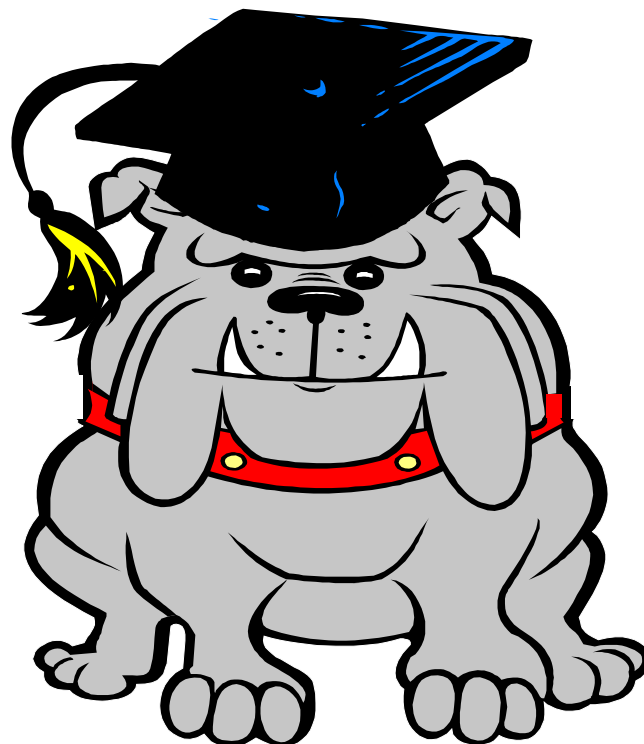


WESTFIELD HIGH SCHOOL
Class of 2012



Senior Handbook

Dear Students,

Senior year! What an exciting and promising time in your life! This is a year to work hard and ultimately rejoice in the successful navigation of high school waters. It is also a year to plan and prepare for life after high school. Will you find a job that matches your skills and interests? Does military service seem like a good option? Is college, either for two years or four years, in your future? Or, does a technical school appeal to you?

In order to make wise decisions about your future, you need information and a process. Making such significant plans also requires the collaborative efforts of students, parents, and the guidance staff. This booklet is designed to be a primary resource for that team approach to making wise choices for next year.

Read the booklet, select the parts that seem most applicable to you, and begin the process. You will find a calendar to keep you on track and guidelines for each step you take. Your counselor will review the booklet with you, answer any questions, and consult with you to address individual needs. A visit to the Career Center and an appointment with Mrs. Villars, our career and college specialists, should also be tops on your list of resources.

As you look to next year, keep focused on your goal for this year...graduation. It's all about balance. Enjoy everything that makes senior year so special, and prepare for a bright and fulfilling future.

Sincerely,

Harry Wolin
Director of Student Services

**Good Luck
Class of 2012!**



**Westfield High School – Personnel Contact Information
2011-2012
Main Office: 703-488-6300**

Main Office

Principal	Tim Thomas	488-6306	Tim.Thomas@fcps.edu
Administrative Assistant	Patty Kirschner	488-6305	PAKirschner@fcps.edu
Security	Ray Clements	488-6307	Ray.Clements@fcps.edu
Finance	Laila Latib	488-6315	Laila.Latib@fcps.edu
FAX		488-6397	

Student Activities Office

Director of Student Activities	Terri Towle	488-6400	Terri.Towle@fcps.edu
Asst. Director of Student Activities	Chuck Welch	488-6404	WCWelch@fcps.edu
Administrative Assistant	Sherryl Salzman	488-6400	Sherryl.Salzman@fcps.edu
FAX		488-6405	

Student Services/Guidance

Director of Student Services	Harry Wolin	488-6382	Harry.Wolin@fcps.edu
Registrar	Vicki Carayiannis	488-6381	Vicki.Carayiannis@fcps.edu
Transcript Assistant	Jennifer Campbell	488-6380	JRCampbell@fcps.edu
SIA	Debbie Grimmig	488-6384	DKGrimmig@fcps.edu
Career Center Specialist	Diane Villars	488-6527	Diane.Villars@fcps.edu
Office Psychologist	Dave Thompson	488-6550	David.Thompson@fcps.edu
Social Worker	Mary Wescott	488-6342	Mary.Wescott@fcps.edu
Assessment Coach	Tammi Butler	488-6383	Tammi.Butler@fcps.edu
FAX		488-6387	

SubSchool I

Asst Principal (A-Co)	Harry Van Trees	488-6341	Harry.Vantrees@fcps.edu
Administrative Assistant	Andi Smith	488-6340	ARSmith@fcps.edu
Counselor (A – Blar)	Laura Gulgert	488-6329	Laura.Gulgert@fcps.edu
Counselor (Ble-Cov)	Daniel Harris	488-6353	Daniel.Harris@fcps.edu
FAX		488-6347	

Subschool 2

Asst Principal (Cow-Hig)	Pat Williams	488-6319	Patricia.Williams@fcps.edu
Administrative Assistant	Mitzi Seger)	488-6456	Mitzi.Seger@fcps.edu
Counselor (Cow-For)	Bill Sidener	488-6344	William.Sidener@fcps.edu
Counselor (Fos-Hig)	Courtney Corder	488-6352	CLCorder@fcps.edu
FAX		488-6347	

Subschool 3

Assistant Principal (Hih-Med)	Kim Retzer	488-3894	KBRetzer@fcps.edu
Administrative Assistant	Susan Schumacher	488-3888	JSSchumacher@fcps.edu
Counselor (Hih--Kom)	Matt Dell'Orso	488-3843	Matthew.DellOrso@fcps.edu
Counselor (Kon-Med)	Jennifer Fargo	488-3842	JKFargo@fcps.edu
FAX		488-3471	

Subschool 4

Assistant Principal (Mee-San)	Eric Johnson	488-6361	Eric.Johnson@fcps.edu
Administrative Assistant	Pat Morris	488-6360	Patricia.Morris@fcps.edu
Counselor (Mee-Ped)	Debi Martin	488-6372	Debi.Martin@fcps.edu
Counselor (Pef-Sanr)	Addison Snyder	488-6373	apsnyder@fcps.edu
FAX		488-6367	

Subschool 5

Subschool 6

Assistant Principal (Sa0-Z)	Ginny Muller	488-3895	VAMuller@fcps.edu
Administrative Assistant	Pam Motafches	488-3899	pmotafches@fcps.edu
Counselor (Sao-Thi))	Laura Cudahy	488-3844	Igcudahy@fcps.edu
Counselor (Tho– Z)	Bobbi Snyder	488-3845	Bobbi.Snyder@fcps.edu
FAX		488-3472	

TABLE OF CONTENTS

DECISION MAKING

The Question: What's Next?.....	1
The Answer: Decision-Making Skills.....	2

SELECTING A COLLEGE

Who does what during the college application process	3
College Vocabulary	5
College Selection	8
College Admissions Programs	11
What Colleges Look For.....	12
College Entrance Exams	13
Selecting a Test Preparation Course	14
The College Visit	15
The College Interview.....	16
The College Application.....	17
Letters of Recommendation	18
Writing the Essay	19
Sample Essay Questions	20
Student Rights and Responsibilities.....	21
Two-Year Colleges	22

PAYING FOR COLLEGE

Financial Aid Vocabulary	23
Financial Aid Sources	25
Applying for Financial Assistance.....	28
Westfield High School Scholarships	29

THE TECH PREP OPTION

What Is Tech Prep?.....	30
Why Tech Prep Is Needed	30

THE VOCATIONAL OPTION

Adult High School Completion Options.....	31
Apprenticeships.....	32
Private Career Schools.....	33

THE MILITARY OPTION

Service Academies.....	34
Reserve Officer Training Corps (ROTC)	35
Military Enlistment	35
General Enlistment Qualifications.....	36

THE SCHOOL-TO-WORK OPTION

A Working Vocabulary	37
Finding the Job.....	39
The Cover Letter	40
The Résumé	42
The Application	45
The Interview	46

CAREER CENTER

Resources	47
-----------------	----

APPENDICES

General Education Development (GED) Test	A
Two-Year Colleges in Virginia - Addresses and Phone Numbers	B
Four-Year Colleges in Virginia - Addresses and Phone Numbers	C
Service Academy Addresses.....	D
College Application Planning Calendar.....	E
Work/Technical and Trade School Planning Calendar.....	F
College Application Procedure and Checklist	G
Request Counselor Recommendation	H
Authorization for Release of Transcripts(sample).....	I
Information for Teacher Recommendation.....	J

Please be advised that information in this booklet is updated to the best of our knowledge.

