented parent, but the student is documented, the student is still eligible for financial aid.

## Scholarship

Financial aid that is used for attending college and that does not have to be paid back

## Grant

Funds for a specific purpose that do not have to be paid back

## Work-Study

An educational plan in which students alternate between paid employment and formal study; earnings do not have to be paid back

## Student Loan

Money you borrow to pay for school; can be borrowed from both federal and state governments, schools themselves, and banks or other private sources. You will have to repay this money with interest starting around six months after graduation.

## Undocumented Students

Anyone can attend college in the United States, even undocumented students. You cannot be prohibited from attending college because of your immigration status. It does prevent you from applying for federal financial aid, but you are still eligible to apply for private scholarships designed specifically for undocumented students. Also, many private universities have internal scholarships that can be given to you to help pay for your education. Private universities tend to be more accommodating to undocumented students. For students in the top 10 percent of their class, some private universities offer full tuition scholarships or will pay a high percentage of educational expenses.

College Greenlight, located at *cappex.com*, is designed to help minority/underrepresented students or first-generation students with attending college. It has a whole section of scholarships just for undocumented students. The Mexican American Legal Defense and Educational Fund publishes a scholarship resource guide for DACA and undocumented students (*maldef.org/leadership/scholarships*).

## Where Do I Begin?

To begin the process of financial aid, fill out a Free Application for Federal Student Aid, or FAFSA. This is a program administered by the U.S. Department of Education. You never have to pay to fill out the FAFSA, so beware of sites like *fafsa.com* that ask for credit card information. The FAFSA becomes available each year on October 1.

## Create an ID

The first thing you will need to do is create a Federal Student Aid ID. The federal government uses the FSA ID to give you access to financial aid information and allow you to electronically sign applications. You will need an ID for yourself and one for a parent/guardian who is helping you complete this form. If you are under the DACA program or a member of an undocumented family, you will not be able to create a federal ID.

At the top of the page you will see an image of a padlock and the words “FSA ID, click here.” This will take you to the site to set up your ID. You will need to create a username, password, and challenge questions to verify your identity. Write down this information here and put it some place you will not lose it. Also, it’s very important to keep your username and password private. This is something you should not be sharing with anyone else who might try to steal your identity or use your information. Make sure you put this information somewhere you will not lose it, and that others do not have access to it.

### FREE APPLICATION FOR FEDERAL STUDENT AID

You may write down your username, password, and challenge question responses for your FAFSA account at *fafsa.ed.gov*. Avoid *fafsa.com*, which is not associated with the federal government. Remember to keep your passwords private.

Username

Password

Challenge Question 1

Answer

Challenge Question 2

Answer

Challenge Question 3

Answer

## Gather important documents

You will use your FSA ID to sign into your FAFSA as well as your electronic signature when you are ready to submit your FAFSA to the federal government. Each year you are in college, you will need to complete a FAFSA, and use the same FSA ID. The documents you need to complete the FAFSA are your social security number and a copy of your parents' federal income tax returns from the previous year. If you also filed taxes, you will need a copy of your return from the previous year. After completing the FAFSA you will see your Expected Family Contribution (EFC), and if and/or how much you will receive in Pell Grants, student loans, or work-study. If your parents are undocumented, use all zeros for their SSN on the FAFSA. Print a signature page for your parent at the end of the FAFSA, have them sign in ink and mail it to the address provided

## Practice an application

To get a feel for the information included in the FAFSA, you can practice filling one out using the web link on page 32. When you actually complete it online, you will be able to upload your financial information directly into your FAFSA from the IRS. The federal government requires you to use last year's income tax form because it has already cleared and been verified to be accurate by the IRS. Once you have put in your basic identifying information, a hyperlink will appear. Click on it and it will take you to the IRS website, where you will be able to upload your tax information into your FAFSA.

Only parents who can get a username and password will be able to access these documents. Even if parents can access the IRS link, it doesn't guarantee they will be able to link their income taxes to the FAFSA system. Sometimes, they will need to get an IRS transcript by requesting one at the IRS website ([irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript)).

## Wait for colleges to respond

Once the schools you have applied to have received your FAFSA information, in about two to four weeks, you will receive your Student Aid Report from their financial aid department. This report will show the financial aid package from each school. You can compare packages to see which is best. If an offer isn't enough, write a letter to the financial aid office stating your concern over the package you received, and include a copy of School A's better offer. State that you would like to attend School B but need more assistance. If you or your family's ability to pay for college has changed over the past year due to a job loss, an illness, or a death, you can appeal to the financial aid office for a better package offer.

## MIGRANT EDUCATION SCHOLARSHIPS

*Scholarships.com* provides lists of scholarships for students with special attributes, such as bilingual, refugee, migrant, and undocumented. Other helpful resources for scholarships can be found by visiting:

[immigrantrising.org](http://immigrantrising.org).

[thedream.us/scholarships/](http://thedream.us/scholarships/)

[NASDME.org/al-wright-scholarship](http://NASDME.org/al-wright-scholarship)

[usahello.org/?s=Scholarships](http://usahello.org/?s=Scholarships)

[info@goldendoorscholars.org](mailto:info@goldendoorscholars.org)

Hispanic Scholarship Fund:

[hsf.net/scholarship](http://hsf.net/scholarship)

## HEP/CAMP SCHOLARSHIPS

The HEP/CAMP Association offers two competitive \$1,000 scholarships to students who earned a certificate through a High School Equivalency Program (HEP) and are enrolled in an institute of higher learning or other post-secondary training program.

For more information, see

[hepcampassociation.orgscholarship](http://hepcampassociation.orgscholarship).

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## ANALYSIS

1. What are four sources for obtaining financial aid?
2. What financial aid does the federal government offer that does not have to be repaid?
3. What is an FSA ID? Why do you need one?
4. What is the FAFSA? Why do you need to apply for the FAFSA?
5. Look at the list of possible places to get financial aid. What do you qualify for?
6. Find out the names of at least three local scholarships that are available in your area and record them here. Then find at least three national scholarships you can apply for and record them here.



## Financial Aid Timeline

Complete activities listed for each month before going to the next month.

### Summer before your senior year

Research scholarships online. If you have questions about how financial aid eligibility is determined, a good source is the book *Meeting College Costs* by the College Board.

### September

Meet with your school counselor to talk about college applications and financial aid. Also meet with college admissions counselors when they come to your school or attend a college fair. Gather identifying and financial documents necessary to complete the FAFSA. Go to the FAFSA website to create your FSA IDs.

### October

Complete your FAFSA starting October 1. It is important to do this as early as possible so colleges can get their Student Aid Reports (SAR) back to you quickly and you can have this information to help you decide which college to attend. Also, many states' grant money is on a first-come-first-served basis, and it runs out quickly. At the end of your FAFSA application, you will see a list of other financial aid you may qualify for. To make sure you receive what you are eligible for, get this application done as quickly as possible. Early admission deadlines for most colleges and universities are either November 15 or December 1.

### November

Continue applying to colleges. Begin researching deadlines to apply for scholarships from your chosen colleges.

### December

Begin completing scholarship applications to the colleges you have applied to for admission. Scholarship deadlines are exact. Your application will most likely be rejected if it is turned in after the deadline.

### January

Meet with your school counselor to find out about local scholarships; then begin applying for them. Remember these deadlines are firm with no exceptions.

### February

You should have your SARs from the schools you have applied to by now. Sit down with your parents and school counselor to go over the information in the SAR to see which school is giving you the best financial aid package.

### March

Admissions decisions and SARs have been sent. Colleges will be requiring you to make a decision about which one you will be attending. Notify each school about whether you will attend or if you have chosen another. Schools need to know one way or another quickly. They can award the scholarship money to another student if you are not attending.

### April

Set up an orientation meeting with the school of your choice. Pay your residence hall down payment and complete any paperwork that needs to be done to finalize your admission to that college. Colleges will pay housing deposits and fees for students accepted through EOP, HEOP, SEEK, DISCOVER, or other need-based programs. If you are admitted through the regular process, you must pay these fees out of pocket in order to hold your place.

### May

Finish high school. Have your school counselor send your final transcript to your college along with a copy of your health records. If you have Advanced Placement or college credit, remember to have this transferred to the college you will be attending.

## OTHER OPPORTUNITIES

Students who don't meet regular admission requirements have the option to apply to other programs colleges offer to help students who are either historically disadvantaged or with high financial need.

### FAFSA on the WEB

This link provides a practice worksheet: <https://studentaid.gov/sites/default/files/2020-21-fafsa-worksheet.pdf>

The federal FAFSA deadline can differ from the state deadline. Each college has its own deadline. Check deadlines at [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa)

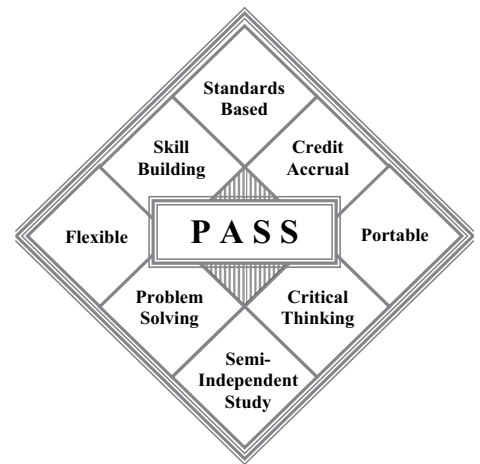


## End of Lesson 4

# Lesson 5

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## College Entrance Exam Strategies



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### Materials Needed



Pen or pencil



Access to the Internet or library

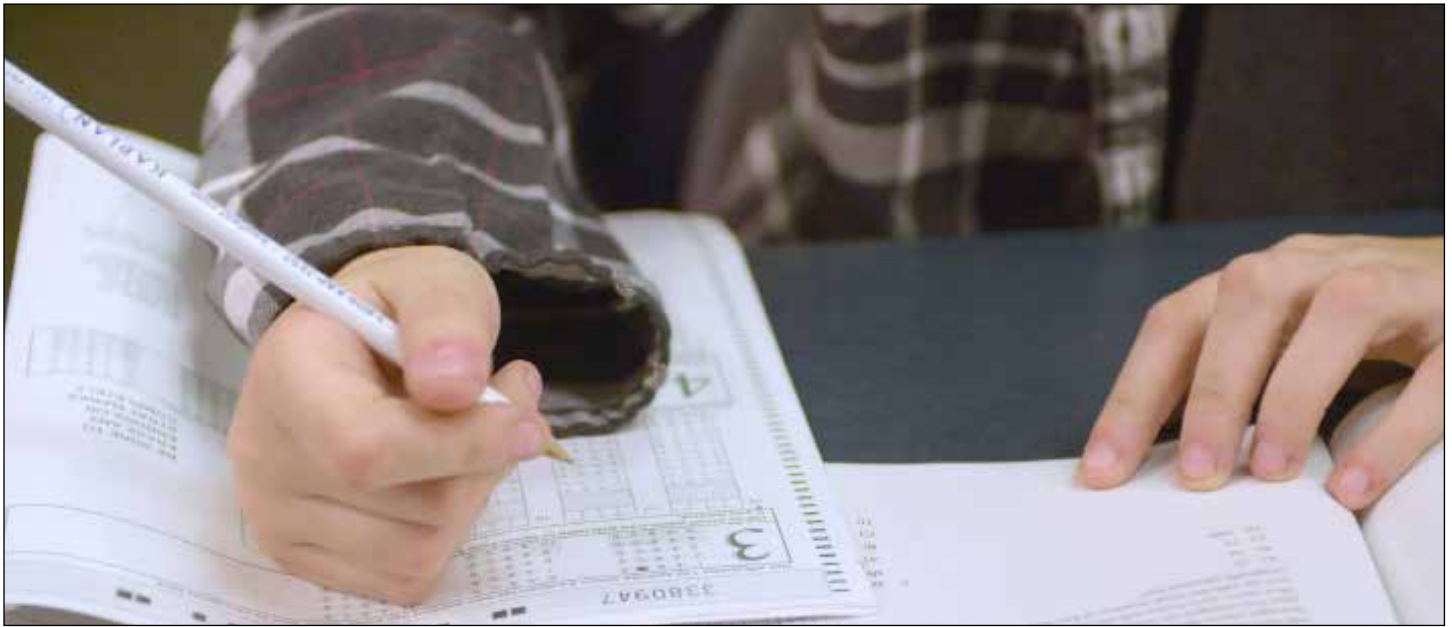


Journal

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### Lesson Goal

In this lesson, you will learn test-taking tips and strategies for college entrance exams, including the PSAT/NMSQT, SAT, and ACT.



# College Entrance Exam Strategies

Entrance exams are tests of your general knowledge used by colleges to help determine where you rank along with other applicants. While it is important to do well on the entrance tests, colleges also look at your high school grades, participation in school and community activities, and your college essay—all of which will be covered in other lessons. The three main tests used by colleges—the PSAT/NMSQT, SAT, and ACT—will be covered in this lesson.

These are similar to the standardized tests you have taken throughout your academic career to see how you have been progressing academically. Standardized tests are set up in such a way that the scores can represent your ability in a subject matter in comparison to other students in that same grade level.

Colleges use these exams to see who is ready academically for college-level material, who may need just a bit of help to be successful academically, and who is just not ready academically for college. Since these exams have so much weight in the college admission process, it's important you be prepared to do your best on them.

## JOURNAL ENTRY

Are you nervous about the thought of taking standardized tests? Some colleges require them; others don't. In your journal, write your feelings about taking tests that may be a part of your college application. What can you do to gain confidence in this area?

## General test-taking skills

Preparation for your first college entrance exam test should begin with good test-taking strategies in school. This includes studying, completing homework assignments, and reviewing materials on a regular basis. Take notes and ask questions about topics that seem confusing. When the first test is scheduled, ask the instructor to specify the areas that will be emphasized on the test. Always read with a pencil.

Review your notes again the day before the test. If you have material from practice tests or sample problems, review this material. Make sure you get a good night's sleep and have something to eat before the test. Arrive early for the test and bring all materials you will need, such as pencils, pens, calculator, erasers, watch, photo ID, and your admission ticket. Keep reminding yourself that you are well prepared.

Read the directions carefully. Work methodically through the test, and if you have time, go back and check your answers. Don't panic. Stay calm if you don't know the answers to the first few questions immediately. Answer all the ones you know first; then go back and work on the ones you are unsure about. When the test proctor calls five minutes left on the test, and you have not finished, go through and guess at the ones you have not completed. You will not be penalized for guessing.

Increase your odds on the multiple choice questions. As you are reading the question, try to answer the question in your head before you look at the choices. Eliminate the choices you know are incorrect by crossing them out. If two choices are opposite, probably one is the correct answer. If you have absolutely no idea, go with the longest or most detailed answer. Often, though, your first instinct is right. Look for keywords in true/false questions. Statements with "always," "never," "every," "all," or "none" in them are usually false. Statements with "usually," "often," "sometimes," "most," and "many" in them are more apt to be true. Remember for a statement to be true, *every* part of it has to be true.

When you take a college entrance exam, you usually are allowed to make marks on the test booklet. These can serve as notes for later reference.

Once you have completed the section, if you have enough time, go back and check your answers. Go over your test to make sure you have answered all the questions. Proofread your writing for spelling, grammar, punctuation, decimal points, etc. Change the answers to questions if you originally misread them or you have thought of a better answer.

## Skills for specific tests

### PSAT/NMSQT

PSAT/NMSQT stands for "Preliminary SAT/National Merit Scholarship Qualifying Test." It's a standardized test that helps you practice for



### PSAT/NMSQT

Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test is offered mostly to juniors who want to practice for the SAT and perhaps qualify for scholarships.

the SAT test. It also gives you a chance to enter one of the National Merit Scholarship's programs. The PSAT/NMSQT measures critical reading skills, math problem-solving skills, and writing skills. You have developed these skills over many years, both in and out of school. This test doesn't require you to recall specific facts from your classes.

The most common reason for taking the PSAT/NMSQT is to receive feedback on your strengths and weaknesses on skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice. This will help you to see how your performance on an admissions test might compare with that of others applying to college. The PSAT/NMSQT helps you to prepare for the SAT as you will become familiar with the kinds of questions and the exact directions you will see on the SAT.

You will also receive information from colleges if you check "yes" to *Student Search Services*.

Once you have received your scores on the PSAT/NMSQT, you can create an account on the College Board website. Next you can link your scores with a tutorial program called Khan Academy. Khan Academy creates a study tutorial for you for free based on your PSAT/NMSQT scores.

The PSAT/NMSQT includes the same types of critical reading, math, and writing skills in multiple choice questions as the SAT. It has five sections:

- **Critical Reading** contains two 25-minute critical reading sections, 13 sentence completions, and 35 critical reading questions.
- **Math** contains two 25-minute math sections, 28 multiple choice questions, and 10 student-produced responses. Students may use a calculator on parts of the math sections, but all questions can be answered correctly without one.
- **Writing Skills** contains 14 questions on identifying sentence errors, 20 on improving sentences, and five on improving paragraphs.

The whole test requires two hours and 10 minutes. The fee for the PSAT/NMSQT is around \$17, but some schools sometimes charge an additional fee to cover administrative costs. The College Board makes fee waivers available to schools for students in the 11th grade from low-income families who can't afford the test fee.

See your counselor for more information about fee waivers. For standardized tests such as the SAT and the ACT, it is extremely helpful to take practice tests. Bookstores and online sources carry practice tests that give the correct answers to the questions and the reason the answers are correct.

