

THE NEXT STEP: CHOICES

A first step in deciding what to do after high school is to talk with your school counselor or a teacher for advice. Ask your school counselor about taking an aptitude test or interest inventory to find your strengths, weaknesses, and interests to discover potential choices that are right for you.

1. **Learn about yourself.**

- **Values** – What is important to you?
- **Interests** – What appeals to you?
- **Aptitude** – What are you good at?

2. **Talk to people.**

Once you have narrowed your career choices, talk to people who are working in that field
Or, if possible, find a part-time job in that field.

It is helpful to ask questions such as, “What’s good and bad about this job?” “How did you learn your trade?” There are many sources of career and job outlook information available-go to your school library, public library, or school counselor.

3. **Consider how much training you will need for the career you are interested in.**

- **High School Diploma:** cashier, receptionist, salesperson, security guard, Telephone operator, waiter/waitress.
- **Special career training:** auto technician, firefighter, machinist, medical technician, police officer, computer operator, and commercial artist.
- **College degree:** accountant, counselor, engineer, nurse, pilot, teacher, public relations specialist.
- **Graduate degree:** college professor, dentist, lawyer, physician

The following questions should be helpful to you in evaluating yourself:

- Are you a good, average or below average student?
- Does your school record reflect your capabilities?
- Do you excel or are you weak in any areas?
- Do you prefer challenging or easy courses?
- Do you perform well when facing difficult academic demands?
- In what school and outside activities do you participate?
- Which of these do you find most enjoyable?
- Do you have superior talent or ability in any of your extra-curricular activities?
- Have you been involved in any community service activities?
- What work experience have you had?
- Do you have any interests you would like to explore further?
- Are you open to new experiences or do you prefer a familiar environment?
- What personal and career goals do you have at the present time? How do you see these affecting your future?

Guidance Department Calendar

- September** 28 Military Mini Fair
29-Oct 1 PSAT Orientation: 11th grade. English/ Social Studies classes
23 Information Night Series: Applying to College
- October** 1 PSAT Orientation: 11th grade English/ Social Studies classes
5 College Mini-fairs
7 Open House
8 Mid-marking period
9 SAT I & SAT II (register by Sept 7) * not offered at AHS
14 College Mini-fairs
16 PSAT Test
19 College Mini-fairs
21 College Mini-fairs
22 College Mini-fairs
23 ACT (register by Sept. 17) * not offered at AHS
24 Marist College Fair
25 College Mini-fairs
26 College Mini-fairs
27 Information night series (Junior Parents): PSAT: The college process
29 Last day to select Pass/Fail option for 1st semester or full year course
- November** 5 End of first marking period
5 Last day to drop a 1st semester or full year course without penalty
6 SAT & SAT II (register by Oct 1)
- December** 1 College applications with a Jan. 1 deadline due to Guidance Counselor
4 SAT I & SAT II (register by Oct 29)
10 Mid-Marking period
11 ACT (register by Nov 5) * not offered at AHS
14 In-School field trip (Students): PSAT & the college process
21 In-School field trip (students): Back to AHS
- January** 3 Financial Aid forms available in guidance office
6 Information night series: Financial Aid
22 SAT I & SAT II (register by Dec 20)
24 End of 2nd marking period
5-28 Exam week
26 ASVAB
31 2nd semester/3rd marking period begins
- March** 4 Mid-Marking period
Information night series: College 101
12 SAT I (register by Feb 7) * not offered at AHS
17 Information night series: College Admissions
24 Last day to select pass/fail option for 2nd semester course
- April** 8 End of 3rd marking period
9 ACT (register by March 4)
- May** 7 SAT I & SAT II (register by March 25)
2-13 Advanced Placement Exams
13 Mid-Marking period
- June** 4 SAT I & SAT II (register by April 29)
11 ACT (register by May 6)
14 End of 4th marking period
25-24 Exam Week
26 Gradation-tentative date

ARLINGTON HIGH SCHOOL GUIDANCE DEPARTMENT

The Arlington High School Guidance Department will be sponsoring a series of Information Nights and College Mini-fairs. Listed below is a brief description of each. Further information and registration materials for the Information Nights will be available at a later date. A calendar including specific dates of these events is listed on the reverse side.

INFORMATION NIGHT SERIES: APPLYING TO COLLEGE

An evening program designed to provide 12th grade students and their parents with an overview of the college application process. Topics will include recommendations, common applications, applying online, completing college applications, and much more.

MINI-FAIRS

Colleges and military personnel will be stationed in the main lobby during lunch periods. Students who do not have a lunch period but would like to attend must obtain a pass from the Guidance Office two days in advance. Students should listen to the announcements for participating colleges. Parents are also welcome to attend.

INFORMATION NIGHT SERIES: PSAT AND THE COLLEGE PROCESS

Includes an interpretation of the PSAT and an introduction to the exciting and trying world of college selection. Counselors will use a case study approach to explain how to interpret your child's PSAT results, prior to your receiving the actual scores in early December. They will also cover SAT registration, SAT's, SUNY overview and general information pertinent to junior year.

BACK TO A.H.S

An opportunity for 12th graders to hear from some A.H.S alumni on what freshman year is really like. Topics include adjusting to college, roommate issues, and finding the balance between free time and the college workload.

INFORMATION NIGHT SERIES: FINANCIAL AID

In a workshop-type setting for seniors and their parents, financial aid officers will discuss the following:

- Grants/loans
- Work-study programs
- Re-payment
- FAFSA/CSS Profile
- TAP
- Common mistakes made on financial aid forms

INFORMATION NIGHT SERIES: COLLEGE 101

Ok Seniors, you've got those essays written, the college applications have been mailed, perhaps you already know where you'll be attending in September but...now what? Campus living, Greek life, roommate disputes, budgeting money, being successful at college, packing, laundry, and a whole lot more will be discussed in this session designed just for you!

INFORMATION NIGHT SERIES: COLLEGE ADMISSIONS

In order to gain information about a specific type of college, admissions officers representing different kinds of colleges will be available to discuss the college application and admissions process for that type of school and answer questions regarding the role of essays, interviews, SAT's, AP tests, and other valuable information. A very informative and not-to-be-missed- program for 9th – 11th graders!

SAT REGISTRATION INFORMATION

Students usually take the SAT's more than once, but not more than three times. Almost all schools will take your best verbal and best math score to give you your best combined score possible.

ARLINGTON SCHOOL CODE IS 334620

TO TAKE THE TEST AT ARLINGTON THE CENTER NUMBER IS 33770

Arlington is a test center for the November, December, January, May and June test administrations.

You can register online at www.collegeboard.com, you will need a credit card.

If SAT has been taken before you can re-register by phone 1-800-728-7267, you will need a credit card. Wait for your registration number before your hang up.

2004-2005 ACT Assessment Test Calendar

Registration Deadlines

Regular	8/20	09/17	11/5	1/7	03/4	05/6
Late	9/3	10/1	11/18	1/21	03/18	05/20
Test Dates	*9/25	10/23	12/11	+**02/12	**04/9	**06/11

**Available only in: AZ, CA, FL, GA, IL, IN, MD, NV, NC, PA, SC, TX, and WA*

***ACT assessment and ACT assessment plus writing*

*+** No test centers scheduled in state of New York for February test date*

ACT REGISTRATION INFORMATION

NOTE: Schools **MAY** take ACT scores in lieu of SAT II's.

