This handbook contains suggestions to help Northside ISD students prepare for life after high-school. Whether you are planning to start a full-time job, join the military, or attend college or trade school, this handbook contains information to meet your specific needs.

The more prepared you are, the greater your chances of getting a job or being accepted into the armed services branch or college of your choice.

Use this guidebook as a reference and share it with your family as you plan for your future.
MISSION, VISION, & BELIEFS

OUR MISSION

The Northside Independent School District and our community will provide innovative, high-quality, diverse learning experiences for all students in an ever-changing world.

OUR VISION

Our students will be principled, knowledgeable individuals who maximize their potential to make positive contributions to society.

OUR BELIEFS

- We believe that public education is a bridge to creating productive members of society.
- We believe that every individual is entitled to an emotionally and physically safe and respectful learning environment.
- We believe that each student deserves equal and equitable access to a quality education.
- We believe that a commitment to student success is a shared responsibility among students, parents, educators, and the community.
- We believe that students learn best when they are active participants in their own learning.
- We believe that the more connected families are in the educational process, the more successful the student will be.
- We believe that meaningful relationships among parents, educators, and the community foster student success.
- We believe that core academics, the arts, career & technology, electives, and extracurricular activities are crucial to a well-rounded education.
- We believe that schools create conditions that prepare students to be critical thinkers and problem solvers.
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Requirements</td>
<td>4</td>
</tr>
<tr>
<td>GPA and Class Rank</td>
<td>5</td>
</tr>
<tr>
<td>Opportunities for NISD Families</td>
<td>6</td>
</tr>
<tr>
<td>Testing Information</td>
<td>7</td>
</tr>
<tr>
<td>AP Exam Dates</td>
<td>8</td>
</tr>
<tr>
<td>PSAT/SAT Test Dates</td>
<td>9</td>
</tr>
<tr>
<td>ACT Test Dates</td>
<td>10</td>
</tr>
<tr>
<td>SAT vs. ACT</td>
<td>11</td>
</tr>
<tr>
<td>Applying to College</td>
<td>12</td>
</tr>
<tr>
<td>Automatic College Admission Eligibility</td>
<td>13</td>
</tr>
<tr>
<td>NCAA/College Bound Athletes</td>
<td>14</td>
</tr>
<tr>
<td>Resources for Students with Undocumented Status</td>
<td>15</td>
</tr>
<tr>
<td>Military Careers and Service Academies</td>
<td>16</td>
</tr>
<tr>
<td>Career, Trade, and Technical Training</td>
<td>18</td>
</tr>
<tr>
<td>Sample Student Resume</td>
<td>20</td>
</tr>
<tr>
<td>Junior Year and Senior Year To-Do Lists</td>
<td>21</td>
</tr>
<tr>
<td>Collegiate and Financial Aid Terminology</td>
<td>22</td>
</tr>
<tr>
<td>Helpful Website Resources</td>
<td>24</td>
</tr>
<tr>
<td>Most Frequently Requested Texas College Websites</td>
<td>25</td>
</tr>
</tbody>
</table>
Graduation Requirements for NISD Students Entering 9th Grade in the 2014-2015 Academic Year and Beyond

<table>
<thead>
<tr>
<th>Courses</th>
<th>Foundation</th>
<th>Foundation with Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>4 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>Languages other than English</td>
<td>2 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 credit</td>
<td>1 credit</td>
</tr>
<tr>
<td>Health</td>
<td>.5 credit</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Speech</td>
<td>.5 credit</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
<td>1 credit</td>
</tr>
<tr>
<td>Endorsements/Electives</td>
<td>4 credits</td>
<td>5 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22 credits</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>
GPA and CLASS RANK

Grade Point Average (GPA) and Weighted Grade Average (WGA)
Your grade point average (GPA) is the average of all semester grades awarded by the State of Texas. NISD uses a weighted GPA, or WGA, to determine class rank.