THE QUESTION: WHAT'S NEXT?

Life is full of decisions. Some are relatively easy to make, such as what to wear or what movie to see; but making decisions about your future can be confusing. There are so many things to think about, it's difficult to know where to start. For instance:

- Do I want to go to college? Or do I want to go directly to work?
- Will I be happy with a job I can get right out of high school? Or do I want a job that requires more training?
- Should I go directly to a four-year college? Or should I go to community college for 2 years?
- Do I have to look only at in-state colleges? Or can I afford to look at colleges in other states?
- Should I go away to college? Or should I live at home and commute?
- Should I go to work to earn money for college? Or should I enlist in the military and have them help pay for it?
- Should I enlist in the military now? Or should I wait until I'm out of high school?
- Do I want to go to a vocational school? Or should I check out the community college?
- Do I want to live at home? Or should I get an apartment with my friends?

The more you know about your interests and abilities, your career possibilities and educational options, the easier it will be to make sound decisions about your future. Since the U.S. Department of Labor predicts that you will make three or four career changes in your lifetime, the decision-making skills you develop now will be valuable to you throughout your life. The purpose of this handbook is to help you understand the career decision-making process and explore the options available to you after high school.

THE ANSWER: DECISION-MAKING SKILLS

1. Identify Your Goal

Think about what you want to achieve and state that as your goal. The goal may be making a decision about what courses to take in school, what to study in college, what vocational school to attend, or what job to take after high school.

2. Gather Information

Talk with people, read books, visit the Career Center and library.

3. List Possible Choices

Write down all of the choices that appeal to you.

4. Evaluate Each Alternative in Terms of Its Consequences

Consider the possible effects of each choice.

Ask yourself these questions:

- How will I feel about this choice?
- How will my parents feel about it?
- Will it be satisfying for me?
- What risks will be involved?
- Am I willing to take such risks?
- How will I feel about this choice five years from now?

List the advantages and disadvantages of each choice.

5. Make a Choice and State That as Your Goal

Rank your choices from highest to lowest according to the desirability of each choice.

6. Develop a Plan of Action

Examine your choice. Decide what steps are necessary to accomplish it. If you are not happy with your choice, start the decision-making process again.

Who Does What During the College Application Process

The Counselor will:

- Be available and accessible to students and parents to guide, counsel, and advise.
- Not dictate where the student should apply or enroll.
- Meet with students and parents:

Students: immediately following senior orientation, you may fill out the forms included in the Senior Handbook and schedule an appointment with your counselor. This meeting should be completed at least twelve working days prior to any deadline for college or scholarship applications.

- Write a comprehensive, honest letter of recommendation for each student. We try to collect as much data as possible from the student, parents, teachers, etc.
- Help the student to better understand what colleges are looking for in their applicants.
- Not get students admitted to colleges nor do we keep them out. The student will determine what happens based on performance throughout high school. However, the counselor's experience and advice will help the students present themselves in the best possible manner.
- Send ON TIME – provided the student meets our deadline – the following:

Secondary School Report
Transcript
School Profile, including grade distribution chart
Mid-Year and End of Year Reports

The Student will:

- Be honest and candid with the counselor and be open to new suggestions.
- Keep parents informed of the progress being made in the college search process.
- Keep the counselor updated about new activities, accomplishments, and interests.
- Spend as much time thinking about likely schools as reach schools. A greater chance of admission at a school does not mean that the school's programs are of lesser quality.
- Complete the Student Information Forms by the established deadline. This information is extremely helpful to us in writing the letter of recommendation so please take the time to answer the questions as honestly and completely as possible.
- Meet all deadlines.
- ALWAYS retain copies for your records.

- Proofread essays and expect them to take several drafts to complete. Students are expected to complete their own applications. Having someone else write your essay is unethical. It is the responsibility of the high school to notify a college if a student's work is not his/her own. Admission offices quickly discern those essays and applications that have been professionally packaged.
- Read the entire Senior Handbook.
- Check with the Career Center regarding scholarship information.

The Parent(s) will:

- Not believe rumors about the college admissions process.
- Not rely on U.S. News and World Report Rankings.
- Keep the lines of communication open with your child throughout the process.
- Be encouraging, supportive, optimistic, and realistic, offering advice and guidance when appropriate.
- Celebrate your child's many accomplishments.
- Listen to what your child is saying about the college process and be a sounding board for your child.
- Avoid pushing or forcing your preferences or biases regarding college choices. Remember, if someone other than the student makes the college choice decision, and the student is unhappy with the choice, he or she will blame those "significant others".
- Help your child think about who he/she really is.
- Support an ethical approach to the college application process.
- Complete the Parent Portion of the Information sheet.
- Read the entire Senior Handbook.

COLLEGE VOCABULARY

Academic Common Market

Cooperative tuition reduction agreement among fourteen southern states which waives out-of-state tuition to students who wish to pursue programs of study not available in their home state.

Acceleration

The completion of a high school or college program of study in less than the usual number of years. Often students attend summer school and carry extra courses during the regular academic term.

Accreditation

Endorsement granted to colleges and universities which meet established standards formally approved by one of six regional accrediting boards.

ACT

A college entrance examination similar in purpose to the SAT I. It includes four sections: English, mathematics, social studies, natural sciences, and writing.

Advanced Placement Tests (AP)

Designed for students who have completed advanced work in specific subjects. A qualifying score may allow a student to receive college credit and/or to bypass some college courses.

Associate Degree

A degree awarded after completion of a two-year college program of study.

Bachelor's Degree

A degree awarded after completion of a four- or five-year college program of study.

Candidate Reply Date

The date by which most colleges require students to reply to offers of admission - May 1.

Class Rank

The relative position of a student in his or her graduating class based on the cumulative grade point average. Westfield High School does not rank its students.

College

An institution of higher learning, esp. one providing a general or liberal arts education rather than technical or professional training. May constitute part of a university.

College-Level Examination Program (CLEP)

Examinations taken by students who have gained experience through work, independent reading, or correspondence courses. Many colleges award advanced placement and/or degree credit based on the tests' results.

Common Application Form

An application designed to ease the workload of students and high school guidance personnel. Approximately 400 colleges accept it.

Concurrent Enrollment

A plan that allows students to take courses at nearby colleges while completing high school.

Four - One - Four Academic Year

A modified semester system that provides a January or winter term of approximately one month for special projects that usually earn the same credit as one semester.

General Educational Development Test (GED)

A secondary school equivalency examination leading to a certificate which is accepted by many colleges in lieu of a secondary school diploma.

Honors Program

An enriched academic program for students of high ability and motivation. It often leads to a degree granted with honors.

Internship

Program of supervised work experience related to a student's field of interest which is performed with or without pay. Generally, the student receives degree credit.

Liberal Arts

The academic course of instruction at a college intended to provide general knowledge and comprising the arts, humanities, natural sciences, and social sciences, as opposed to professional or technical subjects.

National Collegiate Athletic Association (NCAA)

The association of colleges that makes rules governing eligibility, recruiting and financial aid for student athletes.

Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

A practice test preparing students for the SAT I. It serves as the only qualifying exam for the National Merit Scholarship program.

Private College

An academic institution financed primarily by tuition and endowments.

Public College

An academic institution financed primarily by tuition, endowments and state or local taxes. Tuition for in-state students is reduced and programs and policies are state-regulated.

Reserve Officer Training Corps (ROTC)

Two- three- or four-year college-based military training programs which can lead to an active-duty or reserve officer commission upon graduation.

Retention Rate

The percentage of college freshmen that return for the following fall term.

SAT I: Reasoning Tests

The College Board's assessment of verbal, math, and writing skills. The scores are used as criteria for admission to colleges and universities.

SAT II: Subject Tests

One-hour tests of knowledge in specific subjects required by many colleges in addition to the SAT I. occasionally used as admissions criteria; more often used to determine placement into college courses.

Terminal Program

A program preparing students for immediate employment following a course of study. It is available in many two-year colleges and vocational schools and results in an associate degree or certificate of completion.

Test of English as a Foreign Language (TOEFL)

An evaluation of the foreign student's ability to read and write college-level English.

Transfer Program

A two-year program which results in an associate degree and is designed for students who intend to continue their studies at a four-year college.

University

An institution of learning of the highest level, having a college of liberal arts and a program of graduate studies together with several professional schools, as of theology, law, medicine, and engineering, and authorized to confer both undergraduate and graduate degrees.

Waiting List

Used by colleges to hold in reserve students who meet admissions requirements but cannot be accepted due to enrollment constraints.

