



**Pitt County
Schools**

Senior Guide



2016-2017

Office of Secondary Education

2016-2017 School Year

Dear Students and Parents:

It is our pleasure to provide you with an informational guide to assist you in your post-secondary plans. Whether your plans include college, the workforce, or the military, the enclosed information will benefit you. Your school counselors and career coaches are available to assist you through this process, answer questions, and direct you to resources. Please refer to this document for procedures to use during this very important school year. Pay close attention to the important testing dates, how to calculate your GPA, completing a resume, going through an interview, applying to college, and scholarship information included.

We look forward to working with you and hope that you have a very successful year.

Sincerely,

Staff of the Office of Secondary Education
Pitt County Schools

We would like to acknowledge the use of selected pages from the College Board publication College Counseling Sourcebook, 4th Edition 2007, with permission granted to copy for educational purposes.

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STANDARDIZED TEST INFORMATION

It's important to check the college catalogs or websites of the schools to which you are applying to determine which standardized test(s) you need to take. The **SAT**, the Scholastic Aptitude Test, measures critical reading, writing, and mathematics ability and is a test that predicts college performance. The **ACT**, the American College Test, measures educational development in verbal, math, reading, science (and writing, for an additional fee) and is a test that predicts freshman year college performance. Most colleges and universities will accept either test for admission, but check to be sure.

Students should take SAT and/or ACT tests at the end of the junior year and early in the fall of senior year. Additionally, some highly competitive colleges require SAT Subject Tests for admissions and/or placement. The SAT Subject Tests measure performance in specific subjects. Again, check each of the schools to which you apply to confirm which tests are required.

The Test of English as a Foreign Language (TOEFL) is an admissions test that is administered electronically 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. The test focuses on listening, structure, reading, and writing.

For test dates and to register for TOEFL, go to: www.toefl.org

2016-2017 SAT DATES AND REGISTRATION DEADLINES

For locations or to register, please visit www.collegeboard.org

SAT Date	Registration Deadline	Late Registration Deadline		Deadline for Changes
		Mail	Phone/ Online	
Oct. 1, 2016	Sept. 1, 2016	Sept. 13, 2016	Sept. 20, 2016	Sept. 20, 2016
Nov. 5, 2016	Oct. 7, 2016	Oct. 18, 2016	Oct. 25, 2016	Oct. 25, 2016
Dec. 3, 2016	Nov. 3, 2016	Nov. 15, 2016	Nov. 22, 2016	Nov. 22, 2016
Jan. 21, 2017	Dec. 21, 2016	Jan. 3, 2017	Jan. 10, 2017	Jan. 10, 2017
March 11, 2017	Feb. 10, 2017	Feb. 21, 2017	Feb. 28, 2017	Feb. 28, 2017
May 6, 2017	Apr. 7, 2017	Apr. 18, 2017	Apr. 25, 2017	Apr. 25, 2017
June 3, 2017	May 9, 2017	May 16, 2017	May 24, 2017	May 24, 2017

SAT TESTING TIPS (taken from www.testprep.com)

1. **Use Process of Elimination (POE).** Get rid of as many wrong choices as you can on the SAT before answering a question. Wrong answers are often easier to find. Look for extremes like "never" "only" "always" in Critical Reading; Look for opposites in the Math section like a substitution of -1 for 1 . Look for words that sound similar in the Writing section like "conjunctive" and "subjunctive."
2. **Answer every question *only* if you can eliminate answer choices.** Unlike taking the [ACT](#), you are penalized $\frac{1}{4}$ point when you get an answer wrong on the SAT test. So the smartest thing to do is to only answer a question if you can use a process of elimination and get rid of two or three answer choices.
3. **Leave any question blank where you can't identify at least one wrong choice, except for the math grid-ins.** There will be questions (not too many) on the test that you'll have no idea how to answer. None of the answer choices will seem familiar; you may not have ever even heard the words listed below. If you can't eliminate even one wrong choice from the answers, leave the question blank, except for the math grid-ins, where there is no penalty for guessing. On every other section, you'll get zero points for a blank question, which is better than a quarter point reduction for guessing incorrectly.
4. **Write in the test booklet.** Use your pencil to physically scratch out wrong choices, write down formulas and equations, solve math problems, outline, paraphrase and underline to help you read. No one is going to read what you wrote in the test booklet, so use it to your advantage.
5. **Transfer your questions at the end of each section.** Instead of going back and forth between the scantron and the test booklet, just write your answers in the test booklet and transfer them over at the end of every section/page. You'll make fewer mistakes and save time.
6. **Slow down.** It's very hard to finish all the problems and maintain accuracy. Slow down a little bit, answer fewer questions correctly instead of guessing at the entire lot. (Remember, a blank answer = 0 points, whereas a wrong answer = $-\frac{1}{4}$ point). You'll get a better score if you answer 75% of the questions on the test and answer them correctly, than if you answer all of them and get 50% correct.
7. **Choose which questions to answer first.** In every section except for the Critical Reading section, the questions are arranged from easy to difficult. However, that doesn't mean that the easy questions are going to be the easiest for you. After prepping for the test with practice questions, choose your own order of difficulty and answer the easiest questions *for you* first. Just be sure to keep track of the numbers, so you mark the answers correctly on the scantron.
8. **Remember the order of difficulty.** Because each section is arranged from easiest to most difficult, the obvious answers toward the beginning of a section may actually be correct. If you're in the final third of a section, though, beware of the obvious answer choices – they're probably distractors.
9. **Cross-check your ovals.** If you have time at the end of a section, cross-check your answers with your scantron ovals. Make sure you didn't miss a question!
10. **Don't second-guess yourself.** Statistics prove that your first answer choice is usually correct. Do not go back through the test and change your answers. Your first instinct is typically correct.

ACT TESTING INFORMATION

For testing locations or to register visit <http://www.act.org>

Test Dates	Registration Deadline	Late Fee Required
September 10, 2016	August 5, 2016	August 6-19, 2016
October 22, 2016	September 16, 2017	September 17-30, 2016
December 10, 2016	November 4, 2017	November 5-18, 2016
February 11, 2017	January 13, 2017	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

Check the admissions requirements section in each of your college catalogs to help you determine which test(s) you should take.

Be sure to have your scores sent to the colleges and scholarship agencies to which you are planning to apply. These codes are available in the registration process.

Familiarize yourself with the instructions and sample questions sent by the testing service. You may want to take one of the SAT prep courses that are being offered.