## HELPFUL WEBSITES

### College Board

Your PSAT/NMSQT scores will be available at [collegeboard.org](http://collegeboard.org). You can also find test preparation materials there.

### Khan Academy

You can use your PSAT/NMSQT scores to get a personalized tutorial program at [khanacademy.org](http://khanacademy.org).

## SAT and SAT Subject Tests

The SAT test, which lasts three hours and 50 minutes, measures verbal and mathematical reasoning. It measures the ability to analyze and solve problems by applying what you have learned in school. Many colleges and universities use SAT results as part of the data on which they base admissions decisions and scholarships, as well as English and math class placement. By going to the website of the College Board, which provides the SAT, you can do free practice tests, learn more about the test, or register for one of seven yearly exam days. The basic registration fee for the SAT is around \$52. You can check with your school counselor to see if you qualify for a fee waiver.

The SAT Subject Tests are one-hour multiple choice tests that measure how much you know about a particular academic subject and how well you apply the knowledge. Subject Tests fall into five areas: English, mathematics, history, sciences, and languages. They help colleges compare the academic achievement of students from different schools. Subject test results can be added to your portfolio even if the tests are not required by the colleges to which you are applying. The SAT Subject Test booklet will give you general information, explain how to register, suggest which subjects to take, and suggest when to take the subject tests.

### When to Take the SAT

The SAT can be taken fall or spring of your junior year, or fall of your senior year. You must register for the SAT online. Give yourself several weeks to prepare for the test, but keep in mind you have been preparing all of your years in high school. Register six weeks before the test date. When choosing a date, be sure to consider the application deadlines of the colleges that interest you. College entrance experts recommend that you take the SAT more than once to improve your score—but if you take it six or more times, colleges will wonder about your ability to prepare for tests.

### Canceling Your Score

If you finish the test, feel like you might have a poor result, and think you want to cancel your score, you should ask the test supervisor for a “Request to Cancel Test Scores” form. You can submit the completed form before the Wednesday following your test at the testing center, or you can think about it for a day or two before mailing it to College Board. College Board must receive your request form no later than the Wednesday after the test.

College entrance experts recommend that you cancel your score only if you are sure you did poorly on the exam. A better option is to use “Score Choice” to send colleges the highest scores from your future test attempts.

## SAT

The Scholastic Assessment Test measures verbal and mathematical reasoning. Many colleges require the SAT for admission.

### BEFORE YOU BEGIN THE SAT

Gather your materials the night before (No. 2 sharpened pencils-not mechanicals, erasers, calculator with new batteries, your ID, and your admission ticket).

1. Get a good night’s sleep.
2. Eat a healthy breakfast.
3. Have a positive attitude. Take the exam with energy and focus.
4. At the test site, listen carefully to all instructions. Ask questions if you don’t understand something.

## SAT Sample Question

This is a sample question from the reading portion of the SAT. Directions for this section read as follows: *Each sentence below has one or two blanks, each blank indicating that something has been omitted. Beneath the sentence are five words or sets of words labeled A through E. Choose the word or set of words that, when inserted in the sentence, best fits the meaning of the sentence as a whole.*

Example: Hoping to \_\_\_\_\_ this quarrel, school board members proposed a compromise they felt would be \_\_\_\_\_ to both teachers and administrators.

- a.) enforce....useful
- b.) end..... divisive
- c.) overcome.....unnattractive
- d.) extend.....satisfactory
- e.) resolve.....acceptable

One way to answer a sentence completion question with two words missing is to focus first on just one of the two blanks. If one of the words in an answer choice is logically wrong, then you can eliminate the entire choice.

1. Look at the first example. Would it make sense to say the school board members who have proposed a choice were hoping to enforce or extend the dispute? Of course not; then, neither a or d can be the correct answer.
2. Take a look at the second blank. Would the school board members have proposed a compromise that they believed would be divisive or unattractive to both the teachers and administrators? No, so b and c can be eliminated. Then the correct answer must be e.
3. Always check your answer by reading the entire sentence with your choice filled in.

For more practice go to the [collegeboard.org](http://collegeboard.org) and check out a sample test.

## DURING THE SAT

1. Learn the section directions first. Use the time you save to work on test questions.
2. Answer the easy questions first. Usually the easy questions come before hard ones. Answer the question before you read the possible answers.
3. Guess, if you can eliminate half of the choices.
4. You can write in the test booklet. Cross out wrong answers; use the booklet as scratch paper.
5. Avoid stray marks on the answer sheet. These will confuse the machine that scores it.
6. Mark only one answer per question.
7. Skip a question if you don't know the answer. Complete the test, and come back to it after you have finished all the questions you know. Guess if you can't figure it out.
8. Keep checking to make sure you are placing your answers in the correct section and number on the answering sheet.
9. Keep track of the time you're allotted for each mini-test and how much time is left. Check your watch often.
10. Read all the words in the questions carefully. Answer only the question asked.

# Differences between the SAT and ACT

	SAT	ACT
<b>Administered</b>	Seven times a year	Six times a year
<b>Structure</b>	Evidence-based reading and writing, math, and optional essay	English, math, reading, science, and optional essay
<b>Test Content</b>	<p><b>Math:</b> up to trigonometry</p> <p><b>Reading:</b> sentence completions, long and short critical reading passag-es, reading comprehension</p>	<p><b>Math:</b> up to trigonometry</p> <p><b>Science:</b> charts, experiments</p> <p><b>Reading:</b> four passages of prose, fiction, social science, humanities, and science.</p> <p><b>English:</b> grammar</p>
<b>Penalty for Wrong Answers</b>	No	No
<b>Scoring</b>	200-800 per section; 1600 is the highest score for two sections	1-36 for each subject; averaged for a composite score; 36 is the highest composite score
<b>Scores sent to schools</b>	Yes, and you can select schools to receive your scores when you sign up for the test	Yes, and you can select schools to receive your scores when you sign up for the test
<b>Uses for the Exams</b>	Scholarships, entrance into a program, placement in English and math classes at college, and certain state-wide testing purposes	Scholarships, entrance into a program, placement in English and math classes at college, and certain state-wide testing purposes
<b>When to register</b>	Six weeks before the test date	Four weeks before the test date
<b>Where to register and get more information</b>	collegeboard.org	actstudent.org



## ACT Test

The ACT is a national college admission exam that consists of tests in English, reading, math, and science reasoning with an optional essay. ACT results are accepted by virtually all U.S. colleges and universities. The test is administered six times per year. The basic registration fee is around \$55. You can talk to your school counselor to see if you qualify for a fee waiver. This includes score reports for up to four colleges.

There are three good reasons for taking the ACT. It is universally accepted for college admissions, it is curriculum based, and it provides test takers with an interest inventory. You may take this test as often as you want. ACT research shows that of the students who took the test more than once, 55 percent increased their score; 22 percent had no change, while 23 percent decreased their score.

### Test Preparation

The best preparation is focusing on a solid high school program of English, math, science, social studies, and languages. Know what to expect on test day by practicing ACT tests before taking your test. Read all the instructions carefully; however, if you have taken practice tests, you should be familiar with the directions.

### Tips for Taking the ACT

Tips for taking the ACT are the same as for the SAT. *ACT.org* has free test prep questions you can use to familiarize yourself with the test.

For the ACT Writing Test, carefully read the instructions. Do your pre-writing in your Writing Test booklet. Make sure you understand the writing prompt. Decide how you want to answer it; then make a list of reasons and examples to explain your point of view. Consider the best way to organize your ideas. Keep your eye on the time.

At the beginning of the essay, explain your point of view in a clear and logical way. Choose precise words to make your point. Consider what others might say to refute your point of view and present a counter-argument. Use specific examples. Be careful not to wander off the topic. End with a strong conclusion that summarizes or reinforces your position.

If you have time, edit and make additions where appropriate; then proofread your essay. Correct any mistakes in grammar, usage, punctuation, spelling, and sentences. Make any corrections or revisions neatly, between the lines, not in the margins. You will have 30 minutes to complete the essay portion of the test.

## ACT

A national college admission examination with four subject areas: English, mathematics, reading, science, and an optional writing test

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### HELPFUL WEBSITES

You can find test preparation questions and register for the ACT at [actstudent.org](http://actstudent.org). If you search for “sample essays,” you will see writing prompts and sample essays that can help prepare you to take the ACT writing test.

## SAMPLE WRITING PROMPT

*Educators debate extending high school to five years because of increasing demands on students from employers and colleges to participate in extracurricular activities and community service in addition to having high grades. Some educators support extending high school to five years because they think students need more time to achieve all that is expected of them. Other educators do not support extending high school to five years because they think students would lose interest in school and attendance would drop in the fifth year. In your opinion, should high school be extended to five years?*

## ESSAY DIRECTIONS

In your essay, take a position on this question. You may write about either of the two points of view given, or you may present a different point of view on this question. Use specific reasons and examples to support your position.

## SAMPLE THESIS PARAGRAPH

*Demand for more credits, community service, and better grades runs many high school students ragged. For many, anything but the best is simply unacceptable. In a society that constantly tells its youth they must have the highest paychecks and the newest cars to be happy, why wouldn't this be the case? A fifth year of high school would give students more opportunities to take classes they would enjoy, take stress off teens, and allow students more time to prepare for higher education or work.*

Notice the *thesis* is the last sentence in the paragraph. It may be placed anywhere in the paragraph, but it must be there and must declare your position.





4. ACT Writing Prompt: The city where you live is considering converting an old and unused movie theater into a teen center. The new teen center would have pool tables, ping-pong tables, arcade games, and a concession stand, and it would be designed to keep the city's teens off the streets and out of trouble at night.

Many residents of the city are not happy with the idea. These people say that the teens will get into even more trouble in the teen center, and that there will be insufficient supervision as no city employees will want to work the late hours required. They also say it would cost too much to renovate the movie theater, and they wonder where this money will come from. Many parents say that the city's basketball complex is where the teens should be hanging out or studying.

Argue in favor or against the teen center.

Write an introductory paragraph with a thesis for this question. Take a position either in favor of or against the new teen center. List three arguments for your position and give examples.

5. What one thing should you always do when taking a test?
  
  
  
  
  
  
  
  
  
  
6. Make a personal timeline for the coming year of things you need to do to prepare for college should you decide to go. Give approximate dates where appropriate. Check the Appendix to see suggestions for your situation.

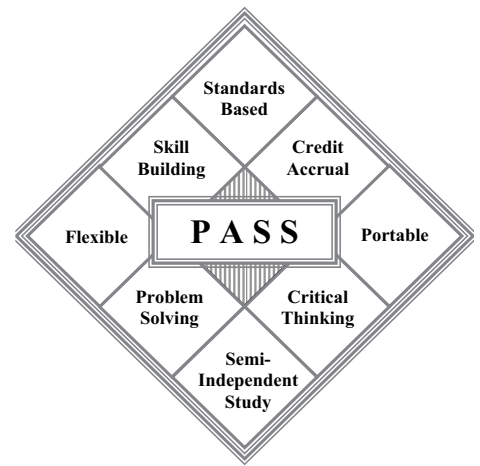


## End of Lesson 5

# Lesson 6

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## Selecting a College



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### Materials Needed



Pen or pencil



Access to the Internet or library



Journal

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### Lesson Goal

In this lesson, you will learn the steps to take when choosing a college.



# Selecting a College

You are now well on your way towards completing your high school education and thinking about your future after high school. You have been learning about why it is so important to have some kind of post-secondary training, what kind of a career would be a good fit for you, and what field of study would best prepare you for your chosen career. Now is the time to look at the next step: choosing the college that will best suit your interests and goals.

## Taking the First Steps

### Step 1: Thinking about Your Options

Knowing what career you want to pursue will help in your search for the right college. If you have an idea, even if it's just a basic notion of what you would like to do, it will make your college search much easier. The first step in this process is to write down a list of careers you are interested in, then try and find a common connection between them.

Think about what the following professions have in common: *teacher*, *doctor*, *nurse*, *social worker*, and *therapist*. If you said that these careers all have to deal with helping or serving others, then you are correct.

Now read the second list and think about what they have in common: *manager*, *computer technician*, *business owner*, and *banker*. If you said that these careers all deal with business or business management in some way, then you are right again.

### JOURNAL ENTRY

Choosing a college to attend can be a daunting prospect. There are so many different types and sizes of colleges to choose from. Knowing which one is the right one for you can take lots of time and research. As you start researching colleges, think about these questions.

- Do I want to attend a public university, a private university, or a technical school?
- Do I want to go to a college close to home or far away?
- Do I prefer a large university or a small college?
- What kind of college or university will best prepare me for my chosen career?

In your journal, write down your thoughts on what kind of school you would like to attend.

## ANALYSIS

Write down at least five careers that you might pursue. Star one or two that interest you the most. Leave some space between each for further reflection.

Do you see a link between the careers you listed? Your link does not need to connect all the careers you listed, but it should include the majority of them. What do they have in common?

## Your Academic Assessment

Before you go any further, ask yourself the following questions:

- Are you taking challenging courses in high school?
- How did you do on the ACT/SAT? Poorly? Well? Very Well?
- What are your best subjects?
- Did you have difficulty with any courses? If so, which ones?
- Do your grades and test scores reflect your ability? Why or why not?
- Do you feel prepared for college-level work?
- Has anything held you back in your high school career?

Share your responses with your mentor. These are factors to consider when choosing a career and college.



## Step 2: Look at Your Options

The word *college* has two different meanings in the United States. It can mean any type of post-secondary education, or it can mean a specific post-secondary school, such as Illinois College or the College of Agriculture at the University of Illinois. The first, Illinois College, is a private, liberal arts college, and the second is a department found at a public university.

In this workbook, “college” typically refers generally to the the first definition—any post-secondary school. There are thousands of colleges in the United States. With so many to choose from, you should be able to find one that works for you. The difference between a college and a university is that a college offers a collection of degrees in one specific area, while a university is a collection of colleges. When you go to a university, you will be graduating from one of their colleges—such as the business or agricultural college. As to which is better, it depends on what you want. Single colleges tend to be smaller, while universities are much larger.

### Types of Colleges and Universities

**Community or junior colleges** are two-year public colleges that usually offer technical/vocational classes or associate degrees in fields of study to prepare you to transfer to a four-year college or university to complete a bachelor’s degree. Community colleges are subsidized by the communities they reside in so that their costs to attend are much less. Many students go to a community college for their first two years and then transfer to a four-year program to cut down on the costs of college. This can be a great option if you know where you want to transfer so you can make sure that the classes you complete receive credit at your next school. Many offer career/vocational programs.

**Liberal arts colleges** mostly offer fields of study in the humanities, social sciences, and sciences. Most are private with relatively small classes. The desire of the liberal arts college is to have well-rounded graduates who have a foundation of knowledge in many areas. Liberal arts colleges are four-year schools and offer bachelor’s degrees in arts and sciences that often have many majors to choose from.

**Universities** are generally larger than colleges and offer more fields of study. Some classes may be taught by graduate students. The degrees awarded at the undergraduate level are bachelor’s degrees in arts and sciences, but some also offer graduate and professional degrees.

### College

The common term in the US for a place of higher learning, whether it is a college or university

### University

A large institution offering dozens of majors. Universities are often organized into many different “colleges” based on fields of study

### Public college or university

An institution that is owned and supported by the state that offers reduced tuition for the state’s residents

### Private college or university

An institution that is not owned by the state but is independently governed or managed by a religious organization. Tuition tends to be higher than public colleges, but there tends to be more opportunities for financial aid.

**Agricultural, technical, and specialized colleges** prepare you for specific careers. Examples include art, music, culinary arts, religion, business, and health sciences. Some are two-year colleges and some are four-year programs. They can also offer certifications that take less than two years to complete.

Within these four groups you can choose from private or public schools. Public schools are usually cheaper, but private schools have more scholarship options for their students, such as single gender schools, religiously affiliated schools, schools generally attended by a particular race (i.e., Black or Hispanic institutes).

Some other things to consider while narrowing down your search: Does your career choice require an associate's degree, a bachelor's degree, a graduate or professional degree, or a technical certification? Do you want to study in a large city or a small town? Do you want to live on campus or commute from home? Are there specific extracurricular activities you want to be involved in? You will need to keep your answers to these questions in mind as you choose the right school for you.

## HELPFUL LINKS

### Beginning Your Search

To research schools you can go to College Board's website ([collegeboard.org](http://collegeboard.org)) and click on "College Search." You can limit your searches by choosing whether you want a school far away, close to home, large, small, majors offered, etc. This will help you narrow down your search.





## Your Major

Your major or field of study is the area in which you will concentrate your classes. To complete a program of study you will need to decide what you will major in, such as accounting, education, or social work. If you are still unsure in what you want to major, you can say that your major is *undeclared*. This just means you are still deciding. Generally, you will need to declare a major by the end of your sophomore year to be able to graduate on time. At most four-year schools, the first two years of classes will be in general courses, so this gives you time to see what you really like before deciding on a major.

Once you have chosen a major, search for colleges that have a strong reputation for your field of study. If you want to be a teacher, going to a technical school would not be a good choice.

You should also look at admissions requirements for your program of study to make sure you are taking the right classes and have a high enough college placement score and grade point average to get into the schools you like.

## Step 3: Seek Some Guidance

Set up a meeting with your current high school guidance counselor or with your mentor so that this person can help you look at your choices and guide you towards the right school for you. As you are deciding, remember to keep your goals in mind and think about which program will

## HELPFUL LINKS

### Refining Your Search

The best way to narrow down your college choice is to start by finding out basic information about colleges from websites like My Majors ([MyMajors.com](http://MyMajors.com)) or Big Future through College Board ([BigFuture.CollegeBoard.org](http://BigFuture.CollegeBoard.org)).