COLLEGE SELECTION

Identify Priorities

Ask yourself the following questions as you try to decide where to apply.

Location - region/state(s)

- How close to home do you want to stay?
- How well do you adapt to new situations?
- Would you be lonely if you moved far away from family and friends?
- Is there an area of the country where you always wanted to go to school?

Setting - urban, suburban, rural

- Are you looking for the excitement of a big city?
- Do you prefer a rural setting with access to hiking and camping?
- Would you like the suburbs, which offer the advantages of a city without having to actually live in a city?

Size

- Have you always thought you would attend a big football school?
- Do you like the idea of a small school where it is easy to get to know everyone including the professors?
- Do you learn better in a small class environment or a larger classroom?
- Will a small school offer you the variety of courses and majors you need?
- Have you thought you would like to start at a small school and later transfer to a larger school?
- Are you looking for a college about the size of your high school?

Type of School

- Would you prefer a liberal arts college or a major university?
- Would you be interested in a more specialized school such as an art school or a service academy?
- Have you considered a single sex school?
- Would you be interested in a historically black college or a religiously affiliated school?

Majors

- Are you looking for a school with a particular major?
- Do you need a school that offers pre-professional programs such as pre-med, pre-law, pre-vet?

Academic Reputation

- Are you looking for a school that has a reputation for being academically challenging?
- Do you think you will need a school that offers strong academic support?

Cost

- Have you discussed with your family how much they can afford to spend on college?
- Are you thinking of going to a community college the first two years to save money?
- Will you be living at home?
- Would you be willing to take a job on campus to help pay for college expenses?

Athletics

- Do you intend to play a sport in college?
- Are you competitive for Division I sports?
- If playing for a Division I team meant sitting on the bench all season, would you rather play at a Division III school where you will play every game?
- Are you looking for an intramural team where you could play a sport just for fun?

Campus Facilities

- Are you looking for a school where most students live on campus or will you be commuting?
- As a freshman, will you want to have a car on campus?
- How important is the quality of the food?
- Will you require something special such as vegetarian or kosher meals?
- Do you require handicapped accessibility?

Special Programs

- Do you need a school with services or programs for the learning disabled?
- Are you interested in ROTC?
- Have you thought you would like to study abroad?
- Do you plan to continue your ESOL studies in college?
- Are you looking for an honors program?

Campus Life

- Do you plan to join a fraternity or sorority?
- Do you have interests in high school that you would like to continue in college?
- Are you looking for a school that offers opportunities for community service?

Net Link



CollegeNET - a college search program to help you get started
<http://www.collegenet.com>

Gather Information

Research colleges using the sources listed below.

College Search Programs

Generate a list of colleges meeting your criteria using college search programs in the Career Center or on the Internet.

Reference Materials

Gather more in-depth information from catalogs, videos, view books, and guides available in the Career Center or on the Internet.

Admissions Offices

Contact colleges for more detailed information and applications and visit their web sites.

College Representatives

Meet with college representatives when they visit the Career Center.

College Fairs

Local fairs include the Fairfax County Public Schools College Fair and College Night in October at Fair Oaks Mall, Dulles Towne Center College Fair in September, the Northern Virginia Regional College Fair in April, and the National Association for Equal Opportunity in Higher Education (NAFEO) Fair in April.

Guidance Department/Career Center

Discuss individual colleges with counselors and Ms. Leone and Ms. Villars, the Career Center Specialist.

College Visits

Use this opportunity to gather information from admissions offices, academic departments, finance offices, athletic departments, residence halls, and dining facilities.

List 10-15 Colleges to Research

Evaluate Your Choices

Evaluate colleges in terms of what criteria are most important to you. List the advantages and disadvantages of each college. Do the pluses outweigh the minuses?

Decide Where You Want To Apply

Most students apply to 3-6 schools.

Develop Your College Application Timetable

Decide when you will do the following:

- Visit colleges
- Get applications
- Take college entrance exams.
- Request transcripts.
- Request recommendations.
- Write essays.
- Complete applications.
- Apply for scholarships.
- Apply for financial aid.

COLLEGE ADMISSION PROGRAMS

Regular Admission

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 apply 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 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 usually 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 in

that students, if accepted, are not required to accept admission or withdraw other applications. They have until the May 1 Candidate Reply Date to respond.

Open Admission

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

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.

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 the 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.

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 colleges themselves or guidebooks in the Career Center. Registration booklets and study guides for all tests, except Advanced Placement, are available in the Career Center and guidance office.

PRELIMINARY SAT I/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

- May be taken in October of the freshman, sophomore and/or junior year. Only junior scores are used to qualify for the National Merit Scholarship programs.
- Taken to prepare for the SAT I
- Scored on a scale of 20 (low) to 80 (high) for both verbal and math
- Registration through the guidance department

SAT I: REASONING TESTS

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

SATS 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 directly by mail, phone, or online with the College Board
- Best taken in the spring of junior year by students completing their studies in foreign language, a science, or American history and by early decision or early action candidates
- Score Choice option allows review of SAT II scores before deciding whether to release them to colleges

ADVANCED PLACEMENT 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 guidance department
- Scored on a scale of 1 (low) to 5 (high)

ACT

- A multiple-choice test in four categories: English, social studies, sciences, and mathematics
- Administered in October, December, February, April, and June

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

- A computer-based test for students for 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. ETS then sends a voucher to the student which can be presented at a local test location, by appointment, for up to one year.
- Minimum acceptable scores established by individual colleges.



SAT

<http://www.collegeboard.com>

ACT

<http://www.act.org>

TOEFL

<http://www.toefl.org>

SELECTING A TEST PREPARATION COURSE

If you decide to invest in a test preparation course you will be faced with a confusing array of programs. In the Washington metropolitan area there are more than twenty courses. Some stress review, others stress "breaking the system." They can vary in length from 2 - 26 hours; prices can range from one hundred to several hundred dollars. Is the best course the longest? The most expensive? Not necessarily. The following questions may help you decide which course best meets your needs:

- Does the course combine math and reading with problem solving and test taking?
- Do experienced teachers teach the course? How many experiences have they had coaching for standardized tests?
- How recently has the course material been updated?
- What size are the classes? Have they been kept small to permit individual assistance?
- Does the course offer diagnostic testing
- Does the course teach to your individual needs
- Is your progress monitored weekly?
- Are timed practice tests used throughout the course? Does the course employ actual testing materials?
- Will the course schedule and your personal schedule be compatible? Will you have time to attend classes? Do the homework?

THE COLLEGE VISIT

Would you spend thousands of dollars to buy a new car without taking a test drive? Probably not. Since a college education costs considerably more than a new car, it makes sense to test the college with a visit to the campus. Once you have narrowed your choices to a manageable number, consider college visits a **must**.

Following are a few hints that may make the college visit more productive:

- Plan to visit no more than two colleges in one day.
- Plan your visit when school is in session.
- Make prior arrangements to speak to someone in the admissions office and to take a tour of the campus.
- Stay overnight in a dorm whenever possible.
- Allow enough time to see everything that is of interest to you (e.g. residence halls, libraries, laboratories, student center, cafeteria, athletic facilities).
- Talk with students, faculty, and admissions personnel.
- Have a list of questions and take a notebook to record the answers and your impressions.
- Take a bag or carrier for the literature you will collect.

THE COLLEGE INTERVIEW

The purpose of the college interview is for you to find out what is unique and distinct about a college and for the college to find out what is unique and distinct about you. There are three types of interviews:

Alumni Interviews

Many colleges enlist their alumni to help recruit candidates. Alumni interviews may be held in the homes of alumni, or alumni representatives may visit your high school. If you are interested in arranging an alumni interview, call or write to the admissions office. Following the interview, the alumni representative will send an evaluation report to the college admissions office for consideration along with your other credentials.

Group Interviews

Group interviews are conducted when students and their parents visit the college or when college admissions officers visit the high school. An admissions staff member presents a brief overview of the college's history, curricular offerings, and campus activities, after which prospective applicants may ask questions. Group interviews are designed as information-giving sessions rather than as evaluations of individual credentials. A current list of college representatives scheduled to visit Westfield High School is updated weekly. It is available in the Career Center, 12th grade English classrooms and is published on the Career Center web site.

Personal Interviews

Personal interviews are conducted by admissions staff members and are designed primarily to evaluate a candidate rather than to provide information about the college. The importance of personal interviews in the final decision varies among colleges, but a strong interview can only increase your chances of acceptance.

(See also, The Interview, in The School-To-Work Option.)