SAT and ACT codes for Pitt County Schools are required in the registration process:

Ayden-Grifton High	340195	D. H. Conley High	341640
Farmville Central	341285	North Pitt High	340350
High			
J. H. Rose High	341650	South Central High	344096

ACT TESTING TIPS (taken from www.testprep.com)

1. **Answer every question.** Yes, even the hard ones. You won't be penalized for guessing like you would if you were taking the [SAT](#).
2. **Use POE before you guess.** Process of Elimination, that is. Each question will have at least one answer that's way out there. Physically cross off that answer so you won't be tempted to use it, and you'll up your odds of guessing correctly. Then go back and see if you can cross off at least one more.
3. **Start easy.** Answer all of the easy questions first, then move on to the difficult ones. Usually, if you answer the questions in order, this is easy to do because they are ranked from easiest to most difficult. However, if you're one of those people who finds reading the longer passages easier than the shorter passages, start there, where it's easiest for you.
4. **Memorize the directions.** During the test, you won't get extra time to read the directions, so if you take five minutes to figure out what to do, that's five fewer minutes you'll have to get points.
5. **Don't doodle.** On the answer sheet, that is. The ACT is graded by a machine; if your chicken scratch interferes with the reading mechanism, you could miss out on points. Keep the oval sheet as clean as is possible.
6. **Erase completely.** Bring two erasers – one for the heavy-duty erasing you may need to do and another clean eraser to fix up your ovals completely. You don't want erasure marks mucking up your answers and causing you to lose points.
7. **Pace yourself.** You'll have a little less than 30 seconds to answer each question, so keep that in mind. Don't spend three minutes staring off into space or re-reading a longer passage; stay focused.
8. **Bring a watch.** Archaic, but since you won't be able to have your cell phone on you, bring a watch. There's no guarantee you'll be testing in a room with a working clock.
9. **Reconsider the obvious.** If an answer seems too easy, it may just be. Be sure to read every answer choice and select the best possible answer. The obvious choice may be a distracter.
10. **Don't second-guess.** If you marked B for question 18, there was probably a good reason for it, so don't go back and change it, unless you've found information in a later part of the test to disprove your original theory. Statistics prove that your first guess is usually the best one.
11. **Come back to a toughie.** If you're stuck between two answer choices, circle the question and come back to it with fresh eyes after you've answered the other questions. Remember you have to pace yourself.
12. **Cross-check ovals.** Every five questions or so, double-check your answer sheet to make sure you haven't skipped an oval. There's nothing worse than getting to the end of a test and realizing you missed filling in an oval somewhere.
13. **Bring your own calculator.** The test center will not provide you with one, so bring an [approved calculator](#) for easier math work. (All the questions can be answered without one, but bring one anyway.)

14. **Outline before you write.** If you're taking the essay, be sure to take five out of the thirty minutes and plan before you write. It isn't a waste of time; the scorers are looking for well-organized essays. The best way to get one is to plan ahead with either an outline or graphic organizer.
15. **Practice.** You've heard it before, but it's really the truth. Buy an ACT prep book, and answer every single question in it. You'll gain confidence and a lot of extra points by doing so.

AP EXAMS 2016-2017

AP Test Preparation/Taking Tips can be found at the following web address:

<http://www.collegeboard.com/student/testing/ap/prep.html>

May 1-5 and May 8-12, 2017

Test Date	Morning (8 AM)	Afternoon (12 PM)
<u>Monday, May 1</u>	AP Chemistry AP Environmental Science	AP Psychology
<u>Tuesday, May 2</u>	AP Computer Science A AP Spanish Language and Culture	AP Art History AP Physics 1: Algebra -based
<u>Wednesday, May 3</u>	AP English Literature and Composition	AP Japanese Language and Culture AP Physics 2; Algebra-Based
<u>Thursday, May 4</u>	AP United States Government and Politics	AP Chinese Language and Culture AP Seminar
<u>Friday, May 5</u>	AP German Language and Culture AP United States History	AP Computer Science Principles

Studio Art: Last day for your school to submit digital portfolios and to gather 2-D Design and Drawing students for the physical portfolio assembly. Students should have forwarded their completed digital portfolios to their teachers well before this date

Test Date	Morning (8 AM)	Afternoon (12 PM)
<u>Monday, May 8</u>	AP Biology AP Music Theory	AP Physics C: Mechanics IMPORTANT ALERT AFTERNOON (2 PM) AP Physics C: Electricity and Magnetism is the only exam given at 2 p.m.
<u>Tuesday, May 9</u>	AP Calculus AB AP Calculus BC	AP French Language and Culture AP Spanish Literature and Culture
<u>Wednesday, May 10</u>	AP English Literature and Composition	AP Italian Language and Culture AP Macroeconomics
<u>Thursday, May 11</u>	AP Comparative Government and Politics	AP Statistics
<u>Friday, May 12</u>	AP Human Geography AP Macroeconomics	AP European History AP Latin

CALCULATING GRADE POINT AVERAGE

Pitt 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 the lowest GPA using cumulative weighted grades.

Weighting of grades for courses taken for only those students entering High School for the first time after July 1, 2015 and considered to be in the class of 2019 and beyond.

For Students Entering 9th Grade in 2015-2016 and thereafter:

Standard Level Courses

If an A Equals 4 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59 and below	0

Honors Level Courses

If an A Equals 4.5 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	4.5
B	89-80	3.5
C	79-70	2.5
D	69-60	1.5
F	59 and below	0

Advanced Placement Courses

If an A Equals 5 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	5
B	89-80	4
C	79-70	3
D	69-60	2
F	59 and below	0

For Students Entering 9th Grade in 2014-2015 and prior:

Standard Level Courses

If an A Equals 4 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59 and below	0

Honors Level Courses

If an A Equals 5 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	5
B	89-80	4
C	79-70	3
D	69-60	2
F	59 and below	0

Advanced Placement Courses

If an A Equals 6 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	6
B	89-80	5
C	79-70	4
D	69-60	3
F	59 and below	0

GRADUATION REQUIREMENTS

POLICY CODE: 3460

The board recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to be career and college ready and productive members of society. In order to graduate from high school, students must meet the following requirements:

1. successful completion of all course unit requirements mandated by the State Board of Education (see Section A);
2. successful completion of cardiopulmonary resuscitation instruction; and
3. successful completion of all other requirements mandated by the board, as provided in this policy.

The principal shall ensure that students and parents are aware of all graduation requirements. Guidance program staff shall assist students in selecting their high school courses to ensure that students are taking all of the required units and selecting electives consistent with their postgraduation plans. For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit toward graduation. The principal shall consider the requirements of the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and the requirements of subsection C.3 of this policy in determining the graduation requirements for children of military families.