ARLINGTON SCHOOL CODE IS 334620

TO TAKE THE TEST AT ARLINGTON THE CENTER NUMBER IS 215240

Arlington is a test center for the April and June administration only.

You can register online at www.act.org

ACT Registration Phone Number: 1-319-337-1270

REregistration by touch-tone phone and credit card (24 hour service): 1-800-525-6926

SCORE CHOICE: If you **register on-line** you must give the school code (334620) – by doing so your **scores will automatically be on your transcript** = not giving you the option of score choice. If you would like to opt for score choice, you must complete a paper application and NOT include the school code. If you later opt for the college to receive your score, it will be your responsibility to send your score to the college you are applying to.

COLLEGE MINI-FAIRS IN THE MAIN LOBBY

Date	College	Time	Representative
Oct. 5	Fisher College Teikyo Post University College of Mt. St. Vincent Mt. St. Mary's College University of Rhode Island D'Youville College New York Institute of Technology Manhattanville College SUNY Morrisville Wesleyan University Marist College Felician College University of New England The Art institute of New York City	10:45	Robert Melaragni Jarrett Rake TBA Matt Dembonsky TBA TBA Orville Sweeney Diana Gill Elizabeth Ward Catherine Davies TBA Cara L. McCloud Peter Heeley Julia Cryer
Oct. 14	SUNY Oneonta Five Towns College Mt. St. Mary's College College of New Rochelle SUNY Binghamton Marywood University Binghamton University College of St. Rose Marymount College Pace University, Pleasantville-Briarcliff	10:45	Dan Baldo Sheldon Zucker Matt Dembonsky Vicki Thompson Chris Lewis Kevin Quintero TBA Jen Westover Linda Cortel TBA
Oct. 19	University of St. Andrews (Scotland) Suffolk University St. Thomas Aquinas College SUNY Buffalo State Hartwick College Florida Southern College Johnson & Wales University Messiah College Wyotech Institute	10:45	Jack Daniels Matt Abrams Danielle MacKay Barbara Rooney Mary Pelligra Jennifer Neely Carl Winters TBA Gary Herbart
Oct. 21	Dutchess Community College SUNY Old Westbury Canisius College SUNY Albany SUNY Potsdam Adelphi University	10:45	Liz Jordan Janise Reyes Denis Gould Theresa Brokowski EricaJordan TBA
Oct. 22	Columbia-Greene Community College Berkeley College of White Plains Assumption College Roberts Wesleyan College Juniata College Rosemont College Mercy College	10:45	Berne Bendel TBA Andrew Fletcher Ryan Kirnan Heather Doyle Anne Leonard Mike Dwyer

Oct. 25	<p>Concordia College Daemen College SUNY Stony Brook Bentley College Misericordia College King's College SUNY Brockport Roger Williams University Green Mountain College American International College SUNY Geneseo Alfred State College Bay Path College Keystone College Dominican College of Blauvelt Juniata College Rider College Iona College LeMoyne College Bryant College Niagara University University of Scranton Lynn University Lasell College SUNY Plattsburgh Seton Hall University Mass. College of Pharmacy and Health Sciences Manhattan College Washington College SUNY Purchase Keuka College SUNY Buffalo State College Stevens Institute of Technology Cazenovia College Wentworth Institute of Technology Middlebury College University of Connecticut University of Dayton Sacred Heart University New York University Long Island University, C.W.Post Campus</p>	10:45	<p>Amy Heath Chris Shultz Dina Brennan Amy Eisenberg Antonio Serrano TBA Erin Rickman TBA TBA Kelly Dwyer Ed DeMiceli Christian Kull Heather Law Jason Yander Rob Tyrrell Michelle Bartol Peter Finger Christine Cahill Jina Patel Rebecca Parente Sara Villnave Colleen Moran Adam Payne TBA TBA Dan Moran Chris Cebula Sarah Pedersen Jennifer Carey Christopher Dorsey Michael Gower Kelli Bauer TBA Colin Coleman Amy Dufour Alyssa Sinclair Moheba Fayed Jean Fraleigh Erin Holmes Shannon-Lyce Jones TBA</p>
Oct. 26	<p>University of Rochester Albright College SUNY Cobleskill SUNY Cortland Paul Smith's College SUNY Oswego Providence College SUNY College of Environmental Science and Forestry Siena College Rutgers, State University of New Jersey @Camden</p>	10:45	<p>Allison Martinez Kristen Houghtaling Michael Cobbins TBA TBA Kori Ayres Scott Seseske Eldon Harmon Jen Sloan Allison E. Poli</p>

IN OFFICE VISITS 2004-05

DATE	COLLEGE	TIME	REPRESENTATIVE
Sept. 28	Skidmore College	10:00	Jill Gully
Oct. 4	Dartmouth College	1:15	Karen Sagall
	Greensboro C(NC)	1:00	Dan Mackey
Oct. 13	Mt. St. Vincent	9:00	Meredith Negrin
Oct. 20	RIT	11:15	Danielle Veltz
Oct. 27	St. Bonaventure	11:00	Nakeia Chambers
Oct. 28	Sterling College	10:30	Erica Young
	Union College	8:30	Diane Crozier
Oct. 29	Leslie College	10:45	TBA
Nov. 30	High Point (NC)	10:00	Lesley Smith
Nov. 16	Western New England	10:00	Matt Fox
Nov. 17	St. Peter's	9:00	Victoria George
Nov. 30	Green Mt. College	8:30	TBA
Dec. 2	University of Hartford	9:00	Chris Bisi
Apr. 5	SUNY Geneseo	10:45	TBA
May 5	Messiah College	10:30	Heidi Marks

SENIOR YEAR CALENDAR

- SEPTEMBER** Maintain or improve your grades this year. Make sure you have Current applications for the colleges of your choice. Continue On-campus visits and interview. Register for the SAT or ACT. Create a personal timetable for meeting test and application deadlines.
- OCTOBER** Register for SAT 11. Talk to representatives at college mini-fairs. Keep your guidance counselor informed of your progress. Fill out applications. Contact teachers for written recommendations. Submit applications for “Early Decision 1”. Begin applying for scholarships.
- NOVEMBER** Take SAT. Complete and submit applications to the Guidance office. Be sure your test scores have been sent to the colleges of your choice.
- DECEMBER** Take SAT 11. Obtain FAFSA form from the Guidance Office and be aware of deadlines for schools to which you are applying. Make sure all your applications are submitted before the holiday break.
- JAN-MARCH** Continue to assess those colleges to which you have applied. make sure your financial aid forms are complete. Continue to maintain a solid academic performance. Colleges look unfavorably on failing grades. Continue to seek scholarship information and apply. Notify your counselor if mid-year grades are required.
- FEB-MAY** Colleges will notify you of acceptance.
- JUNE** Notify your counselor of the school you will attend and ask that a final transcript be sent to that school

Finding the Right College For You

The challenge for most students is trying to figure out how to go about choosing from the more than 3,000 colleges and universities in the United States. Finding the college which is best for you does require planning, hard work, and serious thought.

Step 1: Consider your reasons for going to college. The following checklist may help you in your research. Check the 5 statements that best describe your reasons for going to college.