Your WGA is determined by adding a predetermined number of points per semester to selected courses prior to computing the GPA. The rank factor recognizes differences in level of difficulty between Advanced Placement, Dual Credit, Texas OnRamps, Pre-Advanced Placement, and regular and content-modified coursework.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Rank Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Placement, AP Dual</td>
<td>8 points per semester</td>
</tr>
<tr>
<td>Pre-Advanced Placement, Honors Dual, Dual Credit</td>
<td>5 points per semester</td>
</tr>
<tr>
<td>UT OnRamps 2017-2018</td>
<td>5 points per semester</td>
</tr>
<tr>
<td>UT OnRamps 2018-2019 and after</td>
<td>8 points per semester</td>
</tr>
<tr>
<td>Regular and content-modified coursework</td>
<td>0 points per semester</td>
</tr>
</tbody>
</table>

Rank in Class
The student earning the highest WGA in the class is ranked number one and other students take the following positions.
Your WGA is recorded on your Academic Achievement Record (AAR), which is also known as a transcript. Your official class rank is also recorded on your AAR at the end of the sixth and seventh semesters. Correspondence courses meet graduation requirements but are not used to compute your WGA.
OPPORTUNITIES FOR NISD FAMILIES

NISD FAFSA NIGHT
September 20, 2018, at the Northside Activity Center, 6PM-7:30 PM
This is a great opportunity for high school seniors and their parents to learn the basics about scholarship opportunities and the Free Application for Federal Student Aid (FAFSA). NISD College and Career Technicians (CCRTs) and admission staff from the University of Texas at San Antonio (UTSA) will outline the process in a FAFSA 101 Session, and participants will have an opportunity to visit with staff from Cafe College and the San Antonio Education Partnership (SAEP). Representatives from the Alamo Colleges District will be available to assist with completing your FAFSA on-site, and NISD CCRTs will answer general questions or schedule appointments with students and parents to meet one-on-one back at your high school.

NISD COLLEGE, MILITARY, and CAREER NIGHT
October 22, 2018 at the UTSA Recreation Center, 6PM-8:30 PM
Our annual NISD College Night draws approximately 140 colleges and universities from across the nation. This year we will also host representatives from employers that require certifications in trade and technical fields and representatives from military branches, including the service academies. Space permitting, this event includes three 30-minute sessions with financial aid experts to answer questions. These sessions are limited in seating.
TESTING INFORMATION

State of Texas Assessment of Academic Readiness End of Course Exams (STAAR EOCs)

www.tea.state.tx.us/student.assessment/staar

Before a Texas high school diploma will be awarded, you must meet the required passing standards for the following STAAR EOCs: English I, English II, Algebra I, Biology, and U.S. History.

Texas Success Initiative Assessment (TSI)


The TSI Assessment is a computer-based test designed to help your university or college determine if you are ready for college level coursework in reading, writing and mathematics. All students enrolling in a Texas public university or college must take the TSI unless they qualify for an exemption based upon SAT, ACT, or STARR test scores. If you think you may be exempt, contact an advisor at your college or university of interest.

Armed Services Vocational Aptitude Battery (ASVAB)

www.military.com/join-armed-forces/asvab

The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. This test is recommended for any student, and especially for students who are considering serving in the military as a career. Although the test is administered by representatives from the military, individuals who take the test are not required to enlist.

Advanced Placement Exams (AP)

https://apstudent.collegeboard.org/apcourse

AP exams demonstrate a student's ability to function at a rigorous college level in various content areas, and provide an opportunity to earn college credits. Students who earn a score of 3, 4, or 5 on an exam may receive college credit in that subject area. Check your college's policy regarding AP exam scores.
### 2018-2019 AP EXAM DATES