For Course Unit Requirements see the High School Registration Guide on the Pitt County Schools website. Graduation Requirements reference table is shown at <https://drive.google.com/file/d/0B-mNBTm1HgTTeXRXSFAzRmVvemM/view>

B. HIGH SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING

High school students must take all end-of-course (EOC) tests, NC Final Exams, and Career and Technical Education State Assessments (CTE Post-Assessments) required by the State Board of Education and pursuant to policy 3410, Testing and Assessment Program. Scores are 25% of the final grade.

C. SPECIAL CIRCUMSTANCES

The board adopts the following policies with regard to graduation.

1. Honor Graduates

Honor graduates may be designated by principals on the basis of criteria established by the superintendent. Recognition of honor graduates may be included in graduation programs.

2. Students with Disabilities

Graduation requirements must be applied to students with disabilities to the extent required by state and federal law and State Board policy.

3. Children of Military Families

In order to facilitate the on-time graduation of children of military families, the board adopts the following policy provisions for students to whom the Interstate Compact on Educational Opportunity for Military Children applies.

a. Waiver Requirements

Specific course work required for graduation will be waived if similar coursework has been satisfactorily completed in another school system. If a waiver is not granted, school administrators shall provide the student with reasonable justification for the denial. If a waiver is not granted to a student who would qualify to graduate from the sending school, the superintendent or designee shall provide the student with an alternative means of acquiring the required course work so that the student may graduate on time.

b. Testing Requirements for Graduation

The superintendent shall accept the following in lieu of any local testing requirements for graduation: (1) the end-of-course exams required for graduation from the sending state; (2) national norm-referenced achievement tests; or (3) alternative testing. If these alternatives are not feasible for a student who has transferred in his or her senior year, subsection c below will apply.

c. Transfers During Senior Year

If a child of a military family who has transferred at the beginning of or during his or her senior year is ineligible to graduate from the school system after all of the alternatives listed above have been considered and the student meets the graduation requirements at his or her sending school, then school officials from the school system shall collaborate with the sending school system to ensure that the student will receive a diploma from the sending board of education.

4. Early Graduation

Graduation prior to that of one's class may be permitted on the basis of criteria approved by the board upon recommendation by the superintendent.

5. Graduation Certificates

Graduation certificates will be awarded to eligible students in accordance with the standards set forth in State Board policy.

6. Diploma Endorsements

Students have the opportunity to earn one or more of the following diploma endorsements identifying a particular area of focused study: (1) Career Endorsement, (2) College endorsement (two options), (3) North Carolina Academic Scholars Endorsement, and/or (4) a Global Languages Endorsement. No endorsement is required to receive a diploma.

7. Alternative Graduation Requirements

While the board intends for all students to enter high school prepared to graduate with the 28 course requirements completed in four years or less, alternative graduation requirements are available for students age 19 and older. A student who turns 19 years of age before the end of the semester will be eligible for graduation upon completion of all state graduation requirements even if the student has not completed the additional local requirements. In addition, a student who has completed the state graduation requirements and who will turn 19 prior to October 15 of the next school year may request a waiver from the superintendent or designee to graduate.

Students and parents considering the alternative graduation requirements must receive documented advisement regarding options for graduation and the benefits of those options based on the individual student's needs, goals, and plans. Students graduating under the alternative graduation requirements will be permitted to participate in graduation exercises and receive a diploma.

D. GRADUATION EXERCISES

The graduation ceremony is an opportunity to celebrate the educational accomplishments of students. It is a dignified event that requires all participants and attendees to conduct themselves in a polite and courteous fashion.

Each high school principal will file graduation exercise plans with the superintendent or designee for approval. No mascots are to be chosen for graduation. Baccalaureate services will not be planned or conducted by school personnel.

To be eligible for active participation in a school's graduation exercises, a student must have enrolled in and attended that school during the school year and all requirements for graduation must be complete by the time of graduation. Exceptions to the enrollment and attendance requirements include: foreign exchange students; students studying abroad; and School of Science and Mathematics graduates.

A summer graduation exercise may be held for those students who complete graduation requirements during summer school. Students shall receive diplomas from their respective schools.

Legal References: G.S. 115C-47, -81, -174.11, -276, -288, -407.5; State Board of Education Policies GCS-C-003, GCS-L-007, GCS-M-001, GCS-N-004, -010

Cross References: Goals and Objectives of the Educational Program (policy 3000), Testing and Assessment Program (policy 3410), Student Promotion and Accountability (policy 3420), Citizenship and Character Education (policy 3530), Children of Military Families (policy 4050) Adopted: June 27, 2016

SELECTIVE SERVICE REGISTRATION

www.sss.gov

Registering with Selective Service is now possible via the Internet. All young men in the U.S., with very few exceptions, are required to register with Selective Service within 30 days of turning 18. Registration is federal law. It is also required 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 jobs with the U.S. Postal Service. Failure to register is a felony.

To register, click on the “Register Online Now” Icon at the Selective Service web site (www.sss.gov). Enter in some basic information and then a Selective Service number will be generated. Registration forms are also available at any U.S. Post Office.

GOING TO COLLEGE?

COLLEGE PLANNING CALENDAR

September

- Narrow your list of colleges to no more than 5 to 10. Meet with your school counselor about them and, if you've not yet done so, download college applications and financial aid forms. Plan to visit as many of these colleges as possible.
- Create a master list or calendar that includes:
 - ❖ tests you'll take and their fees, dates, and registration deadlines.
 - ❖ college application due dates.
 - ❖ financial aid application forms required and their deadlines. (Note: Aid applications may be due before college applications.)
 - ❖ other materials you'll need (recommendations, transcripts, etc.).
 - ❖ your high school's own application processing deadlines.
- If you can't afford application or test fees, your school counselor can help you request a fee waiver. You must be receiving free or reduced lunch to qualify.
- If you have not had your test scores sent to the college to which you are applying, be sure to contact the College Board (SAT) or ACT to have your scores sent.

October

- Try to finalize your college choices.
- Prepare Early Decision, Early Action, or rolling admissions applications as soon as possible.
- Ask for school counselor or teacher recommendations if you need them. Give each teacher or school counselor an outline of your academic record and your extracurricular activities. For each recommendation, provide a stamped, addressed envelope, and any college forms required.
- If you're submitting essays, write first drafts and ask teachers and others to read them. If you're applying for Early Decision, finish the essays for that application now.
- If you have not had your test scores sent to the college to which you are applying, be sure to contact the College Board (SAT) or ACT to have them sent.

November

- Prepare Early Decision, Early Action, or rolling admissions applications as soon as possible.
- Complete at least one college application by Thanksgiving.
- School counselors send transcripts to colleges. Give your school counselor the proper forms at least two weeks before colleges require them.

