

COLLEGE AND CAREER READINESS HANDBOOK



2017-2018

Students:

I hope this *College and Career Readiness Handbook* will serve as a guide for you and your parents as you progress through high school, prepare for graduation and assist in the selection of a college or university; community college; vocational or technical school; military group; or employer that meets your academic, career and personal/social needs.

Selection of a college and/or a career is a very personal task. Therefore, it is important in high school to continue an honest and thorough self-assessment of your personality; interests; strengths; needs and desires; abilities; and goals. This self-assessment will benefit you in your college and career search as well as throughout your life. The college and career search and application process can be rewarding for you and your parents if you plan carefully and stay organized.

College and career planning that began in your early school years will continue throughout high school. It is in the ninth grade (and in some courses in eighth grade) that your grades will count toward high-school graduation; for college admissions and scholarships; for military recruitment; and for entrance into the workforce. Remember, your transcript of your high-school grades is a permanent record. In addition, throughout high school, you will study for your classes; research colleges and careers; take career interests, and personality inventories; attend meetings with college-admissions representatives; apply for college admissions, scholarships, and financial aid; take college-entrance and/or career-placement assessments; write college essays; attend college and career fairs; visit college and university campuses; apply for jobs or meet with military recruiters.

I suggest that you maintain communication with your parents, teachers, and counselors as you accept this important responsibility of completing your high-school education before beginning the next stage in your life. I will keep you and your parents informed about college and career information and other guidance events. Never hesitate to ask for information or questions you may have throughout the year and make sure your parents have access as well.

Please feel free to contact me if you or your parents/guardians should have any questions or need further information or assistance.

Sincerely,

Mrs. Craig

OHS Guidance Counselor

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COLLEGE AND CAREER PLANNING SCHEDULE

FRESHMAN YEAR

- **GRADES COUNT.** From the **first day** you step into the **classroom** in the beginning of ninth grade throughout the rest of your high-school and college education, grades count! Every single **semester grade** you earn will go on your **high-school transcript** as a **permanent record** of your grades. It is extremely important to keep up your grades and keep your grade-point average (GPA) as high as you possibly can. Your **GPA** is one of the three **most important factors** in being awarded **college admission** and **scholarships** (and eligibility for **college athletics**). As you read and study this handbook, you will find much more information on this.
- **READ!** Reading will help increase your vocabulary, your knowledge, your grades, your test scores, and your college and career success!
- **WRITE!** Learning to write well in high school will also help to prepare you for college entrance exams; college essays; and for all the writing you will be required to do in college and in your career!
- It is important to take **challenging, rigorous courses** beginning in the ninth grade so that you will be prepared for college and career.
- This is the time to really use your standardized test results (*ACT* and *SAT* assessments) for remediation in your areas of weakness. Ask your teachers for help; attend all after school tutoring sessions or test-preparation seminars; and if necessary, ask your parents to find a tutor for you. Taking responsibility NOW for improving your skills will help you to perform better on all other standardized assessments. (You will find more information on these two college-entrance exams in this handbook.)
- It is important to develop **good study habits** by putting forth much effort in your classes and in your studies. If you need help with time-management and study skills, please ask your counselor and teachers to help you.
- It is also important in the ninth grade to really know your **interests** and your **personality** in order to **research careers**. It is important now to develop your career goal and to create a **four-year plan** that relates to your **career goal**. You will need to know the **education required for your career** and to make sure you are **taking the courses in high school that are required for admission and for your program-of-study at your chosen college**. Use the internet to continue to research careers. You can also go to some of the career search sites listed in this handbook.
- Now is also the time to **research colleges**. Look at **colleges' admission requirements; scholarship-eligibility criteria; financial aid; cost of attendance; size; location; campus life;** etc. Be informed! Know what you need to do to be admitted and to earn a scholarship from colleges. Although you will not begin making college-admissions and scholarship applications until the summer before your senior year, it is important for you to know the deadlines for admission and scholarship applications and to understand that you can **NEVER** miss these deadlines.
- Attend the **National College Fair** sponsored by the National Association for College Admission Counseling (NACAC). This Fair is always held on a **Sunday afternoon** in **September** at the **Birmingham/Jefferson Civic Center**. Go to **www.gotomyncf.com** to register. See your counselor for further information.
- Ninth grade is also a good time to start planning your **college visits**. Whenever you can, try to visit colleges so you can find the college that best suits you. More information about college visits can be

found in this handbook.

- Be sure to ask your parents/guardians to schedule a time for you and for them to **meet with your school counselor**. Your counselor will assist you with determining your strengths; weaknesses; interests; personality; and goals. Your counselor will help you use your assessment results and all other academic, career, and personal/social information to help you create your high-school four-year plan and to assist you in your post secondary planning.
- Be sure to discuss your **career ideas** with your counselor, your teachers, your parents and with recent college graduates so they can help you better prepare for your chosen career and so that you will be a better informed student.
- Visit the high-school Counseling Office where you will find books, DVDs, and other **college and career resources** that will be helpful in your college and career search.
- It is important to **get involved in your school**. If possible, join one of the many school clubs offered at your school and participate in the volunteer activities in which these clubs are involved. Your **volunteer service** is also a very important factor for college admission and for scholarship organizations. Colleges, scholarship committees and prospective employers want to see that you have a committed involvement in one or two service organizations and that you are doing your part in making your community a better place in which to live. Ask your teachers about all the clubs in which you have interest in joining.
- You can also spend time **volunteering with organizations outside of school** in a career field that you are interested in pursuing. Talk with your parents, your counselor and your teachers for more information on these organizations.
- Keep a **record** of all your volunteer activities because these will be included on your **resume** that you will be completing in the eleventh grade.
- If your goal is to attend a **four-year college**, now is the time to begin preparing for the **ACT or SAT**. One of these college-entrance exams is required for college admission and scholarships. Please look in this handbook for further information on these standardized exams and begin taking practice tests. Use the results of these practice tests to get extra help from your teachers and your parents in the areas of weakness. Be sure to sign up for any test-preparation seminars and programs offered at your school or offered through other outside programs. Ask your counselor for assistance with finding the right test preparation program for you.
- If you are a **student athlete** and want to participate in college athletics, it is **your responsibility** to know the **requirements for eligibility**. You will find information on NCAA, NAIA, and NJCAA in this handbook. Be sure you read this information carefully. **The most important thing for you to do in the ninth grade is to keep your GPA up and to score as high as possible on the ACT or SAT.**
- Finally, it is important to know that your counselor is here to assist you with any academic, career and personal/social issues. Please talk with your counselor, if you have any of these concerns!

SOPHOMORE YEAR

- **GRADES COUNT.** Continue to work on your grades and stay focused on academics. Keep your GPA where it needs to be - as high as possible.
- Your counselor will work with you on checking your transcript (record of your high school grades) to make sure you are taking the courses required for your diploma option, for graduation and for your postsecondary goals. It is your responsibility to know what these courses are as well.
- Use the results from any standardized assessments you take to improve your skills in your areas of weakness. If you take this seriously and do this, it will help you to score higher on all standardized assessments.
- It is time to start thinking about taking the *ACT* and/or *SAT* college-entrance exams. One of these is required for college admission and for scholarship consideration. Prepare for the exam by taking practice tests and attending any test-prep seminars available to you and by using your results from all other assessments for remediation. Although ACT recommends that students begin taking it in their junior year, if you are a good student who has completed geometry and biology and are currently in Algebra II/Trig, we recommend you go ahead and take the test in the tenth grade. (You will find the types of questions tested on the ACT website at www.act.org.)
- If you are interested in getting started in college and becoming a dually-enrolled student, you may want to consider enrolling in The University of Alabama's Early College Program. See your counselor for further information on its requirements.
- Continue to build your resume. Attend leadership programs/seminars/conferences whenever possible. Volunteer in your school clubs and in the community! Remember, colleges want well-rounded students who are high-achievers and leaders in their school and in their communities.
- Attend the **National College Fair** sponsored by the National Association for College Admission Counseling (NACAC). This Fair is always held on a Sunday afternoon in September at the Birmingham/Jefferson Civic Center. Go to www.gotomyncf.com to register. See your counselor for further information.
- Get prepared early and begin your scholarship search for both college merit scholarships and independent scholarships. You will find further information on these in this handbook; however, you should research scholarships as well.
- Now is the time to continue to develop your lists of possible college choices and to arrange college visits. One of the best times to visit colleges is during fall break, semester break, and spring break while college classes are still in session.
- If you are a student athlete and want to participate in college athletics, it is your responsibility to know the requirements for eligibility. You will find information on the NCAA, NAIA, and NJCAA in this handbook. Be sure you read this information carefully. The most important thing for you to do in the tenth grade is to keep your GPA up and to score as high as possible on the *ACT* or *SAT*.
- Apply for on-campus, college summer programs held during the upcoming summer months. These programs will give you an opportunity to acquire more in-depth information about the college and to enhance your academic skills.
- If you are interested in attending one of the military academies, it is time to begin looking over the application process. See your counselor for further information.
- Keep up your extracurricular and community service during the summer. Colleges and prospective employers will want to know what you have done during this "free" time.

JUNIOR YEAR

AUGUST- DECEMBER:

- JSU dual-enrollment registration and payment deadlines are in August! Do not miss deadlines, or you will have to pay late fees to JSU or be dropped from the course(s).
- At the beginning of your junior year, check your transcript carefully to make sure you have completed all the courses required for your diploma option and for graduation.
- Remember, grades are extremely important! Continue to take challenging, rigorous courses and concentrate on your academics.
- Colleges are interested in students' leadership skills. Develop your skills by joining school clubs and attending leadership seminars and conferences.
- Colleges are also interested in your community service. Be sure to volunteer regularly with at least one community organization and keep up with your hours to include on your resume.
- Begin developing your resume and college essay that will be turned in to your English teacher at the end of the year. Keep up with your awards, achievements and activities so that they can be included on your resume.
- Take the *PSAT*. This is the practice *SAT* and the qualifying test for the National Merit Scholarship Program and the National Hispanic Recognition Program. It is always given in October, so check out the date early! See your counselor for details.
- Take the *ACT* with Writing (www.actstudent.org) and/or the *SAT* (sat.collegeboard.com/sat). If you receive free or reduced lunch, you qualify for a fee waiver to take these tests! See your counselor for this. Further information on these exams can be found in this handbook under "College Entrance Exams."
- Get prepared early and begin your scholarship search for both college merit scholarships and independent scholarships. You will find further information on these in this handbook; however, you should research scholarships as well.
- Now is the time to continue to develop your lists of possible college choices and to arrange college visits. One of the best times to visit colleges is during fall, semester, and spring breaks while college classes are still in session.
- Research colleges and begin narrowing your college search. By the senior year, you should have narrowed your choices to no more than five.
- Attend the **National College Fair** sponsored by the National Association for College Admission Counseling (NACAC). This Fair is always held on a **Sunday afternoon** in **September** at the **Birmingham Civic Center**. Go to www.gotomyncf.com to register. See your counselor for further information.
- If you are a **student athlete** and want to participate in Division I or Division II sports in college, you need to start your certification process now. You must register with the **NCAA Eligibility Center** or the **NAIA Eligibility Center**, depending upon the colleges at which you plan to participate. Look for more information on these in this handbook under "Information for the College-Bound Student-Athlete." In addition, contact college coaches at your target colleges/universities and include a schedule of your athletic events. Along with a resume of your athletic accomplishments, it is important to develop a video or DVD of your athletic highlights with relevant articles of your successes. You must also have your college-entrance, standardized test scores (*ACT* and/or *SAT*) sent directly to NCAA and/or NAIA. You will find further information in this handbook. You will also find information on the NJCAA as well. Remember, it is **your responsibility to know the requirements for eligibility**.

JANUARY- JULY:

- Continue to take the **ACT and/or SAT** to improve your scores.
- Continue to collect information on college application procedures; entrance requirements; tuition and fees; room and board; course offerings; and, campus life. Compare the colleges and universities and continue to narrow your college choices.
- Apply for on-campus, college **summer programs**. These programs will give you an opportunity to acquire more in-depth information about the college and to enhance your academic skills.
- Ask your junior teachers if they will write recommendation letters for you. These letters will be needed in your senior year for college admissions and scholarship applications.
- Be sure to schedule some college visits during our Spring Break!
- If you are interested in attending one of the **military academies**, it is in **April** of your **junior year** that you will need to file **Service Academies** and **ROTC Scholarship applications!** See your counselor for further information.
- **Register** for your senior year courses. Be sure you take **challenging courses** your senior
 - year and the courses you need for admissions to your college-of-choice.
- Take **AP Exams** in May. This is your opportunity to earn college credit!
- Take the June **ACT** and/or **SAT** during the summer to increase your scores!
- Continue your extracurricular and community service during the summer. Colleges and prospective employers will want to know what you have done during this "free" time.

SENIOR YEAR

AUGUST:

- You will need to turn in all requested senior college and career forms to me this month, so that your counselor will be able to assist you with your college and career goals and to write letters of recommendation for you.
- JSU dual-enrollment registration and tuition deadlines are this month; be sure you have registered and paid your tuition before the deadlines! Avoid those late fees!
- Begin scheduling individual sessions with your counselor to discuss your postsecondary plans.
- Schedule a tour of your colleges-of-choice. Remember, you are the one who will be attending this college for four years, not your friends. Choose the college that fits you.
- Review your transcript for accuracy and make sure you are taking the courses you need for your diploma option, for graduation, and for college entrance.
- Apply for college admission and begin application for college merit scholarships.
- As you apply for colleges, make sure to request your transcript to be sent through Parchment. (www.parchment.com) All transcripts are sent electronically to colleges. This ensures that they are sent safe and quickly to your requesting schools.
- If you are an athlete and plan to play Division I or Division II sports in college, if you have not already done so, you need to register online with either the NCAA Eligibility Center at www.eligibilitycenter.org or with the NAIA Eligibility Center at www.PlayNAIA.org, depending upon the college you plan to attend. In addition,

contact college coaches at your target colleges/universities and include a schedule of your senior-year athletic events. Along with a resume of your athletic accomplishments, it is important to develop a video or DVD of your athletic highlights. You must also have your college-entrance, standardized test scores (*ACT* and/or *SAT*) sent directly to NCAA and/or NAIA. See your coach or your counselor for further information.

- Schedule college visits and try to narrow your search for a college that meets your interests, personality and needs.
- Begin writing college essays.
- Sign up to meet with our college representatives when they visit your school to gain valuable college and career information.
- Now is the time to begin asking teachers for recommendations.

SEPTEMBER:

- Attend the National College Fair, sponsored by the National Association of College Admission Counseling (NACAC), to be held at the Birmingham/Jefferson Civic Center this month. Over 150 colleges and universities will be represented at this Fair. In addition, content sessions will be held on *ACT* and *SAT* preparation; Scholarship and Financial Aid; Support Services for Students with Disabilities; Historically Black Colleges and Universities; NCAA Eligibility, among others. Go to www.gotomyncf.com to register.
- Register for the September and October *ACT* and/or the October and November *SAT*. For some colleges, these will be the last college-entrance exams you will be able to take before the December 1st scholarship deadline that many colleges set.
- Complete college-admission applications online or send in your forms at least six weeks before the college deadline.
- Attend meetings with college-admissions representatives who are scheduled at school.
- Organize your files so that you do not miss college-admissions and/or scholarship deadlines.
- Work on your college essays that are required for many scholarship applications.
- Study hard and work on your grades. Senior grades do count!
- It is your responsibility to know each college's procedure for application and the priority deadlines for scholarships and financial aid applications.
- If you have any questions, be sure to consult with your counselor about colleges to which you will apply.

OCTOBER:

- Continue to check with me concerning scholarship applications and get these turned in on time. Remember, the deadline for most colleges for scholarship applications is December 1st.
- It is time to submit your financial aid form to *FAFSA*, if you are requesting consideration for financial aid. Funds are available on a first-come, first-served basis. See further information in this handbook. Application opens October 1.
- File CSS Financial Aid PROFILE, if required (usually private colleges).
- Many colleges open housing and scholarship applications on October 1. Make sure you get these applications and fees (if applicable) ASAP.
- Work on your college essays.
- If you have not taken the *ACT* or *SAT*, and you want to attend college, you must register

- and take one of these college-entrance exams, if required by your college-of-choice.
- Continue to meet with college-admissions representatives at school.

NOVEMBER:

- Early Decision/Early Action deadlines are November 1-15. Check your applications for specific dates and be sure to send these out on time.
- Continue to apply for scholarships! Remember the December 1st scholarship deadline for many colleges! Postmark your application before December 1st, if you are mailing it. Listen for school announcements, check the high-school website and continue to search out scholarships on your own. Contact the Financial Aid offices at the colleges where you are applying and request financial aid and scholarship information from them.
- Continue to consult with me concerning your college and career plans. Take the *SAT Reasoning Test*, if your college requires it.