THE COLLEGE APPLICATION

With the exception of the service academies, the college application process begins in the fall of your senior year. The following suggestions may prove useful for paper and electronic applications:

- Get the applications, either directly from the colleges, (online as well) or from your Career Center.
- Make a copy of the applications before you fill them out. Practice on the copy.
- Organize your personal records, such as the resumé and/or activity sheet. This will help you determine what information you want to include on your application.
- Make a draft of all required essays. Allow time to let them rest while you complete the application forms.
- Read the directions carefully and follow all instructions.
- Pay specific attention to the application deadlines. Allow enough time for the guidance department to process their part of the application and send your transcripts.
- Complete one application at a time, rather than working on all of them in bits and pieces. Start with the simplest applications and save the one that matters most for last.
- Write your name and social security number on all documents. Type or print neatly.
- Answer all questions. Use N/A (not applicable) if the question does not apply.
- Put your essays in their final form.
- Select references wisely. Use those who personally know you, your academic record, your strengths and your accomplishments.
- Print or make a copy of each application for your records.

Many colleges mail their notification letters in April and you will have until May 1 to choose from colleges offering admission. You should inform the guidance office when you receive a response to an application and notify all schools to which you have been accepted of your decision. (See the College Application Procedure and Checklist in Appendix G.)



College/University Home Pages – alphabetical listing
<http://www.mit.edu:8001/people/cdemello/geog.html>

Common Application Online – used by 209 colleges. Apply online or download
<http://www.commonapp.org>

LETTERS OF RECOMMENDATION

Many colleges ask you to supplement your application with letters of recommendation. It is your responsibility to determine what letters, if any, are required. Colleges may specify that recommendations come from:

- teachers in academic subjects, who can speak to your academic strengths;
- coaches and teachers who can attest to your athletic or artistic talent;
- counselors, who can address your personal strengths, accomplishments and special circumstances which might impact on an admission decision; or
- club sponsors, religious leaders, employers, or someone who can give evidence of your character and leadership ability.

You should choose a person who knows you well enough to write a letter of recommendation which cites your strengths and abilities. Allow the person at least 2-4 weeks to write a thoughtful letter. It is helpful to share your résumé or activity sheet in order to provide background information about yourself (see Appendix K). If the letter is to be mailed directly to the college, provide a stamped addressed envelope. It is appropriate to send a thank-you note to anyone writing a letter of recommendation.

WRITING THE ESSAY

Colleges and scholarship sponsors often include one or more essay questions on their applications. Some schools require you to write on a specific topic; others request essays about personal goals and ambitions. Personal comments give admissions officers an opportunity to evaluate your writing ability and to estimate your potential contribution to the non-academic life of the college. It is helpful to describe previous jobs and to show how these jobs influenced the choice of a career or college major. The essay may also describe family responsibilities, financial needs, travel experiences, and special circumstances that should be taken into consideration.

There is no *one* way to write an effective essay, but the following is a list of suggestions that will help you:

DO:

- try to encapsulate the main idea in one sentence before writing.
- write clearly - if it sounds vague, change it.
- use words with which you feel comfortable.
- capture the reader's attention in your introduction.
- check all spelling and grammar before typing your essay onto the application.
- be specific and use details.
- be sure the closing paragraph presents you as you wish to be seen.
- let the first draft sit awhile without reading it.
- ask another person to check your essay for errors.

DO NOT:

- use slang
- try to be "cute."
- use words you cannot define.
- begin your essay with, "My name is..."
- digress from the original topic.
- continue your essay beyond the specified number of words.
- be too general - focus on one meaningful episode in your life rather than a complete history.

SAMPLE ESSAY QUESTIONS

(taken from recent college applications)

Since our knowledge is limited to the information provided, why not then use this opportunity to tell us anything you think we should know?

What do you see as the turning point(s) or important events in your life and why do you view them as such?

Who are the people who have done the most to influence your personal development and in what ways were they influential?

What prominent person (past or present) do you particularly admire? Why?

What idea has most influenced your life? Explain.

What is the most critical moral, ethical, or social problem facing America?

Describe your ideal of the honorable person. Feel free to use examples.

Discuss briefly the one or two extracurricular, work or community activities that have meant the most to you.

Write a brief essay of 200-500 words on any topic of direct personal importance to you.

What responsibility have you had for others and how has it affected your personal growth?

Make up a question, state it clearly, and answer it. Use your imagination, recognizing that those who read it will not mind being entertained.

If you were given the opportunity to spend an evening with any one person, living, deceased, or fictional, whom would you choose and why?

Please cite and discuss a literary quotation or brief passage that has special meaning to you.

We invite you to reflect on an issue or experience that is significant to you or to your perspective on the world around you. We do not ask a specific question or present a topic for this essay because the subject you choose tells us almost as much about you as the way you discuss it. We encourage you to choose your own topic and write about it in a way consistent with both the topic and your personality.

Write a personal essay of 250-500 words. Use this essay to help us learn more about you--your experiences, values, or interests. You might describe a person or event that has been especially influential in your life; you might write about your goals for the future; or you may write about anything that you feel will enable us to know you better.

Describe a situation in which your values or beliefs caused conflict with someone you respect. How was the situation resolved?

STUDENTS' RIGHTS AND RESPONSIBILITIES IN THE COLLEGE ADMISSION PROCESS

WHEN YOU APPLY TO COLLEGES AND UNIVERSITIES YOU HAVE RIGHTS

Before you apply:

- You have the right to receive full information from colleges and universities about their admission, financial aid, scholarship, and housing policies. If you consider applying under an early decision plan you have a right to complete information from the college about its process and policy.

When You Are Offered Admission:

- You have the right to wait to respond to an offer of admission and/or financial aid until May 1.
- Colleges that request commitments to offers of admission, financial assistance, and/or housing prior to May 1, must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for housing and/or financial aid. (This right does not apply to candidates admitted under an early decision program.)

If You Are Placed on a Wait List or Alternate List:

- The letter that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admission, and the availability of financial aid and housing.
- Colleges may require neither a deposit nor a written commitment as condition of remaining on the wait list.
- Colleges are expected to notify you of the resolution of your wait list status by August 1 at the latest.

WHEN YOU APPLY TO COLLEGES AND UNIVERSITIES YOU HAVE THESE RESPONSIBILITIES

Before you apply:

- You have the responsibility to research and understand the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure that you understand the policies of each college or university regarding deposits that you may be required to make before you enroll.

As You Apply:

- You must complete all material that is required for application on or before the published deadline. You should be the sole author of your application.
- You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

After You Receive Your Admission Decisions:

- You must notify each college or university that accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college that you wish to attend, but no later than May 1.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. (The exception to this arises if you are put on a wait list by a college or university and later are admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify the college or university at which you previously indicated your intention to enroll, if applicable.)
- If you are accepted under an early decision plan, you must promptly withdraw the application submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid.

If you think that your rights have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date. In addition, you should ask your counselor to notify the president of the state or regional affiliate of the National Association of College Admissions Counselors. If you need further assistance, send a copy of any correspondence you have had with the college or university and a copy of your letter of admission to: Executive Director, NACAC, 1631 Prince Street, Alexandria, VA

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 test scores 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 and sciences and pre-professional programs.
- 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 and Europe

<http://www.mcli.dist.maricopa.edu/cc/>

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.

FINANCIAL AID VOCABULARY

Award Letter

Notification of the terms and requirements of the financial aid package offered by a college.

Cooperative Education

A program that allows students to alternate college studies with salaried work experience off-campus.

Cost of Attendance

The annual cost of attending college that is used in determining a student's financial need. It includes tuition, books, fees, room and board, transportation and out-of-pocket expenses.

Dependent Student

An unmarried student under the age of 24 who has no dependents and who has access to parental support.

Estimated Family Contribution (EFC)

The amount a student and his or her family are expected to pay toward college costs.

Family Financial Statement (FFS)

The form used by the American College Testing Program for evaluating student need. May be required by some colleges in the Midwest and South.

Federal Methodology

A formula established by Congress that establishes the estimated family contribution.

Financial Aid Package

The total financial aid award offered to the student by the college.

Financial Need

The amount by which a student's estimated family contribution falls short of covering the cost of attending a college or university.

Free Application for Federal Student Aid (FAFSA)

A form used by the federal government to establish the student's estimated family contribution toward college expenses during the upcoming year.

Gift Aid

Student financial aid, such as scholarships and grants, which does not have to be repaid and does not require a student's being employed.

Grant

A financial award that does not have to be repaid.

