

Senior Handbook

Class of 2010





Herndon High School

FAIRFAX COUNTY
PUBLIC SCHOOLS

700 Bennett Street
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September 2009

Dear Class of 2010,

Welcome to the beginning of your senior year! It will be an exciting year and we are thrilled to support and help you prepare for life after high school. At times you might feel as if you are riding a never ending roller coaster, but in ten short months, you will be graduating from Herndon High School to begin your future. This is the year where you will decide is college right for you? Does a technical school appeal to you? Does military service seem like the best option? Or will you find a job that matches your skills and interests?

In order to make these decisions we have provided this handbook so you can be informed of your options. Remember to use the resources here at Herndon High School. Buzz around the building and ask your teachers about the college they attended or other jobs they have had. Stop in the Career Center and spend time with Ms. Boyke, researching schools and careers or taking personality/interests inventories to discover your skills. It is our goal to help you make the best decision for your personal situation.

This booklet is a resource to keep you focused on your goals for your future. Remember to not be discouraged when things do not go exactly as planned. There is a school or job out there for you that is a perfect fit and you will find it. Be honest with yourself when looking for that perfect fit.

Fairfax County Public Schools has adopted a new grading scale for your senior year of high school. This might be a bit confusing at first but colleges are being notified of the changes. Your new transcripts now includes an extra weight a 1.0 for AP courses and a 0.5 for honors courses taken 9th through 11th grade. For your senior year, an A will be a 93-100 and an A- will be 90 – 92. Remember to use your old transcripts when comparing yourself on the Herndon High School statistics from last year's graduating class.

As your School Counselors, we look forward to talking and meeting with you to discuss your options. Please stop by to make appointments with us, give us a call, or send an email with your questions. It is a busy time of year but we will do our best to answer your questions in a timely fashion. Please be patient with us as we are all working to do our best for each and every one of you.

It is a time of responsibility as well. **You are responsible** for dropping off materials to your counselor in timely fashion. **You are responsible** for maintaining appropriate grades in all your courses. **You are responsible** for sending your applications or submitting your resume. **You are responsible** for getting information to your teachers and counselors so they can write an effective recommendation. **You are responsible** for resources the counselors and teachers need to mail out such as recommendations, transcripts and other materials. **You are responsible for your destiny!**

One last thing! Enjoy senior year- You deserve it.

Sincerely,

Herndon High School Student Services Department

Student Services Department

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12th Grade Office Administrative Assistant	Linda Crawford	Linda.Crawford@fcps.edu	703-810-2218

New Grading scale for 2009-10 school year

Mark	Range	Quality Points
A	93-100	4.000
A-	90-92	3.700
B+	87-89	3.300
B	83-86	3.000
B-	80-82	2.700
C+	77-79	2.300
C	73-76	2.000
C-	70-72	1.700
D+	67-69	1.300
D	64-66	1.000
F	Below 64	0.000

From the FCPS.EDU website.....

The additional weighting of AP and IB courses and the additional weighting of honors courses is retroactive for all courses that appear on a student's high school transcript. For example, a student who is a junior during the 2009-10 school year who took an honors course as a freshman has received an additional 0.5 weight for that course added to his or her transcript retroactively. Dual enrollment courses that are currently weighted will continue to be weighted.

Frequently Asked Questions...

How often are GPA's recalculated?

Typically, a high school student's cumulative GPA is recalculated at the end of every school year. Seniors' GPAs are also recalculated midway through their senior year, resulting in the 7th semester transcript.

Have the transcripts of underclass students who have taken an AP, IB or selected dual enrollment course been updated to reflect the additional weight?

Yes, transcripts of all applicable students (seniors and underclass) were updated in February 2009 to reflect the additional weight. If an underclass student completed an AP, IB or selected dual enrollment class in previous years, the cumulative GPA for 2008 has been adjusted to reflect the additional weight. Underclass students who are currently taking an AP, IB or selected dual enrollment course will not see the total weight added to their GPA until they complete the course.

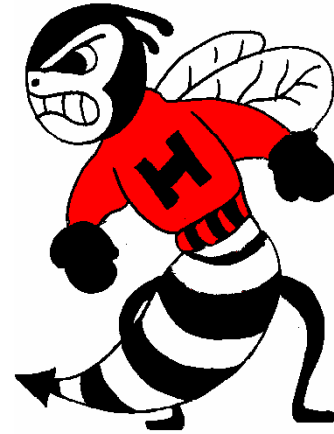
When will students receive the 0.50 weight for honors courses?

Beginning in the 2009-10 school year, students who have an honors course on their transcript will receive an 0.50 weight added to their GPA calculation.

My child is taking an honors course in the 2008-09 school year. Will he get the 0.50 weight added to his transcript retroactively?

Yes.

Civics Seal



One of the goals this year at Herndon High School is to increase the number of seniors earning a Civics seal on their Herndon High School diploma. The Board of Education Diploma Seal for Excellence in Civics Education requires that a student meet the following criteria:

1. Earn a Standard or Advanced Studies Diploma
2. Complete Virginia & United States History and Virginia & United States Government courses with a grade of “B” or higher
3. Complete 50 hours of voluntary participation in community services or extracurricular activities. Activities that would count include:
 - ▶ Volunteering for a charitable/religious organization that provides services to the poor, sick or less fortunate
 - ▶ Participating in boy scouts or girl scouts
 - ▶ Participatin in JROTC
 - ▶ Participating in political campaigns or government internships (boys states, girls state or Model General Assembly
 - ▶ Participating in school-sponsored extracurricular activities that have a civics focus
4. HAVE GOOD Attendance and NO DISCIPLINARY Infractions.

The Social Studies department will have applications for students who believe they qualify for the Civics Seal. Please see your Government teacher early to make sure you do not miss any deadlines.

COLLEGE ADMISSION PROGRAMS

Regular Admissions

Students are required to apply by a fixed date, usually after January 1. Decision letters are mailed to students in the spring. Students are required to Respond by a fixed date, usually May 1.

Rolling Admission

The college considers each student's application as soon as all the required credentials, such as application, school record and test scores have been received. The college usually notifies applicants of its decision in 4-6 weeks.

Early Decision/Notification

The student who has a definite first choice college and strong academic profile might consider applying for early decision. Applications are submitted early in the fall, usually by November 1, and the students receive notification of decision early in December. At that time the student agrees by contract to enter that college and withdraws all other applications. If not accepted under the Early Decision Plan, a student is sometimes reconsidered for admission later in the year.

Early Action

Students receive an admissions decision before the standard April notification date. Early action is distinguished from early decision that students, if accepted, are not required to accept admission or withdraw other applications. They have until the May 1 to respond.

Common Application

This application allows students to complete one application and submit that one application to several different schools. Though most schools require supplemental forms and/or essays to be completed in addition to the application. Some Virginia schools are accepting the common application, i.e. William & Mary and University of Virginia. For more go to www.commonapp.org

Deferred Enrollment

Students have an opportunity to delay or defer enrollment for a semester or year.

Delayed/Provisional Admission

Students are accepted for admission but not necessarily for the fall semester of the upcoming school year. They may begin after either successful completion of a summer program on campus or a fall semester at another college.

Early Admission

Students are allowed to complete their high school requirements at college. This program is for the exceptional student and usually requires approval of the parents and the high school, as well as selective screening by the college.

Open Admission

Colleges grant acceptance to all high school graduates without regard to additional qualifications such as test & scores or specific high school courses.