DECEMBER:

- December 1st is the scholarship deadline for many colleges. Do NOT miss this deadline!!!
- Continue sending out your college applications.
- Visit college campuses over the holidays, if they are in session!
- Take the *ACT* or *SAT*, if you have not already done so.

JANUARY:

- This is the time to take the *SAT* Subject Tests, if your college requires these for placement purposes.
- Place a request in Parchment (www.parchment.com) for your updated transcript with 1st semester grades be sent to all colleges you have applied to. They need your mid-year transcript!

FEBRUARY:

- Some will begin receiving college decisions this month. Be sure to share these with your counselor.
- If additional information is required for college application, make sure you inform your counselor.
- Continue visiting college campuses.
- Check for independent and private scholarships.

MARCH:

- You will continue to receive college decisions this month. It is now time to begin deciding which college you want to attend and inform the college. If you need help in the decision-making process, your counselor will be glad to assist you.
- March 1st is the priority deadline for many colleges' financial aid applications. Make sure you have completed all application procedures and have sent your "Student Aid Report" to your college of choice.

APRIL:

- The traditional reply dates from colleges to which you have applied are April 1st - April 10th.
- Remember to write a letter of acceptance to the college that you have chosen to attend and enclose deposits requested from you.
- Also, decline in writing to other colleges to which you have been accepted so that they may admit other qualified candidates.
- This is the month to take the *SAT* Subject Tests, if they are required for college placement at your college.
- Make sure you send your deposit by May 1st to the college you plan to attend.

MAY:

- Take the AP Placement tests this month, as scheduled and announced. You could receive college credit!
- May 1st is your reply deadline. Be sure to notify the colleges of your decision.
- Be sure to confirm your housing plans with your college.
- Attend Scholarships and Awards Programs- Dates to be announced.
- You **MUST** place a request for in Parchment for your FINAL transcript to be sent to the college you will be attending in the Fall.
- GRADUATION- Congratulations and Best Wishes!

COLLEGE ENTRANCE REQUIREMENTS

A few colleges base their admissions selections and/or scholarship decisions on the high school grade-point average (GPA) and the *ACT* or *SAT* scores. However, according to the numerous college-admissions representatives with whom we work, most colleges base their admissions selections and/or scholarship decisions on some or all of the following criteria:

1. Academic record in grades 9 through 12 (transcript): The transcript of your high school record is probably the most important part of the college-application process and includes the following factors:
 - Rigorous, challenging, college-oriented courses, such as Advanced-Placement (AP); Dual-Enrollment (DE); college-prep or pre-AP/Honors courses;
 - Achievement in your courses.
2. Standardized test scores - *ACT* or *SAT*: Because these are standardized assessments, they give colleges a consistent measure by which to compare students, locally and nationally. Many colleges will place more emphasis on these scores than on GPA.
3. Letters of recommendation: These letters from your counselor, teachers, and professionals in the community provide colleges information concerning your academics, extracurricular activities, athletics, and character.
4. College-application essays: Essays serve as an excellent writing sample for college admissions and scholarship personnel and give you a chance to express your opinions, thoughts and ideas about what concerns you.
5. Interviews with college-admissions officers: Interviews give you a chance to shine, to show your personality, to ask questions and to demonstrate your interest in them as well.
6. Extracurricular activities: Colleges look at students' leadership and involvement in their school and community because these activities help to develop important skills, such as initiative; leadership; teamwork; discipline; time management, etc.
 - School activities -clubs, athletics, theatre, etc.
 - Community -volunteer work, church activities; etc.
 - Leadership -clubs, sports, community volunteer work
 - Employment- part-time jobsCollege representatives who visit our school recommend that students involve themselves in a select number of activities. It is more important to make an impact in your community by being involved in one or two activities for several hours a week than to have limited involvement in many.
7. Other considerations: These include special talents (e.g., art, music, dance); athletics; cultural background; legacy status; and, first-generation, all of which could affect college admissions/scholarships.

GRADE-POINT AVERAGE / CLASS RANK / COURSE WEIGHT

Information on grade-point average, class rank, and course weight can be found in the Calhoun County Schools Student Handbook or Calhoun County Schools Board Policy located on your high-school website or the Calhoun County Schools homepage. However, here are some things for you to consider as you progress from ninth through twelfth grades.

Grade-Point Average (GPA):

Many colleges and universities require students to have a certain GPA for both admissions and scholarships. In addition, Calhoun County Schools requires students to have specific GPAs for both the College-Prep and the Honors diplomas. Therefore, it is very important for you to keep your GPA as high as you possibly can.

Graduation Rankings and Recognitions

The following recognitions pertain to students earning the Advanced Academic Endorsement with Honors ONLY:

Additional Recognitions for Excellence-

Summa Cum Laude – GPA of core courses (unweighted) of 95 or above

Magna Cum Laude – GPA of core courses (unweighted) of 90 – 94.99

Cum Laude – GPA of core courses (unweighted) of 85 – 89.99

In order to differentiate between students' curricula and grades, more weight is given to the more challenging, rigorous courses such as Advanced-Placement (AP), Dual-Enrollment (DE), and pre-AP/Honors courses (Student Handbook or Calhoun County Board Policy Manual). For example, if one student is taking AP English Literature, and another is taking regular senior English, the only way to give the student who is taking the AP course a higher ranking in the graduating class is to add value or "weight" to the more rigorous, college-level AP course.

Dual Enrollment= 10 per 1 credit course

Pre-AP= 5 (2.5 per semester)

AP= 5 (2.5 additional weights PLUS 5 additional weights second semester if a qualifying score of 3,4, or 5 is received on AP exam)

See other weighted courses on following page.

Class Rank is determined by calculating all core classes and foreign language(s).

How do colleges/universities compare one student's transcript to another?

There are thousands of high-school districts across the country, and each school district handles GPA, class rank, and course weight in different ways. It is impossible for colleges and universities to keep abreast of all this. Therefore, most colleges and universities look closely at each student's transcript for **rigor of the curriculum. Keep this in mind when you are selecting your courses each year as you progress through high school.**

CALHOUN COUNTY SCHOOLS- ALABAMA HIGH SCHOOL DIPLOMA – Ninth and Tenth Graders

**IMPORTANT NOTE: The following requirements apply to students entering 9th grade in
FALL 2013 or later.**

| AREAS OF STUDY | REQUIREMENTS | CREDITS |
|---|--|----------------|
| English Language Arts | Honors/Pre-AP English 9, 10, 11, and 12 or English 9, 10, 11, and 12 or any AP or postsecondary (Dual Enrollment) equivalent option of these courses. | 4 |
| Mathematics | Algebra I or (Algebra IA and IB), Geometry, and Algebra II w/Trig or Algebra II, or their equivalent. Additional course(s) to complete the four credits mathematics must be chosen from the Alabama Course of Study: Mathematics or CTE/AP/equivalent courses. | 4 |
| Science | Pre-AP Biology/ Biology and a physical science. The third and fourth science credits may be used to meet both the science and CTE requirement and must be chosen from the <i>Alabama Course of Study</i> : Science or CTE/AP postsecondary equivalent courses. | 4 |
| Social Studies | World History Honors or World History, U.S. History Honors or U.S. History x 2, and Honors Government/Economics or Government/Economics or AP/Postsecondary equivalent courses. | 4 |
| Physical Education | LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement. | 1 |
| Health Education (or equivalent *) | Alabama Course of Study: Health Education. | 0.5 |
| Career Preparedness | Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy) (Includes 20 hr. online experience) | 1 |
| CTE and/or Foreign Language and/or Arts Education | Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence. | 3 |
| Electives | | 2.5 |

Weighted Courses: Pre-AP Core, Honors Core, AP Core (no college credit earned), Medical Prep, and Drafting courses will be weighted an additional 5 points. AP (score of 3, 4, 5 on exam)/ Dual Enrollment Courses with college credit earned will be weighted an additional 10 points.

* Health Education Requirement may be satisfied by completion of Foundations of Health Science (1 credit) or Family Wellness (0.5 credit)

This one approach to the Alabama High School Diploma removes the need for endorsements or the Alabama Occupational Diploma. The focus will be on the coursework taken that necessitates a clearly articulated and individualized four-year high school plan built for each student based on the results from the ASPIRE Kuder (career interest assessment and middle school coursework).

STANDARDIZED COLLEGE-ENTRANCE EXAMS

ACT and SAT

Each college and university has its own testing requirements. It is your responsibility to be aware of the testing requirements of each college to which you make application. Most colleges and universities across the country will accept **either** the *ACT* or the *SAT*. It is recommended that students take both the *ACT* with **Writing** and the *SAT Reasoning* tests to determine on which they do best. There are a few colleges that make standardized test-score requirements optional for admission and/or scholarships. A list of these can be found at www.fairtest.org. The *Princeton Review's* book entitled *ACT or SAT?* has information about both tests, including a complete assessment exam to help you make the right choice. It also includes practice tests, as well. Go to their website for more information.

Both the *ACT* and the *SAT* provide **special testing for students with disabilities**. If you are a student receiving special services, see your counselor or case manager about applying for accommodations. Also, if you receive **free/reduced lunch**, you may be eligible for *ACT/SAT fee waivers*. See your counselor for more information.

ACT

www.actstudent.org
(319) 337-1270

The *ACT* is a curriculum-based assessment that measures knowledge and skills in English, mathematics, reading, and science. It is aligned with Alabama's Common Core Standards. There is also an optional Writing Test that measures direct student writing skills. Most colleges are now requiring the Writing component, so be sure to check the requirements of your college of-choice to see what it requires. In addition, the *ACT* collects other information from students, such as educational background, postsecondary plans, and student needs. All colleges and universities accept the *ACT*.

The *ACT* includes 215 multiple-choice questions, and with the essay Writing test, it is a 3- hour and 30-minute exam (over four hours, with scheduled breaks). Scores on each *ACT* subtest range from 1-36, and the Composite Score is the average of the four subtest scores. The Writing test is graded on a scale from 2 (lowest) to 12 (highest). The Writing score does NOT affect the Composite Score. It is recommended that students take the Writing test at least once. There is no penalty for guessing on the *ACT*.

Test dates and registration links can be found on the *ACT* website. **Remember, you must request that your ACT scores be sent to all colleges to which you will apply. If you fail to do this, you will have to pay additional fees to have your scores sent. Colleges no longer accept test scores from high schools.**

SAT
www.collegeboard.com/sat
(609) 771-7600

The ***SAT Reasoning Test*** measures critical reading, mathematical reasoning, and writing skills. It includes three kinds of questions: multiple-choice; student-produced responses (mathematics only); and an essay question. It is machine-scored, except for the essay. All colleges and universities accept the *SAT*.

The *SAT* is a 3-hour and 45-minute assessment that consists of ten sections, including a 25-minute essay, which is always the first section, and there is a 10-minute, multiple-choice writing section that is always the final section. The five other 25-minute sections and the two 20-minute sections of the *SAT* can appear in any order. (There is also one 25-minute un-scored section of the *SAT*, called the variable or equating section. It is used by College Board to try out new questions for future *SAT* assessments.) Each section of the *SAT* is scored using a scale from 200- 800.

Many colleges require students to take specific ***SAT Subject Tests*** because these measure a student's skills and knowledge in particular content areas and give colleges additional indicators of potential college success. Some colleges use the Subject Tests for admission, course placement and for advisement of college-course selection. Some colleges will allow students to choose which Subject Tests to take. Be sure to check your college's admissions' policies on its college-entrance exam requirements.

You may register online for the *SAT* or *SAT Subject Tests*. Remember, you must request your scores be sent to all colleges to which you will apply. If you fail to do this, you will have to pay additional fees to have scores sent. **Most colleges no longer accept test scores from high schools.**

ACT'S COLLEGE AND CAREER READINESS BENCHMARKS

In its research in 2008, the U.S. Department of Education's National Center for Education Statistics (www.act.org/research, ACT Research and Policy, March 2012) found that only slightly more than half of students who enter four-year colleges or universities actually graduate with a degree, and the number is even lower for those students attending two-year institutions. Therefore, it is especially important for students to begin planning early in their education and to take rigorous, challenging courses in high school to help prepare for college and career success.

ACT's College and Career Readiness Standards (www.act.org/standards) describe the skills and knowledge students will need to have mastered in order to be successful college students and to graduate from college. Educators use the tools, data, and information provided by ACT to advise students in their curriculum/course-work decisions and to facilitate their success in high school and beyond.

ACT's College Readiness Benchmarks are based on a nationally representative sample of 98 institutions and more than 90,000 students (www.act.org/research, ACT Research and Policy, March 2012, "Staying on Target"). Benchmarks are scores on the *ACT* subject tests that represent the level of achievement students need in order to have a 50% chance of earning a "B" or higher or a 75% chance of earning a "C" or higher in corresponding credit-bearing first-year college courses. These college courses include English Composition, College Algebra, Biology and Introductory Social Sciences.

It is important for students to be aware of ACT's Standards and Benchmarks in order to prepare themselves to be successful students in college and to prepare for careers that best meet their goals, interests, and personalities.

ACT College Readiness Benchmarks

| College Course | ACT Subject-Area Test | ACT Explore® Benchmark Grade 8 | ACT Explore® Benchmark Grade 9 | ACT Plan® Benchmark | The ACT® Benchmark |
|---------------------|-----------------------|--------------------------------|--------------------------------|---------------------|--------------------|
| English Composition | English | 13 | 14 | 15 | 18 |
| College Algebra | Mathematics | 17 | 18 | 19 | 22 |
| Social Sciences | Reading | 16 | 17 | 18 | 22 |
| Biology | Science | 18 | 19 | 20 | 23 |

Go to **www.act.org/standard/index.html** for further information on ACT's College Readiness Standards and their alignment with Common Core.

ACT'S WORK READINESS INFORMATION

ACT did a comparison study of student performance on two ACT assessments: ACT WorkKeys which measures work readiness and the ACT test which measures college readiness. In 2006, ACT published its findings in *Ready for College and Ready for Work: Same or Different?* This study found that the *levels* of reading and mathematics that are required for college success without the need for remediation are also similar to those required for career readiness without the need to learn more job-specific skills in workforce training programs. However, the findings from the study did not address the importance of more job-specific skills that are crucial in matching an individual with a target job. ACT's research showed that "...individuals need to acquire portable foundational skills to be successful in any job along a career pathway, and they need to acquire specific occupational skills that will allow them to differentiate themselves in a competitive job market." (www.act.org- *Ready for College and Ready for Work: Same or Different*, 2006)

What does it mean for students to be work ready:

ACT defines a "work ready" individual as one who "possesses the foundational skills needed to be minimally qualified for a specific occupation as determined through a job analysis or occupational profile. The skills needed for work readiness:

1. are both foundational and occupational specific;
 2. vary in both importance and level for different occupations, and
 3. depend on the critical tasks identified via a job analysis or an occupational profile."
- (www.act.org- *Work Readiness Standards and Benchmarks*, 2013)

ACT developed their **WorkReady System** to assist high schools, colleges and universities, professional associations, businesses and government agencies in building skills to achieve success in the workplace and to contribute to increasing America's global competitiveness in the workforce. **ACT's WorkKeys** assessment is a part of this System and is used by employers to select, hire, train, develop and retain a high-performance workforce. Educators use WorkKeys to measure their students' core skills needed for a wide range of occupations- skilled or professional. (www.act.org/workforce / www.act.org/workkeys, 2013)

COLLEGE BOARD'S PATHWAYS TO COLLEGE READINESS

Calhoun County Schools' students participate in the College Board's Advanced-Placement and other programs. College Board's assessment results are used to facilitate student achievement as well.

The College Board describes a student's college readiness as follows, "A student is college ready when he or she has the knowledge, skills, behaviors and cultural awareness to successfully complete a college course of study- without the need for remediation." (www.collegeboard.org, 2013)

College Board recommends that students be proficient in these four key areas:

Knowledge- Content mastery, including academic skills in writing and reading and in math and sciences;

Skills- Mastery of critical thinking strategies and processes, such as problem solving;

Behaviors -Having self-awareness and self-management skills in developing good goal setting, study- and time-management skills, etc.;

Awareness- Knowing college admissions and scholarships requirements; selecting a college that best fits interests and abilities, and navigating the whole college process. (The College Board Resource Guide, "Ensuring College Readiness for All Students," 2012-2013)

The College Board has also been involved in developing state Common Core Standards aligned with classroom experiences that better meet our students' future needs. In addition, the College Board provides a comprehensive range of research-based assessments, curricula, and resources that can be used by educators to facilitate students' college readiness.

