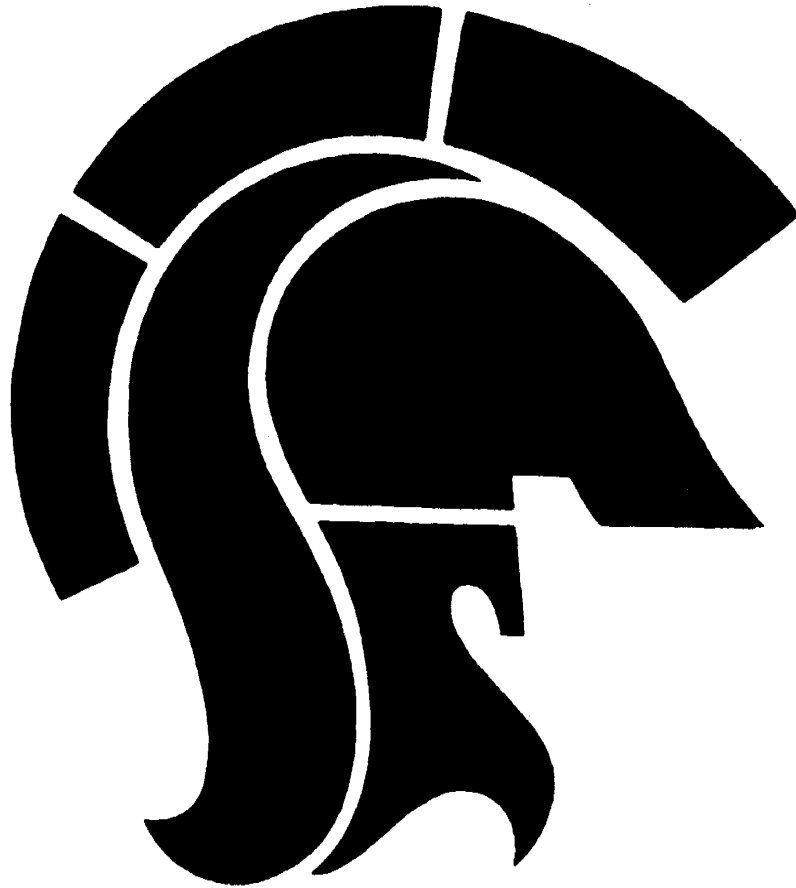


# **THE TITAN GUIDE**



**A RESOURCE GUIDE  
FOR THE CLASS OF  
2014**

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**WELCOME**



Spring 2012

Dear Parents and Students,

**W**elcome to the latest edition of “The Titan Guide.” Your assigned counselors here at Shaler Area High School have put this guide together to try to help simplify the often overwhelming task of post secondary planning. While we hope this guide proves useful, it is only meant to supplement the many services available for students and their families. Also, please note that every attempt has been made to consider the diverse planning needs of all our students, as found on pages 3 and 4. While the highest percentage of our graduates continues directly on to colleges and universities, there are many other desirable career and training paths our students take upon leaving high school.

Through the many duties they perform annually, assigned counselors want to continue serving the needs of all students. This is done for sophomores through standardized testing and interpretation, by preparing juniors for the College Fair and post secondary planning, and by the visitations with seniors to help them finalize their planning and providing them with an introduction to financial aid. In an attempt to provide parents with much of the same information, evening programs are conducted both first and second semester at the high school. As always individual appointments can be scheduled with the assigned counselor.

We encourage your feedback or questions about any information in this guide. Please contact us about any services needed by your son or daughter.

Sincerely,

High School Counseling Staff

**\*Our special thanks to Mrs. Linda Jansen, Guidance Secretary, for her continued assistance in updating “The Titan Guide.”**



# CAREER PATHS





## **Career Paths**

### **(collegeboard.org)**

#### **Colleges**

A **four-year college** grants bachelor's degrees (Bachelor of Arts; Bachelor of Science). Some colleges also award master's degrees, and some also offer a two year Associate of Arts (AA) degree. Colleges can be specialized (for example, in nursing) or they can offer a broad curriculum, like the liberal arts which focus on the humanities, social sciences, and sciences. Classes tend to be smaller than those in universities. This provides students with more personal attention and better access to the faculty.

#### **Universities**

A **University** grants bachelor's and master's degrees, and sometimes usually include a liberal arts college, some professional schools or colleges, and graduate programs such as a law school or medical school. Universities tend to be larger than colleges, focus more on scholarly or scientific research, and might have larger class sizes. This means they can offer the two year and four-year degrees as well as graduate degrees in advanced studies beyond four years. Universities offer a huge course selection and may have extensive resources. Class size varies, depending on the size of the university, the subject area, and the course level. University professors are usually involved in research. Graduate students, rather than professors, teach some of the classes. (These graduate students are called Teaching Assistants or TA's.)