WHAT COLLEGES LOOK FOR

It is the responsibility of the college admissions committee to assemble a freshman class that meets the requirements of its institution. Since most colleges have more applicants than they have available space; they establish certain criteria for selection. These include, but are not limited to:

- Strength of academic program
- GPA
- Class Rank
- Test scores
- Activities
- Letters of recommendation
- Interviews
- Special talents, e.g. artistic, athletic
- Legacy
- Diversity

While no single factor will determine acceptance or rejection, many colleges say that the first thing they consider is the **strength of academic program**, that is, the difficulty of the courses the student has chosen. Other colleges may look only at grades and test scores. Most schools are interested in more than just the academic record. They want to know about interests, accomplishments and future goals. However, an impressive list of activities will not compensate for a poor academic record. Colleges are looking for well-rounded students who will be academically successful at their institutions. Students who take challenging courses and work hard throughout the senior year will have the best chance of making a successful transition to the academic demands of college.

A GUIDE FOR VISITING COLLEGE CAMPUSES

BEST TIME TO VISIT:

*Fall or spring when college is in session and you have time off, such as Teacher Workdays or Spring Break. **Check with colleges to verify dates.***

LATE WINTER/FALL VISITS

Advantages:

- *All faculty is on campus*
- *Many classes will be available for you to sit in on*
- *Campus social life will be in full swing*

Disadvantages:

- *Admissions Office will be busy and visit/interview time limited*
- *Visits may conflict with high school classes*
- *Parking and touring the campus may be more difficult*

SUMMER VISITS

Advantages:

- *Admissions Office is not as busy as in the fall*
- *Visits will not conflict with high school classes*
- *Parking and touring campus is easier with fewer people*
- *Visits can be combined with family vacations*

Disadvantages:

- *Regular full-time faculty may not be teaching*
- *Campus social life not typical*
- *Fewer classes in session to observe*
- *Students on campus may not represent typical population*
- *Dorm life not representative of regular school year*

CHECKLIST FOR YOUR CAMPUS VISIT

CALL AHEAD:

- *Appointment for interview*
- *What to bring*
- *Special accommodations, such as food, housing, classes to visit, etc.*
- *Check college website for directions and useful links*

PICK UP:

- *Course catalog*
- *Calendar of weekly events*
- *College newspaper*
- *Brochures on special programs*
- *Campus map*

LOOK AT:

- *Yearbook*
- *Bulletin boards, posters on campus*
- *People in Admissions Office, people on tour, students on campus*

THINGS TO DO:

- *Have an interview*
- *Take a tour*
- *Eat a meal in the dining halls*
- *Talk with students other than your tour guide*
- *Meet with faculty/coaches*
- *Attend a social/cultural event on campus*
- *Stay overnight in the residence halls*
- *Attend a class in your area of interest*
- *Walk around the town and campus*

AFTER THE VISIT:

- *Make notes to refresh your memory*
- *Write down lingering questions*
- *Write thank-you notes*

KEEP IN MIND:

- *Try not to let the weather affect your judgment*
- *Don't judge a school solely by one student guide*
- *Don't let a single faculty member/officer represent an entire college*

*Taken from: Campus Visits and College Interviews by Zola Dincin Schneider
Campus Pursuit: How to Make the Most of the College visit and Interview by G. Gary Ripple*

FROM THE HERNDON HIGH SCHOOL CAREER CENTER

VISITING COLLEGE CAMPUSES

QUESTIONS TO ASK CURRENT STUDENTS

REPUTATION:

- *Has the college lived up to expectations?*
- *Have there been any major disappointments?*
- *Did anything surprise you?*
- *What is distinctive about the college? Strengths/weaknesses?*
- *Are there any particular tensions on campus?*
- *Is there anything special I should see before I leave?*
- *If you were to do it all over again, would you still choose this college?*

HOUSING:

- *What is the housing system?*
- *How are roommates assigned?*
- *Is it quiet enough to study in the residence halls?*
- *Where do you live? Why?*
- *What rules and regulations govern residence hall life?*

ACTIVITIES/STUDENT LIFE:

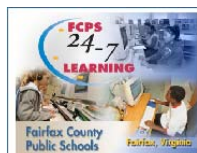
- *How difficult is it to make the (your area of interest) team/activity?*
- *How can I qualify for the newspaper? Orchestra? Drama Club?*
- *What do students generally do on the weekends?*
- *What were some social or academic issues concerning students last year? How did the administration respond? What was the result?*
- *What are the most popular clubs/organizations on campus?*

ACADEMICS AND FACULTY:

- *Are classes taught by professors or by teaching assistants?*
- *How many hours a week do students typically study?*
- *Is it hard for freshmen to get the classes they want? Sophomores?*
- *What is the typical size of classes for freshmen? Juniors/Seniors?*
- *Does the faculty keep regular office hours? Are they accessible?*
- *What percent of faculty are part-time? Which departments have the most adjunct faculty?*
- *Are any curriculum changes contemplated? If so, how will they affect my college experience?*
- *What is the quality of student/faculty relationships? What percent of faculty time is spent doing research versus teaching and advising students?*

Procedure For Attending College Representative Visits to Herndon High School

Interested juniors and seniors should check the schedule in Family Connection each week since new schools are being added every day!



- 1) To get to Family Connection you must enter through your blackboard account. Click on Enter Family Connection on your personal blackboard account.



- 2) On the left hand side – under About College select visit schedule. Sign up, and print Confirmation Sheet. This will serve as your pass for the college/university visit which you are interested in attending.

Main
 :: home
 :: sign out

About Me
 :: my inbox
 :: my profile
 :: my checklist
 :: my resume
 :: my game plan
 :: my test scores
 :: my colleges
 :: my journal
 :: my documents
 :: my personality type
 :: my learning style
 :: survey history

About College
 :: college search
 :: college lookup
 :: college match
 :: college compare
 :: scattergrams
 :: maps
 :: acceptance history
 :: visit schedule

Scheduled College Visits

College	Date	Time	Location	
University of Virginia	September 17, 2007	10:00 AM	Career Center	sign up
Indiana University of Pennsylvania	September 19, 2007	1:30 PM	Career Center	attending
Randolph-Macon College	September 20, 2007	11:00 AM	Career Center	sign up
Virginia Commonwealth University	September 21, 2007	9:30 AM	Career Center - (Subject to change)	sign up
East Carolina University	September 26, 2007	9:30 AM	Career Center	sign up
Mary Baldwin College	September 27, 2007	8:30 AM	Career Center	sign up
American University	October 2, 2007	11:00 AM	Career Center	attending
College of William and Mary	October 3, 2007	10:30 AM	Career Center	sign up
U.S. Air Force Recruiter - A & B Lunches	October 4, 2007	-	Career Center	sign up
George Mason University	October 9, 2007	9:15 AM	High School Lecture Hall	sign up
Elon University	October 9, 2007	1:30 PM	Career Center	sign up
Howard University	October 10, 2007	8:00 AM	Career Center	sign up
The George Washington University	October 10, 2007	11:00 AM	Career Center	sign up

- 3) Students need to print the Confirmation Sheet as soon as they sign up for a college visit and have it SIGNED by their teacher at least 24 HOURS in advance.
- 4) It is always the teacher's decision to allow the student to miss instructional time to attend one of these sessions. Students are responsible for any work missed while you are out of class.

Example

Randolph-Macon College :: Ashland, VA :: U.S.

College Visit Information :: [back to visit list](#)

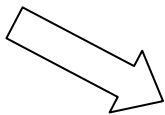
September 20, 2007 11:00 AM

Representative: Lindsay A. Throne, Admissions Counselor

Location: Career Center

Comments : ***** 1) Students need to print the confirmation page as soon as they sign up for a college visit and have it SIGNED by their teacher at least 24 HOURS in advance.***** 2) It is always the teacher's decision to allow the student to miss instructional time to attend one of these sessions. Students are responsible for any work missed while you are out of class. *****3) Please bring the signed Confirmation Sheet with you to the Career Center or other location specified ON THE DAY of the rep's visit. *****ATTENDANCE will be taken! If you do not attend the visit, it is an UNEXCUSED ABSENCE.*****

Sign me up



ATTENDANCE will be taken! If you do not attend the visit, it is an UNEXCUSED ABSENCE.

