SENIOR LAUNCH GUIDE

A GUIDE FOR NY GEAR UP
CLASS OF 2020

CREATED BY:

RIT | K-12 University Center
GEAR UP

» This guide belongs to: _____

My postsecondary destination:

☐ Four-year College/University ☐ Community College → Transfer ☐ Two-Year Community College

☐ Technical Institute ☐ Military ☐ Workforce

» Important Contacts

School Counselor: _____ Phone: _____

Email: _____

Support Specialist: _____ Phone: _____

Email: _____

Other: _____ Phone: _____

Email: _____

Congratulations – You're a senior!

You've been dreaming for years about what you'll do after you graduate, and this is the year you'll take many **critical** steps to launch your dreams into reality.

crit·i·cal / 'kridek(e)l/
adjective

Having a decisive or crucial importance in the success, failure, or existence of something.

> "Submitting a college application before the deadline is a critical factor in getting accepted to college"

Synonyms: crucial, vital, essential, important, paramount, key, pivotal

> "The completion of the FAFSA is critical for obtaining financial aid."

Antonyms: unimportant

Section 1 of this Launch Guide outlines the actions you need to take this year, depending on what you want to do after high school, and Sections 2 through 8 provide important information and resources to help you take those actions.

Beginning with Section 1, look for the checklist that applies to you – based on whether you plan to:

- Attend a four-year college or **university** to earn a bachelor's degree
- Enroll in a community college first, then **transfer** to a four-year college or university after two or three years to earn a bachelor's degree
- Obtain an associate degree or certificate at a two-year **community college**
- Obtain a certificate or license in a skilled trade at a **technical institute**
- Enlist in the **military**, or
- Immediately enter the **workforce**

The checklist for each plan provides timelines for completing each action, but you'll need to pay attention to specific deadlines and due dates, since they vary.

Beyond Section 1, you'll find resources and information on everything from financing your college education to writing a resume. You'll also find helpful tools for tracking the status of your college, scholarship, and job applications, and pages for recording important information you'll need to access regularly throughout the year.

It's a good idea to keep this guide with you so you have easy access to all this stuff any time you need it!
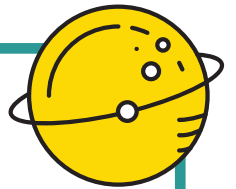
We know you're excited to graduate. But this year it's important that you stay focused, both on your class work, as well as the important actions outlined in this Launch Guide.

And don't forget – your School Counselor and your Support Specialist are both available throughout the year to help you through every step.

It's important to note that the data and dollar amounts provided in this guide were accurate at the time of printing, but are subject to change over time. To be sure you have the most up-to-date information, visit the websites referenced throughout the guide, or see your School Counselor or Support Specialist.
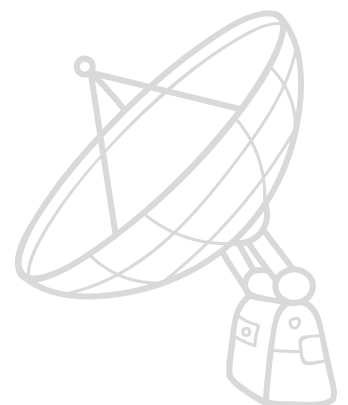
First Things First...

New York State High School Regents Diploma Graduation Requirements

There are two levels of diploma for graduating high school in New York State: Regents Diploma and Regents Diploma with Advanced Designation. Each requires certain classes and exams.

Class Requirements

To graduate high school with a Regents Diploma, students must take the following classes:

New York State Regents Diploma Requirements	Minimum # of Credits
English	4
Social Studies: US History (1) Participation in Government (½) Economics (½) Other (2)	4
Science: Life Science (1) Physical Science (1) Life Science/Physical Science (1)	3
Mathematics	3
Languages other than English	1
Visual Art, Music, Dance, and/or Theater	1
Physical Education *(participation each semester)*	2
Health	.5
Electives	3.5
TOTAL	**22**

Regents Exam Requirements

To obtain a Regents Diploma, a score of 65 or better is required on these Regents exams:

Regents Diploma
To obtain a Regents Diploma, a **score of 65 or better** is required on these Regents exams:

- Comprehensive English
- Mathematics (Any <u>one</u>)
- History (Any <u>one</u>)
- Science (Any <u>one</u>)
- Language other than English
- Math, Science, or History other than above one
- Arts
- CDOS or CTE Approved credentials

Regents Diploma with Advanced Designation
To obtain a Regents Diploma with Advanced Designation, a **score of 65 or better** is required on these Regents exams:

- Comprehensive English
- Mathematics (<u>All three</u>)
- Global History
- US History
- Science (<u>One physical & one life science</u>)
- Language other than English

Additional Designation: *With Honors*

The "with honors" designation is added to either of the above Regents Diploma options for students with an average score of 90 or more on all required Regents exams.

Source: **hesc.ny.gov/prepare-for-college/your-high-school-path-to-college/regents-requirements.html**

NOTES

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Senior Launch Guide – Table of Contents

NOTES

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Section 1
Preflight Checklists: Actions and Timelines

Staying on Track

Wherever you plan to go after high school graduation – whether you're headed to college, the workforce, or the military – the checklists in this section will help you stay organized and on track to reach your goal. Each checklist outlines specific action steps that act as a guide to your postsecondary plan. Simply find the checklist that applies to you, then use the pages throughout this guide, coded with the matching symbol, to find the information and resources you need to successfully complete each step on your checklist.

Review the entire checklist for your postsecondary plan before you begin, because it is helpful to see the complete picture of everything that needs to happen before you begin to tackle each step. If you're unsure about anything on your checklist, explore the rest of this guide, which includes additional details on how to complete each step, such as applying to and paying for college. Pages in this guide are marked with a symbol to make it easy for you to find the information and resources applicable to you and your specific plan (see symbol key to the right). If you're still unsure about something, your School Counselor or Support Specialist can help.

Not sure yet what you want to do? That's fine! Start by taking a look through the different checklists and you will notice many of the lists have items in common. Identify some of those overlapping items and begin taking the steps required. We think you'll gain clarity around what path is right for you as you complete the launch guide.

If you plan to...	Look for Symbol:
Attend **university** next year	**U**
Enroll in a community college first and then **transfer** to a university	**TR**
Enroll in a **community college** to earn an associate degree or certificate	**CC**
Attend a **technical institute** next year	**TI**
Enlist in the **military**	**M**
Enter the **workforce** after graduation	**W**

Four-Year College or University

If your plan is to attend a four-year college or university and earn a bachelor's degree (including ROTC programs and military academies), this checklist is for you!

My top three schools of choice are:
(See Section 2 for resources to help select schools)

1. _____

2. _____

3. _____

List the majors you are considering here: *(See Section 6 for resources to help decide a career pathway)*

1. _____

2. _____

3. _____

	Action Steps	Recommended Timeline	My Date	Notes
Do these for every school where you will apply	Obtain college application fee waiver(s)	August–September 2019		
	Complete college application(s), including fee or using fee waiver	Fall 2019		
	Request/mail transcripts (and CLEP test scores if applicable)	Within 1 week of completing college app		
	Register to take or re-take ACT/SAT	Prep: July-October Retake: Nov.–Dec.		
	Ensure ACT/SAT scores are reported to schools	August–December 2019		
	Explore ROTC or officer programs	August–December 2019		
	Obtain FSA ID* (student and parent)	July–September 2019		
	Complete FAFSA**	October–December 2019		
	Review SAR***	October–December 2019		
	Complete scholarship applications (personal essay)	August 2019–May 2020		
	Review admission letters & financial awards	October 2019–April 2020		
Do these for the college you will attend	Accept admission at school of choice	As early as you know, by May 2020		
	Pay or defer enrollment deposit to selected school	After accepting admission (Spring 2020)		
	Register for orientation	After accepting admission (Spring 2020)		
	Apply for housing	After accepting admission (Spring 2020)		
	Learn about TRIO/bridge programs & apply	After accepting admission (Spring 2020)		
	Inform Support Specialist of decisions and awards	Spring 2020		
	Other:			

*FSA ID stands for Federal Student Aid ID.   **FAFSA stands for Free Application for Federal Student Aid.   ***SAR stands for Student Aid Report. For more information about all of these terms, see Section 3 of this guide titled **Securing Funding: Financial Aid**.

Two-Year Community College (CC)

(Transfer, associate degree, or certificate)

If you want to earn a bachelors degree by starting at a community college and then transferring to a 4-year university – or if you want to attend a community college to earn an associate degree or a certificate – then this checklist is for you!

My top three schools of choice are:
(See Section 2 for resources to help select schools)

1. _____

2. _____

3. _____

The degree I'm pursuing (check one):

☐ Transfer (2 or 3 years at the community college, plus 2 or 1 at a university)

☐ Associate degree (2 years)

☐ Certificate (culinary arts or fire science, for example)

If you know what career you want to pursue, but you're not sure how much education you need, visit **bls.gov/ooh** to learn more about educational requirements, pay, and the outlook for the profession.

	Action Steps	Recommended Timeline	My Date	Notes
Do these for every school where you will apply	Obtain college application fee waiver(s)	August–September 2019		
	Complete college application(s), including fee or using fee waiver	Fall 2019		
	Request/mail transcripts (and CLEP test scores if applicable)	Within 1 week of completing college app		
	Prep for and take/retake placement tests (Ex. Accuplacer)	Prep: July-October Retake: Nov.–Dec.		
	Obtain FSA ID* (student and parent)	July–September 2019		
	Complete FAFSA**	October–December 2019		
	Review Student Aid Report (SAR)***	October–December 2019		
	Complete scholarship applications (personal essay)	August 2019–May 2020		
	Review admission letters & financial awards	October 2019–April 2020		
Do these for the college you will attend	Accept admission at school of choice	As early as you know, by May 2020		
	Talk with a community college academic advisor	March–May 2020		
	Apply for housing	After accepting admission (Spring 2020)		
	Explore program of study (including transfer programs)	Spring 2020		
	Learn about TRIO/bridge programs & apply	After accepting admission (Spring 2020)		
	Inform Support Specialist of decisions and awards	Spring 2020		
	Other:			

FSA ID stands for Federal Student Aid ID.   **FAFSA* stands for Free Application for Federal Student Aid.   ***SAR* stands for Student Aid Report.
For more information about all of these terms, see Section 3 of this guide titled **Securing Funding: Financial Aid**.

Technical Institute

If you want to attend a technical institute or school and obtain a certificate or license in a skilled trade, this checklist is for you! At tech schools, you can train to become a certified professional in a variety of fields, such as a motorcycle mechanic, a nurse, or a computer technician

My top three schools of choice are:
(See Section 2 for resources to help select schools)

I'm interested in pursuing a career in: *(See Section 6 for resources to help decide a career pathway)*

1. _____

2. _____

3. _____

_____

_____

_____

If you know what career you want to pursue, but you're not sure how much education you need, visit **bls.gov/ooh** to learn more about educational requirements, pay, and the outlook for the profession.

	Action Steps	Recommended Timeline	My Date	Notes
Do these for every school where you will apply	Check to see if community college has program of study needed	August–December 2019		
	Obtain application fee waiver(s)	August–December 2019		
	Complete tech school application(s)	February 2020		
	Send additional requirements (transcript, test scores, portfolio, etc.)	August–December 2019		
	Obtain FSA ID* (student and parent)	July–September 2019		
	Complete FAFSA**	October–December 2019		
	Review SAR***	October–December 2019		
	Complete scholarship applications (personal essay)	August 2019–May 2020		
	Review admission letters and financial awards	October 2019–April 2020		
Do these for the school you will attend	Accept admission at school of choice	As early as you know, by May 2020		
	Explore career outlook	March–May 2020		
	Apply for housing	After accepting admission (Spring 2020)		
	Inform Support Specialist of Decisions & Awards	After accepting admission (Spring 2020)		
	Other:			

*FSA ID stands for Federal Student Aid ID.   **FAFSA stands for Free Application for Federal Student Aid.   ***SAR stands for Student Aid Report.
For more information about all of these terms, see Section 3 of this guide titled **Securing Funding: Financial Aid**.

Military Enlistment

If you plan to enlist in the military immediately after high school, then this check list is for you!
Section 5 has more details on entering military service.

I plan to join the:

☐ Army ☐ Navy ☐ Air Force ☐ Marines ☐ Coast Guard

If you are interested in ROTC, be sure to check out Section 5 of this guide.

Action Steps	Recommended Timeline	My Date	Notes
Schedule an appointment with a Military Recruiter	Fall 2019		
Take or re-take Armed Services Vocational Aptitude Battery (ASVAB)*	Fall 2019		
Discuss Delayed Entry Program with recruiter	Fall 2019		
Complete Physical Examination with Military Entrance Processing Station (MEPS)	As directed by recruiter (Fall/Winter)		
Review ASVAB scores with Support Specialist	Spring 2020		
Research potential careers for service	Spring 2020		
Meet with Enlistment Counselor to determine career prospects	As directed by recruiter		
Take the Oath of Enlistment	As directed by recruiter		
Prepare for Boot Camp	Spring 2020		
Other:			

*ASVAB stands for Armed Services Vocational Aptitude Battery. For more information, see Section 5 of this guide titled **Pursuing a Future in the Military**.

W SECTION 1

Workforce

If you plan to enter the workforce immediately after high school graduation, then this checklist is for you.

My career interest areas or job prospects include::
(See Section 6 for resources to help determine a career pathway)

1. _____

2. _____

3. _____

Visit **bls.gov/ooh** to learn more about educational requirements, pay, and the outlook for the fields you're considering pursuing after graduation.

Action Steps	Recommended Timeline	My Date	Notes
Research training required for field of interest	Fall/Winter 2019		
Research community college options/programs	Fall/Winter 2019		
Ask people to serve as professional references	Spring 2020		
Update resume	Winter 2019/Spring 2020		
Research job openings	Spring 2020		
Apply for jobs	Spring 2020		
Request letters of recommendation	As required for your application		
Inform Support Specialist of job placement	As soon as you're hired, May 2020 at the latest		
Other:			
Other:			
Other:			

Section 2
Flight Preparations: The College Application Process

Taking Your Education to the Next Level

If you're planning to continue your education after high school – whether you're headed to a university, community college, or tech school – this section will help get you there. In the following pages, you'll find guidance related to choosing a school, submitting college applications, preparing for and taking college entrance exams, and smoothly transferring from a community college to a university.

For details on paying for college, see sections 3 and 4.

Collecting Personal Information

Take a few minutes to fill out this form. Then with your high school **transcript** in hand, you'll have everything you need to complete most college applications. You might need to work with your parent, guardian, or family members to get all the details.

When it comes time to apply, many universities charge a fee – $50 or $100 application fees are common. However, it is likely that you will get this fee waived. Contact your Support Specialist or School Counselor to find out how.

Leave areas blank if they don't apply to you.