December

- As you finish and send your applications and essays, be sure to keep copies.
- If your college wants to see second semester grades, be sure you give the form to your counselor.

January

- If you apply to colleges online, be sure to have your high school send a transcript—it goes to colleges separately by mail.

February

- No senioritis, please! Accepting colleges do look at second semester senior grades.

March

- Keep active in school. If you are wait-listed, the college will want to know what you have accomplished between the time you applied and learned of its decision.

April

- You should receive acceptance letters and financial aid offers by mid-April. If you've not done so yet, visit your final college before accepting. As soon as you decide, notify your school counselor of your choice.
- If you have questions about housing offers, talk to your school counselor or call the college.

May

- May 1: Colleges cannot require a deposit or commitment to attend before May 1. By that postmarked date, you must inform every college of your acceptance or rejection of the offer of admission and/or financial aid. (Questions? Talk to your school counselor.)
- Send your deposit to one college only.
- Wait-listed by a college? If you will enroll if accepted, tell the admissions director your intent and ask how to strengthen your application. Need financial aid? Ask whether funds will be available if you're accepted.
- Work with a counselor to resolve any admissions or financial aid problems.

June

- Ask your high school to send a final transcript to your college.

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
- ✓ 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
- ✓ 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 catalogs, bulletins, and videos
 - College representatives and college fairs
 - Counselors and teachers
 - Parents, students and alumni
 - Directories and online information
- ✓ Prepare a college comparison checklist (included in this book)
- ✓ 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 definitely be admitted
 - ↗ Two colleges- “realistic choices” or “middle of the road” – you meet the qualifications for admission
 - ↗ 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
- ✓ 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 how you might feel living there for the next four years. It is tremendously important to visit the campus and see the students, meet professors, see the residence halls, etc. The best time to visit schools is when classes are in session. If you can't visit during this time, keep in mind that a campus is not the same in the summer or on breaks as they are when students are around. Don't let weather or other such factors impact how your visit goes—remember that it will more than likely rain when you're a student, so that is just a fact of life! To plan a campus visit, you should call the Admissions Office well in advance for an appointment.

NOTE: Pitt County Schools encourages students to conduct visits on non-school days, such as summers, weekends, and teacher workdays. In the event that visits must occur on school days, principals can allow for up to two (2) days for such visits provided that:

1. **Requests are made in writing and approved by the principal up to two weeks in advance. Sufficient justification for loss of instructional time must be provided to the principal.**
2. **The student brings back evidence (a signed statement by college admissions personnel on official stationary) promptly upon return from the visit.**

If officially approved, these days will not count against attendance.

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 situation, etc.

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—especially if it is 90 degrees outside! One hopes that the interviewer will remember your interview for reasons other than your dress.

COLLEGE FOUNDATION OF NORTH CAROLINA RESOURCES

www.cfnc.org

College Foundation of North Carolina is a non-profit partnership between Pathways of North Carolina, College Foundation Inc., and the North Carolina State Education Assistance Authority. These organizations have broad expertise in helping students to prepare successfully for college and to find the best financial aid alternatives. Together, they provide a complete and comprehensive source of information - and real solutions - for students and their families.

Log onto this website and you will find:

Career Center provides assessment tools, fastest growing career fields, and wide range of job possibilities based on results of individualized assessment.

Student Planner helps you organize high school courses and activities to match up with admissions applications.

College Fair links to the websites of most North Carolina colleges and provides specific information on average SAT scores, GPA, and admissions requirements.

Online Applications provides the opportunity to complete applications and financial aid documents for North Carolina colleges online and save time by completing information once.

Paying for College gives you information and links about scholarships, grants, and loans.

College Savings Program provides information about college savings plans.

“CFNC: Helping you plan, apply, and pay for college.”

WHAT DO ADMISSIONS OFFICES CONSIDER WHEN REVIEWING AN APPLICATION?

Difficulty of coursework selected relevant to what was offered (did you take the most challenging course load you could have at your school?)
Grades (GPA both weighted & unweighted)
Class rank
SAT and/or ACT scores
Extracurricular activities/Leadership
Community/ volunteer service
Recommendations from counselor and/or teacher(s) or other(s)
Interview (not required by all schools)
Essay (not required by all schools)

TIPS ON COMPLETING YOUR APPLICATION

- ⇒ Most colleges and universities are now encouraging applicants to apply online. Be sure to go to the college's website for instructions.
- ⇒ If you apply on-line, print a copy of your submitted application (if possible). Don't forget to print out the signature page and mail that in.
- ⇒ Know the deadlines!
- ⇒ Complete your own applications – colleges **know** if your parents fill it out.
- ⇒ An online application makes a better impression, but in some situations, it is acceptable to handwrite your applications as long as they are neat – print legibly in blue or black ink (NEVER use pencil or colored ink).
- ⇒ If a written essay is necessary, ask a teacher to proofread it. Essays provide the opportunity to connect who you are with the admissions process.
- ⇒ If you're handwriting, make a "sloppy copy" on which you can practice.
- ⇒ If your list of extracurricular activities exceeds the allotted space, list your top activities or those where you've had a leadership or other significant role. If your application allows, upload your extracurricular resume as an additional sheet.
- ⇒ If you're applying to an arts school, include a copy of your portfolio, slides of your work, a DVD (if you're a dancer), or some other way to make your application stand out.
- ⇒ If you're an athlete, send a highlights DVD to the athletics department.
- ⇒ When you have finished your application, make a photocopy for your records. Applications can sometimes get lost in the mail or in the college admissions office.
- ⇒ Don't forget to have your transcript sent to the college once you have submitted your application.

COLLEGE ADMISSIONS OPTIONS

EARLY ACTION is an admissions procedure to notify students of early admissions to the college. Students do not need to accept the college's offer of admissions but may file other applications (used by UNC, NCSU, Georgetown, Yale, etc.). *Points to remember* are that early action candidates can be rejected, financial awards are made in April, and candidates must have superior records because the process is highly selective.

EARLY DECISION is a plan under which you may submit your credentials early to one college, usually by October 15 of your senior year. You are notified of your status by December 1. As part of an early decision plan, you are required to sign a statement agreeing to accept the college's offer of admission. You must also withdraw your application from other colleges if accepted under Early Decision. (Used by Duke, Elon, Wake Forest, etc.) Points to remember are the same as listed above in Early Action.

REGULAR ADMISSION: candidates submit an application during November to February, depending on the individual and college. Check the deadline for each individual school.