1. To live in a different part of the country.
2. To be exposed to new ideas.
3. To have a more interesting social life.
4. To be near cultural activities.
5. To get practical experiences in my field.
6. To prepare for a specific professional school.
7. To get a solid liberal arts background.
8. To participate in athletic activities.
9. To be challenged academically.
10. To compete with others on my level.
11. To go to a high status school.
12. To get specific vocational or career training.
13. To help me get a good job.
14. To meet people different from myself.
15. To study and live abroad.
16. To take classes from renowned professors.
17. To develop my talents and interests.
18. To participate in special programs.
19. To be out on my own.
20. To join extracurricular activities.

Almost any college can offer you the right opportunities if you checked off numbers 2,3,8,17, and 19. You will have to be more selective if you chose numbers 1,4,5,7,9,10,12,13,14,15,18 and 20 as your reasons. You will have to look for a more highly competitive and academically prestigious college if you chose numbers 6,11, or 16.

Step 2: Think about your abilities, interests, attitudes, and personality. Ask yourself these questions:

- Am I a good student?
- Does my school record reflect my abilities?
- Am I very good, or weak, in any academic area?
- What clubs, sports, and cultural groups do I like best?
- Do I work best by myself or with others?
- Should I go away to college or stay near family & friends.

Step 3: Make a worksheet which list the characteristics that you want to consider making your college choice. Here are some suggested factors you may want to include on your list.

a) **Program:** Does the college offer a really good program of preparation for the field(s) in which you are interested, or which you hope to enter upon completion of college? Or, does it have a broad type of liberal arts program, which will provide you with a good opportunity to explore your interests further?

Finding the Right College For You – Continued:

(Step 3 Con't)

b) Location:

Do you want to go to a college near home, or do you want to go to some other section of the country: New England, the Midwest, or the South? Do you want to go to college in a city or rural environment?

c) Size:

Do you want to go to a small, medium-sized or large college? Or, doesn't it matter? Are you the kind of person who can succeed in competition with a great many other students, as is usually the situation with larger colleges? Or, would you work better in the somewhat more relaxed and informal environment found in most of the smaller colleges?

d) Type:

Do you want to go to a co-educational college or would you rather go to a women's or men's college?

e) Church Affiliation:

Do you want to attend a college which is controlled by a particular religious denomination, such as Roman Catholic, or Methodist, and which you may expect to secure the religious emphasis of your preference?

f) Costs:

Is cost going to be an important consideration in your choice of college? Do you have specific plans for financing your college education? Are you willing to work? Does your academic record merit consideration for scholarship? Have you completed financial aid forms?

There are a number of local colleges which you can visit conveniently. This will give you an opportunity to see a variety of institutions before settling on which type suits you.

Bard College

Marist College

SUNY New Paltz

Vassar College

Dutchess Community College

Culinary Institute of America

Ulster Community College

Mt. Saint Mary College

a private liberal arts college

a private liberal arts college

a four-year public university

a private liberal arts college

a two-year community college

a food services training college

a two-year community college

a private liberal arts college

NARROWING DOWN YOUR COLLEGE CHOICES

How to choose how many of each caliber school to apply to:

Create your list using these guidelines to help you determine the number of schools to pick. There is no “ideal” number of colleges for you to apply to, but the following chart may help you make a decision regarding the number of different caliber schools to apply to.

REACH SCHOOLS

- schools whose admission requirements indicate the chances of acceptance is definitely less than 50%. Usually choose 1 or 2

MATCH SCHOOLS

- schools whose admission requirements indicate a greater than 50% chance of acceptance. Usually choose 3-5

SAFETY SCHOOLS

- schools whose admission requirements indicate a virtual lock on acceptance. This school should Meet all other criteria, ex. **NOT** an unattractive choice. Usually choose 1-3

Important Questions to Consider When Comparing Colleges

Academics

- Do the requirements for my major differ from college to college?
- Is there flexibility in course selection?
- Are there double majors?
- When are classes in my major offered?
- Will I be notified of my schedule changes?
- What is my accessibility to classes in my major during freshman, sophomore, junior, and senior years?
- How many credits can be transferred?
- What clubs and organizations exist in this major?
- What are some examples of co-ops or internships offered in this major?
- Are all internships set up through instructors' networks? What "Prior-Approval" requirements exist if I wish to set up my own internship?
- Are there any independent study courses offered by this major?
- Are there any work-study positions offered in this department?

Facilities

Library:

- Regular hours? Weekend hours? Are there extra hours when mid-terms and exams begin?

Computer Labs:

- When is it open? What types of programs are available on the computer? Is there a fee? Can I use my own disc? Is there a time limit of how much I can spend on the computer?

Career Services:

- What percentage of graduates are employed in their field? What services and workshops do they have to help you get a job?

Hints for a Campus Visit

- Meet with an admissions officer
- Verify admissions requirements (tests and high school average)
- Discuss your chances for success
- Obtain a school calendar and course book
- Ask about financial aid opportunities, as well as deadlines, and forms required
- Meet with the Faculty in the academic area of interest to you
- Ask questions about academic offerings and requirements
- Attend a class to see class sides, teaching style, etc.
- Ask about placement record for graduates in your area of interest
- Identify career planning services for undergraduates
- Tour the campus
- Talk to students about the academic environment and study commitment necessary for success
- Find out what student activities are available
- Inquire about campus life and social activities
- Investigate transportation options
- Go on an interview, if at all possible, and follow up the interview with a phone call to admissions and a thank you note for their time.

Suggested “College Visit” Questions

- What are your most popular programs?
- What are your most competitive programs?
- Are all classes taught by professors?
- How easy is it to make an appointment to meet with professors?
- How many students are in the largest lecture classes?
- Is housing guaranteed for all four years?
- What percentage of students live in off-campus housing?
- What is a typical freshman schedule?
- What are the library and computer lab hours?
- What is the calendar year: semesters or trimesters?
- What percentage of students stay on campus on the weekends?
- What sports are available?
- How are roommates selected? Can they be changed?
- What are the weekend activities?
- What are the mean plan options that are available?
- Are there counseling services available?
- Can freshman have cars on campus?

GLOSSARY OF TERMS FOR COLLEGE-BOUND STUDENTS AND PARENTS

Accreditation: Recognition of a college or university by any of the regional or national accrediting bodies indicating that the institution as a whole has been judged to be meeting its objectives.

ACT Assessment (ACT): The group of tests administered by The American College Testing Program and required or recommended by many colleges as part of the admission process. They measure educational development in English, Mathematics, Reading, and Science Reasoning. Administered throughout the year at specified test centers.

Advanced Placement: Granting of credit and/or assignment to an advanced course on the basis of evidence that the student has mastered the equivalent of an introductory course.

College Calendars:
TRADITIONAL SEMESTER = Two approximately equal semesters
EARLY SEMESTER = Two semesters, 1 semester completed before Christmas
QUARTER = Three equal terms of about 12 weeks each
TRIMESTER = Calendar year divided into three equal semesters, third semester replaces summer school
4 – 1 – 4 = Two equal terms of about 16 weeks each, with a 4-week interim term

Career Oriented Program: A group of courses which prepares students primarily for employment, often in a specific occupation. Such a program, which can last a few months or more than two years, may lead to a certificate, diploma, or associate degree.

College Transfer Courses: Courses intended for transfer of college credits to bachelor's degree programs elsewhere

Cooperative Work-Study Education: A program in which the student alternates between full-time college study and full-time paid employment related to the area of study. Under this plan, the bachelor's degree often requires 5 years to complete.

