

2008-2010

Bellingham High School
Blaine High School
Clearview High School
Ferndale High School
Lynden Christian High School
Lynden High School
Meridian High School
Mount Baker High School
Nooksack Valley High School
Options High School
Sehome High School
Squalicum High School
Windward High School

High School Parents:

*Your student's future
never looked so good!*



HIGH SCHOOL & BEYOND

A Family Resource Guide



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Dear Families,

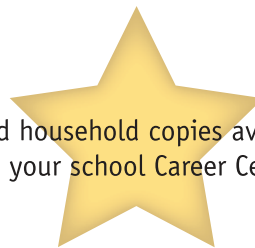
We welcome all of our students, parents and guardians to the upcoming school year. It is indeed a privilege to work with our youth in this community and a pleasure to see all families come together to help our teens navigate the high school years.

We are pleased to provide our Whatcom County families with a 2nd edition of our countywide *Planning for High School and Beyond: a Family Resource Guide*. The guide is designed as a parent resource, providing you with key information needed to ensure your child has a successful educational experience. We recognize the value of a strong partnership effort between home and school and appreciate the fact that you are eager to join us in creating an academic learning climate where all students have an equal opportunity to meet challenging expectations.

We encourage you to save and use this guide as a reference to help your student make informed decisions throughout high school and beyond. Please take the time to read through the information and talk with your child about their future education and career goals – your teen will appreciate the assistance and your investment of time in their future.

Whatcom County High School Principals

Second household copies available
 from your school Career Center.





HIGH SCHOOL & BEYOND

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The Spirit of Sharing Continues ~

We are fortunate to live in a community that values education and recognizes the responsibility we all have to prepare our children for the challenges of our diverse and changing world. With parents in mind, a team of high school counselors, career specialists and teachers worked together to update this latest version of the *Planning for High School and Beyond: a Family Resource Guide*. Written for parents/guardians, this guide is intended to provide you with easy access to information you need to assist your child in *planning for high school and beyond*. As partners in education, we welcome and encourage your involvement!

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Special Thanks to Cynthia Zejdlik and Deborah Granger for authoring the original *Family Resource Guide* for Bellingham High School parents in 2000. Through their leadership and vision, the guide expanded to serve all Bellingham School District high school families and in 2006 the first countywide version was launched.

Design, printing, and distribution of this guide funded in part by Carl D. Perkins Act grant.

In partnership with the school districts and colleges of Whatcom County, the Whatcom Tech Prep Consortium complies with federal and state laws specifically requiring that our schools do not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities.





Hiking Trail, Mt. Baker
Photo courtesy of Peter James



1. Welcome Parents

Parents and Guardians, you are the #1 influence in your child’s life!

Whatcom County high schools want to join with you to create an educational experience that will provide a well-marked path to your student’s future success. Together we can help students build the essential confidence and knowledge needed to face challenges in whatever they choose to do beyond high school.

Preparing for your child’s educational journey is like climbing Mount Baker. The better prepared you are for the journey, the more successful the outcome. Let’s work together to ensure your child has a successful educational experience. Never hike alone!

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Stay Involved!

Strive to become your child's knowledgeable teammate.

Attend Back-To-School Nights And Other School-Sponsored Programs For Parents

Walk through your student's school day, meet teachers, learn about courses, and demonstrate parent commitment. If you have questions, need more information, or are just plain lost in the high school journey, **don't hesitate to ask** a counselor, teacher, or administrator for assistance.

Connect Home And School

Quarterly newsletters, flyers, and school web sites are filled with valuable information. If you have access to the Internet, make a habit of visiting the school's web site to check opportunities and deadlines. Know the school's calendar and dates for progress reports, tests, parent nights, and more.

Have Fun! Get Involved!

Education is too important to be left entirely to the school. Strive to become your child's knowledgeable teammate. Research shows that family support is more important to school success than a student's IQ, economic status, or school setting.

Connecting with other parents and school staff through any activity - parent associations, booster clubs, etc. - provides invaluable networking opportunities.

Emphasize Quality

Emphasize quality in your child's daily responsibilities such as attendance, homework, studying for tests, balancing extracurricular activities, and volunteer work. Ensure your child has enough sleep and a good breakfast at home or at school. Know the rules, read the School Handbook, and make every effort to support a positive school climate.

Support Teachers

Initiate contact with the teacher early before problems grow. Model to your child how to express concerns: gather information, clarify the situation, suggest a solution, make a time to meet. Perhaps help your student create an e-mail stating their point of view to the teacher so the two of them can work it out directly.

Who Do We Contact?

Q. Question or problem with a class?

A. Teacher. Always contact the teacher first.

Q. Scheduling problem?

A. Counselor. Your child's counselor should be contacted with any questions or concerns about schedules, credits, or overall progress. Counselors can also assist students with personal and social issues.

Q. School suspension or bullying issues?

A. Assistant Principal. Contact your administrator about issues related to discipline, harassment, school safety, or attendance.

Q. I still have a problem. Who do I contact?

A. Principal.

Think About The Future

It's important to be informed about all possibilities and opportunities. Check your high school's Career Center web page for valuable information about scholarships, college representative visits, and career exploration field trips.

...make a habit of visiting the school's web site to check opportunities and deadlines.

Support Your Child

Create a Home Environment That Values Learning

- Fill your home with all kinds of reading materials - from books, magazines, and newspapers to recipes and manuals. Let your teen see you reading.

- Set up a regular study time. Make sure the whole family honors this time.

- Help your teen balance homework and other activities. Regular sleep and good nutrition are critical at this age.

- Try to eat together as a family as many times each week as possible. Meal times provide valuable opportunities to check in, share ideas, and hear about what is happening at school.

- Emphasize the importance of academic skills. Reading, writing, and math skills provide the framework and foundation for future career and education opportunities.

Encourage Students To Make Good Decisions For Their Future

- Teach your teen a simple decision-making model such as:

- Identify interest or situation
- Get information
- Evaluate information
- Narrow choices

- Encourage and reinforce your child's strengths. Downplay your teen's areas of need. Your teen is already well aware of his or her weaknesses. Remember: criticism *degrades* while compliments *motivate*.

- Help your teen realize his/her dreams. Teens have ideas and visions for the future. Encourage your child to explore and develop their interests, and create short and long term goals to help them realize their dreams.

Encourage them to explore and develop their interests and create short and long term goals to help them realize their dreams.

Stuff Management 101

Avoid stress and panic: Keep "school stuff" together in a system that works for your family. Select a large calendar, 3-ring binder, box, or folder for ALL school information including due dates, activities, and events. Add to it as the year progresses.



In Times of Stress

It's important for families to trust their instincts and recognize when something is wrong and know where to turn for help.

High school can be a stressful time for both parents and students. There are multiple issues related to friends, homework, activities, discipline, and more. However, sometimes these issues become more serious and may require outside help. It's important for families to trust their instincts and recognize when something is wrong and know where to turn for help.

Changes in your student's behaviors may signal an issue of concern that needs help. Such changes may include:

- Lack of concentration
- Changes in sleep and appetite
- Changes in clothing styles
- Irritability and anger outbursts
- Withdrawal
- Mysterious phone calls/e-mails
- Secretive behaviors
- Changes in friends
- Homework and grade changes
- Difficulty with relationships

When questions or concerns arise, school counselors encourage you to CALL the school. They want to hear from you. Conversations with school professionals (counselors, teachers, coaches, and administrators) are private and confidential. It's better to call the school early before things get out of hand.

What Can We Do To Relieve High School Stress?

Linking home, school and community is essential for making a difference for students. It is critical to keep the lines of communication open with school staff, other parents, student services, and community services. As a parent, you are the prime advocate for your child.

Accessing Help

- Your High School Counselor can be extremely helpful in getting families connected with community resources.

- Health Insurance - contact Whatcom Alliance for Healthcare Access. This organization can help provide free or low cost health insurance for K-12 students. Call **360-715-6594**.

- Family Service Centers are often located on school campuses. The Centers help advocate for the needs of families within their school community. Center staff can help parents connect to community services and resources.

- **Where to Turn** is a valuable directory of community resources. This helpful booklet is available in hard copy at all school counseling offices and many community sites. It is also available online at www.bellinghampubliclibrary.org/bpl/source/html/win.htm

- Northwest Youth Crisis & Counseling Services (**734-9862**) offers:

- Assessment
- Crisis intervention
- Safety planning
- Conflict resolution
- Depression/mental health screening
- Parent support & education

- 24-hour Crisis Hotline (helps with referrals and locating a safe place to stay) is available at **676-1022**.

- Free counseling service is available through Western Washington University. Contact **650-3184** for more information (January to June only).

Please don't hesitate to seek help!





2. Setting Goals

Every child's road to success will be different because it starts with his or her own interests, abilities, and passions. Think about those first, and *then* explore the career possibilities that match them, and *then* think about the skills and training needed to get started in those career fields.

College itself is not the goal. The goal is for our children to get the skills and abilities they need for a successful life that interests them. There are many ways for them to reach that goal!

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Interests, Abilities, and Careers

It is important to help your student explore interests, talents, and skills. The key is to match those interests with opportunities in today's world of work. Use the outline below to begin your research. Contact counselors and career specialists for additional career research information. Check your school's web site for a link to Career Center resources. Also visit:

- Salaries www.bls.gov/oco
- Employment Trends www.workforceexplorer.com
- Career Interest Surveys www.wtb.wa.gov/info_students.asp
www.acrnetwork.org
- Apprenticeships www.apprenticeship.LNI.wa.gov
- Financial Aid Information..... www.mapping-your-future.org

It is important to help your student explore interests, talents, and skills. The key is to match those interests with opportunities in today's world of work.

1. Determine interests, talents, and skills _____

2. Identify careers that match abilities _____

3. Research job openings and salaries _____

4. Research education and training requirements for careers of interest _____

5. Select a career pathway and use opportunities in high school to jump-start future education and training _____

Career Pathways

Deciding the focus of one's life is both difficult and exciting. People who find the most satisfaction in their careers are those who choose a career "pathway" that best fits their personality, abilities, interests, and values.

Career Pathways are a broad organizational tool used to help students explore areas of interest among careers with a common theme or related skill set. Within each Career Pathway, there are a variety of entry and exit points that are dependent on a student's education goals, talents, skills, and abilities. Each pathway option requires students to consider their career and education goals and develop a plan that will help them succeed. Immediately following graduation, a student may choose to:

- Enter the workforce
- Continue their education at a:
 - Community college
 - Technical college
 - Apprenticeship program
 - Military training
 - University
- Volunteer with service organization

Most Whatcom County high schools use five career pathways to help students focus their planning. Each pathway has a strong academic foundation and includes opportunities to explore courses of special interest. Typically, people who work within a pathway share a common set of traits, skills, and abilities. Many of these skills can be acquired during high school through academic and vocational (career and technical education) classes as well as extracurricular activities. Contact your counselor or career specialist for assistance in identifying your teen's career pathway options.

Your student might be familiar with these career pathway titles:



Arts and Communications:
for those who like to be creative and expressive



Business and Marketing:
for those who enjoy leadership positions, are organized, and like to sell, promote, and manage



Health, Education and Human Services:
for those who like to improve the lives of others



Science and Natural Resources:
for those who are curious and like to research and solve problems



Technology and Industry:
for those who are problem solvers and like to design, fix, or build things

Program of Study

During high school, students develop a "program of study" that will help them graduate from high school while also preparing for their post-high school education options and future career goals. Washington State requires all students to prepare a **High School & Beyond Plan** outlining how they plan to pursue their education and career goals during their first year out of high school.

For this generation of students to get quality jobs, education must continue beyond high school.

Consider tomorrow's jobs carefully when putting together the **High School and Beyond Plan**.

Tomorrow's Jobs

Today's job market requires employees to have strong skills in math, reading, writing, and problem-solving. Employers are searching for skilled people who can adapt as work grows more complex.

It pays to stay in school!

Skilled Jobs - Demand Soaring

Jobs that require a 2-year degree, certification, or apprenticeship are in high demand. By 2012, these jobs are predicted to grow even more. Across our state and nation, employers are begging for skilled workers like electricians, plumbers, ironworkers, welders, carpenters, and machinists. As a growing number of these skilled craftspeople retire, employers are scrambling for apprentices to fill the employment pipeline.

Career-technical education programs, such as Information Technology, Construction Technology, or Health Care Services, offer degrees that may lead to immediate employment in higher paying jobs. Another bonus is that after completing a 2-year degree, transition to a 4-year college is possible and employers may pay for further education.

Professional Jobs - Demand Unchanged

Demand for employees with a 4-year college degree or more has not changed in 50 years and by 2012 will only increase a few percentage points. The jobs most in demand requiring a 4-year or greater degree are in the high-growth fields of science, math, engineering, computer technology, and health care.

Students need to be aware that getting a job requiring a 4-year college degree will be very competitive. The degree alone will not guarantee a job. Students with additional technical skills and strong interpersonal skills set themselves apart from other candidates. It pays to be knowledgeable about trends in employment in Washington State and elsewhere.

Unskilled Jobs - Demand Decreasing

Jobs that require a high school diploma or less have decreased steadily over the last 50 years. By 2012, it's predicted that only 5-7% of jobs will be available for those with a high school diploma or less, and those jobs will typically be low paying: minimum wage with few benefits. Today's job market requires employees to have strong skills in math, reading, writing, and problem-solving. It pays to stay in school.

Reality Check!

Math and reading skills are essential for entry into the skilled workforce.

Most skilled occupations require placement tests to demonstrate academic knowledge and problem solving skills. Encourage your student to "hang in there" during high school and take as many math and English classes as possible to help avoid taking "remedial"/pre-college courses after high school.





3. Getting It Together

Oops! Did we miss something? To avoid that sinking feeling, use these guidelines to check progress.

Consider these milestones as trail markers that will safely guide you to your destination while enabling you to achieve more than you had thought possible.

Grade Level Guidelines (9-12) 12-16

9th Grade (Freshman) 12

10th Grade (Sophomore) 13

11th Grade (Junior) 14

12th Grade (Senior) 15-16

Grade 9

Choices made in the Freshman year impact post-high school options. Use the checklist as a guide to get the most out of this first high school year.

	Student Responsibilities	Parent Support
High School & Beyond Plan	<p>Develop a High School & Beyond Plan (see page 18). See your counselors about choosing your career pathway and learn about the requirements for attending a 4-year university, 2-year college, entering an apprenticeship program, or other type of post-high school training.</p> <p>Commit to doing your best work. Maintain a good Grade Point Average (GPA) to indicate learning levels for future scholarship and grant opportunities.</p> <p>Official grade reports are generally sent home 4-6 times a year.</p> <p>Teachers and counselors are here to help you. Get acquainted with them early!</p> <p>Create a file (box, 3-ring binder, or folder) to collect samples of "best work," records of awards, and honors, school and community activities, and logs to verify volunteer work/hours with descriptions of work/tasks completed. If available, use the school's on-line portfolio to organize your work.</p>	<p>Attend Parent Nights.</p> <p>Understand the High School Graduation Requirements (see page 18).</p> <p>Find out about WASL requirements.</p> <p>Ask about Culminating Project details.</p> <p>Review your student's schedule; encourage challenging classes and a mix of academic and technical preparation classes.</p> <p>Provide support and encouragement for completion of homework, long-term projects, and test preparation.</p> <p>Help with organization tips.</p> <p>Pay close attention to school calendar and report card dates.</p> <p>Notify school of any changes in your student's life that could affect school performance.</p>
Career Exploration	<p>Visit the Career Center - get familiar with the resources available.</p> <p>Explore your interests and abilities and connect them to Career Pathways.</p>	<p>Understand the role of counselors and career specialists in exploring careers and educational possibilities.</p> <p>Parents are always welcome in the Career Centers.</p> <p>Access resources to identify classes and activities that support preparation for career and educational possibilities.</p>
Get Involved!	<p>Join in the fun! Explore campus activities: arts, theater, athletics, clubs, music, and volunteer opportunities.</p> <p>Contact your Career Center for connections in the community.</p>	<p>Facilitate student transportation to allow participation in activities.</p> <p>Connect with other parents and school staff through school-related activities. Look for formal parent associations connected to your school. These are great ways to network and stay in the communication loop!</p>
Family Communications	<p>Talk with your family often about what you're doing in school, your career ideas, and opportunities to learn outside the classroom (field trips, summer enrichment programs, internships).</p> <p>Memorize your Social Security number - you will need it for many applications.</p>	<p>Support and discuss school rules.</p> <p>Listen, Listen, Listen!</p> <p>Talk with your student about career possibilities, post-high school education plans, and financial planning needed to make his/her goals a reality.</p>

Grade 10

The Sophomore year means you are halfway to graduation!
This is a year to plan, plan, plan!