For most colleges you can take virtual tours of the campus and learn about academic majors, campus activities, and athletics. You can also request more information about the colleges and your program of study.

best help you to reach your goals.

#### Step 4: Researching the Schools

After the counselor or mentor has looked over your career list, reviewed your answers to additional questions, and discussed other important information, he or she may have suggestions for your next step, which is to start researching some colleges.

This activity will help you discover which school best fits your needs. Don't pick a school just because your friends are going to it. Also, don't let the cost of the school keep you from choosing it. There are lots of scholarships and grants out there that can help with the cost.

One way to find out more information about a school is to talk to an admissions representative. Sometimes admissions representatives will meet with you at your school. Let your high school guidance counselor know you are interested in meeting with a specific school's admissions representative so that the visit can be arranged. You can also attend a college fair—a program where many different admissions representatives talk to prospective students about their schools. Make a list of questions you would like to ask before meeting with the representative so you won't forget something important.

Finally, visit the schools that interest you. It's impossible to get a true feel for the campus without visiting the school. You can usually sign up on the school's website for a campus visit. While you are there, meet with an admissions representative and a financial aid representative, take a tour of the campus, eat in the cafeteria, and meet with some students and professors in your field of study. Also ask if the college has a College Assistance Migrant Program. This program offers counseling, tutoring, skills workshops, financial aid stipends, health services, and housing assistance to eligible students during their first year of college

#### Create your own list

- A.
- B.
- C.
- D.
- E.



1. Make a list of at least three colleges you are interested in. Don't stop at three if you find others you want to explore.

2. Now find out the following information on each one: cost of tuition, programs of study, size of the school (average class size, teacher/student ratio), reputation of the college, and activities available. Record your information below.

School Name	Tuition	Programs	Class Size	T/S Ratio	Reputation	Activities
A.						
B.						
C.						
D.						
E.						

3. At first glance, what are the advantages of the ones you have listed?

A.

B.

C.

D.

E.

4. From your point of view, what are the disadvantages?

A.

B.

C.

D.

E.

## **Requesting Information and Applying**

Now that you have made some choices about schools, go to each school's website and request information. The school will need your email address as well as a physical address to send you more information about their school and your chosen major. Once you receive the information, look at it closely to see what the advantages and disadvantages are for each one. To help stay organized, create a folder for each school and put the information in each school's folder.

## **ANALYSIS**

Look back over all the information you have recorded about the colleges you are interested in, as well as the advantages and disadvantages you identified. Do any of these schools look like a good fit for you? Why or why not? Record your thoughts on each one here.

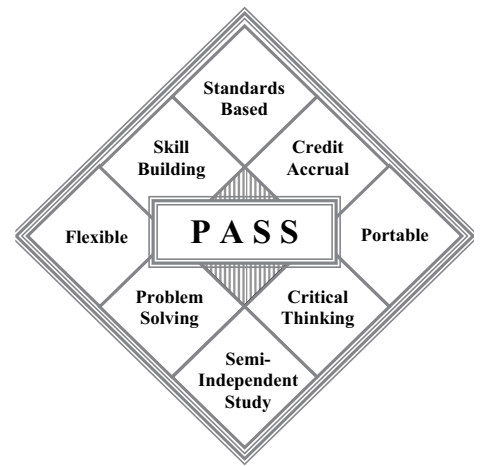


**End of Lesson 6**

# Lesson 7

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## How to Write the College Essay



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### Materials Needed



Pen or pencil



Access to the Internet or library



Journal

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### Lesson Goals

In this lesson you will learn how to write an essay that can be used to apply to a college or for a scholarship.





# How to Write the College Essay

One of the most important aspects of the college application process is the college essay. In many ways, it is the best indicator of who you are. It is your chance to set yourself apart from others and to show admissions officers what you can genuinely offer to their school. Do not look at the essay as an obstacle but as a key to getting into college.

## JOURNAL ENTRY

Many times, college applications or scholarship applications require you to write about yourself. In your journal, write a page about who you are, your likes, dislikes, strengths, weaknesses, what is important to you, things you have been involved in, and what you would like to do with your life. Remember, this is for your eyes only.

## Essay

A short written composition on a particular theme or subject

.....

You will probably be asked to write something about yourself and your experiences. When thinking about an essay response, take some time and think through what you would like to say. On the following pages you will find a step-by-step guide to writing a college essay. You will be given pointers on how to develop your essay, and then you will actually write one. Do not allow yourself to think that you are a *bad* writer. Everyone can write, and if you follow the guide and the help of your mentor, you will write a good essay. Keep these things in mind:

- *College admissions officers want to gain insight into who you are as a person.*
- *They want to know what is important to you.*
- *They want to see your writing skills and how well you communicate.*

Great writing skills can impress admissions officers. So can honesty and sincerity. College admission officers are interesting in learning as much as they can about who you are and what matters most to you. If your unique story shines through in your admission essay, admissions officers are more likely to remember you as they make their decisions.

### Beginning Your Essay

The first thing you need to remember when writing a college essay is to allow yourself enough time to write it well. If you wait to the last minute, you will not have time to revise or edit, and this will be evident in your final product. Coming up with a topic or idea is usually the most difficult step because you want your composition to be original, genuine, and engaging. When you are writing an essay to send with an actual application, you will need a couple of weeks to complete it, if you wish to do your best.

### Understanding the Question

Look closely at the essay question being asked of you by the college. Some schools will ask general questions, such as, “Write about an event that changed your life in a positive way,” or “Discuss your goals for the future.” Other schools may be more specific. In any case, make sure you understand what the question is asking. You will not impress an admissions officer if you respond to a question that was not given, even if it is the most outstanding essay ever written. If you are unsure about the question, ask for help.

### Brainstorming

A process of developing ideas by writing down many possibilities without judgment

.....

### Thesis

A statement put forward as a main idea; the focus of the essay

.....

## The Writing Process

For the rest of the lesson, you are going to begin writing a college essay. You will follow the steps of the writing process, which include the following:

- Brainstorming or pre-writing exercises
- Outlining and organizing
- Writing a rough draft
- Revising
- Editing
- Writing the final draft

If you think this sounds like a lot of work, you are right. Do not worry, however; this unit will give you a step-by-step guide to writing your essay.

Your topic is stated below. Look it over carefully.

**Topic: In an essay of about 500 words, discuss an event that changed your life in a positive way. Explain what the event was and how it changed you.**

### 1. Brainstorming

Do not rush into your essay. You should spend much of your time brainstorming ideas. As you write down your thoughts, you may discover that some of them are rather general. The key to writing a good essay is to keep the topic specific. If you do this, it will help you to remain focused. Also, remember that your idea must involve you personally. Do not write about an event that did not involve you directly; you want to keep it personal. Write down some of your ideas. It might be a good time to re-read your journal entries. Is there something in a journal entry you could use?

Now that you have written down some ideas, read them again, starring (\*) the ones that seem most interesting. Choose a topic about which you can write honestly. Do not exaggerate. Also, there is no need to prove that you have learned a moral lesson based on the event. You are not trying to *prove* anything; you are simply trying to express something about yourself.

If you are a migratory student, it would be a good idea to write about your experience. This would show your diverse background and struggles, as well as address financial need and academic issues you might have encountered as your family moved from place to place.

## TIPS FOR WRITING AN EFFECTIVE ESSAY

- **When you start, don't worry about perfection.** Once you have created an outline and come up with a list of ideas, let the ideas flow freely for your first draft. You can fix errors later.
- **Let structure guide you.** Not every essay has to have an introduction, body, and conclusion, but there's a reason schools like essays with this structure. It makes your ideas easy to read and understand.
- **Focus your main points.** By using specific examples that relate your personal qualities to the essay's requirements, you can better help admissions officers understand your goals.
- **Be creative.** Look for an unusual connection between your interests and the university, and make it a central point in the essay. For instance, if you admire a famous person who went there, go into detail about what that person means to you.
- **Be honest.** Write what you really think, not what you believe admissions officers want to hear. Some of the best essays tell authentic personal stories.
- **Get feedback.** Let a friend or family member review your writing. Ask for their honest opinion and use it to improve your essay.

bigfuture.collegeboard.org

## 2. Organize Your Thoughts

After you have brainstormed some topics, choose two about which you think you could write something significant. You are going to explore the two topics that most interest you. Write one topic at the top of each column. After you do this, include the appropriate information for each item listed below for each topic:

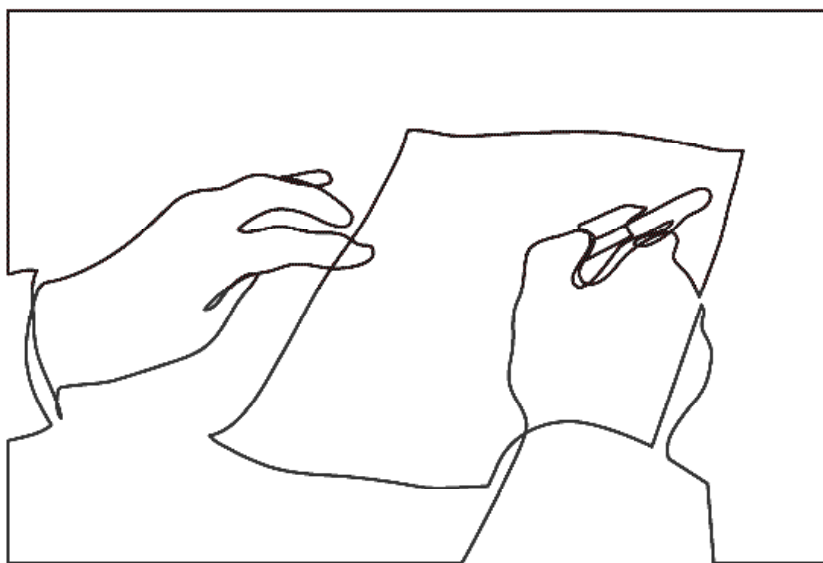
1. Identify the event that changed you.
2. Tell when the event happened to you.
3. Briefly state how the event changed you.
4. Briefly state why it changed you.
5. State if the event is still affecting you and how.

## 3. Outline two topics

Now that you have completed the list for both topics, look at your responses and ask yourself the following questions:

- Which topic has more information?
- Which one was easier to write about and caused the strongest emotional response?

Start the topic you would like to write about. Congratulations! You have now chosen a topic for your essay. The next part of the lesson will be the step-by-step process of turning your topic into a college essay.



### TOPIC OUTLINE 1

1.

2.

3.

4.

5.

### TOPIC OUTLINE 2

1.

2.

3.

4.

5.



← Introduction

↕ Body

↗ Conclusion

Your introduction and conclusion hold your essay together, and the body contains the delicious ingredients in between.

## Parts of the Essay

Your essay will have three major parts: introduction, body, and conclusion. Below is a description of each, including how you should deal with your topic in each part. The essay basically follows the same format as the formal writing you have done in the past.

### Introduction

The introduction needs to be focused and should catch the reader's attention right away. Your introduction must clearly state what you will discuss in the essay. Remember, an introduction explains your topic to your reader, so start with some general statements about what you are talking about. Your paragraph should end with your thesis statement, which is a sentence or two that states the focus of the paper. The reader should be able to follow the progression of your paper by your thesis statement.

### Body

The body of the essay is an extension of the introduction. This is where you provide all the details to support your thesis. This is where you would discuss how the event changed you and why it changed you, giving clear, vivid details.

### Conclusion

The conclusion is considered by some to be the most important part of the essay. Here, you can tie together all your ideas and restate your thesis. You want to leave a lasting impression, so you may want to include a statement that leaves the reader thinking. You may want to think of a simile or metaphor that would reinforce your idea.

### Introduction

The first part of an essay that typically catches a reader's attention, provides a thesis statement, and summarizes examples

### Thesis Statement

A sentence, usually in the introduction, that clearly states the essay's focus

### Body

Main points and examples in the essay that support the thesis statement, usually organized in three or four paragraphs

### Conclusion

A final paragraph that reinforces your thesis statement and asks the reader to consider or take action upon your point of view

## Creating a Working Outline

The next step in writing a good essay is to create an outline. In the past, you may not have taken this step, but it is an important one because it organizes your thoughts before you begin to write and provides you with something to which you can constantly refer if you lose your focus as you write. An outline format has been provided for you; all you need to do is to fill in the missing information.

Remember, when you actually write your essay, you will include more information than appears in your outline. Do not allow the outline to restrict you. It is simply a guide to remind you of the important points to include in the essay.

### Outline

A structured summary used by writers to organize thoughts, focus examples, and plan research

.....

## Elements of Your Outline

Use this format to create a working outline for your college essay.

### I. Introduction (first paragraph)

- A. Describe when an important event happened, with whom, and by whom.
- B. Give a short description of the event.
- C. Thesis (how the event changed you)

### II. Body of the Essay

#### A. Second Paragraph: How the event changed you (supporting details)

- 1.
- 2.
- 3.

#### B. Third Paragraph: Why the event changed you

- 1.
- 2.
- 3.

### III. Conclusion (last paragraph)

- A. Explain again how the event changed you
- B. Expand the lesson to what others could learn from your experience.
- C. Invite the reader to think about a possible similar future event.

## Plagiarism

You commit plagiarism when you use the ideas or words of another and present them as your own—and this is cheating. Colleges have means to discover essays written by others, and you would surely be turned down if you did this on a college application. Many colleges expel students who are caught plagiarizing in a course. Plagiarism can include copying a paper from a source without proper documentation. It can also include turning in a paper someone else has written for you or using someone else’s paper without his or her permission.

Buying a paper from a research service and turning it in as your own is also a form of plagiarism. Even paraphrasing (summarizing in your own words) without proper documentation is plagiarism. Colleges today have tools that analyze papers to find plagiarism, so be smart and don’t do it.

## Putting it Together

Now that you have prepared an outline, you are ready to begin writing your first draft. You will do this on a separate sheet of paper or on the computer, using your outline as a guide. Remember that you must include an introduction, a body, and a conclusion. Follow the extra tips listed on the next page to help in writing your first draft.

1. *If you get stuck on the introduction, write the body first.* Sometimes it is difficult to write a good introduction, so do not be afraid to write the body of the essay first. After doing this you may then go back and write the introduction. However, the body of the essay must correspond to the thesis statement.
2. *Use double space.* Adding extra space between lines will give you room to insert information that you forgot to include in the first draft.
3. *Do not worry about grammar or spelling.* Do not correct your mistakes as you are writing. In this first draft, focus on getting your ideas organized and flowing. There will be time to edit and revise later.

Now, using the tips listed above, write your first draft. Let the creative energy flow and try not to be too “stiff” in your writing. Remember, this is a personal essay, so it leaves room to be a bit humorous or playful. You want to remain formal, but you can also reveal some emotions.

## Plagiarism

To present the ideas or content of another as one’s own, on purpose or by accident

.....

## Checking for Content

As you read your draft for the first time, make sure your *thesis* is clearly stated in the introduction. *Highlight your thesis*. Then check for sentences or phrases that do not stick to the topic, as well as for areas that need more examples or details. As you do this, cross off any unnecessary details and add some that strengthen your thesis. In the *body* of the essay, be sure that your ideas and details flow smoothly into one another and that the transitions between them are not choppy or confusing. In the *conclusion*, be sure that you have summarized your main point. Do not leave the reader hanging; offer some type of resolution or ending to your essay.

Answer the following questions about each essay you write:

- *Is the thesis clear? Find it and highlight it.*
- *Have you given examples that support the thesis?*
- *Did you summarize in the conclusion?*

## Checking Your Grammar

After you have finished checking the content of your essay, check your grammar. Often, a writer's ideas are difficult to understand because he or she has written incomplete or run-on sentences. *Grammarly.com* is a free tool to help eliminate errors.

Answer the following questions about your essay.

- *Are all of the sentences complete? A good way to check this is to read your essay backwards starting with the last sentence. Also, check for run-on sentences.*
- *Is the punctuation correct? Check your commas, periods, apostrophes, quotation marks, semicolons, and question marks.*
- *Are there any words misspelled? Circle the words that you think might be misspelled and then look them up or use the spell check on your computer.*
- *Have you eliminated extra words and avoided words or phrases like "a lot", "very", "cool," "nice," clichés or current slang words? Have you overused a word?*

After you have done all this, ask another person to read your essay. You should do this because writers often miss their own mistakes.

### THINGS TO DO WHEN CHECKING FOR CONTENT

- Use a different colored text when adding new content.
- Highlight the thesis.
- Cross off non-supportive details and add new ones in unused lines and margins.
- Check for smooth transitions between sentences and paragraphs, making sure that you are not confusing the reader with quick changes.
- Make sure you have summarized your essay in the conclusion and have not added new information.

After checking for content, rewrite your essay. (Yes, you will write it several times before you have a final product.) Leave out the parts you crossed off and add in the new information.



## The Final Product

You will need to write at least one more draft of your essay. This is a lot of work for one essay, but when you receive your first acceptance letter from a college, the work will prove to be well worth it. Now, using all the corrections made in the last draft, rewrite your essay on the following pages. This time, really think about the grammar, sentence structure, and spelling because this is probably your final draft.

At the end, congratulate yourself on a job well done.



**End of Lesson 7**

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### Edit

To check the content; to revise by changing or adding to content as needed; also to proofread for spelling, grammar, sentencing, punctuation errors

.....