The College Board's College Readiness Assessment Pathway includes the following assessments:

ReadiStep*, *PSAT/NMSQT and the ***SAT***. These assessments measure students' college readiness from the 9th through the 12th grades and provide feedback about student achievement and growth and are used to improve students' skills.

College Board College Readiness Benchmarks

PSAT/NMSQT- Used with **sophomores**, the *PSAT/NMSQT* Selection Index Benchmark score of 131 is associated with a 65% likelihood that these students will achieve a B- average or higher during the first year of college.

PSAT/NMSQT- This is the **National Merit Scholarship Qualifying Test** that is used with **juniors**. The *PSAT/NMSQT* Selection Index Benchmark score of 140 is associated with a 65 percent likelihood that these students will achieve a B- average or higher during the first year of college.

SAT- For **Juniors and Seniors**, the *SAT* Benchmark score of 1550 (critical reading, mathematics, and writing sections) is associated with a 65 percent likelihood that these students will achieve a B- average or higher during the first year of college.

TEST-PREPARATION WEBSITES

www.actstudent.org/testprep

www.collegeboard.com

www.khanacademy.org

(*SAT* Math test preparation)

(This site is also great for any math and science remediation, etc. The site is now working on providing tutorials for English/Language Arts.)

www.4tests.com

www.usatestprep.com

www.number2.com

www.kaplan.com

www.studyhall.com

www.powerprep.com

www.scholarships.com/ACT

www.actexampracticetests.com

www.act-math-practice.com

www.march2success.com

www.studyguidezone.com/acttest.htm

www.studyguidezone.com/satatest.htm

www.petersons.com/college-search/test-prep.aspx

www.studymyenglish.com

www.onlinetestprep.com

www.scholarships.com/SAT

THE COLLEGE SEARCH PROCESS

Students must make it a priority to determine what is best for them- college; university; community college; trade school; military or work force. If you are planning to join the military or go into the work force, there is further information in this handbook to which you can refer.

Types of Schools:

- **Community Colleges-** These are two-year institutions of higher learning that provide career or vocational training, along with academic curricula, either terminal or to be used in transferring to four-year institutions. Gadsden State Community College/Ayers Campus is our local community college. Community colleges have "open enrollment" and do not require *ACT* or *SAT* scores. However, students will be required to take placement tests, or they may submit standardized test scores, if these meet the college's placement requirements. You will find further information on our local community college, Gadsden State Community College, in this handbook or on the GSCC website.
- **Colleges-** These are four-year institutions that typically have a smaller student body than universities. These can be either public or private institutions. Talladega College is an example.
- **Universities-** These are four-year institutions which grant both undergraduate and graduate degrees and are composed of a number of "schools" or "colleges," each of which has a general field of study. Jacksonville State University is our local university which many of our students attend.

Regardless of which institution you decide to attend, your goal should be to earn an education that will provide a career that you will enjoy and one that will provide personal and financial success. To help you in your selection of a college and/or career, consider the following:

Self-Assessment:

One of the first steps in the college- and career-search process is to match your academic abilities, your personality, and your interests to the academic requirements, expectations, and other criteria to your prospective colleges and careers.

The College Board (<http://bigfuture.collegeboard.org>) recommends you start by asking yourself the following questions:

- Do I best learn through a lecture format; through a discussion-type format; or through a physical-activity format?
- What coping skills do I possess for dealing with success and failure?
- What helps me succeed?
- Am I a self-starter, or do I need constant prodding from teachers or parents?

- What excites me intellectually?
- Do I like being around many people at one time, or do I prefer to be around one or two?
- Do I want to work all day indoors, or would I prefer to work outdoors?
- Do I take responsibility for my actions?
- Do I like large cities, small towns, or rural areas?

According to *ACT* (www.actstudent.org), you will need to research colleges and careers to find answers to the following questions:

- What are the academic requirements of the college and/or career?
- Who teaches the courses -Professors? Graduate students?
- What is the geographic location, and is it one I would prefer?
- What is the college's enrollment?
- Is the campus appealing to me?
- What student activities are available to me?

You may also want to schedule an appointment with a Career Counselor at Jacksonville State University's Career Center to take the following two inventories:

1. The ***Myers-Briggs Personality Inventory***;
2. The ***Strong Interest Inventory***.

These inventories are taken online. Another appointment will be made for interpretation of these inventories. When used in conjunction with your academic skills, these inventories can assist you in selecting a career direction.

Narrowing Your College and Career Choices:

As a senior in high school, you have had many opportunities, both in and out of school, to research and collect information on colleges and careers. Here are some important things to think about when attempting to select a college and career:

- Admissions requirements
- Cost of attendance
- Availability of scholarships or financial aid
- The academic atmosphere
- The size of the college
- The setting, location, and campus facilities
- Housing facilities
- On-campus and off-campus recreation
- Accessibility of faculty to students
- Opportunities for independent study
- Opportunities for study abroad
- Overall fit for you

THE COLLEGE VISIT

Try to visit the colleges to which you are serious about attending. After all, there is nothing like first-hand knowledge of the place you could spend the next four or more years of your life. Also, the visit will confirm or disprove the impressions you have received about these colleges from literature you have read, from your friends, or from other sources. **Be sure to schedule your visit with the college's admissions staff ahead of time. Make it an "official" visit! You are allowed 2 excused college visits. Visit the School Counselor's webpage under form for the correct form to use for your visit.**

It is important to schedule your college visit so that you will not miss your classes at school. Look at the college's academic calendar to determine when it will be in session. Zola Dincin Schneider in *Campus Visits & College Interviews*, 3rd Edition (The College Board, 2012) suggests the best times for a college visit are during the following:

- High-school holidays -Use our school holidays, especially the ones that fall on Monday when colleges are generally in session.
- Spring vacation- This is a great time, especially in the junior year to visit colleges. Make sure the colleges are in session!
- The best seasons to visit colleges are late summer before your senior year begins. Fall through winter are good times also to conduct major college visits.
- **Make your college visits before college applications are due.**
- Do not plan a weekend visit. Most college offices are closed down at this time.

On your college visit, do the following:

- Go to the Admissions Office and pick up admissions information, course catalogs, etc.
- Go to the Financial Aid Office and discuss options for paying for your college education.
- Talk to students on campus and get their insights about the college. For example, do most students go home on the weekends? Are faculty members interested in and accessible to students? Are campus jobs available to students?
- Take a guided tour of the campus, housing, student center, library, etc.
- Walk around the campus and get a feel for its environment.
- Eat in the college's cafeteria.
- Meet some of the faculty.
- Try to stay overnight in a dorm with a college-student host.

If you are a student athlete and are considering playing sports in college, talk with college coaches about the following:

- Does the Athletic Department provide tutoring to students, when needed?
- Are academic-support services available to students?
- What percentage of student athletes graduate?
- How often will you be required to miss class because of your sport?
- What GPA is required for continued eligibility?
- What are the eligibility standards?
- Why would you choose this college over another on your list?

If you attend a class, think about the following:

- Are you challenged by the class?
- Do the students seem interested?
- Does the professor have a good rapport with the students?

As you walk around the campus on your own, or take a guided tour, think about these:

- What is the condition of the buildings on campus?
- Are computers plentiful and readily available to students?
- Is the lab equipment technologically current?
- Are rooms in dorms clean and pleasant to be in?

Take pictures of the college campus and write your first impressions down so you will not forget those important first impressions!

THE COLLEGE INTERVIEW

Not all colleges require an interview, but for those that do, think of it as an opportunity to be your own advocate, to tell the college interviewer something interesting about yourself that he or she will not know otherwise.

Zola Dincin Schneider in *Campus Visits & College Interviews*, 3rd Edition (The College Board, 2012) suggests the following:

- Represent yourself directly.
- Share qualities that are relevant to you alone.
- Be your own advocate by talking about your interests and enthusiasms.
- Explain your transcript, if necessary.
- Discuss any situations or circumstances that have affected your grades.

The interview is NOT used to "weed" students out at all. Remember, admissions administrators generally agree that the students who benefit the most from interviews are students who are "borderline" students, the ones in the "gray area."

COLLEGE SEARCH WEBSITES

Alabama Mentor (www.alabamamentor.org): This site provides information on Alabama colleges and universities, has a Career Center with video clips, and offers a resume3-builder service.

U.S. College Search (www.uscollegesearch.org): This is a directory of U.S. colleges where you may request information.

American School Counselor Association (www.schoolcounselor.org): This site provides many links to colleges.

***The Princeton Review* (www.princetonreview.com):** A college planning site that offers test preparation and information on scholarships and financial aid.

ACT (www.act.org): ACT is a comprehensive search engine that provides useful information on college and career readiness skills, benchmark scores, as well as information on colleges and their requirements.

The College Board (www.collegeboard.com): The College Board is a comprehensive search engine with useful information on colleges and their requirements (including applications), campus visits, and the *SAT*.

College Countdown (www.collegecountdownkit.com): A good college search site with sample essays, financial aid information, etc.

College Net (www.collegenet.com): This site provides a database of links to colleges, majors, and tuition information.

Campus Tours (www.campustours.com): This site offers virtual campus tours of colleges and universities across the country.

College View (www.collegeview.com): This site provides information on colleges, including diversity, fields of study, athletics, religious affiliations, and special programs and services for students with disabilities.

College and University Rankings (www.library.illinois.edu/edx/ranld.ngs): This site contains a comprehensive overview of college rankings.

CAREER INFORMATION WEBSITES

| | |
|--|---|
| Alabama College and Career Planning System | http://alcareerinfo.org |
| America's Career Information Network | www.acinet.org/acinet |
| Career Cruising | www.careercruising.com |
| Career Explorer.net | www.careerexplorer.net |
| Go Build Alabama | www.gobuildalabama.com |
| Keirsey Temperament Sorter | www.keirsey.com |
| Myers-Briggs Personality Inventory | www.knowyourtype.com |
| Lifeworks (Health & medical science careers) | http://science.education.nih.gov/lifeworks |
| Mapping Your Future | http://mappingyourfuture.org |
| My Future | www.myfuture.com |
| My Majors | www.MyMajors.com |
| Occupational Outlook Handbook | www.bls.gov/oco/ |
| Princeton Review Career Quiz (must log in) | www.princetonreview.com |
| The Self-Directed Search (Holland) | www.self-directed-search.com |
| College Planning | www.mycollegeoptions.org |
| Petersons College Search | www.petersons.com/college-search.aspx |
| College Answer | www.collegeanswer.com |

SENIOR-YEAR COLLEGE-APPLICATION PROCESS

YOU MUST SEND YOUR ACT AND/OR SAT SCORES TO THE COLLEGES YOU FILL OUT AN APPLICATION. Colleges require ACT and/or SAT scores to be sent to them directly from the testing agency. Be sure to send your ACT *Writing* score; some colleges require this score for admissions. Check this out before registering for exams.

1. In order for your transcript to be sent to a college, you must request that it be sent through Parchment (www.parchment.com). Parchment will electronically send your transcript to the requested location.
2. Begin submitting your college admissions applications in the summer before your senior year and/or in early fall. Some colleges will accept these as early as during the junior year; however, most colleges will begin accepting admissions applications in July, August, and September of your senior year as well as throughout the year.
3. Most colleges prefer you to apply online; however, paper applications are sometimes available for students. (You may download and print the application form or request one through the college's website.) Be sure to keep up with your username and password when applying online!

Well over two-hundred colleges and universities (usually private colleges) have agreed to accept a generic application called the "Common Application." It is available online at www.commonapp.org or through the college.

You will not be considered for admission without colleges having received your official transcript (from your school) and *ACT/SAT* scores (from the testing agency), if required.

College admissions applications vary widely; however, here is what you should expect to do when completing applications:

- College applications vary considerably from those requiring only factual student data to those requiring counselor recommendations, teacher recommendations, essays, and other supplemental material, etc.
- YOU are responsible for making sure all parts of the application are completed and that counselor and teacher recommendations are submitted well in advance of the application deadline.
- Be sure to proofread your application for neatness and errors. Remember, this is the college's first impression of you.
- Do not leave anything blank on the application. If a question does not apply to you, write "Not Applicable (N/A)."
- If you are using a paper application, do not complete the application in pencil; some

colleges will think you sent a rough draft.

- Also, be sure to use your legal name on your application and on your college entrance exams (*ACT*, *SAT*), etc.
- You will complete some important forms and your parent will complete a questionnaire to be turned in to your counselor before your senior year begins. You will also update your resume so that I will be better prepared to write counselor recommendations for you in your senior year.
- Some colleges will inform your counselor of your acceptance, but to be sure your counselor knows, you should also inform us.
- **It is very important to keep your grades up second semester of your senior year, because some colleges have been known to rescind their acceptances and their scholarship offers.**

Each college/university has its own **admissions deadline policies**. You will need to know the admissions deadlines and policies for your colleges-of-choice. Listed below are typical types of college-admissions policies.

College-Admissions Policies:

- **Early Decision-** The Early Decision (ED) application is **binding!** This means that, if admitted, the student **will attend** that institution. These Early Decision applications must be filed in the fall months, and the college considers only grades through the junior year or the first quarter of the senior year. An Early Decision application is considered **a commitment** to attend the institution; therefore, **all other college applications must be withdrawn.** (Note: Now, most colleges are requiring the senior counselor to sign the application, along with the student and parents. Therefore, if we are required to sign this Early Decision application, we will not send transcripts to any other schools, once a student has been admitted to a college under this "binding" Early-Decision application.)
- **Early Action-** This college application plan allows you to receive the college's admission decision early, but you are not obligated to attend, if admitted. Most Early Action deadlines are usually in October, November, December, or January. You may apply to other colleges and have until May 1st to choose the college you wish to attend. Colleges have three options under this plan: Admit you; defer your application for further review; or deny you admission. (If a college has a "Single Choice Early Action" plan, then frequently these colleges will restrict your right to make applications to other Early Decision or Early Action plans.)
- **Regular Decision** -Under this plan, the college will have an application deadline (usually between January 1 and February 1). The college will then evaluate all their applications before selecting the best qualified applicants for admission. The colleges that use this plan will notify all their applicants at the same time (usually mid-March to mid-April).

- **Rolling Admission** - Colleges using the rolling admissions plan will notify students of their admission decisions as soon as all supporting documents have been received and reviewed (transcript/test scores). You will need to file your application early in the fall of the senior year, before residence halls are filled.
- **Open Admission**- All applicants who have a high-school diploma or equivalent (GED) are accepted. Community colleges, such as Gadsden State Community College; Central Alabama Community College; Jefferson State Community College; Southern Union State Community College; and, Shelton State Community College, all have open admission. However, many of these community colleges have requirements for certain programs, such as nursing! Be sure to check the requirements for each of these.

STUDENTS' RIGHTS AND RESPONSIBILITIES IN THE COLLEGE ADMISSION PROCESS

In its *Statement of Principles of Good Practice*, the National Association for College Admission Counseling (www.nacacnet.org, 2013) has outlined good practices for both students and colleges/universities in its "Students' Rights and Responsibilities in the College Admission Process," as follows:

RIGHTS:

Students' RIGHTS before they apply to colleges/universities:

- You have the right to receive only comprehensive and factual information from colleges and universities about their admissions policies; cost of attendance; financial aid opportunities; practices and packaging.
- You have the right to be free from colleges' and universities' high-pressure sales tactics.

Students' RIGHTS when offered admission to colleges/universities:

- You have the right to wait until **May 1st** to respond to your offer of admission and/or to your offer of financial aid from the college or university.
- If the college or university requests a commitment to its offer before May 1st, the college or university must give you the opportunity to request, in writing, an extension until May 1st. The extension must be granted by the college/university, and this must not jeopardize your admission or financial aid status.

Students' RIGHTS when placed on a Wait/Alternate List by the colleges/universities:

- If you should receive a letter that notifies you of this type placement, then the college/university should provide a history of its wait list - number of students on wait

- list, number offered admission, and availability of financial aid and housing.
- Colleges/universities may not require a deposit or a written commitment as a condition of the student remaining on a wait list.
- Colleges/universities are expected to notify you of your wait-list status by **August 1st** at the latest.

RESPONSIBILITIES:

Students' RESPONSIBILITIES before they apply to colleges/universities:

- You have the responsibility to research and to understand and comply with each college's policies and procedures regarding its application fees, financial aid, scholarships and housing.

Students' RESPONSIBILITIES as they apply to colleges/universities:

- You have the responsibility to complete all application documents on or before the published deadlines, and you have the responsibility be the sole author of your applications.
- You have the responsibility to ask your high school senior counselor early and throughout the application period for any assistance needed and follow the process as outlined by your high school counselor for making application.
- You have the responsibility to arrange college visits to and/or interviews at your colleges of-choice.