**PUBLIC
VIRGINIA COLLEGES
DEADLINES and COSTS
2009-2010**

<i>College Name and Website</i>	<i>Early D Early A</i>	<i>Undergrad Students App</i>	<i>Tuition and Fees</i>	<i>Room and Board</i>	<i>DEADLINES ** FinAid</i>	<i>***</i>
Christopher Newport University <i>www.cnu.edu</i>	<i>no 12/1</i>	4,884	\$8,050	\$9,040	3/1	3/1
College of William and Mary <i>www.wm.edu</i>	<i>11/1 no</i>	5,700	\$10,800	\$8,316	2/15	1/1
George Mason University <i>www.gmu.edu</i>	<i>no 11/1</i>	18,240	\$8,104	\$7,150	3/1	12/1 1/15
James Madison University <i>www.jmu.edu</i>	<i>no 11/1</i>	16,619	\$7,454	\$7,386	3/1	1/15
Longwood University <i>www.longwood.edu</i>	<i>no 12/1</i>	4,000	# \$8,925	\$7,596	3/1	1/15 3/1
Norfolk State University <i>www.nsu.edu</i>	<i>no no</i>	4,712	# \$5,972	\$7,328	3/15	5/31 open
Old Dominion University <i>www.odu.edu</i>	<i>no 12/1</i>	17,330	# \$7,318	\$7,868	2/15	12/1 3/15
Radford University <i>www.radford.edu</i>	<i>no 12/1</i>	7,969	\$6,904	\$6,872	2/1	1/15 2/1
University of Mary Washington <i>www.umw.edu</i>	<i>no no</i>	4,000	\$7,322	\$7,462	3/1	1/15 2/1
University of Virginia <i>www.virginia.edu</i>	<i>no no</i>	13,762	\$9,870	\$8,220	3/1	1/1
UVA's College at Wise <i>www.uvawise.edu</i>	<i>no 12/1 & 2/1</i>	1,911	\$6,748	\$7,323	4/1	5/1 open
Virginia Commonwealth University <i>www.vcu.edu</i>	<i>no no</i>	22,792	\$7,117	\$8,335	3/1	1/5 2/1
Virginia Military Institute <i>www.vmi.edu</i>	<i>11/15 no</i>	1,300	\$11,390	\$6,792	3/1	2/1
Virginia State University <i>www.vsu.edu</i>	<i>no no</i>	4,489	\$6,174	\$8,050	3/31	3/31 5/1
Virginia Tech <i>www.vt.edu</i>	<i>11/1 no</i>	23,533	\$8,605	\$5,618	3/11	1/15

**PRIVATE
VIRGINIA COLLEGES
DEADLINES and COSTS
2009-2010**

College Name and Website	Early D	Undergrad	Tuition	Room	DEADLINES	
	Early A	Students App	and Fees	and Board	** FinAid	***
Averett University www.averett.edu	no no	1,045	\$21,112	\$7,450	3/1	open
Bluefield College www.bluefield.edu	no no	500	\$17,900	\$6,825	3/10	open
Bridgewater College www.bridgewater.edu	no no	1,520	\$24,500	\$9,900	3/15	open
Christendom College www.christendom.edu	no 12/1	422	\$18,670	\$7,358	4/1	1/15 3/1
Eastern Mennonite University www.emu.edu	no no	951	\$24,220	\$7,650	4/15	3/15
Emory & Henry College www.ehc.edu	no 12/1	1,000	\$24,880	\$8,300	4/1	open
Ferrum College www.ferrum.edu	no no	1,000	\$22,500	\$7,100	3/1	open
Hampden-Sydney College www.hsc.edu	11/15 12/15	1,120	\$29,518	\$9,690	3/1	3/1
Hampton University www.hamptonu.edu	no 11/1	5,063	\$17,212	\$7,665	3/1	3/1
Hollins University www.hollins.edu	12/1 no	800	\$28,115	\$10,040	2/15	2/1 open
Jefferson College of Health Sciences www.jchs.edu	no no	995	\$17,740	\$7,010	open	open
Liberty University www.liberty.edu	no no	10,500	\$17,202	\$5,996	3/1	open
Lynchburg College www.lynchburg.edu	11/15 no	2,100	\$28,925	\$7,370	3/1	open
Mary Baldwin College www.mbc.edu	11/15 no	826	\$24,585	\$7,070	4/15	4/15 open
Marymount University www.marymount.edu	no no	2,193	\$22,600	\$9,745	3/1	4/1 open
Patrick Henry College www.phc.edu	no no	327	\$19,530	\$7,550	@2/1	2/1 6/15

College Name and Website	Early D Early A	Undergrad Students App	Tuition and Fees	Room and Board	DEADLINES ** FinAid	***
Randolph College formerly - Randolph-Macon Woman's College www.randolphcollege.edu	no 12/1 & 2/1	600	\$28,430	\$9,715	2/1	4/1
Randolph-Macon College www.rmc.edu	no 11/15	1,176	\$29,282	\$8,953	2/1	2/1 3/1
Roanoke College www.roanoke.edu	no no	1,927	\$30,009	\$9,780	2/1	open
Saint Paul's College www.saintpauls.edu	no no	645	\$13,810	\$6,640	open	open
Shenandoah University www.su.edu	no no	1,700	\$23,850	\$8,130	3/15	open
Southern Virginia University www.svu.edu	no no	650	\$17,000	\$5,500	5/15	open
Sweet Briar College www.sbc.edu	12/1 no	739	\$28,860	\$10,460	3/1	2/1
University of Richmond www.richmond.edu	11/15 *1/15	2,767	\$40,010	\$8,480	2/15	12/15 1/15
Virginia Intermont College www.vic.edu	no no	555	\$23,373	\$7,324	open	open
Virginia Union University www.vuu.edu	no no	1,200	\$13,934	\$6,506	3/16	6/30
Virginia Wesleyan College www.vwc.edu	no no	1,205	\$27,626	\$7,384	3/1	1/1 3/1
Washington and Lee University www.wlu.edu	11/16 *1/2	1,752	\$38,877	\$9,825	3/2	12/1 1/15

NOTE: It is your responsibility to verify all deadlines and costs with the college or university.

Deadlines --

Early D Early Decision

Early A Early Action; some schools have Early Action 1 and Early Action 2—shown on separate lines.

*** Deadline for Early Decision 2**

**** Financial aid deadlines are priority deadlines, or closing deadlines if no priority deadline is posted.**

***** Where two application deadlines are given, the first is the priority, or scholarship, or honors deadline.**

@ Students at this college are not eligible for federal financial aid, and do not need to file a FAFSA.

Costs --

Room and board costs are based on a double room and 14 or 15 meals/week, when available.

Tuition is billed by the credit hour, not by the semester or year—amount shown is for 15 hours per semester. All data is as posted on college websites or verified directly with college offices.