Contact Information	
Full Name (first, middle, last)	
Street Address	
P.O. Box	
City, State, Zip Code	
Home Phone Number	
Cell Phone Number	
E-Mail Address (not your high school email address)	
Social Security Number	
Driver's License Number and Date Issued	
Date of Birth	

High School Information		
Name of Current High School		Expected Graduation Date
School Street Address, City, State, Zip Code		
School Telephone Number		
Name of any Previous High School Attended		
Address, City, State, Zip Code of Previous School		
School Telephone Number		
Dates Attended		

Colleges Attended/College Credits Earned		
(List any college from which you expect to receive credit – including dual enrollment or concurrent enrollment.)		
Name of College Awarding Credits		Dates Attended
College Street Address, City, State, Zip Code		
List Course Name(s) and Number of Credits Earned		
Potential College Major		

Collecting Personal Information *(continued)*

Testing (SAT, ACT, AP, CLEP, IB)			
SAT	Date Taken (month/year)	Date Re-Taken (month/year) *(if applicable)*	
	Composite Score	Composite Score	
ACT	Date Taken (month/year)	Date Re-Taken (month/year) *(if applicable)*	
	Composite Score	Composite Score	
AP	AP Subject	AP Subject	
	Score	Score	
CLEP*	CLEP Subject	CLEP Subject	
	Score	Score	
IB**	IB Subject	IB Subject	
	Score	Score	

Athletics, Clubs, and Organizations				
List Name of Club/Sports Team	**List your role/position each year:**			
	Freshman	Sophomore	Junior	Senior

*CLEP stands for College-Level Examination Program (CLEP). See the glossary at the back of this guide for more information.

**IB stands for International Baccalaureate (IB). See the glossary at the back of this guide for more information.

Honors and Awards		
Name & Date of Award or Honor	Reason for Award/Honor	Awarded by Whom?

Community Service			
Name of Organization & Contact Name	Description of Volunteer Service	Number of Hours of Service	Date(s) of Service

Family Information and Other Personal Information

Student's status:

☐ US Citizen   ☐ Permanent US Resident   ☐ Refugee   ☐ Asylee   ☐ DACA

Have either of your parents earned a bachelor's degree?   ☐ Yes   ☐ No

Are your parents affiliated with the U.S. military?   ☐ Yes   ☐ No

Emergency Contact Information:

Name: _____   Relationship: _____

Email Address: _____   Phone Number: _____

Street Address, City, State, Zip Code: _____

_____

TR

CC

TI

What is the Best Fit for Me?

Deciding which college to attend can be a challenge – there are so many factors to consider!

Determine what is most important to you in a college experience, along with your long-term goals and how college will play a part in achieving those goals. By visiting college websites, talking with current and former students and reading online reviews, try to learn as much as possible about your potential school.

Below are some things you might want to consider as you research.

How would you rank order what is most important to you?

Type of School	Student Life	Location
• 2-year or 4-year • Public or private • Liberal arts college or university/research institution • All male, all female, coed • Religious or secular	• On- & off-campus activities • Athletics • Greek life • Student organizations • Safety • Diversity of student body	• Urban or rural • Size of nearest city • Distance from home • Geographic setting and weather
Affordability	**Admission Requirements**	**Housing**
• Cost of attendance (tuition, fees, transportation, and housing) • Scholarships • Campus employment opportunities	• Minimum required GPA • Average test scores • Required high school courses • Likelihood of being accepted	• Residence halls • On- & off-campus housing • Meal plan • Parking for residents and commuters
Academics	**Size**	**Other Criteria That's Important to You?**
• Programs and majors offered • Student-faculty ratio • Accreditation	• Student enrollment • Average class size • Physical size of campus	• • •

How do the schools you're interested measure up? Here's a chart to help you compare the colleges you are interested in, with the criteria that is most important to you.

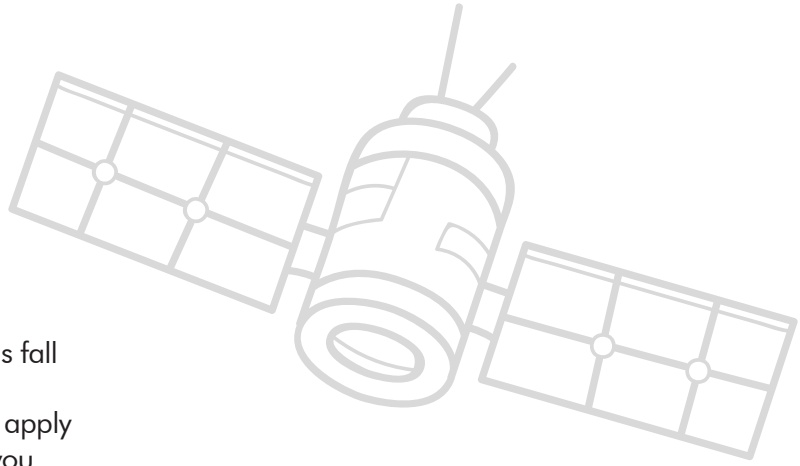| Criteria	College Name:	College Name	College Name:	College Name:
Type of School				
Student Life				
Location				
Affordability				
Admission Requirements				
Major/ Program Requirements				
Housing				
Academics				
Size				
Other				
Other				

TR

Tracking College Applications

CC

TI

As you begin the college application process, it's a good idea to include at least one of each of the following types of **choices**:

- **Safe choice** – Your academic credentials fall above the school's range for the average freshman. You can be reasonably certain that you will be admitted to your safe choice school.

- **Realistic Choice** – Your academic credentials fall within (or even exceed) the school's range for the average freshman. There are no guarantees, but it's not unreasonable to be accepted to several of your realistic choice schools.

Use this table to keep track of your progress on your college applications:

	Tracking College Applications			
	Application Deadline (note priority deadline, if applicable)	**Date You Applied**	**Date You Sent Application Payment or Fee Waiver**	**Date You Sent Your Official High School Transcript**
Name of College #1				
Name of College #2				
Name of College #3				
Name of College #4				
Name of College #5				

• **Reach choice** – Your academic credentials fall below the school's range for the average freshman. Reach schools are important to apply to – if there is a specific, selective college you really want to go to and you have even a remote short at getting accepted, go for it.

(Tracking College Applications Continued)				
Date You Requested Recommendation Letter (if applicable)	**Date You Sent College Transcript** (if applicable)	**Date You Sent Test Scores:** SAT, ACT, AP, CLEP, IB	**Received Response:** Accepted Yes/No? Waitlist?	**Financial Award Letter:** Received & Reviewed Yes/No?

Taking or Re-Taking College Entrance Exams

The ACT and SAT are college admissions tests. Many colleges and programs use ACT or SAT scores in their admission decisions, although some do not, and some specifically require one test or the other. So check the requirements for the colleges to which you are applying. State University of New York (SUNY) requirements vary from college to college, but averages tend to fall around 1050-1150 for an SAT combined score and around 22-24 for an ACT score. Universities also often use your ACT or SAT score in specific subject areas to determine first-year course placement, particularly for math. The 2018 SUNY Admissions Information Summary Sheet provided on page 30 of this guide will provide you with a general sense of some of the admissions criteria of the four-year SUNY campuses, along with some additional information you may find helpful.
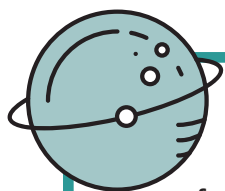
> You will need an SAT or ACT score to be considered for merit scholarships — keep in mind, higher scores can earn you larger scholarship awards!

I already took the SAT/ACT as a junior. Should I re-take it this year? Once you've received your score report, take a moment to congratulate yourself! Completing a multi-hour exam is an accomplishment in itself. Next, realize that sometimes students need to take the exam two or three times to maximize their score. This is completely normal; in fact, most students take the test more than once. Here's how to decide whether you should retake it:

1. What are the scores necessary for your target schools or target scholarships? Take a moment to research the schools you want to go to. Many school list the average or mid-range SAT and ACT scores for their admitted students directly on their website (check the Admissions section). Aim to be at or above their posted average score, but keep in mind that

extracurriculars and GPA also factor into the admission decision. Use the "scholarship estimator" tools on college websites to figure out whether a higher score could earn you a bigger scholarship and if so, how likely is it you could improve your score by the needed amount.

2. How many times have you already taken the test? Although it is true that retaking the test can raise your score, after the third time taking the exam, subsequent attempts at the test are unlikely to raise your score unless you've done something drastically different to prepare. Just taking the test over and over is pretty pointless if you don't change anything in your preparation strategy in between attempts. To summarize: though you are allowed to retake the test as many times as you'd like, it's recommended you not take it more than four times.

3. Are my score expectations realistic? For example, going up by 3 or 4 points on the ACT is a realistic goal with effort, especially when going from your first attempt to your second attempt taking the test. It is also important to realize that the higher your starting score is, the harder it is to get your score up with future retakes. Running with our earlier example, if you've already scored a 34 on the ACT and have taken the test twice already, it probably isn't necessary to take the test for a third time. Also, recognize that score improvements don't come without effort.

4. How do I move forward? If you've considered these questions and come to the conclusion that you don't want or need to retake the SAT/ACT, congratulations! Focus on completing your applications and essays, and on making a strong finish in your high school career.

If you do want to retake the SAT/ACT then pick a test date that fits your schedule and deadlines and start using the prep tools available: **kahnacademy.org/sat** is a great place to start, and be sure to ask your School Counselor or Support Specialist about fee waivers as well as test prep resources available at your school.

SAT vs. ACT

SAT	ACT
SCORES	
The SAT is scored on a scale of 400-1600	The ACT is scored on a scale of 1-36
QUESTIONS	
SAT questions require more time to understand and answer	ACT questions tend to be more straightforward
READING	
The SAT has 5 reading passages	The ACT has 4 reading passages
SCIENCE	
There is no science test on the SAT	The ACT has a science section that tests your critical thinking skills
MATH	
Both tests now have the SAME advanced math concepts: Arithmetic, Algebra I & II, Geometry, and Trigonometry	
TOOLS	
Some SAT math questions don't allow you to use your calculator	You may use a calculator for ALL the math questions on the ACT
ESSAY	
Essay sections are OPTIONAL on both the SAT and ACT	
The SAT essay section is more comprehension focused; you have 50 minutes to complete it	The ACT wants to see how well you can evaluate and analyze complex issues; you have 40 minutes to complete it

Need to retake the SAT or ACT? Talk to your Support Specialist or School Counselor to find out about test dates, test fee waivers, and test prep options. You must register 5 weeks before the test date!

SECTION 2

(U) **(TR)** **(CC)** **(TI)**
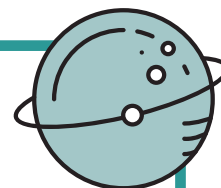
You're Accepted... Now What?

Once you've received your acceptance letters and decided on a school, there are still a few actions you'll need to take to secure your spot. Plus, you'll want to keep track of some key information.

If you have questions about processes or next steps, check in with your college representative, financial aid counselor, or admissions counselor.
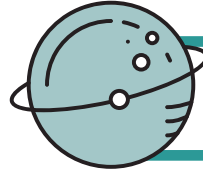
> Be sure to check your college email account regularly.

Use the tools on this page to help you keep everything organized and on-time.

The college I am attending next year is: _____

My admissions counselor's name is: _____

Email: _____ Phone: _____

My financial aid counselor's name is: _____

Email: _____ Phone: _____

My college username: _____ My college ID #: _____

My college email: _____

Date I accepted admissions offer:	Date I paid/ deferred enrollment deposit	Date I applied for housing	Orientation date I selected	Date I sent my final transcript	Date I accepted/ declined financial awards	Date I sent my immunization records

Summer Bridge Programs

Program Name: _____

Application Deadline: _____ Date Applied: _____

Program Name: _____

Application Deadline: _____ Date Applied: _____

Notes: _____
_____
_____

First-year programs or other organizations I am interested in joining (include TRIO programs if available):
_____
_____

Transferring from a Community College to a University

Starting your college career at a community college is a great way to get used to the college experience and save money.

After two years, it's very common to move onto a four year school – in fact, many students enter a community college with the intention of continuing on to a four-year school to complete their bachelor's degree.

The specific transfer requirements depend on the school and your major, so it's very important that you work with your academic advisor at your community college to ensure you select the right classes that satisfy the transfer requirements. Even though you have some time, there's no reason you can't start planning now.

SUNY School Transfer Information

For New York State students transferring directly from a two-year SUNY school (such as Monroe Community College/MCC) with an Associate of Arts (A.A.) or Associate of Science (A.S.) degree, you are guaranteed admission to a four-year SUNY school. If you are transferring with either of those degrees into a comparable program at a four-year school, you are guaranteed junior standing.

SUNY and Transfer Paths

SUNY offers "Transfer Paths," which outlines the General Education and introductory level courses that you'd take during the first two years of study for your major. If you successfully complete this coursework, it will meet degree requirements at all SUNY campuses that offer that major.

It is very important that you work closely with your academic advisor at your two-year school *before* selecting one of the suggested paths to ensure you are selecting the appropriate classes for transferring. They can also help you select any additional courses that may satisfy prerequisites for courses you'll eventually take at your four-year school.

For a list of disciplines and suggested Transfer Paths, visit: **suny.edu/attend/get-started/transfer-students/suny-transfer-paths**.

More than 45% of students who graduate with a Bachelor's degree begin as transfer students.

SECTION 2
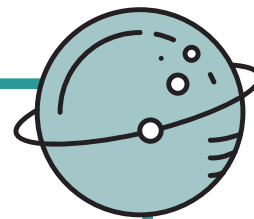
SUNY Admissions Information Summary

The SUNY Admissions Summary Sheet below will provide you with a general sense of some of the admissions criteria for the four-year SUNY campuses, along with additional information you may find useful. Keep in mind this data is from 2018 and will vary from year to year. For the most up-to-date information, visit the website of the specific college or university you are interested in attending. For a complete list of SUNY institutions and links to their websites, please visit: **suny.edu/attend/visit-us/complete-campus-list/**

Admissions Information Summary – 2018

For more information call our toll-free number at 800-342-3811 or visit us on the web at www.suny.edu/attend