#### **Community Colleges**

A **public two year college** granting associate's degrees in two year liberal arts program and sometimes certificates in particular technical (career-related) subjects. Typically community colleges are open admissions. They are open to those 18 years of age or older. However, to be placed into a major, the individual must have a high school diploma, GED, or be placed according to ability to benefit. Some students start their postsecondary education at a community college and then transfer to a four-year school, either because a community college tends to be cheaper than a four-year college, or because admissions standards at community colleges are often less strenuous than at four-year schools. But mostly serve people from nearby communities and offer academic courses, technical courses, and continuing education courses. Public institutions are supported by state and local revenues.

#### **Junior Colleges**

Similar to a **community college**, except that a **junior college** is usually a private school.

## **Career school, Technical school, or Vocational/trade school:**

These terms are often used interchangeably. May be public or private, two year or less-than-two year. Study programs at these schools prepare students for specific careers and may last weeks, months, or years, depending on career requirements. At these schools, students usually receive a license, a certificate, or an associate degree. **Career schools** offer courses that are designed to prepare students for specific careers, from welding to cosmetology to medical imaging, etc. The difference between technical schools and trade schools is that technical schools teach the science behind the occupation, while trade schools focus on hands-on application of skills needed to do the job.

## **Apprenticeship**

If you like to work with your hands and your mind, you might want to consider an apprenticeship after high school. More than 850 occupations can be learned on the job through an apprenticeship.

An apprenticeship prepares you for a career through a structured program of on-the-job learning with classroom instruction, while you work and earn a salary. The programs can last from one to six years and you can choose careers in areas such as telecommunications, health care, computing, business support and the arts. The most common apprenticeships are in construction and manufacturing.

Most apprenticeships are registered through the U.S. Department of Labor, ensuring the program meets government standards for fairness, safety and training. If you complete a registered program, you will receive a certificate from the U.S. Department of Labor, which proves your qualifications for the career. In addition, classroom instruction often can be used to earn a license, certification or degree.

Following are the top 10 occupations offering apprenticeships that expect to have the most job openings for new workers (2000-2010):

- cook, restaurant and cafeteria
- automotive service technician, mechanic
- licensed practical and licensed vocational nurse
- carpenter
- police officer
- electrician
- hairdresser, cosmetologist
- maintenance and repair worker
- welder, cutter, solder and brazer
- plumber, pipefitter and steamfitter

# Post-Secondary Education Options

## Undergraduate Postsecondary Education

Undergraduate postsecondary education is the U.S. terminology for formal education after graduating from secondary school but prior to advanced study in the research disciplines or professional fields.

Undergraduate studies in the United States are generally divided into two phases: a set of distributed course requirements that must be completed involving basic study in several subjects, and a concentrated program of study in one or more subjects.

Two postsecondary degrees are awarded at the undergraduate level:

- The **Associate Degree** and
  - Associates of Arts (AA)
  - Associates of Science (AS)
  - Associates of Applied Science (AAS)
- The **Bachelor's Degree**.

Students at the undergraduate levels may earn certificates or diplomas in addition to degrees or instead of them.

## Graduate Postsecondary Education

Graduate education is the term used in the United States for studies undertaken after the award of a bachelor's degree. It corresponds to what is called post-graduate or advanced education in some other systems.

Education at this level in the U. S. can be of two types:

Professional studies that require the student to have already earned an undergraduate degree.

Research studies following either a bachelor's degree or a professional degree.

Two postsecondary degrees are awarded at the graduate level:

1. The **Master's Degree** and
2. The **Doctoral Degree**.

## **Distance Education**

**Distance education** is considered to be a vehicle for delivering education to persons whose location, circumstances or work make remote links necessary or convenient, and is defined, for the purposes of accreditation review, as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. It is not considered to be a separate type of education altogether.

Distance education is an increasingly popular way to study for everything from a short professional course to a graduate degree in the United States, and there are numerous institutions offering undergraduate degree programs using distance education teaching methods involving. "the process of extending learning, or delivering instructional resource-sharing opportunities, to locations away from a classroom, building or site, to another classroom, building or site by using video, audio, computer, multimedia communications, or some combination of these with other traditional delivery methods."

Because distance education is less expensive to support and is not constrained by geographic considerations, it offers opportunities in situations where traditional education has difficulty operating. Students with scheduling or distance problems can benefit, as can workers, because distance education can be more flexible in terms of time and can be delivered virtually anywhere. Studies indicate that distance learning can be as effective as the traditional format when the methods are appropriate to the teaching tasks, there is student-teacher interaction, and the teachers provide students with appropriate and timely feedback.

