

**WCPSS**

**Senior Planning Guide**

Dear Students & Parents:

Whether your post-secondary plans include college, work, or the military—the information here will be beneficial to you. School counselors are available to assist you through this process, answer questions, and direct you to resources. This document provides specific information and procedures for use during this important school year. Websites for national tests and information for transcripts and scholarships are included. We look forward to working with you and hope that you have a very successful year!

Sincerely,

Counseling and Student Services

Wake County Public School System

###### Post-Secondary Options

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**GRADUATION BASICS**

**WCPSS High School Graduation Requirements\***

[**http://www.ncpublicschools.org/gradrequirements/**](http://www.ncpublicschools.org/gradrequirements/)

Students entering the ninth grade for the first time in 2009-2012 and beyond are required to meet the Future-Ready Core requirements for graduation.

* 4 English
* 4 Math
* 3 Science (Earth, Biology and a Physical Science)
* 3 Social Studies (World History, Civics & Economics and U.S. History/American History)
* 11 Electives
* 1 Healthful Living

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26 Credits Total

Students are required to pass three End-of-Course (EOC) assessments in: English I, Algebra I and Biology.

 **\*Courses, curriculum, and testing requirements are in transition for 2012-2013. Be sure to check the WCPSS website.**

**\****Your high school may have additional requirements. Review the specific graduation requirements for your high school.*

**PROMOTION REQUIREMENTS**

High school students shall be promoted by attaining credits that are earned through successful completion of specific required courses as illustrated in the following (Note: The appropriate English credit is required for promotion each year.):

**Apex, Athens Drive, Broughton, Cary, East Wake School Of Arts, Education & Global Studies, East Wake Engineering Systems, East Wake Health Science, East Wake Integrated Technology, Fuquay- Varina, Garner, Green Hope, Heritage, Holly Springs, Knightdale, Leesville Road, Middle Creek, Millbrook, Panther Creek, Sanderson, Wake Forest-Rolesville, Wakefield High Schools – beginning with students entering ninth grade for the first time in 2003-2004 and beyond.**

**Southeast Raleigh HS students entering ninth grade for the first time in 2009-2010 and beyond.**

|  |  |  |
| --- | --- | --- |
| **From Grade** | **Promotion Criteria** | **# of Credits needed** |
| 9th grade to 10th grade | English I, two credits in the areas of mathematics, social studies, or science, and three additional credits | 6 |
| 10th grade to 11th grade | English II, one credit in mathematics, one in social studies, one in science, and two additional credits | 12 |
| 11th grade to 12th grade | English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements | 18 |

**Enloe, Longview, Phillips and Wake Early College of Health and Sciences. Wake-NC State University STEM Early College, Wake Young Men’s Leadership Academy, and Wake Young Women’s Leadership Academy—beginning with students entering ninth grade for the first time in 2001-2002 and beyond:**

**Southeast Raleigh HS students entering ninth grade for the first time in 2001-2002 through 2008-2009 and beyond.**

|  |  |  |
| --- | --- | --- |
| **From Grade** | **Promotion Criteria** | **# of Credits needed** |
| 9th grade to 10th grade | English I, two credits in the areas of mathematics, social studies, or science, and one additional credit | 4 |
| 10th grade to 11th grade | English II, one credit in mathematics, one in social studies, and one in science | 8 |
| 11th grade to 12th grade | English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements | 14 |

**Students should check with their school counselor for information on additional promotion requirements.**

**CALCULATING GRADE POINT AVERAGE**

Wake County determines official GPA based on cumulative final grades. The

GPA is figured and reported on the transcript, both weighted and unweighted.

To calculate an unweighted GPA, use the standard class scale only. Students

are ranked from the highest to lowest GPA using cumulative weighted grades.



**Weighted GPA** - Divide total weighted quality points by total potential credits.

**Unweighted GPA** – Divide total unweighted quality points by total potential credits.

**SELECTIVE SERVICES REQUIREMENT**

All young men in the U.S., with very few exceptions, are required to register with Selective Service within 30 days of turning 18 years old. Registration is Federal law. Failure to register is a felony, punishable by a fine of up to $250,000 and/or five years in jail. Registering with Selective Service is also required in order to remain eligible for many Federal and state benefits, including student financial aid, job training, and jobs in the Executive Branch of the Federal government, such as a Postal Service job. For more information on Selective Service and to complete your registration, go to [http://www.sss.gov](http://www.sss.gov/). You may also call toll-free:1-888-655-1825.

######

**CHOOSING A CAREER PATH**

**Career Inventories** – Taking a career inventory can be a good way to begin exploring careers. Inventories often ask you questions about your interests, preferences, and values. They may also ask about your abilities and talents, and perhaps even attempt to measure some of your skills. The PLAN tab at CFNC.org allows you to learn about yourself and to explore careers.

**Career Fairs** – Attend school-sponsored career fairs as well as ones in the community to talk with various professionals in various careers. Pick up brochures and other valuable information at these fairs.

**Informational Interviews** – You may be interested in several careers. One of the challenges of exploring careers is that the descriptions you read on the internet or the impression you have in your mind might not match what that career is like in real life. Consider scheduling some interviews with people who have jobs that you find interesting.

**Job Shadowing** – Another helpful way to see what certain jobs are really like is to job shadow someone. As the term implies, you simply find a person who would be willing to let you follow along while he or she works – typically for a half-day or full day. Check with your school’s Career Counselor to see if he/she coordinates a Job Shadow day at your school.

**Volunteering** – Maybe an organization or business is not able to offer you a paid job. Volunteering may help you gain experience that you would otherwise not be able to get.

**Visit your school’s Career Center** to find more information on all of the topics listed above.

**Make an appointment to talk with your Career Counselor** to get more information about choosing a career path.



###### STUDENT RESUME INFORMATION

 The development of your resume is an important step in planning for your future. You will use your student resume for many pursuits, including, but not limited to: after-school, summer and potential employment; volunteer work, job shadowing and internships, college applications, and scholarship applications. Teachers and school counselors may use your resume or an activity list (during the senior year) to write recommendations. Each senior is encouraged to have a resume.

To create an online resume using your CFNC account:

[www.cfnc.org](http://www.cfnc.org/) **Plan: For Career: Quicklinks (Resume Builder)**

Use a format that best highlights your experience, education and interests.