Campus Name (by campus type)	Undergraduate Enrollment	SAT Scores** (combined) Scores reflect middle 50%	ACT Scores (composite)	H.S. GPA	Early Decision (ED) or Early Action (EA)	Early Admission	EOP Program	English Language Options	Joint Admissions	Teaching Certificate	Honors Program	Time Shortened Degree	ROTC
University Centers and Doctoral Degree Granting Institutions													
Albany	13,508	1150-1310	23-27	88-94	EA	Yes	Yes	Yes	Yes	Grad level	Yes	No	A*, AF*
Binghamton	13,694	1300-1440	28-32	92-98	EA	Yes	Yes	Yes	Yes	Grad level	Yes	No	A*, AF*
University at Buffalo++	20,811	1190-1350	25-30	91-96	EA	Yes	Yes	Yes	Yes	Grad level	Yes	No	A*
Stony Brook++	17,364	1260-1420	27-32	91-97	No	Yes	Yes	Yes	Yes	Yes	Yes	No	A*, AF*
SUNY Polytechnic Institute	2,100	1100-1300	24-29	88-94	EA	Yes	Yes	No	Yes	No	No	Yes	A*, AF*
NYS Ceramics at Alfred University+	510	1000-1050	22-24	84-87	ED	Yes	Yes	No	No	Yes*	Yes	No	A*
College of Optometry	Graduate and Professional Degrees Only				No	No	No	No	No	No	No	No	
Cornell University:													
Agriculture & Life Sciences+	3,500	1350-1510	31-34	--	ED	Yes	Yes	No	No	No	Yes	No	A, AF, M, N
Human Ecology+	1,207	1370-1500	32-34	--	ED	Yes	Yes	No	No	No	Yes	No	A, AF, M, N
Veterinary Medicine	Graduate Level Only		--		ED	No	No	No	No	No	No	No	
Industrial & Labor Relations+	986	1340-1500	30-33	--	ED	Yes	Yes	No	No	No	Yes	No	A, AF, M, N
Environmental Science & Forestry+	1,791	1180-1320	25-29	90-95	ED	Yes	Yes	Yes*	No	Yes*	Yes	No	A*, AF*
Downstate Medical Center (Brooklyn)	225	--	--	--	No	No	Yes	No	No	No	No	No	
Upstate Medical University (Syracuse)+	253	--	--	--	No	Yes	Yes	No	Yes	No	No	No	
University Colleges													
Brockport	7,180	1070-1200	21-26	87-93	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A, AF*, N*
Buffalo State	8,527	950-1130	19-25	82-90	No	Yes	Yes	Yes	Yes	Yes	Yes	No	A*
Cortland	6,346	1100-1230	24-26	86-92	EA	Yes	Yes	No	Yes	Yes	Yes	No	A*, AF*
Fredonia	4,392	1040-1200	21-27	85-93	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Geneseo+	5,524	1200-1340	25-30	91-96	ED	Yes	Yes	Yes	Yes	Yes	Yes	No	A*, AF*
New Paltz	6,733	1150-1300	24-29	90-95	EA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A*
Old Westbury+	4,617	990-1130	21-25	83-90	EA	Yes	Yes	No	Yes	Yes	Yes	Yes	A*, AF*
Oneonta+	6,056	1080-1190	21-25	87-92	EA	Yes	Yes	Yes	No	Yes	No	Yes	
Oswego	7,100	1080-1240	22-27	86-93	EA	Yes	Yes	Yes	Yes	Yes	Yes	No	A*, AF*
Plattsburgh	5,351	1040-1190	21-25	85-92	No	Yes	Yes	Yes	No	Yes	Yes	Yes	
Potsdam	3,416	--	--	87-91	No	Yes	Yes	Yes	Yes	Yes	Yes	No	A*, AF*
Purchase	3,979	--	--	87-91	EA	Yes	Yes	Yes	No	No	No	No	
Empire State College+	9,848	--	--	--	No	No	No	No	No	Grad level	No	Yes	
Colleges of Technology													
Alfred State	3,686	970-1140	19-25	80-88	No	Yes	Yes	Yes	Yes	No	Yes	Yes	A*
Baccalaureate only	1,752	1010-1240	21-27	85-93									
Canton	2,943	930-1100	18-23	79-88	No	Yes	Yes	Yes	Yes	No	Yes	No	A*, AF*
Baccalaureate only	1,932	960-1150	19-24	81-89									
Cobleskill+	2,288	870-1060	18-22	83-93	No	Yes	Yes	Yes	Yes	No	Yes	No	A*
Baccalaureate only	1,243	930-1070	21-25	85-91									
Delhi	3,427	930-1110	19-23	79-87	No	Yes	Yes	Yes	Yes	No	Yes	No	
Baccalaureate only	1,681	1010-1170	20-23	83-91									
Farmingdale State+	9,552	930-1120	20-24	85-91	No	Yes	Yes	No	Yes	No	No	No	A*, AF*, M*, N*
Maritime College+	1,641	1170-1220	22-26	86-92	ED	No	Yes	No	Yes	No	No	No	A*, AF*, CG*, M, N
Morrisville State+	3,063	870-1060	17-23	78-86	No	Yes	Yes	No	Yes	No	No	No	A*, AF*
Baccalaureate only	1,016	940-1100	19-23	81-88									

Abbreviations: A = Army, AF = Air Force, CG = Coast Guard, M = Marines, N = Navy

30K

  * Cross-registration (offered at neighboring institutions)
** The SAT ranges above represent combined evidence-based reading and writing and math scores. (The maximum possible total is 1600.)
  + Contains 2017 Data.
++ Enrollment includes Health Science Centers.

Source: **suny.edu/attend/academics/admissions-quick-facts/**

Section 3
Securing Funding:
Financial Aid

Paying for College

If you're concerned about how you're going to pay for your college or university experience, consider this:

- College might not cost as much as you think. In fact, most families overestimate the price tag.

- There is help available. Financial aid can make paying for school realistic.

- Your education is a long-term investment. On average, college graduates earn twice as much as those with high school diplomas.

In this section of the guide, you will find information about types of financial aid, how to apply for aid, and how to interpret the financial aid offers you receive.

What is Financial Aid?

You and your family may be worried about how you will pay for your college education, and we won't sugar-coat it: college can be expensive. But, before you decide "it's not for me," consider:

» College may not cost as much as you think – most families overestimate the costs.

» There is plenty of help available, especially for students served by the GEAR UP program. This includes: scholarships, financial aid, as well as resources on how to save money and control costs.

» College is a good investment that pays for itself over time – college graduates earn up to twice as much as those who do not attend college.

The bottom line is: College is a realistic goal, regardless of your family income. While nothing in life is guaranteed, the odds that you'll qualify for financial aid to help you pay for college are pretty good.

Most college students receive some type of aid. It may come in the form of grants, scholarships, loans, work-study programs, or a combination of sources – some has to be repaid, with interest, and some does not. The aid comes from a variety of sources, such as: federal, state, and local governments; colleges and universities; banks; and private organizations. Applying to receive financial aid is a separate process from applying for admission to a college – you have to apply for both separately. It can be confusing at times, but this guide will help you navigate the process.

For all government aid, and much private and institutional aid, you apply using the **Free Application for Federal Student Aid (FAFSA)**. See pages in this section for more details.

Four Primary Sources of Financial Aid	
1. Pell Grants	Money provided by the federal government to college students who demonstrate financial need. Pell grants do not need to be paid back. For 2019-2020, the maximum grant, which is available to students in the most need, is $6,195*. To earn a Pell grant, you must be a U.S. citizen or eligible non-citizen and will need to complete the FAFSA.
2. Work-Study	This federally sponsored program provides students with part-time employment (often on campus) during college. Eligibility is based on financial need, and students must complete the FAFSA to be considered.
3. Scholarships	A scholarship is essentially money for college that does not have to be repaid, and they are awarded to all types of students. Some scholarships are for students with an exceptional academic record in high school and others are for students who possess certain characteristics important to the provider (such as hobbies, athletic ability, membership in a particular group, etc.). Most scholarships require an application, and dollar amounts vary. Applying for private aid through scholarships is covered in section 4.
4. Loans	This is borrowed money that must be repaid **with interest**. It's similar to a car loan. (see the glossary for more information)

This amount may change each year.

FAFSA Facts

Filing the Free Application for Federal Student Aid, or FAFSA, is free!

We've made it easy for you to gather the information you will need to complete the FAFSA. The FAFSA is an important part of your journey and it might even mean free money to cover your college costs.

The next few pages provide helpful forms and sample documents to get you through the three major steps to complete the FAFSA:

1. **Get your FSA ID (you and your parent), see pages 35 and 36.**

2. **Complete the FAFSA (with your parent), see pages 35 and 37.**

3. **Review your SAR, see pages 38-42.**

We've also included information to help you understand the financial aid award offers you receive from your college(s) on pages 43 and 44.
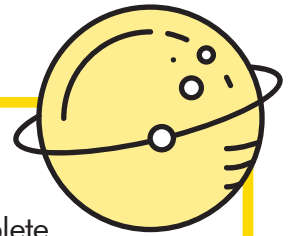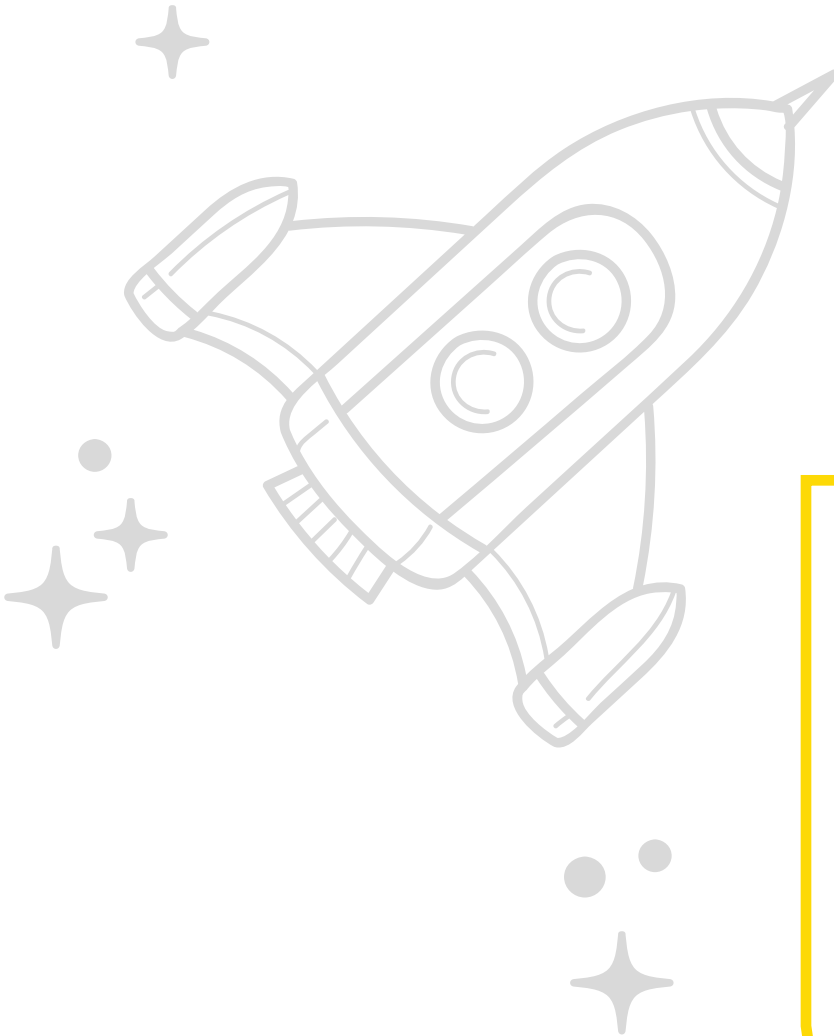
fafsa.gov

At **fafsa.gov**, you can complete, submit, and track your application. However, if you do not have Internet access, you can get a paper copy by calling 1-800-4-FED-AID (433-3243).

Remember, filing the FAFSA is <u>free</u>. If you see a website or ad requesting that you to pay a fee to submit, <u>steer clear</u>!

To learn more about how to complete the FAFSA correctly, visit **studentaid.ed.gov/ fafsa-fillingout**.
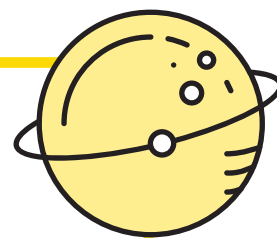
Pre-FAFSA Information

By filling in this form, you will have, in one convenient place, all the information you need to create your FSA ID online and to complete your FAFSA.

1. Name of Parent 1: _____   Name of Parent 2: _____

2. Student Email: (not your high school email) _____   Cell Phone: _____

    Parent Email: _____   Cell Phone: _____

3. Are you a New York State resident?   ☐ Yes ☐ No

    Month/Year you began living in New York State: _____

4. Are your parents New York State residents?   ☐ Yes ☐ No

    Month/Year your parents began living in New York State: _____

5. Your Social Security number: _____ – _____ – _____

6. Your parents' Social Security number:

    Parent 1: _____ – _____ – _____   Parent 2: _____ – _____ – _____

7. If you are not a U. S. citizen, what is your permanent resident card A #: _____

8. What are your parents' dates of birth?   Parent 1: _____ / _____ / _____   Parent 2: _____ / _____ / _____

9. Do you have a driver's license?   ☐ Yes ☐ No

10. If yes, your Driver's License #: _____   Expiration Date: _____ / _____ / _____

11. What is the month and year your parents were married, divorced or separated? _____

12. What is the highest level of school your parents completed? (circle one for each parent)

    Parent 1:   Middle school/Jr. High   High School   College or beyond   Other/unknown

    Parent 2:   Middle school/Jr. High   High School   College or beyond   Other/unknown

When you file the FAFSA, in addition to the information above, these are the items to have handy (for yourself & your parents):
- Most recent W2 forms
- Most recent Federal Income Tax forms
- Most current statements from all accounts (checking, savings, investments, etc.)
- Child support paid or received
- Value of investment farms and businesses
- Other prior year benefits (workers comp, military, clergy, or veteran amounts)

THIS INFORMATION SHOULD BE KEPT CONFIDENTIAL AND STORED IN A SECURE LOCATION!

TR
CC
TI

FSA (Federal Student Aid) ID Form

The first step to completing your FAFSA is to create a Federal Student Aid (FSA) ID (a username and password). Your FSA ID gives you access to Federal Student Aid's online systems and serves as your legal signature. Only create an FSA ID using your own personal information and for your own exclusive use.

Fill in this form as you create your FSA ID, so you have the information when you need it to log in later. To create an FSA ID, go to **fsaid.ed.gov**.

Student Information

Student Email (not your high school email): _____

Username: _____ Password: _____

Date of Birth: _____ / _____ / _____   Social Security Number: _____ – ____ – _____

Answer to Challenge Questions (answers are case sensitive):

Challenge Question	Answer

Significant Date Answer (MM/DD/YYYY): _____ / _____ / _____

Parent Information

Parent Email: _____

Username: _____ Password: _____

Date of Birth: _____ / _____ / _____   Social Security Number _____ – ____ – _____

Answer to Challenge Questions (answers are case sensitive):

Challenge Question	Answer

Significant Date Answer (MM/DD/YYYY): _____ / _____ / _____

THIS INFORMATION SHOULD BE KEPT CONFIDENTIAL AND STORED IN A SECURE LOCATION!

What is My Dependency Status?

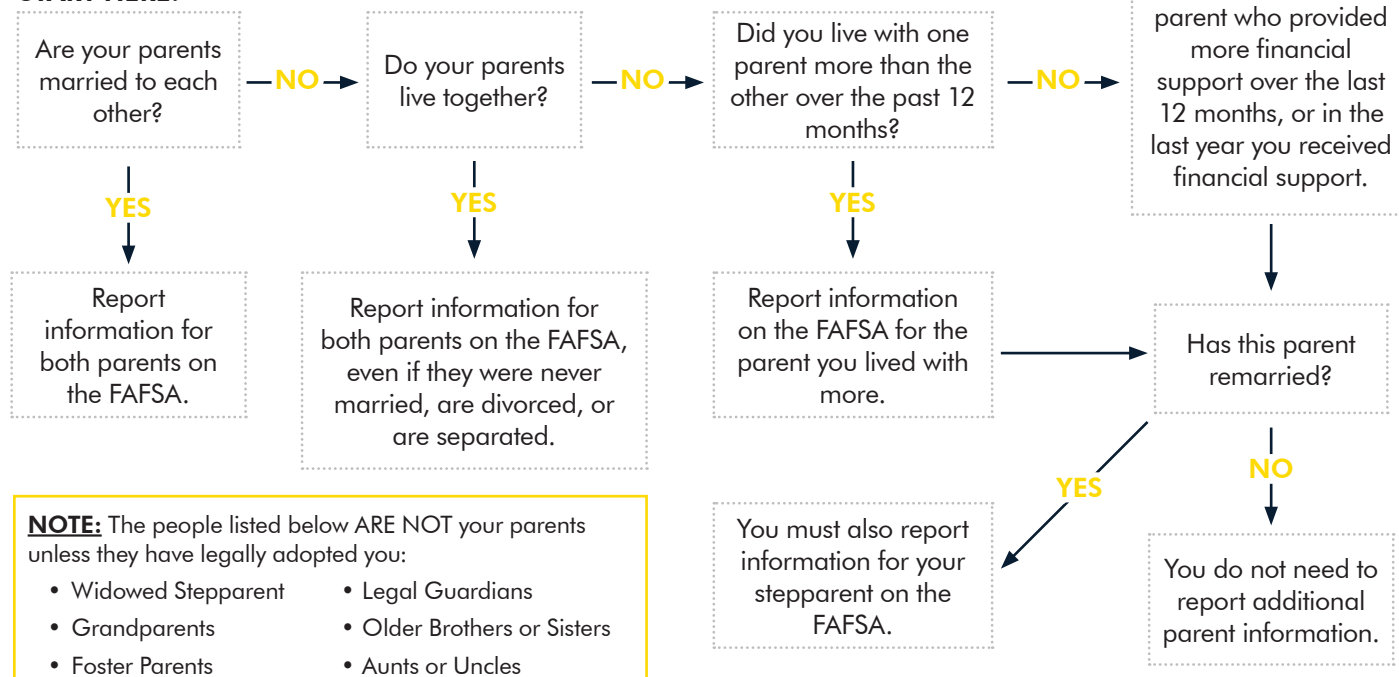The following statements will determine your dependency status for the FAFSA. **Check any boxes that are true.**

☐ I will be 24 or older by December 31 of the school year for which I am applying for aid

☐ I am married

☐ I now have or will have children for whom I provide more than half of their support

☐ I have dependents (other than children or my spouse) who live with me and I provide more than half of their support

☐ I will be working on a master's or doctorate program (i.e. MA, MBA, MD, JD, PhD, EdD, graduate certificate)

☐ I am a veteran of the U.S. Armed Forces

☐ I am serving on active duty in the U.S. Armed Forces

☐ Since I turned age 13, both of my parents were deceased

☐ I was a dependent or ward of the court since turning age 13

☐ I was in foster care since turning age 13

☐ I am homeless or at risk of being homeless

☐ I am currently or I was an emancipated minor

☐ I am currently or I was in a legal guardianship

If you checked any of the above boxes, you are an **independent student** and <u>will not</u> need to provide any parental information on the FAFSA.