#### 2019 AP Exam schedule

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Morning 8 a.m.</th>
<th>Afternoon 12 noon</th>
<th>Afternoon 2 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 6-May-19</td>
<td>United States Government &amp; Politics</td>
<td>Chinese Language &amp; Culture</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>Tuesday, 7-May-19</td>
<td>Seminar</td>
<td>Japanese Language &amp; Culture</td>
<td>Physics 1: Algebra-Based</td>
</tr>
<tr>
<td></td>
<td>Spanish Language &amp; Culture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, 8-May-19</td>
<td>English Literature &amp; Composition</td>
<td>European History</td>
<td>French Language &amp; Culture</td>
</tr>
<tr>
<td>Thursday, 9-May-19</td>
<td>Chemistry</td>
<td>German Language &amp; Culture</td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>Spanish Literature &amp; Culture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, 10-May-19</td>
<td>United States History</td>
<td>Computer Science Principles</td>
<td>Physics 2: Algebra-Based</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Morning 8 a.m.</th>
<th>Afternoon: 12 noon</th>
<th>Afternoon: 2 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 13-May-19</td>
<td>Biology</td>
<td>Physics C: Mechanics</td>
<td>Physics C: Electricity &amp; Magnetism</td>
</tr>
<tr>
<td>Tuesday, 14-May-19</td>
<td>Calculus AB</td>
<td>Art History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calculus BC</td>
<td>Human Geography</td>
<td></td>
</tr>
<tr>
<td>Wednesday, 15-May-19</td>
<td>English Language &amp; Composition</td>
<td>Italian Language &amp; Culture</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>Thursday, 16-May-19</td>
<td>Comparative Government &amp; Politics</td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>World History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, 17-May-19</td>
<td>Microeconomics</td>
<td>Computer Science A</td>
<td>Latin</td>
</tr>
<tr>
<td></td>
<td>Music Theory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2018-2019 PSAT/SAT INFORMATION AND TEST DATES

PSAT
www.collegeboard.org
NISD students participate in School Day PSAT in their junior and senior years. The PSAT (preliminary SAT) exam is a shortened, simplified version of the SAT. Students have the opportunity to get a feel for the SAT by taking a practice PSAT in their sophomore year. In the junior year, students take the PSAT to qualify for the National Merit Scholarship Program. Students who earn the highest scores nationwide qualify as National Merit Semifinalist, and some become Finalists. At may colleges, these titles result in large scholarships.

SAT
www.collegeboard.org The SAT attempts to measure developed reasoning and college-readiness in the areas of critical reading, mathematics, and writing and language. The test is scored in two sections using a scale from 200-800. Scores for the essay are reported separately. Register online, and be prepared to provide a photo ID. Speak to your CCRT or school counselor if you qualify for a fee waiver.

SAT SUBJECT TESTS
www.collegeboard.org
SAT Subject Tests are a valuable way to show colleges a complete picture of your academic achievements, although they are not generally required by all colleges. SAT Subject tests may be required or recommended for certain majors or groups of students. They may also be accepted for course credit or used as an alternative to high school subject competencies. Check with your college to determine if you need to take an SAT subject test.

SAT DATES:
August 25, 2018 (register by July 25)
October 6, 2018 (register by September 6)
November 3, 2018 (register by October 3)
December 1, 2018 (register by November 1)
March 9, 2019 (register by March 9)
May 4, 2019 (register by April 4)
June 1, 2019 (register by May 1)
ACT INFORMATION AND TEST DATES

ACT
www.act.org
The ACT attempts to measure skills that are closely related to the content of courses in the high school curriculum in the areas of English, mathematics, reading, and science. The four scores are averaged together to form a composite score. Each of the four scores, as well as the composite score, can range from 1-36. Register online, and be prepared to provide a photo ID. Speak to your CCRT or school counselor if you qualify for a fee waiver.

ACT TEST DATES:
September 8, 2018 (register by August 5)
October 27, 2018 (register by September 21)
December 8, 2018 (register by November 2)
February 9, 2019 (register by January 11)
April 13, 2019 (register by March 8)
June 8, 2019 (register by May 3)
## SAT VS. ACT