One possible resume format may include the following:

Heading: Name, Address, Contact Information – Phone & Email

Skills: Technical/Computer Skills, People Skills, Language Skills, Work Skills,

Certifications

Education: Specialized classes or training, expected date of graduation

Experience: Volunteer and paid work, special projects you have completed

Activities: School, athletic and community activities in which you have participated (include

dates, offices and awards if applicable)

Interests: Cover anything not in “Activities”

References: At least two non-family persons who know you well

###### SENIOR PLANNING LIST

 **STUDENT RESPONSIBILITIES**

* Know yourself – strengths, weaknesses, realistic goals
* Take the initiative on your college/career search. Remember, this is YOUR life.
* Begin early
* Use available resources – Student Services & websites
* Schedule a time to meet with your counselor to explore options
* Develop a student resume and keep it updated
* Talk with your parents about their expectations, your desires, and financial considerations.
* **MEET DEADLINES** set by colleges, Student Services, scholarships, etc…
* Keep records of **everything**: usernames & passwords, etc…
* Your email address should be professional or formal (yourname@ . . .) - not something that presents questionable character (partygirl@. . .)
* Be cautious of how you present yourself on social media (posting, chatting, etc.)
* Complete your own college applications, registrations (SAT & ACT), and essays.
* Request letters of recommendation at least 2 weeks in advance
* Request transcripts and recommendations at least 2 weeks in advance.
* Be patient—this is a busy time for everyone.
* Athletes (Division I & II), register w/ the NCAA Eligibility Center: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

**PARENT RESPONSIBILITIES**

* Help your student clarify realistic goals
* Discuss future plans, especially the financial picture and any restrictions with your student early in the selection process
* Encourage your student to complete his/her own applications
* Allow your student to make his/her own choices; this is your student’s future
* Along with your student, meet with your student’s counselor and attend any parent programs in order to stay informed
* Be patient with your student and the school—it is a busy time for everyone
* **MEET DEADLINES!**
* Keep records of **everything**: phone calls, names, meetings, usernames & passwords, etc…

**STUDENT SERVICES RESPONSIBILITIES**

* Meet with students (and parents) to help with post-high school plans
* Provide information regarding admissions; clarify information that might be unclear
* Provide opportunities to learn about various colleges
* Publicize college visitations, special events, open houses, and scholarships
* Provide access to applications and forms:
	+ - SAT , SAT Subject Tests, & ACT registration forms
		- Financial aid (FAFSA) forms
		- Scholarship applications
* Write accurate and informative letters of recommendation as requested
* **MEET DEADLINES!**
* Complete school forms & recommendations as requested

**SENIOR YEAR COLLEGE PLANNING CALENDAR**

![MC900055276[1]]()

**SUMMER**

* Prioritize college choices & visit colleges
* Research and attend Military Service Academy programs to meet Oct. deadlines
* Distinguish between “early decision”, “early action” and “regular” options
* Research & know deadlines for colleges and scholarships
* Create/update resume
* Register for Fall SAT/ACT
* Identify recommenders and request letters of recommendation
* Verify that senior course selections meet college expectations
* Athletes verify NCAA requirements and eligibility -[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

 **EARLY FALL**

* Schedule a senior conference with your counselor to explore options
* Attend college fairs and meet with admissions officers
* Apply to college & for scholarships by completing applications and essays
* Request transcripts
* Make good grades
* Meet all deadlines

**MIDYEAR**

* Complete application process
* Complete financial aid process and the Free Application for Federal Student Aid (FAFSA)
* Continue applying for scholarships
* Report & Request midyear grades/transcripts, as needed
* Meet all deadlines

**SPRING**

* Commit by May 1st to the college of your choice
* ![MC900338158[1]]()Communicate with your college to begin enrollment
* If still seeking NC college options use the [www.CFNC.org](http://www.CFNC.org) College Redirection Tool
* Keep working, grades count
* Continue applying for scholarships
* Take AP/IB/SAT Subject Tests & request scores be sent to your college
* Confirm final transcripts are sent to your college, NCAA, etc…
* Inform your counselor of your post-secondary plan

**CFNC**

**COLLEGE FOUNDATION OF NORTH CAROLINA**

**www.CFNC.org**

“Helping you plan, apply and pay for college”

College Foundation of North Carolina (CFNC) is a free service of the State of North Carolina that helps students plan, apply, and pay for college. CFNC is a partnership of Pathways, the N.C. State Education Assistance Authority, and College Foundation, Inc.

 **Resources Include**:

* Apply to any school in North Carolina online
* Access Free SAT/ACT test prep
* Explore colleges, careers and potential majors
* Send transcripts
* Learn about financial aid and scholarships
* Utilize **The College Redirection Pool**, April – August. (For students who have not applied or been accepted to college.)
* Review additional resources for students and parents

First, you will need to create an account, which takes about 5 minutes. You will need to know your NCWISE number, home address, phone number, e-mail and what high school you attend.

 After creating an account you will have access to all of the portals CFNC offers.

**Special Features**:

* Complete demographic, academic and extracurricular only once in your first college

application. This information is automatically populated in additional applications.

* Save in-progress applications and return at a later date.
* Access your applications from any computer with Internet access; therefore, can work on applications in multiple locations.
* Ability to monitor application and transcript status.
* Apply during College Application Week and forego college application fees of participating schools.

**NCAA QUICK TIP SHEET**

The National Collegiate Athletic Association (NCAA) has established a central eligibility center to certify athletic eligibility to Division I and II institutions (Division III institutions do not require NCAA eligibility). Students who intend to participate with or without a scholarship as a freshman in college must register with and be certified as eligible by the NCAA Eligibility Center.

[**www.eligibilitycenter.org**](http://www.eligibilitycenter.org)

Wake Co. Schools NCAA info website: [www.wcpss.net/athletics/eligibility\_requirements.html](http://www.wcpss.net/athletics/eligibility_requirements.html)

**Student Action Plan Year by Year**

**Grade 9/10**

* When choosing courses, make sure to include some courses that are NCAA Approved Core courses. To see the WCPSS list of NCAA approved courses go to the following website:
* <http://www.wcpss.net/athletics/approved_core_courses.pdf>

**Grade 11**

* When choosing courses, make sure to include some courses that are NCAA Approved Core courses (see above link)
* Register with the NCAA: [**www.eligibilitycenter.org**](http://www.eligibilitycenter.org)
* At the end of your junior year, give the NCAA student release form to the Student Services office so that your transcript can be mailed to the NCAA.
* Take the SAT or ACT and have your scores sent to the NCAA eligibility center (Code is **9999**)

**Grade 12**

* When choosing courses, make sure to include some courses that are NCAA Approved Core courses (see above link)
* Take the SAT or ACT and have your scores sent to the NCAA eligibility center (Code is **9999**)
* Have your final transcript sent to the NCAA in June.

**NCAA Core Courses**

**DIVISION I**

**16 Core Courses**

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

**DIVISION II**

**16 Core Courses**  **(2013 and After)**

3 years of English.

2 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

**3** years of additional English, mathematics or natural/physical science.

2 years of social science.