For international students this means that they can study for a U.S. degree without leaving their home country, though they will almost certainly have to go to the United States for short periods of face-to-face contact and study on the campus. Studying for a degree using distance education requires students to have special qualities such as self-discipline and the ability to work on their own. If you are considering distance education, you should thoroughly research the quality of the program, the accreditation of the institution in the United States, and its recognition in your home country to make sure this option is the appropriate one for your future goals.

# TIMELINES



# JUNIOR YEAR

**SEPTEMBER** – 1.) Receive registration materials in school for PSAT/NMSQT to prepare for the SAT Reasoning Test and to be eligible for National Merit Scholarship competition.  
2.) Get involved in activities.

**OCTOBER** – Take the PSAT. Attend the North Pittsburgh College Fair.

**NOVEMBER** – End of first grading period. Keep up the good work!

**DECEMBER** – Receive results of PSAT/NMSQT. Determine how you might improve as you prepare for the SAT. Plan to register for spring SAT and/or ACT.

**JANUARY – JUNE** – 1.) Begin to think about which colleges you'd like to explore.  
2.) Evaluate information about colleges. Develop a list using available resources.  
3.) Attend a college fair with your family.  
4.) Meet with college representatives.  
5.) Take the SAT and/or ACT.  
6.) Certain juniors in advanced level or AP coursework related to a possible college major may want to consider starting to take SAT Subject Tests – see your assigned counselor for advice on this.  
7.) Ask teachers for recommendation letters if needed for college applications.

**JUNE, JULY, AUGUST** – 1.) Visit colleges and take tours. Refine your list.  
2.) Choose meaningful activities for the summer months – work, volunteer, and/or do community service.  
3.) Create a resume, see Appendix A.



# SENIOR YEAR

- AUGUST** – 1.) Review transcript mailed to you with schedule. Check for accuracy of grades and credits.  
2.) Make a calendar showing application deadlines for admission, financial aid and scholarships.

- SEPTEMBER – DECEMBER** – 1.) Apply to colleges. Request transcript following the procedure on page 40.  
2.) Meet with college representatives.  
3.) Take SAT/ACT. Take Sat Subject tests if required for admission to your school.  
4.) Ask teachers for recommendation letters if needed for your college application.  
5.) Attend the Financial Aid Evening Program with your family.  
6.) Watch your deadlines!!

- JANUARY – APRIL** – 1.) Apply for financial aid.  
2.) Send mid year reports to schools who ask.  
3.) Keep your grades up – avoid senioritis.

**BEFORE MAY 1** - Make your final decision and make deposit.

**JUNE** – Request final transcript.

**CONGRATULATIONS**, You've made it through high school!  
Enjoy your graduation.



# TESTING



## WHICH TEST SHOULD I TAKE?

**W**hen the time comes to decide on the test you want to take for college admissions, you have two choices: ACT and SAT. Almost all four-year colleges and universities accept best results from either.

Both tests have the same goal—to help colleges predict your chances of success during the freshman year. These tests, along with your high school grades, are quite accurate predictors of freshman success. You should be aware; however, that ACT and SAT differ from each other and students may earn higher scores on one test than on the other. The general pattern over the years is that about one third of students earn higher scores on ACT, one third earn higher scores on SAT, and one third earn similar scores on both tests.

You may choose to take both tests. In most cases, when college applicants submit scores from both tests, colleges will use the higher of the two scores, ACT or SAT, for purposes of admissions, scholarships, and athletic eligibility. So taking both tests may increase your chances of getting into your first-choice college.

No matter which test (or tests) you choose, it is very important that you use the free practice tests available in the counseling office or online. When taking the practice test, try to simulate as closely as possible the time and other conditions you will experience on test day. This will help you pace yourself and become familiar with the test. GOOD LUCK!

### RECOMMENDATIONS:

- **PSAT**—October of junior year is recommended for all students seriously planning to attend a four-year program after graduation; 10<sup>th</sup> graders, who all receive the same PSAT registration packet to take home, are advised that they only need to consider taking this test a year early if they are on-track to take AP coursework in 11<sup>th</sup> grade (PSAT and PLAN test results are used in AP screening); students who took the PSAT as 10<sup>th</sup> graders should absolutely plan to take it again as 11<sup>th</sup> graders
- **SAT**—Twice, at least once during Spring of junior year
- **ACT**—Twice, April of junior year is preferred first date



[Home](#) > [College Board Tests](#) > [PSAT/NMSQT: About](#) > What's on the Test

## What's on the Test

The PSAT/NMSQT includes five sections:

- Two 25-minute critical reading sections
- Two 25-minute math sections
- One 30-minute writing skills section

The whole test requires two hours and 10 minutes.