<table>
<thead>
<tr>
<th>SAT</th>
<th>VS.</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reasoning test</strong></td>
<td>Type of Test</td>
<td>Content based test</td>
</tr>
<tr>
<td>Critical reading: 2, 25 min sections and 1, 20 min section; Math 2, 25- min sections and 1, 20 min section; Writing 1, 25 –min essay, 1-25 min section, and 1, 10 min section</td>
<td>TEST Format</td>
<td>English: 1, 45 min. section Math: 1, 60 min section; Reading: 1 35 min section; Science 1, 35 min section writing : 1, 30- min essay (optional)</td>
</tr>
<tr>
<td>Reading, vocabulary, grammar &amp; usage writing and math</td>
<td>Content covered</td>
<td>Grammar &amp; usage math, reading, science reasoning, and writing (optional)</td>
</tr>
<tr>
<td>Tricky questions can be phrased in ways that make them difficult to decipher</td>
<td>Test Style</td>
<td>Straightforward, questions may be long but are usually less difficult to decipher</td>
</tr>
<tr>
<td>Math, Critical Reading, and writing scores will each range between a 200- 800; total SAT score ranges between 600-2400</td>
<td>Scoring</td>
<td>English, Math, Reading and Science scores will each range between 1-36. Composite ACT score is the average of your scores on the four sections; ranges between 1-36</td>
</tr>
<tr>
<td>You do not lose points for incorrect answers</td>
<td>Penalty for wrong answers</td>
<td>You do not lose points for incorrect answers</td>
</tr>
<tr>
<td>Yes- you can choose which set(s) of SAT scores to submit to colleges</td>
<td>Score Choice?</td>
<td>Yes- you can choose which set(s) of ACT scores to submit colleges</td>
</tr>
<tr>
<td>Questions increase in difficulty level as you move through that question type in a section (except reading passage questions, which progress chronologically through the passage)</td>
<td>Difficulty Levels</td>
<td>Difficulty level of the question is random</td>
</tr>
<tr>
<td>Arithmetic, data analysis, algebra I and II functions geometry; Formulas are provided in the test booklet</td>
<td>Math Levels</td>
<td>Arithmetic, algebra I and II, functions, geometry, trigonometry; no formulas are provided</td>
</tr>
<tr>
<td>Popular with private schools and schools on the east and west coasts; however, every four –year college in US accepts SAT scores</td>
<td>Tends to be more popular?</td>
<td>Popular with public schools and schools in the Midwest and south; however, every four –year college in the US accepts ACT scores</td>
</tr>
<tr>
<td>Typically about weeks before the test date</td>
<td>Registration deadline?</td>
<td>Typically about five to six weeks the test date</td>
</tr>
</tbody>
</table>


Talk to your CCRT in the College & Career Center on your campus to determine if you qualify for ACT and SAT fee waivers.
OPTIONS AFTER HIGH SCHOOL

COLLEGE

There are many things to consider as you decide on a major, choose a school, and apply for admission. Use this guidebook to find answers to some of most frequently asked questions, to navigate the application process, and to apply for financial aid.

THE COLLEGE APPLICATION PROCESS

The application window for most universities opens July 1st of your high school senior year. There are four primary items you should send to your school of interest to be considered for admission. Check with your university regarding additional requirements.

1. **College entrance test scores** are sent directly from SAT/ACT to the schools you specify.
2. **Application for admission** - Online applications are the norm. The Apply Texas application (www.applytexas.org) is utilized for most Texas public schools. Computers are available in your campus College and Career Center. The Common Application (http://www.commonapp.org) is utilized for most out of state schools. Verify which application to use by talking to an admissions officer at your college or university of interest.
3. **Transcripts** are ordered online at www.nisd.net/school/transcripts. Transcripts for current students are $3.00 each. You may not hand-carry, fax or overnight an official transcript.
4. **College application fee**. If you qualify for SAT or ACT waivers, you may qualify for an application fee waiver.