If none of the statements above are true, you are a **dependent student** and <u>will</u> need to provide parental information on the FAFSA. Dependent students are required to include parent information on the FAFSA. Use this guide to figure out which parent's information must be included on the FAFSA.

Who is my parent?

START HERE:

Are your parents married to each other? —**NO**→ Do your parents live together? —**NO**→ Did you live with one parent more than the other over the past 12 months? —**NO**→ Report information on the FAFSA for the parent who provided more financial support over the last 12 months, or in the last year you received financial support.

↓ **YES**

Report information for both parents on the FAFSA.

↓ **YES**

Report information for both parents on the FAFSA, even if they were never married, are divorced, or are separated.

↓ **YES**

Report information on the FAFSA for the parent you lived with more. →

Has this parent remarried?

YES ↙   **NO** ↓

You must also report information for your stepparent on the FAFSA.

You do not need to report additional parent information.

NOTE: The people listed below ARE NOT your parents unless they have legally adopted you:

- Widowed Stepparent
- Grandparents
- Foster Parents
- Legal Guardians
- Older Brothers or Sisters
- Aunts or Uncles

SAR (Student Aid Report):
What is it, how do I get one, and why is it important?

What is the SAR?

The Student Aid Report (SAR) summarizes the information you submitted on your FAFSA and provides information about financial aid eligibility based on that information. A sample SAR is shown on the next page.

How and when will I get my SAR?

After you submit your Free Application for Federal Student Aid (FAFSA), you'll get your personal SAR. (Within three days if you complete the FAFSA online; within 3 weeks if you mail the paper FAFSA).

Whether you receive your SAR online or through the mail depends on whether you provide an email address on your FAFSA. If you provide a valid email address, you'll receive an email with instructions on how to access an online copy of your SAR.

If you have an FSA ID (username and password) and your FAFSA has been processed, you can log in at **fafsa.gov** to view your SAR information regardless of how you filed the FAFSA.

The school(s) you list on your FAFSA will have access to your SAR data electronically within a day after it is processed.

## What information does an SAR contain (and not contain)?

The SAR won't tell you how much financial aid you'll get, but if your application is complete, an Expected Family Contribution (EFC) will display in the upper right-hand corner of your SAR and your estimated Pell grant amount will be provided. If your application is incomplete, your SAR will not include an EFC or Pell amount, but it will tell you what you need to do to resolve any issues.

The SAR also contains a four-digit Data Release Number (DRN), which appears on the first page in the upper right corner of the paper SAR and SAR Acknowledgment. On the electronic SAR, the DRN is located in the box that contains the Application Receipt date, below the EFC. You will need the DRN if you choose to allow your college or technical institute to change certain information on your FAFSA.

What am I supposed to do with my SAR?

When you get your SAR, review it carefully to make sure it's correct and complete. Take a copy of it to your School Counselor to get help reviewing it. The school(s) you listed on your FAFSA will use SAR information to determine your eligibility for federal – and possibly non-federal – financial aid. A school may ask you to verify the accuracy of the data you provide on the FAFSA, so you need to be sure the information is correct.

If you don't have any changes to make to the information listed on your SAR, just keep it for your records.
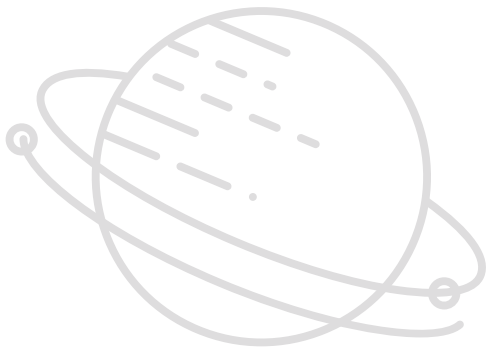
Sample SAR *(page 1 of 4)*

Federal **Student** Aid | PROUD SPONSOR *of the* AMERICAN MIND®

STUDENT AID REPORT
2019-2020

HTTPS://FAFSA.GOV

OMB No. 1845-0001

APRIL 22, 2019

000001C001

F 211 1920

DATA RELEASE NUMBER (DRN): 9755
EXPECTED FAMILY CONTRIBUTION (EFC): 000000*C

JOHN SMITH
742 EVERGREEN TERRACE
SPRINGFIELD OH 55555

> This is your Expected Family Contribution, or "**EFC**." The number may be all zeros, or a combination of zeros and other numbers, but if it is blank or there is a "C" after the number, you need to make corrections to your FAFSA or you won't get any aid. The details are in the body of the SAR below.

Dear JOHN SMITH,

Your Student Aid Report (SAR) summarizes the information you submitted on your 2019-2020 Free Application for Federal Student Aid (FAFSA).

Application Status (review the checked boxes)

☑ Your FAFSA appears to be complete. **Review the data on pages 3-10 of your SAR and make corrections or updates if necessary.** The school(s) listed on your FAFSA will receive your information.

☑ Your FAFSA has been selected for verification. Verification is a process where your school confirms the data you reported on your FAFSA. Your school has the authority to contact you for documentation that supports income and other information that you reported on your FAFSA.

> Being selected for verification is quite common. If there is an asterisk (*) after your EFC above, this also indicates this.

Federal Student Aid Eligibility (review the checked boxes)

The data submitted on your FAFSA is used to calculate your Expected Family Contribution (EFC), which is 000000.

The EFC is not the amount of money that your family must provide. Rather, you should think of the EFC as an index that colleges use to determine how much financial aid you would receive if you were to attend their school. Financial aid may include grants (free funds that do not have to be repaid), work-study (paid part-time employment), and/or low-interest loans (borrowed funds that must be repaid). Please note that your EFC is subject to change if you update or correct your FAFSA.

Your financial aid package could also include other federal, state, or institutional grants and scholarships, and/or a work-study award. Your school's financial aid office will advise you of the specific types and amounts of student aid you are eligible to receive. For more information about the EFC, grants, loans, work-study, scholarships and other sources of aid, go to StudentAid.gov.

☑ Based on your EFC it appears that **you may be eligible** for a Federal Pell Grant of up to $6095, provided you have not met or exceeded the lifetime limit established for the Federal Pell Grant program. You may also be eligible for other grants, work-study opportunities, and low-interest student loans.

☑ We sent your information to other federal agencies to verify your eligibility for federal student aid and there appears to be an issue with the information provided on your application. **Review the checklist on page 3 for instructions on how to resolve these issues.**

> Your Pell Grant eligibility is referenced here at the bottom, if you qualify. The lower your EFC, the more money you qualify for, up to the maximum in 2019-2020 of $6,195.

> There is a checklist on page 3 as indicated, but be sure to read through <u>everything</u> below this instruction very carefully and do everything it says! Your FAFSA is not considered "complete" until you do.

R5EN000001 999

PAGE 1 OF 10

01234567891SM01

2019-2020 STUDENT AID REPORT

The Office of Management and Budget (OMB) wants you to know that:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0001. Public reporting burden for this collection of information is estimated to average between 10 to 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have comments or concerns regarding the status of your individual submission of this form, please contact the Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20044 directly. (Note: Please do not return the completed form to this address.)

By answering questions 103a through 103h, and signing the FAFSA, you give permission to the U.S. Department of Education to provide information from your application to the college(s) listed in Step Six. You also agree that such information is deemed to incorporate by reference the certification statement in Step Seven of the financial aid application. To learn more about the Privacy Act and how your information may be used, you may refer to page 2 of the paper FAFSA or the Privacy Act link on FAFSA on the Web.

To protect the confidentiality of your application data, you should never give, share or disclose your FSA ID with anyone, including commercial service providers that provide assistance with the financial aid process. You should keep your FSA ID in a safe location.

WARNING: If you are convicted of drug distribution or possession, for an offense that occurred while you were receiving Title IV aid, your eligibility for Title IV student financial aid is subject to suspension or termination. If your drug conviction status changes at any time during the 2019-2020 award year, you must update your answer to question 23.

Only For Use by Financial Aid Office (skip to next page to begin your review of the data included in your SAR)

This information will be used by your Financial Aid Administrator to determine your eligibility for student aid.

SAR C Flag: Y			Dependency Status: D			Rejects Met: A B C D E F G					
Application Source: 2A			Dependency Override: Y			Application Receipt Date: 04/22/2019					
Transaction Source: 2A			Professional Judgment: Y			Transaction Receipt Date: 04/22/2019					
Processed Record Type:			Reprocessing Code:			Verification Flag: Y					
Duplicate SSN Flag:			Special Circumstances: 1			IRS Request Flag: Student: 01 Parent: 01					
High School Flag: Y			Verification Selection Change Flag: C			IRS Display Flag: Student: A Parent: C					

MONTHS:	1	2	3	4	5	6	7	8	9	10	11	12
PRIMARY EFC:	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
SECONDARY EFC:	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000

PC:
SIC:

Auto Zero EFC Flag: Y		Simplified Needs Test Flag: Y	Pell Eligible Flag: Y

MATCH FLAGS:

SSN Match Flag: 4		Selective Service Registration Flag: Y	Selective Service Match:
DHS Match Flag:		DHS Verification #: 999999999999999	SSA Citizenship Code: C
DHS Sec. Conf. Flag:		VA Match Flag:	P1SSN Match Flag: 4
NSLDS Match Flag: 2		NSLDS Results Flag: 1	P2SSN Match Flag: 4
NSLDS Unusual Enrollment		NSLDS Transaction Number: 01	
History Flag: 1			

COMMENTS: 001 115 006

R5EN000001 999   PAGE 2 OF 10

01234567891SM01

2019-2020 STUDENT AID REPORT

COMMENTS ABOUT YOUR INFORMATION

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)

☐ The National Student Loan Data System (NSLDS) indicates that one or more of your federal student loans have been discharged. If you have questions, contact the financial aid office at your school.

☐ If you need to make corrections to your information, you may either make them online at https://fafsa.gov, or by using this SAR. If you need additional help with your SAR, contact your school's financial aid office or visit https://fafsa.gov and click the "Help" icon on the FAFSA home page. If your mailing address or e-mail address changes, you can make the correction online or send in the correction on your SAR.

Here is the checklist referenced on page 1.

R5EN000001 999   PAGE 3 OF 10

01234567891SM01

2019-2020 STUDENT AID REPORT

Summary of Federal Student Loans (review the loan totals listed below)

The information below is the total amount of Title IV student loans that you owe as currently reported to us by your loan holder(s). These loan programs are administered by the U.S. Department of Education (ED). You should confirm that these loan totals are correct. You can use your FSA ID to view details on the individual loans that make up these totals at the National Student Loan Data System (NSLDS) Web site at https://nslds.ed.gov. If you feel that the amounts listed on this page are incorrect, or you have other questions related to a loan, you should contact the loan servicer indicated on the NSLDS Web site. You can obtain general information about each of the types of loans that are listed below by visiting our StudentAid.gov Web site.

Note that the 'Subsidized' and 'Unsubsidized' amounts include the appropriate portions of any Consolidation Loans you may have. If there is an amount listed for Federal Family Education Loan (FFEL) Program 'Unallocated Consolidation Loans,' it is because we could not determine whether those balances were subsidized or unsubsidized.

Remember, you are responsible for repaying all of the amounts that you borrow, plus interest. As a general rule, with an assumed interest rate of 5%, the monthly payment amount over a 10-year repayment period would be approximately $10.61 for every $1,000 that you borrowed. Of course, your actual repayment amount will depend upon how much you borrow, the interest rate when you enter repayment, and the length of your repayment term.

Total Amount of Loans Outstanding:

FFEL (Bank Loans) and/or Direct Loans:	Total Principal Balance:	Remaining Amount to be Disbursed:	Total:
Subsidized Loans:	$ 6,000	$ 1,200	$ 7,200
Unsubsidized Loans:	$ 3,000	$ 1,300	$ 4,300
Combined Loans:	$ N/A	$ N/A	$ N/A
Unallocated Consolidated Loans:	$ N/A		$ N/A
Federal Perkins Loans:			
Total Outstanding Principal Balance:	$ N/A		
2019-2020 Award Year Loan Amount:	$ 550		
Teach Grants Converted to Direct Loans:			
Unsubsidized Loans:	$ 1,612		$ 1,612

R5EN000001 999   PAGE 4 OF 10

01234567891SM01

Financial Aid Award Letters: General Info

After you've applied to your target schools and completed the FAFSA, you'll begin to receive financial aid award offers from each college.

You may receive your award offers in a letter through the mail or email, or online through your college student account. Review these offers carefully to ensure that you understand your potential out-of-pocket expenses. Your School Counselor can help with that. It is also important that your parents/guardians review your award letter(s) to help you make this important decision. The financial award offers you receive from each school you have been accepted to will vary. Your "net" or out-of-pocket cost to attend each school is likely to be an important factor in deciding which school to attend.

After you decide which school to attend, carefully respond to that school's financial aid offer; you will be asked to "accept or decline" each component of your aid package. You can accept some parts of your offer and decline others if you determine you won't need it all. Always accept "free" money – like scholarships and grants. And accepting work-study, if it's been offered, is a good idea. You aren't obligated to find and take a work-study job, but accepting it will allow you to go that route, if you want to. Think carefully, and review the terms closely, before you accept any loans offered, as these must be repaid with interest.

Below is an example of an aid package with dollar amounts plugged in. The next page is an **example** of a SUNY Financial Aid Award Letter.

Financial Aid – Award Summary EXAMPLE

Financial Aid Year 2019-2020

You are eligible to receive the awards below. Please review each award and corresponding message. You may Accept, Reduce, and/or Decline any or all of the awards that are currently available.

Awards – Academic Year				
Award Description	Category	Amount Offered	Amount Accepted	Loan Details
Federal Pell Grant	Grant	6,195.00	6,195.00	
A Federal Supplemental Educational Opportunity Grant (FSEOG)	Grant	300.00	300.00	
State University Grant	Grant	5,472.00	5,472.00	
Federal Work Study	Work/Study	2,500.00	2,500.00	
Direct Subsidized Stafford Loan #1	Loan	5,500.00	5,500.00	Click Here for Loan Details
Direct Unsubsidized Stafford Loan #1	Loan	3,337.00	3,337.00	Click Here for Loan Details
Total Awards for Academic Year:		**22,754.00**	**22,754.00**	

Currency is in US Dollars

REMEMBER: This is only an <u>example</u> of what your award offer could look like. Your dollar amounts and offerings will differ based on your aid package.