### **Critical Reading**

Two 25-minute critical reading sections = 48 questions

- 13 [Sentence completions](#)
- 35 [Critical reading questions](#)

### **Math**

Two 25-minute math sections = 38 questions

- 28 [multiple-choice math questions](#)
- 10 Student-produced responses or [grid-ins](#)

Students are advised to bring a calculator with which they are comfortable. Students should have basic knowledge of 4 math categories:

- Numbers and Operation
- Algebra and Functions (but not 3rd year level math that may appear on the new SAT)
- Geometry and Measurement
- Data Analysis, Statistics and Probability

### **Writing Skills**

One 30-minute writing section = 39 questions

- 14 [Identifying sentence errors](#)
- 20 [Improving sentences](#)
- 5 [Improving paragraph questions](#)

These multiple-choice questions on writing skills measure a student's ability to express ideas effectively in standard-written English, to recognize faults in usage and structure, and to use language with sensitivity to meaning.



[Home](#) > [College Board Tests](#) > PSAT/NMSQT: Preparing

## Preparing

Spending your school years taking challenging academic courses and reading widely is the best way to get ready for the PSAT/NMSQT.

The PSAT/NMSQT includes the same types of critical reading, math, and writing skills multiple choice questions as the SAT®.

Ready to give the questions a test run? Pick a section below, and you'll find tips and practice questions with answers and explanations for each type of question.

### Critical Reading

**Sentence Completion** questions measure your knowledge of the meanings of words and ability to understand how the different parts of a sentence logically fit together. [Practice now.](#)

**Passage-Based Reading** questions measure your ability to read and think carefully about a single reading passage or a pair of related passages. [Practice now.](#)

### Math

The math section of the PSAT/NMSQT requires a basic knowledge of number and operation; algebra and functions (though not content covered in third-year math classes--content that will appear on the new SAT); geometry and measurement; and data analysis, statistics, and probability. You can use a [calculator](#) to answer math questions, but no question on the test requires a calculator.

**Multiple Choice** questions ask you to decide which is the best of the five choices given. [Practice now.](#)

**Grid-ins**, or student-produced response questions, require you to solve a problem and enter your answer. [Practice now.](#)

### Writing Skills

The multiple-choice questions on writing skills measure your ability to express ideas effectively in standard-written English, to recognize faults in usage and structure, and to use language with sensitivity to meaning.

**Identifying Sentence Errors** questions test your knowledge of grammar, usage, word choice, and idiom. You are required to find errors in sentences or indicate that there is no error. [Practice now.](#)

**Improving Sentences** questions ask you to choose the best, most effective form of an underlined portion of a given sentence. [Practice now.](#)

**Improving Paragraphs** questions require you to make choices about improving the logic, coherence, or organization in a flawed passage. [Practice now.](#)

[Note About Test-Prep Product Solicitations](#)

## **MAKING SENSE OF ACT/SAT SCORES**

Many colleges base admissions decisions in part on the results of standardized tests called the ACT and SAT tests. Juniors and seniors in high school usually take these tests to demonstrate their readiness for college level work.

### **What Do the ACT and SAT Tests Measure?**

In general, the ACT and the SAT tests attempt to measure college readiness and predict future academic success. However, they do so in very different ways.

- The ACT test measures what a student already knows. It covers material that the student should have learned during high school.
- The ACT is scored based on the number of correct answers. There is not a penalty for guessing.
- The SAT test is used more as a predictor of what a student is capable of learning. It deals with material that the student may NOT have learned in high school.
- The SAT deducts points for wrong answers.

For this reason, some students do better on the ACT test – especially if they tend to struggle with standardized tests – and other students do better on the SAT test. Most colleges accept either test score, so many students take both exams to improve their chances of being admitted.

The bottom line: Your child should talk to a school counselor for guidance on which test may be best for his or her disposition.

# The SAT Reasoning Test™

## Assessing Reasoning Skills and College Readiness

The SAT Reasoning Test™ is the most widely used and most rigorously researched college admissions test in history. Virtually every college in the United States accepts the SAT® as a measure of the critical thinking skills students need for academic success in college. The SAT assesses how well students analyze and solve problems—skills learned in school that are needed in college. The test also provides an independent measure of a student's college readiness that is standardized across all students, schools, and communities, providing a common and objective scale for comparison.

### Critical Reading

The critical reading section measures a student's ability to identify genre, relationships among parts of a text, cause and effect, rhetorical devices, and comparative arguments. Questions assess such reading skills as identifying main and supporting ideas, determining the meaning of words, understanding authors' purposes, and understanding the structure and function of sentences. Reading passages are taken from different fields, including natural sciences, humanities, social sciences, and literary fiction. Sentence completion questions primarily measure reasoning and vocabulary.