Independent Student

For financial aid purposes, a student who is self-supporting.

Loan

Money borrowed that must be paid back with interest.

Pennsylvania Higher Education Assistance Authority (PHEAA)

Need analysis for Pennsylvania state grant and federal student aid.

PROFILE

An application for private student aid funds distributed by the College Scholarship Service (CSS) and required by some private schools and scholarship programs.

Self-help Aid

Student financial aid, such as a loan or job, that requires repayment or a student being employed.

Student Aid Report (SAR)

The report of the needs analysis performed by the U.S. Department of Education when a student submits a FAFSA.

Scholarship

Monetary gifts that do not have to be repaid.

Tuition Payment Plan

A method of payment offered by colleges, banks, insurance companies and financial management organizations.

FINANCIAL AID SOURCES

Scholarships

Scholarships are awarded to students based on their academic record, leadership ability, talents or need for financial assistance. Since many scholarships are awarded by colleges, students should apply to the colleges directly for information and applications. Other sources of scholarship aid are parents' employers, labor unions, civic and religious organizations, professional associations, and other private groups.

You should be prepared to do a thorough search of available resources. Look for scholarship information in the Career Center and run a scholarship search on one of the following Internet sites:

Free online scholarship searches:



fastWeb

<http://www.fastweb.com>

SRN Express

<http://www.srnexpress.com>

College Board Scholarship Search

<http://www.collegeboard.com/article/0,1120,6-30-0-400,00.html?orig=sec>

Faifax County Public Schools Career Center Scholarship Website

[Access by logging on to Family Connections through Blackboard](#)

Renewable scholarships will have continuing eligibility requirements, such as maintaining a certain level of academic or athletic performance, or showing evidence of continued financial need.

Federally-funded Programs

- **Federal Pell Grants**
 - largest need-based student aid program
 - awarded to undergraduate students with extreme financial need
 - dollar range set annually by Congress
 - does not have to be paid back

- **Federal Supplemental Educational Opportunity Grants (FSEOG)**
 - awarded to undergraduates with extreme financial need
 - priority goes to those students receiving Pell Grants
 - award range \$100-4,000 per year, depending on available funds
 - does not have to be repaid

- **Federal Work-Study (FWS)**
 - on- and off-campus employment
 - awarded to students who demonstrate financial need
 - amount earned may not exceed demonstrated need
 - salary must be at least minimum wage

- **Federal Perkins Loans**
 - awarded to students with exceptional financial need
 - may borrow up to \$5,500 per year at 5% interest
 - minimum annual repayment of \$480; repayment begins nine months after graduation

- **Federal Stafford Loans - Subsidized**
 - awarded to students who demonstrate financial need
 - freshmen borrow up to \$3,500
 - variable interest rate not to exceed 6.8%
 - federal government pays interest on loan while student is in school and for a six-month grace period after graduation
 - minimum annual repayment of \$600; repayment begins six months after graduation

- **Federal Stafford Loans - Unsubsidized**
 - available to students who do not qualify for a subsidized Stafford Loan
 - freshman borrow up to \$3,500
 - variable interest rate not to exceed 6.8%
 - student responsible for paying interest during school and deferment period
 - minimum annual repayment of \$600 per year; repayment of principal and interest begins six months after graduation

- **Federal Parents Loans to Undergraduate Students (FPLUS)**
 - available to parents for the full cost of education less any other student aid received
 - variable interest rate not to exceed 9%
 - repayment begins within 60 days of loan disbursement

State-funded Programs

- **Virginia College Scholarship Assistance Program (CSAP)**
 - awarded to students who demonstrate financial need
 - award range \$400-2,000

- **Virginia Scholars Program (VSP)**
 - merit based program

- **Virginia Tuition Assistance Grant Program (TAG)**
 - available to students attending private colleges or universities in Virginia
 - no financial need requirement
 - award limit set annually by the Virginia General Assembly

- **Virginia Transfer Grant Program (VTGP)**
 - awarded to "other race" students who are enrolled in traditionally white or black Virginia public college or university
 - must meet minimum merit criteria to qualify as a first-time transfer student
 - provides full tuition and fees or remaining need, whichever is lower

- **Virginia Work-Study Program**
 - allows students to earn money to contribute toward education expenses
 - award varies with hourly wage and number of hours worked

- **Last Dollar**
 - awarded to black students enrolled for the first time in a state supported college or university
 - based on financial need

Special Programs

- **Reserve Officer Training Corps (ROTC) Scholarship**
 - offered by Army, Navy, Marine Corps, Air Force
 - one- to four-year scholarships available
 - pays for tuition, books, fees and a monthly allowance
 - obligation of service, some of which may be active duty
 - highly competitive
 - applications available from recruiters or Career Center in spring of junior year
 - interview required

- **Montgomery GI Bill**
 - available to enlistees, either active-duty or reserve
 - service member contributes \$1,200 to an education fund; the Veteran's Administration adds up to \$9,600 (subject to change)
 - funds obligated for college, vocational or job training, correspondence courses or flight training
 - benefits available only while on active duty or within ten years of discharge
 - unused benefits not refundable

- **Cooperative Education (Co-op)**
 - combines formal studies with an off-campus job related to the major
 - emphasis placed on learning rather than work (unlike college work-study)
 - offered at 2- and 4-year colleges
 - typically adds an additional year to the degree program
 - money earned defrays college costs
 - can become a source of employment after graduation



FinAid - just about everything you need to know about financial aid.
<http://www.finaid.org>

***All financial aid and grants are subject to change**

APPLYING FOR FINANCIAL AID

Financial aid is available to students attending four- or two-year colleges and professional trade schools. Your family may need assistance meeting the annual cost of tuition, books, fees, room and board. If this is the case, you should be prepared to do a thorough search of available resources.

- Look for scholarship information in the Career Center and run a scholarship search on the Internet.
- Continue to investigate scholarship opportunities throughout your senior year. Let your counselor and career center specialists know you are interested in locating scholarship money.
- Pick up the Free Application for Federal Student Aid (FAFSA) in December from the Career Center. The online application will be available in early January.
- Attend the evening financial aid workshop.
- Complete the FAFSA as soon as possible after January 1.
- Visit the financial aid officers at the colleges to determine:
 - what percentage of your demonstrated need will be met.
 - whether the composition of the financial aid package changes from year to year, i.e. does the loan component increase significantly?
 - what the colleges loan default rate is. This affects the amount of federal funds the colleges will have available.
 - what tuition payment plans are available.



FAFSA on the Web – Speed up your financial aid application by applying online.
<http://www.fafsa.ed.gov>

CSS Financial Aid Profile – a financial aid application required by some schools in addition to the FAFSA
<http://collegeboard.org>

Westfield Scholarships

Scholarship applications for the following scholarships are located in the Career Center during the month of March & April.

Dulles Regional Chamber of Commerce Business and Technology Scholarship

Erin Peterson Leadership and Commit to Excel Scholarships

Oursiman/Toyota FBLA/DECA Scholarship

S.W.I.F.T.

Westfield Business Owners Association

Westfield 5K Scholarships

WHS ACE Scholarship

WHS Special Education

WHS Band Scholarships

WHS Choral Scholarships

WHS Guitar Scholarships

WHS Orchestra Scholarships

WHS Theater Scholarships

Alpha Delta Kappa

(Applicant must be entering to study in the field of education)

WHAT IS TECH PREP?

Tech Prep is a program that begins in the 11th grade (or earlier) and culminates, at the postsecondary level, with an associate degree, two-year certificate, apprenticeship training, or leads to a baccalaureate degree. It is a program of study that includes math, science, language arts, technology studies and vocational preparation and prepares students for further education and an occupational pursuit.

MARKS OF A COMPREHENSIVE TECH PREP/ASSOCIATE DEGREE PROGRAM:

Parallels the college prep program. Both programs are comprehensive and have many courses in common. In fact, it is possible to move from one program to the other with little, if any, loss of time or credit.

Will prepare a high school graduate with enough skills to secure an entry-level job and be prepared for further education, either right after graduation of sometime in the future.

Has an applied academics foundation. A strong base in mathematics, science, and communication forms the foundation on which the specific job-related skills are built. These academic courses use real-life examples and emphasize "hands-on" learning activities.

Includes courses in the liberal arts as well as courses in mathematics, science, communications, and technology. It prepares students to live as well as work in a technological society.

Will provide students with the opportunity to earn college credit while in high school or gain enhanced skills for obtaining master technical programs in the community or technical colleges.

Should provide the opportunity for the student to continue in a baccalaureate degree program after completing the associate degree.