SECTION 3

Financial Aid Award Letters: SUNY Schools

All 64 State University of New York (SUNY) campuses use a standard Financial Aid Award Letter using the Smart Track℠ system that clearly outlines the cost of attendance and financial aid offerings. It also includes campus-specific graduation, average borrowing, and loan default rates. Below is an example of what that letter might look like.

Approximately 75% of all full-time SUNY undergraduate students receive financial aid, and there are many Federal, State, and College financial aid programs to help students meet the costs of attending college.

SUNY — The State University of New York

SUNY Smart Track℠
Empowered Financial Aid Planning

Award Letter

ESTIMATED COST OF ATTENDANCE IN THE   ACADEMIC YEAR
(Subject to legislative changes)

Costs*	Direct Costs	Indirect Costs
Tuition and fees		
Housing and meals		
Estimated books and supplies		
Estimated transportation		
Estimated other educational costs		

Costs will vary based on enrollment status

Estimated Cost of Attendance _____ $

GRANTS AND SCHOLARSHIPS OFFERED – ESTIMATED GIFT AID
(Aid is subject to change based upon verification, enrollment confirmation, and legislative changes)

Total Grants and Scholarships (No repayment required) _____ $

ESTIMATED REMAINING COST AFTER GRANTS AND SCHOLARSHIPS
(Cost of attendance minus total grants and scholarships)

Net Cost _____ $

OPTIONS TO PAY NET COST - LOANS OFFERED

Total Loans (Repayment Required) _____ $

OPTIONS TO PAY NET COST - FEDERAL WORK-STUDY (FWS)

FEDERAL WORK-STUDY _____ $

OPTIONS TO PAY NET COST - STUDENT AND FAMILY OPTIONS

FAFSA Calculated Expected Family Contribution (EFC) _____ $

Options to Replace Expected Family Contribution or Net Cost

• Private payment plan offered by the college
• Military and/or National Service Benefits
• Private education loans.
• Federal Direct PLUS/Parent loan

COLLEGE OVERVIEW

GRADUATION RATE

Percentage of full-time students who graduate within 6 years

| LOW | MEDIUM | HIGH |

LOAN DEFAULT RATE

Percentage of borrowers entering repayment and defaulting on their loan

MEDIAN BORROWING

REPAYING YOUR LOANS

To learn more about loan repayment choices and work out your Federal Loan monthly payment, go to:

http://studentaid.ed.gov/repay-loans/understand/plans

FOR MORE INFORMATION

Section 4
Help With Lift-Off: Scholarships

Why Scholarships?

Securing scholarship funds is a great way to help pay for college costs. The following pages explain what scholarships are, how they work, and how you can apply.

Many scholarships are competitive, so this section provides advice on finding those that are right for you, crafting your application essay and submitting applications, so that you can maximize your chances of getting the award.

The What, Where & How of Scholarships

What is a scholarship?

Simply put, a scholarship is money given to students to help pay for their education. Unlike loans, scholarship money does not need to be paid back. Scholarships are awarded based on many different factors:

- Academic performance (also referred to as merit)
- Financial need
- Athletic performance
- Special talents and affiliations
- And more

Most scholarships require students to submit an application. The application may require an essay, a portfolio, a letter of recommendation or nomination by a teacher or School Counselor, or other additional documents/creations.

Start your search with these websites:

- American Indian College Fund: **collegefund.org**
- **collegescholarships.com**
- Fastaid: **fastaid.com**
- Fastweb Scholarship Search Engine: **fastweb.com**
- Hispanic Scholarship Fund: **hsf.net/scholarships**
- Sallie Mae Bank: **collegeanswer.com**
- Unigo Scholarship Search Engine: **unigo.com/scholarships**

Where do I find scholarships that are right for me?

Most scholarship opportunities can be found online using powerful search engines based on a personal profile you complete on the site.

When you apply to SUNY schools, for example, your college application also serves as a scholarship application for merit-based scholarships at those colleges. Most universities/colleges in New York and across the country also administer numerous scholarships that require additional applications. All SUNY schools use a standard Financial Aid Award Letter that clearly outlines your aid package, including a section on grants and scholarships. You can find an example of this letter on page 44 of this guide.

How do I avoid scholarship scams?

Unfortunately, there are people who prey on aspiring college students with scholarship scams.

Here are some red-flags to watch for:

- Winning a scholarship that you didn't apply for
- Companies that request personal identification information, such as a Social Security number or bank account information
- Scholarships that require a fee to apply

If you're unsure about a certain company or opportunity, check with your School Counselor or your Support Specialist.

Writing a Personal Statement

Many college and scholarship applications require an essay or personal statement. But it can be hard to know where to start. Here are some do's and don'ts for writing a memorable personal statement.

Choose a topic that will highlight you

- **Don't** focus on the great aspects of a particular college, the amount of dedication it takes to be a doctor, or the number of extracurricular activities you took part in during high school.

- **Do** share your personal story and thoughts. Take a creative approach and highlight areas that aren't covered in other parts of the application, like your high school records.

- **Don't** try to cover too many topics. This will make the essay sound like a resume that doesn't provide any insight into your personality.

- **Do** focus on one aspect of yourself so the readers can learn more about who you are. Remember that the readers must be able to find your main idea and follow it from beginning to end. Ask a parent or teacher to read just your introduction and tell you what they think your essay is about.

Show, don't tell

- **Don't** simply state a fact to get an idea across, such as "I like to surround myself with people with a variety of backgrounds and interests."

- **Do** include specific details, examples, and reasons to develop your ideas. For the example above, describe a situation when you were surrounded by various types of people. What were you doing? With whom did you talk? What did you take away from the experience?

Use your own voice

- **Don't** rely on phrases or ideas that people have used many times before. These could include statements like, "There is so much suffering in the world that I feel I have to help people." Avoid overly formal or business-like language, and don't use unnecessary words.

- **Do** write in your own voice. For the above example, you could write about a real experience that made you feel you had to take action.

- **Don't** plagiarize, no matter what. Admissions officers will be able to tell.

Ask a teacher or parent to proofread

- **Don't** turn your essay in without proofreading it, and don't rely only on your computer's spell check to catch mistakes. Even the best spell-check programs aren't error-free.

- **Do** ask a teacher or parent to proofread your essay to catch mistakes. You should also ask the person who proofreads your essay if the writing sounds like you.

Adapted from: **bigfuture.collegeboard.org**

Writing a Stand-Out Essay TR CC TI

Scholarship applications often require applicants to write a short (1-2 page) essay in response to specific prompts. Examples include:

- If you had the authority to change your school in a positive way, what specific changes would you make?

- Describe how you have demonstrated leadership ability both in and out of school.

- Pick an experience from your own life and explain how it has influenced your development.

The tips below can help you get started on a standout essay. Don't forget, your English teacher is a great resource!

Introduction (first paragraph)

Tip: Provide an overview of what you are going to talk about in the essay; be sure it is responsive to the essay prompt. If the essay is about you, give a brief description of your experiences, aspirations, family background, etc. Touch on why you want the scholarship.

Body (paragraphs 2-3)

Tip: Go into more detail on one of the topics listed in paragraph one. For example, elaborate on your previous experiences, family and financial situation, volunteer work, employment, academic career, future goals, college plans, etc.

Conclusion (last paragraph)

Tip: Close your essay with a wrap-up of why you should be considered for the scholarship; how your goals match those of the organization. Avoid stating, "In conclusion..." and don't regurgitate what you wrote in earlier paragraphs.

Keep in mind that all scholarship and college admission applications are different, so you will have to craft your essay to meet specific requirements and the expectations of the scholarship awarding organization. Look closely at the question/prompt on the application and research the organization giving the scholarship so that you can tailor your essay.

Most importantly, be yourself! Essays serve as a glimpse into how your mind works and how you view the world.

Adapted from: ***estrellamountain.edu/students/scholarships/essay***
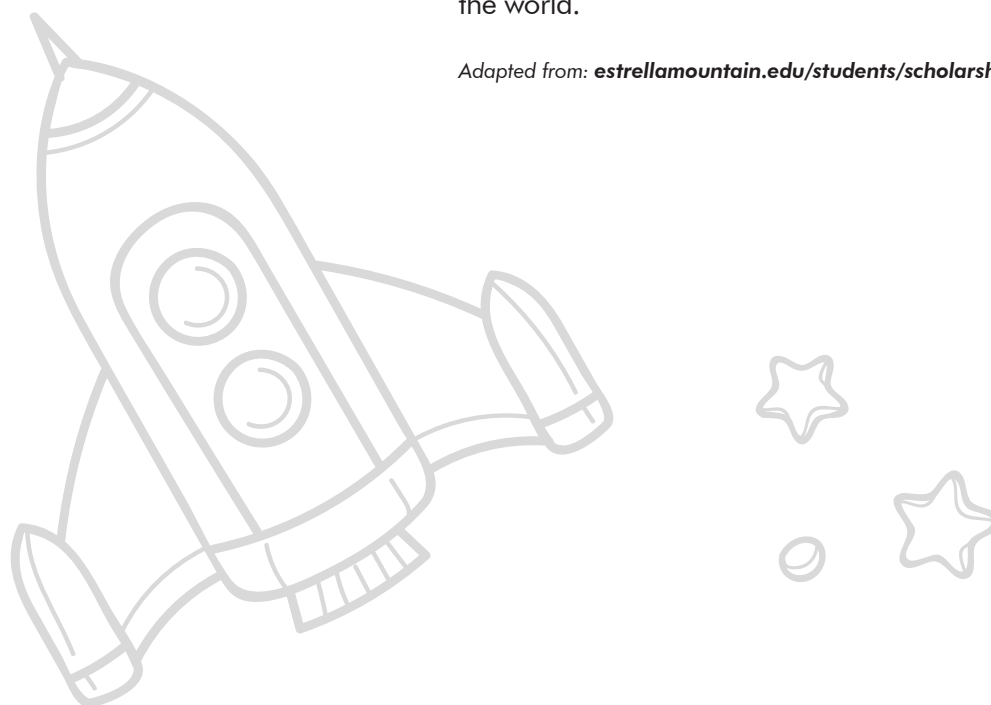
Letters of Recommendation

Many of your applications – to schools, scholarships, and jobs – will require that you provide letters of recommendation. A teacher, counselor, coach, supervisor, or any other adult who will be able to share with the selection committee why you deserve to be chosen, can write these letters.

• Consider someone who can discuss your personal character, strengths, and challenges; someone who knows you and has experience interacting with you. If you need more than one letter for the same application, select individuals familiar with different aspects of your life to write them (e.g., one teacher, your supervisor at work, and your soccer coach).

Who you might ask for a letter of recommendation:

_____

_____

_____

_____

• Always ask the individual ahead of time if they would be able to write a recommendation letter for you. You do not want to miss an application deadline because the person writing your letter was too busy. Give them at least two weeks' notice (three to four is even better).

• Provide the individual with a list of your honors, awards, athletic involvement, community service, and academic record as well as any other pertinent information you would like included in the letter.

Giving the individual a copy of your resume is an efficient way to provide that information.

If a specific form or format is required for the letter of recommendation, include that information in your request. (see the next page for a sample request form)

• Provide the individual(s) with the necessary forms, addresses, and/or stamped, addressed envelopes.

• Follow up with the individual to ensure they don't need any additional information from you.

• Always write a thank-you note to anyone who writes a letter for you. Letters of recommendation take time, and people put a lot of thought and effort into them. You do not want to take them for granted.

Follow these tips for making the recommendation letter process as smooth possible for both you and your letter writers.
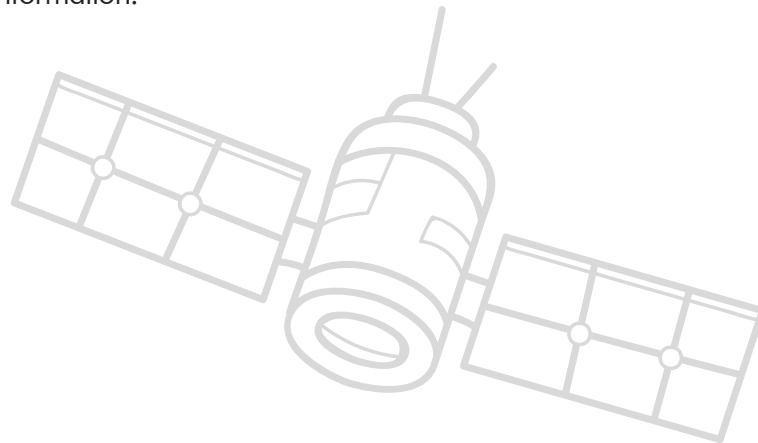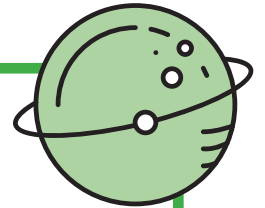
Recommendation Request Form

Student Name: _____

How to Contact Me: _____
<div align="center">(phone number and email address)</div>

THE LETTER OF RECOMMENDATION IS DUE BY: _____

This recommendation is needed for (purpose): _____

Please address the letter of recommendation to the following name and address:

Name of organization: _____

To the attention of: _____

Address: _____ City: _____

State: _____ Zip Code: _____

My resume is attached. Additionally, the information below may be useful in your preparation of this letter of recommendation for me. (Examples: specific classes, experiences or awards relevant to the scholarship; reminders of specific, special experiences you and the recommender had together; information about the scholarship requirements; etc.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Please call or email me when the letter is ready for pick up.

☐ Please mail the letter in the stamped/addressed envelope that I provided to you.

Thank you in advance for your time and agreeing to recommend me.

> For more copies of this form, talk to your Support Specialist.

Scholarship Application Tracking

Tracking Scholarship Applications

	Name of Scholarship	Components Required (items needed to apply, such as: essay, recommendations, transcripts, applications, nominator, etc.)	Value (amount $)	Deadline	Notes	Date Submitted	Date Received and Amount Awarded
#1							
#2							
#3							
#4							
#5							
#6							
#7							
#8							
#9							
#10							

SECTION 4 U TR CC TI

Opportunities Just for Graduates of New York State

HIGHER EDUCATION OPPORTUNITY PROGRAM

The New York State Arthur O. Eve Higher Education Opportunity Program (HEOP) is committed to the recruitment and academic success of historically disadvantaged students with strong academic potential and personal initiative who would otherwise be excluded from higher education at a private New York State college or university.

The program provides academic and personal support to maximize student success. HEOP and its activities are supported, in whole or in part, by the New York State Education Department.

HEOP also provides structured support services including a summer bridge programming, counseling, tutoring, and remedial/developmental coursework. In addition to academic support, program participants receive financial assistance toward their college expenses.

For more information, visit:
nysed.gov/postsecondary-services/higher-education-opportunity-program-heop

COMMUNITY-BASED SCHOLARSHIP OPPORTUNITIES

There are often scholarship opportunities specifically for students living in your city or county. Additionally, many organizations in your community offer scholarships for local students, based on a variety of criteria, such as:

- Where you live
- Where you attended high school
- Your specific areas of interest
- Where you want to attend college
- Member of high school sports team
- LGBTQ students
- Facing and overcoming adversity
- Demonstrated financial need
- Academic achievement
- And so much more!

You can apply for any and all scholarships for which you meet the eligibility criteria (this means you can apply for as many as you qualify). Eligibility and application processes will vary from scholarship to scholarship, so it's important to read the details of the ones you are interested in.