### Cliché

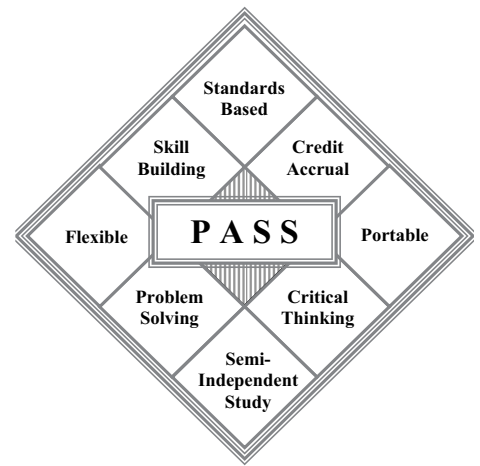
An overused expression

.....

# Lesson 8

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## The College Visit



### Materials Needed

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Pen or pencil



Access to the Internet or library



Journal

### Lesson Goal

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**In this lesson, you will learn about the different types of college visits, their importance, and how they help you with deciding which college to attend.**



## The College Visit

Today with virtual tours, student vlogs, and instant responses to your questions via emails, why is it still important to actually go and visit a college campus? So much information is available for prospective students on college websites and through websites like College Board, ACT, and *MyMajors.com*, you may feel that you can make an informed decision about a college without actually stepping foot on campus until your first day of classes.

While you are able to find out lots of great information about a school and get a feel for what it might be like through all of these great sites on the Internet, nothing can compare to actually going in person to meet with faculty and students and see what a college is really like.

### JOURNAL ENTRY

Going to visit a college campus for the first time can be overwhelming as well as exciting. So much information is crammed into this visit that it can feel like a blur. Think about the colleges that you are interested in. What would help you the most to learn about on a campus visit to help you decide which college to go to? Write down a list of questions you would like answered on a college campus visit.

## Types of Campus Visits

Colleges set up different events throughout the year to help promote their school to visitors and prospective students. The goal of each of the different events is different, so as you are thinking about and planning your campus visit, understanding the different types of events will help you decide which one is right for you to attend.

### Open Houses

Every college campus sets aside several days a year for an event called an open house. Just like real estate agents schedule open houses for prospective home buyers to preview the house to see if it fits their needs, colleges have open houses for visitors to see if their program meets the academic needs of prospective students. At an open house, visitors are given a tour of the campus, they can have a chance to meet admissions counselors and financial aid representatives, hear informative talks given by current students and/or faculty, and possibly meet with faculty in charge of a specific department.

Large groups of people attend open houses, so you have to keep in mind that you will be among a lot of other prospective students and their family members at each event. You may not be able to have a personalized conversation at an open house. These events are great at the beginning of your college search to get an overall feel of the college campus. If you want to meet one-on-one with anyone specifically at the college, then the open house is not the right visit for you.

### Preview Day

Like the open house, preview days are designed as a group event. This event is set up specifically for prospective students to be able to preview a day in the life of a student on campus. Activities are arranged for a group of students interested in attending that program. Prospective students may have the opportunity to sit in on a college class, eat lunch in the cafeteria, stay overnight in a dorm room, meet with financial aid officers, discuss a possible schedule with a faculty advisor, or take placement exams to see what level of English or math classes they will need upon enrollment. Preview days are a great way to get specific information once you have narrowed down your search and are close to making a decision to attend that program.

To see when a preview day is being offered or to sign up for a preview day, you will need to go to the admissions section of the school's website and find the link to schedule a visit. Dates of preview days will be listed here along with a link to fill out a form to attend

### Prospective Student

A student in the process of choosing a post-secondary school

.....

### Open House

An event where visitors come to a campus to learn more about it

.....

### Preview Day

A day set up specifically for prospective students to see what life is like on a college campus

.....

## ANALYSIS

At the end of this lesson, look at the Campus Visit checklist created by the College Board and create your own checklist. Write down at least five questions you would like to have answered during your campus visit. Next, create an agenda of at least four things you would like to do while on campus such as take a tour, see what the dorms are like, sit in on a class, meet with financial aid, or talk to a department head.



## Department Events

Department events are unique in that they showcase a particular field of study on campus. These events highlight what is going on in a specialized field instead of an overall view of the school. These events are great ways to see if your chosen field of study truly interests you and if you would feel comfortable studying on that campus in that department. If you are curious about a particular major and want to learn more about it, or if you have decided on a field of study but want more information about that school's department, then attending a department event is the right campus visit for you.

## Other Types of Visits

Sometimes students want a more individualized approach to their campus visit. If you want to meet with a particular person or department on campus, or feel more comfortable in a one-on-one setting instead of a group setting, then you may want to set up an individual campus visit. This is done by contacting the admissions department and setting up a meeting on campus.

When you make the call or write the email to request this type of visit, you will need to have your agenda already planned so you can be specific in what you are asking for. Admissions departments are very willing to set up these individual visits. You just need to be clear in your expectations during the visit and give the admissions office time to make all the arrangements necessary. If for some reason you are not able to attend, you must contact the admissions department and let them know so they will not be expecting you.

## Department Events

Events sponsored on campus by a specific field of study to promote their department to visitors

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## Planning Your College Visit

Once you have narrowed down your choice of schools to four or five, the next step in the process is to set up a campus visit. You may even want to visit several times, first on an open house day to get a general feel of the campus, then for a department event for more information on your choice of major—and for a preview day or an individual appointment once you have narrowed your choices. To set up your campus visit, go to the admissions page of the college you want to visit and look for a link to schedule a visit. There you will be able to see when the college has set up its open houses and preview days. You can also schedule an individual visit in this section.

Once you have scheduled your visit, putting a list together of questions to ask and what you hope to learn during the visit will help you not forget something important that day, and it will show that you are a serious applicant.

Next, you will need to create a budget for your college visit. The college usually picks up your cost while on the campus, but you will need to save money to pay for the gas in the car or for the bus ticket there and back. You may also need money for food while you are traveling. Also, it's nice to get a souvenir from the gift shop as a memento of your campus visit, so you will need to save up to pay for that as well.

If you choose a college or university with a College Assistance Migrant Program, some offer daytime recruiting events, overnight programs, even week-long programs. Your migrant program might be able to transport you so there won't be any cost to you. Check out the websites of individual colleges for a CAMP program or see a list of all CAMP programs at [hepcampassociation.org/about/camp-project](http://hepcampassociation.org/about/camp-project).

## Afterward

After the campus visit, it is important to reflect on the visit and what you learned. Think about what you liked about the college and what you did not like about it. It's easier to reflect on this information when you can easily compare each college side by side in a chart. Use the chart on the next page to record your thoughts and feelings about each school.



### Student Affairs

An office that helps students with services beyond academic needs

.....

# College Comparison Chart

	COLLEGE 1	COLLEGE 2	COLLEGE 3	COLLEGE 4
College Name				
Date Visited				
Campus Layout				
Dorms				
Sports				
Clubs/Activities				
Financial Aid				
Field of Study				
Instructor/ Student Ratio				
Internships				
Study Abroad				

## ANALYSIS

Once you have completed this chart, take some time to decide which are your two favorite colleges. What makes them stand out to you? How do they best fit your post-secondary needs? If you have any further questions or concerns about either school, list them here along with your other thoughts. What will you do to have your questions or concerns answered?



All Grades

CollegeBoard

Access

# Campus Visit Checklist

Visiting a college campus helps you get a sense of what a college — and life at that college — is like. This can help you decide whether the college is right for you.

## GATHER INFORMATION

Find out what you need to do to apply, and see if the college's class and major offerings are what you want:

- Take part in a group information session at the admission office.
- Interview with an admission officer.
- Pick up financial aid forms.
- Sit in on a class that interests you. If classes aren't in session, just see what the classrooms are like.
- Meet a professor who teaches a subject that interests you.
- Talk to students about what they think of their classes and professors.
- Get the names and business cards of the people you meet so you can contact them later if you have questions.

## EXPLORE THE CAMPUS

Get a feel for student life, and see if this college is a place where you will do well:

- Take a campus tour.
- Visit the dining hall, fitness center, library, career center, bookstore, and other campus facilities.
- Talk to current students about the college and life on campus.
- Check out the freshman dorms, and stay overnight with a student, if possible.
- Talk to the coaches of sports that you may want to play.
- Walk or drive around the community surrounding the campus.

## CHECK OUT CAMPUS MEDIA

Tune in to learn what's happening on campus and what's on students' minds:

- Listen to the college radio station.
- Read the student newspaper.
- Scan bulletin boards to see what daily student life is like.
- Go to the career center and learn what services it offers.
- Browse the school's website and any campus blogs.
- Read other student publications, such as department newsletters, alternative newspapers, and literary reviews.

[f /MyBigFuture](#)[@MyBigFuture](#)[@collegeboard](#)



## GET THE MOST OUT OF A CAMPUS VISIT IN **6 STEPS**

### 1 DECIDE WHERE AND HOW

See if your school arranges group trips to colleges or if you could get a group of friends together and visit the campus. A family trip is another option and allows you to involve your family in the process.

### 2 PREPARE FOR YOUR VISIT

Before you set out, get a map of the college campus and pick out places of interest. Call the college's admission office to schedule a guided tour of the campus.

### 3 TAKE YOUR OWN TOUR

Just wandering around the campus on your own or with friends can be the best way to get a feel for what a college is like.

### 4 EXPLORE THE FACILITIES

Find the spots on campus where students gather or ask a student where the best place to eat is to get a feel for the character of the college. Visit the library and check out the gym or theater. Ask an admission officer if you can tour a dorm and a classroom.

### 5 MAKE CONNECTIONS

Talk to current students. Ask the students at the next table or sitting nearby what they like best about the college.

### 6 TAKE NOTES

During your visit, write down some notes about your experience. What did you see that excited you? Are there aspects of the college that you don't like? If so, what are they?

## Questions to Ask During Your Visit:

### ASK TOUR GUIDES/STUDENTS

- What are the best reasons to go to this college?
- What's it like to go from high school to college?
- What do you do in your free time? On the weekends?
- What do you love about this college?
- What do you wish you could change about this college?
- Why did you choose this college?
- What is it like to live here?
- What does the college do to promote student involvement in campus groups, extracurricular activities, or volunteerism?

### ASK PROFESSORS

- What are the best reasons to go to this college?
- Can a student be mentored by professors, graduate students, or upperclassmen?
- How are professors rated by the college? Does the college think mentoring and meetings for project guidance are important?
- How does the college help students have access to professors outside class? Do professors join students for lunch, help with community service groups, or guide student organizations?
- How many students do research or other kinds of projects for a semester or more?

### ASK THE FINANCIAL AID OFFICE

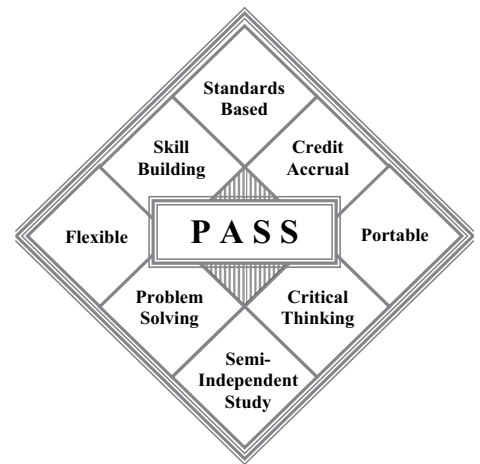
- How much has your total college cost for each student risen in the past year?
- How much do your students usually end up owing when they graduate?
- What is the average income of graduates who had the same major that interests me?
- Will my costs go up when your tuition goes up, or can we use the same tuition rate I started with so I'll know the costs for four years?
- How many students usually graduate in the major that interests me? How long do these students usually take to get their degree? In what ways does the college help students graduate in four years?

Visit [bigfuture.org](http://bigfuture.org) for more information.

# Lesson 9

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## The College Application



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### Materials Needed



Pen or pencil



Access to the Internet or library



Journal

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### Lesson Goal

In this lesson, you will become familiar with the process of filling out college applications and with the types of questions that colleges typically ask.



# The College Application

A college application is a major step in choosing a college—and letting colleges choose you. Colleges use applications to rank potential students and keep all of your personal information in one place. Colleges require similar kinds of information, so it’s a good idea to keep all of your materials and responses in one place too. In fact, many colleges accept an online submission called the Common Application, so you can apply to several places with a single form.

## JOURNAL ENTRY

Have you ever filled out an application for something, such as to join a club, get a job, or attend a camp? In your journal write about the types of applications you have filled out in the past and how different you think it will be to fill out an application for college.

## Application

A written, printed, or online form on which a request is made: in this case, to be accepted into a college or university

.....

Once you have completed your research on colleges online, and have reduced the number of schools you are interested in to four or five, it is time to apply to these schools. If you take your time and read each application carefully, you will have no problem. Each application will ask for information concerning your name, where you live, with whom you live, your citizenship, financial need, high school grades, GPA, and class rank. Many applications require you to write an essay as well.

For this lesson, we are going to complete the Common Application. This is a *practice* application to help you become familiarized with the type of information and questions colleges require. You can transfer your information from this paper form into any online application you encounter.

College applications are as different as the institutions that require them. Some forms are simple and can be completed in a few minutes. Others are lengthy and may take several days to complete. As with any other form you will fill out, it must be done neatly. Your application will not be accepted if the admissions officers can't read it. Remember, your application is their first impression of you.

- *Give yourself plenty of time when filling out applications so that you can meet the deadlines to apply.*
- *Answer all questions, and don't leave anything blank.*
- *Type or print your answers.*
- *Presentation is important, so be neat.*
- *Proofread your application.*
- *Have someone else proofread it for you to check for mistakes.*
- *Don't forget to sign the application.*
- *Include any supporting materials requested, or have supporting materials sent (letters of recommendation, high school transcripts, etc.).*
- *Include processing fees or a form to show you qualify for a fee waiver. Fee waivers are for students with a low income. If you qualify for free or reduced lunches at school, you will qualify for a fee waiver.*
- *When you are done, save a copy of your application. Applications can be misplaced. This is for your own benefit, as well as the colleges you are applying to.*

If the application requires an essay, practice writing one before putting the final version on the application. Follow the steps to writing a college essay given in the previous lesson.

## Letter of Recommendation

A written statement in favor of your character, qualifications, or abilities who knows you and supports your application

.....

## Letter of Recommendation

Most college applications will have some requirements beyond filling out the application form. One of these will probably be a *letter of recommendation*. Letters of recommendation are one of the few components of an application that are submitted by an objective third party. They provide important insight into an applicant's abilities and characteristics. This letter will be sent directly to the college.

Colleges consider teachers to be your most important source of recommendations because they can comment about your academic abilities. After you have gotten letters from your teachers, consider other people who can write about your talents and abilities, like coaches, employers, community or church leaders—as long as it is not a family member. It is necessary to ask the person to do this, give them plenty of time to get it done, and thank them afterwards. Some schools require more than one letter of recommendation from counselors or teachers in a particular subject. Carefully read the instructions on the application.

## College Needs

Colleges will probably ask for a transcript of your high school grades, cumulative GPA, and class rank. They will also want the results of your college entrance exam (ACT or SAT). Some high schools put these results on your transcripts, if not you will have to go onto your account with ACT or SAT and request that your scores be sent to your school that you are applying to. Once you have completed the Common Application, it can be used to apply to colleges all over the United States. You can go to the Common App website at [commonapp.org](http://commonapp.org) for a full list of schools that accept it. Before sending it off, have your counselor or mentor look it over for mistakes. Remember, you want to make a great first impression.

## Rejection is Hard

What will happen if you don't get into the college you want the most? Getting a rejection letter from a college or university doesn't make you a bad person. The question now is how to make sense of the situation and handle it with maturity and grace. College rejection is never the end of the world, no matter how much it may feel that way. It is important to find out why you were rejected and learn from the experience. Hopefully, when you apply to the next school, you will be admitted instead.

Another alternative is to consider going to a community college for your first two years, then transferring to a four-year university. At the community college, you will have the opportunity to have academic success; then the four-year school will only consider your cumulative GPA and class rank at the community college for admission.

Remember, never give up. You will find the right school for you.

### PRACTICE APPLICATION

Starting on the next page is the Common Application accepted by thousands of colleges and universities. The applications you complete online will ask for very similar information, so this will help you prepare. Complete this practice application. Read each part carefully and answer every question. Do not leave anything blank.

# THE COMMON APPLICATION

# FIRST-YEAR APPLICATION

## APPLICANT

Legal Name \_\_\_\_\_  
Last/Family/Sur (Enter name **exactly** as it appears on official documents.) First/Given Middle (complete) Jr., etc.

Preferred name, if not first name (only one) \_\_\_\_\_ Former last name(s) \_\_\_\_\_

Birth Date \_\_\_\_\_ mm/dd/yyyy Sex  Male  Female

If you would like the opportunity, we invite you to share more about your gender identity \_\_\_\_\_

US Social Security Number, if any \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Required for US Citizens and Permanent Residents applying for financial aid via FAFSA

Preferred Telephone  Home  Mobile Home (\_\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_\_) \_\_\_\_\_  
Area/Country/City Code Area/Country/City Code

Permanent home address \_\_\_\_\_  
Number & Street Apartment #

\_\_\_\_\_  
City/Town County or Parish State/Province Country ZIP/Postal Code

**If different from above, please give your current mailing address for all admission correspondence.** (from \_\_\_\_\_ to \_\_\_\_\_)  
(mm/dd/yyyy) (mm/dd/yyyy)

Current mailing address \_\_\_\_\_  
Number & Street Apartment #

\_\_\_\_\_  
City/Town County or Parish State/Province Country ZIP/Postal Code

## FUTURE PLANS

Your answers to these questions will vary for different colleges. If the online system did not ask you to answer some of the questions you see in this section, this college chose not to ask that question of its applicants.