Things to consider when choosing a college:

- prioritize the things that are the most important to you
- two-year versus four-year college
- courses of study offered
- degrees awarded
- entrance requirements
- location
- size of the school
- lifestyle of student body
- environment around the college
- average cost to attend
Things to consider when visiting colleges:
- write or call the admissions office to set up an appointment
- spend a weekend on campus and visit with professors
- talk with students about how they like the school and why they choose it
- visit the classes if possible
- tour the campus
- meet with the admissions counselor
- have a written list of questions to ask when you get to the campus
- check the university catalog and be familiar with your graduation plan prior to your visit
- students are allowed two campus visits in their senior year. Talk to your school’s attendance office to receive the required paperwork prior to your visits

AUTOMATIC COLLEGE ADMISSION ELIGIBILITY
Under the Automatic Admission policy (Texas Education Code 51.803), Texas students may be eligible for automatic admission to a state college or university as an undergraduate student if they meet certain criteria. To qualify for automatic admission a student must:

- earn a grade point average in the top 10%* of his /her high school graduating class (check with your institution for automatic admission rules; this varies per institution)
- graduate from a Texas public or private high school (or, if the student is a Texas resident, from a high school operated by the U.S. Department of Defense)
- successfully complete the requirements for graduation on the Foundation Plan with an Endorsement
- apply for admission to a state college or university within the first two school years after graduation from high school.

*All students must complete an application for admission and meet all application requirements before being admitted to any university.
NCAA/COLLEGE BOUND STUDENT ATHLETES

www.ncaa.org

If you want to play sports at an NCAA Division I or II school, register for a Certification Account at the NCAA Eligibility Center at eligibilitycenter.org.

Academic Requirements
To play sports at either a Division I or Division II school you must:
- graduate from high school with a minimum GPA in approved core courses
  - 2.3 for Division I
  - 2.2 for Division II
- complete 16 NCAA-approved core courses (eligibilitycenter.org/courselist)
- earn an ACT or SAT score that matches your core-course GPA (eligibilitycenter.org)

16 Core Courses
4 English courses (one per year)
4 math courses (one per year)
4 sciences courses (one per year)
4 social studies courses (one per year)

Test Scores for Student Athletes
Take the ACT or SAT as many times as you want, and NCAA will choose the best scores to create a sum score. Be sure to list the NCAA Eligibility Center (code 9999) as a score recipient when you register to test. They will not accept the score shown on your high school AAR.

For more information visit ncaa.org/playcollegesportseligibilitycenter.org
Search Frequently Asked Questions at ncaa.org/studentfaq
RESOURCES FOR STUDENTS WITH UNDOCUMENTED STATUS

**Texas Administrative Code**
Information at this link provides guidelines for residency to determine if students receive in-state tuition

**Affidavit of Residency**
Provide this notarized affidavit to the admissions and financial aid offices. Be prepared to provide one to each financial aid office
https://www.depts.ttu.edu/admissions/DownloadableForms/Senate-Bill-1528-Affidavit0.pdf

**Financial Aid and Scholarships**
The Texas Application for State Financial Aid (TASFA) application can be accessed on the College for All Texas website:
http://www.collegeforalltexans.com/index.cfm?objectid=A3119543-CBF8-C202-F1B0EEFD5F4B9805

The Mexican American Legal Defense and Education Fund (MALDEF) has an extensive nationwide scholarship compendium

TheDream.Us provides excellent scholarship opportunities. Visit the following site to find partner universities
http://www.thedream.us/about-us/partner-colleges/
http://www.thedream.us/scholarships/national-scholarship/

**Legal Services**
The Refugee and Immigration Center for Education and Legal Services (RAICES)
https://www.raicestexas.org/

St. Mary’s Law School
https://law.stmarytx.edu/academics/special-programs/center-legal-social-justice/

American Bar Association
http://www.americanbar.org/groups/public_services/immigration/projects_initiatives/fightnotariofraud.html
MILITARY CAREERS AND SERVICE ACADEMIES

MILITARY CAREERS
Recruiters from different military branches help individuals investigate careers in the military, and they visit NISD campuses frequently. Acceptance requirements, job opportunities, benefits, and obligation of service vary from one branch to the next. Recruiters, campus JROTC instructors, your CCRT, and your counselor can provide information regarding specialized military opportunities.