Students' RESPONSIBILITIES after they receive their admission decisions:

- You have the responsibility to notify each college/university that has accepted you of your acceptance or rejection of its offer of admissions.
- You have the responsibility to notify the college/university as soon as you have made a final decision as to the college you will be attending, **but absolutely no later than May 1st**.
- Remember, if you have been accepted to a college/university under an Early Decision plan, it is your responsibility to promptly withdraw any applications submitted to other colleges/universities and make no additional applications. However, if you are an Early Decision candidate, and you are seeking financial aid from the institution, then you do not have to withdraw other applications until you are notified about financial aid from the admitting Early Decision college/university.

ALABAMA COLLEGES/UNIVERSITIES

Here, and on the following pages, you will find a few of the universities, colleges, or community college that many of our students have chosen to attend in the past. If you need assistance with admissions requirements of a specific university or college not listed, please research the institution or contact me, and I will be happy to assist you with this information. In the summer before your senior year or at the beginning of the school year, be sure to check on changes in admissions requirements; cost of attendance; scholarship eligibility requirements; and financial aid.

Visit <http://www.ache.alabama.gov/> for a wealth of information on Alabama Higher Education Institutions.

ADMISSION REQUIREMENTS – ALABAMA COLLEGES

FOUR YEAR INSTITUTIONS:

Public Institutions

- Alabama A & M University
- Alabama State University
- Athens State University
 - Military Site
- Auburn University
- Auburn University at Montgomery
- Jacksonville State University
- Troy University
 - Dothan
 - Montgomery
- University of Alabama
- University of Alabama at Birmingham
- University of Alabama in Huntsville
- University of Montevallo
- University of North Alabama
- University of South Alabama

FOUR YEAR INSTITUTIONS:

Private Institutions

- Amridge University
- Birmingham Southern College
- Concordia College
- Faulkner University
- Herzing University
- Huntingdon College
- Judson College
- Miles College
- Oakwood University
- Samford University
- Spring Hill College
- Stillman College
- Talladega College
- Tuskegee University
- United States Sports Academy
- University of Mobile

TWO YEAR INSTITUTIONS:

- **Bevill State Community College**
 - Brewer Campus, Walker Campus, and Hamilton Campus
- **Bishop State Community College**
 - Baker-Gaines Central Campus, Carver Campus, Southwest Campus
- **Calhoun Community College**
 - Huntsville Campus
- **Central Alabama Community College**
 - Childersburg Campus
- **Chattahoochee Valley Community College**
- **Coastal Alabama Community College**
- **Drake State Community and Technical College**
- **Enterprise State Community College**
 - Mobile Aviation Center and Aviation Campus
- **Gadsden State Community College**
 - East Broad Street Campus, Ayers Campus, Valley Street Campus, Wallace Drive Campus
- **Ingram State Technical College**
- **Jefferson State Community College**
 - Shelby Campus
- **Lawson State Community College**
 - Bessemer Campus
- **Lurleen B. Wallace Community College**
 - MacArthur Campus and Greenville Campus
- **Marion Military Institute**
- **Northeast Alabama Community College**
- **Northwest-Shoals Community College**
 - Phil Campbell Campus
- **Reid State Technical College**
- **Shelton State Community College**
 - C.A. Fredd Campus
- **Snead State Community College**

- **Southern Union State Community College**
 - Opelika Campus and Valley Campus
- **Trenholm State Community College**
 - Patterson Campus
- **Wallace Community College (Dothan)**
 - Sparks Campus
- **Wallace State Community College (Hanceville)**
- **Wallace State Community College (Selma)**
 - WCCS Clanton Extension Center

FINANCIAL AID INFORMATION

BEGINNING in 2016, the FAFSA can be completed started OCTOBER 1.

Most financial aid is administered through the college or university Financial Aid Office. It is most important that you speak with a financial aid officer at the college you wish to attend concerning the availability of financial aid and the application process. Below, you will find some helpful tips:

- With the rising costs of college, many parents and their students are applying for need based financial aid.
- Financial aid can be based on the rising costs, the number of children in the family, a parent's disability or other circumstances. Colleges look at the family's income and assets and then determine what the family's share of the total college costs should be. This is called **Estimated Family Contribution (EFC)**.
- If your goal is to attend a specific, more expensive or private college, go ahead and apply for financial aid. These colleges usually have more funds that will allow them to offer assistance to students. However, it is also important to apply to less expensive schools, as well.
- Financial aid is usually awarded as a "package" of aid with some or all of the following: a grant (which does not need to be repaid); a loan (from the federal government with a lower interest rate); an on-campus job (work-study programs); and scholarships (if eligible). Aid is awarded based on need.
- Parents must submit confidential income and assets information.
- **Deadlines for financial aid applications must be met. It is first-come, first-served.**

Four Major Sources of Federal Financial Aid:

1. **GRANTS-** Grants are awarded to eligible students in the form of "gifts" to assist them in their education costs. These do not have to be repaid, unless you withdraw from college and owe a refund.

Federal Pell Grant: This is the largest federal grant program. The amount of aid you receive depends on your financial need, the cost of attendance at the college you attend, etc. The amount of the student's grant is determined by a standard government formula, the enrollment status of the student (full or part-time), and the college costs. You must indicate on your *FAFSA* application that you wish to be considered for this grant. Grant awards can vary.

Federal Supplemental Education Opportunity Grant (FSEOG): This grant is also federally funded and is usually awarded to students who have exceptional financial need. The FSEOG program is administered directly by the Financial Aid Office at the college you attend.

Benefits for Veterans and Their Dependents: Federal monies are available to children of veterans who died in service, who died as a result of a service-connected incurred disability, or of veterans who have been declared 100% disabled. Contact your local Veteran's Service Officer for further information on this.

Alabama Student Grant Program: Many colleges have state-funded grants, including private colleges. Contact the Financial Aid Office at the college or university you are interested in attending for further information on this Program.

Alabama Student Assistance Program: These grants are available to eligible low or middle-income students. Contact the Alabama State Department of Education for further information at www.alsde.edu.

2. LOANS

Federal Perkins Loan: This is a federal loan with a low interest rate for both undergraduate and graduate students with exceptional financial need. Using government funds, these loans are made through the college's Financial Aid Office with the college being the lender. You will have to complete a Perkins promissory note in order to receive a loan.

Federal Stafford Loan Program: These loans are the most common form of federal government student loans. They include both Subsidized and Unsubsidized loans. Contact the college's Financial Aid Office for further information on this loan program.

Parent Loans to Undergraduate Students (PLUS): This type of loan allows a parent or legal guardian of a dependent student to borrow money to help meet the college cost of attendance that is not covered by other financial aid. Parents must begin repaying the loan 60 days after the loan is disbursed.

3. WORK-STUDY PROGRAMS

College Work-Study Program: Along with institutional sources, this is a federally funded program that is designed for eligible students to work at the college and be paid, at least minimum wage for the number of hours worked, depending on financial need. When you are filling out your FAFSA, you will be asked if you want to be considered for the "Work-Study Program." You should always check "Yes!" You can also contact the college's Financial Aid Office for further information on this program.

Institutional Work Program: This program is entirely funded by the college and eligibility is determined only by the institution. Many college departments will hire their own student workers with their research monies or with endowed college funds. Contact the college Financial Aid Office for further information.

Cooperative Education: This program allows students the opportunity to attend school for a period of time and alternatively work full time at a job that has been secured through the college's Cooperative Education Office. Contact this office at your college-of-choice.

4. SCHOLARSHIPS

Merit scholarships from colleges or universities:

- These are scholarships that are awarded by colleges or universities themselves, some of which were listed with the college information provided earlier.
- These scholarships are based on academic achievement, leadership abilities, volunteer work, talents, or other accomplishments.
- Students must meet the scholarship application deadline in order to be considered.
- Usually, there is a separate scholarship application that must be submitted along with the admission application.
- Many colleges and universities also have departmental scholarships available, and these may require separate applications. Therefore, if you know your major area of study, be sure to check with that department at your college-of choice for information on its scholarships.
- If you are planning to apply for financial aid to attend a private college or university, the college may require you to complete the PROFILE application online at **www.collegeboard.com**. This should be completed in the fall of the senior year.

Independent scholarships:

- These are scholarships that are available from large companies, businesses, non-profit organizations, clubs, civic organizations, religious groups, ethnic groups, and other groups, as well as, from individuals.
- These scholarships have their own individual requirements and applications.

How to Apply for Financial Aid:

You will find this and other information at **www.studentaid.ed.gov**. This site provides information on preparing for college and repaying student loans, as well as, information on all available financial aid. If you are applying for institutional financial aid, you will file the College Scholarship Service (CSS) Financial Aid PROFILE (usually private colleges). Go to your

college's financial aid website for this information.

The U.S. Department of Education (www.studentaid.ed.gov) suggests the following steps in applying for financial aid:

1. Gather the information you will need to apply for the *FAFSA*.

- You will need your parents' (if providing parent information) Social Security Numbers.
- You will need your driver's license number.
- If you are not a U.S. citizen, you will need your "Alien Registration Number."
- You will need Federal tax information or tax returns, including your and your parent's W-2 information.
- You will need the following records if they apply to you or your parents: records of any untaxed income, such as Social Security benefits; Veterans benefits; Temporary Assistance for Needy Families (TANF); and, any information on savings, investments, and business or farm assets.

2. Know the deadlines!

- There will be application deadlines, and these must be met.
- The State and college deadlines are usually earlier than the federal deadlines.

3. Complete your *FAFSA* application. AVAILABLE OCTOBER 1

- Now, you are ready to go online and complete your *FAFSA* application. Go to **www.fafsa.ed.gov** to make your application for financial aid.
- Remember, this is a FREE application. If you are prompted to pay, you are on the wrong website.
- Don't worry; there are many prompts and "help links" on each page of the online application.
- While completing the *FAFSA* application, you will be prompted to apply for your FSA ID. This number will allow you to correct any *FAFSA* (*Free Application for Federal Student Aid*) information and to electronically sign your *FAFSA*.
- If you give parent information on the *FAFSA*, one of your parents will also need to apply for his or her own FSA ID.
- This FSA ID is extremely important. Remember, once you are in college, you will have to submit your *FAFSA* each year in January, and you will use the same FSA ID every year. So, make sure you keep your FSA ID in a secure location!

4. Submit your *FAFSA* application.

- After you submit your *FAFSA* application, you will receive a "confirmation number." This number will tell you that your application was successfully submitted.
- Be sure to keep this confirmation number for your records!

5. Follow up on your *FAFSA* application.

- Once your application is processed, you will receive an email that will give you a link to your **Student Aid Report (SAR)**. **You must have an email account for this.**
- Be sure to review your SAR for any necessary corrections or updates to your application.
- You will send your SAR to the colleges you selected on your *FAFSA* application.
- If you do not hear from *FAFSA* within three weeks, go to the above website, and click "Check the Status of a Submitted *FAFSA*" or call your college's Financial Aid Office and ask about your SAR.

FINANCIAL AID WEBSITES

www.fafsa.ed.gov

Free Application for Federal Student Aid (FAFSA) is the site where you will electronically apply for free federal aid and low-interest loans.

www.studentaid.ed.gov

The U.S. Department of Education site contains a great overview of federal financial aid.

www.ache.state.al.us

If you are planning to attend college in Alabama, this is a great site. It contains information on student assistance, financial aid, college survival, and much more.

www.finaid.org

This Education Aid site offers tips on borrowing money for college and budgeting college expenses.

www.collegeboard.com

A great site with information about financial aid.

www.nelliemae.org

Nellie Mae is a non-profit provider of education loans and gives information on private versus federal loans.

www.salliemae.com

This Sallie Mae site contains information on finding, comparing, and managing loans.

www.smartmoney.com

This Smart Money site provides information on understanding financial aid, college-savings plans, and 529 plans.

[www.iefaf.com](http://www.iefaf.org)

International Education Financial Aid site provides information for studying abroad.

www.blackexcel.org www.collegeanswer.com

This is a site specifically designed for minority students.

www.heath.gwu.edu

College Answer is a "Parent Resources for Education Preparation" site and includes information on meeting the financial demands of college costs.

www.LDonline.com

This is a financial aid site for students with disabilities. This is a site for students with learning disabilities.

INDEPENDENT SCHOLARSHIPS

Below you will find listed many scholarships for which our students apply. These scholarships are listed, for the most part, in DEADLINE ORDER. However, you need to be sure to check the deadline for each scholarship! When these scholarships become available, I make the announcement at school. I also post scholarship, financial aid, and other relevant college and career information, on my website, social media site, as well as send out Remind announcement.

Wendy's High School Heisman Award Program Scholarship (www.wendysheisman.com):

- Applicant must excel in academics, athletics, and student leadership.
- Must demonstrate that you have worked hard, are dedicated, and are a role model for your school's underclassmen.
- Both male and female students are encouraged to apply.
- Student must have at least a "B" average and participate in at least one school sponsored sport.
- The application must be completed online, and it must be reviewed and confirmed online by a school representative.
- Application deadline is usually at 5:00p.m. on October 1st. Check dates for senior year.

Horatio Alger Association Scholarship (www.horatioalger.org/scholarships):

- Student must show financial need (\$50,000 or less adjusted gross income per family is preferred).
- Student must have exhibited integrity and perseverance in overcoming personal adversity.
- Student must show involvement in co-curricular and community activities.
- Student must show strong commitment to pursuing and completing a bachelor's degree at an accredited institution.
- Requires a 2.0 GPA and must be a U.S. citizen.
- Online application deadline is usually October 30th.

Coca-Cola Scholars Foundation Scholarship (<https://www.coca-colascholars.org>):

- Applications are available to all U.S. high school seniors.
- Awards 50 four-year \$20,000 scholarships and 200 four-year \$10,000 scholarships for use at accredited colleges and universities across the U.S.
- Applicants are evaluated on the basis of demonstrated leadership in academics, school, community, and civic activities, as well as personal character and the motivation to serve and succeed.
- For further information, you may call 800-306-2653.
- Application must be completed ONLINE at www.coca-colascholars.org, usually by October 31st.

Stokes Educational Scholarship Program- National Security Agency Scholarships:

- This Program gives students an opportunity to gain valuable experience in careers with the National Security Agency. In addition, recipients will receive the following:
 - ../ Tuition and mandatory fees up to \$30,000 per year.
 - ../ Year-round salary while attending college.
 - ../ Housing and travel entitlements during summer employment, if applicable.
 - ../ Continued employment with NSA after graduation.
 - ../ Paid time off.
 - ../ Health and life insurance.
 - ../ Federal retirement plans.
- By participating in the Stokes Educational Scholarship, you have to agree to work for NSA for at least one-and-one-half times the length of the study, upon graduation.
- You must **apply online at NSA.gov/Careers**.
- **Applications must be submitted by early November.**
- Call 1-800-NSA-HIRE for further information.

Ron Brown Scholarship Program (www.ronbrown.org):

- This Scholarship Program seeks to identify **African-American high-school seniors** who will make significant contributions to society.
- Applicants must excel academically; exhibit exceptional leadership potential; participate in community service; and, demonstrate financial need.
- Applicant must be a U.S. citizen.
- Each year, a minimum of ten students will be designated **Ron Brown Scholars** and will receive **\$10,000 annually for four years for a total of \$40,000**.
- The Ron Brown Scholar Program currently has **two application deadlines**:
November 1st - This application will be considered for the Ron Brown Scholar Program AND forwarded to a select and limited number of additional scholarship providers.
January 1st - Final postmarked deadline in order to be considered for only the Ron Brown Scholars Program.
- Application materials must be mailed in one packet, including an official transcript and letters of recommendation.
- **Application deadlines are usually November 1st and January 1st.**

Elks "Most Valuable Student" Scholarship (www.elks.org/enf/scholars):

- Any high school senior is eligible to apply.
- Students must be U.S. citizens.
- Applicants will be judged on scholarship, leadership, and financial need.
- The Elks *Most Valuable Student* Scholarship is usually available online by **September 1st**. Go to the website to download the application.
- Applications will also be available in the guidance office in the fall, when received.
- **Application deadline is usually around December 1st.**

ACT Poster Contest Scholarship (www.actstudent.org/postercontest):

- This is a national poster contest.
- Students must design a poster (including visual and tag line) that, from your perspective,

encourages students to attend college and to take the *ACT* test as their college entrance exam.

- The winning poster will be posted in high schools nationwide to announce the 2011-2012 *ACT* test date information.
- The first-place award is a **\$5,000** scholarship to a college of choice.
- Check the website for further information and entry deadlines.
- **Poster deadline is in December.**

Alabama Farmers Federation/ALFA Scholarships to Auburn University:

- This scholarship is for students who plan on majoring in any curriculum in the College of Agriculture or School of Forestry or for students majoring in Agricultural Engineering or Agricultural Education at Auburn.
- This **tuition scholarship** is renewable for four years.
- Students must have applied and been admitted to Auburn to qualify.
- **Application deadline is usually December 1st**. Applications will be made available in the counselor's office, when received.