**4** years of additional courses (from any area above, foreign language or comparative religion/philosophy).

**DIVISION II**

**14 Core Courses**

3 years of English.

2 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

2 years of additional English, mathematics or natural/physical science.

2 years of social science.

3 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

**Test Scores**

• **Division I** uses a sliding scale to match test scores and core grade-point averages. The sliding scale for those requirements is shown on page two of this sheet.

<http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf>

• **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.

• The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.

• The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.

• **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

**Grade-Point Average**

• Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core grade-point average. Use the list as a guide.

• **Division I** core grade-point-average requirements are listed on the sliding scale.

• **The Division II** core grade-point-average requirement is a minimum of 2.000.

**MAKING CHOICES ABOUT COLLEGE**

**Step One**: **Know yourself and your reasons for wanting to attend college**

* Identify your strengths and weaknesses
* Analyze your interests and values
* Visit the Career Development Coordinator’s office
* Complete an Interest Inventory
* Analyze your reasons for attending college:
	+ To achieve a personal goal
	+ To increase your earning power
	+ To prepare for a career and expand learning
	+ For extracurricular activities and social life
	+ Because of the influence of family and friends

**Step Two**: **Consider college characteristics**

* Majors and educational programs
* Type of school and degrees offered
* Admission policy**:** Do you meet the admission, GPA and SAT/ACT requirements?
* Location and size
* Costs and availability of financial aid
* College affiliation and accreditation
* Campus activities
* Academic reputation

#### Step Three: List, compare and visit colleges

* Compile information from several sources:
	+ College websites
	+ College representatives and college fairs
	+ Counselors and teachers
	+ Parents, students and alumni
* Prepare a college comparison checklist (included in this packet)
* Weigh advantages and disadvantages
* Contact the admissions office for a visit to the campus

#### Step Four: Apply for admission and observe deadlines

* Narrow your choices to a list of four colleges (in the following fashion):
	+ One college- “*sure thing*”- you are overqualified and will be admitted
	+ Two colleges- “*realistic choices*” –you meet admission qualifications
	+ One college – “*long shot*” or “*stretch*” – you would really like to attend this college, but you may have a lower GPA, SAT score or class rank than is required or is lower than the average
* Review college admission test requirements (SAT, ACT, TOEFL)
* Know application fees and deadlines
* Submit application materials
	+ Completed application for admission
	+ Application fee
	+ High school transcript
	+ Recommendations
	+ Admissions test results

**COLLEGE VISIT INFORMATION**

Perhaps the most influential factor in college selection is the campus visit. A visit allows you to get a feel for the campus and to see if that college or university is a good “fit” for you. It is tremendously important to visit the campus and to see the students, meet professors, visit residence halls, etc. The best time to visit schools is when classes are in session. Remember that campuses are not the same in the summer or on breaks as they are when students are around. Also, do not let weather or other such factors impact how your visit goes.

To plan a campus visit, you should visit the college’s website and register on-line for a visit; or, if that option is not available, call the Admissions Office. Planning your visit in advance is strongly suggested.

The campus tour is a very important part of every campus visit. Be sure to ask questions about the academic rigor, social environment, extracurricular activities, class sizes, housing options, etc. (See suggested questions below and on the next page.)

A quick note about dress: be neat and comfortable, yet don’t create an issue with your appearance. Admissions officers do not expect you to wear a dress or a coat and tie unless you are participating in a formal interview.



**Suggestions For Your Visit**

1. Verify admission requirements and discuss your chances for successful admission.

2. Spend the night in the residence hall and sit in on some classes that interest you.

3. Pick up a copy of the school newspaper.

4. Read the course catalog and check the list of faculty, their degrees, and the courses

taught. Investigate your academic program by meeting with professors.

5. If you are interested in playing a sport, set up a meeting with a coach. The same goes

for any other area of interest (music, theater, etc.).

6. Find out about the quality of the Career Services Office.

7. Talk with students on campus.

8. Ask about scholarships and financial aid.

9. Seek information on job placement rate or graduate school acceptance rate of the graduates from this college/university.

**Questions To Ask Your Campus Tour Guide**

1. Do Professors or Teaching Assistants teach the classes?

 How accessible are professors?

2. How adequate is the library?

Are you able to get the books you need when you need them?

3. Tell me about housing options.

Do many students live off campus?

4. How competitive is the student body?

5. What is the biggest issue on campus?

6. Are certain courses harder to get into?

If so, which ones in particular?

7. What is the greatest shortcoming of this college?

What do students complain about?

8. Why did you choose this particular college?

Do you still feel the same way about it?

9. What kind of students are most happy here?

Least happy?

10. How can I find out the Graduate School admission rate and the Job Placement rate for

students who have already completed my intended major?

11. What technology is required and how do I access technology support services?

**COLLEGE COMPARISON WORKSHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| College Name   |   |   |   |
| Location-distance from home |   |   |   |
| Size-enrollment-physical size of campus |   |   |   |
| Environment-type of school (2 or 4 yr., public or private)-setting (rural/urban)-location, size of nearest city-coed/single-sex-religious affiliation |   |   |   |
| Admission Requirements-deadlines-tests required-special requirements-avg. GPA, rank, SAT/ACT-notification date |   |   |   |
| Academics-my major offered-special requirements-accreditation-student-faculty ratio-avg. class size |   |   |   |
| Expenses-tuition, room, board-books, fees, etc.-personal spending money-est. total budget-application fee, deposit |   |   |   |
| Financial Aid-deadlines-required forms-percentage of students receiving aid-scholarships |   |   |   |
| Housing-guaranteed freshman housing-types, sizes of halls-meal plans |   |   |   |
| Facilities-academic-recreational-other |   |   |   |
| Activities-clubs, organizations-Greek life-athletics/intramurals-study abroad-other |   |   |   |

**COLLEGE ADMISSIONS TIPS:**

**What do admissions officers consider when**

**reviewing an application?**

􀀓 Rigor of schedule relevant to what was available at your school (did you take the most

challenging course load and did you do well?)

􀀓 Grades (GPA both weighted & unweighted)

􀀓 Class rank

􀀓 SAT and/or ACT scores

􀀓 Extra-curricular activities

􀀓 Community/volunteer service

􀀓 Recommendations from counselor and/or teacher(s) or other(s)

􀀓 Interview (not required by all schools)

􀀓 Essay/Personal Statement (not required by all schools)

**Tips On Completing Your Application**

* Read all the instructions carefully before putting anything on your application.
* Fill out your own applications—colleges know if your parents fill it out, so do it

on your own. (They won’t be there to do your homework, will they?)

* Ask a teacher to proofread essays. Essays provide the opportunity to connect

who you are with the admissions process.