Credit By Examination: A program through which some colleges grant course credit based on results of ACT scores or SAT Achievement scores, the ACT Proficiency Examination Program (PEP), the CEEB College-Level examination Program (CLEP), or other examinations

Deferred Admission: The practice of some colleges of allowing an accepted student to postpone enrollment for one year

Early Admission I: Admitting students of superior ability into college courses and programs before they have completed the standard high school program

Early Admission II: A binding early decision process but with deadlines. In general, the application deadline is the same as for the regular admissions process, but a decision is sent far sooner usually in early February. It typically works best when visits and/or further thought, after deadlines for E.D. I. lead students to be sure that a given school is their clear first choice

Family Financial Statement (FFS): A form used by The American College Testing Program to collect information about the student's total family income, assets, and expenses, and to analyze the family's potential contribution toward college expenses.

Financial Aid Form (FAF): A form used by the College Scholarship Service to collect information about the student's total family income, assets, and expenses, and to analyze the family's potential contribution toward college expenses

Grade Point Average (GPA): An indicator of the student's overall scholastic performance

Honors Program: Any program offering opportunity for superior students to enrich their educational experience through independent, advanced, or accelerated study

Independent Study: An arrangement which allows the student to earn college credit through individual study, usually planned with and supervised by a faculty advisor

Major: The subject of study in which the student chooses to specialize; a series of related courses, taken primarily in the junior year and senior year

Open Admission: The policy of some colleges of admitting virtually all high school graduates, regardless of academic qualifications such as high school grades and admission test scores

Pell Grant: Financial assistance awarded by the federal government on the basis of need. May be used toward tuition, room and board, books, or other educational costs, and requires no repayment

Preliminary Scholastic Aptitude Test (PSAT): A program designed to provide a practice test for juniors as a warm-up for the SAT

Reserve Officers Training Corps (ROTC): Air Force, Army, and Navy programs on certain campuses which combine military education with baccalaureate degree study, often when financial support for those students who commit themselves to future service in the Armed Forces

Scholastic Aptitude Test (SAT): Test of verbal and mathematical abilities given by the College Entrance Examination Board (CEEB) at specified test centers throughout the year. Required or recommended by colleges as part of the admission process

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

SCHOOLS THAT REQUIRE OR RECOMMEND SAT II:

RECRUITMENT & ADMISSION

Institutions Using SAT® II

Alfred University
Allegheny College
American University
Amherst College
Art Institute of Southern California
Atlantic Union College
Augusta State University
Babson College
Ball State University
Baltimore City Community College
Barnard College
Boston College
Boston University
Brandeis University
Brown University
Bryn Mawr College
California Institute of Technology
California State Polytechnic University:
Pomona
California University of Pennsylvania
Carleton College
Carnegie Mellon University
Case Western Reserve University
Catholic University of America
Centre College
Charleston Southern University
Chapman University
Cheyney University of Pennsylvania
City University of New York, Brooklyn College
Clarkson University
Claremont McKenna
Coastal Georgia Community College
Colby College
Colgate University
College of New Jersey
College of the Holy Cross
College of William and Mary
Columbia University
Columbia College:
Fu Foundation School of Engineering
and Applied Science
Columbia Junior College
Columbus State University
Cooking and Hospitality Institute of Chicago
Cornell University
Dartmouth College
Darton College
Davidson College
De Paul University
Deep Springs College
DeKalb Technical Institute
Dickinson College
Drew University
Duke University
Duquesne University
Eckerd College
Emory University
Fairfield University
Fairleigh Dickinson University, Madison
Florida Baptist Theological College
Fordham University
Fort Valley State University
New York University
North Carolina State University
Northwestern University
Oberlin College
Occidental College
Ohio Wesleyan University
Oklahoma City University
Old Dominion University
Pepperdine University
Pitzer College
Point Loma Nazarene University
Polytechnic University:
Long Island Campus
Pomona College
Pontifical College Josephinum
Portland State University
Princeton University
Providence College
Queen of the Holy Rosary College
Queens College
Randolph-Macon College
Reed College
Regis College
Rensselaer Polytechnic Institute
Restaurant School
Rice University
Rollins College
Salem State College
Scripps College
Silver Lake College
Simmons College
Skidmore College
Smith College
Southwest Texas State University
Southwestern University
St. Joseph's University
St. Thomas Aquinas College
Stanford University
State University of New York:
Purchase
Stevens Institute of Technology
Susquehanna University
Swarthmore College
Sweet Briar College
Texas A&M University
Texas Christian University
Texas Tech University
The College of New Jersey
Thiel College
Trinity University
Tufts University
Tulane University
University of California:
Berkeley
Davis
Irvine
Los Angeles
Riverside
San Diego
Santa Barbara
Santa Cruz
University of Delaware

Francis Marion University
 Franklin College
 Franklin W. Olin College of Engineering
 George Washington University
 Georgetown University
 Gordon College
 Goshen College
 Goucher College
 Guilford College
 Hamilton College
 Hampden-Sydney College
 Hampshire College
 Hampton University
 Hanover College
 Harvard and Radcliffe Colleges
 Harvey Mudd College
 Haverford College
 Henderson State
 Hillsdale College
 Hiram College
 Hollins University
 Indiana University
 Hood College
 Irvine Valley College
 Ithaca College
 Jarvis Christian College
 Jewish Theological
 Seminary of America
 Johns Hopkins University
 Johnson C. Smith University
 Knox College
 Lafayette College
 LaGrange College
 Lehigh College
 Lynchburg College
 Macalester College
 Marquette University
 Mary Washington College
 Massachusetts Institute of Technology
 Massasoit Community College
 McGill University
 Miami University
 Michigan Technological University
 Middle Georgia College
 Middlebury College
 Molloy College
 Morehouse College
 Morris College
 New Jersey Institute of Technology
 New York State College of Ceramics at
 Alfred University

University of Evansville
 University of Florida
 University of Georgia
 University of Houston
 University of Illinois:
 Urbana-Champaign
 University of Kansas
 University of Maine
 University of Minnesota:
 Minneapolis
 University of Missouri:
 Kansas City
 University of Mobile
 University of Notre Dame
 University of Oregon
 University of Pennsylvania
 University of Puerto Rico:
 Bayamon Technologica
 University of Puerto Rico:
 Ponce University College
 Mayaguez Campus
 University of Richmond
 University of Rochester
 University of San Diego
 University of Southern California
 University of Texas:
 Austin
 Dallas
 University of Virginia
 University of Washington
 Ursinus College
 Valley Forge Christian College
 Vanderbilt University
 Vassar College
 Villa Julie College
 Villanova University
 Virginia Polytechnic Institute and State University
 Wagner College
 Wake Forest University
 Washington and Jefferson College
 Washington and Lee University
 Washington College
 Webb Institute
 Wellesley College
 Wesleyan University
 Western Maryland College
 Wheaton College
 Whitman College
 Widener University
 Williams College
 Worcester Polytechnic Institute
 Yale University
 Youngstown State University

NOTE: See your counselor to look through the CollegeBoard College Handbook to see which school specifically require or recommend SAT II.