Alabama Power Foundation Scholarships:

- The Alabama Power Foundation has established more than 40 endowed scholarships at most state universities and colleges.
- Information on application procedures can be obtained by contacting the Financial Aid Office at the colleges and universities.
- The Foundation supports endowed scholarships at the following colleges and universities: Alabama A&M; Alabama State; Auburn; Auburn/Montgomery; Birmingham-Southern; Huntingdon; Jacksonville State; Miles; Samford; Stillman; Talladega; Troy; Tuskegee; Alabama; UAB; USA; and, UWA.
- You may also call (205) 257-2357 for more information.

AXA Achievement Community Scholarship (www.axa-achievement.com):

- Students must demonstrate ambition and drive; determination to set and reach goals; respect for self, family, and community; and, the ability to succeed in college.
- Information and application are available online.
- 2011 scholarship information will be available in the fall.
- **Application deadline is in December.**

Federal Employee Education and Assistance Fund (www.feea.org/programs/scholarships):

- Administers a number of scholarship programs for children of federal employees.
- Applications are available **January-March** of each year.

Linly Heflin Scholarship (www.linlyheflin.org):

- Usually a \$3,000 award, renewable for four years to a limited number of Alabama women attending a four-year Alabama college
- Must have a minimum 23 *ACT* score.
- Applicant must have an excellent academic record and significant economic need.
- Application deadline is usually January 1.

Gates Millennium Scholars Program Scholarship (www.gmsp.org):

- Student must be a member of a minority group.
- Student must have at least a 3.3 GPA
- Student must meet Pell Grant eligibility.
- Scholarship applications must be submitted online by January 1 at 11:59 p.m. EST, or the paper application must be postmarked on or before January 1st.

JSU's Army ROTC Scholarship (www.goarmy.com/rotc/high_school_students.jsp):

- This is a four-year scholarship through JSU's ROTC program.
- It includes full tuition and fees for four years, plus extra money for room and board and books.
- Recipient must be a U.S. citizen between the age of 17 and 26.
- Requires a 2.5 GPA or higher with a minimum 19 ACT score.
- Recipient must meet physical standards and agree to accept a commission and serve in the Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard).
- Application deadline is in January.

Smith Scholarship Foundation (www.smithscholarships.com):

- This scholarship is aimed at Alabama's first-generation college student and takes into account the student's life, obstacles overcome, and the student's devotion to family and community.
- Call 205-202-4076 for further information.
- Applications will be available in the guidance office, when received.
- Application must be postmarked usually by January 15.

Wal-Mart and Walton Family Foundations Scholarship (www.walmartfoundation.org):

- *Sam Walton Community Scholars* provides \$3,000 to graduating seniors with at least a 2.5 GPA and a demonstrated financial need.
- *Walton Family Foundation Scholarship* provides \$13,000 (paid out over four years) to applicants who are dependents of Wal-Mart Associates, have at least a 22 *ACT* or 1030 *SAT* and a demonstrated financial need.
- Applications for both scholarships will be available November 1.
Wal-Mart Associate Scholarship:
 - Awards \$3,000, nonrenewable
 - Student must have a 2.5 GPA and demonstrate financial need.
 - Scholarship is open to employees of Wal-Mart Stores or dependents of Wal-Mart Associates.
- Application deadline is usually in January. Check the website for details.

Community Foundation of Calhoun County Scholarships (www.yourcommunityfirst.org):

- The Community Foundation of Calhoun County and its donors want to ensure that scholarship recipients continue to be financially supported while pursuing higher education.
- The majority of the scholarships offered are renewable; therefore, the same scholarship

may not be available each year. The Foundation will list the available scholarships on their website in early fall. Be sure to check to see if you qualify for any of these.

- Applications will be made available online in the fall.
- Application deadline is usually February 1.

Best Buy Scholarship (www.bestbuy-communityrelations.com/scholarship.htm):

- Student must be entering a college, university, or vocation school in the fall following his/her high school graduation.
- All Company and Franchise restaurant, corporate and field employees, children of employees, and high school seniors are eligible to apply.
- Recipients are selected based on academic achievement, volunteerism efforts and/or work experience.
- Applications will be available online in the fall.
- Award value is \$1,000, nonrenewable. In addition, there is the \$25,000 "KING" National Award and a \$5,000 Regional Award.
- Application deadline is usually by February 15th, and it must be submitted online.

Buick Achievers Scholarship Program (buickachievers.com):

- Applicants must be high-school seniors who plan to enroll full time at a four-year college or university.
- Applicants must be planning to major in a field of study that focuses on engineering; technology; design; or, business, with an interest in the automotive industry.
- Program details must be obtained at the above website.
- Application deadline is usually in mid-February.

Burger King Scholars Program Scholarship (www.haveityourwayfoundation.org):

- Recipient receives \$1,000 that may be used for educational expenses, such as tuition, fees, books, etc.
- Student must be actively involved in community service and extracurricular activities.
- Student must demonstrate financial need and plan to enroll in college.
- Check the website in mid-September for application or call 305-378-3186.
- Application deadline is usually in February.

DAR Scholarship:

- The application must be mailed in one pack to the national chairman of The National Society of the Daughters of the American Revolution.
- Google for information on this scholarship.
- Application deadline is usually February 15th.

Jimmy Rane Foundation Scholarship (www.jimmyranefoundation.org):

- This scholarship is for need-based students.
- Recipients are honored at the Jimmy Rane Golf Tournament Banquet each May.
- Students are chosen based on academics, school and community involvement, and financial need.
- The application is available online between October and December.

- Application deadline is in February. Check website for details.

KFC Colonel's Scholars Scholarship (www.kfcscholars.org):

- This scholarship is for students with financial need and students with an entrepreneurial spirit.
- Awards are up to \$20,000 for tuition, fees, books, room and board.
- Eligible students must earn a minimum 2.75 GPA; enroll in a public college or university within his/her state of residence; plan to pursue a bachelor's degree; be a U.S. citizen or permanent resident; and demonstrate financial need.
- The online application will open on December 1st.
- Application deadline is February 1st.

Pepsi Hispanic Heritage Scholarship Program (www.construyetudestino.com):

- PepsiCo has partnered with the Hispanic College Fund (HCF) to promote higher education among Hispanic children.
- PepsiCo usually offers around 30 scholarships to assist with undergraduate education.
- Check the website for exact application deadline in late fall.
- The application deadline is usually in February.

PDK Prospective Educator Scholarship:

- This scholarship is for those students who intend to major in Education.
- A typed, double-spaced, 500-words (or less) essay is usually required. The essay questions are usually, "What has caused you to choose a career in education? What do you hope to accomplish during your career as an educator? How will you measure your success?"
- Two letters of recommendation and a copy of your transcript are also required.
- Applications will be available in the guidance office, when received.
- **Application deadline is usually in early to mid-February.**

James H. Hoffman Scholarship:

- Students must be attending a Calhoun County high school and have at least a 2.0 or higher GPA.
- Students must be without financial means or other assistance to obtain a college education without undue hardship on themselves or their parents.
- Applications have to be submitted to the Wachovia Bank in Taylors, S.C.
- Application must include a copy of your transcript; your essay; and a copy of your parents' latest filed Federal Tax Form 1040 (pages one and two only) and a copy of their latest W-2 Forms.
- Applications will be made available in the guidance office, when received.
- **Application has to be submitted (usually) by March 1st.**

Alabama Association of School Office Personnel (AASOP) Scholarship:

- The Alabama Association of School Office Personnel (AASOP) awards up to four **\$1,000** scholarships to students pursuing a degree in business or k-12 education.
- Applications will be available in the guidance office, when received.
- **Application deadline is usually March 1st.**

Alabama Homebuilders Foundation Scholarship (www.hbaa.org):

- Must be enrolling in an Alabama two- or four-year college in a construction-related program (carpentry; masonry; plumbing; landscaping; drafting; electrical technology; Building Science; architecture; engineering; and, interior design).
- Students must download an application at www.hbaa.org/foundation/scholarships.html or call 1-800-745-4222 for a hard copy.
- **Application deadline is usually in March.**

Alabama's College Counts 525 Scholarship Program:

- This scholarship is for students who plan to attend Alabama colleges or universities.
- Students must have **financial need**.
- **One-time award of \$4,000** for students enrolling in four-year, and **\$2,000** for students enrolling in two-year colleges/universities are provided.
- Student must be an Alabama resident.
- Student must have a minimum **2.75 GPA**.
- Student must have a **26 or BELOW ACT score**. (Applicants attending a two-year college will not be required to submit ACT scores.)
- This scholarship can be used for tuition; fees; books; supplies; or, equipment.
- **Application deadline is early March.**

Agency for Substance Abuse Scholarship:

- Students must have at least a 3.0 GPA and submit an essay, along with the application. The essay will be announced later.
- Applications will be available in the guidance office, when received.
- Application must be submitted to the Agency usually by the first of March.

AOD Federal Credit Union Scholarship:

- This scholarship is for seniors who have been members of the AOD Federal Credit Union for at least one year.
- Applications will be available in the guidance office, when received.
- Application deadline is usually in early March.

Delta Sigma Theta Sorority, Inc. Scholarship:

- This is an international public-service sorority that is comprised of over 250,000 predominately African-American women.
- Encouraging young women to achieve excellence through higher education is a primary focus of this organization.
- The Anniston Alumnae Chapter supports this focus by awarding scholarships to young

women who exemplify academic excellence, strong leadership, and community involvement.

- Applicants must submit an application, along with all requested supporting documents.
- Applications are available in the guidance office, when received.
- Application deadline is usually in early March.

Robert C. Byrd Honors Scholarship Program (www.alsde.edu)

- This is a federally funded and state-administered program.
- Applicants must have superior academic proficiency as demonstrated by standardized test scores on the *ACT*, the *SAT*, or *National Merit Scholarship*.
- Applicant must have high school grades with emphasis given to Advanced Placement, Dual-Enrollment, and Honors courses.
- Applicant must exhibit excellent leadership ability.
- Applicant must be involved in school and community activities, including achievement outside the realm of the usual high school academic achievement.
- Applicant must exhibit high goals and aspirations that reflect the promise of continued academic achievement.
- Applicant must be admitted to a college or university.
- Applications will be available on the State of Alabama's website in January.
- Application deadline is usually the first of March.
- This scholarship is not always available. You will just have to check the website for more information.

Anniston Community Education Foundation Scholarship (www.annistoncef.org):

- Applicant must be a resident of Oxford, Anniston, Saks, or Wellborn communities.
- Applicant must be a graduating senior.
- Applicant must have at least a 2.0 GPA.
- Applicant must demonstrate community involvement.
- Applicant must demonstrate success or improvement in academics.
- Applicant must demonstrate a desire to attend college.
- Applications will be available in the guidance office, when received.
- Application deadline is usually the end of March or first of April.

American Society of Civil Engineers Scholarship:

- The Birmingham Branch offers a scholarship to any student pursuing a degree in Civil Engineering at an Alabama university/college that is accredited by the Accreditation Board of Engineering and Technology.
- Applications will be made available in the guidance office, when received.
- Application deadline is usually April.

West Anniston Foundation Scholarship:

- This scholarship is awarded to students who are planning to attend a two- or four-year college.
- Students must be a current or former resident of the West Anniston community and a

senior who has applied for all available financial aid.

- Applications will be available in the guidance office, when received.
- Application must be submitted to the West Anniston Foundation usually by April 1st.

Kenneth Roach Memorial Scholarship:

- This scholarship is offered through the East Alabama Credit Association.
- Applications will be made available in the guidance office, when received.
- Application must be submitted usually by April to the East Alabama Credit Association.

Alabama Teachers Credit Union (ATCU) Scholarship:

- This scholarship is for students who are ATCU members.
- Students must have been accepted for full-time enrollment in an accredited college, university, or seminary.
- Applications will be made available in the guidance office, when received.
- Application deadline is usually April 1st.

American Legion Legacy Scholarship (www.legion.org):

- First priority is given to sons, daughters, grandsons, and granddaughters of active duty U.S. military and National Guard who died on active duty on or after September 11, 2001. Must be Alabama resident, in accordance with the geographical areas as outlined for each of the scholarships (see application)
- Application must be postmarked no later than April 1st.

Calhoun County Farmers Federation Scholarship (Auburn University):

- This scholarship is for students who will be attending Auburn University and who are majoring in the College of Agriculture or School of Forestry, or to students majoring in Agricultural Engineering or Agricultural Education.
- Student must have applied and been admitted to Auburn to qualify.
- Applications will be made available in the guidance office, when received.
- Application deadline is usually in April or May.

Sigma Phi Epsilon -Alabama Theta Chapter- "Balanced Man" Scholarship:

- This scholarship is open to any male student who has been accepted and plans to attend Jacksonville State University.
- Applications will be available in the guidance office, when received.
- Application deadline is usually late April or early May.

Stringfellow Memorial Hospital Auxiliary Scholarship:

- This scholarship is for students who are pursuing a degree in the medical field.
- Students must have a minimum 3.0 GPA to qualify.
- Applications will be made available in the guidance office, when received.
- Applications must be submitted to Stringfellow Hospital usually by May 1st.

AL4A Alabama-Mississippi Section Engineering Scholarship:

- This scholarship is for students who are planning to pursue an engineering or science degree that would reasonably lead to a career in aeronautics or astronautics.
- Applications will be made available in the guidance office, when received.
- Application deadline is usually May 1st.

Alabama Law Foundation's Kids' Chance Scholarship Fund (www.alfinc.org):

- For students who have had a parent killed or disabled in an on-the-job accident
- Student must apply for financial aid from the college or technical school of choice.
- Application is available online, or you may call 334-269-1515 for an application.
- Application deadline is usually May 1st.

Cheaha Chapter of the American Business Women's Association Scholarship:

- This scholarship is for women who are residents of Calhoun or Talladega Counties and who have applied and been accepted to a four-year college and have a 2.5 or higher GPA.
- The application must be completed online and requires a biographical sketch, three professional letters of reference and an official transcript. Only the first ten completed eligible applications (including transcripts) will be accepted for review.
- To apply, eligible women should send name and email address to Kim Campbell at kim.bryant@hma.com
- Application deadline is usually in early May.

Carpe Diem Foundation Scholarship (www.carpediemfoundation.org):

- This scholarship is merit based. Student must demonstrate outstanding achievements, exceptional leadership ability, and a serious commitment to community service.
- Priority will be given to students whose parents are employed in education, government, social services, public health (including medical providers), the administration of justice, and the fine arts.
- Recipients must enroll as full-time students, maintain a B+ average, and participate in service activity.
- Scholarships range from \$1,500 per year for tuition, room, board, and books and are renewable for up to four years.
- There is a \$10.00 application processing fee
- The application packet must be downloaded. It includes the Application form, three essay questions, Teacher Recommendation form and Community Service Recommendation form.
- Application deadline is usually in May. Check the website for application availability and exact deadline.

Abbott & Fenner Business Consultants Scholarship:

- Award value is \$1,000.
- Abbot & Fenner are committed to helping students who have the desire and ambition to succeed.
- To apply for this scholarship, you will need to write an essay, between 500 and 1000

words. The essay must be sent by email to scholarships@abbottandfenner.com.

- The essay prompt is as follows: *What have you done outside of the classroom that demonstrates qualities sought after by universities or other educational facilities? Of these, which means the most to you?*
- Application deadline is June 18th of your senior year.

Alabama Teacher Recruitment Incentive Program (ATRIP) (www.atrip.alabama.gov/):

- This program provides an award to students who plan on studying-to-be and becoming teachers in one of the following "critical need" areas: English, Language Arts, Math, General Science, or Special Education.
- Those who receive stipends must teach in an Alabama public school for one year for each year the stipend is awarded (or the student will have to repay the award).
- Check the website for availability and deadlines.

American Cancer Society Scholarship (www.cancer.org/):

- \$1,000 awards
- Based on financial need and academic achievement
- Requires a minimum 2.5 GPA and community service/leadership
- Must be a graduating senior who has had a diagnosis of cancer before the age of 21
- Call 1-800-ACS-2345 for further information.
- Applications are available for download in January at www.cancer.org/scholarships.
- Check the website for deadlines.

The American Legion "Need a Lift?" Scholarship (www.legion.org/needalift)

- The Handbook for this scholarship is available at the above website.
- Check application deadline!