ROLLING ADMISSION: candidates submit an application at their convenience up to a certain date. They typically receive an offer of acceptance or rejection within four to six weeks. (Used often by Community Colleges and some four-year institutions)

ONSITE ADMISSION is when an admissions officer will come to Heritage High School and meet with students who have an interest in their university. Students will provide the admissions officer with a copy of their transcript, completed application, and SAT/ACT scores (if available) and will know "on-site" of their admissions status. Schools that have participated in the past at Heritage have been Barton College, Campbell University, Peace College, UNC-Pembroke, Wake Technical College, and Western Carolina. Listen/Watch for announcements of these opportunities!

WHEN WILL YOU APPLY?

There may be several factors which will affect when you apply. You are often encouraged to apply in the fall of senior year, meeting early action deadlines of your institutions of interest. Advantage of applying sooner rather than later?

1. You'll know an admissions decision earlier in the year.
2. You can spend more time applying for scholarships.

3. Your GPA will not change significantly from fall semester to spring semester. Many students who are not satisfied with their current GPA believe that waiting until spring will be better. Not so in most cases. With one semester, there is no significant change in the GPA unless there is a significant difference in grades (D to A, etc.). You risk missing regular admissions deadlines when you wait, as transcripts will not have fall semester final grades until the end of January. You also stand a greater risk of being waitlisted to the institution, as they might have already filled their spaces.
4. You can better prepare for financial aid needs once you know where you're going.
5. You can focus on the rest of your senior year and enjoy it!

HOW WILL YOU APPLY?

All students are encouraged to apply online. Applications can be processed quicker and most times you can check the status of your online application through accounts you set up. You should research the following options to determine how you'll apply. How you apply does not affect an admissions decision; it only reflects your preference for applying.

CFNC – You can apply to all NC colleges and universities through CFNC. This allows you to save time by completing only one application. Note: some institutions will require a supplemental form to be completed in addition to CFNC. Go to www.cfnc.org to set up an account and get started.

Common Application – The Common Application is a nationwide college application tool that many institutions will accept as an application. Go to www.commonapp.org to find out which institutions accept this document. There may be supplemental forms to complete.

Institution Direct – Seniors can opt to set up a personal account directly with their institutions of choice and complete the individual online application. Students can log back into the account to check the application status and/or find out if there is any additional information needed.

COLLEGE ADMISSIONS DECISIONS

OFFER OF CONDITIONAL ADMITTANCE is acceptance to a college provided you maintain your academic performance throughout the year. A college can withdraw its offer if your grades fall significantly, if your course rigor changes after admission, or if you are involved in an activity that results in disciplinary action by the school or 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 elsewhere.

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 occurs after the regular admissions process is complete. There is no guarantee a college will go to the waitlist or where an applicant will rank on the waitlist. Students on a waitlist for one college should plan to attend another college and then reconsider if later offered admission.

FINANCIAL AID

There are several types of financial aid students and parents can pursue in order to pay for college. These include: scholarships, grants, loans, work-study, entitlement programs, and employment. All types of financial aid come from various sources that include the federal government, local clubs, civic organizations as well as colleges and universities.

Free Application for Federal Financial Aid (FAFSA) must be completed by all students wishing to be considered for any federal financial aid. **The FAFSA form is the gateway to all federal money.** To initiate the financial aid process, you and your parents must submit a financial aid form. The FAFSA is a confidential document used to collect information for determining a student's need for financial aid. US Citizens should complete the FAFSA.

An estimate of your family's financial ability to contribute to the costs of education beyond high school is computed. The amount is known as the **Estimated Family Contribution (EFC)**. The EFC is an indicator of how much the government believes the family can pay each year for their student's education. This amount however does not necessarily mean that the college or university will require the family to pay the entire amount. This estimate and a copy of the appropriate form are forwarded at your request to the Pell Grant Program, to state scholarship and grant programs, and to financial aid officers at the colleges or other post-secondary institutions you specify on the form.

The decision to award financial aid rests with individual institutions and programs, which directly inform students whether or not they are eligible for financial aid. *Speak with the college or university financial aid officer directly to discuss adjustments to this financial aid package.*

Some colleges and universities require submission of both the **FAFSA** and the **College PROFILE** along with their own financial aid application for consideration for merit or academic scholarships. Only 5 colleges require the College PROFILE in North Carolina. They are: UNC Chapel Hill, Davidson, Duke, Elon, and Wake Forest.

FAFSA forms are available online.

Online applications must be submitted by midnight Central Time, June 30, 2017. Any corrections or updates must be submitted by midnight Central Time, September 23, 2017. Check with the college(s) you are interested in attending. You may also want to ask your college about its definition of an application deadline - whether it is the date the college receives your FAFSA, or the date your FAFSA is processed.

You may access and complete the forms online at:

PROFILE at www.collegeboard.com

FAFSA at www.fafsa.ed.gov

The U.S. Department of Education publishes an annual guide for high school and college students regarding financial aid. This guide explains in-depth the federal aid process. You can view this guide on-line at www.studentaid.ed.gov .

TYPES OF FEDERAL AID

Stafford Loan: Stafford Loans are available to undergraduates on the basis of demonstrated financial need. Interest rates continue to be favorable and interest is paid by the federal government for the first six months after graduation. A program called the “Unsubsidized Federal Stafford Loan Program,” is available to undergraduates who do not demonstrate financial need. Students must file the FAFSA for the regular Stafford Loan first and if not eligible, will automatically be considered for the Unsubsidized program. Although borrowing limits and interest rates are identical to the regular Stafford Loan, interest will not be subsidized while the undergraduate is attending college. Students have the option of either paying interest on the loan as it accrues or capitalizing the interest and paying it off along with the principle following graduation. Even though the government does not pay interest, this option is attractive because of the very favorable interest rate.

Pell Grants and Supplemental Educational Grants: Pell Grants and SEOG’s are distributed to students based solely on need as determined by the FAFSA. The college financial aid office determines the amount received through a SEOG.

Work-Study: Work-Study is a federally funded program that allows students to work on campus to help defray the costs of education. This program is organized by the school’s financial aid office.

Perkins Loan: The Perkins Loan provides funds for students who demonstrate need as determined by the FAFSA. Colleges have a restricted amount of funds available for Perkins Loans and allocate it accordingly. Repayment begins six months after graduation.

Parents Loan For Undergraduate Students (PLUS): Through this program, parents may borrow the entire cost of their students’ education, less financial aid. Repayment of PLUS loans must begin within 60 days of disbursement. Bank approval of a PLUS loan hinges on examination of the family’s credit history. The low interest rates on PLUS loans make these an attractive option for families who plan to finance educational costs.

HELPFUL WEBSITES FOR COLLEGE PLANNING

The College Board

www.collegeboard.com

Contains information on College Board testing, admissions, financial aid, and scholarships.