College Application Process

A) Applications

- Get applications from each college. Utilize the Common Application and the SUNY Application. Choose one of the following methods to obtain an application:
 - E-mail or call the school to mail you a paper application
 - Paper applications can also be printed from many college web-sites
 - Request this information in September or October (if not done already over the summer)
 - Pick up applications at mini-fairs at AHS, or Marist College and DCC College Nights.
 - Apply to colleges on-line.
 - Colleges are encouraging students to apply on-line when possible.
 - Some schools will waive the application fee if you apply on line.
- Completed Paper Applications:
 - Bring application to the Guidance Office at least 2 weeks prior to the application deadline. (If it is a January 1st deadline, submit to your counselor by November 29th).
 - Place the application in a large envelope with at least 3 stamps, addressed to college.
 - Don't forget your Check (if not paying by credit card) for the application fee.
- Completed On-line Applications:
 - Print any counselor forms that the college is requesting and submit to your counselor at least 2 weeks prior to the application deadline.
 - Whether or not the school requires a counselor form to be submitted, you **MUST** request that your counselor submit your transcript to the college you are applying to.
 - Give your counselor a stamped addressed envelope for your transcript.

B) Letters of Recommendation

- Complete and sign Senior Fact Sheet and return form **to counselor** at least 2-3 weeks prior to needing a letter of recommendation to be mailed with your application.
- Ask 2-3 **teachers** for a letter of recommendation and be sure to give them a copy of your completed Senior Fact Sheet.
 - This request also needs to be made at least 2-3 weeks prior to needing letter.
- If application comes with a teacher evaluation form, please give to the teacher.
- Give the teacher a stamped addressed envelope for each college that you are applying.
- Teachers will either mail letter of recommendation directly to the college or return the recommendation to the student's counselor to be mailed along with completed application. Be sure to check with each specific college as to their preference in receiving such material.

C) Submitting Mid-Year and Final Grades:

- Mid-year grade requests can be made by providing the counselor a stamped, addressed envelope to the college. Be sure to submit any mid-year evaluation forms or any additional paperwork to your counselor.
- Final grade requests can be made by providing the counselor a stamped, addressed envelope to the college. Be sure to submit any final evaluation forms or any additional paperwork to your counselor.

Writing the College Essay: Some Basic Do's and Don'ts

- Do start early. The earlier you start the more time you will have to organize, edit, and proofread. Set your essay aside for a few days or a week and then review it with a fresh perspective. Errors and inconsistencies will be more obvious to you after this “break”.
- Do not use the shotgun approach and try to tell everything about yourself. An activities sheet or resume will provide this information. Say something new.
- Do not hide your individuality behind formal, stilted language.
- Do write in a clear, direct, and vivid way. Use plain, simple English. A simple style is always best.
- Do not generalize – be specific. Evoke strong images in the mind of the reader. Use concrete examples.
- Do not necessarily reach for the bizarre or unusual to make your essay stand out. It is actually more interesting to see what significance you see in ordinary occurrences – a trip, an idea, an observation you have made in class or about a person.
- Do use humor, if appropriate, but do not be silly. Using humor can be risky, so be cautious here.
- Do not pose questions. An essay should answer questions, asking them is contrived, since you intend to answer them yourself.
- Do not use contractions, abbreviations, or slang.
- Do vary your sentence length. Write some long, complex sentences; use a short sentence once in a while for impact. Do not begin all of your sentences with the same subject or word.
- Do not use anyone else's thoughts, ideas, or sayings without giving credit where credit is due. Be original.
- Do type your essay, unless the college specifies otherwise. Brown, for example, asks that you handwrite your essay in a space provided on their application.
- Do ask a second reader to review your essay, this is not unethical or cheating.
- Remember – the college essay is the one part of the application process that you have total control over.

References

College Applications Essays by Laurie Williams, Arco Publishing, Inc.

Do It – Write: how to Prepare a Great College Application by G. Gary Ripple, Octameron Associates, P.O. Box 3437, Alexandria, VA 22302.

Writing Your College Application Essay, by Sarah Myers McGinty, The College Board.

DO'S AND DON'TS FOR STUDENTS REQUESTING LETTERS OF RECOMMENDATION

Many colleges ask that you submit a recommendation from your counselor. Other colleges ask for additional recommendations written by a teacher. Consider the following tips before you request a letter of recommendation.

1. Do carefully select the person you ask to write a letter of recommendation

Don't grab the first teacher to come along in a desperate attempt to get the letter finished.
2. Do read over the section in the college handbook describing the type of student the college is looking for. Tailor your choice of writers to the needs expressed.

Don't ask the recommendation writer to provide you with a blanket letter which can be copied to and attached to all of your applications.
3. Do copy the handbook description if you feel helpful to the recommendation writer.

Don't expect the letter writer to be familiar it would be with all the schools you are applying to. providing background data is helpful.
4. Do realize that although you may be an exceptional student in your own school, you need to discover what makes you unique.

Don't be humble. List all of your accomplishments and assets. The more data you provide, the better the letter that can be written.
5. Do consider what you as an individual can offer the college's student body.

Don't assume that all colleges look for the same qualities in a candidate.
6. Do take more than a minute to ask someone to write a letter for you. The writer needs to know about your thoughts, plans, and goals.

Don't use a "hit & run" approach when asking for a recommendation. Spend some time with the writer.
7. Do ask your counselor to survey your teachers if the only letter require is to be written by a counselor.

Don't overlook the fact that your teachers have a great deal of personal knowledge about you that would help the counselor write a letter.
8. Do volunteer for activities in school, church, and the community. Volunteering is important to colleges. Keep a running list of what you have done.

Don't assume that if you are active in school that you have done your fair share. Get involved in the community.
9. Do let the recommendation writer know your plans for graduate school even though you are requesting a letter for the undergraduate level.

Don't expect the college to assume that you will be attending graduate school. Give them all the facts.
10. Do allow TWO WEEKS for the writer to provide a letter for you.

Don't ask one day for a letter that is very next day.
11. Do thank the people who write letters for you.

Don't take for granted that the letter writer will follow your instructions. Keep in contact with them.

NCAA: DIVISION I & DIVISION II SCHOOLS

If you intend to participate in Division I or II athletics as a college freshman, you **MUST** register and be certified by the NCAA Clearinghouse. Registration forms are available in the Guidance Office. It is recommended that the registration form be forwarded to the Clearinghouse **no later** than the beginning of your senior year. Students must also register for SAT exams and submit scores to the Clearinghouse. You may register with the Clearinghouse online: www.ncaaclearinghouse.net

DIVISION I Eligibility Requirements:

1. Graduate from high school
2. Complete the 14 core courses:
 - a. 4 years of English
 - b. 2 years of mathematics (algebra I or higher)
 - c. 2 years of natural or physical science (including 1 year of lab science)
 - d. 1 extra year of English, mathematics, or natural/physical science
 - e. 2 years of social science
 - f. 3 years of extra core course (from any category above or foreign language)
3. Present a minimum required grade-point average in your core courses
4. Achieve a combined SAT or ACT sum score that matches your core-course grade point average and test score index (see chart – next page)

DIVISION II Eligibility Requirements:

1. Graduate from high school
2. Complete the 14 core courses:
 - a. 3 years of English
 - b. 2 years of mathematics (algebra I or higher)
 - c. 2 years of natural or physical science (including 1 year of lab science)
 - d. 2 extra year of English, mathematics, or natural/physical science
 - e. 2 years of social science
 - f. 3 years of extra core course (from any category above or foreign language)
3. Present a 2.000 grade-point average in your core courses
4. Achieve a combined SAT score of 820 or sum score of 68 on the ACT

NOTE: Applied Math and Exploring Spanish do NOT count toward core-credits.