FOUR-YEAR COLLEGES IN VIRGINIA

Averett College

420 West Main Street
Danville, VA 24541
(804)791-5660 (800)283-7388
e-mail: admit@averett.edu
<http://www.averett.edu>

Bluefield College

3000 College Drive
Bluefield, VA 24605-1799
(540)326-4214 (800)872-0175
e-mail: admissions@mail.bluefield.edu
<http://www.bluefield.edu>

Bridgewater College

402 East College Street
Bridgewater, VA 22812-1599
(540)828-5375 (800)759-8328
e-mail: admissions@bridgewater.edu
<http://www.bridgewater.edu>

Christendom College

134 Christendom Drive
Front Royal, VA 22630
(540)636-2900 (800)877-5456
e-mail: admissions@christendom.edu
<http://www.christendom.edu>

Christopher Newport University

One University Place
Newport News, VA 23606
(757)594-7015 (800)333-4268
e-mail: admit@cnu.edu
<http://www.cnu.edu>

College of Health Science

P.O. Box 13186
Roanoke, VA 24031-3186
(540)985-8483
<http://www.chs.edu>

College of William and Mary

P.O. Box 8795
Williamsburg, VA 23187-8795
(757)221-4223
e-mail: admiss@facstaff.wm.edu
<http://www.wm.edu>

Eastern Mennonite University

1200 Park Road
Harrisonburg, VA 22802-2462
(540)432-4118 (800-)368-2665
e-mail: admiss@emu.edu
<http://www.emu.edu>

Emory and Henry College

PO Box 947
Emory, VA 24327
(540)944-6133 (800)848-5493
e-mail: ehadmiss@ehc.edu
<http://www.ehc.edu>

Ferrum College

Spilman-Daniel House
Ferrum, VA 24088
(540)365-4290 (800)868-9797
e-mail: admissions@ferrum.edu
<http://www.ferrum.edu>

George Mason University

4400 University Dr.
Fairfax, VA 22030
(703)993-2400
e-mail: admissions@gmu.edu
<http://www.gmu.edu>

Hampden-Sydney College

Graham Hall
Hampden-Sydney, VA 23943
(804)223-6120 (800)755-0733
e-mail: hsapp@tiger.hsc.edu
<http://www.hsc.edu>

Hampton University

Hampton, VA 23668
(757)727-5328
e-mail: admit@hamptonu.edu
<http://www.hamptonu.edu>

Hollins University

PO Box 9707
Roanoke, VA 24020-1707
(540)362-6401 ((800)456-9595
e-mail: huadm@hollins.edu
<http://www.hollins.edu>

James Madison University

Sonner Hall MSC 0101
Harrisonburg, VA 22807
(540)568-6147
e-mail: gotojmu@jmu.edu
<http://www.jmu.edu>

Liberty University

1971 University Blvd.
Lynchburg, VA 24502
(800)543-5317
e-mail: macamper@libert.edu
<http://www.liberty.edu>

Longwood University
201 High Street
Farmville, VA 23909-1898
(804)395-2332 (800)281-4677
e-mail: lcadmit@longwood.lwc.edu
<http://www.lwc.edu>

Lynchburg College
1501 Lakeside Drive
Lynchburg, VA 24501
(804)544-8300
e-mail: admissions@lynchburg.edu
<http://www.lynchburg.edu>

Mary Baldwin College
Office of Admissions
Staunton, VA 24401
(540)887-7019 (800)468-2262
e-mail: admit@mbc.edu
<http://www.mbc.edu/>

Mary Washington University
1301 College Avenue
Fredericksburg, VA 22401-5358
540-654-2000/800-468-5614
e-mail: admit@mwc.edu
<http://www.mwc.edu>

Marymount University
2807 North Glebe Road
Arlington, VA 22207-4299
(703)284-1500 (800)548-7638
e-mail: admissions@marymount.edu
<http://www.marymount.edu>

Norfolk State University
700 Park Avenue
Norfolk, VA 23504
(757)823-8396
e-mail: admissions@nsu.edu
<http://www.nsu.edu>

Old Dominion University
108 Rollins Hall
Norfolk, VA 23529
(757)683-3000
e-mail: admit@odu.edu
<http://www.odu.edu>

Radford University
PO Box 6903
Radford, VA 24142-6903
(540)831-5371 (800)890-4265
e-mail: ruadmiss@runet.edu
<http://www.radford.edu>

Randolph-Macon College
P.O. Box 5005
Ashland, VA 23005-5505
(804)752-7305 (800)888-1762
e-mail: admissions_office@rmc.edu
<http://www.rmc.edu>

Randolph-Macon Woman's College
2500 Rivermont Avenue
Lynchburg, VA 24503-1526
(804)947-8100 (800)745-7692
e-mail: admissions@rmwc.edu
<http://www.rmwc.edu>

Roanoke College
221 College Lane
Salem, VA 24153-3794
(540)375-2270 (800)388-2276
e-mail: admissions@roanoke.edu
<http://www.roanoke.edu>

Saint Paul's College
115 College Drive
Lawrenceville, VA 23868
(804)848-3984 (800)678-7071
<http://www.saintpauls.edu>

Shenandoah University
1460 University Drive
Winchester, VA 22601-5195
(540)665-4581 (800)432-2266
e-mail: admit@su.edu
<http://www.su.edu>

Southern Virginia College
One College Hill Drive
Buena Vista, VA 24416
(540)261-8421 (800)229-8420
e-mail: admissions@southernvirginia.edu
<http://www.southernvirginia.edu>

Sweet Briar College
P.O. Box B
Sweet Briar, VA 24595
(804)381-6142 (800)381-6142
e-mail: admissions@sbc.edu
<http://www.sbc.edu>

University of Richmond
28 Westhampton Way
Richmond, VA 23173
(804)289-8640 (800)700-1662
e-mail: admissions@richmond.edu
<http://www.richmond.edu>

University of Virginia

Charlottesville, VA 22906

(804)982-3200

e-mail: undergrad_admission@virginia.edu<http://www.virginia.edu>**The University of Virginia's
College at Wise**

One College Avenue

Wise, VA 24293-4400

(540)328-0102 (888)282-9324

e-mail: admissions@wise.virginia.edu<http://www.wise.virginia.edu>**Virginia Commonwealth University**

P.O. Box 842526

Richmond, VA 23284-2526

(804)828-1222 (800)841-3638

e-mail: vcuinfo@vcu.edu<http://www.vcu.edu>**Virginia Intermont College**

1013 Moore Street

Bristol, VA 24201

(540)466-7854

e-mail: viadmit@vic.edu<http://www.vic.edu>**Virginia Military Institute**

309 Letcher Avenue

Lexington, VA 24450-9967

(540)464-7211 (800)767-4207

e-mail: admissions@vmi.edu<http://www.vmi.edu>**Virginia Polytechnic Institute
and State University**

201 Burruss Hall

Blacksburg, VA 24061-0202

(540)231-6267

e-mail: vtadmiss@vt.edu<http://www.vt.edu>**Virginia State University**

One Hayden Drive

Petersburg, VA 23806

(804)524-5902 (800)871-7611

e-mail: vsuadm@vsu.edu<http://www.vsu.edu/>**Virginia Union University**

1500 North Lombardy Street

Richmond, VA 23220

(804)257-5856 (800)368-3227

e-mail: admissions@vuu.edu<http://www.vsu.edu/>**Virginia Wesleyan College**

1584 Wesleyan Drive

Norfolk, VA 23502-5599

(757)455-3208

e-mail: admissions@vwc.edu<http://www.vwc.edu>**Washington and Lee University**

Letcher Avenue

Lexington, VA 24450-0303

(540)463-8710

e-mail: admissions@wlu.edu<http://www.wlu.edu>

COLLEGE ENTRANCE EXAMS

Most colleges require some form of testing to help them assess your readiness for college-level work. They will require the SAT I or the ACT, not both.

It is your responsibility to find out what tests are required by the colleges on your list. This information is available from the college websites or guidebooks in the Career Center. Registration booklets and study guides for all tests, except Advanced Placement, are available in the Career Center and Student Services office.