Question Types/Content	# of Questions	Time
<b>Question types</b>		70 minutes total
Passage-Based Reading	48	Two 25-minute sections and one 20-minute section
Sentence Completion	19	
	<b>Total 67</b>	
<b>Content</b>		
Extended Reasoning	42–50	
Literal Comprehension	4–6	
Vocabulary in Context	12–16	
<b>Critical Reading Score</b>	200–800	

### Mathematics

The mathematics section measures a student's knowledge of mathematical concepts and reasoning skills. It includes topics typically covered in three years of college-preparatory mathematics, such as exponential growth, absolute value, functional notation, linear functions, manipulations with exponents, and properties of tangent lines. Students are asked to apply concepts they have learned to solve unfamiliar problems in flexible ways, often with real-world applications.

Question Types/Content	# of Questions	Time
<b>Question types</b>		70 minutes total
Standard Multiple Choice	44	Two 25-minute sections and one 20-minute section
Student-Produced Response	10	
	<b>Total 54</b>	
<b>Content</b>		
Number and Operations	11–13	
Algebra and Functions	19–21	
Geometry and Measurement	14–16	
Data Analysis, Statistics, and Probability	6–7	
<b>Mathematics Score</b>	200–800	

### Writing

The writing section measures a student's mastery of Standard Written English. The essay, which is always the first question on the SAT, measures a student's skill in developing and expressing a point of view on an issue. The multiple-choice questions assess the ability to use language in a clear, coherent manner and to improve a piece of writing through revision and editing. Questions ask students to recognize sentence errors, to choose the best version of a piece of writing, and to improve paragraphs.

Question Types/Content	# of Questions	Time
<b>Question types</b>		60 minutes total
Essay	1	25 minutes
Multiple Choice	49	35 minutes (one 25-minute and one 10-minute section)
	<b>Total 50</b>	
<b>Content</b>		
Improving Sentences	25	
Identifying Sentence Errors	18	
Improving Paragraphs	6	
<b>Writing Score</b>	200–800	
Essay Subscore	2–12	
Multiple-Choice Subscore	20–80	



## Taking the SAT Reasoning Test and Subject Tests

The SAT Reasoning Test is administered seven times in a school year in the United States beginning in October. All Subject Tests except world languages and World History are given six times a year (all dates below except March). Language Tests with Listening are given only in November. Visit [collegeboard.org](http://collegeboard.org) or review the *SAT Registration Booklet* for more information about specific Subject Tests.

### The SAT Subject Tests™

The SAT Subject Tests™ are designed to measure students' knowledge and skills in particular subject areas, as well as their ability to apply that knowledge. The tests are independent of any particular textbook or method of instruction, and many colleges use them for admissions, for course placement, and to advise students about course selection. These tests are required by a select group of colleges. Please check the individual colleges to determine if it is necessary to take these tests.

### ANTICIPATED TEST DATES FOR 2012-2013

TEST DATE	TEST
OCTOBER 6, 2012	SAT REASONING & SUBJECT TESTS
NOVEMBER 3, 2012	SAT REASONING & SUBJECT TESTS
DECEMBER 1, 2012	SAT REASONING & SUBJECT TESTS
JANUARY 26, 2013	SAT REASONING & SUBJECT TESTS
MARCH 9, 2013	SAT REASONING ONLY
MAY 4, 2013	SAT REASONING & SUBJECT TESTS
JUNE 1, 2013	SAT REASONING & SUBJECT TESTS

### Fees from 2011-2012

Please visit [collegeboard.org](http://collegeboard.org) for more information about services from the College Board and the most up to date information.

Registration and Test Fees	
SAT Reasoning Test	\$49.00
Subject Tests Basic registration fee	\$22.00
Language Test with Listening	Add \$22.00
All other Subject Tests	Add \$11.00 each
Standby testing	\$43.00
Test center, date, or test change	\$25.00
Late registration (domestic only)	\$26.00

## ACT Info

### Overview

The ACT is a standardized college entrance examination that measures knowledge and skills in English, mathematics, reading, and science reasoning and the application of these skills to future academic tasks. The ACT consists of four multiple-choice tests, covering English, math, reading, and science reasoning. ACT has added a 30-minute Writing Test as an optional component.

The ACT **English** Test consists of five passages of nonfiction prose. Each passage contains 15 questions about how it is written. Some questions ask you to choose the selection that best rephrases an underlined portion of the passage, and others ask about the passage's overall organization.

The ACT **Mathematics** Test is designed to test your knowledge of the basic facts and skills taught in most high school math programs. The test utilizes various problem types, including some word problems, problems that involve reading and interpreting graphs and charts, geometry problems, trigonometry problems, and a few straightforward arithmetic and algebra problems.

The ACT **Reading** Test includes four passages; one is a fictional narrative, and the others are nonfiction discussions of topics from the natural sciences, social science, and the humanities. A group of questions designed to test how well you understood each subject follows each passage.

The ACT **Science** Test includes seven sets of science information. The information can be presented in the form of graphs, tables, charts, or diagrams; descriptions of experimental studies and their results; and presentations of differing theories or hypotheses about a particular scientific question. Each passage is followed by several questions that require you to understand and interpret the information presented.