College \_\_\_\_\_ Deadline \_\_\_\_\_ mm/dd/yyyy

Entry Term:  Fall (Jul-Dec)  Spring (Jan-Jun)  Other  Yes  No

Decision Plan \_\_\_\_\_  Yes  No

Academic Major & Interests \_\_\_\_\_  Yes  No

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

Do you intend to live in college housing? \_\_\_\_\_

What is the highest degree you intend to earn? \_\_\_\_\_

\_\_\_\_\_  
 Career

## DEMOGRAPHICS

Interest \_\_\_\_\_

Citizenship Status:  US Citizen or US National  US Dual Citizen  
 US Permanent Resident  US Refugee or Asylee  Other (Non-US)

Non-US Citizenship(s) \_\_\_\_\_

US Visa Status \_\_\_\_\_

Birthplace \_\_\_\_\_  
City/Town State/Province Country

Years lived in the US? \_\_\_\_\_ Years lived outside the US? \_\_\_\_\_

Language Proficiency (Check all that apply.)  
S(Speak) R(Read) W(Write) F(First Language) H(Spoken at Home)

\_\_\_\_\_  
 S  R  W  F  H

\_\_\_\_\_  
 S  R  W  F  H

\_\_\_\_\_  
 S  R  W  F  H

**Optional** The items with a gray background are optional. No information you provide will be used in a discriminatory manner.

Religious Preference \_\_\_\_\_

US Armed Services veteran status & Dates of Service \_\_\_\_\_

1. Are you Hispanic/Latino?  
 Yes, Hispanic or Latino (including Spain)  No If yes, please describe your background.  
 \_\_\_\_\_

2. Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more and describe your background.)

American Indian or Alaska Native (including all Original Peoples of the Americas)  
 Are you Enrolled?  Yes  No If yes, please enter Tribal Enrollment Number \_\_\_\_\_

\_\_\_\_\_  
 Asian (including Indian subcontinent and Philippines)

\_\_\_\_\_  
 Black or African American (including Africa and Caribbean)

\_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander (Original Peoples)

\_\_\_\_\_  
 White (including Middle Eastern)

## FAMILY

Please list both parents below, even if one or more is deceased or no longer has legal responsibilities toward you. Many colleges collect this information for demographic purposes even if you are an adult or an emancipated minor. If you are a minor with a legal guardian (an individual or government entity), then please list that information below as well. If you wish, you may list step-parents and/or other adults with whom you reside, or who otherwise care for you, in the Additional Information section.

### Household

Parents' marital status (relative to each other):  Never Married  Married  Civil Union/Domestic Partners  Widowed  Separated  Divorced (date \_\_\_\_\_)

With whom do you make your permanent home?  Parent 1  Parent 2  Both  Legal Guardian  Ward of the Court/State  Other yyyy

If you have children, how many? \_\_\_\_\_

### Parent 1

Mother  Father  I have limited information about this parent  Other

Is Parent 1 living?  Yes  No (Date Deceased \_\_\_\_\_)  
mm/yyyy

*Last/Family/Sur                      First/Given                      Middle*

Former last name(s) \_\_\_\_\_

Country of birth \_\_\_\_\_

Home address **if different** from yours \_\_\_\_\_

\_\_\_\_\_

Preferred Telephone:  Home  Mobile  Work (\_\_\_\_\_) \_\_\_\_\_  
Area/Country/City Code

E-mail \_\_\_\_\_

Occupation (former occupation, if retired) \_\_\_\_\_

\_\_\_\_\_

College (if any) \_\_\_\_\_ CEEB \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

Graduate School (if any) \_\_\_\_\_ CEEB \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

### Parent 2 (optional)

Mother  Father  I have limited information about this parent  Other

Is Parent 2 living?  Yes  No (Date Deceased \_\_\_\_\_)  
mm/yyyy

*Last/Family/Sur                      First/Given                      Middle*

Former last name(s) \_\_\_\_\_

Country of birth \_\_\_\_\_

Home address **if different** from yours \_\_\_\_\_

\_\_\_\_\_

Preferred Telephone:  Home  Mobile  Work (\_\_\_\_\_) \_\_\_\_\_  
Area/Country/City Code

E-mail \_\_\_\_\_

Occupation (former occupation, if retired) \_\_\_\_\_

\_\_\_\_\_

College (if any) \_\_\_\_\_ CEEB \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

Graduate School (if any) \_\_\_\_\_ CEEB \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

### Legal Guardian (if other than a parent)

Relationship to you \_\_\_\_\_

*Last/Family/Sur                      First/Given                      Middle*

Home address **if different** from yours \_\_\_\_\_

\_\_\_\_\_

Preferred Telephone:  Home  Mobile  Work (\_\_\_\_\_) \_\_\_\_\_  
Area/Country/City Code

E-mail \_\_\_\_\_

Occupation (former occupation, if retired) \_\_\_\_\_

\_\_\_\_\_

College (if any) \_\_\_\_\_ CEEB \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

Graduate School (if any) \_\_\_\_\_ CEEB \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

### Siblings

Please give names and ages of your brothers or sisters. If they are enrolled in grades K-12 (or international equivalent), list their grade levels. If they have attended or are currently attending college, give the names of the undergraduate institution, degree earned, and approximate dates of attendance. If more than three siblings, please list them in the Additional Information section.

*Name    Age & Grade    Relationship*

College Attended \_\_\_\_\_ CEEB \_\_\_\_\_

Degree earned \_\_\_\_\_ Dates \_\_\_\_\_  
mm/yyyy – mm/yyyy

*Name    Age & Grade    Relationship*

College Attended \_\_\_\_\_ CEEB \_\_\_\_\_

Degree earned \_\_\_\_\_ Dates \_\_\_\_\_  
mm/yyyy – mm/yyyy

*Name    Age & Grade    Relationship*

College Attended \_\_\_\_\_ CEEB \_\_\_\_\_

Degree earned \_\_\_\_\_ Dates \_\_\_\_\_  
mm/yyyy – mm/yyyy

## EDUCATION

### Secondary Schools

Most recent secondary school attended \_\_\_\_\_

Entry Date \_\_\_\_\_ Graduation Date \_\_\_\_\_ School Type:  Public  Charter  Independent  Religious  Home School  
mm/yyyy mm/yyyy

Address \_\_\_\_\_ CEEB/ACT Code \_\_\_\_\_  
Number & Street

City/Town State/Province Country ZIP/Postal Code

Counselor's Name \_\_\_\_\_ Counselor's Title \_\_\_\_\_

Area/Country/City Code Number Ext. Area/Country/City Code Number

List all other secondary schools you have attended since 9<sup>th</sup> grade, including academic summer schools or enrichment programs hosted on a secondary school campus:  
**School Name & CEEB/ACT Code** **Location (City, State/Province, ZIP/Postal Code, Country)** **Dates Attended (mm/yyyy – mm/yyyy)**


College/University Name & CEEB/ACT Code	Location (City, State/Province, ZIP/Postal Code, Country)	CO	HS	ON	CR	TR	DC	Dates Attended (mm/yyyy – mm/yyyy)	Degree Earned
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

If you indicated that a transcript is available, please have an official copy sent to your colleges as soon as possible.

## ACADEMICS

The self-reported information in this section is not intended to take the place of your official records. Please note the requirements of each institution to which you are applying and arrange for official transcripts and score reports to be sent from your secondary school and the appropriate testing agencies. Where "Best Scores" are requested, please report the highest individual scores you have earned so far, even if those scores are from different test dates.

**Grades** Class Rank \_\_\_\_\_ Class Size \_\_\_\_\_ Weighted?  Yes  No GPA \_\_\_\_\_ Scale \_\_\_\_\_ Weighted?  Yes  No  
(if available) (if available)

**ACT** Exam Dates: \_\_\_\_\_ Best Scores: \_\_\_\_\_  
(past & future) mm/dd/yyyy mm/dd/yyyy mm/dd/yyyy (so far) COMP mm/dd/yyyy English mm/dd/yyyy Math mm/dd/yyyy  
Reading mm/dd/yyyy Science mm/dd/yyyy Writing mm/dd/yyyy

**SAT** Exam Dates: \_\_\_\_\_ Best Scores: \_\_\_\_\_  
(past & future) mm/dd/yyyy mm/dd/yyyy (so far) Critical Reading/ Evidence-based Reading and Writing mm/dd/yyyy Math mm/dd/yyyy

**TOEFL/IELTS/PTE** Exam Dates: \_\_\_\_\_ Best Score: \_\_\_\_\_  
(past & future) mm/yyyy mm/yyyy mm/yyyy (so far) Test mm/yyyy Score

**AP/IB/SAT Subjects** Best Scores: \_\_\_\_\_  
(per subject, so far) mm/yyyy Type & Subject Score mm/yyyy Type & Subject Score

<small>mm/yyyy</small>	<small>Type &amp; Subject</small>	<small>Score</small>	<small>mm/yyyy</small>	<small>Type &amp; Subject</small>	<small>Score</small>
<small>mm/yyyy</small>	<small>Type &amp; Subject</small>	<small>Score</small>	<small>mm/yyyy</small>	<small>Type &amp; Subject</small>	<small>Score</small>
<small>mm/yyyy</small>	<small>Type &amp; Subject</small>	<small>Score</small>	<small>mm/yyyy</small>	<small>Type &amp; Subject</small>	<small>Score</small>
<small>mm/yyyy</small>	<small>Type &amp; Subject</small>	<small>Score</small>	<small>mm/yyyy</small>	<small>Type &amp; Subject</small>	<small>Score</small>

**Current Courses** Please list all courses you are taking this year and indicate level (AP, IB, advanced, honors, etc.) and credit value. Indicate quarter classes taken in the same semester on the appropriate semester line. If you are not currently enrolled, please list courses from your most recent academic year.

Full Year/First Semester/First Trimester	Second Semester/Second Trimester	Third Trimester <small>or additional first/second term courses if more space is needed</small>



**Honors** Briefly list any academic distinctions or honors you have received since the 9<sup>th</sup> grade or international equivalent (e.g., National Merit, Cum Laude Society).

*S(School) S/R(State or Regional) N(National) I(International)*

Grade level or post-graduate (PG) 9 10 11 12 PG	Honor	Highest Level of Recognition			
		S	S/R	N	I
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### EXTRACURRICULAR ACTIVITIES & WORK EXPERIENCE

**Extracurricular** Please list your **principal** extracurricular, volunteer, and work activities **in their order of importance to you**. Feel free to group your activities and paid work experience separately if you prefer. Use the space available to provide details of your activities and accomplishments (specific events, varsity letter, musical instrument, employer, etc.). **To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a résumé.**

Grade level or post-graduate (PG) 9 10 11 12 PG	Approximate time spent		When did you participate in the activity?		Positions held, honors won, letters earned, or employer	If applicable, do you plan to participate in college?
	Hours per week	Weeks per year	School year	Summer/School Break		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity _____						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity _____						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity _____						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity _____						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity _____						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity _____						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity _____						

## WRITING

### Personal Essay

**Note:** Some colleges require a personal essay. You may submit a personal essay to any college, even if it is not required by that college.

**Instructions.** The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. *What do you want the readers of your application to know about you apart from courses, grades, and test scores?* Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response. Remember: 650 words is your limit, not your goal. Use the full range if you need it, but don't feel obligated to do so.

- Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
- Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
- Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma—anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
- Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
- Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
- Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

### Additional Information

Please attach a separate sheet if you wish to provide details of circumstances or qualifications not reflected in the application.

### Disciplinary History

**Please Note:** Common Application member colleges carefully consider all parts of your application. Information provided below will be considered in the context of the rest of your application and does not necessarily prevent you from being admitted to college. For more information on whether specific colleges choose to receive this information or how it may be considered, please contact the college directly.

- ① Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9<sup>th</sup> grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.  Yes  No
- ② Have you ever been adjudicated guilty or convicted of a misdemeanor or felony?  Yes  No  
[Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential.]

If you answered “yes” to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

**Note:** Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.

## SIGNATURE

**Application Fee Payment** If this college requires an application fee, how will you be paying it?

- Online Payment  Will Mail Payment  Fee Waiver Request

### Required Signature

- I certify that all information submitted in the admission process—including this application and any other supporting materials—is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.
- I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application, including disciplinary history.
- I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information.
- I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.
- I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]

Signature \_\_\_\_\_

Date \_\_\_\_\_

mm/dd/yyyy

Common Application member institution admission offices do not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, marital status, parental status, physical disability, learning disability, political affiliation, veteran status, or sexual orientation.

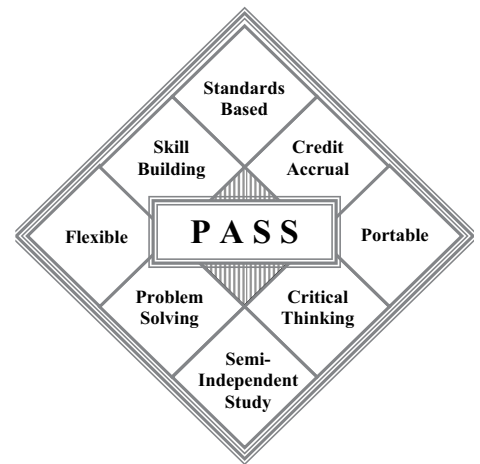


**End of Lesson 9**

# Lesson 10

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## Writing a Personal Resume



### Materials Needed

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Pen or pencil



Access to the Internet or library



Journal

### Lesson Goals

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In this lesson you will create a personal resume that can be used to apply for a job, a scholarship, or a college.



# Writing a Personal Resume

**A** personal resume is a document that highlights what makes you special. It is usually on a single piece of paper so an admissions officer or a hiring manager get a good feel for who you are as a person. Your resume helps present your aspirations for the future and your knowledge or experience. Personal resumes are also very helpful when applying to colleges, applying for scholarships, or applying for jobs. Once you have created your personal resume, you can attach it to applications or use the information to fill out the applications.

A great personal resume does the following:

- *Grabs the attention of employers, admissions representatives, and recruiters*
- *Sells your strongest skills and accomplishments*
- *Shows how you're a match for a position, project, scholarship, or college admission*
- *Gets you interviews for jobs, college admission, or scholarships*

## Resume

A summary of a person's education and work experience

.....

## Work Experience

Any skills or knowledge a person gains while working in a specific field or occupation

.....

## Aspiration

A hope or ambition of achieving something

.....

## What Needs to Go in a Personal Resume?

A personal resume needs to contain your basic contact information:

- Name
- Address
- Phone Number
- Email Address

Just like in an essay, you begin a resume with a thesis statement that explains what you will be discussing in the essay. For example, you might write, “My desire is to attend a four-year university so I can obtain a bachelor of science degree in nursing so that after completion of my degree I can work in a hospital as a nurse on a pediatric floor. I love children and want to do my best to help them be as healthy as possible.”

Next, your resume should highlight your education, state where you go to high school, and stress classes that you have taken that would show you have gained knowledge that is necessary for what you want to do. An example would be if you are applying to a college to study nursing. You would want to highlight all the math and science classes you have taken to prepare you for becoming a nurse.

### Education

The process of receiving instruction at a school or university, usually with the goal of earning a diploma, certificate, or degree

.....

### JOURNAL ENTRY

When you think about your life experiences, your likes and dislikes, what you have accomplished up to this point in your life, and what you hope to accomplish in the future, what specifically makes you stand out? Write a paragraph about yourself; what would you like a college admissions representative or an employer to know about you?



The next section of the personal resume should highlight the clubs, activities, sports, or volunteer work that you have been involved in. If you have had a leadership role in any of these activities, mention that as well.

The last section is for your work experience, and should list the following:

- Name of your employer
- Dates of employment
- Job title and job description
- Explain how this job has prepared you for what you want to do.

## Writing your Personal Resume

Before we begin writing your personal resume, let's explore what makes you special. The first thing you need to do is write your personal thesis statement. What is your goal? What do you want to accomplish? Use the lines below to write your personal thesis statement.

Now, think about what your strengths are, what have you done, studied, activities you have been involved in that have given you knowledge or expertise to help you reach this goal. List this information next.

1.

2.

3.

4.

5.

6.

### HELPFUL LINKS

To get a better idea of what resumes look like go to Career One Stop ([careeronestop.org](http://careeronestop.org)) and click on the Resume Guide tab. Here you will find great tips on writing a resume.

After you have checked out resume tips on Career One Stop, reflect on all the tips as suggestions you found and jot down your thoughts here. List at least five suggestions that stood out to you.

Finally, list your job experience. Remember, you need to give the name of your employer, the dates of employment, job title, job description, and knowledge gained from this experience.

- 1.
- 2.
- 3.

## Create Your Personal Resume

Using the information listed in this lesson, create your own personal resume. Try to keep it to one page in length. Start with your basic contact information, then your personal thesis, education, activities, and end with your work experience. Remember, this is your chance to highlight who you are and what your aspirations are for the future.

Having a resume that looks professional makes all the difference when applying for a job or applying to a school. This is your first shot to make a good impression, and a professional resume can do just that.

On the following pages are a basic resume and a professional resume created using a Google Docs design template. This is one of many templates available in Google Docs when you create a new file. You can also use resume templates in Microsoft Office or online tools such as *smartresumewizard.com*.