* Online applications are preferred. Some colleges give you the option of completing a paper copy, but make sure your handwriting is neat and legible; print in black or blue ink (NEVER use pencil or colored ink).
* Pay close attention to deadlines. College websites sometimes get jammed as the deadline nears. Manage your time using a calendar or other system.
* If your list of extracurricular activities exceeds the allotted space, list your

most significant activities or those where you’ve had a leadership role.

* If you’re applying to a program in the arts, include a copy of your portfolio,

slides of your work, a video, or some other way to make your application stand out.

* If you’re an athlete, send a highlights clip to the athletics department.
* Whether you apply online or on paper, be sure to print out a copy of your submitted application to keep. Applications can be lost in the mail or in cyberspace.
* Don’t forget to print out the signature page and mail it in, if required.

**COMMON APPLICATIONS**

Many colleges now offer students the option of using the Common Application. The Common Application allows the student to complete one application online which then submits the same information to all the schools the student designates. Some colleges may require supplemental information in addition to the Common Application.

* For the Common Application website, go to [www.commonapp.org](http://www.commonapp.org).
* For the Historically Black Colleges & Universities (HBCU) Common Application website, go to [www.eduinconline.com](http://www.eduinconline.com). –Students can apply to 35 HBCUs for one flat fee.

**WRITING THE COLLEGE ESSAY:**

**Where do I begin?**

The college essay is an opportunity to tell a college more about your personality, your talents, and your character. It fills in the gaps of the resume. Brainstorm your strengths, personality and character traits. Ask your family and friends what they think makes you distinct from others. Notice the patterns. Do you hear repetition in people’s answers? For example, does your love of children appear in the classes you take, the jobs you have held, and the volunteer activities you choose? Focus on your accomplishments. What strengths or character traits do they highlight? At this stage you want to jot down as much information about yourself as you can.

**Focus!**

Highlight two or three ideas from all the information that you have gathered. Can any of those topics tell a story about you? What did you learn about yourself? How has it impacted your life or your goals? What do you want to tell an admissions officer about yourself? As one college admissions counselor has said, “Remember: You are using a two-dimensional piece of paper to convey a three-dimensional person [you].” Let them learn something about you.

**Write and rewrite.**

Introduction: Introduce your idea in concise language. Don’t use flowery, superfluous words

when one or two will do. Most essays are read in less than five minutes.

Body: Support your idea. Tell the reader, in narrative form, why this story is important.

Use specific examples to explain. Don’t exaggerate, brag, or list accomplishments.

Conclusion: Make it brief. Tie together the central point of your topic.

**Edit:** Ask someone you trust to read your essay. Check for errors. Make corrections.

**Helpful Websites**

<http://www.collegeboard.com/student/apply/essay-skills/9406.html>

<http://www.quintcareers.com/college_application_essay.html>

<http://collegeapps.about.com/od/essays/College_Admissions_Essays_Samples_Critiques_and_Writing_Tips.htm>

**COUNSELOR & TEACHER RECOMMENDATIONS**

The letters of recommendation can make a difference in the way the admissions committee perceives you; therefore, it is important to select teachers who not only like you, but more importantly, who can write a strong letter for you.

Check out these tips: the recommender should be someone who can address the prompt and also give specific examples of your strengths and specific examples of your work.

* Always ask the teacher first, preferably in person, if he/she would be willing to write a recommendation for you. Do this before you provide the college or scholarship organization with the teacher’s email address.
* Provide the teacher/counselor with a copy of your resume or senior information sheet.
* If the teacher or counselor is required to submit a hard copy of a recommendation, you are responsible for printing out any forms they may need.
* Please provide your recommender with a stamped, addressed envelope.
* Plan ahead. Two weeks or 7-10 school days are needed to complete recommendations.
* Kindly follow-up with a thank you note to the recommender.

**The Counselor Statement**

**(Counselor Statements for College Applications & Scholarships)**

Some colleges and scholarships require a “counselor statement” form to be completed by the high school counselor. This form commonly asks the counselor to confirm information such as current courses, class rank, GPA, and sometimes a character reference.

**Examples of colleges that have a Counselor Statement as a part of the application include but are not limited to:** UNC-Chapel Hill, UNC-Wilmington, UNC-Asheville, Univ. of South Carolina, Clemson, College of Charleston, Elon, High Point, Meredith, Univ. of Georgia, Virginia Tech, Univ. of Virginia, Wake Forest, Catawba College, Davidson College, James Madison, Washington & Lee, Howard, Drexel, Univ. of Maryland, and NC Central.

***The student should follow their school’s protocol for turning in counselor statements to student services.*** This may involve obtaining and completing an “Authorization for Release of Records Form” and obtaining parent signature if student is under 18 years old. **Students must attach the Counselor Statement form and a copy of their resume if a letter of recommendation is required.**

**(Counselor Statements & Transcripts—for online/electronic submission)**

1. On the online form (if applicable for that college—e.g. **the Common Application**), list your school counselor’s correct email address.

2. Student should either email or drop off a copy of their resume to their counselor to help in writing letters of recommendation.

3. Counselor will upload copy of transcript (e.g. available for the Common Application) and complete counselor section of the recommendation.

**SENDING TRANSCRIPTS**

**How to Send Transcripts to any North Carolina College, University & Community College**

For all NC schools, transcripts must be sent electronically by the student through the CFNC website, [www.cfnc.org](http://www.cfnc.org/) . There is no charge for transcripts to be sent from CFNC.

1. Go to [www.cfnc.org](http://www.cfnc.org/)

2. If you do not have a CFNC account, you will need to create one by clicking on “Create

 My CFNC Account.”

3. Once you have created an account, click on the “Apply” tab and select “To College.”

4. In this section, click on “Transcript Manager”

5. Verify that the following information in your “This is Me” part of your Student Planner is

correct: First and Last Name, Student Number, NCWise Student ID, Email address, Gender, Date of Birth, and current high school. **Your demographic information must match 100% with your information in your high school’s database. You can pull up your demographic information in SPAN to match with CFNC.**

6. Click the SAVE button at the bottom of the screen if you make any changes in the “This is Me” section.

7. Go back to the “Transcript Manager” link and follow the directions.

8. If using CFNC to complete college applications, students will be asked if they would like to send their transcripts electronically along with their application. Indicate “yes.”

**How to Send Transcripts for Scholarship Applications and OUT-OF-STATE Colleges, Universities & Community Colleges**

1. All transcripts for out-of-state schools and scholarship applications must be ordered from

<https://wcpss.scribonline.com/foldreq/start_order.html> - For out-of-state schools and scholarship application transcripts, click on the 2nd option, “I am currently a student attending Wake County Public Schools (all other requests).”

2. Students can request 3 transcripts for free; each subsequent transcript is $5, and for

each order of transcripts, there is a $3 processing fee.