The ACT **Writing** Test consists of one essay question. The question defines an issue and presents two points of view on that issue. In your essay, you must declare your position and support your opinion with reasons and details. You may choose one of the perspectives presented in the prompt or present a new perspective of your own. You will be graded on your ability to express a position; maintain focus; develop your position and support your ideas; organize your ideas logically; and use language clearly and effectively.

## ACT Info

### Important Dates

#### 2012-2013 Test Dates

Test Date	Registration Deadline	Late Registration
September 8, 2012	August 17, 2012	August 18-24, 2012
October 27, 2012	September 21, 2012	September 22-October 5, 2012
December 8, 2012	November 2, 2012	November 3-16, 2012
February 9, 2013*	January 11, 2013	January 12-18, 2013
April 13, 2013	March 8, 2013	March 9-22, 2013
June 8, 2013	May 3, 2013	May 4-17, 2013

\*No test centers are scheduled in New York for the February test date

### Test Locations

Tests are usually administered at high schools. Check with your school counselor or visit [www.act.org](http://www.act.org) for more information.

### Fees from 2011-2012

Registration and Test Fees	
<b>ACT (No Writing)</b>  Includes reports for you, your high school, and up to four colleges requested as part of your registration.	<b>\$34.00</b>
<b>ACT Plus Writing</b>  Includes reports for you, your high school, and up to four colleges requested as part of your registration. The \$14.50 Writing Test fee is refundable, upon request, if you are absent on test day or you remove the Writing Test option before you begin testing.	<b>\$49.50</b>
<b>Telephone re-registration for repeat testers</b>	<b>Add \$13.00</b>
<b>Late Fee (U.S. or Canada)</b>	<b>Add \$21.00</b>
<b>Standby Testing</b>	<b>Add \$42.00</b>

# ACT Info

## Test Structure

Sections	Question Type	Number of Questions	Time Allotted
<b>English</b>		<b>75 multiple choice</b>	<b>45 minutes</b>
	Usage & Mechanics	40	
	Rhetorical Skills	35	
<b>Mathematics</b>		<b>60 multiple choice</b>	<b>60 minutes</b>
	Arithmetic	14	
	Elementary Algebra	10	
	Intermediate Algebra	9	
	Coordinate Geometry	9	
	Plane Geometry	14	
	Trigonometry	4	
<b>Reading</b>		<b>40 multiple choice</b>	<b>35 minutes</b>
	Prose Fiction	10	
	Humanities	10	
	Social Studies	10	
	Natural Sciences	10	
<b>Science</b>		<b>40 multiple choice</b>	<b>35 minutes</b>
	Data Representation	15	
	Research Summary	18	
	Conflicting Viewpoint	7	
<b>Writing (optional)</b>		<b>1 Essay</b>	<b>30 minutes</b>

**SHALER AREA HIGH SCHOOL  
SECONDARY/POST SECONDARY TESTING SCHEDULE  
TEST CENTER CODES: ACT 167480 SAT 39-588  
CEEB (HIGH SCHOOL CODE): 391-550  
2012-2013**

DATE	TEST	REPORT BY	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE	GRADE ♦
SEPTEMBER 8, 2012	ACT	7:45 A.M.	AUGUST 17	AUGUST 24	12
*OCTOBER 6, 2012	SAT Reasoning & Subject	7:45 A.M.			12
*OCTOBER 20, 2012	PSAT	7:45 A.M.	TBA	TBA	10/11
*OCTOBER 27, 2012	ACT	7:45 A.M.	SEPTEMBER 21	OCTOBER 5	12
*OCT. 22-NOV. 2, 2012	PSSA RETEST	SCHOOL DAY	NA	NA	12
NOVEMBER 3, 2011	SAT Reasoning & Subject	7:45 A.M.			12
DECEMBER 1, 2012	SAT Reasoning & Subject	7:45 A.M.			12
*FALL, 2012	P.L.A.N.	SCHOOL DAY	NA	NA	ALL 10
DECEMBER 8, 2012	ACT	7:45 A.M.	NOVEMBER 2	NOVEMBER 16	12
*JANUARY 26, 2013	SAT Reasoning & Subject	7:45 A.M.			11
FEBRUARY 9, 2013	ACT	7:45 A.M.	JANUARY 11	JANUARY 20	11
*MARCH 9, 2013	SAT Reasoning (ONLY)	7:45 A.M.			11
*APRIL 13, 2013	ACT	7:45 A.M.	MARCH 8	MARCH 22	11
*MARCH 11 – 15, 2013	P.S.S.A. WRITING	SCHOOL DAY	NA	NA	ALL 11
*APRIL 8– 19, 2013	P.S.S.A. MATH/READING	SCHOOL DAY	NA	NA	ALL 11
*APRIL 22 -26, 2013	P.S.S.A. SCIENCE	SCHOOL DAY	NA	NA	ALL 11
MAY 4, 2013	SAT Reasoning & Subject	7:45 A.M.			11
***MAY 6-17, 2013	AP EXAMS	SCHOOL DAY	TBA	TBA	11/12
*JUNE 1, 2013	SAT Reasoning & Subject	7:45 A.M.			11
JUNE 8, 2013	ACT	7:45 A.M.	MAY 3	MAY 17	11

\* Test/Meeting held at Shaler

♦ For the SAT/ACT, this is the recommended grade to take the test; however it is not limited to this grade.