Afterwards, show your resume to your mentor to get feedback on how it looks, then make the adjustments to it suggested by your mentor. When you are done editing, you will have a professional resume to use.





# Sue Davidson

123 Bluebird Lane  
Blueville, Tennessee 12345  
(213)456-7890  
sdavidson@email.com

## GOAL

My desire is to attend a four-year university so I can obtain a bachelor of science degree in nursing so that after completion of my degree I can work in a hospital as a nurse on a pediatric floor. I love children and want to do my best to help them be as healthy as possible

## EDUCATION

**Blueville High School**—August 2014-May 2018. Anticipated graduation date: May 25, 2018.

I have taken College Prep Algebra I, College Prep Geometry, College Prep Algebra II, and Trigonometry, as well as Biology, Chemistry, Anatomy/Physiology, and Health Occupations. I will take my state CNA exam upon graduation.

## ACTIVITIES

**Key Club**—Involved for four years. My senior year I was president. As president I was in charge of organizing a food drive and a blood drive.

**Teen Mentoring**—Involved all four years of high school. I went to the elementary school three days a week to mentor younger students, included reading stories, helping them with their homework, and playing games with them.

**Scholastic Bowl**—Involved last three years of high school and was co-captain my senior year. Won a regional championship in 2017.

## WORK EXPERIENCE

**Blueville Hospital**—August 2016-present. Junior volunteer.

Volunteer 15-20 hours per week on the pediatrics floor, reading to children, playing games with them while they are hospitalized, and accompanying them to medical testing that they need. This experience has shown me that I really enjoy working in a hospital setting, especially with children, and that I want to make this my career.

# Sue Davidson

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123 Bluebird Lane  
Blueville TN 12345

(213) 456-7890  
sdavidson@email.com

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## Goal

---

My desire is to attend a four-year university so I can obtain a bachelor of science degree in nursing to that after completion of my degree I can work in a hospital as a nurse on a pediatric floor. I love children and want to do my best to help them be as healthy as possible.

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## Experience

---

### Blueville Hospital / Junior Volunteer

August 2016 - Present

Volunteer 15-20 hours per week on the pediatrics floor, reading to children, playing games with them while they are hospitalized, and accompanying them to medical testing that they need. This experience has shown me that I really enjoy working in a hospital setting, especially with children, and that I want to make this my career.

---

## Education

---

### Blueville High School

August 2014 - May 2018, Anticipated Graduation Date: May 25

I have taken College Prep Algebra I, College Prep Geometry, College Prep Algebra II, and Trigonometry, as well as Biology, Chemistry, Anatomy/Physiology, and Health Occupations. I will take my state CNA exam upon graduation.

---

## Awards & Activities

---

**Key Club** — Involved for four years, my senior year I was president. As president I was in charge of organizing a food drive, and a blood drive.

**Teen Mentoring** — Involved all four years of high school. I went to the elementary school three days a week to mentor younger students, included reading stories, helping them with their homework, and playing games with them.

**Scholastic Bowl** — Involved last three years of high school, and was co-captain my senior year. Won a regional championship in 2017.

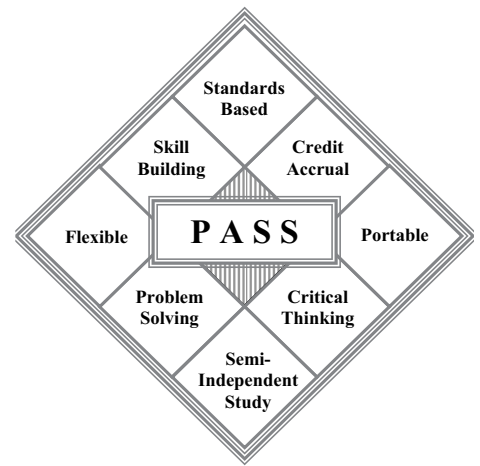


**End of Lesson 10**

# Lesson 11

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## The College Interview



### Materials Needed



Pen or pencil



Journal

### Lesson Goals

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In this lesson you will learn how to prepare for the questions typically asked in college interviews. You will also consider the importance of personal appearance, honesty, listening, and body language during these interviews.



# The College Interview

**C**olleges sometimes want to get to know you in person. It's important to find out if the colleges you have chosen require an interview and, if so, to get yourself ready to tell your story to a staff member or other representative.

## Before You Schedule an Interview

There are many things that you will have questions about that aren't covered on the college website, and as you begin to make your college selections be sure to note some specifics about each college that you would like more information on.

Do your homework: Look over the college website carefully. The interview will be an exchange of information. You will learn about the college, and the college personnel will learn about you. Colleges do not use the interview to eliminate prospective students; however, a great interview could enhance your application and your chances of getting accepted, or more scholarships.

---

### Interview

A formal meeting in person to assess the qualifications of an applicant

.....

### Admissions Officer

College staff member who interviews potential college students

.....

### Alumnus/Alumna

A graduate of a college of university; sometimes a member of an alumni association

.....



Many colleges don't require an interview, while some colleges offer more than one type of interview. You could find yourself interviewing with a student or an alumnus or alumna instead of an admissions office. A less formal interview might be a group interview session. If you plan to pursue specific interests in college, such as sports or clubs, you might find it helpful to talk to current students or faculty members connected with your activity. The college's website will have a list of clubs and sports available to students.

If you have a chance to speak with students on campus, you might ask what they like about the college, or what they dislike. Visiting the student center and reading the college newspaper and bulletin board may answer some of your questions. Be observant while touring the campus, whether you take a formal tour or an informal stroll. Answer these questions for yourself. Are the facilities and grounds in good condition? Do classes tend to be large lectures or small sessions, or a combination? What kind of interaction do you see among students?

## Honesty is Key

Keep in mind this is a conversation and not a quiz. You should be prepared to discuss your accomplishments but not in a boastful way. Feel free to discuss your achievements concentrating on the most important. It is perfectly all right to discuss some things that haven't gone as you might have wished. Doing so without making excuses or blaming others will show maturity.

The list of possible questions you might be asked is endless. The following is a sample of often-asked questions. Read these over several times and formulate answers you might give.

## JOURNAL ENTRY

How do you feel about being interviewed? Does the thought of answering questions about yourself give you an uneasy feeling? Many people are uncomfortable thinking about being interviewed. You are not alone.

Remember a college interview is a chance to show that you are just more than facts on a piece of paper. What can you show in an interview that you can't explain on paper? Be positive. In your journal write what you would like to convey to the college interviewer.

## Questions the Interviewer Might Ask

- What do you want out of college?
- How did you develop interest in our school?
- What other colleges are you considering?
- What are you interested in studying?
- What is the biggest challenge you have faced?
- What is the most important thing you do in your spare time?
- Name some hobbies you are interested in.
- Tell me about your family.
- Give three characteristics that describe you.
- What is your weakness?
- If you could change the world, what would you change, and why?
- Who do you admire, and why?
- What accomplishment are you the most proud of?
- What is your favorite book, and why?
- How do you manage your time?
- What has been a controversial issue in your community? What is your position on it?
- What is one thing that has influenced your life?
- How have you worked up to your potential?
- Is there anything that interfered with your academic performance?
- What are your goals?
- Where do you see yourself in ten years?

## THINGS TO AVOID

### Don't

- Be late
- Chew gum
- Wear too much perfume or cologne
- Swear
- Be arrogant
- Lie
- Memorize your answers
- Respond with only yes or no answers
- Be rude to any staff
- Refuse an interview

## Questions You Could Ask the Interviewer

As a part of a college interview, you will have an opportunity to ask questions. Consider carefully what you would like to ask. Here are some you might consider.

- How many students will be in the freshman class?
- How can I find out about part-time job opportunities or internships on campus?
- What activities are available for freshmen to meet other students?
- How does advising work?
- What is the college's system for course selection?
- What type of housing is available to first-year students?
- What is your average class size? What is your faculty-to-student ratio?
- Do all students eat in the cafeteria? Is there a meal plan?
- What kind of financial aid program does the college have?
- What kinds of special services are available to students (health care, career placement, etc.)?
- Do you have any advice for me?
- If you have a specific concern, now might be the time to ask for help.

### THINGS TO REMEMBER

#### Do

- Smile
- Make eye contact
- Dress appropriately
- Have confidence
- Shake hands firmly
- Use good posture
- Ask good questions
- Be a good listener
- Sit still
- Be prepared
- Bring a parent or mentor. This shows support from your family or community. However, admissions counselors will want you to answer questions independently.
- Send a thank you note





## Listen in Order to Learn

Don't ask questions you already know the answers to. Ask for clarification or more information. Asking insightful questions shows your interest and that you have seriously thought about the college and your own needs. You might jot down several important questions ahead of time and take the list with you. Then you won't forget the important ones and your interviewer will be impressed that you came prepared.

Remember your manners. Say "thank you" to the interviewer for his or her time and information. If you really want to impress the interviewer send a written thank you note when you get home.

## Talking With Your Body

Body language tells an interviewer a great deal about you. Send the right message. Sit up straight. Sit still and look the interviewer in the eye, or if there is more than one person interviewing you, look at the person who is talking to you. Don't tap your fingers on the table or chair or tap your feet on the floor. Take time to think between the question and the answer so you can say what you really want to say.

Anticipating an interview with a college admissions officer makes many students nervous. This is normal, but if you are prepared you should not be concerned. In the interview speak positively about yourself without bragging. Be cheerful and friendly. Listen carefully to the question you are being asked and answer it fully. This is a professional setting, so use your best English with no slang.

## TIPS FOR THE INTERVIEW

- Call in advance and make a definite time for the interview. Be prompt for your interview. In fact, arrive about ten minutes early. Make sure you remember the interviewer's name. Ask the person to repeat his or her name if you are not sure of it.
- Dress appropriately. Look nice. Suit coat and tie are not necessary, but jeans and a T-shirt are not appropriate. First impressions do count. Don't let how you're dressed get in the way of connecting with your interviewer. Casual dress is fine, especially if you're planning to walk all over campus later, but avoid T-shirts and very short skirts or shorts and caps.
- For a great last impression, write a thank you note to the person who interviews you (make sure to get his/her business card before you leave the admissions office). Many students don't take the time to do this, but it will make you stand out as a well-mannered person.

---

## Analysis

1. Look over the list of questions an interviewer might ask you. Select six and write them here. Then write out your response.

a.

b.

c.

d.

e.

f.

2. Show your answers to your mentor. Ask him or her for suggestions. Are the answers appropriate? Are they complete? Write the comments here.

3. Now select five questions you would like to ask the college admissions officer and write them here.

1

2

3

4

5

4. Which ones (use the numbers) are the most important to be answered and why? Make sure these are written down when you go for the interview. Add others if you want to.

5. Write down five different questions from the list of questions an interviewer might ask. Ask either your mentor or an adult to ask you the questions. You are to respond orally. Ask them to assess your answers. Are they appropriate and complete? What suggestions do they have?

6. What will you wear to an interview? Ask your mentor if it is appropriate.

7. How do you feel about the interview process now?

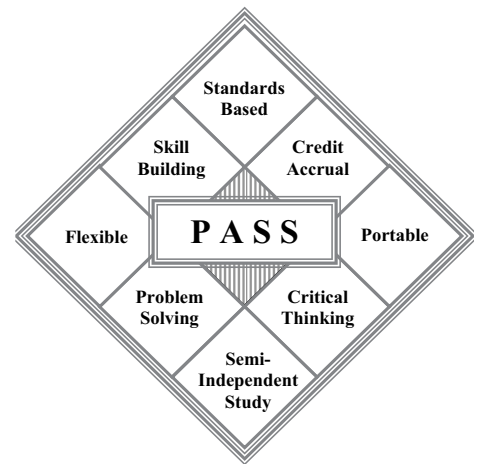


**End of Lesson 11**

# Lesson 12

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## Becoming an Adult



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### Materials Needed



Pen or pencil



Access to the Internet or library



Journal

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### Lesson Goals

In this lesson you will learn ways your life will change when you turn 18 and become a legal adult. These include personal responsibility, financial planning, and access to health care and educational records.



## Becoming an Adult

**A**s you graduate from high school many things in your life will change. At eighteen, you become a legal adult in the United States. This means that in the eyes of the law you are no longer under the responsibility of your parents. It doesn't mean that they will stop caring about you and your future; it just brings about a significant change in your relationship. You will no longer be seen as parent and child, but as adults.

### JOURNAL ENTRY

Graduating from high school and going off to college will bring about a lot of changes in your life. It will be the first time you will be living on your own and making your own life decisions. Brainstorm in your journal some positive choices you can make that will help you be successful in college.

---

## ANALYSIS

Jot down your thoughts and feelings about these changes that will be taking place in your relationship with your parents.

Talk to your parents about the changes that will happen when you become a legal adult. Write down some thoughts and concerns that you discussed.



## Education and Health Records

A major change that takes place when a student becomes 18 is that you have a right to keep your personal records private. One law that you need to know about is FERPA, or the Family Education Rights and Privacy Act. After you are 18 and are entering a post-secondary institution, the rights under FERPA transfer from your parents to you.

Four rights under FERPA you should know are the following:

- *The right to see your educational records*
- *The right to amend those records if they are inaccurate*
- *The right to consent to disclosure of those records*
- *The right to file a complaint with the FERPA office in Washington, D.C.*

College administrators will only talk directly to you, and they will expect you to be responsible for your affairs in relation to your application and your time at the college.

Another change that will take place is with your medical records. Under HIPAA, or the Health Insurance Portability and Accountability Act, you will be in charge of your medical records and medical care. That means medical staff cannot speak to your parents about your health care without your permission. Even if you are still on your parents' medical insurance policy, the doctors will speak only to you. If you get sick or hurt while at college, medical staff will talk only to you. You will have to give consent for them to notify your parents.



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### FERPA

Stands for “Family Education Rights and Privacy Act” and guarantees that your academic records will be kept private between yourself and your college or university

.....

### HIPAA

Stands for “Health Insurance Portability and Accountability Act” and guarantees that your health records will be kept private between yourself and your health care provider

.....

## Personal Responsibility

Living in a college dorm or sharing an apartment with roommates are two housing options to choose from while going to college. This will create another level of freedom never experienced before. Growing up, your parents would remind you about when to go to bed, when to get up, to make sure your homework is done on time, and that you have food to eat and clean clothes to wear.

When you are on your own, your parents will not be able to make sure you manage your time well in college. This is something that a lot of first-year students struggle with. It is important that you sit down and schedule time to complete all these necessary activities. If you don't, deadlines will sneak up on you, and you will not have projects or papers completed on time or have bills paid when they come due.

You can use the time management chart at the end of this lesson to record when items are due and schedule tasks to be completed so you can stay organized.



## Time Management

The ability to use your time effectively and productively

.....

### SIX TIME MANAGEMENT TIPS

1. Read your course calendar and record when items are due
2. Plan ahead
3. Make a schedule
4. Make checklists
5. Stay organized
6. Be healthy

## Finances

Finances are another area that will be changing. It is important to sit down and talk to your parents about how you should pay for your expenses. Should you open your own bank account? Do they want you to use one of their credit cards? Or do you get your own credit card? Companies will be contacting you once you turn 18 with offers of credit cards to help you pay your expenses in college. It is important to make wise decisions when it comes to credit. You can be in deep debt quickly due to interest rates cards can charge. When choosing a credit card, keep these things in mind:

- *Find a card with low interest rates (also known as “APR,” or Annual Percentage Rate)*
- *Opt for a low or no annual fee if possible*
- *Choose a card with a grace period before finance charges are incurred*
- *Be aware of other benefits, such as cash back, flyer points, cheaper gas prices, etc.*

Once you know how your parents want you to pay for your expenses, it is important to create a budget so that you know how much money you will have each month after you have paid your bills. Include money you may receive from scholarships, grants, or student jobs. To create a monthly budget, write down all your monthly expenses, then subtract that from your monthly income. What is left over is what you have to live off of afterwards. Living on a budget isn’t easy, but if you get into the habit, you will be in better shape financially.

### ANALYSIS

How does your family want you to manage your finances while at college? Discuss your family plan here.

## Insurance

A contract that states what the company will cover depending on the type of insurance: medical, auto, rental, house, etc.

.....

## Bank Account

An arrangement with a bank that allows you to deposit money that you earn and withdraw it as needed from your checking account or save it in your savings account

.....

## Credit Card

A small plastic card that allows you to make purchases that you have to pay back with interest—usually in monthly installments

.....

## Healthy Lifestyle

Growing up, your parents made sure you ate three meals a day, got enough rest, and came home at a decent time. In college, this becomes your responsibility. It is easy to eat grab-and-go junk food, to stay up socializing at night, and then to sleep in late the next morning. Our bodies aren't made to sustain this kind of lifestyle for long, and it takes a toll on us. Some healthy living tips to remember are as follows:

- *Eat three healthy meals a day.*
- *Get at least eight hours of sleep.*
- *Exercise*
- *Get in a routine. It's easier to stick to a schedule when it becomes a habit.*

Colleges have so many activities and clubs on campus that it is hard to decide on what to get involved in and what you don't have time for. Pick a few things that you know you will really enjoy. Don't over-involve yourself, because that leads to stress and an inability to keep up with all of your responsibilities.

### ANALYSIS

What is your plan for staying healthy and making healthy choices? Discuss your plan here.

## Sleep Deprivation

The situation or condition of suffering from lack of sleep

.....