Student Responsibilities

Parent Support

	Student Responsibilities	Parent Support
<p>High School & Beyond Plan</p>	<p>Review your High School & Beyond Plan.</p> <p>Review your goals and choose classes that fit with your career plans and post-high school education goals.</p> <p>Take challenging classes.</p> <p>Keep working on that GPA. It's important to do well to keep all options open.</p>	<p>Review High School Graduation Requirements (see page 18) to ensure your student is on track for graduation and future college/career opportunities:</p> <ul style="list-style-type: none"> High School & Beyond Plan Credit Requirements WASL Information Culminating Project <p>Review student's schedule; check to be sure classes are on target for career pathway selected.</p> <p>Check with counselors if you have questions.</p>
<p>Assessments</p>	<p>PSAT practice - October (<i>Sophomores may choose to take this as a practice exam.</i>)</p> <p>WASL - March & April; prep helps!</p>	<p>Plan ahead for PSAT practice test in October. <i>This test is offered once each year.</i></p> <p>WASL prep and a good night's sleep with breakfast is a bonus. WASL retakes are available, but check with school regarding the plan of support for improvement if needed.</p>
<p>Career Exploration</p>	<p>Gather information about careers and colleges.</p> <p>Research your options.</p> <p>Create or update resumés; see pages 55 & 56 for examples.</p> <p>Keep track of your activities and community service.</p>	<p>Continue to investigate career possibilities. Take advantage of exploration activities offered at school (job shadowing, career fairs/seminars, Internet information, etc.). Check with school Career Center to obtain passwords for accessing career development programs used by your school.</p> <p>Work with your student to discover his/her interests, abilities, skills, and talents - compare these with career pathway opportunities.</p>
<p>Get Involved!</p>	<p>Join clubs and meet people.</p> <p>Volunteer in your community. Keep records of what you do.</p>	<p>Help your student find ways to attend school-related activities.</p> <p>Stay connected by attending school functions and parent groups.</p>
<p>Plan for Junior Year</p>	<p>Check out AP classes, Tech Prep, and Running Start to earn college credit while in high school.</p> <p>Use your summer to travel, volunteer, work, and add to your skills and expertise.</p>	<p>Learn about college credit in high school. Take advantage of dual credit opportunities to begin building a college transcript. See page 24 for details.</p>
<p>Family Communications</p>	<p>Communicate often with your family.</p> <p>You will need their support!</p>	<p>Model good financial habits; include your student in financial decisions.</p> <p>Talk about pitfalls of excessive credit.</p> <p>Relate financial planning to future education goals.</p>

Grade 11

Junior year PLANNING is important to your future success!

	Student Responsibilities	Parent Support
High School & Beyond Plan	<p>Review/update your High School & Beyond Plan</p> <p>Check your class schedule. Maximize your learning by meeting college requirements.</p> <p>Take challenging classes.</p> <p>Keep working on your GPA.</p> <p>Keep focused on your Career Path.</p>	<p>Review high school graduation requirements (See page 18); make sure student is meeting credit requirements for graduation.</p> <p>Review student's High School & Beyond Plan.</p> <p>Review student's schedule. Check to see if classes are on target for Career Pathway.</p> <p>Check with counselors if you have questions.</p> <p>Attend Financial Aid Night at your school.</p>
Career Exploration	<p>Explore Career Pathways.</p> <p>Look for opportunities to connect with professionals in your Career Pathway.</p> <p>Research education and training requirements for careers of interest.</p>	<p>Check with your school Career Center to obtain passwords for career development programs used by your school.</p> <p>Work with your student to discover career possibilities.</p>
Post-High School Educational Planning Keep Options Open	<p>Develop a Career Plan.</p> <p>Visit potential college campuses.</p> <p>Apply for junior scholarships.</p> <p>Attend college representative visits.</p> <p>Pay attention to timelines and deadlines.</p> <p>Earn Tech Prep college credits!</p> <p>Consider early registration for entrance to community/technical college programs with long wait-lists.</p>	<p>Attend "Life After High School" night at WCC.</p> <p>Attend parent nights at your child's school.</p> <p>Check web sites for potential scholarships.</p> <p>Help your student research post-high school options, entrance requirements, program offerings, living situations, financial aid, and more.</p> <p>Keep lines of communication open - help analyze all the incoming information.</p>
Assessments for College Planning	<p>Fall: register at school and take October PSAT; test given on high school campus once per year.</p> <p>Register online and take ACT or SAT.</p> <p>AP exams: register in March, take in May.</p> <p>Placement tests for Running Start students are scheduled quarterly and given at BTC or WCC. Check with counselor for dates/times. Testing may also be available on high school campus.</p>	<p>Help register your student for college placement exams (See page 23).</p> <p>Know testing locations, registration deadlines, fees, and how results relate to college opportunities.</p> <p>Deadlines: test registration is scheduled approximately six weeks before exam is given.</p> <p>Placement tests for community and technical colleges are given on the college campus (tests for BTC and WCC may be taken at the high school).</p>
Stay Involved!	<p>Continue keeping records for activities and volunteer work.</p> <p>Use summer to practice writing online applications and personal essays.</p> <p>Update resumes - Employment and Academic. See page 55 & 56 for models.</p>	<p>Support early plans for a productive summer (employment, volunteering, travel).</p> <p>Help manage information.</p> <p>Proofread resumes, practice online applications, and personal essays.</p>
Culminating Project-- Graduation Requirement	<p>Plan for this! Work with school advisor and consider topic options; use the summer to begin the project.</p>	<p>Check your school's web site or call your school for details and due dates.</p> <p>Assist when and where needed.</p> <p>For more information see page 19.</p>
Family Communications	<p>Communicate with your family about ideas for after high school plans.</p> <p>Attend career fairs and college fairs together.</p>	<p>Become familiar with costs and financial aid programs: loans, grants, scholarships, and work-study options.</p>

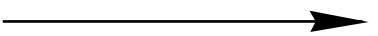
Grade 12

Your Senior year is busy! Begin planning EARLY to minimize stress.

	Student Responsibilities	Parent Support
High School & Beyond Plan	<p>Review and update High School & Beyond Plan.</p> <p>Meet with your counselor to see if you are on track to graduate.</p> <p>Maintain strong GPA - grades measure learning; stay on track; don't slack!</p> <p>Maintain a challenging and rigorous class schedule.</p> <p>Apply early for SCHOLARSHIPS - begin process in September!</p> <p>Apply for college credit in Tech Prep classes.</p>	<p>Work with your student to complete the High School & Beyond Plan. Make sure there is a plan for the first year out of high school.</p> <p>Encourage challenging and rigorous classes. See page 41 - Planning for College.</p> <p>Check with counselors if you have questions or concerns.</p> <p>Stress the importance of meeting all required deadlines.</p>
Plan for Senior Year Activities	<p>Senior pictures due early October - check for school deadline.</p> <p>Order graduation cap and gown.</p> <p>Attend senior events: prom, awards night, graduation ceremony, graduation party.</p>	<p>Become familiar with senior year activities and calendar of events.</p> <p>Join parent groups to support senior activities - join the fun, get involved!</p> <p>Financial assistance may be available to help with costs - check with student's counselor early.</p>
Culminating Project	<p>Complete and present Culminating Project.</p> <p>Meet all deadlines.</p>	<p>Track progress as your student works through the implementation process.</p> <p>Ask questions and provide support when needed.</p>

POST-HIGH SCHOOL EDUCATIONAL PLANNING

<ul style="list-style-type: none"> • Apprenticeship • Work • Military • Job Corp • Volunteer • Other 	<p>What do you want to do? What are your interests?</p> <p>Get information - Career Center or counselor.</p> <p>Evaluate options - learn more by attending workshops, career fairs, and seminars; make appointments to visit campuses, talk with employers or other training providers.</p> <p>Narrow choices - take necessary tests, complete applications and interviews, pay fees, etc.</p> <p>Update your paperwork: resumé, cover letters, transcript, volunteer records, skill certificates, etc.</p> <p>Finalize and submit application(s).</p>	<p>Support your student in making good decisions for their future:</p> <ul style="list-style-type: none"> • Reinforce and encourage your teen's strengths • Link teen's passions with future careers • Help access complete information • Help analyze in terms of advantages and disadvantages of each situation
<p>College</p> <ul style="list-style-type: none"> • 2-year <ul style="list-style-type: none"> - technical - community • 4-year <p>See Section 6 Planning for College</p> <p>See Section 7 Finance the Future</p>	<p>September and October: EXPLORE, SEARCH, and PLAN</p> <p>Attend college reps, fairs, campus visits, "Life After High School" night at WCC.</p> <p>Research admissions requirements and fees.</p> <p>Consider re-taking tests (SAT/ACT, community and technical college placement tests).</p> <p>Narrow choices - apply to no more than six colleges to minimize stress.</p> <p>Application processes and timelines - consider early application.</p> <ul style="list-style-type: none"> • Begin essay • Recommendation process • Update Academic Resume • Transcript request process <p>Review financial aid and scholarship info with parents:</p> <ul style="list-style-type: none"> • Apply for PIN # for FAFSA - go to www.pin.ed.gov to apply and avoid delays. • Go to web site of specific college to determine special scholarship opportunities and timelines. <p>Organize your college application materials; keep copies of everything!</p> <p>Consider early registration for entrance to community/technical college programs with long wait-lists (especially nursing programs).</p>	<p>See Sections 6 and 7 (Planning for College and Finance the Future).</p> <p>Attend college-planning nights ("Life After High School," etc.)</p> <p>Facilitate taking or re-taking the SAT/ACT if needed.</p> <p>Support meeting early with counselor to familiarize admission process to selected colleges.</p> <p>Help identify teachers and/or community members to write letters of recommendations.</p> <p>Study Financial Aid and Scholarship information and support student research and review.</p> <p>Apply for PIN # for FAFSA - a parent PIN # is also needed - do this NOW to avoid delays in January! Go to www.pin.ed.gov to apply.</p> <p>Reinforce organization system for all materials. Maintain copies of all forms submitted, letters written, etc.</p>

Continued 

Grade 12 POST-HIGH SCHOOL EDUCATIONAL PLANNING *Continued*

Student Responsibilities

Parent Support

	Student Responsibilities	Parent Support
<p>College</p> <ul style="list-style-type: none"> • 2-year <ul style="list-style-type: none"> - technical - community • 4-year <p>See Section 6 Planning for College</p> <p>See Section 7 Finance the Future</p>	<p>November and December - APPLY</p> <p>Complete applications for January deadlines. NOTE: UW is due January 15th, plan early for transcripts and allow for processing before Winter Break.</p> <p>Apply for admissions to Whatcom Community College by December 1 for highest priority for class selection.</p> <p>Draft and review all application components (essays, etc.).</p> <p>Work on Financial Aid and Scholarships.</p> <p>Continue scholarship search and application. NOTE: UW <i>scholarship</i> application due December 1.</p> <p>Attend Financial Aid Night at school with parents - get informed about the process!</p> <p>Obtain FAFSA forms - online or hard copy at school.</p>	<p>Continue using organizational system.</p> <p>Proofread all essays and application materials. Offer suggestions to strengthen writing.</p> <p>Encourage and facilitate meeting application deadlines. These deadlines are non-negotiable!</p> <p>Attend Financial Aid Night with student at school. Get informed! See page 51 for more details.</p> <p>Review FAFSA form and prepare information.</p> <p>Encourage and support scholarship search and application - especially college-specific scholarships.</p> <p>Winter Break offers time to complete applications and other preparations.</p>
<p>College</p> <ul style="list-style-type: none"> • 2-year <ul style="list-style-type: none"> - technical - community • 4-year <p>See Section 6 Planning for College</p> <p>See Section 7 Finance the Future</p>	<p>January to June - Focus on College Choice and Financial Decisions</p> <p>Complete and submit the FAFSA as close to January 1 as possible for priority financial aid. Complete student information and estimate tax information.</p> <p>Continue scholarship search and apply for those that fit you.</p> <p>Submit first semester/senior year transcripts (mid-year report) to colleges to which you've applied.</p> <p>Watch for Student Aid Report (SAR) from FAFSA to arrive (online or in mail). Check for mistakes and review the Estimated Family Contribution (EFC).</p> <p>April: expect to receive admission responses from colleges. Contact counselor with questions.</p> <p>Watch for Financial Aid Packages to arrive from colleges. Discuss options with parents. Consider "Letter of Special Circumstances" to colleges, if needed.</p> <p>May 1 - choose college and notify them of your intention to enroll. Notify other colleges of your decision. Also, notify counselor of decision.</p> <p>Implement your school's process to send final transcripts to college of choice.</p>	<p>As soon after January 1 as possible, complete, submit, and mail the FAFSA. Parents complete their portion while students complete theirs - requires teamwork and cooperation to get all questions answered.</p> <p>Anticipate response from FAFSA in 2-6 weeks. Be prepared to analyze all aspects as outlined in the Student Responsibilities and in Section 7 - Finance the Future. Discuss together.</p> <p>Continue encouraging scholarship application.</p> <p>When college admission and scholarship response letters arrive home, be prepared to support your student. This can be an emotional time.</p> <p>Always remember to seek help from college personnel.</p> <p>Encourage student to stay engaged, focused, and meet deadlines.</p> <p>Finalize payment process.</p>
<p>Graduation Celebrations</p>	<p>For recognition at Senior Honors Ceremonies, notify career center or counselor of scholarships earned.</p> <p>Send thank-you notes for any scholarships received and to staff who helped with applications.</p>	<p>Plan to attend and enjoy!</p>



4. Prepare Now

Future Ready: No matter what path students choose beyond high school, they will need a higher level of skill to compete for jobs and admission into college and technical training programs. Students who are innovative thinkers, analyzers, communicators and learners will be future ready no matter how the world and technology changes.

Graduation Requirements 18-19

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Assessments/Tests 22

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Community Experiences 25

Washington State High School Graduation Requirements

Important

At date of publication, state graduation requirements are being reviewed. Please check the OSPI web site for current credit requirements: www.k12.wa.us/GraduationRequirements

It's important that parents know what's required! Graduation requirements are designed to ensure that every public high school student graduates with the skills and knowledge ready for college and work. In addition to any graduation requirements established by local school districts, all students must complete four statewide requirements:

1. High School And Beyond Plan: Students develop a plan for meeting the high school graduation requirements and for connecting successfully to their next steps in life. A student's plan should include the classes needed in preparation for a 2 or 4-year college, specialized vocational or technical school, certificate program, or the workforce. The High School and Beyond Plan gets all students thinking about their future and how to get the most out of high school. This way they're ready to pursue their adult lives, no matter what direction they plan to take. Ideally, students write their plan in eighth or ninth grade and then continue to revise it throughout high school to accommodate changing interests or goals.

Each school district determines the guidelines for the High School and Beyond Plan. Please contact your local school district to obtain a copy of the guidelines that have been established.

2. Credit Requirements: Students must pass a required number of classes and earn credits in English, math, science (including one lab), social studies, health and fitness, visual or performing arts, occupational education, and electives. Most school districts expect students to go above state requirements.

It's important to remember that students aren't taking classes just to get out of high school, but to be prepared for their next steps after high school. Students planning on going into the military or attending a trade school, certificate program, community college, or a four-year public or private university should research the entrance requirements to be prepared for success once they're enrolled.

Subject	Minimum state graduation requirements	Minimum requirements for your school district*	Minimum requirements for public 4-year colleges & universities**	Recommended courses for highly selective colleges & universities
English	3 credits		4 years	4 years
Math	2 credits		3 years***	3-4 years***
Science (one must be lab)	2 credits		2 years	3-4 years
Social Studies (including U.S. & WA state history)	2.5 credits		3 years	3-4 years
World Language (same language)	0 credits		2 years	3-4 years
Visual or Performing Arts	1 credit		1 year	2-3 years
Health and Fitness	2 credits		* Your school's requirements may be higher than the state minimums ** 3.0 or higher GPA gives better chance in admission selection process *** Must be Algebra II or higher	
Occupational Education	1 credit			
Electives	5.5 credits			
Total	19 credits			

3. Earn A Certificate Of Academic Achievement Or Certificate Of Individual Achievement

Students who meet the state learning standards in reading, writing, and math earn a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA) and are eligible for a high school diploma. Students who meet the state reading and writing standards and continue to earn math credits and test annually are eligible for a diploma but do not earn a certificate. The certificates tell colleges and businesses that a graduate has a solid foundation of skills in reading, writing, and math.

The Certificate of Individual Achievement (CIA) allows a student in special education who is not able to take the 10th-grade WASL to earn a high school diploma by demonstrating their skills through a WASL-Basic, Portfolio, or Developmentally Appropriate WASL (DAW) in reading, writing, and math. Students in special education may take the high school WASL with or without accommodations. For more detailed information about the CAA or CIA process, please contact your counselor or visit Washington's Office of Public Instruction's web site: www.k12.wa.us/GraduationRequirements/WASLHighSchoolDiploma.aspx

Starting with the class of 2013, all high school graduates must earn one of the certificates by meeting state reading, writing, math, and science standards.