Biology A and Biology B each only count as a ½ credit.

**To be able to view Arlington High School list of approved and denied courses follow these steps:

1) High School Administration 2) List of approved Core Courses 3) H.S. Code 334620 4) Submit

Initial-eligibility waivers for students with disabilities: Effective May 1, 2003, all students who do not meet the NCAA initial-eligibility requirements and who wish to apply for a waiver of those requirements **must** have the waiver filed on their behalf by an NCAA institution.

ALL STUDENT ATHLETES:

- Make contact with coaches at the colleges you are interested in attending. Some colleges may be able to help you with your application process. At the very minimum they will be a good resource for college tours and housing information.
- Coaches cannot make verbal contact (phone calls) prior to July 1st of the summer of your senior year.

DIVISION I NCAA ACADEMIC ELGIBILITY CHART

GPA

3.550 & above

3.525

3.500

3.475

3.450

3.425

3.400

3.375

3.350

3.325

3.300

3.275

3.250

3.225

3.200

3.175

3.150

3.125

3.100

3.075

3.050

3.025

3.000

2.975

2.950

2.925

2.900

2.875

2.850

2.825

2.800

2.775

2.750

2.725

2.700

2.675

2.650

2.625

2.600

2.575

2.550

2.525

2.500

2.475

2.450

2.425

2.400

2.375

2.350

2.325

2.300

2.275

2.250

2.225

2.200

2.175

2.150

2.125

2.100

2.075

2.050

2.025

2.000

SAT

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410

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430

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FINANCIAL AID INFORMATION

The procedure at most colleges follow these general guidelines:

- A student applies for admission before the application deadline.
- A student applies for financial aid in accordance with stated deadlines utilizing both the FAFSA and PROFILE forms available in the Guidance Office (available after January 1, 2005).
- Information required for admission and for aid is sent to separate offices of the college.
- The admissions committee meets and grants admission (if an applicant is not acceptable for admission, he or she is not considered for aid).
- The financial aid office reviews the accepted candidates and determines, on the basis of FAFSA and PROFILE information and its own sources, the need of the various candidates.
- The financial aid office awards packages of aid to candidates within the limits of available resources.
- Candidates are notified by the admissions office of acceptance and, either at the same time or shortly thereafter, by the aid office of its award (or non-award).

FINANCIAL AID NIGHT AT ARLINGTON HIGH SCHOOL:

Come hear college financial aid representatives explain the financial aid process and the various kinds of financial aid available.

January 6, 2005

Be an informed consumer

Know what to expect from a school that offers you federal student aid~

Enrollment Contracts

Read any school enrollment contract carefully before you sign it. The contract explains what the school will give you for your money.

If a representative of the school promises you things that are not in the contract, such as finding a job, ask that the promise be written into the contract and that it be signed and dated. A promise usually is not enforceable in court unless it is in writing.

Tuition and Fees

If you're enrolling in a **community college** or a **four year college**, you will probably get tuition and fee bill before each term (semester or quarter) begins; a portion of your federal financial aid will be paid each term.

If you're enrolling at a **vocational school**, you usually will be charged tuition and fees for the entire educational program at the beginning. However, your federal financial aid will usually be divided into at least two payments. The first payment is made at the beginning of the program, and the second payment is made after you've finished half of the program.

Most schools use your financial aid to pay your tuition and fees. If there's any left over, the school must give it to you to help pay your living expenses.

Loans

Even if you qualify for a full Federal Pell Grant (gift aid), your cost of attendance might not be covered. If other gift aid and work study aren't available, check with your school about the types of loans you can get. Before you borrow, think about how you will afford to pay the money back. Either the school or the lender must give you a repayment schedule that explains how much your loan payments will be and when you have to start making the payments.

Remember that you must pay back a loan, even if you drop out of school or don't find a job after you graduate.

Refund Policy

It's important to find out whether you can get a refund from the school if you drop out before you get your degree or certificate. Every school that uses federal financial aid must have a written refund policy and it must give you a copy of that policy if you request it.

If financial aid is used to pay your costs at the school, at least part of your refund will probably go to the federal aid program it came from. If you took out a loan, some money might go to your lender, reducing the amount of the loan that you have to repay. Any remaining refund goes to you.

Be sure to let the school know exactly when you plan to withdraw- it may reduce your debt.

Ouch! Students Getting Stung Trying to Find \$\$\$ for College

Don't get scammed on your way to college!

Need money for college? Doesn't everybody? With tuition bills skyrocketing, and room and board going through the roof, students and their families are looking for creative ways to finance a college education. Unfortunately, in their efforts to pay the bills, many of them are falling prey to scholarship and financial aid scams.

The FTC cautions students to look and listen for these tell-tale lines:

- **"The scholarship is guaranteed or your money back."**
 - Wrong: No one can guarantee to get you a grant or a scholarship. Remember, too, that school guarantees often have conditions or strings attached. Get school refund policies in writing.
- **"You can't get this information anywhere else."**
 - Unlikely: Many free lists of scholarships are available. See your guidance counselor for free information about current information. For more information about paying for college, visit the U.S. Department of Education's web-site for students at: <http://www.ed.gov/studentaid>
- **"I just need your credit card or bank account number to hold this scholarship."**
 - No way: It may be a setup for an unauthorized withdrawal from your account. Don't give out your or your parents' credit card or bank account number on the phone without first getting all the information in writing.
- **"We'll do all the work."** - Don't be fooled: There is no way around it – you must apply yourself.
- **"The scholarship will cost some money."** – That doesn't make sense: Free money shouldn't cost a thing.
- **"You've been selected" by a "national foundation" to receive a scholarship - or "You're a finalist" in a contest you never entered.**
 - Be Careful: Before you send money to apply for a scholarship, check it out. Make sure the foundation or program is legitimate.

If you attend a seminar on financial aid or scholarships, follow these steps:

- Take your time. Don't be rushed into paying at the seminar. Avoid high-pressure sales pitches that require you to buy now or risk losing out on the opportunity. Solid opportunities are not sold through nerve-racking tactics.
- Investigate the organization you're considering paying for help. Talk to a guidance counselor or financial aid advisor before spending your money. You may be able to get the same help for free.
- Be wary of "success stories" or testimonials of extraordinary success - the seminar operation may have paid "shills" to give glowing stories. Instead, ask for a list of at least three local families who've used the services in the last year. Ask each if they're satisfied with the products and services received.
- Be cautious about purchasing from seminar representatives who are reluctant to answer questions or who give evasive answers to your questions. Legitimate business people are more than willing to give you information about their service.
- Ask how much money is charged for the service, the services that will be performed and the company's refund policy. Get this information in writing. Keep in mind that you may never recoup the money you give to an unscrupulous operator, despite stated refund policies.

The FTC says many legitimate companies advertise that they can get students access to lists of scholarships in exchange for an advance fee. Other legitimate services charge an advance fee to compare a student's profile with a database of scholarship opportunities and provide a list of awards for which a student may qualify. And, there are scholarship search engines on the World Wide Web. The difference: Legitimate companies **never** guarantee or promise scholarships or grants.

This publication was produced in cooperation with the College Parents of America. CPA is a resource, advisor and advocate working on behalf of the millions of parents of current and future college students throughout the United States. For more information about CPA, call toll free 1-888-256-4627 or visit CPA online at www.collegeparents.org.