BigSun Athletic Scholarships (athleticawards@bigsunathletics.com):

- The BigSun Organization helps young athletes succeed in their academic pursuits.
- All student athletes are eligible to apply, regardless of sport.
- To apply, you must send a short essay answering the following 3-part questions:
 1. What are your most important extracurricular or community activities?
 2. What made you join these activities?
 3. What made you continue to contribute to them?
- All essay submissions should be sent to: athleticawards@bigsunathletics.com.
- **Application deadline is usually in June.**

Harvard University's *Financial Aid Initiative* (www.fao.fas.harvard.edu/):

- Undergraduate students from low-income families will pay NO tuition at Harvard University.
- Families must earn less than \$60,000 a year.
- Call the Harvard College Financial Aid Office at 617-495-1581 for further information.

NFIB Young Entrepreneur Awards Scholarship (www.nfib.com/yef):

- Awards range from \$1,000- \$10,000.

- Must be a high school senior who plans to attend an accredited, non-profit, four or two year college or technical school
- Must demonstrate entrepreneurial spirit and initiative, such as starting a business and participating in school organizations such as FBLA
- Work Experience or endeavors in community service will be considered.
- **Application process will open in late October of your senior year. Check deadlines!**

Talbots Scholarship Foundation Scholarship (www.talbots.com/scholarship)

- Awards for the 2010 academic year included ten \$15,000 scholarships and one \$30,000 award.
- Applicants must demonstrate courage, conviction, and an entrepreneurial spirit.
- Applicants must be high school graduate, planning to enroll full or part-time in a two- or four-year institution, or vocational/technical school.
- Details on the program will be available on their website.

SCHOLARSHIP SEARCH WEBSITES

Be sure to contact the Financial Aid Office at your colleges for the best information concerning available scholarships. Scholarship information is announced at school. Remember, a FREE scholarship search is the best way to look for independent scholarships.

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|---|---|
| www.collegecountsalabama.com/ | Alabama College Counts Scholarship information is listed on this site. |
| www.fastweb.com | FastWeb is a highly recommended free site to search for scholarships and grants. To access their information, you will have to create a user ID and profile. |
| www.brokescholar.com | This site searches over 2.6 million scholarships, grants, fellowships, and contests to help students gain money for college. |
| www.scholarships.com | This site has a database of over 2.7 million scholarships and grant awards worth over \$19 billion. |
| www.studentaid.ed.gov | This website gives a great overview of federal financial aid. |
| www.schoolsoup.com | This free site claims to have "the largest scholarship database in existence." |
| www.meritaid.com | This is the first comprehensive directory of colleges' merit based scholarships. |
| www.collegeboard.org/scholarships | This site discusses where to look for scholarships, how to apply, and gives important dates. |
| www.princetonreview.com | The <i>Princeton Review's</i> scholarship page. |
| www.weeldyscholarships.com | This is a free site where at least one to five scholarship notices can be emailed to you each week. |
| www.uncf.org/scholarship | UNCF/The College Fund lists scholarships available to students who want to attend historically black colleges. These colleges are members of UNCF/The College Fund. |
| www.srnexpress.com | Scholarship Resource Network is a database that features mostly private, portable, non-need-based scholarships. |
| www.collegenet.com/mach25 | This College NET site features over 600,000 scholarships |

from 1,500 sponsoring organizations.

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| www.CSOCCollegeCenter.org | This site offers free college search guidance, support, and scholarships for first-generation, low-income, minority students. |
| www.hsf.net | This is a Hispanic Scholarship Fund website. |
| www.scholarships4me.com | This site lists millions of scholarships and college grants. |
| www.EducationConnection.com | This site matches you with online universities that offer scholarships for minorities. |
| www.collegedata.com | At this site, you can search over 400,000 scholarships - search by ethnicity, residence, major, GPA, and more. |
| www.invent.org/collegiate | This is a student inventor scholarship site. |
| www.christophers.org/vidcon2k | This is a student video scholarship site. |
| www.ncaa.org/about/scholarships | This is a sports scholarship site. |
| http://scholarships.hispanicfund.org/applications/ | This is the Hispanic College Fund's scholarship website. |
| www.collegescholarships.org/scholarships/medical-conditions.htm | This site discusses scholarships available to those students with medical conditions. |
| www.cancerforcollege.org | This site provides information on college funding to cancer Survivors. |
| http://www.collegefund.org/ | This is the American Indian College Fund scholarship site. |
| www.inlikeme.com | This is a college-admissions, scholarship-search website. |

Other sources for scholarships:

| | | |
|-------------------------------------|--|--------------------------|
| College Financial Aid Office | National Merit Scholarship | National Honor Society |
| American Bar Association | American Medical Association | YMCA |
| Bookstores/Libraries | 4-H Clubs | Non-profit organizations |
| Chambers of Commerce | Religious organizations | Girl and Boy Scouts |
| Sororities/Fraternities | Rotary, Kiwanis, and Jaycees Clubs | Labor Unions |
| Large companies, corporations, etc. | Military Education Assistance Programs | |

INFORMATION FOR THE COLLEGE-BOUND STUDENT-ATHLETE

The three largest intercollegiate athletic organizations are the National Collegiate Athletic Association (NCAA); the National Association of Intercollegiate Athletics (NAIA); and, the National Junior College Athletic Association (NJCAA). Each of these has its own academic eligibility criteria.

If you are a student athlete and plan on participating in the college athletic recruiting process, it is your responsibility to know the eligibility requirements of these organizations and understand that, as a prospective college athlete, you must meet minimum academic requirements as well.

1. NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

Established in 1906, the NCAA is the governing body for athletics for over 1,300 colleges, universities, conferences, and organizations. Its member colleges and universities, however, develop the rules and guidelines for athletics eligibility and competition for each of the three NCAA divisions. Only colleges and universities in Division I and II offer athletic scholarships, while Division III schools do not.

To participate and receive athletic scholarships in Division I or II colleges/universities, you must have your academic and amateur credentials certified by the NCAA Eligibility Center.

NCAA Eligibility Center Certification
Processing
P.O. Box 7136
Indianapolis, IN 46207-7136
(877) 262-1492
www.eligibilitycenter.org
www.2point3.org

Shipping/Overnight Delivery Address:
NCAA Eligibility Center
Certification Processing
1802 Alonzo Watford Sr., Drive
Indianapolis, IN 46202

Phone: 877-262-1492
Fax: 317-968-5100

Beginning in the NINTH GRADE and every year after, every student-athlete and his/her parent should download or purchase and should read and become very familiar with the *Guide for the College-Bound Student-Athlete*, a copy of which can be found on the Eligibility Center's website. This *Guide* will give you the eligibility information you need to know and understand before choosing your high-school course work, etc. Remember, it is YOUR responsibility to know the rules for eligibility!

IMPORTANT: Graduates of 2016 and beyond will have to meet new academic rules in order to receive athletic scholarships, practice, or compete during their first year. The new requirements are listed on the NCAA Eligibility Center's website at www.2point3.org or www.eligibilitycenter.org.

You must be sure to check Ohatchee High School's "List of NCAA Courses" to make certain you are taking the courses that have been approved for eligibility. Find this list, as follows:

- Go to the NCAA website listed above.
- Click the "NCAA College-Bound Student-Athlete" link to enter.
- Click the "Resources" tab at the top and select "U.S. Students," where you will find the link to the list.
- These are the courses that have been approved by NCAA for O.H.S. students. You must make sure that the core courses you take in high school, beginning in the ninth grade, are on this list.

To register with NCAA, go to www.eligibilitycenter.org and click the link to enter as an NCAA College-Bound Student-Athlete. To create an account, click on the "New Account" button. You will have to have a valid email address to create your account.

A registration fee is required to register. You are eligible for a registration fee waiver only if you have already received a fee waiver for the *ACT* or *SAT* (applies to juniors and seniors only).

IMPORTANT: Once you have registered with the Eligibility Center, you will be prompted by NCAA to have your counselor send an official copy of your high-school transcript.

The NCAA Eligibility Center requires three components to academic certification:

1. College Entrance Exam (*ACT* or *SAT*) - Prospective student-athletes must have their *ACT* or *SAT* scores sent to the NCAA Eligibility Center directly from *ACT* or the College Board (*SAT*). You must use the Eligibility Center's reporting code on your *ACT* or *SAT* registration form. **The NCAA Eligibility Center's code is 9999.** NCAA will use the best scores from each subtest of the *ACT* or *SAT* to determine your best Sum score; therefore, take the tests as often as possible to increase your sum scores.

2. Core Curriculum Coursework and GPA- The prospective student-athlete must graduate from high school and present the required GPA (see the "Sliding Scale" in the *Guide for the College-Bound Student-Athlete* for Division I) and must present 16 core courses for certification for NCAA Division I. Other "Academic Eligibility Requirements," such as Time Limitations on core courses; Division I Qualifier and Non Qualifier, etc., can be found in the *Guide*. It is your responsibility to check it out.

NCAA Division II requirements include 16 core courses if you want to participate in athletics or receive athletic scholarships during your first year. Again, it is your responsibility to know what these core courses are, etc.

3. High School Graduation- Prospective student-athletes must graduate from high school in four years from enrollment as a freshman and complete 16 core-course requirements within four consecutive academic years. **REQUEST YOUR TRANSCRIPT TO BE SENT TO NCAA USING CODE 9999.**

According to the NCAA Eligibility Center, prospective student-athletes must also receive an amateur certification in addition to the academic certification.

Students with Education-Impacting Disabilities: According to NCAA, students with appropriately diagnosed education-impacting disabilities must satisfy the same standards in order to compete in NCAA Division I and II athletics; however, they are given accommodations in order to do so. For further information on this, visit the NCAA website. The student with an education-impacting disability needs to send documentation to NCAA only

if the student plans on taking core courses after high-school graduation to satisfy Division I initial-eligibility requirements. Be sure to check the website for further information or talk with your case manager or your counselor.

NCAA Division I Academic Eligibility

To be eligible to compete in NCAA sports during your first year at a Division I school, you must graduate high school and meet **ALL** the following requirements:

- Complete [16 core courses](#):
 - Four years of English
 - Three years of math (Algebra 1 or higher) **Algebraic Connections & Algebra w/Finance DO NOT count!!!!**
 - Two years of natural/physical science (including one year of lab science if your high school offers it)
 - One additional year of English, math or natural/physical science
 - Two years of social science
 - Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
- Complete 10 core courses, including seven in English, math or natural/physical science, before your seventh semester. Once you begin your seventh semester, you may not repeat or replace any of those 10 courses to improve your core-course GPA.
- Earn at least a [2.3 GPA](#) in your core courses.
- Earn an [SAT combined score or ACT sum score](#) matching your core-course GPA on the Division I sliding scale, which balances your test score and core-course GPA. If you have a low test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.

NCAA Division II Academic Eligibility

To be eligible to compete in NCAA sports during your first year at a Division II school, you must meet academic requirements for your core courses, grade-point average (GPA) and test scores. The requirements are changing for students who enroll full-time at a Division II school after August 1, 2018.

If you enroll BEFORE August 1, 2018

You must graduate high school and meet **ALL** the following requirements:

- Complete [16 core courses](#):
 - Three years of English.
 - Two years of math (Algebra 1 or higher). **Algebraic Connections & Algebra w/Finance DO NOT count!!!!**
 - Two years of natural or physical science (including one year of lab science if your high school offers it).
 - Three additional years of English, math or natural or physical science
 - Two years of social science
 - Four additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy
- Earn at least a [2.0 GPA](#) in your core courses.
- Earn a [SAT combined score of 820 or an ACT sum score of 68](#). Remember, if you took the SAT on or after March 2016 you need to [compare your score](#) on the College Board concordance table. The 820 score is after the concordance table is applied.

AFTER August 1, 2018

You must graduate high school and meet **ALL** the following requirements:

- Complete [16 core courses](#):
 - Three years of English.
 - Two years of math (Algebra 1 or higher). **Algebraic Connections & Algebra w/Finance DO NOT count!!!!**
 - Two years of natural or physical science (including one year of lab science if your high school offers it).
 - Three additional years of English, math or natural or physical science
 - Two years of social science
 - Four additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy
- Earn at least a [2.2 GPA](#) in your core courses.
- Earn an [SAT combined score or ACT sum score](#) matching your core-course GPA on the Division II sliding scale, which balances your test score and core-course GPA. If you have a low test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.

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2. NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS (NAIA)

National Association of Intercollegiate Athletics

P.O. Box 15340

Kansas City, MO 64106

Phone: 816-881-6242

Website: www.playNAIA.org

The NAIA Eligibility Center determines the eligibility of first-time NAIA student-athletes, and any student playing NAIA sports for the first time must have his/her eligibility determined by the NAIA Eligibility Center. NAIA member schools are bound by the Center's decisions.

Beginning in the **NINTH GRADE**, it is VERY IMPORTANT that you look at the **NAJA Guide for the College-Bound Student-Athlete**, a copy of which can be found on NAIA's website. Remember, it is YOUR responsibility to know the rules for eligibility.

To register, go to **www.playNAIA.org**. There is a registration fee. It is a one-time, nonrefundable registration. The fee will be waived for students with demonstrated need. For instance, if you have free or reduced lunch, and you have received a fee waiver for the *ACT* or *SAT*, you may qualify for a NAIA fee waiver.

Play NAIA.org connects you with NAJA schools- NAIA offers an optional part of the registration process whereby students can participate in the **NAJA Connections Service**.

- Here, you can create your own customized Sport Resume which highlights your sports accomplishments, your positions, and your honors.
- You can use this search to locate the NAIA colleges that offer your sport and the academic areas that interest you.
- You then indicate the colleges you want to connect with, and NAIA will send your Sport Resume directly to them.
- The NAIA coaches and admissions representatives from your selected colleges will then get in touch with you.

This is the information you will need to provide:

You will need to provide NAIA with your current contact information, your previous residences and addresses, any previous high schools you have attended, and your history of your sports participation during and after high school graduation.

You will need to register with NAIA, even if you are registering with NCAA because the two are separate associations with two different sets of rules and certification processes.

NOTE: You will have to have your *ACT* or *SAT* scores sent directly to NAJA using their code 9876. Once you have registered, you will need to ask your counselor to send an official copy of your transcript to NAJA.

Entering Freshman Eligibility Rules:

An entering freshman must be a **graduate of an accredited high school** and meet **two of the three** following requirements:

- 1. Test Score Requirement- Achieve a minimum of 18 on the *ACT* or 860 on the *SAT*.** The *NAJA Guide for the College-Bound Student-Athlete* states that the "*ACT* or *SAT* must be taken on a state, national, or international testing date; scores must be achieved on a single test. You must pass the standardized test prior to the term in which you want to participate in athletics." Be sure to send your test scores directly to NAIA from ACT or College Board (SAT).
- 2. High-school GPA Requirement- Achieve a minimum overall high school GPA of 2.0 on a 4.0 scale.** NAJA will accept the GPA determined by the high school, as long as it is recorded and awarded in the same manner as other students in the school
- 3. Class Rank Requirement- Graduate in the top half of your high school class. NOTE:**

If you do not meet at least two of these three standards, you cannot participate in athletics for the first full year of college attendance.

Students with Learning Disabilities: If you are a student with a diagnosed learning disability and do not meet the freshman eligibility requirements, you may have your academic profiles reviewed by the NAJA National Eligibility Committee at the request of an NAIA institution.

Amateurism: In the NAJA, only amateur students-athletes are eligible to participate in a given sport. An amateur student is one who engages in athletics contests for educational values, personal pleasure, satisfaction, and for the love of the sport, not for monetary or material gain.

Early Decisions for High-School Seniors: If you have completed your junior year of high school, and you have at least a 3.0 GPA on a 4.0 scale and the minimum 18 *ACT* or 860 *SAT* test scores, you may obtain an eligibility determination before graduating from high school. You must have your official test scores sent to NAJA, and you must be sure to have a copy of your transcript sent to NAJA.

3. NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION **(NJCAA):**

NJCAA National Office
1631 Mesa Avenue
Suite B
Colorado Springs, CO 80906
Phone: (719) 590-9788
Fax: (719) 590-7324
Website: www.njcaa.org

The National Junior College Athletic Association (NJCAA) provides quality athletic opportunities to enhance the entire collegiate learning experience of its students and strives to provide equal opportunities for all student-athletes. There are 525 member institutions, and the NJCAA is sensitive to the special needs and circumstances of the Community/Junior College student.

The NJCAA student-athletes are provided opportunities for participation in the following sports, including National Championships: Fall Baseball; Spring Baseball; Basketball; Bowling; Cross Country; Football; Fall Golf; Spring Golf; Half Marathon; Ice Hockey; Indoor Track and Field; Spring Lacrosse; Fall Lacrosse; Outdoor Track and Field; Fall Softball; Spring Softball; Fall Soccer; Spring Soccer; Swimming & Diving; Fall Tennis; Spring Tennis; Fall Volleyball; Spring Volleyball; and, Wrestling.