Testing Requirement For High School Graduation

All students entering ninth grade in or after Fall 2004 must meet state standards on the High School Washington Assessment of Student Learning (WASL) in reading, writing, and math.

- **Reading And Writing:** Meet state learning standards by passing the reading and writing High School WASL, or the state-approved alternatives, or the assessments for students in special education.
- **Math:** Meet state learning standards by passing the math High School WASL, or the state-approved alternatives, or the assessments for students in special

education. Students in the graduating classes of 2009-2012 may graduate without meeting the state's learning standards if they continue to earn math credits and take the WASL, WAAS or other state-approved mathematics assessment annually until graduation.

4. Complete A Culminating Project

Completing a Culminating Project is a state and district graduation requirement for ALL students. The project is an integrated learning experience. Students are encouraged to select projects that match their passions or interests, demonstrate stretches in their learning, and connect to the community.

Project examples may include: a portfolio collection, studying topics of interest, engaging in meaningful career internships, developing an in-depth research project, planning and organizing a community event, or designing/constructing something, just to name a few. Some schools may ask students to work with a school or community-based mentor, present their findings to a community or peer panel, prepare a research paper, present their work in a portfolio, or develop a multi-media presentation.

While each school district determines the guidelines for the Culminating Project, there are statewide goals:

- Encourage students to think analytically, logically and creatively, and to integrate experience and knowledge to solve problems.
- Give students a chance to explore a topic in which they have a great interest.
- Offer students an opportunity to apply their learning in a "real world" way.

As part of the Culminating Project, each student will demonstrate essential skills through reading, writing, speaking, production, and/or performance.

Please contact your high school to learn more about the specific requirements for your student's Culminating Project. Many schools post information about the Culminating Project on their web site.

We are preparing students for jobs that don't yet exist...

To use technologies that haven't been invented yet...

In order to solve problems we don't even know are problems yet.

Math

The More You Learn, The More You Earn.

HELPFUL WEBSITES

Tips for College and Life

On campus, here's what instructors will be expecting:

- 1 Students are willing to take risks and be challenged
- 2 Students learn from errors and get help when needed.
- 3 Students anticipate problems, ask questions, and make use of the answers.
- 4 Students recognize unproductive approaches and make changes to accomplish their tasks.

For more tips check out:
www.bham.wednet.edu/WCMP/students.htm

Are You Ready for College Math?

To earn a two-year degree at a community or technical college, students must be proficient in Algebra II before they can take a credit bearing math course that counts towards their

degree. To demonstrate proficiency, students must earn a certain score on a math placement test in order to get into credit bearing courses.

Bellingham Technical College

Accuplacer-math placement test information for BTC and practice tests available at www.btc.ctc.edu/stuservices/Assessment.html.

Whatcom Community College

WCC has created its own math placement exam. For more information visit math.whatcom.ctc.edu/content/About.phtml?cat=10.

Western Washington University

Incoming freshmen must have completed Algebra II for admission. To view sample problems from the math placement tests visit www.washington.edu/oea/services/testing_center/aptp/practice.html.

Western Washington Univ. Testing Center:

www.wvu.edu/depts/assess/tc/mathplace.htm

Math Problems from business
www.micron.com/k12/math/

Whatcom Community College
math.whatcom.ctc.edu/content/Links.phtml?cat=3

Math Facts Practice
home.indy.rr.com/robinson/mathfacts/mathfacts.html

Math Facts Competition
www.onlineklas.nl/multichamp/multichamp.html

Timed Math Facts Practice
oswego.org/ocsd-web/games/mathmagician/maths1.html

Multiplication Facts
multiplication.com/interactive/flashfun/flash/index.html

Math Video Clips
countdown.luc.edu

TUTORIALS

Math Tutorials
www.purplemath.com/

Interactive Math Lessons
enlvm.usu.edu/ma/nav/bb_dlib.jsp

Math Tutorials
mathpower.com/tutorial.htm

FUN MATH SITES

Math Montage
mathnexus.wvu.edu/

A majority of workers who earn more than \$40,000 annually have two or more high school credits at the Algebra 2 level or higher.

– College Work Ready Agenda

Electricians, pipe fitters, sheet metal workers, draftsmen, and surveyors all need algebra, geometry, trigonometry and physics to be successful on the job.

– Associated General Contractors of America-Construction

The highest level of math in high school is the strongest predictor of earning a college degree—regardless of race, family income or background.

– Clifford Adelman, U.S. Dept. of Education, *The Toolbox Revisited*, 2006

Occupational Employment and Wage Estimates for Whatcom County

For the latest occupation and wage information visit: www.bls.gov/oes/current/oes_WA.htm

— U.S. Department of Labor

Programs with Algebra II/Algebra-Trigonometry/Integrated Math 3 Prerequisite

OCCUPATION	MEDIAN HOURLY	MEAN ANNUAL EARNINGS
Registered Nurse	\$30.84	\$64,900
Computer Systems Analyst*	\$28.90	\$60,096
Civil Engineer*	\$35.27	\$73,357
Machinist	\$20.09	\$42,700
Electrician*	\$25.72	\$53,495
Radiologic Technician	\$25.73	\$53,524
Welder	\$18.89	\$40,050

Programs with a minimum of Introductory Algebra/Geometry or Integrated Math 2 as prerequisite

OCCUPATION	MEDIAN HOURLY	MEAN ANNUAL EARNINGS
Diesel Mechanic	\$20.46	\$42,870
Carpenter	\$19.67	\$40,917
Dental Assistant	\$16.56	\$34,730
Medical Assistant	\$14.64	\$30,760
Graphic Designer*	\$15.79	\$32,841

Programs with Introductory Algebra/Geometry or Integrated Math 2 as prerequisite

OCCUPATION	MEDIAN HOURLY	MEAN ANNUAL EARNINGS
Social and Human Services Assistants	\$11.31	\$24,500
Cosmetology	\$12.40	\$28,700
Marketing and Sales	\$11.19	\$27,990
Preschool Teachers*	\$14.10	\$29,342
Library Assistant	\$11.53	\$24,920
Veterinarian Assistant*	\$11.28	\$23,457

* Source: Washington State Occupational Employment and Wage Estimates for Bellingham Metro Area and Whatcom County

Take Algebra II

The best way to avoid taking remedial math classes in college is to take more math in high school, at least through Algebra II. Students who take Algebra II are more prepared to enter the workforce, college, and apprenticeships.

Algebra II is the gateway class to postsecondary education and family-wage employment. Take immediate action by checking out Math Lab, a student/parent online resource at www.transitionmathproject.org/math_lab.asp.

Business Says

"The ability to break a problem down into manageable pieces, organize an approach to reach a solution, and have the tenacity to see it through, are all skills that come from being proficient at math, and are also skills that are universally valuable in the business world. We hire problem solvers."

Mike Ingraham

Technology Manager
BP Cherry Point Refinery

The True Cost of Taking High School Math in College

At two year and four year colleges, students who do not meet the minimum standard to begin college level work are placed in pre-college, or remedial, courses. **In 2006,**

45% of state community and technical college students needed to take remedial math courses.

Pre-college courses cover content that should have been learned in high school. Students pay tuition for these courses, yet they do not earn college credit. **In**

Washington, two-thirds of those students taking pre-college math courses will drop out without earning their degree.

Sample Tuition Costs 2008-2009

Credits	Course Name	Tuition Charge	Book Fee	Course Total	CREDIT TOWARD DEGREE
5	Elementary Algebra 1	\$383 ⁰⁰	\$120 ⁰⁰	\$503 ⁰⁰	0
5	Elementary Algebra 2	\$383 ⁰⁰	\$120 ⁰⁰	\$503 ⁰⁰	0
5	Intermediate Algebra	\$383 ⁰⁰	\$120 ⁰⁰	\$503 ⁰⁰	0
Subtotal				\$1509 ⁰⁰	
Balance				\$1509 ⁰⁰	

Assessments/Tests

There are several types of tests students take during their high school years. Some tests are state and/or district required and others are entrance exams for post-high school education programs. The table below provides an overview.

Grade	Test/Assessment	Required	Dates	Information
9	Writing Assessment	District	Spring	Measures writing performance levels.
10	Washington Assessment of Student Learning (WASL)	State	Spring	Shows proficiency levels through reading, writing, math, and science scores. NOTE: Opportunity may exist for 9th graders to take this test.
10, 11 or 12	Entrance Exams for WCC and BTC	Admittance to Running Start	Varies	Results show acceptance and/or placement into English and math courses and specific program areas.
10 or 11	Preliminary Scholastic Aptitude Test (PSAT)	Not required, but recommended	Mid-October	This is a practice achievement test in verbal and math for 4-year universities. Also provides qualification test for the National Merit Scholarship Program. Taken at high school.
11 or 12	Scholastic Aptitude Test SAT Reasoning	Not required, but recommended for all juniors and seniors considering college *	7 Saturdays throughout school year	Measures verbal and mathematical reasoning abilities as they relate to successful performance in college. Test NOT taken at high school campus. Students select test location on registration form. Pre-register at least six weeks prior to exam date. www.collegeboard.com
11 or 12	Scholastic Aptitude Test SAT Subject	Needed for entrance into highly selective colleges*	7 Saturdays throughout school year	Measures specific areas in world language, writing, math, and science reasoning. Pre-register at least 6 weeks prior to exam date. www.collegeboard.com
11 or 12	American College Test ACT and ACT+ (with writing)	Not required, but recommended for all juniors and seniors considering college *	6 Saturdays throughout school year	Measures knowledge and skills in English, mathematics, reading, and science reasoning as well as application of skills. Pre-register at least 6 weeks prior to exam date. www.actstudent.org

* The SAT/ACT tests are only required for admission to 4-year colleges. However, because student post-high school educational plans do change, it's recommended to take these tests while still in high school and the knowledge is fresh. It's important to keep options open.

Taking the SAT and ACT Tests

For entrance into a 4-year college or university, students must take either the SAT or ACT during the spring of their junior year or fall of their senior year. Colleges will take either score; therefore, students may take both the SAT and ACT to determine which test is better for the individual student. However, consult your counselor to see if one test is preferred over the other for any reason.

	SAT	ACT																														
What's the test like?	<p>Critical reading section: formerly known as the verbal section, this includes both short and long reading passages. Analogies have been eliminated, but sentence-completion and passage-based reading questions remain.</p> <p>Math: two 25 minute sections and one 20 minute section. Problems include number and operations, algebra and functions, geometry, statistics, probability, and data analysis. Calculators OK.</p> <p>Writing: multiple-choice questions (35 minutes) and student-written essay (25 minutes).</p> <p>NOTE: Results of Writing portion may NOT be used for Admissions Screening but may be used for English Placement information at the colleges/universities.</p> <p>Scoring: mathematics (M 200-800), critical reading (CR 200-800), writing (W 200-800) Penalties for incorrect answers.</p>	<p>English: 75 questions in 45 minutes - measures standard written English and rhetorical skills.</p> <p>Math: 60 questions in 60 minutes - calculator use permitted. Measures mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.</p> <p>Reading: 40 questions in 35 minutes - measures reading comprehension.</p> <p>Science Reasoning: 40 questions in 35 minutes - measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.</p> <p>Optional Writing: 1 prompt - 30 minutes measures writing skills emphasized in high school English classes and in entry-level college composition courses.</p> <p>Scoring: 1-36. No penalties for wrong answers NOTE: Students need to check with colleges to determine if writing portion is required.</p>																														
How does my student prepare?	<p>Practice materials available in Counseling and Career Center or online at: www.collegeboard.com www.testprephelp.com www.kaplan.com</p> <p>Prep classes available at WCC for a fee.</p>	<p>Practice materials available in Counseling and Career Center or online at: www.actstudent.org www.testprephelp.com www.kaplan.com</p>																														
When is it offered? Dates for 2008-2009 Check web site for 2009-10 test dates	<table border="0"> <thead> <tr> <th>Test Date*</th> <th>Registration Deadline</th> </tr> </thead> <tbody> <tr> <td>October 4</td> <td>September 9, 2008</td> </tr> <tr> <td>November 1</td> <td>September 26, 2008</td> </tr> <tr> <td>December 6</td> <td>November 5, 2008</td> </tr> <tr> <td>January 24</td> <td>December 26, 2008</td> </tr> <tr> <td>March 14</td> <td>February 10, 2009</td> </tr> <tr> <td>May 2</td> <td>March 31, 2009</td> </tr> <tr> <td>June 6</td> <td>May 5, 2009</td> </tr> </tbody> </table>	Test Date*	Registration Deadline	October 4	September 9, 2008	November 1	September 26, 2008	December 6	November 5, 2008	January 24	December 26, 2008	March 14	February 10, 2009	May 2	March 31, 2009	June 6	May 5, 2009	<table border="0"> <thead> <tr> <th>Test Date*</th> <th>Registration Deadline</th> </tr> </thead> <tbody> <tr> <td>September 13</td> <td>August 12, 2008</td> </tr> <tr> <td>October 25</td> <td>September 19, 2008</td> </tr> <tr> <td>December 13</td> <td>November 7, 2008</td> </tr> <tr> <td>February 7</td> <td>January 6, 2009</td> </tr> <tr> <td>April 4</td> <td>March 27, 2009</td> </tr> <tr> <td>June 13</td> <td>May 8, 2009</td> </tr> </tbody> </table>	Test Date*	Registration Deadline	September 13	August 12, 2008	October 25	September 19, 2008	December 13	November 7, 2008	February 7	January 6, 2009	April 4	March 27, 2009	June 13	May 8, 2009
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How do I register? early registration is critical	<p>Online at www.collegeboard.com or packets available in Career Center</p>	<p>Online at www.act.org or packets available in Career Center</p>																														
Cost	<p>SAT Reasoning \$45.00 SAT Subject \$20.00 (additional charge for Language Listening tests) <i>Late fees apply - see registration for details.</i> FEE WAIVERS: Students may be eligible for a fee waiver. See your counselor/career center for information.</p>	<p>\$30.00 (Plus Optional Writing = \$44.50) <i>Late fees apply - see registration for details.</i> FEE WAIVERS: Students may be eligible for a fee waiver. See your counselor/career center for information.</p>																														
Where do I take it?	<p>Tests are NOT offered at the high school. Students select the test site when they register. NOTE: Important to register EARLY to get test site preference.</p>																															

* **SCHOOL CODES FOR REGISTRATION:** Each high school has a specific required code. See your counselor/Career Center or registration web sites.

STUDENTS WITH DISABILITIES: Students who believe they may qualify for extended time should see their counselor early in sophomore or junior year because the process with the testing service companies can be lengthy. Students with a diagnosed learning or health disability may be eligible to take the SAT and/or ACT with extended time. Documentation (educational testing within the last three years) will be required through the form of a current IEP, or current 504 Accommodation Plan, which demonstrates the need for extended time on school and other testing.

Earn College Credit In High School

The following Dual Enrollment/Credit programs in Whatcom County help teens acquire useful college-level skills and earn college credit while still in high school. Each program allows students to get a jump on college education, save money on tuition, and save time toward completing their degree. Availability varies among high schools; see counselor or career specialist for details.

Program	Description & Benefits	Responsibilities & Costs
<p>Tech Prep</p> <p>Location: high school campus</p> <p>Visit www.whatcomtechprep.org for more information</p>	<ul style="list-style-type: none"> • Allows students to earn college credit for certain career/technical classes taken at high school • Classes such as engineering technology, culinary arts, health care services, business education, and more may qualify • Earn both high school and college credit for Tech Prep approved course • Earn college credits on college transcript • Deadlines are critical. College credit can be withheld unless met 	<ul style="list-style-type: none"> • Enroll in Tech Prep designated classes at the high school • Earn a "B" or better grade to demonstrate college-level competency • Register for college credits at www.whatcomtechprep.org • If required by college, pay one-time fee of \$25 to cover ALL Tech Prep Credits earned
<p>Advanced Placement</p> <p>Location: high school campus</p> <p>Visit www.collegeboard.com for more information</p>	<ul style="list-style-type: none"> • Qualified students may enroll and complete college level work to prepare for nationally scored test • Advanced placement and/or college credit may be granted based on test score • Accelerated course work • High school credit available if passing grade in class is achieved, regardless of test score • Availability of AP classes varies each year and may be offered beyond the school day. Check with your counselor for specifics. 	<ul style="list-style-type: none"> • Enroll in AP Course at high school • Apply for testing (Spring) • Fees vary (\$80 to \$100 per test)
<p>Running Start</p> <p>Location: technical or community college campus</p> <p>Visit www.whatcom.ctc.edu & www.btc.ctc.edu for more information</p>	<ul style="list-style-type: none"> • Allows qualified high school juniors and seniors to attend college classes • Earn both high school and college credit at the same time • Caution: If students are not mature and cannot manage time and attendance independently, this option can be problematic. Parents may be unable to access information about their student to monitor success. • Meet with counselor and/or Running Start Coordinator at high school. 	<ul style="list-style-type: none"> • Ensure credits taken at the college satisfy high school graduation requirements • Requires Placement Tests • Must meet application and registration deadlines • Tuition waived; student pays course fees, textbooks, and provides own transportation • Students MUST make extra effort to access high school information about Culminating Project and other requirements • Potential to earn high school diploma and Associate Degree
<p>College in the High School</p>	<ul style="list-style-type: none"> • Allows qualified students to take college-level courses at their high school • Accelerated course work • May earn both high school and college credit 	<ul style="list-style-type: none"> • Meet college course standards • Variety of fees (tuition and textbook)
<p>Early College High School</p>	<ul style="list-style-type: none"> • Gates-funded program offering qualified 9th-12th graders accelerated learning programs • Courses at high school or college campus 	<ul style="list-style-type: none"> • Potential to earn high school diploma and Associate Degree • Costs vary

Career Exploration Through Community Experiences

It's important to begin career exploration in high school and take advantage of the many opportunities provided to students through the Career Center. Students may be interested in volunteer experiences or work-based learning opportunities. Community experiences can help students explore future career opportunities and provide a network of community resources. Community experiences in high school may include volunteering, job shadowing, part-time employment, and internships.