SAT I: REASONING TESTS

- Usually taken in the spring of the junior year and again in the fall of senior year
- Scored on the basis of 200 (low) to 800 (high) for both critical reasoning, math and writing
- Administered in October, November, December, January, March, May and June
- Registration online, phone or by mail with the College Board

ACT

- A multiple-choice test in four categories: English, social studies, math and science
- Administered in October, December, February, April and June
- Scored on the basis of 1 (low) to 36 (high) for all four categories and a total score

SAT II: SUBJECT TESTS

- Up to three tests may be taken on one test date
- Designed to test the student's knowledge in particular subject areas
- Scores used for placement in freshman courses; occasionally used as additional indicators in the admissions process
- Administered in November, December, January, May and June
- Registration online, phone or by mail with the College Board
- Score Choice option allows review of SAT II scores before deciding whether to release them to colleges.

ADVANCED PLACEMENTS TESTS (AP)

- Designed for students who want to complete college level work in high school
- Offered in specific subject areas and used to determine whether a student may gain advanced standing in college
- Administered in May
- Registration through the Student Services department (Ms. Williams)
- Scored on a scale of 1 (low) to 5 (high)

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

- Test for students whom English is not a native language and whose scores on the SAT I verbal would be affected by the language difference
- Registration directly by mail to Educational Testing Service
- Minimum acceptable scores established by individual colleges

SAT

www.collegeboard.com

ACT

www.act.org

TOEFL

www.toefl.org

**HERNDON HIGH
SCHOOL
CEEB CODE
471065**

**TEST DATES
2009-2010**

SAT TEST DATES

OCTOBER 10th
NOVEMBER 7th
DECEMBER 5th
JANUARY 23rd
MARCH 13th
MAY 1st
JUNE 5th

ACT TEST DATES

SEPTEMBER 12th
OCTOBER 24TH
DECEMBER 12TH
FEBRUARY 6TH
APRIL 10TH
JUNE 12TH

**PROCEDURES
HOW TO APPLY TO A COLLEGE**

1. Search college websites for online applications. Many colleges now prefer that applications be submitted via the Internet. If you prefer, you may download and mail in the application.
2. Complete college applications carefully. If you need information or help in completing your application, see your counselor. Print online application before sending it to check for accuracy. Make sure you keep a copy for your records.
3. If you are submitting your application online and not paying with a credit card, send the check or money order directly to the college. If you are using a “paper” application, send it in with payment directly to the address given by the college or university.
4. Ask teachers for recommendations as soon as possible. Fill out the teacher recommendation form and give each teacher a list of any outside activities. Give the teachers a stamped addressed envelope for each college to which you are applying. The teacher will mail the recommendation to the college directly. **No teacher recommendations will go through Student Services.**
5. **Request your official score reports for SAT and ACT directly from the testing services. HHS does not send SAT or ACT score reports to colleges.**
6. Most college applications have a secondary school form. Download this form and complete the top portion of the form which also includes your signature. If this is your first transcript request you must also turn in a completed **TRANSCRIPT REQUEST FORM**. No transcripts will be sent unless you and your parent sign this form. To request future transcripts, just update your counselor. Remember, you need to send your application out before requesting a transcript so your application reaches the college first.
7. **All students will be required to submit a self addressed, stamped 9x12 envelope for each college to which they are applying. Two stamps are sufficient.**
8. Bring your transcript request form, secondary school forms and your stamped envelopes to your counselor **AT LEAST TWO WEEKS PRIOR** to the college deadlines so we may complete and mail the transcript in time to meet all college's deadlines. Here is a good guideline:

TRANSCRIPT REQUEST DEADLINE	APPLICATION DEADLINE
October 13	November 1 (early decision)
November 9	December 1
December 4	January 1
January 11	February 1

9. Please read and follow the specific directions under HOW TO REQUEST A TRANSCRIPT when you are ready to make that request of your counselor.
10. As you receive letters of acceptance from colleges, please inform your counselor of your status with each college to which you applied.
11. Once you decide on the college you want to attend, send in your acceptance and include any deposits the college requests. Be sure to notify your counselor of your choice.
12. After your college choice has been made, you need to inform the other colleges that you will not accept their offer of admission.

PROCEDURES

HOW TO REQUEST A TRANSCRIPT

1. Fill out and sign (parent's signature too!) a **TRANSCRIPT REQUEST/RELEASE FORM**. There is a space for each college to which you would like transcripts sent. You may add and/or delete colleges from this form as needed by talking with your counselor. This form will be the counselor's official record of when transcripts are mailed.
2. If you want your counselor to write a letter of recommendation for you, please see your counselor as soon as possible. Preferably four to six weeks before your letter of recommendation is due.
3. You will need to bring your counselor all of the following to ensure that your transcript is processed in a timely fashion:
 - ◆ **TRANSCRIPT REQUEST/RELEASE FORM** – signed by you and a parent.
 - ◆ **SECONDARY SCHOOL FORM** - if the college application includes one. Fill out any information required by student and sign if necessary.
 - ◆ **RECOMMENDATION QUESTIONNAIRE**
 - ◆ **TRANSCRIPT FEE** if required:
 - FEES:** The first three transcripts are free.
Additional transcripts are \$5.00 each.
 - ◆ **STAMPED, ADDRESSED 9 x 12 ENVELOPE FOR EACH COLLEGE**. Your counselor will not accept any transcript requests without a stamped addressed envelope.
6. It is important that you give all of these forms **DIRECTLY TO YOUR COUNSELOR**. **DO NOT** put them in the door, or on the desk, or give them to another counselor or to Mrs. Irons. We cannot guarantee to send out transcripts that we do not receive personally.

Helpful Web Sites For Applicants

HERNDON HIGH SCHOOL CAREER CENTER

Comprehensive Guides

www.fcps.edu/HerndonHS

- Click: Student Services Click: Career Center
Forms and advice on all aspects of post-secondary planning

Peterson's Education & Career Center

www.petersons.com/ugrad/

- Campus news, advice on writing application essays, and an engine for college searches.

The College Board

www.collegeboard.com

- A lot of useful information about campus visits, interviews, and other parts of the college search process. Downloadable applications for over 800 colleges and a solid, comprehensible search engine. There is also an abundance of information on the SAT.

ACT

www.actstudent.org

- This site by ACT (alternative to the SAT) provides user-friendly access to detailed academic preparation and college-planning checklists, downloadable applications and a college search engine with an option to find institutions within miles of a specified location (instead of just by state). There is a plethora of information on careers. Sample ACT questions and test prep info abound.

U.S. News College and Careers Center

www.usnews.com

- Colleges rankings, advice from high school counselors and financial aid experts, a comprehensive college search engine, and college links.

Guide for Students with Disabilities

www.VaCollegeQuest.org

Info on IEP and Transition Planning, legal rights and eligibility for college, college services, self-assessments, online college mentors, free email newsletter.

College Search Sites College View

www.collegeview.com

- One of the most detailed search engines on the Net, with wide-ranging criteria that include diversity, field of study, religious affiliation, athletics, and services for disabled students.

College Home Page Listing

www.clas.ufl.edu/CLAS/american-universities.html

- A list of U.S. university and college home pages with links to international schools.

The Princeton Review

www.princetonreview.com

- A good search engine with a wide array of variables, including location, academics, sports, student life, and housing.

College Net

www.collegenet.com

- This database has information on colleges, scholarship opportunities and academic resources. It offers a comprehensive college index with great graphics and interesting resources. On-line application processing.

Fish Net

www.mycollegeguide.org

- Get information on colleges via their college search page; create a profile of yourself to send to colleges; ask questions of their admission expert; get information about paying for college.

Online Common Application

www.commonapp.org

Find your application and fill it out online.

Online Common Application for Historically Black Colleges and Universities

www.eduinonline.com

- Fill out one application, pay one fee and have the application sent to 32 member colleges.