3. The Student Services secretary or registrar will receive a daily summary of requests. Check with your school’s Student Services department for information on how requests are tracked and processed.

**How To Send Transcripts to Colleges/Universities Using the Common Application**

1. In Common Application, list your counselor’s email address and ensure that it is typed

correctly.

2. Counselor will upload copy of transcript and complete counselor section of

recommendation.

**SENDING STANDARDIZED TEST SCORES**

In order for test scores (SAT, ACT) to be official, they must be sent directly to the college from College Board (SAT) at [www.sat.collegeboard.org](http://www.collegeboard.org/) or from ACT at [www.actstudent.org](http://www.act.org/)

**STANDARDIZED TESTING INFORMATION**

Colleges and universities require that students take either the **ACT** or **SAT** in order to be considered for admissions. It’s important to check the undergraduate admissions websites of the schools to which you are applying to determine which standardized test you need to take. Most colleges and universities will accept either test for admission, but check to be sure.

Some students find that they perform better on one standardized test than the other. A conversion chart for comparable SAT/ACT scores can be found on the next page.

The **SAT**, the *Scholastic Aptitude Test*, measures critical reading, writing, and mathematics ability and is a test that predicts college performance. The SAT tests critical reasoning and analytical thinking skills

The **ACT**, the *American College Test*, measures educational development in verbal, math, reading, science (and writing, for an additional fee). The ACT is more concrete in nature and tests content knowledge. Students can register for the ACT at [www.actstudent.org](http://www.actstudent.org) NC colleges require that students take the writing section, so make sure to sign up for that when registering.

It is recommended that students take the **SAT** at least once by the end of their junior year and again in the fall of senior year if necessary. Students can register for the SAT at [www.sat.collegeboard.org](http://www.sat.collegeboard.org)

Some highly competitive colleges require **SAT Subject Tests** before applying for admission; again, check each school to be certain. The SAT Subject Tests measure performance in specific subjects. North Carolina colleges that require subject tests include Duke University and Davidson College.

Students may qualify for **SAT and ACT fee waivers** if they receive free or reduced lunch or if the student and/or the family meets other requirements. See your counselor for information.

The **Test of English as a Foreign Language (TOEFL)** is an admissions test administered through the computer that focuses on listening, structure, reading, and writing. It is for students whose native language is not English. This includes ESL students and non-English speaking students who have been living in the United States for less than five years. For test dates and registration information, visit [www.toefl.org](http://www.toefl.org/)

**SAT & ACT Score Comparison**

|  |  |  |
| --- | --- | --- |
| **ACT*****If you scored...*** | **OLD SAT*****or a...*** | **NEW SAT*****It's about the same as a...*** |
| 36 | 1600 | 2400 |
| 35 | 1560-1590 | 2340 |
| 34 | 1510-1550 | 2260 |
| 33 | 1460-1500 | 2190 |
| 32 | 1410-1450 | 2130 |
| 31 | 1360-1400 | 2040 |
| 30 | 1320-1350 | 1980 |
| 29 | 1280-1310 | 1920 |
| 28 | 1240-1270 | 1860 |
| 27 | 1210-1230 | 1820 |
| 26 | 1170-1200 | 1760 |
| 25 | 1130-1160 | 1700 |
| 24 | 1090-1120 | 1650 |
| 23 | 1060-1080 | 1590 |
| 22 | 1020-1050 | 1530 |
| 21 | 980-1010 | 1500 |
| 20 | 940-970 | 1410 |
| 19 | 900-930 | 1350 |
| 18 | 860-890 | 1290 |
| 17 | 810-850 | 1210 |
| 16 | 760-800 | 1140 |
| 15 | 710-750 | 1060 |
| 14 | 660-700 | 1000 |
| 13 | 590-650 | 900 |
| 12 | 520-580 | 780 |
| 11 | 500-510 | 750 |

Source:<http://www.princetonreview.com/>

**COLLEGE ADMISSION KEY WORDS**

**EARLY ACTION** is an admissions procedure to notify student of early admissions to the college. Students are not obligated to accept the college’s offer of admission and may file applications at other universities. Note: early action candidates can be denied or deferred and financial aid awards are made in April.

**EARLY DECISION** is a plan under which candidates may submit credentials early to one college, usually by October 15 of the senior year. Applicants are notified of their status by December. As part of an early decision plan, students are required to sign a statement agreeing to accept the college’s offer of admission and must only apply to one school as Early Decision. Students must withdraw applications from other colleges if accepted under Early Decision.

**REGULAR ADMISSION** is the plan under which candidates submit credentials from September to February, depending on school deadlines. Check the deadlines for each individual school.

**ROLLING ADMISSION** is the plan under which candidates submit credentials at their convenience through a certain date, usually late in the year. They receive an offer of acceptance or denial usually within four to six weeks.

**ONSITE ADMISSION** is an admissions option in which colleges visit students at the high school and make an admission determination during a scheduled appointment with the student.

**College Admission Decision Terms**

**OFFER OF CONDITIONAL ADMITTANCE** is acceptance to a college *provided candidates maintain academic performance throughout the year.* A college can withdraw its offer if grades fall significantly or if a student is involved in an activity that results in disciplinary action by the school or public law enforcement.

**DENIAL** is a final decision by the college to not offer admission. Students who are denied can apply again after completing at least a semester of college coursework.

**DEFERMENT** is a delay of admissions decision until a later time. Many competitive schools will defer fall applications to the spring in order to receive additional grades and other information.

**WAITLISTING** means that a student is not offered admission but is placed on a waiting list in case any admitted students chose to attend another college. Students on the waitlist are not “ranked” in order of preference. There is no guarantee a college will go to the waitlist, but if they do, it usually does not occur until mid-May and later. Students on a waitlist for one college should plan to attend another college and then reconsider if offered admission at a later time.

**COMMUNITY COLLEGE INFORMATION**

Community Colleges offer programs for all educational levels. There are Certificate Programs, Diploma Programs, and the Associate Degree Programs. Community colleges have an “open door” policy that offers admission to any person who has reached the age of 18 or has graduated from high school or earned a GED. Community colleges provide opportunities for students to gain skills in order to pursue a variety of careers.

Community colleges have also established relationships with several universities for students who wish to transfer after receiving an Associate’s degree or the required number of credit hours for transfer. There are 59 community colleges in North Carolina. Local community colleges in this area include Wake, Wilson, Johnson, Vance-Granville, Central Carolina and Durham Technical Community College. Students wishing to enroll at a community college should contact that college’s admissions office to set up an appointment with an academic advisor. Information for all 59 community colleges can be accessed at: [**www.ncccs.cc.nc.us**](http://www.ncccs.cc.nc.us)or on CFNC ([www.cfnc.org](http://www.cfnc.org)).