Keep an eye on deadlines – they generally range from February–April, but as we mentioned, each scholarship is different.

WE HAVE LIFT OFF! **53**

Opportunities Just for Graduates of New York State *(continued)*

NEW YORK STATE EXCELSIOR SCHOLARSHIP

You may have heard about "free tuition" in New York State. This is made possible by the Excelsior Scholarship. Under this program, families and individuals making $125,000 or less per year will qualify to attend college tuition-free at all CUNY and SUNY two- and four-year colleges in New York State (NYS).

How do I know if I'm eligible?

In order to apply, students must:

- Be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term;
- Be a U.S. citizen or eligible non-citizen; have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department;
- Combined income of less than $125,000 a year;
- Be pursuing an undergraduate degree at a SUNY or CUNY college, including community colleges and the statutory colleges at Cornell University and Alfred University;
- Be enrolled in at least 12 credits per term and complete at least 30 credits each year (successively), applicable toward your degree program through continuous study with no break in enrollment except for certain reasons that can be documented;
- Sign a contract agreeing to reside in NYS after graduation for the length of time the award was received, and, if employed during such time, be employed in NYS.

    Example: If you received this award for four years, you agree to remain living and working in New York State for four years after you graduate, or else your Excelsior Scholarship will turn into a loan that you must repay, with interest.

How much money will I receive?

A recipient of an Excelsior Scholarship may receive up to $5,500. To calculate how much you will receive, you would take the current SUNY or CUNY tuition rate, subtract the amount of certain other financial aid awards offered from your school as part of your financial aid package, and the remaining balance will be covered by the Excelsior Scholarship, up to $5,500. A tuition credit will cover any remaining tuition expenses not covered by the Excelsior Scholarship.

How many years will I receive this?

If you are a full-time undergraduate student pursuing your Associates degree, you will continue receiving award payments for up to two program years.

If you are a full-time undergraduate student pursuing your Bachelor's degree, you will continue receiving award payments for up to four program years.

Note: Some Bachelor's degrees require five years of study, in which case you will receive award payments for the full five years as long as you remain full-time and meet the other requirements.

How do I make sure I keep receiving payments after the first application year?

To continue receiving payments after the initial application year, an Excelsior Scholarship recipient must complete the FAFSA and the New York State Student Aid Payment Application each year.

Do I still qualify for the Excelsior Scholarship if I am a transfer student?

Yes! A student who transfers from a two-year school to a four-year school within the SUNY or CUNY college system is eligible for an Excelsior Scholarship. You must be on track to complete your degree program on time, based on the number of credits accepted by the school to which you are transferring. For more information on transferring, see page 29 of this guide.

The information on this page is subject to change. For complete, up-to-date information on the Excelsior Scholarship, visit: **ny.gov/programs/tuition-free-degree-program-excelsior-scholarship**

Section 5
One Small Step,
One Giant Leap: Pursuing
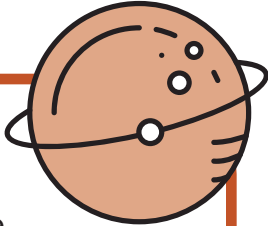a Future in the Military

Joining the Armed Forces

If you are interested in joining a branch of the U.S. military immediately after high school graduation, this section includes resources that may be helpful as you prepare to enlist. Time in the military can teach you a valuable trade; prepare you for a life-long career serving our country; or simply give you time to decide what you want to do next. It can be a valuable experience with good benefits and structure.

If you're not yet sure which branch to join, consider speaking with a recruiter in your area.

Before you become part of the military, there is one test that you'll need to take – the ASVAB. But there are websites that can help to prepare you for that. In the coming pages you'll find references for these and other helpful websites.

General Information about Enlisting and the ROTC Alternative

If you are interested in enlisting in the military, the best, most up-to-date information can be found on the internet. Several helpful websites are described in this section, along with the URL for each.

Military Recruiters

A *military recruiter* can help answer questions about service, providing a positive but realistic assessment of opportunities. A recruiter's job is to find qualified candidates for his or her respective service and provide the candidates with information about – and reasons for – joining the military. Students interested in military service, are advised to talk with a recruiter for the branch of the military in which they are interested. Your School Counselor can tell you when military recruiters will be at your high school.

ROTC Programs – an Alternative to Enlistment

ROTC stands for Reserve Officer Training Corps. It's a college program offered at over 1,700 colleges and universities across the United States that prepares young adults to become officers in the U.S. Military. In exchange for a paid college education and a guaranteed post-college career, cadets commit to serve in the Military after graduation. Each service branch has its own take on ROTC and universities that offer ROTC may offer it for one, some, or all of the military branches. More information about ROTC is available on these websites:

- **todaysmilitary.com/training/rotc**
- **bestcolleges.com/resources/rotc-programs**

ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-choice test, administered by the United States Military Entrance Processing Command, and used to determine qualification for enlistment in the United States Armed Forces. Just like any other test, it is recommended that students prepare for the ASVAB. Learn more about the ASVAB, and how to prepare for it, by visiting the sites below.

For general information:
- **official-asvab.com**

For online ASVAB test prep:
- **march2success.com**
- **asvabtutor.com**
- **asvabpracticetests.com**

Delayed Entry Program

The Delayed Entry Program (DEP), also called the Delayed Enlistment Program (or the Future Soldiers Program in the Army), is a program in which individuals who want to enlist in the United States Armed Forces are placed before they ship out to Basic Training or "boot camp." Students who plan to join the military immediately following high school will likely enlist through the DEP. To learn more about DEP, visit the site below.

- **girightshotline.org**

Military Career Opportunities

Jobs in the military vary in the type of work as well as level of responsibility, yet each job is essential to accomplishing the overall mission of defending our country. Explore the different types of career opportunities available to service members, learn about the compensation they can expect to receive, and find out how to transfer careers to the civilian sector on the website below.

- **todaysmilitary.com/working**

General Information about Enlisting and the ROTC Alternative *(continued)*

How can I prepare for boot camp?

Going in physically and mentally strong to basic training, or boot camp as it's also called, will provide you with the confidence you need to successfully complete the training. If you wait until the first day of basic training to start preparing, you will fight an uphill battle. The requirements and training for each branch of the military are different. To learn more about the differences and to get tips on how to prepare, check out the sites below:

- **military.com/military-fitness/workouts/ prepareyourself-for-boot-camp**
- **breakingmuscle.com/learn/how-to-prepare- your-mind-and-body-for-basic-training**

Can I enlist if I'm not a U.S. Citizen?

You do not have to be a U.S. citizen to enlist in the military, but you may have fewer options. If you are not a U.S. citizen, you must:

- Have a permanent resident card, also known as a Green Card
- Currently live in the U.S.
- Speak, read, and write English fluently

What is the difference between an enlisted member and an officer?

Enlisted members make up most of the military workforce. They receive training in a job specialty and do most of the hands-on work. Usually, you'll sign up for four years of active duty and four years inactive. After you've completed your active duty time, you can either extend your contract or re-enlist if you want to continue serving.

Officers make up a much smaller part of the workforce. To join as an officer, you typically must have a four-year college degree and complete an officer program (such as ROTC through a four-year college or university). You compete for promotion to continue your career. Most officers are managers who plan and direct operations. Others are professionals like doctors and lawyers. Officers get paid more than enlisted members and enjoy certain other benefits.

You don't have to join as an officer to become one though. You can join as an enlisted member and attend officer training later on.

Steps for Joining the Military

Start by doing some research about your options for joining the military. Learn about the five active-duty branches and their part-time counterparts. Know the main differences between officers and enlisted members.

Once you know which branch you're considering, contact a recruiter. If you're interested in joining as an officer, the recruiter will explain any options you may be eligible for and what your next steps should be based on the path you decide to take.

Contact a Recruiter

» **ARMY:**
- Active Duty & Reserve: (888) 550-2769
  Active Duty – **goarmy.com**
  Reserve – **goarmy.com/reserve**
- National Guard: (800) 464-8273, **nationalguard.com**

» **AIR FORCE:**
- Active Duty: (800) 423-8723, **airforce.com**
- Reserve: (800) 257-1212, **afreserve.com**
- National Guard: (800) 864-6264, **goang.com**

» **NAVY:**
- Active duty & Reserve: (800) 872-6289, **navy.com**

» **MARINE CORPS:**
- Active Duty & Reserve: (800) 627-4637, **marines.com**

» **COAST GUARD:**
- Active Duty & Reserve: gocoastguard.com

The information contained in this section is subject to change. For up-to-date information, or more details about joining the military, visit: **usa.gov/join-military.**

# Section 6
Entering Orbit: Going Into the Workforce

When Entering the Workforce is Your First Step...

If you plan to begin working immediately after graduation, this section will help you get started. It might be a full-time job to give you time to better figure out your long-term plan, or a part-time gig to help you pay for college. Whichever option you're headed for, you'll find valuable resources in the coming pages.

Most jobs that you apply for will require either a resume or application, and perhaps both. Use the form on the next page to help you get organized. In the pages after that, you'll find tips for creating your resume and cover letter, along with samples of each.

On the last page of this section, you will find a table for tracking your job applications – a helpful tool to ensure nothing falls through the cracks.
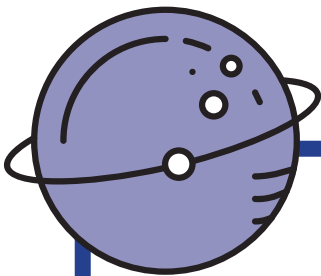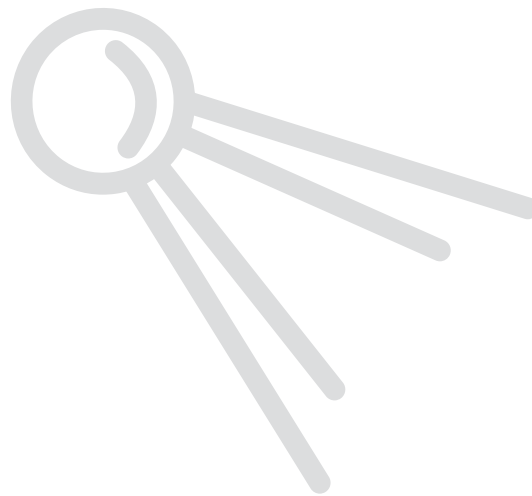
If you're not sure what type of job to pursue, here are some websites that might help:

- **mynextmove.org/explore/ip** – a career interest assessment helps you figure out what kinds of careers you are most likely to enjoy and be good at
- **bls.gov** – provides information on the outlook for various careers, including salary, demand, educational requirements, etc.
- **bls.gov/k12/students.htm** – career information and a career interest assessment specially designed for K-12 students

Resume and Job Application Information

Fill out the form on this page and you'll have all of the information you need, in one place, to fill out job applications. You can also use these details as the basis for your resume.

Full legal name: _____ Date of Birth: _____ / _____ / _____

Citizenship: _____ If not a U.S. citizen, specify country: _____

If you are a Permanent Resident, Refugee, or Asylee, date of status approval/issuance: _____ / _____ / _____

Other Visa Type & Date: _____

Permanent Mailing Address: _____

Current address, if different from permanent address: _____

Permanent Phone Number: (_____)_____ – _____   Cell Phone Number: (_____)_____ – _____

Email Address: _____

Social Security Number: _____ – ____ – _____

High School Academic History: *(if you attended more than one, list information from most recently attended)*

Name of High School: _____ City & State of High School: _____

Dates Attended: _____ Date of High School Graduation (month/year): _____

Cumulative GPA: _____ SAT Score: _____ ACT Score: _____

List Name of Club/Sports Team	Athletics, Clubs, and Organizations			
	List your role/position each year:			
	Freshman	Sophomore	Junior	Senior

Community Service			
Name of the Organization/Contact	Description of Volunteer Service	Number of Hours of Service	Date(s) of Service

THIS INFORMATION SHOULD BE KEPT CONFIDENTIAL AND STORED IN A SECURE LOCATION!

Honors and Awards

Name & Date of Award or Honor	Reason for Award/Honor	Awarded by Whom?

Work Experience (list the most recent examples first)

Start & End Date of Employment	Job Title	Company Name	Business Address	Brief Description of Duties

References
(non-relatives who potential employers can contact to explore whether you'd be a good hire)

Name	Job Title	Address (Street, City, State, Zip Code)	Phone Number	Email Address

Creating a Resume

Both the content and format of your resume are important. It doesn't matter how great your work or life history is—if your resume is poorly formatted, hard to follow or has typos, you won't be considered for employment. The sample provided on the next page is one clear, well-organized example you can follow.

The basic elements of a resume:

1. Heading

Include your name, address, email address and phone number. Make it stand out and make an impression by using large, bold font. Do not use the email address provided by your high school (if applicable), and make sure your email is professional – for example, do not use starwarsfan@gmail.com or crzychik@aol.com. If you need to create a professional-sounding email just for resumes, then do so.

2. Education

List all degrees completed or in progress. As a high school student, include your GPA if it is 3.0 or above and list courses that reflect your work ethic and high aspirations, such as AP or dual enrollment courses, and any courses relevant to the position for which you are applying. After you complete your college degree, do not include your high school information.

3. Experience

Include your job title, the employer, the location (city and state, at minimum), and the dates of employment for each job listed. Include a brief description of your achievements/responsibilities. Ideally, paid work and unpaid work (community service) are listed separately.

4. Honors/Awards/Scholarships

Optional – Include the name of the organization that bestowed the honor/award and the date. Only include scholarships based on merit, not financial need.

5. Special Skills/Highlights

Optional – List any unique, relevant, or necessary skills not reflected in education or experience (e.g., foreign language fluency, computer program expertise, etc.).

6. References

Be sure to get permission from anyone you use as a reference before using their name, and provide them with a copy of your resume. Do not use relatives as references. References can be on a separate sheet of paper, formatted just like your resume.

U
TR
CC
TI
M
W

EMILY S. JONES

3328 West Parker Avenue, Mytown, Arizona 85000
928-555-5555 | emily.jones@gmail.com

EDUCATION

May, 20XX   High School Diploma with a 3.37 GPA, *ABC High School 333 S. School St.,* Mytown, AZ

SPECIAL COURSES

Spanish I –III ♦ Marke ng I ♦ AP Chemistry ♦   AP Computer Science ♦ Word Processing

WORK EXPERIENCE

September 20XX – Present   **Pharmacy Sales Associate**, *Walgreens, 123 Main St., Mytown, Arizona*

· Du es include cashiering, customer service in English and Spanish, answering the phone and assis ng or transferring callers as needed, general clean-up and other du es as assigned.

May – August 20XX   **Order-Taker/Cashier**, *McDonald's, 201 N. Country Dr., Mytown, Arizona*

· Du es included accurately taking customer orders in English and Spanish, entering them into electronic order system, handling customer payments including providing correct change and handling credit card transac ons.

EXTRACURRICULAR ACTIVITIES & AWARDS

20XX – current	S.A.D.D. (Students Against Drunk Driving) – member
20XX – 20XX	Club R.I.F (Reading Is Fundamental) – secretary
20XX – 20XX	Skyline Ambassadors (student service club) – member
August 20XX	"I Care" Customer Service Award – McDonald's

COMMUNITY SERVICE

St. Mary's Food Bank – canned food drive, November 20XX, November 20XX

Sunday School Teacher – pre-school class, 20XX-20XX

Service Saturday – ABC High School, April 20XX

REFERENCES

Ms. Wonder Woman, History Teacher, ABC High School, (602)791-4808, wonder.woman@ABC.org

Mr. Ralph Peterson, Manager, McDonald's, (928) 555-1555, r.pete@mcd.com

SECTION 6

Creating a Cover Letter

If you have the opportunity to add a cover letter to an employment application, do it! It gives the employer a better sense of your communication skills, as well as a sense of your personality and enthusiasm for the job. Some employers require a cover letter and will say so in the job posting, so pay very close attention to what is required. In fact, if it states that a cover letter is required and you do not submit one, some employers will not even consider your application. (This is likely their first test in seeing how well you follow directions!) This section provides tips for writing an excellent cover letter.