US News College Center

<http://www.usnews.com/usnews/edu/eduhome.htm>

College rankings and admissions and financial aid information.

Mapping Your Future

www.mapping-your-future.org

Links to career assessments, college info, and scholarships

Peterson's

www.petersons.com

Search colleges by GPA, tuition, sports and more.

THE SCHOLARSHIP PROCESS

Private sources make up a small slice of the total financial aid pie. Nonetheless, there are a number of scholarship opportunities—the trick is finding which ones are applicable to your individual situation. Scholarship bulletins are available in Student Services. This is not an exhaustive list; websites are listed in this section of the planning guide to assist with other scholarship searches. Be forewarned—the application process for scholarships is often as detailed as applying for college and sometimes the rewards are not large. The most important thing to remember is to never pay for a scholarship or for scholarship information.

Individual colleges and universities also offer merit-based scholarship programs which will be offered to qualified students once accepted. Check with colleges for specific information.

Examples of Scholarship Criteria:

- Academic merit or good grades
- Leadership activities
- Community service
- Extracurricular activities/athletics
- Work experience
- Honors and achievements
- Financial need
- Personal Statement
- Overcoming adversity

Examples Scholarship Essays:

- Describe a person or event having a significant impact on you.
- Describe a social problem of interest to you.
- What are your plans after graduation?
- Explain what motivates you to volunteer in your community.
- Explain why you need this scholarship.
- Write a statement giving your interests, life goals, ambitions and hopes.

Scholarship Resources:

- Student Services at your high school
- Colleges and universities to which you are applying
ex: thurgoodmarshallfund.org
- Community organizations
- Fastweb: www.fastweb.com A free scholarship search engine
- CFNC www.CFNC.org
- Other internet resources (Just Google for scholarships!)

HOW DO I FIND OUT ABOUT SCHOLARSHIPS?

- Consult your school guidance counselor.
- A scholarship bulletin is available on the Pitt County Schools website under the Parents & Students tab. Scroll down and click on Student Scholarship Opportunities.

ATHLETIC ELIGIBILITY

For potential college student-athletes, it is imperative that you learn as much as you can about the recruitment process and the requirements for eligibility for college athletics. The best source of information is your coach – be sure to talk to him/her often about your collegiate plans well in advance of your senior season.



Another important source of information is the NCAA Clearinghouse. The NCAA established a central clearinghouse to certify athletic eligibility to Division I and II institutions. 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. Please note that initial-eligibility certification pertains only to NCAA requirements for participation in Division I or II athletics and has no bearing on admission to a particular Division I or II institution. In order to be considered for eligibility for college athletics, you must register through the NCAA Clearinghouse (note: there is a fee to register with the NCAA Clearinghouse, though waivers are possible if you receive free/reduced lunch). Additionally, they have detailed information regarding high school courses, GPA, and SAT/ACT scores necessary for college athletics eligibility. (www.ncaaclearinghouse.org or toll-free at 1-877-262-1492). When signing up to take the ACT or the SAT, not only should you send your scores to the college/universities to which you have applied, but you must also send them to the NCAA for athletic eligibility consideration (Code: 9999).

GOING INTO THE MILITARY?



MILITARY SERVICES

Different branches of the military visit schools several times during the year. These visits are scheduled through Student Services.

The Armed Services Vocational Aptitude Battery (**ASVAB**) is an aptitude test to assess an individual's natural abilities and skills. The military branches require the ASVAB for entrance into the military. The Military Entrance Processing Service Center offers the ASVAB on a weekly basis. Contact your military recruiter to schedule an appointment or check to see if your school offers the ASVAB. The ASVAB is an excellent tool to help determine your own natural abilities, which will assist you in making an informed career choice.

Air Force	www.airforce.com/	Army	www.army.com/
Coast Guard	www.uscg.mil/	Marines	www.marines.com/
Navy	www.navy.com/		

MILITARY PLACEMENT

Representatives from the different branches of the military have various recruiting offices throughout Pitt County.

National Guard
1401 N Memorial Dr
Greenville, NC 27834 (252) 752-5693

U S Air Force Recruiting
103 E Arlington Blvd Ste
104C Greenville, NC 27858 (252) 756-2194

National Guard
3000 Mills Rd
Greenville, NC 27858 (252) 752-1991

National Guard Recruiter at ECU
701 E 5th St
Greenville, NC 27858 (252) 707-9226

U S Air Force Recruiting
103 E Arlington Blvd Ste
104C Greenville, NC 27858

(252) 756-2194

US Navy Recruiting
103 E Arlington Blvd # 102
Greenville, NC 27858

(252) 756-9215

US Army Reserve
Greenville, NC 27833

(252) 752-2482

**US Army Recruiting/
Greenville Station**
103 E. Arlington Blvd
Greenville, NC 27858

(252) 756-9695

National Guard
100 W Horne Ave
Farmville, NC 27828

(252) 753-3749

National Guard Recruiter
ECU
200 Christenbury Gym
Greenville, NC 27858

(252) 707-9226

Marine Corps Recruiting
103 E Arlington Blvd Ste
104D Greenville, NC 27858

(252) 756-9513

US Marine Corps Recruiting

115 Red Banks Rd Ste A
Greenville, NC 27858

(252) 756-2194

United States Army
4051 S Memorial Dr
Winterville, NC 28590

(252) 752-2908

The **Armed Services Vocational Aptitude Battery (ASVAB)** is an aptitude test to access an individual's natural abilities and skills. The military branches require the ASVAB for entrance into the military. Whether you are considering the military 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.

Contact your military recruiter to schedule an appointment to discuss the ASVAB and testing dates. The ASVAB is usually open to all Juniors and Seniors regardless of your career plans.

Military Plus College?

If you are interested in enlisting in the military as well as going to college, be sure to ask about ROTC scholarships that are available. Deadlines are usually from October to December, so early planning is advised. See websites below for more information.

Army	www.usma.edu www.rotc.monroe.army.mil
Air Force	www.usafa.af.mil www.afoats.af.mil/rotc.htm www.afas.org
Navy/Marine Corps	www.nadn.navy.mil www.cnet.navy.mil/nrotc www.nmcrs.org
Coast Guard	www.cga.edu www.cgmahq.org

GOING INTO THE WORKFORCE?

EMPLOYMENT AFTER HIGH SCHOOL

Career Planning/Exploration

- ❖ Career planning is a process that involves students, parents, teachers, counselors, and the community.
- ❖ The goal is to help students to make informed and thoughtful decisions about themselves and their future.
- ❖ The planning process includes helping students develop and implement an individual career plan.
- ❖ CFNC, Futures for Kids, and Bridges are valuable websites that have online *Career Inventories* which assess their interests, preferences, values, abilities, and talents in order to identify either general or specific careers.
- ❖ In addition, students may further explore careers by participating in Web Research, Informational Interviews, Job Shadowing, Internships, Summer Programs, Part-time Jobs,
- ❖ and Volunteering Opportunities.