Volunteering

Volunteering is providing assistance to improve the quality of life for people in the community through personal, cultural, environmental, or civic involvement. Community experiences can help students apply their knowledge and skills, develop workplace skills, and gain valuable life experience. Students who volunteer will also gain a network of important community contacts willing to help them reach some of their personal and professional goals. Community experiences can also help students foster a sense of stewardship, pride, and ownership related to their accomplishments.

Many high school Career Centers organize volunteer programs for their students. These programs offer specific steps to help students begin volunteering. They may help prepare volunteer projects, offer connections, and record volunteer hours. Whatcom Volunteer Center has a great web site to help students coordinate volunteer experiences:

www.whatcomvolunteer.org

Students may also be involved in community or service activities throughout high school. This may be in the form of class or club activities such as food drives, tutoring younger students, organizing a campus clean-up day, or coordinating events that promote community goodwill.

Work-Based Learning

Work experiences may be organized through a class or pursued independently through the Career Center. Students may explore a variety of careers through:

- Job-Shadowing
- Informational Interviews
- Internships
- Mentors/Community Advisors
- Career Fairs
- Paid Work Experience
- Industry Tours
- Field Trips

Inter-district Career Exploration Programs

Juniors and seniors may apply to participate in the *Community Classroom* program for high school and/or college credit. These programs are for students who have narrowed their career focus and seek an opportunity to enhance their educational experience. Application materials are available in February and deadlines are early April. For program and application details, students and parents should talk with the counselor or visit the program web site:

www.whatcomtechprep.org

Click on "Students," then "Community Classroom." There are three specialty programs available:

Health Care Services (classroom located at St. Joseph Hospital)

Video Game Design (classroom located at Sehome High School)

Construction Careers Academy (classroom located at Meridian High School)

Community experiences can help students apply their knowledge and skills, develop workplace skills, and gain valuable life experience.



5. Explore Education & Training Options

It's important to consider ALL the education and training options as well as analyze benefits, costs, and job opportunities upon completion.

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- Four-Year College 38-39



Education/Training Options and Degrees/Certificates

Options	Description	How Long?
Work	On-the-job training may turn a job into a career. Pays minimum wage to start with; advancements based on experience and performance.	Varies depending on the workplace
Apprenticeship	Combines on-the-job training with classroom instruction. Apprentices learn marketable skills in a career path such as construction, electrician, or cosmetology.	2 to 5 years
Job Corps	Federally funded residential program where students live at a camp-type setting and learn a skill to begin work in a trade-related occupation.	Varies from several months to several years
Military	Four basic options: <ul style="list-style-type: none"> • Military service academy • ROTC • Direct enlist • Reserve unit Housing, food, training, and tuition assistance provided, plus earn a monthly income.	Varies from 2 years to 25+ years depending on the program
Technical College	Provides either a Certificate or a Degree for completion of a comprehensive program of study in professional technical education designed to prepare graduates for technician level employment. Certificate: less than 90 credits Degree – AAS: 90 or more credits in length AAS-T: transfer degree option	Certificate - generally 6 to 12 months to complete Associate in Applied Science Degree - generally 2 years/5-6 quarters to complete
Community College	Provides Certificate or Degree options: Certificate: less than 90 credits Associate Degree: 90 or more credits in length AAS (Associate in Arts & Sciences): transfer degree designed to prepare students for upper-division study at 4-year universities AS-T (Associate in Science): transfer option for science majors AS (Associate in Science): 2-year professional technical concentration to enter workforce AA (Associate in Arts): same focus as AS degree	Certificate - generally 6 to 12 months to complete Associate Degrees - generally 2 years/6 quarters minimum to complete
4-Year College/ University	Several degree categories are available: Bachelor (Baccalaureate) Degree: Requires general and specific courses. Students choose one or two subjects (majors) to study in-depth. Master Degree: Students usually have a Bachelor's Degree, some work experience, and the desire to continue studying a subject. A Master's Degree may help advance your career goals. Professional and Doctoral Degree. Requires advanced study with a specific focus. Doctoral candidates must research an original topic, write a lengthy research paper, and defend their research in front of a panel of experts.	Bachelor Degree - 4 years minimum Master Degree - 1 to 2 years beyond the Bachelor's Degree Professional & Doctoral Degree - 3 to 4 years of university beyond Bachelor's and/or Master's Degrees

WORKSource

Getting Started . . .



DISCOVER your Dream Job!

MAKE an Informed Decision

Conduct in-depth career analysis through workshops and online research tools that will help you:

- Compare career options
- Discover which fields and jobs pay well and are in high demand
- Determine the skills, training, and experience required to get those jobs
- Find out entry level positions and advancement wages
- Find local jobs and employers

DEVELOP an Action Plan

WorkSource can help you find a variety of training options including apprenticeships, colleges, on-the-job training, volunteer opportunities, and more!

Find out about programs, grants, and scholarships available through your local WorkSource office.

GET the Job

When you're ready, WorkSource has the job search resources you need to find a job. Take advantage of job fairs, local hiring events, job networking club and online tools to connect with employers. Group workshops on resume writing, interviewing and job search strategies prepare you to effectively present your skills and get started on your career.

(360) 676-1521

WorkSource Whatcom
101 Prospect Street, Bellingham

Did You Know?

WorkSource may be able to assist you with:

- High School Completion, GED, Basic Skills Upgrade
- Career exploration activities
- Paid internships to gain work experience
- On-the-job training
- Scholarships for vocational training

Call
(360) 676-3239



www.Go2Worksource.com
www.WorkforceExplorer.com
www.WorksourceNorthwest.com

WorkSource is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability. TTY (360) 738-6278

Turn A Job Into A Career

Entering the world of work immediately after high school is a preferred option for some students. You may choose to go to school to learn work skills now or you could go to work right out of school and start building your occupational skills as you go along. One thing is for sure, you'll need to keep learning for the rest of your life to stay employed and advance your salary. Be realistic about the types of jobs available to you as you enter the workforce and the competition you will face from those with more education and more work experience. Both matter.

Try to find a job in an area or industry that matches your career interests and be prepared to work from the bottom up. For example, a student interested in business management could work in fast food, with the goal of working up the management ladder.

Companies want to hire good, positive, and hardworking individuals. They are often willing to train the "right person" on technical or job-specific skills.

Employers are searching for workers who:

- Demonstrate a good work ethic (dependable, trustworthy, punctual, polite, well-groomed)
- Communicate effectively (verbally and in writing)
- Work as part of a diverse team
- Manage time, money and materials
- Use computers effectively
- Show initiative
- Demonstrate leadership skills



Student Job Hunting Tips

Network

Tell everyone you're looking for a job. Many positions are filled with friends and relatives of current employees.

Develop a strong resume and cover letter

Learn how to complete applications professionally and completely.

Identify potential employers

Dress well, bring your resume and ask if they are accepting applications.

Follow Up

Once you have applied for a position, follow up to inform the company of your continued interest.

Be prepared for an interview

Know something about the company, dress neatly, be punctual, behave in a professional manner and be confident.

Sources For Finding Jobs

High School Career Center

Often receives notices about job openings. Make a list of local employers and begin to contact them.

WorkSource

Valuable job search assistance and skill training is available at no cost. See more about WorkSource on the previous page.

Employment fairs and hiring events

Check the event calendars on www.Go2WorkSource.com and the local colleges' web sites.

Other helpful web sites:

- www.WorksourceNorthwest.com
- www.BellinghamHerald.com
- www.Monster.com

Get The Most Out Of Your First Job

Create a Foundation

- Keep a folder with employment dates, job description, work samples, and annual evaluations
- Get a good letter of reference from your supervisor

Demonstrate Stability

- Keep your job as long as possible, "job hopping" does not look good on a resume
- Grow within a position or within the company (i.e. skills or title)
- Take advantage of any training opportunities

Moving On

- Find your next job while still employed
- Do not 'burn a bridge' when you leave
- Keep in touch with any friends you made while working there

The Apprenticeship Advantage: *Earn while you learn!*

What is apprenticeship?

Apprenticeship is a program where you earn wages while you learn a skilled profession in a specific field, such as construction, health care, or culinary arts.

Apprenticeship combines classroom studies with on-the-job training supervised by a trade professional. Much like a college education, it takes several years to become fully trained in the occupation you choose.

Unlike college though, as an apprentice you'll earn while you learn.

At first, you'll make less money than skilled workers, but as you progress, you'll get regular raises. Once you've mastered the craft, you'll receive the same wages as a professional.

Why choose apprenticeship?

Apprenticeship means real skills and real careers.

X Proven success

Today's carpenters, electricians, plumbers, and sheet metal workers were yesterday's apprentices. And tomorrow's manufacturing technicians, educational assistants, and firefighters may be apprenticeship graduates as well.

You can find apprenticeship opportunities in most construction trades and in many other occupations. Apprenticeships in new occupations are being added all the time.

X Proven methods

Whatever your field of interest, you will be taught by experienced professionals. You'll take at least 144 hours of related classes each year. And, you'll have a chance to practice your new skills on the job while you are learning.

X Higher wages

Skilled trades pay more than unskilled work. That's why apprenticeships lead to higher wages. According to a survey by the WA State Workforce Education and Training Coordinating Board, apprenticeship graduates earn an average of \$53,000 per year plus benefits.

X Advancement potential

Apprenticeship graduates usually advance more rapidly than other workers, so higher-paying jobs come more quickly. Some apprentices move into supervisory positions within just a few years.



Here are just a few apprenticeship training programs:

- ◆ Bricklayer
- ◆ Carpenter
- ◆ Cement mason
- ◆ Corrections officer
- ◆ Culinary workers
- ◆ Dispensing optician
- ◆ Educational assistant (K-12)
- ◆ Electrician
- ◆ Elevator constructor mechanic
- ◆ Equipment operator
- ◆ Firefighter
- ◆ Health-care worker
- ◆ Heating & cooling technician
- ◆ Ironworker
- ◆ Insurance claims manager
- ◆ Manufacturing technician
- ◆ Meat cutter
- ◆ Painter and decorator
- ◆ Plumber
- ◆ Power-line worker
- ◆ And many more!

✗ **Equal opportunity**
Apprenticeship programs must provide equal opportunity to all who are interested. Most are eager for qualified women and minority applicants.

✗ **Valuable skills credential**
When you complete your apprenticeship, you'll receive a graduation certificate valid anywhere in the U.S. that demonstrates you have the knowledge and skills needed for successful performance as a professional in that occupation.

Why not get started now?

Think about an occupation that makes the most of your special talents, and find out if there's an apprenticeship program in that occupation. Many programs require you to be at least 18 years old.

You'll need a high-school diploma or GED and basic reading and writing skills. Some programs require specific math training.

Contact a Department of Labor and Industries (L&I) apprenticeship consultant for assistance. They can give you tips to make the search easier and direct you toward an apprenticeship program that you might want to explore further.

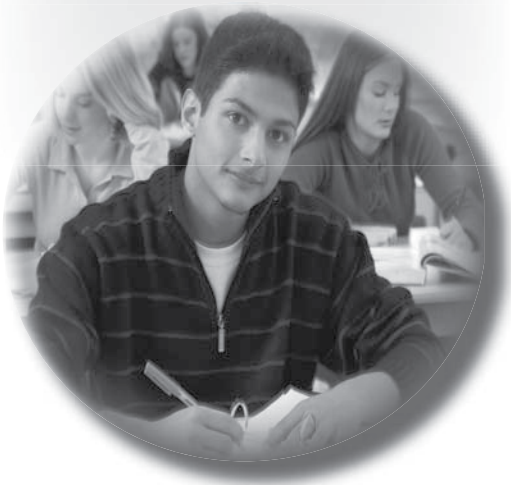
Remember: Apprenticeship is a commitment that prepares you for a lifetime career. It's your career – your choice – your future!

Contact a local apprenticeship consultant

- ◆ Northwest Washington 206-835-1028
- ◆ King County 206-835-1027
- ◆ Pierce County/Central Peninsula 253-596-3930
- ◆ Southwest Washington 360-902-6781 (northern) or 360-575-6927 (southern)
- ◆ Central Washington 509-735-0119
- ◆ Eastern Washington 509-324-2590

Department of Labor and Industries
Apprenticeship Program
P. O. Box 44530
Olympia, WA 98504-4530

Call 360-902-5320 or
e-mail Apprentice@LNI.wa.gov,
or visit us online at Apprenticeship.LNI.wa.gov.



Job Corps

Job Corps is a unique combination of education, training and support services. It is intended to better prepare youth to obtain and hold gainful employment and pursue further education or training.

www.jobcorps.org--FREE!!

Job Corps is a unique combination of education, training, and support services. It is intended to better prepare youth to obtain and hold gainful employment and pursue further education or training. Job Corps is a residential program (students live at the training center) and is administered by the U.S. Department of Labor.



Eligibility

- Age 16-24
- Meet income guidelines
- U.S. citizen or legal resident
- Comply with Job Corps' Zero Tolerance Policy
- Motivated and committed

Benefits

- All Job Corps Centers are residential programs and have classrooms, dormitories, cafeterias, recreational facilities, and offices.

- Offers High School Diploma or GED
- Earn \$\$ while training and more \$\$ on completion of GED/high school diploma and program completion.
- Northwest Washington Job Corps site offers:
 - Business Technologies
 - Construction and Facilities programs including carpentry and electrician
 - Health Care Occupations including medical and dental assistant
 - Culinary Arts
- Eleven Job Corps campuses in Oregon, Washington, and Idaho offer many additional programs such as automotive, heavy construction, and forestry management. There are four Job Corps sites in WA State - Sedro Woolley is the closest campus.

Contact: Maryn Gunning, Admissions Counselor, 360-738-9592 (gunning.maryn@jobcorps.org) or your high school counselor/Career Center.

Travel and Service Programs

Positions range from month-long volunteering to year-long paid internships and are a wonderful opportunity for students who want hands-on work outside.

Student Conservation Association

Dedicated to building the next generation of conservation leaders and to inspiring lifelong stewardship of our environment and communities, young people are engaging in hands-on service to the land. Positions range from month-long volunteering to year-long paid internships and is a wonderful opportunity for students who want hands-on work outside.

www.thesca.org



AmeriCorps

AmeriCorps is a national service program in which individuals work for 1 to 2 years helping communities with their education, public safety, or environmental needs. In exchange, they receive a monthly stipend and money for education. For information, call the AmeriCorps hotline at 1-800-94ACORP or visit their web page www.americorps.org

World Travel Programs

Comprehensive listing of world travel programs, both study and volunteer, at www.worldwide.edu

International Volunteer Opportunities

www.volunteerinternational.org

Military Services

Benefits

- Educational opportunities to include up to 100% tuition assistance for college
- Free technical training in over 200 different occupations
- Housing and meals (or allowance if married)
- Medical and dental care at no charge; retirement benefits option
- 30 days/year of paid vacation
- G.I. Bill - tuition for any school
- Signing bonuses for some careers

General Qualifications

- High school graduate
- Good moral character
- Physically qualified
- Qualify on the Armed Services Vocational Aptitude Battery (ASVAB)



There Are Four Options For Military Service

1. ROTC Scholarships - Apply for and receive a scholarship for two, three, or four years of college. Following college graduation, students are obligated to active duty. The **deadline is Dec. 1st** of the senior year. This requires planning to begin in the junior year. Call 1-800-USA-ROTC or check with the high school counselor or career specialist.