MILITARY INFORMATION

Military service can be an exciting and rewarding option. Along with valuable skill training, military service can provide educational and job opportunities. There needs to be careful thought and planning to fully benefit from this option. Each branch - - Army, Navy, Air Force, Marines have a different mission and the types of jobs, locations of assignments, as well as living conditions will vary. As you explore these options, you need to consider the advantages and disadvantages of each choice.

- Meet with a recruiter and explore initial interests. It is beneficial to meet with more than one recruiter and think about which option makes the most sense. Recruiters visit Arlington throughout the year to meet with students.
- Take the Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB is administered during the January Regents Exam week.
- Complete a physical at Military Entrance Processing Station.
- Choose an occupational specialty and the dates that you will receive basic/skill training.
- Attend basic training.
- Receive skill/job training
- Be assigned to a unit.

Phone numbers for local recruiting offices

Army:	462-3007
Navy:	462-6075
Air Force:	462-2820
Marines:	463-2375

Information on Finding a Job

WEB-SITES:

www.cs.state.ny.us/jobs.htm

NY Department of Civil Service

The NY State department of Civil Service provides information on available government jobs, the duties, the qualifications for admission to the examination and how to apply.

www.ajb.org/ny

America's Job Bank

America's Job bank, a partnership between the US Department of Labor and the state operated public employment service, allows you to search for job openings and employment information in NY State.

Job Directory Web Sites:

www.wnyjobs.com - Western NY jobs

www.nyjobsource.com -The Internet Job Source

www.nettemps.com - Net-Temps

www.monster.com/us/ny - Monster.com

www.hotjobs.com - Hot Jobs

www.jobhunt.org/newyork.shtml - Job - Hunt

www.labor.state.ny.us

NY Division of Labor Standards – this web site provides information about employment certificates and labor laws for minors

Using Public Transportation:

www.dot.state.ny.us/pubtrans/pubtrans.html

NY Department of Transportation – this web site offers information on public transportation in NY State, including a directory of transit operators and links to transportation web sites.

www.amtrak.com

Amtrak Web Site – includes information of all of its trains, destinations, schedules, fares and services.

www.mta.nyc.ny.us

NY Metropolitan Transit Authority – this web site provides information on transportation in the NY City metropolitan area, including Long Island, Southeastern NY State and Connecticut.

ENTERING THE JOB MARKET

A real job with a paycheck can sound tempting. This option requires just as much planning, and maybe more preparation, than college or military planning. Some questions that you need to answer are:

- -What are you qualified to do?
- -What outside interests do you have?
- -Are you good with details?
- -What are related career options?
- -How much and what kind of training is/will be required?
- -What are your best subject?
- -Do you like working with people or alone?
- -What type of job do you want in 5 years?
- -Will your job support your lifestyle?
- -How much money do the “experts” make in this field?

If additional training is needed, these options below may make sense for you:

On-the-Job Training Apprenticeship Program
Trade School or Technical College Community College

THE JOB SEARCH PROCESS

- Where do you want to work? Choose geographical areas that you will target in your job search.
- Prepare a resume. See your guidance counselor for help.
- Explore all job resources. (newspapers, networking, job placement services)
- Make a time-line and stick to it.

PREPARING FOR THE INTERVIEW

Employers are seeking to determine if you qualify for the job, if you are dependable, and if you will get along with your fellow employees.

Be prepared to answer some of the following questions:

- Can you tell me a little bit about yourself?
- What are your strengths and weaknesses?
- What do you plan on doing 5 years from now?
- What courses did you like best? Least?
- How was your attendance at high school and previous jobs?
- What kind of work would you prefer?
- Why should I offer you a job?

****Remember****

Dress appropriately. Arrive 5 minutes early. Be attentive and make eye contact. Write a Thank you letter after the interview.

JOB INTERVIEW TYPES

There are different types of job interviews you may participate in during the hiring process. Here are the major ones and tips on how to handle them.

STRESS INTERVIEW

Stress interviews are a deliberate attempt to see how you handle yourself. The interviewer may be sarcastic or argumentative, or may keep you waiting. Expect this to happen and, when it does, do not take it personally. Calmly answer each question as it comes. Ask for clarification if you need it and never rush into an answer. The interviewer may also lapse into silence at some point during the questioning. Recognize this as an attempt to unnerve you. Sit silently until the interviewer resumes the questions. If a minute goes by, ask if he or she needs clarification of your last comments.

ONE-ON-ONE INTERVIEW

In a one-on-one interview, it has been established that you have the skills and education necessary for the position. The interviewer wants to see if you will fit in with the company, and how your skills will complement the rest of the department. Your goal in a one-on-one interview is to establish rapport with the interviewer and show him/her that your qualifications will benefit the company.

SCREENING INTERVIEW

A screening interview is meant to weed out unqualified candidates. Providing facts about your skills is more important than establishing rapport. Interviewers will work from an outline of points they want to cover, looking for inconsistencies in your resume and challenging your qualifications. Provide answers to their questions, and never volunteer any additional information. That information could work against you. One type of screening interview is the telephone interview.

COMMITTEE INTERVIEW

Committee interviews are a common practice. You will face several members of the company who have a say in whether you are hired. When answering questions from several people speak directly to the person asking the question; it is not necessary to answer to the group. In some committee interviews, you may be asked to demonstrate solutions.

Making a Good Impression on Job Interviews

Here's what you should keep in mind the day of the interview and immediately afterward.

Before the interview

- Be on time. Being on time (or early) is usually interpreted by the interviewer as evidence of your commitment, dependability, and professionalism.
- Be positive and try to make others feel comfortable. Show openness by leaning into a greeting with a firm handshake and smile. Do not make negative comments about current or former employers.
- Relax. Think of the interview as a conversation, not an interrogation. And remember the interviewer is just as nervous about making a good impression on you.

During the Interview

- Show self-confidence. Make eye contact with the interviewer and answer his/her questions in a clear voice. Work to establish a rapport with the interviewer.
- Remember to listen. Communication is a two-way street. If you are talking too much, you will probably miss cues concerning what the interviewer feels is important
- Reflect before answering a difficult question. If you are unsure how to answer a question, you might reply with another question. For example, if the interviewer asks you what salary you expect, try answering by saying "That is a good question. What are you planning to pay your best candidate?"
- When it is your turn, ask the questions you have prepared in advance. These should cover any information about the company and job position you could not find in your own research.
- **Do not** ask questions that raise red flags. Ask, "Is relocation a requirement?" and the interviewer may assume that you do not want to relocate at all. Too many questions about vacation may cause the interviewer to think you are more interested in taking time off than helping the company.

COMMON JOB INTERVIEW QUESTIONS

By rehearsing interview questions, you will become more familiar with your own qualifications and will be well prepared to demonstrate how you can benefit an employer. Some examples:

“Tell me about yourself.”

Make a short, organized statement of your education and achievements and goals. Then, briefly describe your qualifications for the job and the contributions you could make to the organization.

“Why do you want to work here” or “What about our company interests you?”

Few questions are more important than these, so it is important to answer them clearly and with enthusiasm. Show the interviewer your interest in the company. Unless you work in sales, your answer should never simply: “money”.

“Why did you leave your last job?”

The interviewer may want to know if you have any problems on your last job. If you did not have any problems, simply give a reason, such as: relocated away from the job; company went out of business; laid off; temporary job; no possibility of advancement; wanted a job better suited to your skills.