Entering the Workforce

If you have decided to get a job immediately after high school, you will need to:

- Find out what kinds of jobs are available.
- Develop some very necessary job-finding and job-keeping skills.
- Talk to a counselor about job possibilities. See your Career Development Coordinator, at your high school, for assistance.
- Visit your career center, library and company websites.
- Contact the NC Employment Security Commission at 3101 Bismarck St or call (252) 355-9067.
- Adapt your resume to reflect the needs of the potential job.
- Identify skills you possess that the company has in the job posting.

INTERVIEWING BEST PRACTICES

Before the Interview

- *Focus on employer's/college's needs and what you can do for the organization/college*
- *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*

During the Interview

- Be enthusiastic, but sincere
- Listen carefully to the interviewer
- Think about how you can set yourself 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 they did not ask!
- Close the interview on a positive note
- Ask about any needed follow-up and when you can expect to next hear from the company/college
- Thank the interviewer for his or her time
- Be sure to get the interviewer's business card, or at least the proper spelling of their name, their title, and their address and phone number

After the Interview

- Evaluate it – how do you think you responded to the questions?
- Send a thank you letter to the interviewer
- Make a follow up phone call to indicate interest in the position/college and ask if there are any additional questions

What to Wear

- *Wear a professional looking outfit from head to toe*
- *Make sure your hair is well-groomed and neat*
- *Don't overdo the perfume, cologne, makeup, or aftershave*
- *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 scholastic record.*
- ☞ *What supervisory or leadership roles have you held?*
- ☞ *Why should we hire/admit/select you?*
- ☞ *Describe briefly your philosophy of*
- ☞ *Where do you see yourself in 5 or 10 years?*
- ☞ *Do you think your grades are a good indication of your academic achievement?*
- ☞ *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.*

RESUME WRITING TIPS

Why do I need a Resume?

- It provides a clear breakdown of high school activities for college admissions representatives and can be included with your application.
- It offers recommendation writers a review of your accomplishments

What do I include?

- Awards and honors
- Extracurricular activities (ones offered in high school such as Honor Societies, Newspaper, etc.)
- Sports
- Community Service/Volunteerism
- Leadership
- Work Experience

What order do I put activities in and what format should I use?

- Enter activities from most recent to least recent
- Do not include middle school
- Indicate if you have held an office position or elected position
- Community Service is by school year (2011, 2010...)

Overall Tips

- Use Times Roman or Arial Font
- Use 12 point size, no smaller than 9
- Use professional looking bullets (not hearts, stars)
- Spell out acronyms (NHS= National Honor Society)
- Make Headings in bold

- Keep it to one page if possible

Do	Don't
Be concise, accurate, positive	Lie or exaggerate
List your most recent activities or job first	Include salary history or expectations
Stress skills and accomplishment	Use pronouns, abbreviations
Research and use key words	Overdo the use of bold and italics
Make the resume attractive to read	Use small type or overcrowd margin
Have someone proofread before submitting	Include references

JOB OPPORTUNITIES

Looking for a part-time or full-time job? If you are under 18 years old, you may need to obtain a youth employment certificate (work permit). More information and the application for a youth employment certificate can be found on the NC Department of Labor website at www.nclabor.com, or contact them directly at 1-800-LABOR-NC. Other websites that may be helpful to you in your job search:

NC Employment Security Exchange Commission www.ncesc.com

JobLink from the NC Department of Commerce www.joblink.state.nc.us

Monster www.monster.com

The Daily Reflector Classified Ads www.reflector.com

Appendix

Suggestions for College Visits

Scholarship Scams

Myths about paying for college

Writing Your Resume

Resume Sample

SUGGESTIONS FOR YOUR VISIT:

1. Spend the night in the residence hall, if possible—and sit in on some classes that interest you.
2. Pick up a copy of the school newspaper
3. Read the course catalog and check out the list of faculty, their degrees, and the courses they teach. Investigate your academic program by meeting with professors.
4. If you are interested in playing a sport, request a meeting with a coach. The same goes for any activity of interest.
5. Find out about the quality of the Career Services Office.
6. Talk with students.
7. Verify admission requirements and discuss your chances for successful admission.
8. Ask about scholarships and financial aid.

QUESTIONS TO ASK YOUR CAMPUS TOUR GUIDE:

1. Who teaches your classes? Professors or Teaching Assistants?
2. How adequate is the library? Are you able to get the books you need when you need them?
3. Tell me about housing. Are some residence halls better than others? Do many students live off campus?
4. What technology is required and how do I access technology support services?
5. How accessible are professors?
6. What is the biggest issue on campus?
7. Are certain courses harder to get into? If so, which ones in particular?
8. What is the greatest shortcoming of this college? What do students complain about?
9. Why did you choose this particular college? Do you still feel the same way about it?
10. What kinds of students are most happy here? Least happy?

SCHOLARSHIP SCAMS

Scholarship scams have been around for years. According to the Federal Trade Commission and Edvisors, the following may be a sign that you are getting duped:

- The scholarship is guaranteed or your money back. No one can guarantee that you'll get a grant or a scholarship. Refund guarantees often have conditions or strings attached. Get refund policies in writing, and read the fine print.
- If the scholarship provider uses the drawing tool "You can't get this information anywhere else." Keep searching. There are thousands of scholarships you can research through free means. It's highly doubtful that a company would have an exclusive list of scholarships that you can't find through another source.
- Credit card or bank account numbers are not used to hold a scholarship. Don't give your credit card or bank account number without getting information in writing first. You might become the victim of an unauthorized withdrawal from your account.
- Be careful of the scholarship that claims "We'll do all the work." or claims a "95% success rate", the success rate must be measuring something other than winning scholarships.
- Look out if the scholarship charges a fee. Scholarship scams might call it an application fee, disbursement fee, prepayment of taxes, processing fee or redemption fee. The scam's goal is to get the victim to send them money. Keep in mind Federal education loans do not charge fees in advance.
- Beware of claims that you've been granted a scholarship you didn't apply for. Don't be fooled if it encloses a check for more than the scholarship amount and ask the student to send back the difference. By the time the student discovers that the scholarship check is a forgery, the student's money is long gone.
- Watch out for the unclaimed aid myth that require the use a mail drop or a P.O. Box as a return address and may not include a telephone number. Scholarship scams are also more likely to have return addresses in Florida or California.
- Don't be pressured by a scholarship provider that stresses "first come first served". These are usually little more than a high-pressure sales pitch. Don't pay anyone who claims to be "holding" a scholarship or grant for you.