2. Service Academy - Apply for an appointment to a service academy. Members of Congress and the academies themselves appoint students. Each cadet receives his/her education at government expense prior to receiving a commission as an officer in a branch of the service. *The application should begin in the spring of the junior year* and is an intensive process.

Army (West Point) www.usma.edu

Coast Guard Academy www.cga.edu

Air Force Academy www.usafa.edu

Naval Academy www.usna.edu

3. Enlist After High School - Students must be physically qualified, be of good moral character, and qualify on the ASVAB. Enlistees are not usually a commissioned officer.

4. Reserve Unit - Join a National Guard or Reserve Unit. After basic training, students meet monthly to continue training.

Interested In Learning More About The Military?

www.todaysmilitary.com

Air Force	734-3910
Air National Guard	1-800-864-6264
Coast Guard	734-1692
Marines	676-8360
Army	734-7130
Army National Guard	738-6166
Navy	733-0320



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- Computer Technology
- Construction and Engineering
- Culinary Arts
- Fisheries
- Healthcare and Human Services
- Manufacturing and Industrial Technology
- Transportation and Mechanical Technology

Technical College

What's Offered At The Technical College?

- **Certificate Programs:** Typically 1 year in length. BTC offers 57 certificate programs including: Surgery Technology, Mechanical Engineering – Drafting, Accounting Assistant, Pastry Certificate, Dental Assisting, Automotive Refinishing, Veterinary Assistant, and many more viewable at: www.btc.ctc.edu
- **Associate in Applied Science (AAS) Degrees:** Typically 2 years in length. BTC offers 34 degree programs including: Electrician, Fisheries Technology, Instrumentation and Control Technology, Radiological Technology, Process Technology, Survey-Mapping, Registered Nursing/LPN-RN, Welding, and many more at: www.btc.ctc.edu
- **Associate in Applied Science Transfer (AAS-T) Degrees:** This option is designed to assist students in transferring their professional-technical degree to a 4-year college or university. BTC AAS-T Degrees contain technical courses needed for job preparation as well as transferable, general education courses. Select transfer institutions provide transfer options for students interested in earning a Bachelor of Science (BS), Bachelor of Applied Science (BAS), or Bachelor of Science Nursing (BSN) degree.

What Are The Benefits?

- Use state-of-the-art equipment to work on practical, real-world problems directly related to your chosen career path.
- Programs designed with extensive input from business and industry leaders, many of whom hire graduates.
- Training emphasizes hands-on learning and experiential education.
- Generally 85% or higher are employed in their chosen field following graduation.
- Receive training for high-wage, high-demand careers!

How Do I Apply?

General admission processes to technical colleges vary. Because many of the programs have waiting lists, it's essential to begin the application process early. Admission to Bellingham Technical College requires 3 easy steps:

1. Schedule an appointment for BTC's assessment test with Admissions & Advising by calling 360-752-8345 or check with your high school career center for upcoming testing on your campus.
2. Complete an Admissions Application and submit with the application fee to the Registration Department. Some programs have additional requirements or prerequisites which must be completed prior to your acceptance (check the catalog for program details).
3. When space becomes available, you will be notified and invited to register for your program courses. You will need to confirm your interest and register within your registration appointment time frame.

Running Start Students:

- Schedule an appointment with the Running Start Coordinator in the Career Center of your high school to discuss options and receive a Running Start Referral form.
- Make an appointment with the BTC Running Start advisor, 360-752-8459, for college guidance and to finalize your schedule.

Public Technical Colleges

Bellingham Technical College

3028 Lindbergh Avenue, Bellingham, WA 98225

Admissions: 360-752-8345

e-mail: admissions@btc.ctc.edu

web site: www.btc.ctc.edu

For more information on other public technical colleges in Washington State visit:

www.sbctc.edu/general/c_index.aspx

Private Technical Colleges

If you are interested in art, cosmetology, video game design, or film production, for example, you can get information in your high school Career Center about availability of specific programs. It is wise to compare programs, wait lists, and costs of private and public technical colleges.

85% or more are employed in their chosen field following graduation.

Enter the workforce faster with higher-level skills!

Discover

Whatcom

COMMUNITY COLLEGE



Whether you set your sights on a Transfer Degree, look for career success through our Professional and Technical Programs, or enhance your personal and professional development...

It All Starts Here.

Community College

What's Offered At The Community College?

Degree/Certificate	Professional Technical Programs		University Transfer Associate Degree
	Certificate	Associate Degree	
Credits Required	19-60 credits	90 credits	90 credits
Length of Time	No longer than 1 year	Usually 2 years	Usually 2 years
Job Preparation	Entry-level into specific careers	Prepares for professional careers in an applied area such as physical therapy assistant or graphic design	Does not offer specific job preparation
College Preparation	The entire certificate will not transfer as a whole, but specific classes may*	The entire certificate will not transfer as a whole, but specific classes will*	Allows transfer to a 4-yr university with junior (third year) status**

* Students should meet with an advisor EARLY to set out an educational plan.

** This requires meeting with an advisor EARLY at the community college to make sure the correct courses are being taken for the university and program to which your student wishes to transfer.

Although the student can apply at any time throughout the year, it is important to apply as early as possible.

What Are The Benefits?

- Options for both professional/technical and transfer education
- Smaller class sizes & strong support services
- Outstanding instructors & active student life
- Less expensive & excellent facilities
- Transition to college life is often easier

Are Sports Available At The Community College?

Many community colleges belong to the Northwest Athletic Association of Community Colleges (NWAACC). There are 15 intercollegiate sports available statewide. Whatcom Community College offers several - volleyball, basketball, soccer. Skagit Valley offers volleyball, basketball, baseball, and more.

Does My Student Need To Take The SAT/ACT If She Plans To Transfer To A 4-Year College?

Maybe. Students without a University Transfer Degree will need test scores. Students who have earned a direct Transfer Associate Degree will not need test scores, but are encouraged to submit them. The University of Washington requires test scores for all students.

How Does My Child Apply?

Community Colleges are open-door institutions and welcome any person who is at least 18 years of age, or has graduated from high school, or holds a GED certificate. Although you can apply at any time throughout the year, it is *important to apply as early as possible*. If you meet the published priority deadline, you will be assigned a registration appointment based on the date they receive your application.

Assessments in math, reading, and English are scheduled throughout the quarter and are required for students who have not completed college-level math and English composition courses. Designed to identify your student's present skill levels, this information is important for academic success and will help your student's college advisor select appropriate classes. A fee may be charged for testing services.

- Whatcom Community College, 237 W. Kellogg Rd, Bellingham, WA 98226 Call at 360-676-2170 or visit at www.whatcom.ctc.edu

- Over 25 community colleges are offered in communities throughout Washington State. Visit this web site for details about programs offered: <http://www.checkoutacollege.com>

- Use the hard copy application available in the Career Center or apply online to ALL Washington technical & community colleges at <http://admissions.ctc.edu/applicant>

*For 11 years in a row, Western has ranked #1 among top public master's granting universities in the Pacific Northwest and #2 in the West, according to **U.S. News & World Report**.*

Why Western?

Ideal Size

With 13,500 students, Western is large enough to offer tremendous choice in academic programs, people to meet, and things to do, yet small enough that you won't get lost in the crowd. As a local student, you'll see some familiar faces, but you'll also meet new friends through graduation.

Inspiring Faculty

You will have access to experienced teachers and known scholars beginning your first day of classes. Our faculty advise and mentor students; they involve students in their research; they help students achieve their dreams. In short, they care about students, and it shows.

Cutting-Edge Academics

Our undergraduates are conducting research and contributing at the forefront of their fields. From designing alternatively-fueled vehicles to helping shape statewide education reform, our students are taking advantage of experiences often reserved for graduate students at larger institutions.

Global Awareness

Attending college close to home doesn't mean you can't explore the world. In fact, hundreds of our students spend time studying abroad or at other colleges across the U.S. each year. Experiencing life and education elsewhere adds richness and depth to your Western education.

A New Community

By immersing yourself in campus life, you'll find that your experience of Bellingham and Whatcom County is a world apart from your experience as a high school student. You will see your home through fresh eyes as you explore it with new friends.

To learn more about Western Washington University, visit admissions.wvu.edu or call (360) 650-3861.



Encouraged by her faculty advisor, WWU senior Erin Smart received academic credit for her research on disappearing glaciers in La Grave, France.

Tips for Strengthening Your Application

Take coursework beyond minimum requirements.

We like to see students challenge themselves academically through their senior year. While advanced classes such as AP, honors, and Running Start are great options, taking a full schedule of "regular" classes beyond minimum requirements is also impressive.

Continue in a tough academic discipline – particularly math. Math is an area where many students struggle, but it's good to stick with it—the better preparation you have in high school, the less stressful math will be in college.

Make a positive difference in the lives of others, whether in your community, family, or school.

Devote your time and energy to activities you are passionate about rather than lengthening your resume with occasional or one-time participation in activities that don't make much of an impression on you.

Express your pride and appreciation for cultural diversity. Enthusiasm and experience working in culturally diverse environments will be key to your success here in college and beyond.

Take a risk. Stand up for your beliefs; accept new challenges; push yourself.

Make contact directly with the Admissions Office rather than letting your parents do all the work! Personal initiative and responsibility are valuable qualities in an applicant.

Four-Year College/University

Benefits Of Attending A 4-Year College/University

In addition to preparation for careers, colleges offer:

- Emphasis on breadth and depth of learning with more liberal arts options
- Exposure to a research environment

Is a 4-Year College Desirable?

- What are the priorities for attending a 4-year college?
- What is the desired education/career goal - the end result?
- What will a "successful college experience" mean for your student?

Talk It Over When Deciding ~

1. What careers and majors are being considered? Does the college offer these programs?
2. Location-urban, suburban, rural
3. Size-small campus or a large research university
4. Distance from home
5. Cost (public or private) - how will cost influence choices
6. Availability of athletic and/or special programs
7. Housing availability and food services
8. Support for academics
9. Technology
10. Religious affiliation
11. Student life-is it a comfortable fit?

What Are 4-Year Colleges Looking For In Candidates For Admission?

Generally, colleges review a candidates':

- Transcript/GPA - the level of rigor of high school courses taken
- Test scores (SAT/ACT)
- Class rank
- Extra-curricular and community involvement
- Essays or Personal Statements
- Recommendations

How To Apply?

For application details, please see pages 46 & 47.

Where Are They Located?

In addition to Western Washington University in Bellingham, there are thousands of colleges throughout the United States. Again, see Section 6 - Planning for College for assistance in searching for a college that fits your student.

Western Washington University

516 High Street,
Bellingham, WA 98225
360-650-3000 (Admissions)
www.wwu.edu

In addition to preparation for careers, colleges offer:

Emphasis on breadth and depth of learning with more liberal arts options.

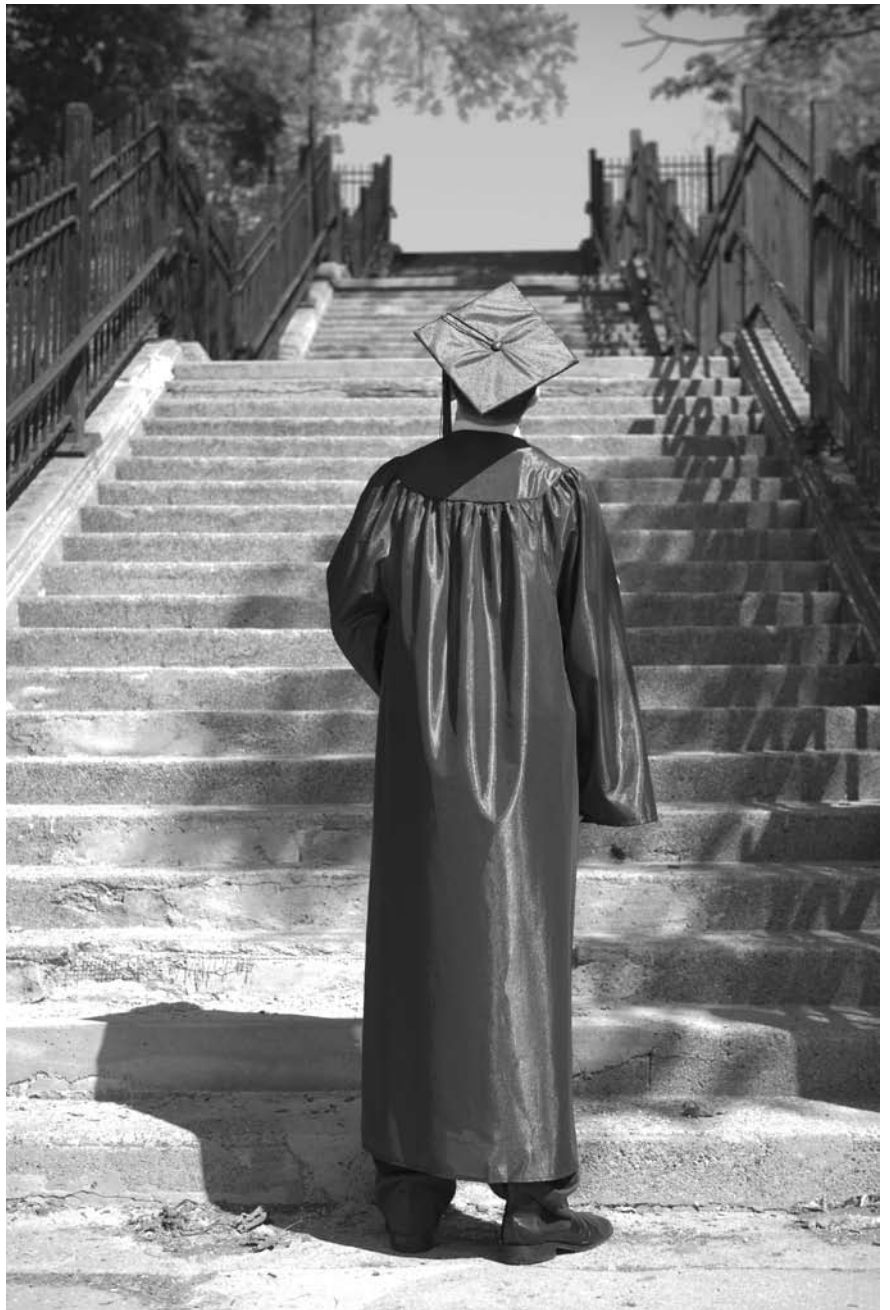
Exposure to a research environment.



6. Planning for College & Beyond

Remember that the goal is success *after* high school and college, not just getting *to* college. Because people leave college due to a lack of career interest and lack of academic preparation, it is important to consider planning for college very carefully. Allow and encourage your student to take responsibility for each step, but provide a balance of parental support as necessary.

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Explore - What Do Colleges Require?

Community & Technical Colleges - With an open-door policy, these colleges welcome students who are 18 years of age, *or* have graduated from high school, *or* earned a GED (general education degree - earned by assessment). In addition to general admission procedures, there are special admission procedures for high school students who wish to participate in the Running Start program, or students under 18 who have not graduated from high school, or students interested in developing their basic academic skills or obtaining a high school diploma or GED certificate. **NOTE:** General admission to a community or technical college does not guarantee admission to a program of your child's choice. Many programs have advanced English, math, and science prerequisites.

Four-year Colleges/Universities

1. Minimum High School Core Course Requirements - The Higher Education Coordinating Board established minimum requirements for entrance into the Public Baccalaureate Institutions in the State of Washington (Central Washington University, Eastern Washington University, The Evergreen College, Washington State University, Western Washington University, and University of Washington). Beginning in 2008, students will be required to earn a specific number of credits in each of six subject areas, now called College Academic Distribution Requirements (CADRs). High School 9th grade students applying for admission to a Washington State public baccalaureate institution in 2012 must earn 3 credits of CADR courses each year of high school, including the 12th grade year.

Subject Areas (CADR)	Years	Description
English	4 years	Three years must be in college preparatory composition and literature
Math	3 years	Algebra, geometry, and advanced mathematics
Social Sciences	3 years	History or Social Sciences (e.g., Anthropology, Economics, Psychology, Government)
Science	2 years	This includes one year of laboratory science (the equivalent of biology, chemistry, physics, or principles of technology). NOTE: <i>Students applying for college freshman admission, beginning fall 2010, will need to complete two years of laboratory science, including one year of algebra-based biology, chemistry or physics.</i>
Foreign Language	2 years	Two years of the same foreign language, Native American language, or American Sign language
Fine, Visual, Performing Arts, or Academic Electives	1 year	One year of fine, visual or performing arts, or electives from any of the other required subjects

CADR guidelines for parents and students can be found at www.hecb.wa.gov/research/issues/admissions.asp Because entrance requirements differ between private and public colleges both in and out of state, check with the specific college.