Financial Aid Information

FAFSA on the Web

www.fafsa.ed.gov

- An interactive web version of the Free Application for Federal Student Aid.

www.pin.ed.gov

Apply for pin before filling out online FAFSA

The Federal Government

www.studentaid.ed.gov

www.ed.gov/about/offices/list/ope/index.html

- The largest provider of financial aid, the federal government has a great deal of information on student financial aid on its site. Here are 2 good sites to start and link around.

Fast Web

www.fastweb.com

- A free, searchable scholarship database that enables you to locate sources of financial aid suitable for you.

Financial Aid Information Page

www.finaid.org

- Rich offerings on everything from scam alerts to scholarship searches.

Hispanic Scholarship Fund

www.hsf.net

Useful information for students and parents with links to a variety of scholarships

NCAA Clearinghouse & Initial Eligibility Information

www2.ncaa.org

- Contains information on student-athlete eligibility and recruiting, sports playing rules, and more.

TWO YEAR COLLEGES

COMMUNITY COLLEGES

Community colleges are public, two-year institutions. Their objective is to offer programs that are financially and geographically accessible to the local community.

Admissions

- Open admissions policy. Students with a high school diploma or equivalent may enroll
- No minimum grade point average
- SAT I or ACT may not be required
- Placement tests are given at the time of enrollment.

Terminal Programs

- Designed to meet increasing need for workers in occupational and technical fields
- Prepare students for immediate employment
- Result in either a certificate of completion or an associate degree

Transfer Programs

- Include freshman and sophomore courses in arts & sciences and pre-professional
- Meet standards acceptable for transfer to four-year colleges – however, it is the student's responsibility to determine what credits will transfer to the receiving institution
- Result in an associate degree upon successful completion of the program

Financial Advantages

- Lower tuition fees
- No expense for room and board
- Flexibility to pursue education while employed

Community College Web – links to 1123 community colleges in the U.S., Canada & Europe

www.mcli.dist.maricopa.edu/cc/

NOVA website

www.nvcc.edu

JUNIOR COLLEGES

Junior colleges are private two-year institutions. They are similar to four-year colleges with respect to admissions policies, residence facilities and on-campus activities. The successful completion of a two-year program results in an associate degree.

TWO-YEAR COLLEGES IN VIRGINIA

Blue Ridge Community College

P.O. Box 80
Weyers Cave, VA 24486-9989
(540)234-9261 (888)750-2722
<http://www.br.cc.va.us>

Central Virginia Community College

3506 Wards Road
Lynchburg, VA 24502-2498
(804)832-7633 (800)562-3060
<http://www.cv.cc.va.us>

Dabney S. Lancaster Community College

P.O. Box 1000
Clifton Forge, VA 24422-1000
(540)863-2815
<http://www.dl.cc.va.us>

Danville Community College

1008 South Main St.
Danville, VA 24541
(804)797-8467
e-mail: gtuck@dc.cc.va.us
<http://www.dc.cc.va.us>

Eastern Shore Community College

29300 Lankford Highway
Melfa, VA 23410-9755
(757)787-5913
e-mail: eswilsf@es.cc.va.us
<http://www.es.cc.va.us>

ECPI College of Technology

5555 Greenwich Road, Suite 300
Virginia Beach, VA 23462-6542
<http://www.ecpi.edu>

Germanna Community College

2130 Germanna Highway
Locust Grove, VA 22508-2102
(540)727-3030
<http://www.gc.cc.va.us>

J. Sargeant Reynolds Community College

P.O. Box 85622
Richmond, VA 23285-5622
(804)371-3029
e-mail: smarshall@jsr.cc.va.us
<http://www.jsr.cc.va.us>

John Tyler Community College

13101 Jefferson Davis Hwy
Chester, VA 23831-5399
(804)796-4151 (800)552-3490
<http://www.jt.cc.va.us/>

Lord Fairfax Community College

P.O. Box 47
Middletown, VA 22645
(540)868-7107 (800)906-5322
e-mail: lfsmitt@lf.cc.va.us
<http://www.lf.cc.va.us/>

Mountain Empire Community College

P.O. Drawer 700
Big Stone Gap, VA 24219
(540)523-2400, ext. 209
e-mail: mecarrp@mecc.va.us
<http://www.me.cc.va.us/>

New River Community College

PO Box 1127
Dublin, VA 24084
(540)674-3603
e-mail: nrtaylm@nr.cc.va.us
<http://www.nr.cc.va.us/>

Northern Virginia Community College

4001 Wakefield Chapel Road
Annandale, VA 22004-3796
(703)323-3000
e-mail: nvcorkh@nv.cc.va.us
<http://www.nv.cc.va.us/>

Patrick Henry Community College

P.O. 5311
Martinsville, VA 24115-5311
(540)656-0325
<http://www.ph.cc.va.us>

Paul D. Camp Community College

P.O. Box 737
Franklin, VA 23851-0737
(757)569-6700
<http://www.pc.cc.va.us>

Piedmont Virginia Community College

Office of Admissions and Records
501 College Drive
Charlottesville, VA 22902-7589
(804)977-3900
<http://www.pvcc.cc.va.us/>

Rappahanock Community College

12745 College Drive

Glenns, VA 23149

(804)758-6700

<http://www.rcc.cc.va.us/>

Richard Bland Junior College

11301 Johnson Road

Petersburg, VA 23805

(804)862-6249

e-mail: admit@rbc.edu

<http://www.rbc.edu>

Southside Virginia Community College

109 Campus Dr.

Alberta, VA 23821

(804)949-1000

e-mail: ronald.mattox@sv.cc.va.us

<http://www.sv.cc.va.us>

Southwest Virginia Community College

Box 5VCC

Richlands, VA 24641-1510

(540)964-2555

<http://www.sw.cc.va.us>

Thomas Nelson Community College

P.O. Box 9407

Hampton, VA 23670

(757)825-2800

<http://www.tncc.cc.va.us/>

Tidewater Community College

7000 College Dr./Portsmouth Campus

Portsmouth, VA 23703

(757)822-1122

<http://www.tc.cc.va.us>

Virginia Highlands Community College

P. O Box 828

Abingdon, VA 24210-0828

(540)676-5484, ext. 260

<http://www.vh.cc.va.us>

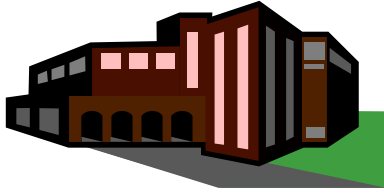
Virginia Western Community College

P. O. Box 14007

Roanoke, Virginia 24038

(540)857-7231

<http://www.vw.cc.va.us>



Herndon High School is fortunate to have Pathways Baccalaureate Program for those students interested in attending Northern Virginia Community College with the intention of transferring to a four year college. The program provides a supportive environment for a smooth transition for students from high school through Northern Virginia Community College to George Mason University. Students in the program will receive priority completion of NOVA's English & Math Placement Tests, Free workshops on college transition issues, and priority course selection and registration for your first semester at NOVA, and early college counseling with a Pathway Program Counselor.



5. What majors are you considering? If you're not sure, write undecided.

6. What careers are you considering? If you're not sure, write undecided.

7. Do you participate in George Mason University's Early Identification Program (EIP)? Yes No

8. Do you participate in any other college readiness program? (ex. AVID, CPP, College Summit, etc.) ?

Yes No

If yes, please name the program(s) you participate in: _____

9. What are your current college plans?

Attend NOVA full-time and later transfer to a university Enroll at a four-year college if I am admitted

Attend NOVA part-time and later transfer to a university Undecided/Other

Attend NOVA to complete a non-transferable program (two year vocational/technical degree or certificate only)

10. What do you believe will be your greatest obstacles to succeeding in college?

11. Please describe any challenging situations or circumstances (or any other factors) that have affected you academically while in high school.