What to do if you suspect an offer is a scam

Start with your school counselor. Also, the following organizations can help you decide if an offer is legitimate. They will tell you whether they have received any complaints about the company, or whether the company is currently under investigation. Look for these organizations online or call for more information:

- Better Business Bureau (BBB) in the city where the service is located
- Federal Trade Commission, 1-877 FTC-HELP or www.ftc.gov/scholarshipscams
- State Bureau of Consumer Protection
- State Attorney General's Office
- National Fraud Information Center (NFIC), www.fraud.org

MYTHS ABOUT PAYING FOR COLLEGE

Billions of dollars in financial aid are available to those who need help paying for college. Yet a lot of misinformation clouds the facts about what type of aid is available and who is eligible. Here are some myths dispelled for those confronting the process of securing financial aid.

MYTH: College is just too expensive for our family

FACT: Despite the media hype, a college education is more affordable than most people think, especially when you consider that college graduates earn an average of \$1 million more over the span of their careers than high school graduates. The average yearly tuition for in-state students at a four-year public college in 2008-2009 was just \$6,585. There are some expensive schools, but high tuition is not a requirement for a good education.

MYTH: There's not a lot of financial aid available

FACT: In fact, more than \$106 billion in student financial aid is available for undergraduates. Most students receive some form of aid. Less of this aid now comes in the form of grants, however; most aid is awarded through low-interest loans or institutional and other grants. You should carefully consider the financing packages you've been offered by each college to determine which makes the most financial sense.

MYTH: My family's income is too high to qualify for aid

FACT: Aid is intended to make a college education available for students of families in many financial situations. College financial aid administrators often take into account not only income but also other family members in college, home mortgage costs and other factors. Aid is awarded to many families with incomes they thought would disqualify them.

MYTH: My parents saved for college, so we won't qualify for aid

FACT: Saving for college is always a good idea. Since most financial aid comes in the form of loans, the aid you are likely to receive will need to be repaid. Tucking away money could mean that you have fewer loans to repay, and it won't make you ineligible for aid if you need it. A family's share of college costs is based mostly on income, not assets such as savings.

MYTH: I'm not a straight-A student, so I won't get aid

FACT: It's true that many scholarships reward merit, but most federal aid is based on financial need and does not even consider grades.

MYTH: If I apply for a loan, I have to take it

FACT: Families are not obligated to accept a low-interest loan if it is awarded to them. One financial aid administrator recommends applying for aid and comparing the loan awards with other debt instruments and assets to determine the best financial deal.

MYTH: Working will hurt my academic success

FACT: Students who attempt to juggle full-time work and full-time studies do struggle. But research shows that students who work a moderate amount often do better academically. Securing an on-campus job related to career goals is a good way for you to help pay college costs, get experience and create ties with the university.

MYTH: Millions of dollars in scholarships go unused every year

FACT: Professional scholarship search services often tout this statistic. In fact, most unclaimed money is slated for a few eligible candidates, such as employees of a specific corporation or members of a certain organization. Most financial aid comes from the federal government, although it is a good idea to research nonfederal sources of aid.

MYTH: My folks will have to sell their house to pay for college

FACT: Home value is not considered in calculations for federal aid. Colleges may take home equity into account when determining how much you are expected to contribute to college costs, but income is a far greater factor in this determination. No college will expect your parents to sell their house to pay for your education.

MYTH: I should live at home to cut costs

FACT: It's wise to study every avenue for reducing college costs, but living at home may not be the best way. Be sure to consider commuting and parking costs when you do this calculation. Living on campus may create more opportunities for work and other benefits.

MYTH: Private schools are out of reach for my family

FACT: Experts recommend deferring cost considerations until late in the college selection process. Your most important consideration is to find a school that meets your academic, career and personal needs. In fact, you might have a better chance of receiving aid from a private school. Private colleges often offer more financial aid to attract students from every income level. Higher college expenses also mean a better chance of demonstrating financial need.

MYTH: We can negotiate a better deal

FACT: Many colleges will be sensitive to a family's specific financial situation, especially if certain non-discretionary costs, such as unusually high medical bills, have been overlooked. But most colleges adhere to specific financial aid award guidelines and will not adjust an award for a family that feels it got a better deal at another school.

Source: www.collegeboard.com

WRITING YOUR RESUME

The development of your student 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 and summer employment, volunteer work, job shadowing and internships, college applications, and scholarship applications. Teachers and school counselors may use your resume (during the senior year) to write recommendations and to help you with the scholarship process. Each senior is encouraged to have a resume and to share it with their counselor.

Your resume should be in a format that best highlights your experiences, education and interests. Try to keep it brief (two pages maximum; one page is preferred). Make sure that the font is large enough to be easily legible.

One possible resume format will include the following sections:

Heading: Name, Address, Telephone, Email

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

Education: Specialized classes or training, expected graduation

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

Activities: School and community activities in which you have participated
(include dates, offices and awards)

Interests: Cover anything not in "Activities"

References: At least two non-family individuals who can say great things about you, your character and your work

To create an online resume, visit www.cfnc.org and click on the Student Planner tab. You will need to create a USERNAME to use the High School Planner feature. There is no fee for the use of this valuable site.



Roberta Jordan

12345 Hemingway Ln.
Greenville, NC 27834

(252) 555-7891 — R.Jordan@email.com

Resume Profile

Detail oriented, reliable and mature high school senior seeking admission to University of North Carolina at Greensboro to study Child Development.

Education

**South Central High School
2013-Graduation Date June 2017**

GPA: 3.8 weighted 3.2 unweighted
Rank: 115/ 400

Work Experience

**Country Club- Lifeguard
Summer 2014 and 2016**

- Monitored swimming areas for rule violations and drowning victims.
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas.
- Supervised entertainment activities sponsored by country club.
- Worked assigned shifts at check-in and concession stand.
- Attended training courses and maintained CPR certification.
- Taught summer swimming classes and received outstanding student evaluations.

Volunteer Work

**Big Brothers/Big Sisters
2014 - 2016**

- Assisted with and participated in group activities and field trips.
- Monitored youth during activities.
- Tutored ages 8-13 and assisted with homework assignments.

School Organizations

**National Honor Society
2014, 2015**

Pep Squad

2014 and 2015

Decorations Committee Chair — 2015

Latin Club

2013 - 2015

Secretary — 2014

Vice President — 2015

References**Joanne Boyle**

Manager

Country Club

Phone 252-555-2323

Allan Blue

Coordinator

Big Brothers/ Big Sisters

Phone: 252-555-1234