It is recommended that you take the **ASVAB** (Armed Services Vocational Aptitude Battery) if you are considering serving in any branch of the military. The ASVAB is a multiple aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. Taking the test is not a commitment to enlist in the armed forces. Talk to your local recruiter, your counselor, or your CCRT to register.

MILITARY SERVICE ACADEMIES
The application process for military service academies is rigorous and typically begins in the junior year. Admissions requirements are specific, and may include obtaining a nomination from a U.S. Representative or Senator and the Vice President of the United States. See your CCRT or counselor, or contact a recruiter for your academy of interest to request a pre-candidate questionnaire.

**Army**
Director of Admissions
United States Military Academy
Building 606
West Point, New York 10996
1-845-938-4041
http://www.usma.edu/

**Navy/Marines**
United States Naval Academy
117 Decatur Road
Annapolis, Maryland
21402-5018
(410)293-4361
http://www.nadn.navy.mil/

**Air Force**
Director of Admissions
HQ USAF/RRS
2304 Cadet Drive, Suite 200
USAF Academy, Colorado 80840
1-800-443-9266
http://www.usafa.af/mil/

**Coast Guard**
Director of Admissions
United States Coast Guard Academy
31 Mohegan Avenue
New London, Connecticut 06320-8103
1-800-888-8724 or 860-701-6815
http://www.cga.edu
Merchant Marines
Director of Admissions
United States Merchant Marine Academy
300 Steamboat Rd, Admissions Center
Kings POint, New York 11024-1699
1-866-546-4778 or 516 773-5391
http://www.usmma.edu

ROTC Scholarships
ROTC scholarships pay students to go to college before they serve four to six years in the military. Standards for acceptance are very high, and the process of testing and applying must begin early. To receive information about R.O.T.C opportunities call: 1-800-U.S.A.-R.O.T.C (Army) or 1-800-552-0033 (Navy or Air Force).
CAREER and TECHNICAL TRAINING

Community colleges such as Northwest Vista, San Antonio College, St. Philip's, and Palo Alto, and technical schools such as Texas State Technical College offer programs that can lead to degrees and/or certifications. Utilize your high school’s College and Career Center for resources. Your CCRT and counselor will assist you in creating a career plan.

WORKFORCE

Students who plan to enter or remain in the workforce after completing high school are encouraged to explore career opportunities while considering both the immediate future and long-range goals. Learn about careers by accessing occupational information sites and taking interest inventories at the following websites:

- Explore careers at My Next Move [https://www.mynextmove.org/](https://www.mynextmove.org/)
- Use the Occupational Outlook Handbook, Interest Inventories, My College Quickstart at [www.collegeboard.org/quick](http://www.collegeboard.org/quick)
- Choices360 (check with your counselor or Career Center for access information)

Check online career websites and Online Job Searches for employment opportunities such as:

- [www.ajb.dni.us](http://www.ajb.dni.us) America’s job bank with over 500,000 job postings
- [www.careers.org](http://www.careers.org) Career Resources Center which includes national and international job opportunities
- [www.careerbuilder.com](http://www.careerbuilder.com) Career search site provides high school students with a look at real jobs in the real world.
- [www.monster.com](http://www.monster.com) provides job and career information
- [www.indeed.com](http://www.indeed.com) career search resource
- [https://accd-nvc.optimalresume.com/](https://accd-nvc.optimalresume.com/) Northwest Vista College Career Building Tool
- Contact Workforce Solutions at (210) 582-1559. They are located at 499 Hillcrest Drive, San Antonio, Texas 78228.
Career and technical training websites:

Cox Manufacturing Company http://www.coxmanufacturing.com/apprentice.htm
Good Careers Academy (GSA) http://www.goodwillsa.org/main.php?mainNav=gca
Iron Worker http://www.ironworkers66.org/apprenticeship.html
Jon Wayne HVAC Academy http://www.jonwayneacademy.com/
Plumbers & Pipefitters http://www.local142.org
South Texas Electrical JATC http://sotxjatc.org/
St. Phillips College Career and Technical http://www.alamo.edu/spc/career-technical/