2. Admissions Index (AI) - In addition to the high school core academic requirements, minimum eligibility standards for admission to some public universities in the state of Washington will be determined by using the student's high school grade point average (GPA) and standardized test score (SAT or ACT). No matter your student's AI, it is imperative to prepare a quality application. The Admissions Index is revised periodically. For a link to the current AI, visit www.hecb.wa.gov/research/issues/admissionsindexinfo.asp Contact your Career/Counseling Center for further information.

3. Important Additional Factors - Colleges will consider everything, including your student's grades, test scores, personal background, special talents, involvement in activities, and more. For instance, is your child...

- Taking more academic classes than required?
- Showing an improvement in grades or test scores over time?
- Taking challenging courses during the senior year?
- Participating in school or community activities?
- Taking (or planning on taking) honors or AP courses?
- Overcoming a disability or other hardship?
- Showing a special athletic or artistic talent?
- Taking an active leadership role?

Search - Finding A College That Fits

1. Focus

Focus on your student's identified interests, abilities, career pathways, and possible job opportunities. Now is the time to apply the decision-making model located on page 5.

2. Gather Information *No decisions yet!* You'll need to consider the following:

- Programs and Majors
- Student Life and Housing Programs
- Costs and Financial Aid Programs
- Access to Student Services (support for students with disabilities, counseling, etc.)
- Location (distance from home, urban, suburban)
- Career Possibilities (job placement services)
- Special Interest Programs (athletics, music, etc.)

Use These Resources To Begin Your Search

High School Career and Counseling Centers

Print Resources:

- College View Books
- College Catalogs
- Book of Majors
- College Handbook

Computer Resources:

Each high school offers a specific web-based college-planning program. These programs are FREE and are available 24-hrs/day via the Internet. Check with your school to determine your program and access codes.

Web Sites:

- www.princetonreview.com
- www.collegeboard.com
- www.collegequest.com
- www.nacacnet.org
- www.washingtoncouncil.org

College Fairs

One-stop-shop type events where several colleges gather in one place to showcase their programs. These college fairs include community and technical colleges as well as 4-year colleges and are offered locally and in Seattle. Watch for the fall "Life After High School" night at Whatcom Community College (generally mid to late October). Check web sites or Career Centers for dates and times.

College Reps Visit High Schools

During the school year Admission Representatives visit high schools to meet with prospective students.

Benefits of attending a College Rep Visit include:

- In a smaller setting, learn more about the college/university.
- Introduction to Admissions Representative – they may be reading your application later!
- Chance to ask your questions about a college/university's specific programs, policies, housing, athletics, safety, and more.

College Rep visits for students usually occur in the Career Center and involve specific sign-up procedures. Any student is welcome to attend. Students should be prepared to ask good questions, be respectful, and represent themselves well during this time.

A schedule of College Rep visits is developed in early Fall. Check with your Career Center for specific dates.

Regional College Rep Visits

Highly competitive colleges schedule presentations in centrally located geographical regions rather than visit each individual high school. See Career Center or Counseling Center for specifics.

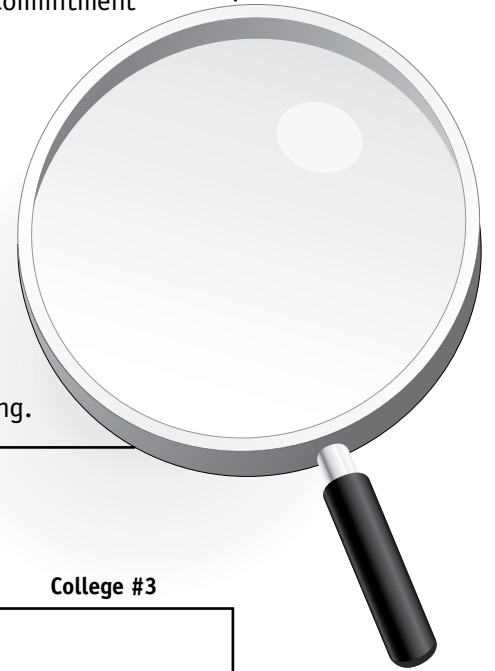
Campus Visit

College visits may be organized by the college in a structured format (pre-established dates with official tours, etc.) or arranged individually.

Bellingham Technical College offers high school tour programs twice a year. Individual program visits can also be scheduled. Contact the high school Career Center for details.

What To Research On A Visit

- Meet with an admission officer or program manager and discuss:
 - Admissions requirements - do you qualify?
 - Your chances for success
- Academics and Program Offerings:
 - Meet with instructors in the academic areas of interest to you - tour their facilities
 - Attend a class to get an idea of typical size, teaching style, and academic style
 - Ask about the placement record for graduates in the field you might study
 - Talk to students about general academic environment and the study commitment necessary for success
 - Total Costs and Financial Aid/Scholarships
 - Tour the campus (be sure to check out dorms, dining hall, library, recreational facilities, etc.)
- Student Life and Housing:
 - Student activities (clubs, organizations, intramurals, etc.)
 - Campus residence life - dorms, apartments, fraternities/sororities
 - Availability of Internet access, computer hook-ups, etc.
- Talk with others - students, alumni, and parents offer valuable networking.



3. Evaluate Information Compare and contrast the following:

Factors	College #1	College #2	College #3
Academic and Program Offerings			
Admissions Criteria			
Costs <ul style="list-style-type: none"> • Benefits vs. Costs • Scholarships • Financial Aid 			
Location and Size			
Housing and Student Life			
Access to Student Services			

4. Narrow Choices

Limit college applications to no more than six colleges to minimize cost and stress.

Plan - What Needs To Be Considered Next?

It's important to keep your options open.

Register EARLY for these tests as the test sites fill quickly.

Late registration is expensive and stressful!

Admissions Tests

While searching colleges, your student MUST remember to take the necessary admissions tests to keep options open. For complete information about tests, see Section 4.

The SAT/ACT tests are only required for admissions to 4-year colleges. However, because student post-high educational plans do change, it's recommended to take these tests during high school while knowledge is still fresh. It's important to keep options open. Register EARLY for these tests as the test sites fill quickly. Late registration is expensive and stressful! For test dates and how to register see page 23.

Placement Tests

Each college (community, technical and 4-year) requires placement tests to determine placement into math and English courses. Specific majors may require additional tests.

Students With Disabilities

Students with disabilities who are planning to continue their education need to stay well-informed in order to avoid delay or confusion. Even though school districts and post-secondary schools must comply with similar laws related to disabilities, the responsibilities of post-secondary schools are significantly different than those of school districts. Many of these laws also apply to the workplace.

Post-secondary schools are required to provide appropriate academic adjustments as necessary. Adjustments may include priority registration, auxiliary aids and note takers, advisors to help establish an appropriate course load, sign language interpreters, or extended time for testing. While students do not have to inform the post-secondary school about a disability, if academic adjustments are to be provided, a disability needs to be documented.

Self-Advocacy in College is Critical

Students in college must ASK for services and take responsibility for the process. Unlike high school where the responsibility lies with the district to identify needs, students must seek out and negotiate services. Self-advocacy requires knowledge and problem-solving when needed.

Students must locate the procedures and the appropriate staff, usually the Office of Disability Support. The Americans with Disabilities Act (ADA) prohibits discrimination & ensures equal opportunity in areas such as public accommodations, transportation, employment, government services and TDD/telephone relay stations. 800-514-0301 TTY: 800-514-0383

Documentation Requirements and Timeline

An updated evaluation is often necessary at personal expense, although a state vocational agency may help income-eligible students with this cost. Although an Individual Education Program (IEP) or a Section 504 plan, if in place, may help identify services, it is generally not sufficient documentation.

It is important for your student to meet with a high school counselor by at least his/her junior year to discuss what the most appropriate "next step" is. Planning the accommodations for college admissions tests requires early action and preparation.

Resources and Information

Customer Service Team, Office for Civil Rights, U.S. Department of Education,
Washington DC 20202-1100

Tel: 1-800-421-3481

TDD: 1-877-521-2172

www.ed.gov/ocr

Student Athletes

Opportunities to participate in athletics are available at community colleges as well as at 4-year colleges. It's essential for families to be informed of the rules and regulations for each level.

2-year college

Fifteen intercollegiate sports are available statewide through the community college system. Many community colleges belong to the Northwest Athletic Association of Community Colleges (NWAACC). Visit <http://www.nwaacc.org/> for eligibility rules and specific sports.

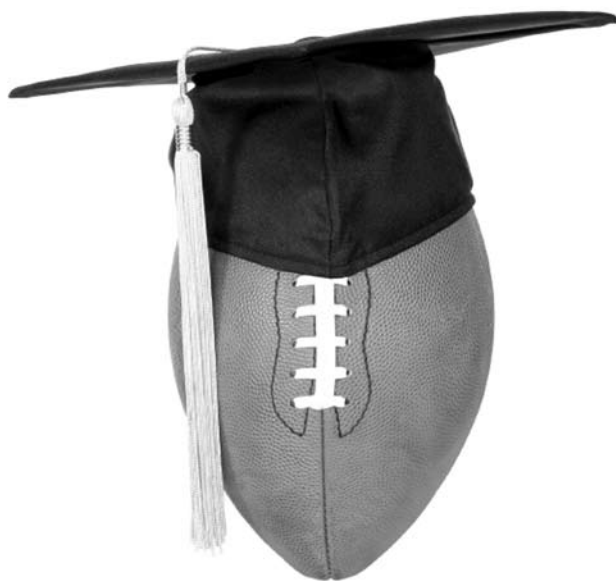
4-year college/university

The NCAA Clearinghouse serves to verify that a potential student athlete is eligible to compete at the collegiate level. These qualifications are separate from those academic requirements necessary for admission to the college/university. Students must complete the NCAA Initial Eligibility form online at www.ncaaclearinghouse.net Further information is available at www.ncaa.org

Tips for approaching athletics in college

1. Take a rigorous course load in high school. Fulfilling the academic requirements is an essential first step.
2. Take a proactive approach to college recruiting. Many high school athletes have dreams of being recruited and offered scholarships. This requires self-advocacy.
3. Realize the importance of communicating and building relationships with college coaches.
4. Contact the coach of the college directly. Get the name of the coach by visiting the web site of the college.
5. Use e-mail for correspondence. Coaches prefer e-mail. Again, get the e-mail address from the web site.
6. Prepare an ATHLETIC RESUME showcasing academic achievements as well as statistics specific to the sport (e.g., years of participation, awards/honors at league/district/state competitions, etc.). See counselor or Career Center for specifics.

Take a proactive approach to college recruiting. Many high school athletes have dreams of being recruited and offered scholarships. This requires self-advocacy.



Apply - Deadlines Are Critical!

Get The Application

Both 2-year and 4-year college applications are available at the college web site. Some applications may be available in hard copy at your high school. To apply to any community or technical college in the state visit <https://admissions.ctc.edu/applicant>

Complete The Application

Encourage your child to follow the directions provided on the college's web site to complete the application. Accuracy and neatness are imperative.

Applications for 2-year college:

- Usually one-page applications that do not require essays.
- Some programs require two applications - one to the school and an additional application for the specific program - be sure you KNOW!
- Some programs REQUIRE that pre-requisite course work be completed before application can be submitted to the program.
- Apply early as date of application determines placement in classes that fill quickly.

Applications for 4-year college/university require more extensive preparation and typically include:

Essays

Many colleges may require one or more personal essays. Begin the writing process early to allow for review by teachers/counselors. When completing the application online, create the essays in WORD to allow for edit and revision before pasting into the online space for essays. Tips for writing essays are on page 61.

Transcripts

Transcripts are official records of the courses taken, credits earned and grades received throughout high school. The Grade Point Average (GPA) is an indicator of past high school achievements and performance. All semester grades beginning in the ninth grade year will appear on the official high school transcript.

Follow your child's high school procedures to obtain official transcripts. Parents must complete Transcript Release forms to allow the high school to send transcripts.

Tests

Check the college web site to determine which tests are required and what deadlines to expect. Remember to send test scores (SAT/ACT) directly from the testing service to the admissions office of the colleges/universities. There is a process to obtain additional Score Reports if needed.

Letters of Recommendation

Most private colleges and universities require letters of recommendation to assess your student's qualifications for admission. These colleges prescribe the process and it is essential to follow their directions. Each high school has a recommended procedure and timeline to follow to obtain recommendations from school staff. See page 60 for Recommendation Request Form.

Strengthen A College Application With The Following:

- Information that helps the college understand academic choices and grades.
- Information about any “risks” taken such as going on an exchange program, standing up for beliefs, accepting new challenges, adjusting to new environments, etc.
- Information about how hardships have impacted academic success.
- Information about personal characteristics that will benefit the college community such as contributions in multiculturalism; athletic, musical, or artistic talent; or any special or unique talents.
- For additional application suggestions, read “Tips for Distinguishing Yourself in the College Application Process” (WWU - Office of Admissions), page 62.
- Students with disabilities should consider writing a cover letter to demonstrate self-advocacy skills. The letter may address the nature of the disability and adjustments that may be successful. **Suggested format for the student letter:**

1st paragraph

Introduce yourself and your goal

2nd paragraph

4-5 sentences about your challenges with learning

3rd paragraph

How you have learned to compensate for those challenges

4th paragraph

Other interests or talents that would contribute to the college environment

5th paragraph

How this particular school may meet your goals, personality needs and interests; how this college would benefit from your attendance

Submit The Application

If applying online, be sure to complete ALL sections before SUBMITTING the application. An e-mail confirmation will be sent if the application has been submitted correctly. If an e-mail confirmation is not received, contact the office of admissions at the college immediately.

Do NOT assume that they received it.

Deadlines are critical! Plan to have all application materials submitted at least ONE week ahead of the stated deadline! If mailing the application, take it to the Post Office. Do not rely on home mail pick-up.

The application fee must accompany the application. If applying online, a credit card is used. If applying using a hard copy, a check needs to be mailed with the application.

Tips To Reduce Stress

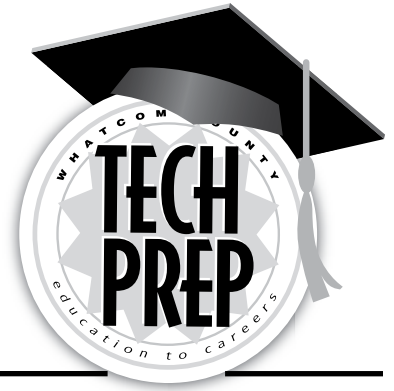
- Keep copies of everything
- Develop an organization system
- Pay attention to deadlines! Send applications early as housing requests and other priorities depend upon date of application!

Deadlines are critical!
Plan to have all application materials submitted at least ONE week ahead of the stated deadline!



High School Students Earn College Credit Now!

www.whatcomtechprep.org



Jump-start your Career and Your College Education!

The Tech Prep/Dual Credit program gives students an opportunity to earn college credits in approved high school Career and Technical Education (CTE) classes.

- Start your college career while you're still in high school
- Save money on tuition, books, and lab fees
- Gain valuable occupational skills and related work experience
- Begin training for high paying careers
- Link high school courses with college curriculum to eliminate duplication
- Military bound? Earn promotion & pay raise with your credits
- University bound? Check with admissions for transfer information

Go to www.whatcomtechprep.org for program information and listing of eligible classes at your high school. New programs are regularly reviewed and added. Talk with your high school counselor or career specialist for the latest College Tech Prep program opportunities.

- Register online
- Print and sign registration form
- If required by college include one-time \$25 fee
- Mail to Whatcom Tech Prep Consortium office
- Earn a "B" or better in high school Tech Prep course
- Receive college transcript

**REGISTER NOW
until June 15!**



Need More Info? Contact your high school teacher, counselor, or career specialist for program details or call the Whatcom Tech Prep office at: **360.752.8409**

Funded by the Carl D. Perkins Act



7. Finance the Future

College is a major financial investment. Accessing financial support and scholarships is a detailed process.

Reality Check!

Develop Plan A as a first choice, but always have a back-up Plan B. Life happens and things change unexpectedly. Plan B allows uninterrupted progress toward career goals.

Financial Fundamentals 50

Financial Aid 51-52

Scholarships 53

Financial Fundamentals

Don't let money worries stop college planning.

Money is available for education after high school.

High schools and colleges have information and resources available for students and parents to finance education. It's essential to take advantage of the help available. Financial Aid Nights, booklets, info sessions, and web sites are available through Career/Counseling Centers and Colleges. Decide on the colleges that fit career choices and fill out the Free Application for Federal Student Aid ideally by **February 15**.