# COLLEGE TRANSFER PROGRAMS

Two degrees are offered: Associate in Arts (A.A.) and Associate in Science (A.S.)

By enrolling in this program, students may complete course work equivalent to the general education requirements (freshman & sophomore years) for the bachelor's degree at a four‑year college. The A.A. or A.S. is awarded upon successful completion of 64 semester credit hours, including the minimum in each of the areas indicated on the specific curriculum outlines. Any course deficiencies MUST be made up at a community college prior to transfer to the college/ university. Earning the A.A. or A.S. degree automatically fulfills the MAR (minimum admissions requirements for NC colleges/universities).

The North Carolina [Comprehensive Articulation Agreement (CAA)](http://www.nccommunitycolleges.edu/programs/docs/CollegeTransfer/102.51CAA_Modified_June_2010_v4.pdf) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities and has as its objective the smooth transfer of students.  [Bilateral Agreements](http://www.nccommunitycolleges.edu/programs/bilateral_agreements.htm) exist between individual universities and specific community colleges and are designed to facilitate the transfer of students from Associate in Applied Science (AAS) degree programs to baccalaureate degree programs. For more information, check the community college website where you are interested in attending.

**WAKE TECHNICAL COMMUNITY COLLEGE**

More information on Wake Technical Community College (WTCC), in Raleigh, can be accessed at: [www.waketech.edu](http://www.waketech.edu). Wake Tech’s college transfer programs include the PAC Promise in conjunction with NC State, C-STEP in conjunction with UNC Chapel Hill and Choices with UNC Greensboro, UNC Charlotte, ECU, and Campbell. Wake Tech also has an Honors Program. All information can be found on their Special Programs website: <http://specialprograms.waketech.edu/>

**OTHER TECHNICAL/TRADE/SPECIALITY SCHOOLS**

There are many other independent schools that offer degree programs in a variety of fields. A few of these schools are: Miller Motte, ECPI, Universal Technical Institute (UTI), and Watts School of Nursing. When considering these programs, be sure to compare what these schools offer in comparison to a NC community college. Compare qualities such as tuition, transferability of credits to other institutions, programs offered, accreditation, etc. See your school counselor and talk with the admissions officers of those institutions for further information.

**PAYING FOR COLLEGE**

Methods of paying for college may include: Scholarships, Grants, Student Loans, Parent Loans, Work Study Programs, College Savings Plans, and other savings accounts.

**FINANCIAL AID AT A GLANCE**

Federal Student Aid ensures that all eligible individuals can benefit from federally funded financial assistance for education beyond high school. It is possible to receive extra aid through: scholarships, grants, and loans. Federal Student Aid plays a central and essential role in supporting post-secondary education by providing money for college to eligible students and families.

Today, Federal Student Aid performs a range of critical functions that include, among others:

· Educating students and families on the process of obtaining aid;

· Processing millions of student financial aid applications each year;

· Disbursing billions of dollars in aid funds to students through schools;

**The Free Application for Federal Student Aid (FAFSA)** is generally used for determining federal, state and institutional need-based aid eligibility. The website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This is a *free* application; it does not cost to apply for federal aid. Other websites, such as fafsa.com, may charge you for completing their form.

**MERIT-BASED AND NEED-BASED SCHOLARSHIPS**

Merit-based scholarships are typically awarded for outstanding academic achievements, although some merit scholarships can be awarded for special talents, leadership potential, community involvement, or other personal characteristics. Check with the colleges/universities you are considering for specific information concerning their many types of scholarships.

Need-based scholarships are awarded on the basis of the financial need of the student. The financial need is typically determined from the student’s completed FAFSA.

The Scholarship Search: There are a number of scholarship opportunities for students; the trick is finding which ones are applicable to your individual situation. Page 30 of this booklet has numerous *free* websites to help you in your search. You should never pay for a scholarship or scholarship information.

**Search tips:**

* Start early in your search.
* Contact the college financial aid/scholarship office.
* Network: parents’ employers; your church; local sororities/fraternities; parents’ professional associations; local civic clubs

**FASFA**

**TIPS on SCAMS**

**Six signs that you are**

**being scammed**!

* Scholarship guaranteed or

 your money back!

* You can’t get this

 information anywhere else!

* May I have your credit card

 number to hold this

 scholarship? senior year at

* We’ll do all the work!
* This scholarship will cost

 some money.

* You’ve been selected by a

 “National Foundation” or a

 you’re a finalist in a contest

you never entered.

The Federal Government mandated

the creation and use of one form

(the FAFSA) to apply for federal

financial aid**.** However, individual

colleges and states may also require

the completion of supplemental

forms. Every college will specify

which forms it requires.

All students applying for any federal financial aid must file this form. The FAFSA is the only application students must complete to be considered for all federal financial aid including:

* Pell Grants
* Supplemental Educational

Opportunity

* Stafford Loans
* Perkins Loans
* Work-Study
* Grants
* other federal financial aid programs

**Students will not be charged a fee** when filing this form and the data can be sent to 10 colleges.

You can access this form

 online January 1st of

 your senior year at

 http://www.fafsa.ed.gov/

or through cfnc.org. To

complete the FAFSA

online

you will need to

acquire a Personal

Identification Number

(PIN) at this site:

* http://www.pin.ed.gov/ .

Online FAFSA forms are

processed 7-14 days

faster than paper forms.

Completion of the

FAFSA does require

your tax information.

Worksheets are

available to help you

gather the needed

Information

**Scholarship Websites & Search Engines**

**American College Test**

www.act.org

**American Indian College Fund**

www.collegefund.com

**Asian and Pacific Islander American**

w.apiasf.org

**Black Excel**

www.blackexcel.org

**Broke Scholar**

www.brokescholar.com

**College and University Search**

www.studentrewards.com

**College Foundation of North Carolina**

www.cfnc.org

**CollegeBoard**

www.collegeboard.com

**CollegeNet**

www.collegenet.com

**College Parents**

www.collegeparents.com

**CollegeView**

www.collegeview.com

**FinAid**

www.finaid.org

**Free Application for Financial Student Aid**

www.fafsa.ed.gov

**Go College**

www.gocollege.com

**Hispanic Fund**

www.hispanicfund.org

**Hispanic Scholarship Fund**

www.hsf.net

**Kaplan**

www.kaplan.com

**National Association of Independent Colleges and**

**Universities**

www.naicu.edu

**NC State Education Assistance Authority**

www.ncseaa.edu

**National Collegiate Athletic Association**

www.ncaa.org

**National Association of Student Financial AidAdministrators**

www.nasfaa.org

**National Center for Educational Statistics**

www.nces.ed.gov/ipeds/cool

**Petersons**

www.petersons.com

**Princeton Review**

www.review.com

**Sallie Mae**

www.salliemae.com

**Scholarships 101**

www.scholarships101.com

**Wake County Public Schools**

**Scholarships Plus**

[www.scholarshipplus.com/wake](http://www.scholarshipplus.com/wake)