(See Appendix E for a list of Occupational/Technical programs at Northern Virginia Community College)

WHY TECH PREP IS NEEDED

Advancing technology and the evolving service economy will create jobs demanding higher skills. More than 70% of the jobs in America by the year 2000 will require some advanced level of education. Our economy is now a world economy. To compete in this world market, we must retake our position as the leader in education, productivity and in quality of products and services. Tech Prep programs emphasize the development of a world-class workforce, which is capable of meeting the challenges of work and life in the "new" world.

ADULT HIGH SCHOOL COMPLETION OPTIONS

External Diploma Program (EDP)

The External Diploma Program is for people age 21 years or older. They earn diplomas by demonstrating skills in practical ways rather than by taking traditional tests. In this program, the client meets one-on-one with an advisor, and confidentiality is ensured. You may call **703-207-4014** for more information.

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 since 1942. 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.k12.va.us/DIS/OACE/about.htm>

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	Landscape gardener
Auto mechanic	Meat cutter
Bricklayer/stone mason	Optician
Cook	Pharmacy assistant
Cosmetologist	Photographer
Custom tailor	Plumber
Drafter	Printing press operator
Electrician	Television/radio repairer
Funeral director	Upholsterer
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>

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/>

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. (Addresses will be found in Appendix D.) 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.

(See the “Paying For College” section for information on the ROTC Scholarship Program.)

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. (See the “Paying For College” section for information on the Montgomery GI Bill.)

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. See the chart on the following page for general enlistment qualifications and meet with the appropriate military recruiters.



Military Career Guide Online
<http://www.militarycareers.com/>

GENERAL ENLISTMENT QUALIFICATIONS

Age	Must be between 17 and 35 years. Consent of parent or legal guardian required if 17.
Citizenship Status	Must be either (1) U.S. citizen, or (2) an immigrant alien legally admitted to the U.S. for permanent residence and possessing immigration and naturalization documents.
Physical Condition	<p>Must meet minimum physical standards listed below to enlist. Some military occupations have additional physical standards.</p> <p>Height - For males: Maximum - 6'8" Minimum - 5'0" For females: Maximum - 6'8" Minimum - 4'10"</p> <p>Weight - There are minimum and maximum weights, according to age and height, for males and females.</p> <p>Vision - There are minimum vision standards</p> <p>Overall Health - Must be in good health and pass a medical exam. Certain diseases or conditions may exclude persons from enlistment; for example, diabetes, severe allergies, epilepsy, alcoholism, and drug addiction.</p>
Education	High school graduation is desired by all services and is a requirement under most enlisted options.
Aptitude	<p>Armed Services Vocational Aptitude Battery (ASVAB):</p> <ul style="list-style-type: none">▪ requires a minimum entry score which may vary by service and occupation▪ is a test that can help you with educational and career planning▪ provides academic and occupational composite scores▪ is a three-hour free exam administered at high schools by a test administrator from the Federal Government▪ does not incur a military obligation▪ may be taken by tenth, eleventh, or twelfth graders▪ see career specialists for administration dates.
Moral Character	Must meet standards designed to screen out persons likely to become disciplinary problems. Standards cover court convictions, juvenile delinquency, arrests, and drug use.
Marital Status and Dependents	May be either single or married; however, single persons with one or more minor dependents are not eligible for enlistment into military service.
Waivers	On a case by case basis, exceptions (waivers) are granted by individual services for some of the above qualification requirements.

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.

Career

All one's work activities.

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

All tasks performed by a worker.

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 one-page 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.

THE COVER LETTER

The cover letter communicates to a prospective employer that you are interested in obtaining a position with his or her company. It is usually sent with, or "covers", a résumé. There are some points you should consider when writing the letter. For example:

- Try to address your letter to the specific individual who will be hiring you. Be sure the name is spelled correctly.
- State the purpose of your letter in the first paragraph. For what position are you applying? To what advertisement are you responding?
- Demonstrate how the experiences or abilities which have been cited in the résumé relate to the company's aims or the duties of the position.
- Always ask for an interview.
- Avoid the use of slang, idiom or acronyms.
- Check for spelling, punctuation and grammar errors.
- Keep the letter to one page, neatly typed on good quality paper.

SAMPLE COVER LETTER

May 10, 2006

Charles Jones and Company
10133 M Street
Washington, DC 22016

Dear Mr. Jones:

Purpose of letter	Please consider me an applicant for the position of classified sales representative, advertised in the Washington Post, May 9, 2005.
Qualifications or reason why you should be interviewed	In my current work as a clerk for People's Drug Store, one of my major responsibilities is maintaining a satisfactory inventory for all non-drug items. This part of my job requires sound mathematical calculations, attention to details, and good organization. I feel these skills would be put to good use in the position you have open.
Request for interview	Enclosed is my résumé. I would appreciate a personal interview to discuss my qualifications.

Sincerely,

Kathryn Abel
(703) 555-1212
Email address

Enclosure

THE RÉSUMÉ

A résumé is a brief description of your previous education, work experience, and additional relevant information. A résumé should:

- always have a cover letter which refers to an ad or position.
- be developed for a specific objective - to get a specific job.
- mirror the requirements of the job. List all relevant experience, including school projects, club activities, volunteer work, etc.
- contain correct information. Proofread several times and have someone else proofread for you. Accuracy is extremely important.
- use action verbs such as managed, supervised, monitored, marketed, created, developed, planned, organized, reviewed, evaluated, etc.
- highlight your knowledge, skills, and accomplishments.
- emphasize your strengths.
- be easy to read. The experience you have will sell you, not the size of the words you use.
- be concise, no longer than one page.
- be organized logically. Make sure the format is scannable.
- be ordered in importance, promoting your selling points.
- be professional. Use a typewriter or computer to print your résumé, making sure copies are neat and clean. Mail your résumé in good condition preferably in a large envelope.
- emphasize key points or expressions by using bold type or underline.

If you have not received a response to your cover letter and résumé within a reasonable time (up to three weeks), contact the recruiter.



Your Guide to Résumé Writing-help with résumés, cover letters and interviews
<http://www.jobweb.com/catapult/guenov/restips.html>

Résumé Formats

- The chronological format:
 - is organized in logical steps.
 - lists experience from last employer first, then continues backwards.
 - includes dates of employment and experience.
 - accounts for gaps in time and experience.

- The functional format:
 - lists skills and accomplishments.
 - highlights skill areas with specific examples.
 - is an excellent format if you are changing fields.

Résumé Components

- The heading:
 - includes name, address, and telephone number.

- The objective:
 - states the type of position you desire and at what level you wish to enter.
 - describes to the employer the skills you have to offer the position or organization.

- Additional information:
 - includes information such as membership in professional organizations and special skills that will distinguish you from others.
 - includes personal information only if it is related to the job.

- The reference section:
 - indicates that your references are available on request. You should have a list of your references prepared in advance.

SAMPLE RÉSUMÉ

Joe Bulldog
4700 Kibble and Bits Lane
Chantilly, Virginia 20151

Tel.: (703) 555-1212
Email Address

EDUCATION

Westfield High School, Chantilly, Virginia
Other Education:
Chantilly High School Academy, Chantilly, Virginia

HONORS, ACHIEVEMENTS AND OUTSIDE INTERESTS

Outstanding Science Project Certificate, 2005,
Westfield High School, Chantilly, Virginia
Treasurer, Washington Service League
Washington Ski Club
Chantilly 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. John Silva
Avon Sales Representative
4128 Harper Road
Falls Church, Virginia 22042
(703) 555-1213

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

THE APPLICATION

The job application contains a series of questions of a personal and work-related nature. Because the application is used by employers as a device to screen applicants, you should take care that it makes a good first impression. The following are some suggestions for completing your application:

- Review the application before filling it out to be sure you have all the information requested.
- Have your résumé or information about previous jobs available to use as a reference. Include names, addresses, telephone numbers, dates, and supervisors' names.
- Type or print information neatly.
- Be concise, but accurate.
- Answer all the questions. If a question does not apply to you, write N/A (not applicable).
- Include volunteer activities under the "Experience" section.
- Ask for clarification if you are unsure of any questions.
- Proofread carefully.