If you did have problems, be honest. Show that you can accept responsibility and learn from your mistakes. You should explain any problems you had (or still have) with an employer, but do not describe that employer in negative terms. Demonstrate that it was a learning experience that will not affect your future work.

“What are your best skills?”

If you have sufficiently researched the organizations, you should be able to imagine what skills the company values. List them, then give examples where you have demonstrated these skills.

“What is your major weakness?”

Be positive; turn a weakness into strength. For example, you might say: “I will often worry too much over my work. Some times I work late to make sure the job is done well.”

“Do you prefer to work by yourself or with others?”

The ideal answer is one of flexibility. However, be honest. Give examples describing how you have worked in both situations.

“What are your career goals?” or “What are your future plans?”

The interviewer wants to know if your plans and the company’s goals are compatible. Let him know that you are ambitious enough to plan ahead. Talk about your desire to learn more and improve your performance, and be honest.

Creating a Budget

Whether going to college, the military, or directly in to the workforce, it is important to establish a reasonable budget. What is a “reasonable budget”, and why do some people find it so easy to live on one, while other’s struggle?

You can create a budget by figuring out exactly how much after-tax money you have coming in to your bank account on a monthly basis. This number should include all of your wages, and/or any allowances, scholarships, or loans you have which give you monthly income. Write this number down on the left (incoming) side of the budget worksheet. If you have any money in a savings account ,which gives off interest, you can also include these funds on the “incoming” side of your budget worksheet. However, if you want your savings to grow, it’s wise to let the interest stay in your account, where it will help to earn you more money every month!

Next make a list of all of your monthly expenses and itemize them on the right side of the worksheet under the “outgoing” heading. This list should include all costs: such as rent, food, school, car and credit card loans, insurance, entertainment, and savings. Add all of these costs up, and write the total at the bottom.

If the number on the right is larger than the number on the left, you know that your expenses are more than your earnings (or savings), and you need to either a) make more money or b) cut back on your expenses.

Sounds simple enough right? In reality, this is the most challenging part of staying on budget. Managing the smaller details of your financial life by understanding both on paper and in real life that you simply can’t afford to have a new pair of shoes or go out to dinner every week will help you gain control of your financial future.

BUDGET WORKSHEET

Incoming

Savings and Interest _____

Incoming Money _____
(salary, parents, loans)

Outgoing

Rent _____

Credit Cards _____

Gas _____

Car _____

Food _____

Cell Phone _____

Insurance _____

Entertainment _____

Loans _____

Savings Account _____

TOTAL _____

TOTAL _____

You will need your incoming total to be higher than your outgoing total.

WEB-SITES:

Places to begin your search, but it is not a substitute for seeing your guidance counselor.
WE ARE HERE TO HELP!

CAREER SITES:

TCCi NAVIANCE: Arlington's web-site: Access your class rank, track college process, research colleges, view college mini-fairs, interest inventories. www.tcci.naviance.com/arlington

O*Net Online Occupational Information Network. Find occupations, do skills search. Great resource for looking up various occupations and getting all the details about each career path you may be interested in.
<http://online.onetcenter.org/>

America's Career Info Net Find wages and employment trends, occupational requirements, state by state labor market conditions, millions of employer contacts nationwide, and the most extensive career resource library online.
<http://www.acinet.org/acinet>

Occupational Outlook Handbook Source of career information designed to provide valuable assistance to individuals making decisions about their future work lives. <http://www.bis.gov/oco/>

Career Key Matches interests, activities, abilities, self-evaluation, and values with careers. Provides a profile of careers with DOT #'s.
<http://www.careerkey.org/english/>

COLLEGE INFORMATION:

TCCi NAVIANCE: Arlington's web-site: Access your class rank, track college process, research colleges (statistics from past Arlington graduating classes regarding college admissions; view average GPA & SAT scores; general information on colleges), view college mini-fairs, interest inventories.
www.tcci.naviance.com/arlington

College and University Home Pages A list of links to over 3,000 colleges and universities worldwide. The list is sorted alphabetically and geographically. <http://www.mit.edu.8001/people/cdemello/univ.html>

CollegeNET Search 2 yr. & 4 yr. Schools with links to many schools' home pages and online applications. Scholarship search and links to other education and financial aid resources. <http://www.collegenet.com>

College View College searching using 10 different criteria such as major, state, student body size and college athletics, or type in the school name directly. Profiles of over 3,500 colleges with e-mail connections to admission offices and links to college home pages. <http://www.collegeview.com>

Go Train Guide to vocational training schools. <http://www.gotrain.com>

Mapping Your Future Provides info on career planning process, selecting a post-secondary school and applying for financial aid. Includes a list of online college application programs.
<http://mapping-your-future.org/>

Peterson's Education and Career Center Access k-12 schools, colleges and universities, graduate study, study abroad, careers and jobs, summer programs, special schools, financing education, testing & assessment, vocational, technical, resources for professionals, resources for students etc. <http://www.petersons.com/>

Princeton Review Search for colleges, business schools, law schools, and medical schools and links to schools' home pages. Variety of info on admissions, testing, and financial aid.
<http://www.review.com/index.html-ssi>

Students.Gov Info on preparing for college, vocational schools, study abroad, distance learning education, internships, careers, job search, military service options, college tuition and financial aid, FAFSA online, scholarships and much more. <http://www.students.gov/index.html>

Xap On-line applications to over 500 colleges. Includes college information, campus tours, financial aid information and scholarship search, career assessment and more. <http://xap.com>

FINANCIAL AID

Center for all Collegiate Information Clearinghouse for information on post-secondary info and contains links to many sites. <http://www.collegiate.net/>

College Board Lists tuition and fees for undergraduate colleges, information on financial aid
<http://www.collegeboard.com> (*Relevant information about scholarships, careers, and colleges*)

College Connection Lists scholarships. Free scholarship search. <http://www.collegescholarships.com>

CollegeNET Search 2 yr. and 4 yr. schools with links to many schools' home pages. You can apply online for some schools. Also features scholarship search and links to additional education and financial aid resources.
<http://www.collegenet.com/>

College View Information on estimating expenses, estimating family contribution, loans, applying for aid, myths and tips, scholarship info. <http://www.collegeview.com>

FastWEB Database of more than 180,000 private sector scholarships, fellowships, grants, and loans. You can conduct a FREE search by setting up a fastWEB mailbox with a personalized profile of your specific skills and abilities. <http://www.fastweb.com>

FinAid/The Financial Information Page Excellent site. Free, comprehensive information. Provides access to FastWEB, SRN Express, ExPAN Scholarship Search, CollegeNET MACH 25, and Parent's ZZGuide CANFUNDS. Overview of financial aid, estimated family contribution (EFC) calculator, scholarships, tuition plans, loans, Title IV and CS PROFILE codes, and how financial aid affects special interest groups.
<http://www.finaid.org/>

Project EASI (Easy Access for Students and Institutions) Includes planning for your education, applying to school, receiving financial aid, and repaying your loan, with links to related sites. <http://easi.ed.gov/index.html>

Princeton Review Search for colleges, business schools, law schools, and medical schools and then link to schools' home pages. Provides a variety of info on admissions, testing, and financial aid.
<http://www.review.com/indes.html-ssi>

US Dept. Of Education On-line FAFSA, Title IV codes, and Student Guide to Financial Aid
<http://www.ed.gov/topics/topics.jsp?&top=Financial+Aid>