**United Negro College Fund**

www.uncf.org

**US Department of Education**

www.ed.gov

**College Cost Calculator**

When thinking about paying and budgeting for college, it is important to consider direct and indirect costs:

**Direct Indirect**

Tuition Books and supplies

Fees Computer

On-campus room and board Off-campus room and board

Transportation

Personal Expenses

Special Circumstances

Other costs

**Average Annual Cost for College 2007-2008\***

**In-state 2-year Public Colleges** tuition $2,361 + fees $95

(Increase of 4.2% from 2006-2007)

**In-state 4-year Public University** tuition $6,185.00 + fees $381

(Increase of 6.6% from 2006-2007)

**Average total cost = $13,589**

**Out-of-State 4-year Public** tuition $16,640 + fees $862

(Increase of 5.5% from 2006-2007)

**Average total cost = $24,044**

**Private 4-year University** tuition $23,712 + fees $1,404

(Increase of 6.3% from 2006-2007)

**Average total cost = $32,307**

Go to http://www.collegeanswer.com/paying to calculate costs using Sallie Mae’s budget and savings calculators.

**College Cost Glossary of Terms**

|  |  |
| --- | --- |
| Campus-based programs | 3 federally funded programs that are directlyadministered by colleges: FederalSupplemental Educational OpportunityGrant, Federal Perkins Loan Program,Federal Programs |
| Expected Family Contribution | The total amount students and theirfamilies are expected to pay toward collegecosts from their income and assists. Theamount is derived from a needs analysis ofthe family’s overall financialcircumstances |
| FAFSA | Free Application for Federal Student Aid |
| Federal Pell Grant | Federally sponsored and administeredprogram that provides grants based on needto undergraduate students |
| Federal Perkins Loan | Need based program that provides lowinterest loans. Repayment does not beginuntil completion of education |
| Federal Stafford Loan | Federal loan program based on need thatallows students to borrow money directlyfrom banks or other lending institution |
| Federal Supplemental EducationalOpportunity Grant Program (FSEOG) | Federal program administered by collegesthat provides grants for undergraduatestudents on the basis of exceptionalfinancial needs |
| Federal Work-Study Program | Arrangement by which a student combines employment and college study. Employment may be integral part of academic program (as in cooperative education or internship) or simply a means of paying for college |
| Free Application For Federal Student Aid (FAFSA)  | A form completed by all applicants for federal student aid. There is no charge for completing the FAFSA. Forms are available online and at high schools. |
| Independent Student | For Financial Aid purposes, a student whois not dependent on financial support fromhis/her parents. Also called a self-supporting student |
| Need Based Financial Aid | Financial aid given to a student who hasdemonstrated financial need calculated by subtracting a student’s expected family contribution from the college’s total cost |
| Reserved Officers’ Training Corps (ROTC) | Programs conducted by certain colleges incooperation with the Armed Services.Local recruiting offices of the various branches of service can supply detailed information about ROTC programs and participating colleges. |
| Scholarship and Grants | A type of financial aid that doesn’t have tobe repaid. Grants are often based onfinancial need. Scholarships may be basedon need, on need combined with othercriteria, or solely on other criteria such as academic achievement, artistic ability, talent in the performing arts, etc. |

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**MILITARY OPTIONS**

**www.todaysmilitary.com**

Representatives from the different branches of the military visit high schools periodically throughout the year. These visits are scheduled through the Student Services Office or the Career Center. At other times Military Representatives may be reached at their local offices.

Air Force 380-7242 [www.airforce.com](http://www.airforce.com/)

Air Force Reserve 873-9044 [www.afrc.af.mil](http://www.afrc.af.mil/)

Army 873-0797 [www.army.com](http://www.army.com/)

Army Reserve 772-1050 [www.goarmy.com/reserve](http://www.goarmy.com/reserve)

Coast Guard 878-4008 [www.uscg.mil](http://www.uscg.mil/)

Coast Guard Reserve 878-4008 [www.gocoastguard.com](http://www.gocoastguard.com/)

Marines 872-9955 [www.marines.com](http://www.marines.com/)

Marines Reserve 834-2954 [www.marines.com/reserve](http://www.marines.com/reserve)

Navy 873-1284 [www.navy.com](http://www.navy.com/)

Naval Reserve 1-866-628-7327 [www.navyreserve.com](http://www.navyreserve.com/)

National Guard 790-1908 [www.nationalguard.com](http://www.nationalguard.com/)

**The Armed Services Vocational Aptitude Battery (ASVAB)** is an aptitude test used to assess an individual’s natural abilities and skills. The military branches require the ASVAB for entrance into the military. Whether you are considering a military career or other career options, the ASVAB is an excellent tool to help determine your own natural abilities that will assist you in making an informed career choice. The ASVAB is given annually at each high school; contact your high school’s Career Development Coordinator for more information.

If you are interested in enlisting in the military and also going to college, be sure to ask about the military academies and/or the Reserved Officers Training Corp (ROTC) programs and scholarships. Deadlines for ROTC scholarships are usually from October to December, so early planning is advised. The application process for the Military Academy usually begins during the summer before the senior year, but, if you have not started the process and are interested in an Academy, be sure to investigate no later than early October.

**Academy and ROTC Information:**

Army – The United States Military Academy, West Point, New York, [www.usma.edu](http://www.usma.edu/)

 ROTC – [www.rotc.monroe.army.mil](http://www.rotc.monroe.army.mil/)

Air Force – The Air Force Academy, Colorado Springs, Colorado, [www.usafa.af.mil](http://www.usafa.af.mil/)

 ROTC – [www.afrotc.com](http://www.afrotc.com/)

Navy/Marines – The United States Naval Academy, Annapolis, Maryland, [www.usna.edu](http://www.usna.edu/)

 ROTC - [www.nrotc.navy.mil](http://www.nrotc.navy.mil/)

Coast Guard – The United States Coast Guard Academy, New London, Connecticut,

 [www](http://www)[.cga.edu](http://www.cga.edu/) (The Coast Guard has no ROTC program.)