THE INTERVIEW

The job interview is a dialogue which provides for an exchange of information between you and your potential employer. Preparation is the key to a good interview. Be certain that you:

- make a good first impression. This is your only chance to do so.
- arrive early. Allow for traffic or uncontrollable events. Try a test drive prior to the interview. Call if you are going to be late or need to reschedule.
- fill out the application **completely**. Never assume that your résumé covers everything.
- greet the interviewer with a firm handshake. Use the interviewer's name and establish eye contact.
- appear relaxed and at ease. Remain enthusiastic.
- be completely honest and sincere. Always be positive and never talk negatively about a previous employer or company.
- elaborate on your answers, but make them to the point. Never answer with only a "yes" or "no" response. Listen to the question. Repeat it if necessary and think before you reply. It is all right to take a brief pause.
- provide a list of employment references including the name, title/company, address, telephone number, and relationship to you (e.g. supervisor, neighbor, co-worker).
- ask questions of the interviewer to clarify the job and/or company specifics (e.g. duties, hours, date available, salary).
- find out when a decision will be made. Will you be notified?
- finish on a positive note. "Thank you for the interview. I really enjoyed our conversation. I look forward to hearing from you".
- **promptly** send a thank you note to show your appreciation for the interview. You may take this opportunity to express your continued interest in the position or to withdraw your name from consideration.

**CAREER CENTER
WESTFIELD HIGH SCHOOL**

“CONNECTING STUDENTS TO THEIR FUTURE!”

Diane Villars, Career Specialist
Diane.Villars@fcps.edu

703-488-6527

Open Daily 7:00 a.m. – 3:00 p.m.

Visit the Career Center website: www.fcps.edu/WestfieldHS/career/index.htm
Room G110, next to the lecture hall

The CAREER CENTER provides a collection of information and activities to help students know more about themselves, the world of work and post-secondary options.

RESOURCES AVAILABLE FOR ALL STUDENTS

- **Internet Access**

- **Computer-based Career Interest/Aptitude Inventories**
- **Occupational Guides & Job Descriptions**
- **Minority & Non-traditional Career Information**

- **College Search Computer Programs: Career Cruising, Family Connection**
- **Career & College CD-Roms, Catalogs, Viewbooks, Handbooks**
- **College Representative Visits**
- **Technical & Speciality School Information**
- **Military Information**

- **Financial-Aid Information**
- **Scholarship Information & Applications**

- **Job Application/Resume' Writing/Interview Guides**
- **Job Opportunity Listings**

- **Volunteer Opportunity Listings**

- **Test-Preparation Materials**
- **SAT/ACT Registration Materials**

GENERAL EDUCATION DEVELOPMENT (GED) TEST

The General Education Development Test (GED) is a national high school equivalency examination given locally at two sites: Woodson High School and Bryant Center (pre-test is administered at Bryant and Pimmit Hills Centers). It is recognized by most employers and many colleges, including Northern Virginia Community College, as being equivalent to a high school diploma. Test dates are announced quarterly in the Adult Education publication, CLASSES, ETC., which is mailed to Fairfax County residents and is available in public libraries.

Description

- A timed, eight-hour test
- Focuses on understanding what you read but some factual knowledge is required in science and social studies

Eligibility

- 18 or older and have been a resident of Virginia for thirty days, or
- 18 and legally withdrawn from school for six months

Cost

- \$43.50 First Test

Registration

- Call 703-503-6442
- Necessary forms of identification:
 - photograph with some item of identification
 - your social security number

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.ev.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>

Wytheville Community College

1000 East Main Street
Wytheville, VA 24382
(540)223-4700
e-mail: wcdixxs@wc.cc.va.us
<http://www.wc.cc.va.us>

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 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

Office of Undergraduate Admission
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: vcuiinfo@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@vu.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>

SERVICE ACADEMY ADDRESSES**U.S. AIR FORCE**

Director of Admissions
United States Air Force Academy
HQ USAF/RRS
2304 Cadet Drive Suite 200
USAF Academy, CO 80840-5025
(719)333-3227 (800)443-9266
e-mail: rrmil.rr@usafa.af.mil
<http://www.usafa.af.mil>

U.S. ARMY

Director of Admissions
United States Military Academy
606 Thayer Road
West Point, NY 10996-1797
(914)938-4041 (800)822-ARMY
e-mail: admissions@www.usma.edu
<http://www.usma.edu>

U.S. COAST GUARD

Director of Admissions
United States Coast Guard Academy
31 Mohegan Avenue
New London, CT 06320-4195
(860)444-8500 (800)883-8724
e-mail: admissions@cga.uscg.mil
<http://www.cga.edu>

U.S. MERCHANT MARINE

Director Admissions
United States Merchant Marine Academy
Kings Point, NY 11024-1699
(516)773-5391 (800)732-6267
e-mail: admissions@usmma.edu
<http://www.usmma.edu>

U.S. NAVY

Dean of Admissions
United States Naval Academy
117 Decatur Road
Annapolis, MD 21402-5018
(410)293-4361
e-mail: wornom@nadm.navy.mil
<http://www.usna.edu>

APPENDIX E

COLLEGE APPLICATION PLANNING CALENDAR 2011-2012

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
<p>Meet with College Admissions Reps visiting Westfield</p> <p>Send for applications, by phone, mail or e-mail</p> <p>Narrow college choice</p> <p>Begin scholarship search (on-going)</p> <p>Complete service academy and begin work on ROTC applications</p> <p>Sept. 9 Registration deadline for Oct. 1st SAT I/SAT II</p> <p>Sept. 10 ACT</p> <p>Sept. 16 Registration deadline for Oct. 22nd ACT</p>	<p>Work on college applications and essays</p> <p>Meet with College Admissions Reps visiting Westfield</p> <p>Oct. 1 SAT I/SAT II</p> <p>Oct. 7 Registration deadline for Nov. 5th SAT</p> <p>Oct. 16 College Fair; 7:30-9:30 p.m.; Fair Oaks Mall</p> <p>Oct. 17 College Night; 7:00 - 9:00 p.m.; Hayfield Secondary School</p> <p>Oct. 22 ACT</p>	<p>Work on college applications and essays</p> <p>Early decision applications due (check carefully with your chosen school)</p> <p>Find out which financial aid application is required by the college.</p> <p>Nov. 3 ASVAB</p> <p>Nov. 4th Registration deadline for Dec. 10th ACT</p> <p>Nov. 8 Registration deadline for Dec. 3rd SAT I/SAT II</p> <p>Nov. 5 SAT I/SAT II</p>	<p>Complete college applications by Winter Break, if possible</p> <p>Early Decision candidates notified</p> <p>Financial aid forms available</p> <p>Dec. 1 Complete ROTC Applications</p> <p>Dec. 3 SAT I/SAT II</p> <p>Dec. 10 ACT</p> <p>Dec. 15 Financial Aid Night 7:00 p.m. WestfieldHigh School</p> <p>Dec. 30 Registration deadline for Jan. 28th SAT I/SAT II</p>	<p>Submit financial aid forms-Check for FAFSA deadlines for each college.</p> <p>Jan. 13 Registration deadline for Feb. 12th ACT</p> <p>Jan. 1-15 Watch for regular application deadlines</p> <p>Jan. 28 SAT I/SAT II</p>
FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>Feb. 1-15 Watch for regular application deadlines</p> <p>Feb. 10 Registration deadline for March 10th SAT I</p> <p>Feb. 11 ACT</p>	<p>Advanced Placement registration</p> <p>Mar. 1 ASVAB</p> <p>Mar. 9 Registration deadline for April 14th ACT</p> <p>Mar 10 SAT I</p>	<p>Notifications of college acceptances or rejections</p> <p>Follow up on applications, where needed</p> <p>Apr. 6 Registration deadline for May 5th SAT I/SAT II</p> <p>Apr. 14 ACT</p>	<p>Notify college you will attend</p> <p>Notify other colleges that have accepted you of your decision</p> <p>May 4th Registration deadline for June 9th ACT</p> <p>May 8 Registration deadline June 2nd SAT I/SAT II</p> <p>May 5 SAT I/SAT II</p> <p>May Advanced Placement Exams</p>	<p>See counselor, as needed, for job applications, college applications, college planning and scheduling, etc.</p> <p>June 2 SAT I/SAT II</p> <p>June 9 ACT</p> <p>June 17 Graduation</p>