## Avoid the Temptation of Substance Abuse

Along with these new freedoms, activities, and chances to socialize comes some tough choices. Alcohol and drugs can be found on most campuses. With no one telling you what you can and cannot do, it can be easy to slip into some unhealthy choices. Be careful when considering drinking alcohol or taking drugs. There can be serious, long-term consequences with their consumption. Students have died from alcohol poisoning and drug overdoses. Lives have been torn apart from substance abuse. No one who takes a drink of alcohol or tries a drug thinks they will become addicted. It sneaks up on you from abusing the substance more and more. Remember what your education goals are and keep your eyes on them, instead of all the unwise choices out there.

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### Substance Abuse

Overindulgence in or dependence on an addictive substance, especially alcohol or drugs

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## Questions to Consider

- Are you ready to take care of personal responsibilities such as eating and sleeping well, doing laundry, waking up for class on time, and caring for your own health? Which will you have the most difficulty with?
- Do you anticipate being homesick and missing friends from home? How will you cope with this?
- How will you adjust to dorm or apartment living and dealing with a roommate? Are you willing to discuss room expectations with your roommate?
- While living on campus, how often do your parents expect you to come home? How do you feel about this?
- What are your parents' academic expectations for you? What are your own academic expectations?
- How are you planning to manage your time?
- How do you plan to cope with social pressures at college?
- What do you know about campus safety? Are there special procedures for visitors? How safe do you feel on campus?

# College Student Budget Worksheet

## Common Expenses and Income

### Monthly Expected Income

Part-time Job	\$
Money from home	\$
Other (financial aid refund, savings, etc...)	\$
<b>TOTAL</b>	\$

### Monthly Expected Expenses

Rent	\$
Utilities	\$
Cable/Internet	\$
Cell phone	\$
Food	\$
Eating out	\$
Entertainment	\$
Car payment	\$
Gasoline	\$
Insurance	\$
Tuition	\$
Other	\$
<b>TOTAL</b>	\$

### Difference

A. Total monthly income	\$
B. Total monthly expenses	\$
Subtract B from A	\$

Your goal is to have positive cash flow.

# Time Management Chart

Keep Track of Your Schedule and Make Time for Schoolwork

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>AM</b>							
7:00							
8:00							
9:00							
10:00							
11:00							

<b>PM</b>							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							



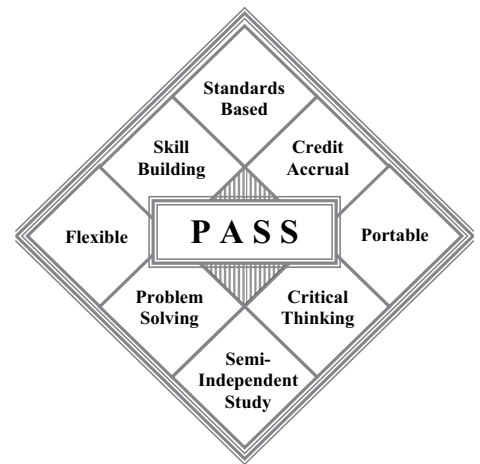


## End of Lesson 12

# Lesson 13

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## Social Media



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### Materials Needed



Pen or pencil



Access to the Internet or library



Journal

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### Lesson Goals

In this lesson you will learn the importance of a positive personal image on social media networks and how to protect your identity from theft or abuse while using these online resources to connect and learn.



# Social Media

**H**ave you ever thought about having a social image? Like most teenagers today, you have grown up with using electronic devices like cell phones, tablets, and laptops. You probably stay in communication with your friends throughout the day using one or more social networking apps, like Instagram or Snapchat.

What you put on your social networking apps says a lot about who you are as a person, who you hang out with, and what kinds of things you like to do. What others see about you on your social networking sites is your social image. One way that employers and college admissions administrators learn about prospective students is through observing your social image on social networking sites.

Anything posted on social media should be treated as if it is open for public viewing. Using profanity, showing images of partying, using alcohol or drugs, or displaying violence, all project a negative image of your personal character. What prospective employers or admissions representatives see on your social networking sites can either influence them in a positive or negative way about you as an employee or student on their campus. Please keep this in mind as you post images of yourself and your activities on your social networking sites. You may want others to see positive characteristics about you, not negative ones.

## Social Media

Websites and applications that enable users to create and share content with their friends, family, work connections, and other followers

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## Personal Character

A person's behavior and attitude that makes up their personality

.....

## Social Media Tips for Students

- Get rid of any negative posts and pictures, those that you have posted and those you are tagged in.
- Highlight good things you are doing: volunteer work, singing in a choir, awards you have won, etc.
- Remember everything on the Internet is potentially public. Anything can be shared surprisingly quickly.
- Make sure a trusted adult is connected to you on all your social media sites, and respect their opinion. If they suggest you remove something, it would be a good idea to consider their opinion.
- Be sure to make all your social media accounts private.
- Set up a Google alert for your name, so that if you are mentioned in anything online, you will be notified by Google
- Be wise about what you post.
- Don't post something you will regret later. If you are upset, social media is not the place to vent your feelings.

## JOURNAL ENTRY

Social media has become a part of our everyday lives. From Facebook to Snapchat to Twitter, individuals spend several hours a day on average using social media.

What forms of social media do you use on a daily basis? What kind of information do you post about yourself on social media? What kind of an image do you project about yourself? What would prospective employers or school administrators think about you based on what they would see on your social media?



## **ANALYSIS**

After reading all these tips, are you going to make any changes to your social media image? Will you still post the same things? If no, why not?

Do you think it is right or fair that prospective employers and colleges use your social image as part of the criteria for your acceptance, either for a job or for admittance to a college? Why or why not?

## Internet Safety

Once something has been posted to the Internet, it is possibly there forever. Even if you have deleted an image, it may be retrieved. Many teenagers falsely believe that social networking sites like Snapchat are a safe place to post images of themselves because the image goes away after it has been opened. In reality, that image can be saved and circulated on the Internet. Headlines are filled today with stars who are humiliated by personal images of them being posted on the Internet. Don't make the same mistake. Think carefully before posting, because what you post could be on the Internet for many years.

Not everyone who is looking at your social image has your best interest at heart. There are predators out there who are looking for their next victim by scrolling through social networking sites. Personal locations are embedded in the digital photos that are posted. Predators use this information to find and track your movements. Be smart with what you post to keep yourself safe.

### ANALYSIS

What are some things you can do to be safe on the Internet?



## Identity Theft

Thieves are always on the lookout for ways to obtain personal information such as social security numbers, birth dates, addresses, phone numbers, and bank account or credit card information so that they can assume your identity and take your finances. Always beware of putting your personal information on the Internet for any reason. Always check to make sure it is a reliable, secure site before using it. Once someone has stolen your identity, it is very hard to rectify the situation and sometimes takes years to repair the damage done to your credit.

The Internet Fraud Complaint Center report provides a lengthy list of rules for dealing with the various types of fraud that may be encountered on the Internet. Be sure to check out an individual or business before making a business transaction or exchanging money. In 2020, more than 2.2 million reports of fraud were received by the IFCC, with the majority of the reports being made by young adults rather than the elderly. Imposter scams and identity theft are rampant.

## Identity Theft

When a criminal steals your user name and password in order to gain access to your finances, friends' accounts, or other assets

.....

## ANALYSIS

How can you prevent identity theft? What steps are you going to take to keep your identity safe?

### TIPS FOR INTERNET SAFETY

1. Keep personal information professional and limited
2. Keep your privacy settings on
3. Practice safe browsing
4. Make sure your Internet connection is secure
5. Be careful what you download
6. Choose strong passwords
7. Don't share your passwords
8. Be careful what you post
9. Be careful who you meet online
10. Keep your antivirus programs up to date



## Colleges and Social Media

Today, with so much information being found on the Internet, one can find out information on colleges quickly and easily. The sites listed to the right are designed to help you narrow your search for the perfect college based on the search parameters you choose. These are reliable websites, and you can trust the information you find on them. There are also marketing companies that target potential post-secondary students to inundate you with information about post-secondary opportunities. You need to be careful about information you receive this way. It is important to make sure that the program you are looking at is accredited and has a good reputation in your area. There are for-profit programs out there that are scams, so be careful.

Checking out a college through its website is also a great way to learn about the school. You can take a virtual tour, research costs and scholarships, discover available fields of study, read relevant blogs, or watch student vlogs. You can find out information through the school's official social media channels. A cell phone app called Zeemee allows staff and students at various colleges to share stories and other information. You will be able to add content yourself and join discussion groups for an authentic look at campus life.

These are all great ways to get background information on a college, but the best way is still to visit the school in person.



## Marketing

The action or business of promoting and selling products or services, with activities that include market research and advertising

.....

### COLLEGE SEARCH SITES

#### CollegeBoard.org

This site provides resources to prepare you for testing, planning, scholarships, and choosing majors.

#### MyMajors.com

Following a brief questionnaire, this site provides you a customized list of majors and careers that may suit you well.

#### Cappex.com

This site provides comparison tools and reviews for thousands plus a scholarship search. College Greenlight, with advice to first-generation applicants, is now part of Cappex.

#### USNews.com/best-colleges

One of America's leading college ranking resources

**ACTIVITY**

Check out at least three of the college search tools listed on the previous page. Search for at least three majors and four colleges. Which one do you like the best? Why? Which one was the least helpful? Why? Write down what you learn about the majors, colleges, and search engines below.

## ACTIVITY

After reflecting on everything you have learned about social media, what do you think are some of the benefits to social media, and what are some problems that have arisen because of it?

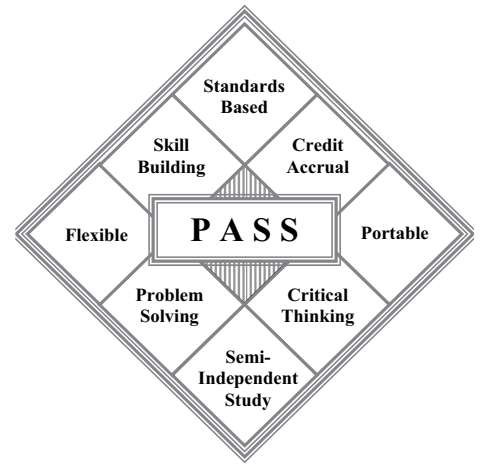


**End of Lesson 13**

# Lesson 14

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## Review



## Materials Needed

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Pen or pencil

**Y**ou have learned a great deal in this workbook about the process of preparing to attend a college or university. However, no single resource can teach you everything. As you work toward this important transition in your life, continue your research with online searches and with the help of high school counselors and other experts. Also, review the main ideas of *Preparing for College* contained in this chapter.

## Main Ideas

- An important part of planning for the future is the ability to set goals and follow through with the goals you have set. There are two main types of goals, long-term and short-term goals. Short-term goals can be completed quickly, where long-term goals may take years to complete. To be able to achieve your goals, you must put a plan in place and then complete the tasks in the plan.
- Effective goals follow the SMART plan: Specific, Measurable, Attainable, Realistic, and Timely.
- Now that you are approaching the end of high school, it is important to start thinking about what you want to do after you graduate. If you are unsure about what kind of a career you would like, complete a career interest inventory, then start exploring the career choices it gives you.
- Once you have chosen a career, then you need to research how to obtain that career. For most people, that will mean going to college. It takes time and effort to find the best college fit. There are many college search engines available to help you along the way.
- There are several different types of degrees and certification one can receive from post-secondary studies, including an associate's degree or a bachelor's degree. After you receive a bachelor's degree, you may want to go on to receive a master's degree, a doctorate, or a top-level professional degree.
- Paying for college can seem like a daunting task. There are several types of financial aid available to help pay for college, such as scholarships, grants, work-study, and loans.
- The key to receiving federal student aid is to fill out the FAFSA (Free Application for Federal Student Aid) at [fafsa.ed.gov](http://fafsa.ed.gov). To

complete the FAFSA online, you and a parent will need to create an FSA ID (Federal Student Aid Identification). Make sure you write down and put your username and password in a safe place because you will need to use the same one each time you fill out the FAFSA. The ID allows you to get into the form and sign it electronically. Your parents will also need a copy of their income tax they have already filed from the previous year to complete the form. If you worked last year and filed an income tax return, you will need a copy of yours as well. After completing the FAFSA, you will be able to see your family's EFC (Estimated Family Contribution) for your college education and how much in federal assistance you are eligible for. Remember, if your parent falls under DACA or is undocumented, you can't get a FAFSA ID. Your family's income tax transcript will have to be printed and mailed with the FAFSA forms.

- NEVER pay for scholarship searches. There are many scholarship search sites that are reliable and free.
- Many colleges require a prospective student to take a standardized entrance exam. The PSAT/NMSQT is a great practice test that shows what areas you can work on to score well on the SAT, and it also can make you eligible for National Merit Scholarships. The SAT and the ACT are the two main college entrance exams you can take. A good score on these exams can not only get you admitted to college, but make you eligible for scholarships, and can be used for placement into English and math classes in college.
- The college essay is a critical part of the college application and scholarship application process. Remember to create an outline, have a good thesis statement, and then have an introduction, body paragraphs, and a conclusion.
- Pay attention to the questions and the deadlines when completing college applications. Applications received after the deadline will not be accepted. Give yourself plenty of time to complete the application, look it over, and plan accordingly. Some can be done quickly, while others can be lengthy.
- Prepare for your college interview by making up a list of questions you think you will be asked so that you have answers that are well thought out and a list of questions you want the school to answer. The interview should be a two-way process with both sides asking and answering questions. Remember to dress appropriately and follow the Do's and Don'ts list.

- Create a personal resume. Your resume should ideally be one page in length and give a prospective employer or admissions counselor a snapshot of who you are as a person, what you have accomplished, and what you want to accomplish in the future.
- Growing up brings about a lot of changes, such as leaving home, going away to school, being responsible for one’s own finances, actions, etc. It is important to have a conversation with your parents about these changes and create a plan together on how they want you to handle them.

## Part 1: Review

### VOCABULARY

Answer the following questions, then check the correct answers at the end of this lesson. Fill in the blank with a vocabulary word that fits the definition.

1. A test many colleges require for admission \_\_\_\_\_
2. A grant of financial aid that does not have to be paid back \_\_\_\_\_
3. Short literary composition of a certain theme or concept \_\_\_\_\_
4. Statement about what you intend to achieve \_\_\_\_\_
5. A chosen pursuit, a profession, or an occupation \_\_\_\_\_
6. Courses you take to complete your degree \_\_\_\_\_
7. What you fill out to be admitted to a college \_\_\_\_\_
8. A formal meeting in person to assess your qualifications \_\_\_\_\_
9. Education beyond high school \_\_\_\_\_
10. A statement offered as a premise; the focal point of an essay \_\_\_\_\_

---

**MULTIPLE CHOICE**

11. To learn about colleges:
- a.) Look online at a variety of colleges
  - b.) Attend college fairs
  - c.) Visit colleges
  - d.) All of the above
12. College search websites give you:
- a.) Information about sizes of schools, programs of study, and cost of attendance
  - b.) A virtual tour of the school
  - c.) Student vlogs about life on campus
  - d.) All of the above
13. To make a decision about a career, you should:
- a.) Go into the career that pays the most
  - b.) Do what your friends are doing
  - c.) Take a career interest inventory, then research the results
  - d.) Select a career at random just to try it out
14. People who qualify for scholarships and grants are:
- a.) Only the smartest students in school
  - b.) Only the neediest financially
  - c.) Anyone who applies for financial aid and scholarships
  - d.) Only students from certain minority groups
15. Which of the following has to be repaid?
- a.) Work-study
  - b.) Student loans
  - c.) Scholarships
  - d.) Grants





21. What alternatives do you have if you do not get into your first college choice?
22. What does the college application usually ask you to submit beside the application itself?
23. What are some changes that will take place when you go to college?

## **Personal Assessment**

24. Review the goals you wrote at the beginning of the unit. Are they still the same or have they changed as you have gone through this unit of study? If they have changed, how so?

B. What steps have you taken to begin to reach those goals?

25. What steps should you do that you have not completed in order to go to college?
26. What decision(s) is/are the hardest for you to make?
27. What is the most valuable information you have learned in this unit?
28. What do you feel you need to find out about college that wasn't covered in this unit?

---

# Answers

## Vocabulary

1. A standardized entrance exam like the SAT or ACT
2. Scholarship, grant, or work-study program
3. Essay
4. Goal
5. Career
6. Program or field of study
7. Application
8. Interview
9. Post-secondary
10. Thesis

## Multiple Choice

- |       |       |
|-------|-------|
| 11. D | 14. C |
| 12. D | 15. B |
| 13. C |       |

## Short Answer

16. You receive financial aid by filling out the FAFSA and applying for scholarships.
17. Use any three: Smile, make eye contact, dress appropriately, have confidence, shake hands firmly, have good posture, ask good questions, and be a good listener.
18. Use any three: be late, chew gum, wear too much perfume or cologne, swear, be arrogant, lie, memorize your answers, respond only with yes or no answers, be rude to any staff, bring a parent into the interview, refuse an interview.
19. Review the information about the college. Prepare questions you will ask. Prepare answers to questions you may be asked. Remember the “do” list and the “don’t” list. Dress appropriately.

20. Consider carefully the subject you have to write about. Follow the essay form: introduction with your thesis statement, body with at least three supporting paragraphs, and a conclusion. Edit for content and grammatical errors. Rewrite. Ask a teacher, mentor, or friend to read the essay and get their reaction. Change if necessary. Write a final draft. Reread to make sure it is as good as it can be. Make sure you have followed the directions.