**EMPLOYMENT AFTER HIGH SCHOOL**

**Entering the Work Force**

If you have decided to get a job immediately after high school, it is suggested that you:

* Utilize the internet to access state and national job listings.
* Utilize community resources like Joblink for help with searching for jobs, completing applications, building your resume’, developing your interviewing skills, etc.
* Take a career interest and work values survey. CFNC.org has several other surveys you can take. The ASVAB is an aptitude test used to assess your natural abilities and skills and how they relate to possible career choices. Contact your Career Development Counselor for more information.
* Visit your high school’s career center and media center. Visit the Public Library. Research company websites. Contact the N.C. Employment Security Commission located at 700 Wade Avenue, Raleigh, 27611, or call them at 919-733-6700.
* Talk with people who are employed in the fields in which you have interest. Ask about their education/training, likes/dislikes about their job, opportunities for advancement, etc.
* Attend your school’s Career Fairs.
* Attend county-sponsored career/college fairs such as Xtreme Beginnings.

**WCPSS Xtreme Beginnings**

Xtreme Beginnings is an annual college and career exploration event for 10th-12th grade students. Selected students are invited to participate. Xtreme Beginnings offers students the following:

* Mock job interviews with and feedback from Human Resources professionals
* Interest sessions on topics such as appropriate interview attire, how to present your “best self,” and more
* Career Expo room to speak with professionals in various careers
* Employment Fair to connect with local companies and agencies

Interested students should contact their Career Development Coordinator for more information.

**Tips for Resumes and Interviews**

* How to Write a Masterpiece of a Resume <<http://www.rockportinstitute.com/resumes.html>>
* Job Interviews <http://www.collegegrad.com - search “interviews” and “resumes”
* Resumes and Interviews: [http://www.jobweb.org](http://www.jobweb.org/)

 **Career Opportunities**

* America’s Job Bank <http://www.ajb.dni.us/>
* Monster <http://www.monster.com>
* News & Observer Classified Ads <http://www.trianglejobs.com>
* NC State Government Job Opportunities http://www.osp.state.nc.us/jobs
* usajobs.com (Federal Government jobs)
* careerbuilder.com
* militarycareers.com (Jobs in the Military)
* ncese.com (Job listings, on-line applications)

**INTERVIEWING TIPS: “Putting Your Best Foot Forward”**

**Before the Interview**

* Focus on the employer’s/college’s needs and what you can do for them
* Consider how you will fill the role they have available
* Consider your interest in the job/career field/college major
* Research and become knowledgeable of the company/college
* Practice interviewing
* Know the location of the job interview; take a test-drive before the interview to ensure you will arrive on time and without problems

**During the Interview**

* Be enthusiastic, but sincere
* Listen carefully to the interviewer
* Share something that sets you apart from others
* Keep the interviewer’s attention
* Don’t place blame or be negative about past employers/your high school
* Plan to arrive at least 15 minutes before the interview
* Bring a pen and notebook with you
* Greet your interviewer by name, with a firm handshake and a smile
* Do not chew gum
* Maintain good body posture
* If the interviewer asks if you have any questions or if you would like to add anything else, ask a question or tell them something about yourself that they did not ask
* Ask a well-thought-out question about the company or college that shows you have done

your research and that you are knowledgeable about them

* Ask about any needed follow-up and when you can expect to next hear from them
* Thank the interviewer for his/her time
* Get the interviewer’s business card, or at least the proper spelling of his/her name, job title, and address and phone number

 **After the Interview**

* Evaluate it – how do you think you responded to the questions
* Send a thank-you letter or email to the interviewer
* Make a follow-up phone call or send a follow-up email to indicate interest in the position/college; ask if they have any additional questions

**What to Wear**

* Wear a professional looking outfit from head to toe. If you are unsure what this should look like, talk to your Career Counselor or research the topic
* Make sure your hair is well-groomed and neat
* Do not wear heavy make-up. Do not wear perfume/cologne and after-shave since many people are sensitive to stronger smells
* Limit your jewelry
* Try on your outfit BEFORE the day of the interview

**TYPICAL INTERVIEW QUESTIONS**

* Tell me a little about yourself.
* What have you been involved in while in high school?
* Tell me about your academic record.
* Do you think your grades are a good indication of your academic ability?
* What supervisory or leadership roles have you held? What did you learn about yourself when in this role?
* Why should we hire/admit/select you?
* Describe briefly your philosophy of . . .
* Where do you see yourself in 5 or 10 years?
* Describe one or two achievements which have given you the most satisfaction
* In what ways would you contribute to our organization/college?
* Tell me about a time when you worked effectively under pressure.
* Tell me about a time when you persuaded team members to do things your way.
* Tell me about a time when you had to adapt to a difficult situation.

**INFORMATION FOR UNDOCUMENTED STUDENTS**

1. For individuals interested in discussing paths to citizenship, contact Wake County Human Services, Legal Aid, or the other resources in the resource guide listed below.
2. Consider acquiring an Individual Taxpayer Identification Number (IRS Form W-7) to begin paying taxes. This can be done at Centro para Familias Hispanas located at 2013 N. Raleigh Blvd, Raleigh. (919) 873-0094;<http://www.cpfhraleigh.org>
3. Admission to the UNC system public universities is available to undocumented students with limitations. Undocumented students must pay out-of-state tuition. Additional details can be found at [www.northcarolina.edu](http://www.northcarolina.edu/) and type “undocumented” in the search box.
4. Private colleges are independent of the UNC system. Each individual private or independent college or university in N.C. makes its own decision regarding admission of undocumented students.
5. Community College admission of undocumented students is permitted, but those students must pay out-of-state tuition (effective July 2010). Additional details can be found in the NC Community College State Board Code Chapter 2—0301. <http://www.nccommunitycolleges.edu/Legal/SBCCCode.htm>
6. Paying for college: Only documented students are eligible to receive federal financial aid through the FAFSA form. Private scholarships and other sources of money may be available to undocumented students. Read the residency requirements of the scholarship or financial resource for qualifications.
7. Resources for information on pathways to citizenship, access to healthcare and education, ESL classes, and much more:
* N.C. Society of Hispanic Professionals – (919) 467-8424
* WCPSS Hispanic/Latino Outreach and Prevention Services – (919) 858-3227
* Mexican American Legal Defense and Educational Fund [www.maldef.org](http://www.maldef.org/)
* Hispanic Scholarship Fund:  [www.hsf.net](http://www.hsf.net/)
* El Pueblo- Raleigh, NC 4 North Blount Street, Raleigh, NC; (919) 835-1525  [www.elpueblo.org](http://www.elpueblo.org/)
* Mexican Consulate in NC: 336 E. Six Forks Rd - Raleigh, NC 27609 (919) 754-0046;<http://consulmex.sre.gob.mx/raleigh/>
* Wake County Human Services Latino Resource Guide: This is an depth guide of resources which contains legal, social, education, career, health, clothing, housing, and other community resources for Spanish speaking families. Last updated August, 2011.

<http://www.wakegov.com/NR/rdonlyres/B2CD652F-C64C-496E-BFCA-FBBB5C52E7A4/0/updated2011community_resource_guide.pdf>