NJCAA student-athletes must abide by the NJCAA Rules of Eligibility and the rules and regulations of the conferences with which the college is affiliated. Student-athletes must also abide by the rules of the college at which they are attending and participating.

Initial Eligibility:

- Each student-athlete must discuss his/her athletic eligibility with the athletic personnel at the college where he/she has chosen to attend.
- Each student-athlete must be a high school graduate.

NOTE: It is your responsibility to know the eligibility requirements to participate as a NJCAA student-athlete. All information can be found on the NJCAA website.

SERVICES FOR STUDENTS WITH DISABILITIES

Vocational Assistance- Alabama Department of Rehabilitation Services:

Vocational assistance is provided by the Alabama Department of Rehabilitation Services for Alabama students and citizens who have disabilities that are severe enough to restrict their career choices and/or their ability to work.

The Alabama Department of Rehabilitation Services also provides transition services that help to bridge the "transition" from high school to work or from high school to college for older adolescents. Some of these transition services include vocational assessment; job-readiness training; skills development; and/or postsecondary training. These services are individualized, based on the student's needs and interests. In addition, diagnostic and evaluation services are provided to the student at no cost. Financial aid for postsecondary training is also available to qualified applicants, based on economic need.

If you are at least 16 years of age, and you have limited work ability due to a disability, you and your parents/guardians should talk with someone at the Alabama Department of Rehabilitation Services at the address or phone number listed below:

**Vocational Rehabilitation Services
1731 Coleman Road
Anniston, AL 36201
256-832-2496.**

Non-Standard Testing:

If you are a student who currently qualifies and receives services from our Special Education or 504 programs, and you receive accommodations at school for a learning disability; impaired hearing or vision; Attention Deficit Hyperactivity Disorder (ADHD); a physical handicap; or, for a medical condition, etc., you may be eligible for accommodations on the *ACT* and/or *SAT*.

Be sure to contact your case manager and your counselor at least six weeks before the *ACT* and/or *SAT* test date, so that all the required documentation can be completed by them and signed by you and your parent. *ACT* and the College Board (*SAT*) determine which students may be granted non-standard testing.

Information about College for Students with Disabilities:

Most colleges/universities will require certain high-school diplomas before students can enter college. Some colleges will have special programs or limit the types of programs for students with disabilities. These programs may require separate applications; they may limit the number of students in the program; and, they may impose additional fees. Be sure you do your research and learn what your college-of-choice offers concerning these programs. The College Board (www.collegeboard.org/2012) recommends the following:

- Explore college websites and search "disabilities." You will find a wealth of information this way.
- When you plan a visit to a college campus, be sure to call ahead and request an appointment with the college's disability coordinator.
- Attend college fairs that are specifically geared for students with special needs.
- Find out what your college-of-choice requires from you in terms of documentation for a learning disability, attention deficit disorder, or other impairment.
- Find out if there are any special facilities or assistive devices for students, if needed.
- Find out if there are special advisors for students with disabilities.
- Find out if there are any bridge programs during the summer after your high school graduation that you could attend. These summer programs are usually designed to assist students with improving their skills in reading, math, and writing and with study- and time-management skills.
- Explore community colleges. These institutions have an open-enrollment policy and usually have smaller classes. Again, certain high-school diplomas may be required to enter certain programs.
- Explore the housing options at your colleges-of-choice, particularly if you would prefer or require a single room.
- Finally, check with the Admissions offices at your colleges-of-choice to see if priority registration for classes is available.

ADDITIONAL CAREER OPTIONS FOR STUDENTS

COMMUNITY COLLEGES:

Community and state-supported technical colleges, such as Gadsden State Community College; Central Alabama Community College; Jefferson State Community College; Lawson State Community College; Shelton State Community College; Southern Union State Community College; and, Wallace State Community College, among others, offer affordable, college and/or career-oriented programs. The cost of attendance is usually much less than that of a four-year college or university.

Students have several options at community colleges:

- Students who attend community colleges can take their basic courses for two years and transfer to a four-year college or university.
- Community colleges also offer the Associate's Degree Program, a two-year degree program.
- Or, a short-term program will provide students with certificates or diplomas so they can begin their jobs in the work force.

Local Community College:

Gadsden State Community College (GSCC) / Ayers Campus (Coleman Road in Anniston)

Academic Division:

Gadsden State offers the Associate in Arts and Associate in Science Degrees; Associate in Applied Science Degree; and Certificate Programs. Go to their website for further information on these programs at www.gadsdenstate.edu.

Technology Options:

AAS Degree

- Associate in Applied Science
- Five semesters in length
- Seven academic college courses required

Certificate

- 3-5 semesters in length
- Four academic college courses required

Short-Term Certificate

- Certificate 26 credit hours
- 2 semesters in length
- No academic courses required

The following are some programs offered at **Gadsden State Community College** that will **prepare students to enter the work force** after completion of programs. For more information on any of these programs, go to **www.gadsdenstate.edu**.

Engineering Technologies Programs at Gadsden State:

- **Air Conditioning and Refrigeration** - This program prepares students with the skills and knowledge they will need to work in this field. Students will learn to identify and use tools that are required to install and service air conditioning and refrigeration equipment.

Career Opportunities:

Residential Air Conditioning/Heating Services Technician
Residential Air Conditioning/Heating Services Installer Commercial
Air Conditioning/Heating Services Technician Commercial Air
Conditioning/Heating Services Installer Refrigeration Technician
(supermarkets, restaurants)
Ice Machine Technician (supermarkets, restaurants, residential)
Apartment Maintenance

- **Automotive Manufacturing Technology**- This program will prepare students to work in the automotive manufacturing industry by teaching them the knowledge and skills they will need to perform as a manufacturing technician. Students will have hands-on training in industrial automation, robotics, programmable logic controllers, process control/ instrumentation and manufacturing/quality systems.

Career Opportunities:

Industrial Automation Technician Robotics
Manufacturing
Manufacturing Programmable Logic Controller Manufacturing
Technician

- **Civil Engineering Technology**- This program will prepare students to be skilled technicians in the Civil Engineering field. Students will learn about land development, roadway design, construction applications, surveying, and AutoCAD.

Career Opportunities:

Transportation Designer
Engineering Technician
GIS Analyst

- **Drafting and Design Technology**- This program will prepare students to work in the field of drafting and design in the areas of mechanical or architectural design drafting. Students will receive hands-on training using the latest release of AutoCAD and other CAD software applications.

Career Opportunities:

-);> Architectural Drafter
-);> Electrical Drafter
-);> Structural Drafter
-);> Casting Drafter
-);> Tool Design Drafter

- **Electrical Engineering Technology-** This program will train students to work in residential, commercial, and industrial electrical occupations. When students complete this program, they will be "multi-skilled." Students will also be trained in Industrial Maintenance and will receive instruction in safety; good work habits; teamwork; and, communications skills. Also, entry-level training will be provided that will enable students to work as multi-craft, electro-mechanical technologists.

Career Opportunities:

-);> Residential, commercial or industrial electricity
-);> Programmable Logic Control
-);> Computer Animated Electrical Design
-);> Industrial Maintenance Technology

- **Electronic Engineering Technology-** This program will train students to be employed as entry-level technicians. Students will be trained to work in many fields, including industrial control; electronic communication; computer and network systems; and, biomedical equipment. Students who enter this program must be proficient in math and science and be able to work with their minds and their hands. Students will be trained in analog and digital electronics and troubleshooting techniques.

Career Opportunities:

-);> Electronic Communications
-);> Industrial Electronics
-);> PLC Technicians
-);> Computer Electronics
-);> Biomedical Equipment
-);> Electronic Instrumentation
-);> Avionics

- **Industrial Automation Technology-** This program will train students to work as industrial technicians. Students will learn about hydraulics; pneumatics; industrial mechanics; motor controls; electrical wiring; programmable logic controls; welding machine tool production; preventive maintenance; safety practices; AutoCAD; and, HVAC.

Career Opportunities:

-);> Building Maintenance Technician
-);> Facilities Maintenance Technician

Industrial Service Technician

Millwright
Operating Engineer

- **Machine Tool Technology-** This program will train students to work as entry-level employees in various machining careers. Students will be taught and will learn safety; math; measuring tools and instruments; hand and bench tools; blueprint reading; lathe operations; milling operations; layout; grinding machine operations; and, computer numerical control (CNC). All material used in this program will follow the national standards as formulated by the National Tooling and Machine Association (NTMA) and performance standards as established by the National Institute for Metalworking Skills.

Career Opportunities:

Machinist Apprentice CNC
Operator Automotive
Machinist
Tool and Die Maker Apprentice Tool
and Machinery Sales
Mold Maker Apprentice

- **Mechanical Design Technology-** This program will train students to work as skilled technicians using computer-aided drafting (CAD) software and equipment. Students will be trained with the most widely used software including AutoCAD; ProEngineer; SOLID WORKS, and other software that will enhance students' opportunities in the engineering/technical areas. Students will be trained using the standards that are used in the development of technical engineering prints in designing machinery and equipment; consumer products; buildings; fabrications; installation; sales and production.

Career Opportunities:

Aerospace Automotive
Construction Consumer
Products Manufacturing
Engineering Drafting/Design
Sales
Fabrication
Installation/Repair
Mechanical Engineering
Operations
Production Technical
Assistants Service
Industries Steel
Fabrication

- **Realtime Reporting-** This program will train students in the skills and technology they will need to be certified to work as a Registered Professional Reporter or as a Certified Broadcast Captioner. Students entering this program will also be able to specialize in Judicial Reporting or Broadcast Captioning and will be well-prepared to enter either

program.

Career Opportunities:

-);> Court Reporters
-);> Broadcast Companies

Applied Technologies Programs offered at Gadsden State Community College:

- **Automotive Collision Repair** - This program trains students to work as skilled technicians using the latest techniques and practices in automotive repair. Students will be trained in refinishing automobiles; panel repair or replacement; structural repair; glass, trim, and collision damage estimating.

Career Opportunities:

-);> Auto-Body/Collision-Repair Shops
-);> Auto Damage Appraisers
-);> Automotive Painters
-);> Custom Automotive Shops

- **Automotive Service**- This program trains students to work as Automotive Mechanic technicians who are capable of high-quality automotive service and maintenance. Students in this program will be taught modern testing devices for diagnosing technical programs. Students will also learn basic scientific principles and current technical information. Practical applications and experience will be provided.

Career Opportunities:

-);> Diesel Technician
-);> Truck Mechanic
-);> Diesel Engine Specialist

- **Carpentry**- This program will train students by using extensive, hands-on instruction so students will learn to construct furniture, kitchen cabinets, and other items using blueprints and drawings as guides. This program will train students with the skills to enter entry-level positions as carpenters.

Career Opportunities:

-);> Cabinetmaker
-);> Carpenter
-);> Carpenter Helper

- **Cosmetology** -This program trains students in the field of cosmetology and provides them with the information and techniques needed to pass the State Board Exam for Licensing in Cosmetology. Students will develop the skills, professionalism, and confidence to enter the cosmetology field and will practice the following techniques: haircutting and styling; hair

coloring and chemical texturizing; facials and cosmetic application; and, manicuring and pedicuring.

Career Opportunities:

Hair Stylist
Colorist
Nail Technician
Educator Platform
Artist Makeup
Artist Esthetician

- **Diesel Technology-** This program trains students with the basic knowledge, skills and work attitude that are necessary to work at entry-level positions in this field.

Career Opportunities:

Diesel Technician
Truck Mechanic
Diesel Engine Specialist

- **Welding-** This program trains students for entry-level jobs in various careers in this field. Intermediate and advanced training can also be provided. Students will learn safety; blueprint reading; math; and hands-on training. The Welding curriculum is set forth by the American Welding Society and the National Center for Construction Education and Research.

Career Opportunities:

Production Welder
Construction Worker
Structural Steel
Pipe and Pressure Vessel
Boilermaker Maintenance
Welder Fabrication
Management
Certified Welding Inspector
Self-employment

VOCATIONAL AND TECHNICAL SCHOOLS:

These schools offer short-term training in many different career fields. Students are usually in job-related settings where they can receive hands-on training. You can find a list of accredited vocational and technical schools in Alabama at www.rwm.org/rwm.

APPRENTICESHIPS:

These programs are usually administered by employers, labor-management organizations, or employer associations for those students who want a hands-on approach to learning. Students who participate in apprenticeship programs learn a trade. Most of the apprenticeship programs are in the construction trade in occupations such as bricklayers; carpenters; cooks; painters; plumbers; electricians; roofers; sheet metal workers; and, tool and die makers. Look in the newspapers for these positions, contact companies individually, or contact the State Employment Office.

Example:

Birmingham Electrical Joint Apprenticeship Training Committee

- The Birmingham Electrical JATC is a federally recognized Apprenticeship Training program that is a viable alternative to the "traditional" postsecondary education.
- This organization offers state-of-the-art electrical training and education at no cost to the student.
- This is a five-year, earn-while-you-learn program that provides 10,000 hours of paid on-the-job training during the day and 900 hours of classroom study at night.
- During this apprenticeship, students in this program receive a comprehensive electrical education; an excellent wage rate; free Blue Cross & Blue Shield insurance, and guaranteed pension benefits.
- Graduates of this program receive two diplomas- one from the National JATC and the other from the U.S. Department of Labor.
- Graduates will be certified by the State of Alabama as a "licensed" Journeyman Electrician and will have earned 45 ACE credits toward a bachelor's degree at The University of Alabama in Tuscaloosa.

For information on the Birmingham Joint Apprenticeship Training Committee, visit its website at www.bejatc.org.

For information on other apprenticeship programs, contact the Regional office of Apprenticeship programs, as follows:

Regional Director
USDOL/ETA/OATLS
61 Forsyth Street SW, Room 6171
Atlanta, GA 30303
404-302-5478

JOB CORPS:

Job Corps is a **federal program** funded by the U.S. Department of Labor. It is the largest **career-technical education and training program** in our country for students **ages 16 through 24, at no cost** to students or their parents.

To be **eligible to participate in Job Corps**, you:

- must be at least 16 years of age;
- must be a U.S. citizen or legal resident;
- must be of low income.

Academics

Academic training is also provided, in addition to career training, including training in basic reading and math. Job Corps also offers courses in independent living, employability skills, and social skills to help students' transition into the work force. Other academic programs are available as well.

GED/High School Diploma

Qualified students who do not already have a high-school diploma can earn their GED/high school diploma.

Driver's Education

Driver's Education is also available to those students who need their driver's licenses.

College Program

Job Corps' College Program allows students to continue their education at GSCC. Eligible students for this program receive all the benefits of Job Corps including free housing, food, medical, recreation, supervision, counseling, etc.

Career Training

Job Corps also provides career-technical training in several vocational trades. Because Job Corps is committed to the development of "green" job training.

Benefits

- **Pay and Allowances** -Job Corps pays each student a living allowance while in the program.
- **Housing** -Housing is provided.
- **Meals** - Three meals a day are provided to students at no cost.
- **Wellness Center** -Basic medical, dental, and optometry services are provided free to students.

Graduate Benefits

- Transition allowance
- Job placement assistance
- Career counseling

Our **local Job Corps Center** is located in **Gadsden, Alabama**, as listed below:

Gadsden Job Corps Center
600 Valley Street
P.O. Box286
Gadsden, AL 35902
Phone: 256-547-6222
Fax: 256-547-9040

For **further information** on Job Corps, or to **schedule an appointment** with an admissions representative, contact the Gadsden Job Corps Center.

ON-THE-JOB TRAINING:

This training is provided by employers, but it usually does not provide students with a career. These are usually minimum-wage jobs with very limited opportunities. Look in the "Classified" sections of newspapers for information and contact the State Employment Office.

AMERICORPS:

This is a national service organization in which students can help communities with their education, public safety, and environmental needs. Once the student has spent a year in service, he or she can receive an education award of approximately \$5,000. Go to **www.americorps.org** or call 1-800-942-2677 for further information.

MILITARY CAREERS

The military is the nation's largest employer! Qualified high-school graduates who join the military have the opportunity to earn a good salary, benefits, and free on-the-job training, as well as, the opportunity for career advancement and travel. The military offers over 2,000 job specialties, most of which are available in the civilian work force. There are two main occupations offered in the military:

1. Enlisted occupations
2. Officer occupations.

There are five major branches of the military:

1. Army
2. Navy
3. Air Force
4. Marine Corps
5. Coast Guard.

The U.S. Department of Defense in *Military Careers -A Guide to Military Occupations* (2001) offers the following considerations.

Four Steps in Enlisting in the Military:

Step 1: Talking with a Recruiter

- You must talk with a recruiter of the branch of the military to which you are interested in applying.
- The recruiter will talk with you about enlistment options and qualifications and give you detailed information about training opportunities.
- If you decide to apply, the recruiter will interview you concerning your health and educational credentials.
- If everything is in good order, the recruiter will schedule you for enlistment processing.