21. You have alternatives if you do not get into your first choice. Always apply to more than one school. You may need to enroll in a community college to start with, then transfer to a four-year university.

22. Besides the college application, colleges usually request a copy of your high school transcript, letters of recommendation, an essay, a fee for submitting the application, scores from standardized exams, and your GPA/class rank.

23. School officials or medical personnel will deal directly with you instead of your parents. You will be personally responsible for getting up on time, getting to class, eating healthily, washing your clothes, and paying your bills.

### **Personal Assessment**

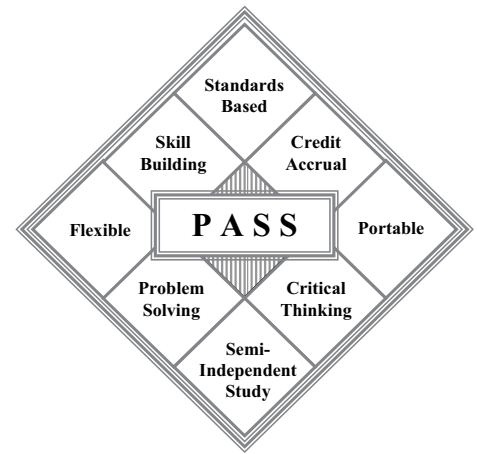
24-28. Individual personal responses.



## **End of Lesson 14**

# Glossary

## Preparing for College



### **Acronym**

A word created from the first letters of other words, usually spelled in capital letters like “NASA” or “LASER”

### **ACT**

A national college admission examination with four subject areas: English, mathematics, reading, science, plus an optional writing test

### **Admissions Officer**

College staff member who interviews potential college students

### **Alumnus/Alumna**

A graduate of a college or university; sometimes a member of an alumni association

### **Application**

A written, printed, or online form on which a request is made: in particular, the request is to be accepted into a college or university

### **Aspiration**

A hope or ambition of achieving something

### **Bank Account**

An arrangement with a bank that allows you to deposit money that you earn and withdraw it as needed from your checking account or save it in your savings account

### **Benefits**

Non-wage compensation paid by an employer to an employee such as sick leave, personal time, vacation time, and insurance

### **Body**

Main points and examples in the essay that support the thesis statement, usually organized in three or four paragraphs

### **Brainstorming**

A process of developing ideas by writing down many possibilities without judgment

### **Career**

A series of jobs and other opportunities a person follows through much of his or her life

### **Cliche**

An overused expression

**College**

The common term in the US for a place of higher learning whether it is a college or university

**Conclusion**

A final paragraph that usually reinforces your thesis statement and asks the reader to consider or take action upon your point of view

**Credit Card**

A small plastic card that allows you to make purchases that you have to pay back with interest—usually in monthly installments

**Degree**

An academic rank awarded by a college or university after completing a course of study

**Department Events**

Events sponsored on campus by a specific field of study to promote their department to visitors

**Edit**

To check the content; to revise by changing or adding to content as needed; also to proofread for spelling, grammar, sentencings, punctuation errors

**Education**

The process of receiving instruction at a school or university, usually with the goal of earning a diploma, certificate, or degree

**Essay**

A short written composition on a particular theme or subject

**FERPA**

This acronym stands for “Family Education Rights and Privacy Act” and guarantees that your academic records will be kept private between yourself and your college or university

**Field of Study**

An academic interest like political science or mathematics that students choose to focus on in college

**Grant**

Funds for a specific purpose that do not have to be paid back

**HIPAA**

This acronym stands for “Health Insurance Portability and Accountability Act” and guarantees that your health records will be kept private between yourself and your health care provider

**Identity Theft**

When a criminal steals your social security number, user name, password, or other credentials to gain access to your finances, friends’ accounts, or other assets

**Insurance**

A contract that states what the company will cover depending on the type of insurance: medical, auto, rental, house, or other

**Intentional Goals**

Specific statements that show complete commitment to a result

**Interview**

A formal meeting in person to assess the qualifications of an applicant

**Introduction**

The first part of an essay that catches a reader’s attention, provides a thesis statement, and summarizes examples

**Job**

An employment agreement in which a worker is paid for their labor. People sometimes have a series of similar jobs.

**Letter of Recommendation**

A written recommendation or favorable statement from someone who knows you and is in a position to judge your character, qualifications, or abilities

**Major**

The main focus of a college degree program organized around a single field of study. Students often study a “minor” as well to broaden their interests and skills

**Marketing**

The action or business of promoting and selling products or services, with activities that include market research and advertising

**Open House**

An event where visitors come to a campus to learn more about it

**Outline**

A structured summary used by writers to organize thoughts, focus examples, and plan research

**Personal Character**

A person’s behavior and attitude that make up their personality

**Plagiarism**

To present the ideas or content of another as one’s own on purpose or by accident

**Positive Goals**

Specific statements about what you will be doing to reach a goal

**Post-secondary**

Any education beyond high school

**Private College**

An institution that is not owned by the state but is independently governed or managed by a religious organization; tuition tends to be higher than public colleges, but there tend to be more opportunities for financial aid

**Preview Day**

A day set up specifically for prospective students to see what life is like on a college campus

**Prospective Student**

A student in the process of choosing a post-secondary school

**PSAT / NMSQT**

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is offered mostly to juniors who want to practice for the SAT and perhaps qualify for scholarships

**Public College or University**

An institution that is owned and supported by the state that offers reduced tuition for the state’s residents

**Resume**

A summary of a person’s education and work experience

**SAT**

The Scholastic Assessment Test measures verbal and mathematical reasoning; many colleges require the SAT for admission

**Scholarship**

Financial aid that is used for attending college and that does not have to be paid back

**Sleep Deprivation**

The situation or condition of suffering from lack of sleep



**Social Media**

Websites and applications that enable users to create and share content for to participate in social networking

**Steps**

A series of tasks done in order that lead toward accomplishing a larger goal

**Student Affairs**

An office that helps students with services beyond academic needs

**Student Loan**

Money you borrow to pay for school; can be borrowed from both federal and state governments, schools themselves, and banks or other private sources. You will have to repay this money with interest starting around six months after graduation.

**Substance Abuse**

Overindulgence in or dependence on an addictive substance, especially alcohol or drugs

**Tasks**

Short activities that help maintain your life or reach certain goals

**Thesis**

A statement put forward as a main idea; the focus of the essay

**Time Management**

The ability to use your time effectively and productively

**University**

A large institution offering dozens of majors. Universities are often organized into many different “colleges” based on fields of study.

**Work Experience**

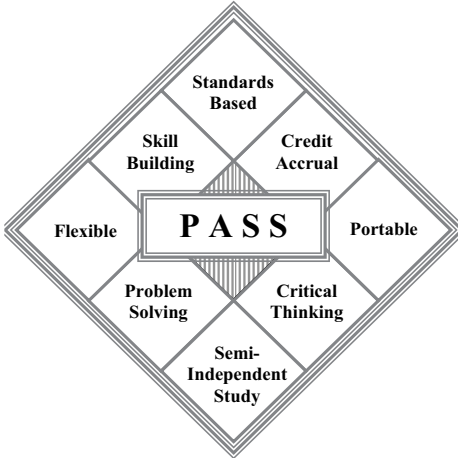
Any skills or knowledge a person gains while working in a specific field or occupation

**Work-Study**

A college program that allows the student to work part-time while attending school. Earnings do not have to be paid back.

# Appendix

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# College Checklist

## Freshman and Sophomore Years

If you are beginning to think about college in 9th or 10th grade, you are way ahead in the process. You'll have plenty of time to make sure you are taking the high school courses that will prepare you for college. You'll be able to look at many different colleges and prepare for the PSAT/NMSQT and SAT or ACT standardized tests.

**Check off the items as you do them.**

- Talk to your parents and teachers/mentor about your desire to go to college.
- Make sure you are taking the proper classes to prepare for college.
- Develop strong study skills.
- Explore career possibilities.
- Go to a college fair if one is in your area.
- Learn about colleges—costs and financial aid possibilities. Don't get discouraged; there is a way.
- Investigate different ways to save money for college. Even a small amount each month will help.
- Keep a folder of the information materials you are able to find.
- Colleges look at outside interests. Get involved in a school or community program.
- READ novels, newspapers, magazines.
- Do crossword puzzles.
- Work out logic problems.
- Answer the SAT question of the day <http://apps.collegeboard.com/qotd/question.do>. Do this every day. Create a free account. Follow the directions.
- Keep a journal.

## Junior Year

Check when task is completed.

### September

- Make sure you are taking the proper courses to prepare for college.
- Sign up for the PSAT/NMSQT—prepare at [collegeboard.com/psat](http://collegeboard.com/psat) or purchase a preparation book to take practice tests..
- Consider taking the ACT. Find out dates and places test is given.

### October

- Take the PSAT/NMSQT. Prepare for the SAT, either online or by using a SAT Prep Book Review.

If you have taken the PSAT/NMSQT recently, you have access to My College QuickStart, a free personalized college and career planning kit based on your test results. To sign in, you'll need the access code printed on your PSAT/NMSQT paper score report. If you do not already have a College Board account, you'll be prompted to create one. My College QuickStart includes these features: Online Score Report—an enhanced score report that allows you to review each test question, your answer, and the correct answer with answer explanations. My SAT Study Plan is a customized SAT study plan based on your PSAT/NMSQT test performance, highlighting skills for review and practice.

## November

- Start your college search. Go to the library, visit a guidance counselor's office, or go online to search for colleges.
- Visit a college if possible. Take a tour. Request applications and catalogs.
- Go to a college fair if one is in your area. Request applications and catalogs.

## December

- Log onto My College QuickStart at [collegeboard.com/quickstart](http://collegeboard.com/quickstart) to view your online score report and personalized SAT study plan. Explore majors and careers.

## January

Prepare for the SAT.

Register for a spring SAT online or by mail.

## February

- Learn about college costs and possible financial aid possibilities.

## March

Make a list of the following:

- Your abilities
- Your personal qualities
- Your possible majors in college
- Your responsibilities if you have a job

## April

- Continue your college search.
- Involve your parents. Have them look at [collegeboard.com/parents](http://collegeboard.com/parents) if possible. If your parents don't speak English, make sure you check the college website to see if they have a translation of their site.

## May

- Take the SAT and SAT Subject Tests this spring—and maybe the ACT. Even if you take the SAT, the ACT could provide a higher chance of getting the score you need to get into your chosen colleges.
- Prepare to apply to colleges.

## Senior Year

**Check when task is completed.**

## September

- Register for fall SAT tests. (Language Tests with Listening are offered only in November.) See your counselor/mentor to discuss college financial aid and scholarships. Inquire about state financial aid sources.
- Search for colleges and note deadlines for applying. If you are applying for regular admission, make sure everything gets sent in as soon as possible to get your acceptance letters by December.
- Prepare for the SAT either online at [collegeboard.com/satprep](http://collegeboard.com/satprep) or with a SAT Prep Review Book. Answer the SAT question of the day. Create a free account online. Follow the directions at [apps.collegeboard.com/qotd/question.do](http://apps.collegeboard.com/qotd/question.do). One more site to check is [nytimes.com/learning/students/satofday/](http://nytimes.com/learning/students/satofday/)
- Consider taking the ACT. Find out dates and places test is given. Register to take test. Remember that most colleges accept both the SAT and ACT. If you take both tests, you have a better chance of having a high enough score to be accepted into your chosen college.
- Complete FAFSA worksheets at [fafsa.ed.gov](http://fafsa.ed.gov).

## October

- Take the SAT or ACT
- Prepare to apply to college(s). Make a duplicate copy of everything you send to colleges.
- Request recommendations from teachers or appropriate people.
- Complete CSS/Financial Aid PROFILE, if required, at [collegeboard.com/css](http://collegeboard.com/css).
- Spend time working on application essays.
- Fill out and send college applications. Check dates for deadlines. Remember that you can ask many colleges for fee waivers.
- Search for scholarships at [collegeboard.com/scholarships](http://collegeboard.com/scholarships) and other places online.
- Apply for financial aid with the FAFSA and other state aid. Getting this done early allows you to receive some specific financial aid.

## November

- Send SAT scores online to meet application deadlines.
- Sign up with one parent for a PIN number at [pin.ed.gov](http://pin.ed.gov) to file the FAFSA online in January. This might not be an option if your parent doesn't have a social security number.
- Take the SAT or ACT if you missed it in October
- Regular acceptances are announced in November and December.

## January

- Send mid-year transcripts to the colleges to which you applied.
- Check if your chosen colleges have scholarships for those who are first-generation college students, are historically disadvantaged, or have academic or financial need. These programs allow student to enter college with adjusted requirements—and each school has specific required GPAs and SAT/ACT scores. Deadlines for these programs are before April or May 1.

## February

- Continue looking for additional scholarships to maximize your financial aid awards.

## March

- Explore college majors at [mymajors.com](http://mymajors.com).

## April

- Review financial aid packages with your parents and counselor.
- Acceptance letters and financial aid offers come by mid-April at the latest. Compare your awards from different colleges. Ask whether other financing plans are available if aid is insufficient to the college of your first choice. Visit your college before accepting. Tell every college of your acceptance or rejection of offers of admission or financial aid by May 1. Send a deposit to the college you choose. Depending on how you have been accepted, some programs allow you to waive the deposit. Be sure to check on this.
- Make a decision on where you are going to college. Accept before the deadline.

## May

- Send thank you notes to people who wrote recommendations for you.



# Websites Cited

## ACT Student

Find test preparation questions and register for the ACT. If you search for “sample essays,” you will see writing prompts and sample essays that can help prepare you to take the ACT writing test. [actstudent.org](http://actstudent.org)

## Affordable Colleges Online

This search tool to find online college options features resources for first-generation college students. [affordablecollegesonline.org/college-resource-center/first-generation-college-students](http://affordablecollegesonline.org/college-resource-center/first-generation-college-students)

## Big Future

A college planning tool provided by the College Board that allows you to search for colleges by major, learn more about financial aid, and create a college search plan. [bigfuture.collegeboard.org](http://bigfuture.collegeboard.org)

## Career One Stop

A good source for career exploration, training, and jobs. Includes an “interest inventory.” Sponsored by the US Department of Labor. [careeronestop.org](http://careeronestop.org)

## College Board

Provides college and scholarship search tools and support for the Scholastic Aptitude Test (SAT) as well as Advanced Placement (AP) courses. [collegeboard.org](http://collegeboard.org)

## Cappex

A resource to research colleges and first-generation scholarships. This is the current home of Greenlight Services, specifically designed to help first-generation students. [cappex.org](http://cappex.org)

## Common Application

A single online college application that allows you to apply to your choice of 750 colleges and universities. [commonapp.org](http://commonapp.org)

## Fastweb

A free search tool to help you find scholarships, internships, and other forms of financial aid. [fastweb.com](http://fastweb.com)

## Federal Student Aid

A site that helps students explore options for college, key steps in preparing for college and resources such as FAFSA, scholarships and other financial aid. [studentaid.gov](http://studentaid.gov)

## First in the Family

Contains videos created by first-generation students to inspire other first-generation students. [firstinthefamily.org](http://firstinthefamily.org)

## FAFSA

Home of the online Free Application for Federal Student Aid that allows students to apply for various forms of government financial aid. Sponsored by the U.S. Department of Education. Avoid [fafsa.com](http://fafsa.com), a for-profit site. [fafsa.ed.gov](http://fafsa.ed.gov).

## Golden Door Scholars

There are scholarship opportunities for undocumented students. [goldendorscholars.org](http://goldendorscholars.org)

## Grammarly

This free Chrome extension provides writing assistance beyond spelling and grammar. [grammarly.com](http://grammarly.com)

**HEP / CAMP Scholarships**

Scholarships for students who have completed a high school equivalency program and are enrolled in a college, university, or other institution of higher learning.

*hepcampassociation.org/scholarship*

**Hispanic Scholarship Fund**

The HSF selects 10,000 students yearly for scholarships.

*hsf.net/scholarship/*

**Immigrants Rising**

A site that provides guidance in educational and career goals for undocumented youth. There is a strong focus on California, but still, helpful resources overall. *immigrantrising.org*

**Internal Revenue Service**

The U.S. federal taxation agency where parents of prospective college students can request their income tax transcripts. *irs.gov/individuals/get-transcript*

**Khan Academy**

You can use your PSAT/NMSQT scores to get a personalized tutorial program at this free educational resources website.

*khanacademy.org*

**Mexican-American Legal Defense and Education Fund**

A scholarship resource guide for DACA and undocumented students. *maldef.org/leadership/scholarships*

**MyMajors.com**

Computes your college and career plan based on your individual academic aptitude and interests while helping you to understand your strengths and weaknesses through the factors of course enjoyment, extracurricular activities, personal preferences, and values. *mymajors.com*

**National Association of State Directors of Migrant Education**

NASDME provides information on the Al Wright Memorial Scholarship. *nasdme.org/al-wright/scholarship*

**Smart Resume Wizard**

An online tool to help you develop your personal resume.

*smartresumewizard.com*

**Scholarships.com**

A free search tool to match your applicant profile to available scholarships around the country.

*scholarships.com*

**The Dream**

Two types of scholarships for DREAMers are offered, including one for those in targeted, locked-out states.

*Thedream.us/scholarships/*

**USAHello**

The educational tab at this site provides guidance on applying for scholarships, including for students who are immigrants and refugees. *usahello.org*

**USNews**

Rankings and data on many colleges are available, as well as resources to support finding the right school, scholarships and the college application process. *USNews.com/best-colleges*



**End of Appendix**