The basic elements of a cover letter:

1. **Greeting:** Address your cover letter to the proper person. Try to avoid "To Whom it May Concern" whenever possible.

2. **Opening:** Write a personable, inviting opening paragraph that highlights how your skills are a perfect fit for the job.

3. **Hook:** Highlight your achievements as they relate to the job you're applying for – it is up to you to connect the dots from your qualifications to the position.

4. **Skills:** Highlight additional relevant skills, such as computer languages, certifications, or fluency in a foreign language.

5. **Closing:** Briefly recap your strengths as a candidate, and include your contact information.

If a cover letter is required to apply for a job and you don't include one, your resume or application, no matter how good, will not even be looked at.
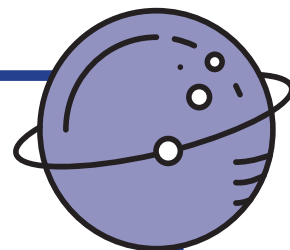
Sample Cover Letter

EMILY S. JONES

3328 West Parker Avenue ● Mytown, Arizona 85000 ● (928) 555-5555 ● emily.jones@gmail.com

[Date]

Ms. Rhonda West, Customer Service Manager
Acme Inc.
123 Corporate Blvd.
Sometown, AZ 85000

Re: Customer Service Representative Opening (Ref. ID: CS300)

Dear Ms. West:

I was excited to see your opening for a customer service representative, and I hope to be invited for an interview.

I recently graduated from high school, where I was a member of the Skyline Ambassadors Club for two years. Skyline Ambassadors plan and complete at least one service project each month, and through those I gained considerable experience working with and for people from all walks of life. After school and on weekends, for over two years, I have been working in positions that require exceptional customer service skills. At MacDonalds, I was awarded the "I Care" Customer Service Award after just three months in the position. At Walgreens, because of my fluency in Spanish, I am regularly called upon to assist Spanish-speaking customers, and based on the posting for this position, I believe you will find my skills in this area very useful in your company.

Although I have not been out of high school long, in the part-time positions I have held, as my supervisors will attest, I have already demonstrated the ability to resolve a variety of issues (such as billing disputes and dissatisfied or angry customers) and I consistently met all goals set by my employers. I have also demonstrated a strong sense of responsibility and maturity as evidenced by my successful completion of rigorous AP courses, leadership roles in extracurricular activities and my high GPA (3.37).

In addition to my work experience, I gained considerable customer service and communication skills during my tenure as secretary of the Reading Is Fundamental (RIF) Club at my high school. In that role, I regularly contacted elementary schools and non-profit after-school programs for youth to discuss possibilities for collaboration. After identifying ways in which our goals overlapped and how working together could be mutually beneficial to our organizations, I worked with the RIF Sponsor and other officers to work out the important details to ensure success.

I also bring to the table strong computer proficiencies in Microsoft Word, Excel, Powerpoint and Access. My comfort with computers and various database operations will, I am confident, allow me to quickly learn any proprietary software your company may use. Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking. I will follow up with you in a few days to answer any preliminary questions you may have. In the meantime, you may reach me at (928) 555-5555 to schedule an interview. Thank you for your time—I look forward to learning more about this opportunity!
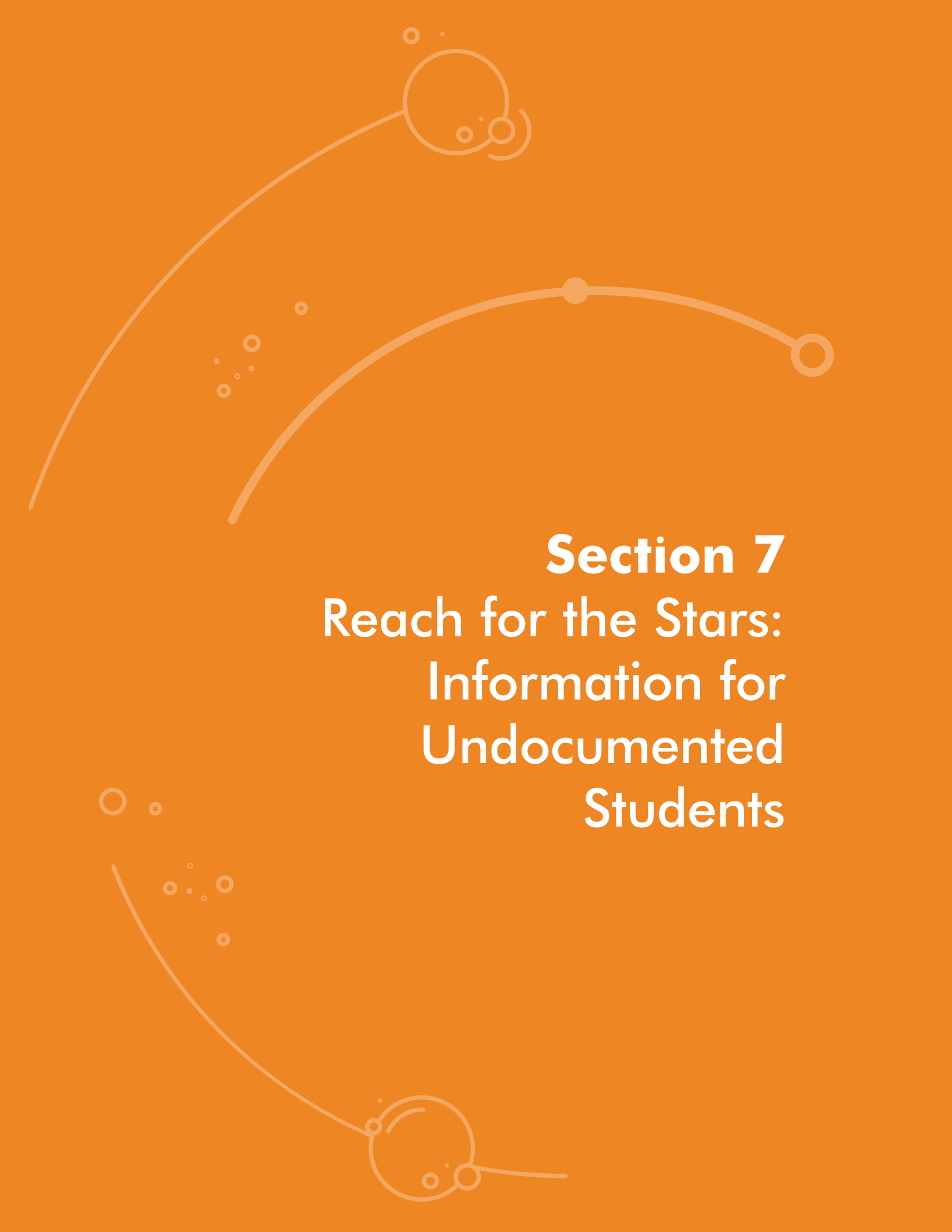
Sincerely,

Emily Jones

Enclosure: Resume

Tracking Job Applications

Tracking Job Applications

Company Name	Role Title/Brief Job Description	Salary/Rate	Link to Job Posting/Application	Date Applied	Contact Name, Number, Email	Response?	Interview Date & Time	Offer?

Section 7
Reach for the Stars:
Information for
Undocumented
Students

A Pathway to College for ALL Students

If you want to continue your education beyond high school, your documentation status should not hold you back. Attending a university, community college, or technical institute is within your grasp. If you are not documented, however, your path through the application and financing process will be different from other students.

There are a lot of variables to consider when you are deciding which college to attend and figuring out what the cost will be. While answers about residency, tuition, and eligibility for specific scholarships are not always simple, this section provides general information on resources available to help you find a school and pay for your education. First, here are some commonly used terms.

DREAMers:

Individuals who would have qualified under the DREAM Act are often referred to as DREAMers. The term has been used to define individuals in the U.S. who were brought to the country at an early age without documentation but have assimilated to the U.S. culture and have been educated by U.S. school systems. At this time, this term does not define a documentation status, but instead, it is sometimes used to define an identity or a community. Students who are undocumented and students who have DACA status may both identify as DREAMers, or may choose not to. Some people do not use the term DREAMer because it separates young undocumented immigrants who entered the country as children from other immigrants, further marginalizing some immigrants.

Deferred Action for Childhood Arrivals (DACA) Program:

A kind of administrative relief from deportation. The policy allows youth under 31 years old as of June 15, 2012, who came to the United States before the age of 16 without documentation, and have been educated by U.S. school systems, the opportunity to remain in the U.S. by following specific guidelines. The DACA program has undergone changes since it was created. For up-to-date information on DACA visit **uscis.gov** and search the site for "DACA."

DACAmented:

An informal term used to indicate the documentation status of a person who applied and received relief from deportation through DACA.
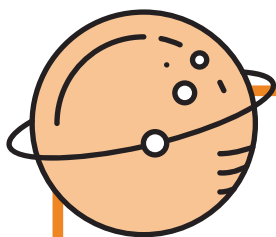
"Never let it be said that to dream is a waste of one's time, for dreams are our realities in waiting. In dreams, we plant the seeds of our future."

— Author Unknown

Four Things You Need to Know About College

If you're a high school student who's undocumented – that is, you were born outside the United States and you're not a U.S. citizen or legal resident – you probably have a lot of questions about going to college. Here are some important facts.

1. You can go to college.

The first thing you should know is that currently, there is no federal law preventing U.S. colleges from admitting undocumented students. And only a few states have placed any kind of restrictions on undocumented students attending public colleges and universities. State schools in New York State (a.k.a. SUNY) does not – and will not – consider national origin or immigration status as a factor in admission. We encourage all students, regardless of citizenship status or national origin, to apply for admission, including undocumented and Deferred Action for Childhood Arrivals (DACA) students graduating from U.S. high schools. A social security number is not required to complete a SUNY application for admission.

However, you should also know that a social security number *is* required to apply for federal financial aid for college, therefore undocumented students cannot receive federal financial aid – the type of aid on which many college students rely. Do not despair; undocumented students may be eligible to receive financial aid or scholarships for college in other ways. This is covered in greater detail in the next section: "Questions and Answers About Paying for College."

2. You are not alone.

You're the one who will have to put in the work it takes to get to college, but building a support network is key. Start with your family. Make sure they know you want to go to college. Talk with them about your options for choosing a college and paying for your education.

You can also seek advice from trusted teachers and counselors at your high school. Along with giving you guidance, they might be able to put

you in touch with other undocumented students who have successfully enrolled in college or with college admission counselors who can help you. If you're worried about telling teachers and counselors that you're undocumented, be aware that, by law, school officials cannot disclose personal information about students – including their immigration status. This can be scary, but know that you can always reach out to your Support Specialist for guidance.

3. You can find a college that fits you.

As you look for colleges that match your wants and needs, you might want to find out if the colleges you're interested in have programs, student organizations or centers that support first-generation immigrant students. You may consider applying to private colleges, rather than public institutions. Reviewing college websites and publications is a good place to start.

4. You can find resources to help you.

This section of the guide will provide you with general information on paying for college, filing the FAFSA as a DACA recipient, and applying for SUNY schools. The majority of the information in this section comes from **bigfuture. collegeboard.org** and from **suny.edu/attend/ get-started/undocumented**. Visit these websites for more information.

As an undocumented student, you **can** attend a SUNY school.
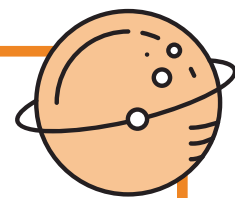
Questions and Answers About Paying for College

If you're an undocumented student, you probably have questions about college costs. Here are answers to some common questions about paying for college.

- **Do colleges offer financial aid or scholarships to undocumented students?**

  Yes, some do. Private colleges often have special funds available. To apply for this financial aid, you may have to fill out the CSS/Financial Aid Profile or the college's own forms. Check with the admission or financial aid office at each college you are interested in to find out its requirements.

- **Am I eligible for scholarships?**

  Yes, you just need to find ones that you qualify for. Start by talking to your School Counselor and your Support Specialist. There are many scholarship opportunities, and some private scholarship organizations allow undocumented students to apply – some scholarships are even specifically for undocumented students. Be sure to look into local scholarships offered by community groups that might be open to all students living in the local community. See the list of suggested resources at the end of this section.

- **Can I get federal financial aid?**

  No, you can't get federal financial aid unless you're a U.S. citizen or eligible non-citizen with a social security number. This means you should not fill out the Free Application for Federal Student Aid (FAFSA).

- **Can I get a Pell Grant?**

  No, Pell Grants are a type of federal financial aid.

- **Can I get financial aid from my state?**

  Yes, the DREAM Act provides access to New York State-administered grants and scholarships. If you attended or graduated from a New York State (NYS) high school, attended an approved NYS high school equivalency program, or received a NYS equivalency diploma, you *may* be eligible for state aid. To find out if you qualify and for more information, visit **hesc.ny.gov/dream**.

- **Do I pay the in-state or out-of-state rate at a public college in my home state? What about in a different state?**

  In some states, undocumented students, or specifically DACA students, are eligible to receive in-state tuition. In New York State, you may be eligible for the resident (or in-state) tuition rate if you meet the following requirements:

  » You attended an approved New York State high school for two or more years, graduated from an approved New York State high school, and applied for admission within five years of receiving a New York State high school diploma;

  or

  » You attended an approved New York State program for a General Equivalency Diploma (GED or TASC) exam preparation, received a GED or TASC diploma and applied for admission within five years of receiving the GED or TASC;

  and

  » You submit to the campus a notarized affidavit stating that you will file an application to legalize your immigration status as soon as you are eligible to do so. **Note:** Your campus will keep your affidavit on file, it is not shared. The university will vigorously defend the privacy rights of students.

  Tuition rate policies may differ from one private institution to the next. Because of these differences, you will want to call each institution to determine if you qualify for in-state tuition rates. Upon admission, it is very important to review financial aid award letters carefully. In some cases, private or out-of-state colleges may give students better offers than public colleges.

Questions and Answers About Paying for College *(continued)*

- **Am I eligible for the Educational Opportunity Program (EOP)?**

  U.S. citizenship is not a requirement for admission to EOP. However, you must meet New York State residency, income, and academic requirements. If admitted, you will receive all academic and social support the program offers. However, you are not eligible to receive any financial support from the program.

- **My college requires students to complete the FAFSA to apply for institutional scholarships. If I have been granted DACA status and have received a social security number, can I complete the FAFSA?**

  Since you have a social security number, you can complete the FAFSA. There is no penalty for doing so, but undocumented students – including DACA recipients – are not eligible for federal aid.

  If you choose to complete the FAFSA, the Federal Student Aid office provides specific instructions for DACA students at: **studentaid.ed.gov/ sa/sites/default/files/financial-aid-and-undocumented-students.pdf**

- **Will I be eligible for payment plans?**

  Yes. You can enroll in a payment plan.

- **How can undocumented students apply for admission on the SUNY application?**

  On the SUNY application for admission, "Visa Type" is a required question for all non-U.S. citizens. As an undocumented student, you have the option to select "Other" at the bottom of the drop-down list for this question. This option is considered a valid response and we recommend this choice for undocumented applicants, including those with DACA status.