NA – Not Applicable

TBA – To Be Announced

**\*\* PLEASE SEE THE REVERSE SIDE OF THIS PAGE FOR A LIST OF AP EXAMS AND DATES  
AS WELL AS FOR COLLEGE FAIRS AND PROGRAMS**

**SHALER AREA HIGH SCHOOL  
SECONDARY/POST SECONDARY TESTING SCHEDULE  
PROGRAMS AND FAIRS**

**\*\*AP SCHEDULE (Tentative Offerings at Shaler Area)  
MAY 2013**

DATE	TEST – 8:00 AM	TEST – 12:00 PM	TEST – 2 P.M.
MONDAY, MAY 6	CHEMISTRY		
TUESDAY, MAY 7	SPANISH LANGUAGE		
WEDNESDAY, MAY 8	CALCULUS AB CALCULUS BC		
THURSDAY, MAY 9	ENGLISH LITERATURE	JAPANESE LATIN: VERGIL	
FRIDAY, MAY 10	ENGLISH LANGUAGE	STUDIO ART (PORTFOLIOS DUE)	
MONDAY, MAY 13	BIOLOGY	PHYSICS C: MECHANICS	PHYSICS C: ELECTRICITY & MAGNETISM
TUESDAY, MAY 14		FRENCH	
WEDNESDAY, MAY 15	U.S. HISTORY	EUROPEAN HISTORY	
THURSDAY, MAY 16	MACROECONOMICS	MICROECONOMICS	
FRIDAY, MAY 17			

**PROGRAMS AND FAIRS**

*	OCT. 3, 2012	COLLEGE PLANNING NIGHT	6:00 P.M.
	OCT. 7, 2012	DUQUESNE UNIVERSITY COLLEGE FAIR	1:00 - 3:00 P. M.
	OCT. 9, 2012	NORTH PITTSBURGH COLLEGE FAIR	6:00-8:00 P.M.
*	DEC. 13, 2012	FINANCIAL AID PROGRAM	6:00 P.M.
*	FEB. 5, 2013	FAFSA PREP NIGHT	6:00 P.M.
	FEB. 6, 2013	NATIONAL COLLEGE FAIR	9:00-12:00 & 6:00-9:00
	FEB. 7, 2013	NATIONAL COLLEGE FAIR	9:00-NOON



# **CAREER SCHOOLS**





# Career Schools

## **About Career Colleges and Schools**

Career schools are postsecondary, occupationally oriented, education institutions. Schools offer entry-level skills training focused on specific careers.

Courses stress training in specialized job requirements along with technical writing and math skills. Programs vary in length from three months to three years. Students spend approximately 23 hours in class each week.

Career schools offer over three thousand separate programs throughout Pennsylvania. They include information and computer technologies, paralegal, secretarial, biomedical; technology, diesel mechanics, electronics, accounting, aviation maintenance, avionics, hair design, computer aided drafting (CAD), graphic design, commercial/fine art, engineering, business and allied health.

## **About Career College and School Students**

Most students want specific training to improve their employment opportunities. Most look for quick job market entry.

The student body profile at private career schools consists of:

- Recent high school graduates
- Older students who are making life and career changes
- People supported by government programs (Unemployment, disability, welfare, workmen's compensation, etc.)

Twenty-nine percent (29%) of private career school students have previously attended a community college or four-year college or university.

# Facts about Career Education

*Fact:* The number of high-paying jobs not requiring a four-year degree is actually increasing.

The U.S. Department of Labor projects 80% of the jobs created in the next decade will require education beyond high school, but only 20% of these jobs will require a four-year degree.

*Fact:* The U.S. Census Report finds 25% of four-year college graduates work in jobs that do not require a four-year degree.

As a result, one and two-year career colleges and schools are widely recognized as the most direct . . . quickest . . . most efficient route to success in many fields.

*Fact:* Education alone just isn't enough anymore. In today's workforce, you also need a marketable skill. (U.S. Department of Labor)

*Fact:* According to the U.S. Census Bureau, the 2006 median income for persons holding an Associate Degree is higher than that of a high school graduate and a high school dropout.