Full-Time Employment

When seeking employment

- Consider your strengths, skills, and interests
- Complete surveys and inventories provided at the following website:
  www.texasrealitycheck.com
- Contact your campus College and Career Readiness Technician (CCRT) and refer to resources in this manual to get help with building your resume
- Research job opportunities that are related to your results on the surveys/inventories that are listed above. Check with various employers to see if they provide apprenticeships or on the job training programs
- Attend job fairs
SAMPLE STUDENT RESUME

2833 W. 24TH STREET, SW • DELAND, FL 32720
PHONE 386-555-3080 • E-MAIL SUZIE.STUDENT@YAHOO.COM

SUZIE STUDENT

OBJECTIVE
• Seeking part-time retail sales clerk/cashier position

SUMMARY OF QUALIFICATIONS
• Customer-focused self-starter with proven client services skills
• Energetic achiever and communicator with strong listening skills
• Quick learner, eager to learn and follow directions
• Excellent team player who thrives in teamwork situations

EDUCATION
• High School Diploma, DeLand High School, DeLand, FL, expected May 2007

HONORS AND DISTINCTIONS
• Earned DeLand High Advisory Council’s Award for Academic Excellence, 2005-2006
• Earned Volusia County Superintendent’s Scholar Award, 2005
• Achieved Honor Roll, DeLand High, 2005-2006

WORK HISTORY
Bagger, Publix Super Markets, DeLand, FL, Summer 2006
• Prepared bagged groceries to customer specifications
• Assisted in loading groceries to customer vehicles
• Secured shopping carts and other key supplies

Babysitter, Suzie’s Babysitting Services, DeLand, FL, 2001 to present
• Maintain satisfied clientele of 10 families
• Provide quality care for children aged newborn to 12 years
• Manage all aspects of business

COMMUNITY SERVICE
• Provided 80 community-service hours at Woodland Towers retirement community, Jan. to Feb. 2006
• Donated more than 200 hours to DeLand Museum of Art, Fall 2005 and Spring, 2006
• Contributed more than 150 volunteer hours to DeLand Museum Art Summer Camp, Summer 2005

SKILLS
• Customer relations, customer service
• Computer literate in both Windows and Macintosh platforms
• Working knowledge of Spanish and Italian
COLLEGE BOARD’S JUNIOR YEAR TO-DO LIST

https://secure-media.collegeboard.org/CollegePlanning/media/pdf/BigFuture-College-Planning-Calendar-Juniors.pdf

COLLEGE BOARD’S SENIOR YEAR TO-DO LIST

https://secure-media.collegeboard.org/CollegePlanning/media/pdf/BigFuture-College-Planning-Calendar-Seniors.pdf
Advanced Placement (AP)- While in high school, credit is granted to an advanced course on the basis of evidence that the student has mastered the equivalent of a college introductory course.

Associate Degree- A planned and sequential two-year degree or certificate program offered through a community or junior college.

Bachelor Degree- A program of study that typically requires four or more years to complete and is granted by a college or university.

CEEB- College Entrance Examination Board produces test instruments for high school students. Each high school is assigned a unique number.

College Level Examination Program (CLEP)- A series of general and subject examinations for the evaluation of abilities of college applicants whose education has been achieved in such non-traditional ways as independent reading, on the job training, and/or correspondence courses.

Community Organizations- In Bexar County, most of these scholarships are handled through the Bexar County Scholarship Clearing House or the San Antonio Area Foundation.

Credit hours- A means of counting credits for courses in college. It may also denote the amount of time spent in class per week.

Early Action Admissions- The practice of some colleges admitting certain students who have not yet completed high school; based on exceptional ability.

Early Decision- The application process in which students make a commitment to a first choice institution where, if admitted, they commit to a binding agreement.

Educational Loans- Low interest, federally backed loans from banks or other lending institutions which must be repaid. No repayment is due until you leave school. Loans are available for both vocational and professional degrees/certifications. It is best to shop around for the lowest interest rate. Unsubsidized and subsidized loans have different interest rates and repayment plans. Students will apply on studentloans.gov and use their Student FSAID and password.