What Are The Costs? Estimated College and University Costs Per Year in Washington

Higher Education Coordinating Board, 2008

	Two-year community and technical colleges	Four-year public research colleges and universities (UW & WSU)	Four-year private colleges and universities
Tuition & fees	\$2,700	\$6,300	\$23,900 (varies)
Living costs away from home (housing & food, books, transportation, and personal)	\$11,000	\$11,000	\$11,000
TOTAL	\$13,700	\$17,300	\$34,900

NOTE:
A completed FAFSA is required to be eligible for these funding options:

- grants
- loans
- work-study
- some scholarships

How Do We Pay These Costs?

Most likely college will be paid for with a combination of the following:

- 1. Student and Parent Contributions** (savings, monthly checks, etc.)
- 2. Grants** - Called "gift aid" because they don't have to be repaid. Grants are often based on need and come from both the state and federal government and from the college institutions.
- 3. Scholarships** - Also "gift aid." Scholarships may be based on need, special talent, academic achievement, intended major, or community service - institutional, local, and national sources.
- 4. Loans** - Must be repaid by the student and/or parent. Low interest rates, repayment usually does not begin until 6-9 months after graduation with several years to repay the loan.
- 5. Work-Study** - Students may work on campus, with a specific number of hours, usually in areas related to their program of study. Students may also work off-campus.

What To Do?

1. Attend Financial Aid Information Nights provided each year at your child's high school or local college.
2. Guaranteed Education Tuition Program (GET) - allows purchase of college tuition units today for use in the future (must be 2 years prior to intended use). For more information, visit the GET web site: www.get.wa.gov
3. Visit www.studentaid.ed.gov/students/publications/student_guide/index.html for more information.

Financial Aid

What Is Financial Aid?

Financial aid is available to qualified students enrolled in eligible programs at participating schools. This aid covers school expenses including tuition and fees, room and board, books, supplies, and transportation. Most of this aid is need-based and is provided in the form of grants (which are gifts), loans (need to be repaid), or work-study.

Who Gets Financial Aid?

The basic eligibility requirements are:

- Demonstrate financial need
- Be a U.S. Citizen (or, for most programs, an eligible noncitizen)
- Have a valid Social Security number
- Qualified to obtain a postsecondary education by having a high school diploma/GED or other approved requirements
- Fill out a Free Application for Federal Student Aid (FAFSA) Form

How and Where Do I Apply?

There is one form you need to complete: Free Application for Federal Student Aid (FAFSA). However, some selective colleges require additional forms. The FAFSA is available:

- Online at www.fafsa.ed.gov
- From your high school
- From the college financial aid office
- Public library
- Call 1-800-4-FED-AID (1-800-433-3242)

Who Completes The FAFSA?

All families are encouraged to complete the FAFSA – regardless of income. Many colleges require students to submit a FAFSA to be considered for any type of scholarship or financial help; regardless of income. Both parents and students need to complete their sections of the form. Financial Aid Information nights are offered locally. Step-by-step help is available at www.fafsa.ed.gov

Individual help is available at the Financial Aid Offices at Bellingham Technical College, Whatcom Community College, and Western Washington University. A student does NOT need to be attending these colleges to receive assistance from these offices.

When Is The FAFSA Due?

During the fall of your student's senior year, apply for your FAFSA PIN # at www.pin.ed.gov Both students and parents need to apply for a separate PIN - you'll need these PIN numbers to sign your FAFSA electronically and to access your information. The FAFSA must be filed every year of college.

Submit the FAFSA January 1 or as soon as possible for priority consideration. This requires that you **ESTIMATE** your income because you won't have received your year-end income and tax information. While you have until June 30 to submit your FAFSA, funding may be limited. Check your college's priority deadline.



IMPORTANT:

To receive any form of federal financial aid, male students must have proof they registered with the Selective Service. They must register within 30 days of their 18th birthday. Register online at www.sss.gov

What Happens Next?

- Each student will receive a **Student Aid Report (SAR)** within a few weeks of submitting their FAFSA. This SAR will also be sent automatically to the colleges you have chosen on the FAFSA. Colleges use this information to prepare the student's Financial Aid Package.
- **Expected Family Contribution (EFC)** will be included in the Student Aid Report. This is the number used to determine eligibility for federal student aid. The dollar amount is determined by the information you provided on the FAFSA. The EFC is equal to what the federal government feels the parent and student can contribute towards the cost of education for that year.
Parent Contribution + Student Contribution = Expected Family Contribution (EFC).

How is financial aid calculated? College Costs – EFC = Need

Here are some examples with an EFC of \$9000	Community/ Technical College	State University	Private Colleges
	Cost: \$8,000	Cost: \$16,000	Cost: \$26,000
	EFC: - \$9,000	EFC: - \$9,000	EFC: - \$9,000
	Need: None	Need: \$7,000	Need: \$17,000

Not every college can offer the same help in paying the excess costs, (Need), over and above the EFC. Most colleges/universities will provide a package that includes loans, grants, scholarships, and work-study.

A "**Letter of Special Circumstance**" may be submitted if the EFC dollar amount seems unreasonable. This letter does NOT go to the Federal Government (FAFSA); rather, it goes to the Financial Aid Offices of the colleges to which your student is applying.

Suggested Format For Letter Of Special Circumstances To Selected Colleges (To Director Of Financial Aid)

- | | |
|----------------------|---|
| 1st paragraph | <ul style="list-style-type: none"> • Introduce student, include student's social security number and provide all contact information • Reinforce student's rationale for attending this college • Emphasize continued search and effort to secure funding |
| 2nd paragraph | <ul style="list-style-type: none"> • Explain special financial circumstances not accounted for on FAFSA • Emphasize any extraordinary expenses or loss of income in past year • Prepare and attach a list of all monthly or annual expenses categorized into major sections (e.g., housing, transportation, medical, food, etc.) |
| 3rd paragraph | <ul style="list-style-type: none"> • Showcase how much money remains after paying bills and explain how much of this can be contributed to student's annual college costs • Thank the director and offer to discuss details by phone |

HELPFUL WEB SITES:

www.finaid.org – Source for grants, loans, and scholarships

www.studentaid.ed.gov/students/publications/student_guide/index.html

www.fafsa.ed.gov – File your FAFSA form for free at the Department of Education's official web site

www.studentaidalliance.org - Student success stories, descriptions of need-based aid programs, etc.

www.ed.gov/finaid.html – U.S. Department of Education financial aid web site

www.hecb.wa.gov/Paying/index.asp – Washington Financial Aid

FREE RESOURCES
Are Available
At Your High
School!

Scholarships

Who Provides Scholarships To Students?

Colleges	Corporations	Service Clubs	Community Groups	Associations
Businesses	Individuals	Foundations	Alumni	Civic Groups
Organizations	Employers	Labor Unions	Fraternities	Ethnic Groups
Religious Groups				

Where To Find Scholarships

Colleges: Check out the web sites of the Financial Aid Office from the colleges you are applying. Colleges often offer large dollar amounts. Talk to college representatives and admission counselors. Check specific departments in the college (e.g., music, biology, etc.). Often the application for scholarships is different from the application for admissions.

High School Career Center/Counseling Office: Scholarship information is generally posted and updated regularly and includes eligibility criteria, due dates, award amounts, etc. Students and parents are encouraged to check this information regularly.

Online samples available at:

www.fastweb.com

www.hsf.net Hispanic Scholarship Fund

www.collegeplan.org

www.wiche.edu/sep The Western Undergraduate Exchange (WUE)

What To Do

Encourage your child to search for scholarships and apply by deadlines. Scholarships generally arrive in 3 tiers:

October - December	National and State Scholarships
January - March	State and Regional Scholarships
February - June	Local Scholarships

Check for eligibility or criteria on each scholarship. Apply only if you're eligible. Samples of criteria or eligibility categories are:

- Academic and/or Athletic Achievement
- Career Interests
- Special Populations
- School, Community, or Leadership Activities
- Financial Need
- Special Skills or Talents

Apply for scholarships and be ready to articulate future plans and career goals on the scholarship applications.

How To Complete The Application

Check eligibility requirements and follow directions carefully. Fill out applications neatly and submit by deadline. Usually the following information is requested (See Section 8 - Tools & Tips):

- Application form neatly and completely filled out
- Transcripts with GPA
- Persuasive Essay explaining plans for future
- Involvement in school, community, and/or job experience
- Resume of Activities and Honors lists
- Letters of Recommendation or References

SCHOLARSHIP TIPS

- Make copies of all scholarships and save for future reference
- Submit scholarships by deadlines and postmarks
- Follow up on scholarships awarded; write a thank-you note

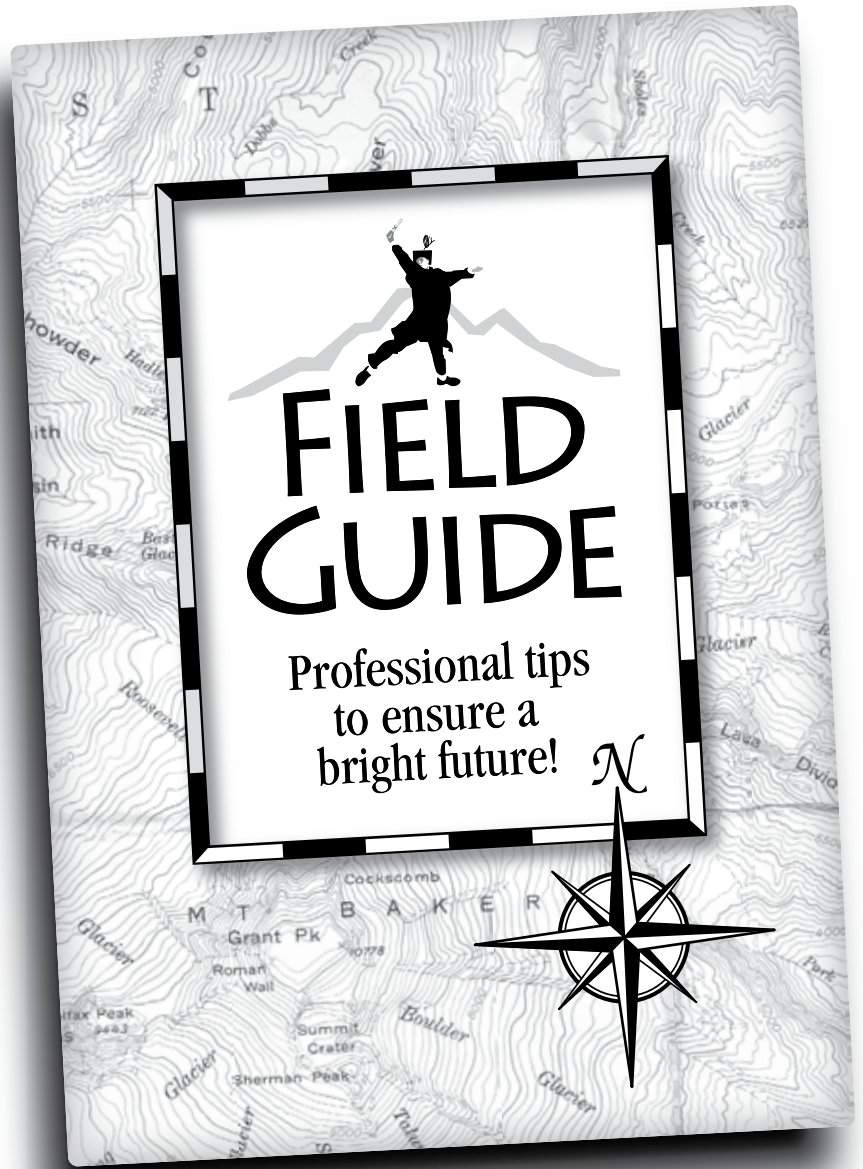
Warning Of Scholarship Scams! Each year students and their families fall prey to Scholarship Scams! A general rule: If you must pay money to get money, it is probably a SCAM! Also watch out for an application that charges a fee - even as low as \$5.00. For information about scholarship scams visit www.ftc.gov/bcp/online/edcams/scholarship/index.html



8. Tools & Tips

To get your foot in the door, use the application tools included in this section. Remember, rather than re-create these tools each time they're required, use the computer to create them once, save, and modify as needed.

Resumes	55-56
- Employment	
- Academic/Activities	
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Writing a Cover Letter	58
Letters of Recommendation	59-60
Essay Tips	61
Tips for Distinguishing Yourself.....	62
Key Terms	63-64



Sample **Academic Resume**

Check college web sites for details regarding requested format for this information

Jane Jones
2424 Perseverance Drive
Bellingham, WA 98226
360-676-6500
after_it@aol.com

ACADEMICS

AP Economics, AP US Government
Honors Biology

HONORS

Cast member of musical – Oklahoma Winter 2008
Class Representative to ASB Fall 2007
Most Improved – Varsity Soccer Fall 2007

SCHOOL-AFFILIATED ACTIVITIES

Soccer – Varsity Fall 2006 and 2007
Tennis – Junior Varsity Spring 2006
Choir Program – Concert Choir (audition-based) 2006 to present
Leadership Fall Semester 2007
Member of application-based class organized to plan assemblies and school functions

COMMUNITY ACTIVITIES

Make a Difference Day October 2007 and 2008
Volunteer at various community agencies (stream restoration and yard care for elderly)

Drug-Free Youth – member Fall 2006 to present

Church Youth Group Fall 2004 to present
Assist with community food drives and teach pre-school class

WORK EXPERIENCE

Red Robin Winter 2006 to present
Customer service, food preparation, wait tables, bus tables, set tables

Shuksan Golf Club Fall 2007
Assist at banquets

TRAVEL

Traveled throughout Western United States and Canada

SPECIAL INTERESTS, HOBBIES, TALENTS

Singing, acting, tennis, soccer, water sports, computers, drawing, dancing, music of all types, and reading

Preparing A Resume - Helpful Hints

Use the models on the previous pages as a guide to developing your own resume. If you need additional help with your resume, please contact the Career Specialist at your high school. Helpful hints for preparing a high quality resume can also be found on the Internet. A good resource is: www.careerbuilder.com

A Few Things to Remember

Heading

- Name, address and contact information should be centered at the top of the page

Education

- List all high schools attended – in reverse chronological order (most current first). Do not list elementary, middle or junior high schools
- Do not list GPA if it is low - focus on other attributes

Skills and Abilities

- Identify academic and technical skills (not name of classes taken) that would pertain to the job and make you a qualified applicant
- Identify personal skills that would make you a good employee
- Identify specific talents (art, music, drama) that would let an employer know you are well-rounded

Work and Volunteer Experiences

- List work experiences in reverse chronological order
- List past jobs that will provide a good reference
- List name of business, plus start and end date of employment
- List duties/job responsibilities (remember - complete sentence descriptions are not appropriate on a resume; highlight the key job duties)
- Distinguish between paid work and volunteer work

Awards/Recognition and Activities

- List athletics/clubs participated in throughout high school and any offices or leadership positions held within these organizations
- Due to space considerations, focus on a few of your key activities or awards

Hobbies and Interests

- This information may not be necessary if the information was already included in the Skills/Abilities section or the Activities section of the resume. Be careful not to repeat information.

References

- A reference page should be attached to the resume
- References must be from adults - but not relatives
- Three to four references are good - always get permission from the person before listing him/her as a reference

Resume Appearance

- Headings should be all caps and bold
- Do not underline as it makes resume look cluttered
- Indent information under a heading/title section by ½ inch
- Adjust all margins as needed so spacing on the page is pleasing to the eye
- All information must appear on one page and only one side of the paper

Helpful hints for preparing a high quality **resume** can also be found on the Internet.

A good resource is: www.careerbuilder.com

Cover Letter - Helpful Hints

Before an employer sees your resume or meets you in person, they begin forming an impression about you from your **cover letter**.

A *cover letter* or *letter of application* is always included when submitting a resume for employment consideration. The letter introduces you to the employer. Many employers view cover letters as a sample of the applicant's communication ability. Before an employer sees your resume or meets you in person, they begin forming an impression about you from your cover letter. Cover letters are very influential, and a well-written letter can grab an interview just on its own merit. According to hiring managers, a cover letter and resume will get a 15-second glance (or less). Your first line either grabs the reader's attention or loses it.

The cover letter should include the following key information

- What position you are applying for
- How you found out about the job
- Your key qualifications (skills and experience)
- Mention what you can do/the value you can bring to the employer

Salutation

Don't address the letter "Dear Sirs." The person reading your letter may be a woman who won't be impressed! Find out the name of the person who will be reviewing your resume by contacting the company's human resources department, or address your letter "Attention: Human Resources Department" if they won't give you a name.

Three Basic Paragraphs

1st - Opening: The first paragraph should make it clear why you are writing. Use a powerful first sentence that summarizes your top skills and experiences you can bring to the job. State the position you are applying for and where you found out about it (if possible, include the name of the person who referred you - especially if the person is known by the company). State your chief qualification (this is your #1 selling point).