WORK/TECHNICAL AND TRADE SCHOOL CALENDAR 2011-2012

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
<p>Set your goals</p> <p>Take career inventories</p> <p>Update Personal Resume'</p> <p>Investigate various military services</p>	<p>Job shadowing</p> <p>Job internships</p> <p>Attend career counseling sessions</p> <p>Attend career nights held by business and industry</p> <p>Discuss career options with your counselor</p> <p>Continue research in the Career Center</p>	<p>Investigate apprenticeship programs</p> <p>Investigate on-the-job training programs</p> <p>Investigate vo/tech programs</p>	<p>Consider taking the SAT or ACT before graduation</p> <p>Write résumé</p>	<p>Fill out SF-171 if applying for work with the Federal government</p> <p>Obtain job applications</p> <p>Check application deadlines</p>
FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>Attend National Voc-Ed Week</p> <p>Obtain job applications</p>	<p>Check application deadlines for government summer jobs</p> <p>Commitment to military, if appropriate</p>	<p>Apply to vo/tech schools</p> <p>Revise résumé</p> <p>Interview for jobs after graduation</p>	<p>Job interviewing</p> <p>Visit Virginia Employment Commission</p> <p>Apply to vo/tech schools</p> <p>Apply to NOVA for certificate programs</p> <p>Attend job fairs</p> <p>Check with Career Center for summer or permanent jobs</p>	<p>Job interviewing</p>

COLLEGE APPLICATION PROCEDURE AND CHECKLIST

Check each step below as you complete it:

- _____ 1. Obtain applications from the colleges by calling , e-mailing your request, or online. Printing applications directly from the schools' web sites or applying directly online are options that have become the norm.
- _____ 2. Complete the Authorization for Release of Transcripts form.
- _____ 3. Turn in forms to your counselor and set up a time to discuss recommendations needed.
- _____ 4. If a teacher recommendation is required, provide the teacher with a copy of the Information for Teacher Recommendation (See Appendix L).
- _____ 5. Complete applications neatly and accurately according to directions given. Type them if possible or use black ink. Many applications request the high school CEEB/ACT code number. The Westfield CEEB/ACT number is 470-406. Include your social security number on all applications, personal essays, résumés/activity records and letters of recommendation.
- _____ 6. Sign, date, and mail each application with your check for the application fee or submit them online using a credit card as payment. Application deadlines are your responsibility! Fee waivers are available for students who qualify but they must be requested before you take the SAT or ACT.
- _____ 7. Give a completed Transcript Request Form and counselor or secondary school report forms, if required, to the Transcript Secretary located in the Main Guidance Office. This step must be completed whether you apply by mail or online. Allow at least 15 working days prior to deadlines for processing of these forms. The first three transcripts will be processed free of charge. Payment of \$5.00 for each additional transcript must be submitted with the Transcript Request Form plus two first class stamps. Service includes the mailing of mid-year grades to the colleges to which you have applied and the mailing of a final transcript to the college you plan to attend.
Remember: if you apply online you must still request a transcript from your counselor.
- _____ 8. If not done at the time of testing, request the college testing service(s) to send your SAT I, SAT II, ACT, and TOEFL scores to the colleges of your choice now. You are responsible for having SATI, SATII, ACT, and TOEFL scores sent to colleges and scholarship offices.
- _____ 9. Make copies of all applications for your records.
- _____ 10. Notify the colleges that have accepted you of your final decision.

REQUEST FOR COUNSELOR RECOMMENDATION

Please submit the following completed forms when scheduling your college conference with your counselor:

1. This form.
2. Parent Information Sheet complete with parent signature for recommendation.

Name _____ **Date** _____

Social Security Number _____ **E-mail Address** _____

GPA(approx.) _____

PSAT scores _____ **SAT I scores** _____ **SAT II scores** _____ **ACT scores** _____

College major(s) _____

Career goal(s) _____

Check the college features that are important to you.

Type of college	<input type="checkbox"/> Four-year college	Size	<input type="checkbox"/> Below 3,000
	<input type="checkbox"/> Two-year college		<input type="checkbox"/> 3,000-7,000
	<input type="checkbox"/> Public		<input type="checkbox"/> 7,000-15,000
	<input type="checkbox"/> Private		<input type="checkbox"/> Over 15,000
	<input type="checkbox"/> Men only		
	<input type="checkbox"/> Women only		
	<input type="checkbox"/> Co-ed		

Cost of attendance

<input type="checkbox"/> Very important
<input type="checkbox"/> Somewhat important
<input type="checkbox"/> Not important

Location

<input type="checkbox"/> New England	<input type="checkbox"/> West	Indicate specific states _____
<input type="checkbox"/> Mid-Atlantic	<input type="checkbox"/> Southwest	
<input type="checkbox"/> Midwest	<input type="checkbox"/> Puerto Rico	
<input type="checkbox"/> South	<input type="checkbox"/> Other	

Locale

<input type="checkbox"/> Small town	<input type="checkbox"/> Suburban
<input type="checkbox"/> Rural	<input type="checkbox"/> Large city

Intercollegiate Athletics Important Not important

Religious affiliation Important Not important
If important, which religion? _____

To which colleges are you going to apply? Do you have relatives who are alumni of any of these schools.

_____	_____
_____	_____
_____	_____

List other features important to you (study abroad, co-op, ROTC, learning disabilities programs, newspaper, drama, etc.)

_____	_____
_____	_____
_____	_____

What do you do in your spare time, including summers? Example: hobbies, organizations, jobs, etc.

Describe any of your school, community, religious or other activities that would indicate areas of leadership, service and responsibility.

If you held any jobs, state dates of employment and approximate hours.

Describe what you believe are your academic and personal strengths.

Are there any special circumstances that have affected your academic performance? (For example: divorce, death in the family, moving often, health, etc.) Please explain.

In what areas do you feel a need to improve?

Relate a specific experience that has had a significant impact on you. (Attach additional sheet if needed.)

List three adjectives that best describe you.

If you were writing your own recommendation, what personal information would you like to have included that would acknowledge your uniqueness?

How would you describe yourself in relation to your peers?

If you could see into the future how do you see yourself ten years from now? Where will you be and what will you be doing?

List your parents'/guardians' names and the names and ages of your brothers and sisters.

Mention financial needs if you are a candidate for financial aid.

If your counselor should need more information for your recommendation, which three teachers know you best?

Is there information about any health problems that you would like to share with your counselor?

What else would you like the school to know about you?

PARENT INFORMATION SHEET

Parents/guardians: Please submit comments and specific information about your son or daughter that will assist the counselor in writing an insightful, thorough college recommendation.

Choose 5 or 6 adjectives that best describe your child and explain why you have chosen these adjectives.

Describe some of your child's outstanding personality traits.

What are some of your child's accomplishments that have occurred during the past three years (both in and/or out of school)?

Please add any additional comments about your child that you feel would be pertinent information in a letter of recommendation. (Please feel free to use an attachment).

I authorize the counselor to write a recommendation for _____.
(student's name)

Parent signature: _____

WESTFIELD HIGH SCHOOL
AUTHORIZATION FOR RELEASE OF TRANSCRIPT

NAME: _____

SOCIAL SECURITY # _____

COLLEGE/PERSON TO RECEIVE TRANSCRIPT:

NAME: _____

ADDRESS: _____

PARENT SIGNATURE: _____

DATE: _____

APPLICATION DEADLINE: _____

COLLEGE: _____

RECOMMENDATION NEEDED: _____ YES _____ NO

For Office Use Only	
Date Received:	_____
Date to Counselor:	_____
Date Counselor Sent:	_____

<p>IMPORTANT INFORMATION</p> <ol style="list-style-type: none"> 1. A minimum of 12 working days required before application deadline. 2. Three transcripts sent free. 3. Additional transcript fee = \$5.00 4. Supply two first class stamps for each request.

Reminder: Reporting Test Scores Is The Students' Responsibility.
Please attach the colleges Secondary School Report form or other supplemental forms if required by the college.

Forms are located in the Career Center, Main Guidance and the Sub Schools.

INFORMATION FOR TEACHER RECOMMENDATION

TO _____	DATE _____
FROM _____	COUNSELOR _____
COLLEGE MAJOR _____	CAREER GOAL _____

I would appreciate a letter of recommendation from you, as I feel you know me well as a student/former student. Please include specific examples from class illustrating the qualities below:

- Academic motivation
- Creative academic approach
- Academic self-confidence
- Academic growth potential
- Leadership
- Responsibility
- Emotional maturity
- Initiative
- Outstanding personal qualities, i.e. enthusiasm, sense of humor

Note to teachers: To help you in the process, consider the fact that colleges prefer succinct and specific letters. Please include **examples** that support statements that you make about the student.

Here is a list of my activities and interests as well as additional information that may help you.

Please send a copy of your letter of recommendation to the following:

_____ Colleges/Agencies listed below

_____ I have attached an envelope with postage for your convenience.

_____ Please give my counselor a copy for inclusion in applications.

_____ Please give my counselor a copy for their files.

Thank you for your support.

Signature