Full Time - Student enrolled in a minimum of 12 credit hours.
Grant- An award of money given to a college student that does not require repayment.

Honors Program- Any program offering opportunity for students with superior academic ability to enrich their educational experience through independent, advanced, or accelerated study. Each institution has its own application process for enrollment.

Institutional Department Scholarships- These are scholarships awarded by departments for specific majors and must be submitted by the deadline specified by the institution.

Major- The sequence of study in which the student chooses to specialize; a series of related courses primarily taken in the junior and senior year at the university.

Perkins Loans- Awarded by colleges to low income students at low interest rates.

Plus SLS - Given by commercial lenders to students or parents who pass a credit check. Interest rate is variable and set each June. Parents will use studentloans.gov to apply and must have a Parent FSAID and password to apply.

Scholarship- Financial award based on need, scholastic achievement, merit, special interest, competition, or some special affiliation. A college governmental agency, corporation, or private entity may also give money. A scholarship is a gift. Repayment is not necessary.

Stafford Loans- Formerly called the Guaranteed Student Loans, these are given through banks and commercial lenders to students who pass a standard of financial need. Loans may be subsidized or unsubsidized and interest rates will vary.

Student Aid Report (SAR)- The information that you receive after your FAFSA has been processed. This report includes the Expected Family Contribution (EFC) used by the college financial aid officers. Available online as well as by mail.

Wait List- An admissions decision option utilized by colleges in which the student is neither offered or denied admission. A possibility of admission in the future before the admission cycle concludes is extended to the candidate.

Work Study- The work study program consists of jobs on campus for students who qualify for financial assistance.
HELPFUL WEBSITES AND RESOURCES

ACT  www.act.org  -online registration for ACT, college/career planning, financial aid
Apply Texas  www.applytexas.org
College Net's Online Applications  www.applyweb.com
Cafecollege  http://www.cafecollege.org/home
Cafecollege, Spanish  http://www.cafecollege.org
College Application Online  www.collegeboard.org
College Apps  www.collegeapps.com
College Board  www.collegeboard.org  - online registration for SAT, AP, financial aid calculators
College View's College Search  www.collegeview.com/college/college/applications
Common Application  www.commonappd.org
Peterson's Online Applications  www.collegequest.com
Resume help  www.myperfectresume.com
Resume resource  www.mycollegecalendar.org
XAP Applications  www.xap.com
www.allcampus.com  - information about college life.
www.black-collegian.com  - information on college life and commentary by leading African-American writers
www.campustours.com  - virtual tours of college campuses
www.collegeanswer.com  - general college information
www.collegexpress.com  - Information about private colleges; college search and admission tips
www.collegeforalltexas.com  - applying for and funding higher education, including information for military children
www.greekpages.com  - information regarding sororities and fraternities
www.peterson.com  - information about pre-college programs, test preparation, financing
www.review.com  - SAT/ACT review, a database of the best undergraduate, graduate, medical, law and business schools, and links to college home pages
www.schoolcoup.com  - scholarship match and financial aid search
education, distance learning, careers and vocational /technical education, studying abroad
www.schoolsintheusa.com  - college information classified by majors
www.supercollege.com  - general college information
MOST FREQUENTLY REQUESTED TEXAS COLLEGE WEBSITES

www.baylor.edu - Baylor University
www.tcu.edu - Blinn College
www.alamo.edu - Northwest Vista, Palo Alto, St. Philip's, San Antonio Colleges
www.tlu.edu-Texas Lutheran University
www.ollusa.edu - Our Lady of the Lake University
www.stmarytx.edu - St. Mary's University
www.aggiecorps.org - Texas A&M University Corp of Cadets
www.tamu.edu - Texas A & M University
www.txstate.edu - Texas State University
www.tstc.edu Texas State Technical College (all campuses)
www.trinity.edu - Trinity University
www.utexas.edu - University of Texas at Austin
www.utsa.edu - University of Texas at San Antonio
www.uiw.edu - University of the Incarnate Word