12. (Optional) If you would like to provide the selection committee with any additional information about yourself, please attach a written statement to this application.

PLEASE REVIEW: The Pathway Program provides extra access and support to students as they move from high school to NOVA, through NOVA, and George Mason (or another university). Program participants with a 2.5 GPA and completed AA/AS Degree are guaranteed admission to George Mason. There is no cost to participate, and participants may choose to leave the program at any time. Selected participants must meet the following guidelines:

- I will participate in regular one-on-one meetings with a Pathway Counselor and the majority of Pathway Program activities and workshops while participating in the program

- I will conduct myself in a manner that is appropriate to an academic setting, following the rules of the academic institution I attend and maintaining consistent attendance and a clean disciplinary record
- I will sign a Letter of Intent agreeing to comply with these guidelines and Pathway's academic expectations

PATHWAY TO THE BACCALAUREATE PROGRAM: STUDENT SIGNATURE/RELEASE OF INFORMATION

Print Applicant Name _____ Date of Birth _____

I hereby waive my right to review the Counselor Recommendation Form: Yes No

By signing the application below, I/we give permission for this application, counselor recommendation and the student's unofficial transcript/schedule to be released to the Pathway Program. If selected, I/we further give permission for the Pathway Program to view and use information in the above-named student's scholastic record for the sole purpose of helping the student with academic preparation and success during the college transition and transfer processes, and to collect additional transcripts and academic information on an as-needed basis.

I have answered all questions on this application to the best of my ability, and I have reviewed and agree to the program guidelines above. I understand that Pathway is a selective program and not all applicants who apply are selected. Applicants who are denied admission to Pathway may still apply to and attend NOVA and George Mason.

Student Signature

Parent/Guardian Signature (if under 18)

REMINDER: YOUR COMPLETED APPLICATION MUST BE SUBMITTED TO YOUR HIGH SCHOOL COUNSELOR NO LATER THAN NOVEMBER 6 FOR PRIORITY CONSIDERATION FOR THE PATHWAY TO THE BACCALAUREATE PROGRAM. APPLICATIONS SUBMITTED AFTER THE PRIORITY DEADLINE WILL BE CONSIDERED ON A SPACE-AVAILABLE BASIS THROUGH FEBRUARY 1.

SERVICE ACADEMIES

The United States maintains five service academies: the United States Military Academy at West Point, New York; the United States Naval Academy at Annapolis, Maryland; the United States Air Force Academy at Colorado Springs, Colorado; the United States Coast Guard Academy at New London, Connecticut; and the United States Merchant Marine Academy at Kings Point, New York. The mission of the service academies is to provide the instruction and experience necessary to produce graduates with the knowledge, character, and leadership abilities to become career military officers.

Service Academy Admissions Process

1. Determine if you meet the requirements and qualifications. Each candidate must:
 - be 17 but not yet 22.
 - be a U.S. citizen at the time of enrollment.
 - be unmarried with no dependents.
 - have an above average high school record.
 - have strong scores on the SAT I or ACT.
 - be in good physical health and meet height and weight requirements
 - have above average strength, endurance and agility.
2. Apply for a nomination. As a minimum you should apply to your two United States senators, your congressional representative, and the Vice President. Some members of Congress will not accept applications for nomination after a specific date. You should request a nomination in spring of the junior year. In addition to the letter, the nomination process may include a questionnaire and interview.
3. Start a file at the academy. Send a letter to the admissions office requesting a pre-candidate questionnaire. The academy will open a file for you upon receipt of the completed questionnaire.
4. Fill out the academy forms. These forms will be sent to you after an evaluation of your pre-candidate questionnaire.
5. Take the SAT I or ACT. Send your scores to the academies and to the nominators, if appropriate. Many members of Congress have their own CEEB code so that scores can be sent directly to them.
6. Take the Qualifying Medical and Physical Aptitude Exams.
7. Await the evaluation and status of your application. Notification may arrive as early as November for outstanding candidates; final decisions are made in April.

For more information, consult your counselor, career resource specialist, academy catalogs and the academy representatives at the college fairs or when they visit your high school.

RESERVE OFFICER TRAINING CORPS (ROTC)

The ROTC program provides you the opportunity to attend a civilian college while studying military leadership as part of a total undergraduate program. ROTC is a college elective that requires about four hours a week. It is offered at hundreds of campuses. The program is divided into two parts, the basic course and the advanced course. The basic course is normally attended during your first two years of college with no military commitment. After completing this course, selected students may enroll in the advanced course. At this time, you will incur a military obligation. Applications are available upon request from college ROTC units.

MILITARY ENLISTMENT

The U.S. Army, Navy, Air Force, Marines, and Coast Guard provide job training in many fields, as well as opportunities for enlistees to take some college-level courses. The services can also help you build a college fund. The National Guard consists of two components: the Army National Guard (ARNG) and the Air National Guard (ANG). Both branches are obligated to serve the state in times of natural disasters or civil disturbances, and the nation in time of war. Flexible scheduling makes it possible for you to combine service in the National Guard with work or school. The Guard meets one weekend per month and two weeks in the summer. Educational benefits are also offered by the National Guard. If you are considering military enlistment, you will need information on the specific services. Each service sets its own enlistment qualification requirements.

Military Career Guide Online

<http://www.militarycareers.com/>

PRIVATE CAREER SCHOOLS

Private career schools are institutions that offer career-specific programs of study. A typical program can vary in length from three months to two years. Tuition depends on the program of studies and the skills taught. If you are considering a private career school, write to institutions offering courses in your chosen career and ask for a catalog. Use the following checklist to compare the schools:

State Licensing - Most states require that schools be licensed in order to operate. At a minimum, schools should be approved by the state board of education.

Accreditation - To be accredited, schools must pass a thorough examination of their policies and practices and meet standards set by an agency recognized by the U. S. Department of Education.

Courses - Schools should offer up-to-date, well-rounded courses of high quality taught by instructors with experience in the field.

Facilities and Equipment - The school should be well-maintained and meet fire safety and building code requirements. The equipment should be up-to-date and adequate to meet the needs of the students.

Hands-on Training - Laboratory or shop facilities should be adequate to enable students to obtain practical experience.

Job Placement - The school should have an active placement office and offer instruction in résumé writing, interviewing, and filling out applications.

Cost - Cost can range from \$2000 to \$15,000 per year. Investigate the school's financial aid resources and refund policy. Pay a visit to the school. Choose a day when classes are in session. Talk to students. See if the buildings and equipment compare with the catalog description. Talk to graduates and employers to see what they think of the school.

RWM Vocational School Database-schools in all 50 states. Search by state, then program. <http://www.rwm.org/rwm/>

APPRENTICESHIPS

An apprenticeship is:

- _ a training program that prepares you for a skilled occupation. Training time varies from one to six years with an average period of four years.
- _ a combination of classroom instruction and supervised on-the-job training. As a trainee you are paid a salary while on the job and attend a minimum of 144 hours of classroom instruction for each year of apprenticeship.
- _ sponsored by employers, a group of employers, joint committees, or employee organizations such as unions.

An apprentice must:

- _ be at least 16 years old.
- _ negotiate a formal written agreement with the employer through the Virginia Department of Labor and Industry.
- _ work with a journey worker.

An apprentice will:

- _ learn a trade or craft.
- _ earn a regular wage while learning.
- _ be supervised on the job by a journey worker.
- _ be taught in class by an expert, usually a journey worker.
- _ work toward becoming a journey worker with the pay and prestige offered by that position.