2nd - Body: Provide a brief statement explaining your qualifications as they relate to the position. Highlight the parts of the enclosed resume that relate to the job opening. Emphasize your value to the employer, rather than what the employer can do for you.

3rd - Conclusion: Request an interview. Be sure to include your name, address, home or cell phone number and personal e-mail (resumes can become separated from cover letters). End by thanking the reader for her time and consideration.

Remember

- Don't send generic letters - do your research; learn something about the company, their products and achievements by checking their web site.
- Be concise and articulate
- Never more than one page in length
- Thoroughly proofread - typographical and grammatical errors create a poor first impression
- Leave a good first impression - treat your cover letter as if it were the first meeting with your potential employer. Not many employers will give you a second chance (an interview) if you leave them with a bad first impression.
- When keying the letter, use a personal-business style format

Letters of Recommendation - Overview

Who Should I Ask To Write A Letter?

- Teachers, employers, and adults in the community. Be sure to ask adults who know you well enough to write strong positive letters.
- Do not ask a relative.
- If you need letters from more than one adult, ask a variety of people who represent different aspects of your life.
- Let the person know you appreciate their time and effort on your behalf.

Can I Use The Same Letter More Than Once?

- Yes! Ask the writer to print several copies for you or make arrangements to get updated versions of the letter as needed throughout the year.
- Most adults save their letters on the computer and can update them as needed.

What Kind Of Information Does The Writer Need?

- You may wish to refresh the writer's memory with samples of class work, pictures and/or your resume.
- Use the form on the next page to provide the writer with information about you.
- Be sure to inform the writer of the specific reason for the recommendation and give him/her as much information about the association/business as possible.
- If you are applying for a scholarship, attach a copy of the scholarship criteria so the writer can clearly address the selection criteria in the letter.
- Prepare your academic resume once, SAVE it, and make copies of it as needed. (See page 56 for an example.)

How Much Time Does The Writer Need?

- Allow 14-21 days for the completion of the letter.
- Plan ahead to meet your timeline.
- DON'T assume the letter will be completed if you leave a request in a mailbox.
- Make sure you make personal contact with the writer.

Will The Writer Give Me The Letter When It Is Complete?

- Some writers give all their recommendations to the counselors, while others will give them to the student.
- It is critical to follow the directions on your application.
- If the writer is asked to mail the letter, you must provide them with a stamped envelope addressed to the college or scholarship committee.

What Do I Do After The Letter Is Written And Mailed?

Write a thank-you note! And then, if you get admitted to the college or receive a scholarship, be sure to inform the writer and thank them!

Allow 14-21 days for the writer to complete your letter of recommendation.

Letters of Recommendation Request Form

Directions to student

- Complete the information below
- It's best to reproduce this on the computer and SAVE it so you'll have it readily available for all your scholarships and applications
- Give this information to the person writing your recommendation

Student's Name _____ Date of Request _____

Postmark Deadline _____ Cumulative GPA _____ Class Rank _____

Purpose of Recommendation: _____

To whom should the letter be written? _____

Address: _____

Special Instructions for delivery of recommendation (i.e., mail directly {envelope provided}, give to counselor, give directly to student, etc.)

1. What are your college and career goals? What colleges are you considering? Possible Majors? What do you want to accomplish after you finish your education?
2. Is Financial Aid a factor? Yes _____ No _____ (provide brief explanation).
3. List advanced courses or career-related courses that you have completed, or in which you're currently enrolled:
4. Describe yourself. What are your strengths? What are your special skills? How have you developed them? Use the chart below for self-evaluation. (Rate yourself on the following characteristics – be honest and fair.)

Trait	1 – Below Average	2 – Average	3 – Above Average	4 – Real Strength
Organization				
Self-confidence				
Creativity				
Ability to write				
Oral expression				
Concern for others				
Self-discipline				
Growth potential				
Leadership				
Energy				

5. What is special or unique about your family? How have they influenced who you are?
6. Any particular life events that have made a significant impact on you? (positive or negative events.)
7. Anything else you would like addressed or want your letter-writer to know.

NOTE: Attach Your "Academic Resume" describing your awards, activities, special talents, work, and volunteer experiences for grades 9-12.

Write A Winning Essay - Tips For Students

Because scholarship donors and admission officers want to know more about their students than statistics and dry facts, essays are an extremely important part of the admission and scholarship selection process. The essay is a great opportunity to give these reviewers a picture of who you are, in your own voice. Your essay can help you stand out from other applicants. Unless you know exactly what you want to say, you will need to do some thinking, organizing and checking over.

Remember to be passionate about what you write! If you're stuck, GET HELP! The Career Center and Counseling Offices have books, handouts, and Internet sites with tips. Retain a copy for your records!

Thinking:

- List all ideas and be creative. Brainstorm without censoring, then sort through ideas and prioritize.
- Don't write your life story. Choose an interesting and/or defining moment from your life and use it to illustrate a positive quality you'd like to convey to the reader(s).
- Give the reader a clear sense of who you are. Be yourself - don't fall into the trap of telling people what you think they want to hear. Be able to say, "this sounds like me!"
- Show signs of personal growth, but don't obsess over personal problems.
- What are the positive things about yourself and your schooling up to now?
- Why and how did you achieve your goals?
- Are you answering a specific question? If so, what's the question? Be sure to stay focused on the essay prompt.
- What do they need to know about you that is not reflected in other parts of your application?
- What setbacks have you encountered and how have you overcome them or dealt with them?

- What experiences have allowed you to feel a sense of pride and accomplishment?
- Who is your audience? (e.g., if you're applying for a scholarship from a private foundation that promotes diversity, then your essay should focus on the importance of diversity in your life.)

Organizing:

Theme

- Identify one or two main points you wish to express
- Begin to develop your ideas into paragraphs, presenting one idea at a time

Continuity

- Use the same voice throughout the paper
- Be consistent with personal pronouns and verb tense

Clarity

- Use concrete language to convey your examples
- Don't get lost on tangents
- Select active verbs and avoid the passive voice

Checking It Over:

- Write, revise, and revise again - did someone else read and provide feedback?
- Does your introduction capture the reader's attention?
- Are you clear and coherent?
- Are you consistent in your verb tense?
- Does the essay present you as you wish to be seen?
- Are you concise enough to adhere to limits of length?
- Proofread your essay vigorously for grammatical and spelling errors.
- Would you remember your essay if you read 200 others?
- Does your closing paragraph present you as you wish to be remembered?

The essay is a great opportunity to give reviewers a picture of who you are, in your own voice.

Tips for Distinguishing Yourself in the College Application Process

Prepared by Western Washington University – Office of Admissions

The bottom line is that you are much more in the driver's seat when it comes to college admissions than you may believe. Everyone has distinctive characteristics and everyone has the opportunity to excel in one or more of the ways listed here. We wish you the best!

At Western, we know there is much more to you than your GPA and test scores. There is no doubt that your academic performance is highly important as we assess your readiness for college, but we also realize that there are countless factors that indicate potential. It is our hope that you will use your course selection, grades, grade trends, personal statement, personal experience, and passions inside and outside the classroom to paint a real picture of your achievement and potential.

Here are just some of the ways you can positively influence the decision on your application:

- **Take coursework beyond minimum core requirements.** We like to see students take initiative and challenge themselves academically all the way through their senior year. While advanced classes such as AP, Honors, Running Start, and IB are great options for many students, taking a full schedule of "regular" classes beyond our requirements is also impressive.
- **Continue in a tough academic discipline** – particularly math - even if your grades have started to drop. We know that math is an area where many students struggle, but hang in there - the better preparation you have in high school, the less stressful math will be in college.
- **Write a personal statement** that helps us get to know what is important to you, what excites you, what is important to understand about your transcript, and any circumstances that have helped or hurt your grades.
- **Make a positive difference** in the lives of others, whether in your community, family, or school.
- **Demonstrate sustained involvement** in activities you are passionate about rather than occasional or one-time participation in activities that don't make much of an impression on you. Tell us how those experiences affected you as a student or as a person.
- **Convey your potential contributions** to the Western community such as perspective, cultural pride, exceptional talent, leadership, "heart," etc.
- **Express your pride and appreciation for cultural diversity.** Enthusiasm and experience working in culturally diverse environments will be key to your success here at Western and beyond. We are committed to graduating students who will both treasure and contribute to the richness of the diversity around them.
- **Take a risk.** Stand up for your beliefs; accept new challenges; push yourself.
- **Follow instructions.** Proof-read your application, respond to requests for information quickly, and meet deadlines.
- **Make contact directly** with the Admissions Office rather than letting your parents do all the work! Personal initiative and responsibility are valuable qualities in an applicant.

Key Terms

Accreditation - When a college or university has been judged by an outside agency to meet established standards of quality.

ACT (American College Test) - Tests in English, math, science reasoning, and reading used in the college admissions process.

AP (Advanced Placement) - System by which college freshmen may bypass entry-level courses by proving they have taken the equivalent course in high school. Colleges may award credit if a student earns a certain score on a specifically designed exam given in May.

ASSET/Accuplacer - Group of tests required at community colleges as part of the entrance process. Tests measure reading, math and writing, and are administered by the college.

Associate Degree - Generally requires a minimum of 90 credits. There are several types:

Associate in Arts (AA) or Associate in Sciences (AS): Often referred to as the "Transfer Degree" as it allows students to complete a program of study similar to the first two years of a four-year college.

Associate in Applied Sciences (AAS) or Associate in Applied Science - Transfer (AAS-T): Awarded upon completion of a technical program. Generally not all 90 credits will transfer to a four-year college. However, agreement with public and private 4-year colleges and universities provide AAS-T students with transfer options related to specific programs of study.

Bachelor Degree (Baccalaureate) - Granted after completing a course of study normally requiring four or five years. A student may earn a BA (Bachelor of Arts) or BS (Bachelor of Science) Degree.

College Catalog - Book published by the institution describing requirements for admission, degrees, services, and course selections. Course catalogs are often online. You can request a copy be mailed to your home.

Community College - Two-year institution offering instruction adapted in content, level and schedule to meet the needs of the community in which it is located. Offerings include transfer and occupational curriculum. Community colleges offer "Open Admission." However, a placement test is required for math and reading/communication skills.

Cost of Attendance - Total amount needed for tuition, books and supplies, room and board (meals), transportation, and personal expenses.

Degree - Titles given to college graduates upon completion of the program. Two-year degree (Associates), four-year degree (Bachelor's), six-year degree (Master's), and Doctoral Degree, approximately five years beyond a Bachelor's Degree.

Direct Transfer - A type of Associate degree given in Washington State that enables students to transfer to a state university with all or most of the basic requirements completed.

Early Action - A plan allowing students to apply for admission to their first choice college early in senior year to receive a decision well in advance of the normal response date. Students are not committed to enroll, but it is NOT a good idea to apply to more than one college using this plan.

Early Decision - A plan allowing students to apply for admission to their first choice college very early in their senior year. Notification of admission is sent to outstanding students who give assurance that, if accepted, they will NOT enter another institution.

FAFSA (Free Application for Federal Student Aid) - Form used by colleges to determine financial aid eligibility.

Financial Aid Package - Amount and type of financial aid awards listed in a letter along with any conditions attached to the awards.

GED (General Education Development) - Certificate earned by passing a test when high school has not been completed. Must be 18 years of age or older.

Gift Aid - Financial aid, scholarships, and grants not requiring repayment.

Graduate Student - Student who has already earned a Bachelor's degree and is seeking advanced study in a particular area.

Honors at Entrance - Term used by colleges to recognize the high quality performance of outstanding students entering college.

Key Terms

Liberal Arts - Course of study intended to expose a student to a broad sampling of academic studies. Reasoning, writing and speaking skills are stressed.

Lower Division Student - Freshman or Sophomore in college.

Major - Subject area in which a student specializes. Classes in the Major usually comprise one-third to one-half of courses for the Bachelor's degree.

Open Admission - Policy of admitting all applicants regardless of high school grades or admission test scores.

Pooling Admissions - Used to select applicants for admissions to college. Admission decisions are made after examining all applicants at the end of a formal application period.

Pre-College/Remedial Classes - Classes taken at the college level to improve basic skills, usually in math and English. These classes, when taken at the college level, do NOT count towards degree completion, but must be paid for at the college tuition level. These skills may be obtained in high school, saving students' time and money.

Private College/Independent University - All referred to as Independent. Not supported by public tax dollars.

Profile (CSS Profile) - Form used by some private colleges to determine financial aid eligibility. It is used in addition to the FAFSA form.

Registrar - Person who maintains the academic records. Your high school and each college has a registrar's office.

Rolling Admission - Procedure used for admission to college or university. Admissions decisions are made continuously until all available spaces are filled. However, students should apply well in advance of posted deadline.

SAR (Student Aid Report) - Contains information from the FAFSA regarding financial aid status.

SAT (Scholastic Aptitude Test) - Verbal and mathematical tests used in college admissions process.

Self-Help Aid - Financial aid that includes work-study and loans needing to be repaid.

Subsidized Loans - Loans based on amount of financial need, with interest paid by the government while the student attends college. Repayment is deferred until after graduation.

Technical College - Two-year institution specializing in professional technical education in a variety of workforce-related career pathways such as: Engineering; Construction Trades; Electronics & Instrumentation; Accounting and Business; Computer Networking; Nursing and Allied Health; Culinary Arts, and many more. Technical Colleges offer a variety of certificate and two-year associate degrees.

Transcript - Chronological listing of all subjects taken and grades received. Colleges only accept transcripts that are official. To be official it must bear the high school (or college) seal and be in a sealed envelope with a seal/stamp marked "official".

Tuition - Amount of money charged by an institution for its instructional services.

Undergraduate Student - A college student who has not yet received a Bachelor's degree.

University - Institution composed of one or more Bachelor programs together with graduate and professional programs.

Unsubsidized Loans - Not based on financial need. Interest is charged from the time the loan is disbursed.

Upper Division Courses - Courses designed for the Junior and Senior years of college.

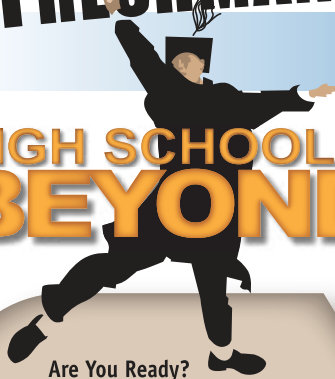
View Book - Short colorful booklets published by colleges highlighting programs, services, and activities.

Wait Listed - In addition to accepting and rejecting applicants, some colleges place students on a waiting list. As accepted students decide to attend other colleges, admission is offered to students on the waiting list. Waiting list acceptances are very inconsistent.

FRESHMAN...SOPHOMORE...JUNIOR...SENIOR!

Have FUN! Get INVOLVED!

HIGH SCHOOL & BEYOND



Work

Apprenticeship

Military

Technical or Community College

4-Year College



Are You Ready?

- A Plan for Next Year
- A Portfolio
- A Culminating Project
- A Pathway to Success

Senior Fun!

- Prom
- Honors/Awards
- Graduation

Register for Tech Prep

Update Resumes/ Write Cover Letters

Begin Financial Aid Process (January)



Request Letters of Recommendation and Begin Scholarship Search

Complete/ Submit Applications (Nov. - Jan.)

Continue Post High School Planning:

- College Reps on Campus
- "Life After High School" Session
- BTC Try a Trade Day
- Attend Pathways to Apprenticeship

GO STUDENTS!

Plan Summer Job/Volunteer Work (Winter)

Take SAT/ACT (Spring)

Research Education & Career Options

Begin Plans for Culminating Project

Prepare Academic & Employment Resumes

Plan for College Search/ Visits

SENIOR

Update High School & Beyond Plan (September)

SAT/ACT (October) Last Chance!

Take Accuplacer Test

Take PSAT (Fall)

Continue Career Exploration



Focus on Timelines for Education Goals

Select Elective Courses to Support Your Career Goals

JUNIOR

Ensure Graduation Requirements are Met

Explore Careers

- Fairs
- Seminars
- Informational Interviews
- Internships

Explore College Credit in High School Options

- Tech Prep
- Advanced Placement (AP) Courses
- Running Start

GO STUDENTS!

Pass WASL Exams

START HERE



High School Begins!

FRESHMAN

Develop Your High School & Beyond Plan

Get Involved!

- Volunteer
- Activities
- Athletics
- Leadership



Begin Portfolio!

Visit Career Center

- Explore Career Pathways
- Talk with Parents
- Interview Employers

SOPHOMORE

Stay Involved! Review Your High School & Beyond Plan

Whatcom Tech Prep
237 W. Kellogg
Bellingham, WA 98226-8003

NON PROFIT
ORGANIZATION
U.S. POSTAGE PAID
BELLINGHAM WA
PERMIT NO. 152

Community Partners In Education



ConocoPhillips

Ferndale Refinery



Rotary Club of Bellingham