- **Why am I being asked to submit TOEFL scores or other documentation typically required for international students?**

  If a college contacts you requesting that you send TOEFL scores, foreign transcripts, or financial statements, it is very likely they have assumed that you are an international student. Call the admissions office at the school to which you are applying to clarify.

- **If the DACA program is canceled or revoked, will my status as an enrolled student protect me from deportation?**

  Enrolled student status does not necessarily provide protection from removal; however, a 2011 memo from U.S. Immigration and Customs Enforcement (ICE) designates college campuses as "sensitive locations," meaning that college campuses would not be the focus of law enforcement actions (i.e. arrests, searches, interviews, and surveillance) unless: (a) exigent circumstances exist; (b) other law enforcement actions have led officers to campus; or (c) prior approval is obtained.

It is important to note that this information was accurate at the time of printing, however policies and information are subject to change. The information represented here is only provided as a guide and should not be interpreted as legal advice.

For complete, up-to-date information, please visit: **suny.edu/attend/get-started/undocumented**

Section 8
Final Systems Check

Final Summary

As you prepare to take those final steps toward your higher education goals, don't forget to keep both your School Counselor and Support Specialist informed of your plans. They will want to know:

What college are you attending? _____

What scholarships have you been awarded? _____

_____

Your current contact phone number: _____

Your current email address: _____

<center>(not the one provided by your high school)</center>

Glossary

There are a lot of acronyms and confusing terms on the road to college. Here are a few that you might be wondering about. If there's one you don't see listed here, check with your School Counselor for assistance.

2+2/3+1 Programs: A postsecondary pathway in which students begin at a community college, where they complete general educational requirements over 2 or 3 years, and then transfer to a four-year college or university (for the remaining 1 or 2 years) to complete a bachelor's degree.

ACT/SAT: Standardized college entrance exams. Many colleges and universities ask for ACT or SAT scores as part of the application process.

Admission: Notification from the college to which you applied that you are accepted. Students must respond, by the given deadline, to inform the college if they will accept the offer. Students accepted to multiple schools will want to compare their financial aid packages to help them decide which school to attend.

Advisor: A college staff member or professor who helps a student plan and complete a course of study at a college or university.

Application: A form that must be filled out to be considered for entry into a university, community college, technical institute, to be considered for a scholarship, and, in many cases, to be considered for a job.

Associate Degree: A degree granted after successful completion of a course of study requiring approximately 60 credits, typically by a community or junior college. Full time community college students taking 15 credits per semester can generally finish an associate degree in two years (also known as A.A. or A.S. degree, short for Associate of Arts and Associate of Science).

ASVAB: A test to determine qualification for enlistment in the U.S. Armed Forces. It stands for Armed Services Vocational Aptitude Battery.

Award Letter: Notice from a school of the amount and type of financial aid that the school is willing and able to provide a student.

Bachelor's Degree: A degree earned for a course of study that normally requires 120 to 130 credits, involving specific classes related to the student's major. Full time students ideally complete a bachelor's degree in four years, although changing majors, transferring institutions, taking fewer than 15 credit hours per semester, and/or taking courses that don't count toward one's declared major, can make it take longer (also known as B.A. or B.S., short for Bachelor of Arts and Bachelor of Science). While four year programs are typical, some programs are designed to take five years to complete.

Certificate: An official document attesting to a particular fact or accomplishment. In the postsecondary realm, students complete a series of specified courses, sometimes an internship, and typically pass a test, to obtain certificates in specific trades or areas of expertise required to work in those fields. Examples: welding, medical technology, auto mechanics, massage therapy, and court stenography.

CLEP: The College Board's College-Level Examination Program (CLEP) allows students to demonstrate their mastery of introductory college-level material and earn college credit. Students can earn credit for what they already know by getting qualifying scores on any of the 34 examinations. A college often grants the same amount of credit to a student who earns satisfactory scores on a CLEP exam as it does for a student who successfully completes the related course. CLEP policies vary from college to college; contact the college you're interested in attending to get more information about their specific CLEP policy.

Community College: A public postsecondary institution that offers courses to residents in the surrounding area. Students may attend community

Glossary *(continued)*

colleges to obtain associate degrees or technical certificates, or may take courses there towards a bachelor's degree, before transferring to a four–year university (2+2 or 3+1 path). Students can also take courses to enhance skills in an area, or just for fun.

Cost of Attendance (COA): The total cost of going to college, including tuition, fees, room and board, books, transportation, and personal expenses.

Deferment: A period in which payment is not required. In the postsecondary realm, students can obtain deferment on paying their enrollment deposit as well as on paying interest and/or principal on student loans. Deferments do not last forever. Eventually these payments must be made.

DREAMers: Individuals who would have qualified under the DREAM Act are often referred to as DREAMers. The term has been used to define individuals in the U.S. who were brought to the country at an early age without documentation, but have assimilated to the U.S. culture and have been educated by U.S. school systems. Not all immigrant youth identify as DREAMers.

Deferred Action for Childhood Arrivals (DACA) Program: A kind of administrative relief from deportation. The policy allows young children (under the age of 16) who came to the U.S. without documentation, and have been educated by US school systems, the opportunity to remain in the U.S. by following specific guidelines.

Early Action: When a student applies for admission to a college by an early deadline (before the regular admission deadline) and receives notice of acceptance, denial, or deferment with no obligation to the university to enroll.

Early Decision: When a student applies for admission to a college by an early deadline (before the regular admission deadline), with the understanding that if accepted, the student must enroll in that school. Students should apply for early decision only to their first choice school.

Expected Family Contribution (EFC): The portion of a family's financial resources that should be available to pay for college, based on a federal formula using the information on the FAFSA (Free Application for Federal Student Aid).

FAFSA: The Free Application for Federal Student Aid is an online form submitted annually by current and prospective college students (undergraduate and graduate) in the United States to determine eligibility for student financial aid. Students who are eligible to file the FAFSA should complete it every year.

Federal Student Aid (FSA) ID: A username and password used by current and prospective students and their parents to log into U.S. Department of Education websites, including the FAFSA website. The ID is used to sign documents electronically (it has the same legal status as a written signature).

Fee Waiver: Permission to not pay a fee, based on meeting some requirement or condition. In the postsecondary realm, waivers of college application fees and ACT or SAT fees are often available for students based on financial need.

Financial Aid Package: The amount and types of federal, state, and college aid that a college/university offers to a student it has accepted, to offset the cost of attendance at their school. Also referred to as Award Letter. Depending on the package, sometimes it can be cheaper for a student to attend an expensive school because more aid is offered to offset the cost. This is why it is important to apply to the schools you want to attend, even if you don't think you can afford it. There are different types of aid including loans, work-study, scholarships, and grants.

Four-Year University: A postsecondary institution/school that offers undergraduate (bachelor's) degrees. Many four-year universities also offer graduate (masters) degrees.

Full-time Student: A student who enrolls in at least a minimum number (determined by your college or university) of credit hours or courses.

Glossary *(continued)*

Grade Point Average (GPA): The average of all of the course grades you have received in high school, or in college, on a four-point scale.

International Baccalaureate Program (IB): An IB diploma is a credential issued to students by the IBO and recognized by most colleges and universities. To earn an IB diploma, you have to go to an IB-approved school and meet the requirements, including taking classes in the six subject groups, passing their exams, and completing three additional core requirements. The program was designed to be a rigorous, internationally recognized diploma for entry into universities that students all around the world could earn.

Ivy League: A group of long-established colleges and universities in the eastern U.S. having high academic and social prestige. It includes Harvard, Yale, Princeton, Columbia, Dartmouth, Cornell, Brown, and the University of Pennsylvania.

Letters of Recommendation: Letters of endorsement (often from high school teachers/staff) written on a student's behalf during the college and/or job application process.

Major: A concentration of study focused on a discipline, which requires completion of specific courses.

Minor: A college or university student's declared secondary academic discipline during their undergraduate studies.

Orientation: A meeting/event many colleges offer (hours or days-long) where incoming students and parents/guardians receive information about registering for classes, meet their advisor, and learn about school resources and policies.

Pell Grant: Money from the U.S. government to support a student's education that does not have to be paid back. Pell grants are awarded to U.S. citizens and legal residents based on financial need and timeliness of completing the FAFSA.

Placement Test: Colleges and universities may require students to take tests to determine the appropriate level college math and/or English class.

Postsecondary Education: The broadest term used to describe any education beyond high school, including, community college, university, technical institute, etc.

Residence Hall: A building primarily providing living/sleeping quarters for large numbers of students. Also known as a dorm or dormitory and often referred to as "on-campus housing."

Resident: A student who lives in and meets the residency requirements for the state where a public university is located. Tuition at public universities often is more expensive for non-residents.

Resume: A brief account of a person's education, qualifications, and previous experience, typically sent with a job application.

ROTC: Program to train college students to become officers in the U.S. Armed Forces. Stands for Reserve Officers' Training Corps.

Room & Board: The cost of a room in a dormitory and a dining hall meal plan at a college or university.

Scholarship: Money to support a student's education that does not have to be paid back. Scholarships are awarded based on academic, athletic, artistic, or other types of achievements, affiliations or competitions.

Student Aid Report (SAR): The SAR summarizes the information included on the Free Application for Federal Student Aid (FAFSA). The SAR provides the Expected Family Contribution (EFC), which is used to determine whether a student is eligible for a federal Pell Grant and other federal aid.

Student Loan: Money a student borrows to help pay for college, which must be paid back. Subsidized loans are offered to students who qualify through the FAFSA. The federal government pays the interest while the

Glossary *(continued)*

student is in college. There are also unsubsidized loans where interest begins accruing as soon as the loan is accepted.

Summer Bridge Programs: Programs offered by many universities and some community colleges, which occur in the summer between high school graduation and fall transition to college, which offer students accelerated, focused learning opportunities that can help better prepare them to succeed in college.

Technical Institute: A general term used for a college that provides mostly employment-preparation skills for trained labor, such as welding and culinary arts. These programs generally take no more than two years to complete. Examples include the Le Cordon Bleu Institute, Universal Technical Institute, and DeVry.

Transcript: An official academic record from a specific school. It lists when you attended, the courses you have completed, grades, and sometimes test scores. Universities, colleges, and technical institutes usually require high school transcripts be submitted as part of the application process.

TRIO Programs: Federal outreach and student support service programs at the middle school, high school, and college level to assist students with understanding of basic college requirements, and to motivate students toward successful completion of postsecondary education. GEAR UP is an example of a TRIO program.

Tuition: The amount of money charged for instruction/classes at postsecondary institutions (see also – cost of attendance).

Undeclared/Undecided: Term to describe a student who is unable or not ready to select a major at a college or university. Colleges typically ask students to pick their major by the end of their sophomore year.

Work Study: A federal program that provides the opportunity for college students to work part-time jobs (often on the campus of the school they attend) to earn money to pay educational expenses. Students receive compensation in the form of a paycheck, much like a traditional job. Students must submit the FAFSA to be considered for work-study positions.
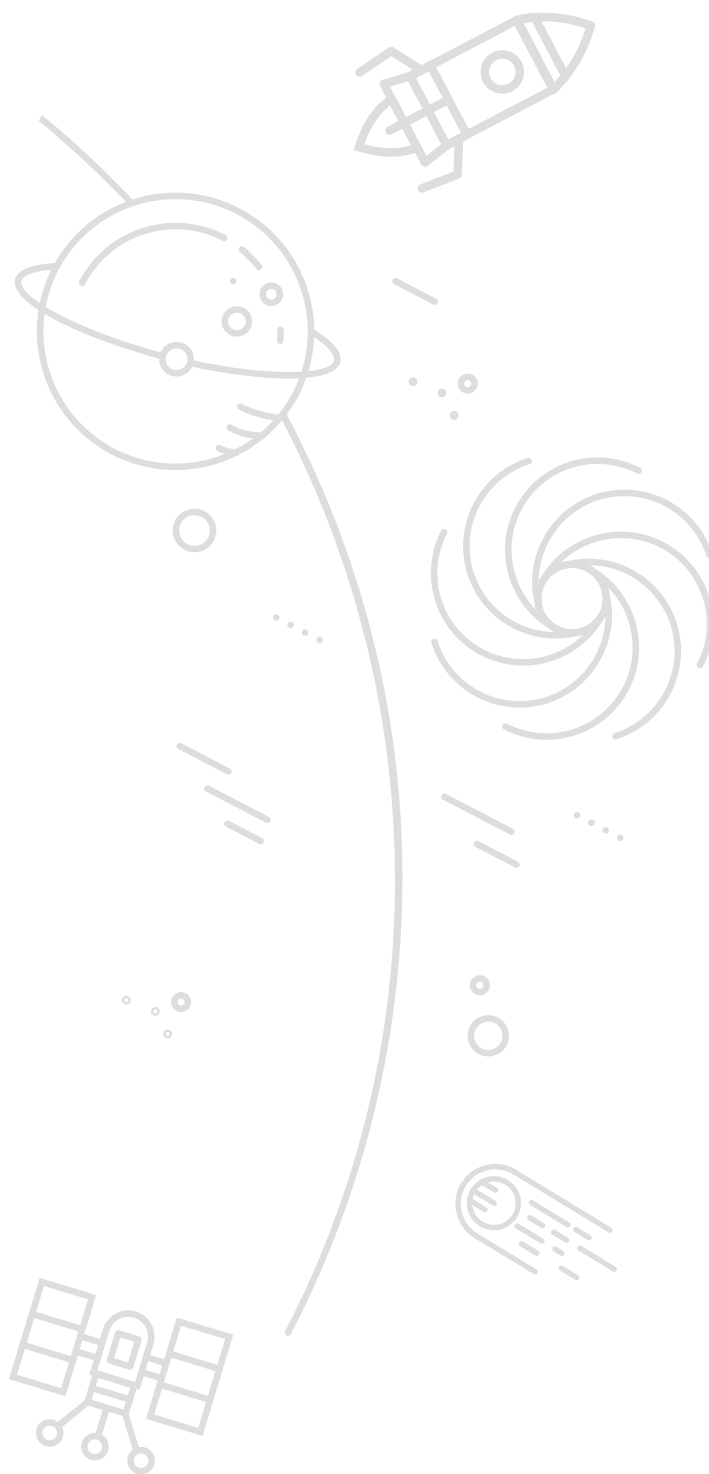
Usernames and Passwords

WARNING: Write usernames and passwords here at your own risk – whether encrypted or not. Your password is the electronic equivalent of your signature.

Treat your passwords as you would treat any piece of personal and confidential information by taking measures to keep them confidential. If you choose to write your usernames and passwords here, keep tight control of this Guide at all times and if someone learns your password, or you lose this book, you should immediately change your password(s).

Website Name:	
Why I Use It:	
Web Address:	
Username:	Password:

Website Name:	
Why I Use It:	
Web Address:	
Username:	Password:

Website Name:	
Why I Use It:	
Web Address:	
Username:	Password:

Website Name:	
Why I Use It:	
Web Address:	
Username:	Password:

Website Name:	
Why I Use It:	
Web Address:	
Username:	Password:

Website Name:	
Why I Use It:	
Web Address:	
Username:	Password:

Website Name:

Why I Use It:

Web Address:

Username: **Password:**

Website Name:

Why I Use It:

Web Address:

Username: **Password:**

Website Name:

Why I Use It:

Web Address:

Username: **Password:**

Website Name:

Why I Use It:

Web Address:

Username: **Password:**

Website Name:

Why I Use It:

Web Address:

Username: **Password:**

Website Name:

Why I Use It:

Web Address:

Username: **Password:**

Website Name:

Why I Use It:

Web Address:

Username: **Password:**

NOTES

FOLDER

WE HAVE LIFT OFF!

RIT | K-12 University Center
GEAR UP