There are at least fifty different occupations that can be developed through the apprenticeship program. Among them are:

- Land surveyor
- Auto mechanic
- Bricklayer/stone mason
- Pharmacy assistant
- Cosmetologist
- Plumber
- Drafter
- Electrician
- Funeral director
- Air conditioning, heating, and ventilation

The local apprenticeship representatives are: Fairfax County Public Schools, (703) 227-2300 and the Virginia Department of Labor and Industry, Division of Apprenticeship Training, (703) 691-0351.

Apprenticeship Programs-Fairfax County Office of Adult and Community Education
<http://www.fcps.k12.va.us/DIS/OACE/appren.htm>

A WORKING VOCABULARY

Apprenticeship

A formal training program which combines full- or part-time work in a trade or craft with classroom instruction.

Avocation

An activity one pursues in addition to regular employment; a hobby.

Commission

Pay received based on a percent of the product sold or manufactured.

Flex-time

Adjustment of working hours to accommodate employees as well as employers.

Fringe Benefits

In addition to salary, benefits such as medical/surgical insurance coverage, paid vacations, day care, tuition assistance. Sometimes this is worth as much as 30 or 40 percent more than the actual salary.

Job Sharing

When two or more persons share responsibility, hours, and salary.

Journey worker

A person who has served an apprenticeship and become qualified to work at a trade.

Minimum Wage

The lowest allowable hourly wage is established by the federal government.

Occupational Outlook

Estimate of the future demand for workers in an occupation.

On the Job Training (OJT)

A training program which qualifies the employees to do a job or improve existing skills.

Résumé

A summary of one's educational background and employment experiences.

Salary

Fixed compensation paid regularly for services.

Skill

The ability to do something well, arising from talent, training, and practice.

Tech Prep

The systematic program of study that begins in the eleventh grade and culminates with an associate degree from a community college.

Vo-Tech

Vocational/technical training for post-secondary students that results in a certificate of completion.

Wages

Payment for labor or services performed hourly or daily.

W2 Form

Statement of yearly earnings used for income tax purposes.

FINDING THE JOB

Successful job hunting refers not only to finding a job, but also to finding the best job possible. When employment is plentiful this may not present a problem; but when jobs are scarce, you may have to think creatively and investigate many sources, such as:

- relatives, friends, and neighbors
- counselors, teachers
- high school coordinators of vocational programs
- career centers
- help wanted ads and bulletin boards
- yellow pages
- Virginia Employment Commission
- civil service, county, state, and federal agencies
- private employment agencies
- walk-in inquiries
- job fairs
- trade journals and directories (available in the library)
- fellow employees
- contacts made through volunteer activities
- on-line job bulletin boards

How to Beat the Competition

- Develop a list of businesses that usually hire people with your skills and ask for an interview. Two-thirds of all job hunters use this approach - and most get the jobs they want. It is by far the best way to land a job.
- Don't wait for businesses to advertise. Be aggressive. Beat the competition to the door.
- Don't underestimate smaller businesses. Small companies employ eighty-four percent of the work force.
- Find out what new businesses are opening in your area and when they will begin hiring.
- Target jobs in rapidly expanding fields.

SAMPLE RÉSUMÉ

Joe Hornet
2008 Stinger Lane
Herndon, Virginia 20170

Tel.: (703) 810-5555
Email Address

EDUCATION

Herndon High School, Herndon Virginia 20170
Other Education:
Chantilly High School Academy, Chantilly, Virginia

HONORS, ACHIEVEMENTS AND OUTSIDE INTERESTS

Outstanding Science Project Certificate, 2005,
Herndon High School, Herndon, Virginia
Treasurer, Washington Service League
Washington Ski Club
Herndon Community Center Soccer

WORK EXPERIENCE

Volunteer work for Washington Hospital, Washington, D.C.
Cashier at Cannon's Discount Gasoline Center, Oakton, Virginia
Route Delivery Person for Avon Products, Falls Church, Virginia

VOLUNTEER EXPERIENCE

American Red Cross Society, Fairfax, Virginia
Baseball Coach for Chantilly Youth Association, Chantilly, Virginia

SKILLS

Microsoft Word Applications
Cashiering
Solving basic mathematical problems
Organizing materials and ideas
Dealing with customers
Answering the telephone
Photography

REFERENCES

Mrs. Top Dog
Principal, Herndon High School
4128 Harper Road
Falls Church, Virginia 22042
(703) 555-1213

Mr. Top Dog
Academy Teacher, Herndon High School
4700 Stonecroft Blvd.
Chantilly, Virginia 20151
(703) 488-6301

CAREER RESOURCES ON THE WEB

FROM THE HERNDON HIGH SCHOOL CAREER CENTER

Career Searching/Research Tools

Fairfax County Public Schools:

www.fcps.edu/ss/CareerConnections

O*NET (U.S. Dept. of Labor): www.onetcenter.org

Occupational Outlook Quarterly: www.bls.gov

Occupational Outlook Handbook: www.bls.gov/oco

Career Web: www.employmentguide.com

Career Magazine: www.CareerBuilder.com

Career Connection: www.career.com

College, Career and Technical Education: www.KnowHowVirginia.org

Apprenticeship/Internship Information

Virginia Registered Apprenticeship Program:

www.dli.state.va.us/whatwedo/apprenticeship/rsao.html

U.S. Department of Labor: www.doleta.gov

Virginia Community College System: www.so.cc.va.us/workforce/students.htm

Construction Workforce Development Coalition: www.futureforcenow.com

Military Information

U.S. Air Force: www.af.mil

U.S. Army: www.goarmy.com and www.1800goguard.com

U.S. Coast Guard: www.uscg.mil

U.S. Marine Corps: www.marines.mil and www.marines.com

U.S. National Guard: www.virginiaguard.com

U.S. Navy: www.navy.mil and www.navyjobs.com

Finding Jobs

Job-Web: www.jobweb.com

NationJob Network: www.nationjob.com

U. S. Government Office of Personnel Management: www.usajobs.opm.gov

U.S. Department of Labor: www.doleta.gov

Snag a Job: www.snagajob.com

Businesses and Salary Information

Salary Calculator: www.homefair.com

Yellow Pages: switchboard.com– look up people or businesses in any U.S. location

Information from Professional Associations

The Vocational Evaluation and Work Adjustment Association: www.vewaa.org

The American Society for Training & Development: www.astd.org

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ADULT HIGH SCHOOL COMPLETION OPTIONS

General Educational Development (GED)

The GED test gives adults who did not graduate from high school the opportunity to earn a high school equivalency certificate. Recognized nationwide by employers and educators, the GED equivalency has increased education and employment opportunities for millions of adults. You may call **703-503-6442** for more information.

Woodson Adult High School (WAHS)

For those who need just a few credits to complete high school, Woodson Adult High School offers traditional classes, independent study, correspondence courses, credit through taking standardized tests, or co-enrollment at Northern Virginia Community College for both high school and college credit. High school ESL courses are also available. You may call **703-503-6407** for more information.

Registration

You may register for classes by phone, mail, fax or walk-in.

Centreville Registration Center

5775 Spindle Court, Room 13
Centreville, Virginia 20121
Phone: 703-227-2200
FAX: 703-227-2327

Groveton-Bryant Registration Center

Lower Front Parking Level Trailer
2709 Popkins Lane
Alexandria, Virginia 22306
Phone: 703-660-2056
FAX: 703-660-9386

Fairfax-Woodson Registration Center

9525 Main Street, Room V-20
Fairfax, Virginia 22031
Phone: 703-503-6400
FAX: 703-503-6497

Tysons-Pimmit Registration Center

Room 118
7510 Lisle Avenue
Falls Church, Virginia 22043
Phone: 703-506-2340
FAX: 703-506-2327

Office of Adult and Community Education

<http://www.fcps.edu/DIS/OACE/index.htm>