Step 2: Qualifying for Enlistment

- Your enlistment processing will take place at one of the 60+ Military Entrance Processing Stations (MEPS) located across the country.
- At the MEPS, you will take the *Armed Services Vocational Aptitude Battery (ASVAB)*, if you have not already done so. This is a nine-part, three-hour assessment of your aptitudes and strengths. A minimum score on *the ASVAB* is required to qualify for enlistment.
- If you have *high ASVAB* scores, you will receive more career and training options.
- If you choose to take the *ASVAB* as a high-school student, you do not obligate yourself in any way, and you are free to use your results as you choose.

Step 3: Meeting with a Service Classifier

- The Service Classifier enters your *ASVAB* scores into a computerized reservation system. Based on your *ASVAB* scores, the system then provides the career fields and training programs for which you most qualify.
- After you have discussed job training options with the service classifier, you will select an occupation and schedule an enlistment date.
- You may delay your enlistment for up to one year. This is called the "Delayed Entry Program (DEP)," or you can select the immediate enlistment option.

Step 4: Enlisting in the Service

- After you have completed the enlistment processing, if you have selected the immediate enlistment option, you will receive your travel papers and travel to a military base for basic training.
- If you selected the DEP, you will return to the MEPS on their enlistment date.
- You then become a "recruit."

The military will generally provide four kinds of training for its personnel:

1. Recruit training
2. Job training
3. Advanced training
4. Leadership training.

Linda O'Brien in *Career Choices and Educational Options* (Woodburn Press) offers the following information on the military:

- You are obligated for 2-6 years when you enlist in the military.
- Enlisting in the military is a major career decision and is a long-term commitment. Talk to current and retired military personnel for their insights before joining.
- Your pay in the military is determined by your rank and number of years you serve. Most recruits/enlistees begin at a pay grade of E-1 and receive free housing and free dental and medical care.

The following information is taken from *Military Careers- A Guide to Military Occupations* (2001):

Basic Training:

- Basic training lasts between 6-11 weeks.
- It involves intense mental and physical preparation, classroom instruction, field training, and exercise.
- At basic training, enlistees learn to take orders, live and work with a variety of people, learn discipline and physical endurance.
- After basic training, enlistees will receive 2-24 months of advanced training in a specialty area.

The Reserves and the National Guard:

- You can be a "part-time" member of the military by joining the Reservists or National Guard.
- Reservists and National Guardsmen also participate in basic training and job training. Afterwards, they train for two days, once a month, and two weeks, once a year.
- If there is a national emergency or conflict, Reservists and National Guardsmen can be called to duty.

The Service Academies:

- The Army, Navy, Air Force, Marines, and the Coast Guard all have their own Academies, as follows:

| | |
|---------------------|---|
| Army: | U.S. Military Academy (West Point) |
| Navy: | U.S. Naval Academy |
| Air Force: | U.S. Air Force Academy |
| Marines: | U.S. Merchant Marine Academy |
| Coast Guard: | U.S. Coast Guard Academy |
- If you are accepted into an Academy, you will receive a free four-year college education and enter the military as an officer.
- Students must apply to the Academies and must have high *ACT* (with *Writing*) or *SAT* scores, a high GPA, and be in good physical condition. You may begin applying in the second half of your junior year and through the deadline of your senior year.
- There are two steps in applying to the Service Academies, as follows:

Step 1:

The first step in applying to the Service Academies is to request and complete a "Pre Candidate Questionnaire." The addresses for the Academies are as follows:

| | | |
|---|--|--|
| Director of Admissions U.S. Military Academy 606 Thayer Road West Point, NY 10996-1797 845- 938-4041 http://admissions.usma.edu Application deadline: March 1 st | Admissions Office U.S. Air Force Academy 2304 Cadet Drive, Suite 200 U.S.A.F. Academy, CO 80840-5025 719- 333-3647 http://academyadmissions.com/admissions Application deadline: January 31 st | Admissions Office U.S. Naval Academy 117 Decatur Road Annapolis, MD 21402-5018 1-888-249-7707 http://candidateinformation.usna.edu Application deadline: March 1 st |
| Admissions Office U.S. Merchant Marine Academy 300 Steamboat Rd., Admissions Center Kings Point, NY 10024-1699 516- 773-5387 http://www.usmma.edu/admissions Application deadline: March 1 st | Director of Admissions U.S. Coast Guard Academy 15 Mohegan Avenue New London, CT 06320 (860)444-8444 http://admissions.uscga.edu Application deadline: February 1 st | |

Step 2:

The second step in applying to the Service Academies is to write to each of your Congressmen and ask for a "Congressional Nomination." (Note: The U.S. Coast Guard Academy does not require a Congressional Nomination.) In this letter, you should give them your name, address, telephone number, date of birth, Social Security Number, high-school name, year of graduation, and your parents' names. See your counselor for assistance with your letter.

Senator Richard Shelby

Attn: Military Academy Nominations 304 Russell Senate Office Building Washington, D.C.
20510

202-224-5744

senator@shelby .senate.gov

The Honorable Mike Rogers

The United States House of Representatives 324 Cannon House Office
Building Washington, D.C. 20515

202-225-3261

www .house.gov/mikerogers/

MILITARY SCHOLARSHIPS

Reserve Officers' Training Corps (ROTC) Scholarship Programs:

The ROTC Scholarship Program is a very competitive one, and you must make application early in order to receive full consideration. You must make application and undergo a physical examination, formal interview, and a physical abilities test. You should begin your application process in your junior year.

Army ROTC (www.armyrotc.com)
Air Force ROTC (www.afrotc.com)
Navy ROTC (www.nrotc.com)

For further information, you may contact:

ROTC Program
Jacksonville State University Jacksonville,
AL 36265
256-782-8023

For information on military careers:

| | | |
|-------------|----------------|--|
| ARMY | 1-800-USA-ARMY | www.goarmy.com |
| NAVY | 1-800-USA-NAVY | www.navy.com |
| AIR FORCE | 1-800-423-USAF | www.airforce.com |
| MARINES | 1-800-MARINES | www.marines.com |
| COAST GUARD | 1-800-NOW-USCG | www.airforce.com |

Local recruiting stations for the Air Force, Army, Marines, and Navy are all located at the Oxford Mall, 700 Quintard Drive, Oxford.

Military recruiters will visit your school throughout the year. If you are interested in meeting with a recruiter, please inform your counselor, and he/she will be happy to set up an appointment for you.

IMPORTANT NOTE: If you are a male who is at least 18 years of age, you must register with the Selective Service Board.

FINDING A JOB

If you are a student who wants to go immediately into the work force after high school, you must be prepared ahead of time. Where will you find a job? Here are some places where you can begin your search:

1. **Alabama Career Center System - Alabama State Employment Service**

1731 Coleman Road, Anniston, Alabama

This is Alabama's network of "One-Stop Centers" that provide job development; occupational and educational training; vocational rehabilitation; veterans' services; and unemployment insurance information.

| | |
|--------------------|--------------|
| Employment Service | 256-832-0147 |
| Career Link | 256-832-5191 |
| Adult Education | 256-835-5463 |

Go to **www.joblink.alabama.gov/ada/** to find listings of jobs available in Alabama. Once there, you will create a "Job Seeker" account.

This Career Center houses the main State of Alabama employment agencies which are affiliated with the Alabama State Employment Service. These are free services available to everyone and include referrals for jobs, job counseling, job testing, vocational choices, training referrals, etc.

2. **Federal (U.S.) Government Jobs - USAJOBS**

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS, you can create an account; look for a job; and be informed. Go online at **www.usajobs.gov**. It is important to know that these jobs are NOT training positions!

3. **State of Alabama Government Jobs**

To apply for State of Alabama Civil Service jobs, visit **www.personnel.state.al.us** to find current and continuous job announcements with the Alabama State Personnel Department. Call the Alabama Career Center for further information at 256-832-0147.

4. **Calhoun County Government Jobs**

These jobs are available through the Civil Service System. Contact the Calhoun County Civil Service Board, located at the Calhoun County Administration Building, 1702 Noble Street in Anniston, or call 256-241-2940 for further information.

5. City Government Jobs

Different cities within Calhoun County have job openings. Contact the city's Civil Service Board to learn about employment opportunities:

City of Oxford- Civil Service Board

100 Choccolocco Road
Oxford, AL 36203
256-831-3 730

City of Anniston - Civil Service Board

1128 Gurnee Avenue
Anniston, AL 36201
256-231-7760

6. Newspapers' Employment Ads

Look for jobs in the "Classified" sections of local newspapers, especially the *Sunday Edition*.

7. Private Employment Agencies

Most private agencies charge a fee for finding employment for its clients. Frequently, the employer will pay the fee. Below is a list of some of these agencies:

Contractors Staffing, Inc.

1304 Noble Street, Anniston, AL 36201 www.contractorsstaffing.com/ (256) 237-9003

Dynamic Staffing

309 Quintard Ave., St.F Anniston, AL 36201 www.dynamicstaffing.org (256) 237-7111

Labor Finders

401 S. Leighton Ave. Anniston, AL 36201 www.laborfinders.com (256) 741-9829

Personnel Staffing

1513 Noble St., Anniston, AL 36201 www.personnelstaffing.com (256) 236-5252

Temp Force

214 E. 6th St. Anniston, AL 36201, (256) 236-8367, www.tempforcestaffing.com/index.php

Search South

P.O. Box 2224 Anniston, AL 36202 (256) 454-4026 www.searchsouth.com

Elwood Staffing

521 Davis Loop Oxford, AL 36203, (256) 831-6830 www.elwoodstaffing.com/

Connell Group LLC

224 J Street Anniston, AL 36207, (256) 237-8181, www.connellgroup.com

Instaff Personnel LLC

45265 US Hwy 78 Lincoln, AL 35906, (205) 763-0941

Onin Staffing

45265 US Hwy 78 Lincoln, AL 35906, (205) 763-0941 www.oningroup.com/job-search.html

Kelly Services

1994 US Hwy 78 E. Oxford, AL 36203, (256) 832-0247 www.kellyservices.com

8. Private Companies

Don't hesitate to put in applications to different companies in the area. Even if they do not need someone when you apply, they will appreciate the fact that you made a personal appearance to the company's Personnel Department to apply.

HIGHER-EDUCATION PLACEMENT SERVICES

Gadsden State Community College- Office of Career Services

The Career Services Center at Gadsden State offers service to GSCC students, alumni, and the general public. The website is for the benefit of those individuals' career and skills assessment, development, and to provide job-search resources.

Ayers Campus- www.gadsdenstate.edu/current-students/jobs/index.php

Jacksonville State University- Office of Career Services

The Career Services Office offers resume critiques; full-time, part-time, co-op, and internship job postings. Go to **<https://jsu-csm.symplicity.com>** for further information.

Career Services also offers mock interviews; employment and life-skills assistance; and, on campus job fairs, as well as career exploration. Go to **<http://www.jsu.edu/careerservices>**.

EMPLOYMENT AND RESUME WEBSITES

| | |
|---|---|
| U.S. Department of Labor | www.dol.gov |
| U.S. Dept. of Labor Employment & Training | www.doleta.gov |
| Alabama Job link- State Employment Service (Job Search & Resumes) | www.joblink.alabama.gov |
| Alabama State Merit Personnel | www.personnel.state.al.us |
| Department of Industrial Relations | www.dir.alabama.gov |
| Federal Government Office of Personnel Management- Civil Service Gobs open to everyone) | www.usajobs.gov |
| Federal Civilian Positions within the Department of Army (such as Anniston Army Depot jobs) | www.cpol.army.mil |
| Federal Bureau of Investigations | www.fbi.gov |
| Department of Justice | www.udoj.gov |
| Department of Transportation | www.tsa.gov |
| Anniston Career Link | www.alabamacareerlinks.org |
| Alabama Job Seekers | www.Beyond.com/careers |
| Alabama Jobs | www.alabama-jobs.com |
| Anniston Jobs | www.msn.Careers.com |
| Calhoun County Chamber of Commerce | www.calhouchamber.com |
| City of Anniston | www.ci.anniston.al.us |
| City of Gadsden | www.cityofgadsden.com |
| City of Oxford | www.oxfordalabama.org |

| | |
|---|---|
| Civilian Jobs | www.indeed.com |
| Deltacom | www.deltacom.com |
| Gadsden State Community College Government Jobs | www.gadsdenstate.edu www.hotjobs.com |
| Honda | www.hondaalabama.com |
| Honeywell | www.honeywell.com www.statejobs.com |
| Internet Job Source for All States | www.statejobs.com |
| Jacksonville State University | www.jsu.edu |
| Jobs in Alabama | www.aljobs.com |
| Jobs in Your Area | www.GetTheJob.com |
| Jobs Online | www.jobsonline.net |
| Labor Finders | www.laborfinders.com |
| Manpower, Inc. | www.manpower.com |
| N.E.A. Regional Medical Center | www.rmccares.org |
| Stringfellow Hospital | www.smhhealth.com |
| Westinghouse | www.wgint.com |

GLOSSARY OF TERMS

The following terms are used in the college and career planning process.

Accreditation: Recognition that an institution has met specified standards according to regional and/or national accrediting bodies.

Advanced Placement: Granting of credit to an advanced course based on evidence that a student has mastered the equivalent of an introductory course.

Aid Package: This includes a combination of aid (grant, loan, work, and scholarship), as determined by a college's Financial Aid Office.

Associate's Degree: This is a two-year community-college degree that offers the opportunity to transfer the credits to a four-year university.

Bachelor's Degree: This is a degree that is earned for completing an undergraduate program of study at a four-year university or college.

Candidates' Notification Date: This is the date the university or college will announce its decisions on students' admissions applications.

Candidates' Reply Date: This is the last date (**usually May 1st**) that students **must** notify colleges or universities of their plans for attending in the fall.

CEEB Number: This is the "College Entrance Examination Board" number that is also the high-school code that students use when registering for standardized assessments.

College Calendar: This is the instruction time of colleges- semester; trimester; quarter, etc.

Common Application: This college admissions application can be used to apply to many colleges. Applicants complete only one application and send it to colleges that accept this type application. Go to **www.commonapp.org** to find colleges that accept this application.

Credit Hour: This is a unit of a college's academic credit which represents one hour of class time per week for a period of study (semester, trimester, etc.)

CSS Profile: This is the College Scholarship Service Profile that is a needs-analysis form that some colleges require in order to determine a student's eligibility for private funds.

Deferred Admission: This college admission status allows an accepted student to postpone enrollment for one year.

Early Action: This is a non-binding early admission program, available at some colleges, in which students apply early in October or November and receive an early response, usually in December.

Early Decision: This is a binding early admission program, available at some colleges, in which a student may submit an early decision application to only one school. If offered admission, the student must withdraw all other applications immediately.

Financial Aid: Any financial aid given to a student- grant, loan, work-study, scholarship, etc.

Free Application for Federal Student Aid (FAFSA): This application is required for students who want to be considered for federal student financial aid

GPA: Grade Point Average

Grant: This is financial aid in the form of a gift; grants never have to be repaid.

High School (or CEEB) Code: This is an individual code that is assigned to each high school. It is used for the *ACT* and *SAT* registration, for some college applications, and for identification during the college search process.

Honors Program: This is a program offered by colleges for academically superior students to enrich their college education through independent, advanced, or accelerated study.

Major: This is an area or subject in which a student chooses to study as a career path. These courses are usually taken in the junior and senior years of college.

Matriculate: This means to enroll in a university or college to pursue a college degree.

Merit Scholarships: Scholarships offered by colleges based on factors such as academics, GPA, and standardized test scores. Some are also based on special talents, leadership abilities, and/or volunteer activities.

Need-based Financial Aid: A student's financial aid is determined by the total cost of attending a college, minus the family's expected contribution. This is determined through the *FAFSA*.

Profile: This is the demographical description of your high school that also includes academic profiles of the most recent graduates.

Recommendations: These are letters that your counselor and teachers will write for you in support of your admissions and scholarship applications.

Rolling Admission: This is a college admission policy that accepts students on a continual basis as applications are received.

ROTC: This is the Reserve Officers Training Corps. It is a campus-based program in which the college and the Air Force or Army or Navy provide a special admissions process in which students enter college and in which they receive reduced college costs through the ROTC scholarships.

Selective Colleges: These are known as your "top tier" colleges, those that usually have more applicants who apply than those who are accepted. These are the colleges that require students to have taken mostly AP or IB courses.

Wait List: This is the college's list of applicants who met the admissions requirements but were put on a wait list. These students may be admitted later, depending on the number of applicants who decline admission by May 1st.

NOTES