Associate Degree	\$ 40,588
Some College, No Degree	\$ 37,135
High School Diploma	\$ 31,539
Less Than HS Diploma	\$ 25,039

*Fact:* Students attending career colleges and schools are eligible for financial aid - the same sources of government loans and grants as students attending four-year colleges and universities.

*Fact:* Pennsylvania has a strong network of 300 career colleges and schools which annually prepare more than 70,000 graduates for employment in a wide variety of business, medical, technical and creative career fields. Go to [www.papsa.org](http://www.papsa.org)

# The Need For Technical and Technologically Trained Workers

## *Career Opportunities Abound with High-Skill Education*

In a changing workplace, where three out of four jobs now require a technical or technological skill, postsecondary high-skill education is giving students the hands-on experience they need to get good jobs.

High-skill education, as opposed to traditional academic education, provides training in specialized career fields in two years or less so students can enter the job market sooner.

## *Education After High School is Essential for Success*

"With no postsecondary education or training, people often end up with unskilled jobs - generally doing dull, dead-end, or dangerous work." (*Wall Street Journal*)

"For those who remain unskilled and uneducated, the future is grim. Even those with a high school education are at risk." (*Economist*)

## *Experts Agree on a Skills Gap*

There are not enough qualified candidates to fill the increased number of skilled jobs created in the next 8 years. (*Congressional Research Service*)

According to the Bureau of Labor Statistics, the fastest growing occupations are projected to be in computer technology and health care fields. In addition, one of the highest growth rates is expected to occur among jobs for technicians and technological support occupations.

**Occupations with the Highest Growth Rates in Pennsylvania 2004-  
projected 2014 (requiring some postsecondary education or associates  
degree but less than a bachelors degree.)**

Veterinary Technologists and Technicians  
Dental Hygienists  
EMT's and Paramedics  
Dental Assistants  
Medical Assistants  
Network System and Data Communication Technicians  
Manicurists and Pedicurists  
Chefs and Cooks  
Paralegal and Legal Assistants  
Dietetic Technicians  
Executive Secretaries, Administrative Assistants, Medical Secretaries  
Massage Therapists  
Licensed Practical Nurses and Registered Nurses  
Hairstylists and Cosmetologists  
Desktop Publishers  
Biologic Technicians  
Medical Transcriptionists  
Computer Support Specialists  
Medical Records and Information Techs  
Fitness Trainers and Instructors  
Truck Drivers (Heavy and Tractor Trailer)  
Physical Therapist Assistants  
Occupational Therapist Assistants  
Automotive Service Technicians and Mechanics  
Medical and Clinical Lab Technicians

Source: PA Department of Labor and Industry 2007 and acinet.org

# Selecting a Career College or School

If you plan to train for a career, it is essential that you thoroughly research the quality of training before you enroll. Take steps to ensure that the training that you select is high quality. The following are some tips on how to choose a school that's right for you whether it's a private career school, public vo-tech, community college or four year technical college.

Visit the school and ask yourself these questions:

1. Did you receive a tour of the school?
2. Did you receive a school catalogue?
3. Was information about the school's completion rate available?
4. Was the option of talking with graduates or employees available?
5. Did the school permit you to observe classes, meet instructors and talk with students before enrolling?
6. Did the school admissions representative clearly explain admission procedures, paperwork, agreements and refund policies?
7. Did you receive copies of everything you signed?
8. Did the school explain the various financial assistance programs?
9. Did the school explain your repayment responsibilities when using a student loan?
10. Did the school clearly explain: What skills you will learn? How many classes are lectures? How many hands-on classes?
11. Are there courses required that are outside your specific career area?
12. Does the school have modern and adequate equipment?
13. Was a list of companies which hire the school's graduates available?
14. If the school offers externships, internships, or apprenticeships, were guidelines and hours clearly explained?
15. Does the school help you prepare for your job search? Did the school specifically explain how the placement department will assist you?



**COLLEGES  
UNIVERSITIES**





# Choosing a College or University

Choices, choices, choices! With hundreds of options, this task can seem overwhelming. Just remember that the decision is yours and there is no wrong choice, except the one that is not your own.

When making/reaching your decision, consider the following factors:

## FACTORS TO CONSIDER WHEN CHOOSING A COLLEGE/UNIVERSITY

### Personal Preferences

**Admissions Requirements** (highly selective to open admissions)

**Housing Cost/Availability** (married, fraternal organizations, military operated, same sex, coed, off campus, on campus, co-ops, etc.)

### Public or Private

**Extracurricular Options** (NCAA sports, intramural athletics, student organizations)

### Majors Offered

**Visit the Campus!**

## STEP ONE: ASSESSMENT OF INTERESTS

This is best done by sharing your dreams with someone (your parents, a friend, or the school counselor). What would you like to study? What skills do you have? Do you like to work with people? information? things? all three? What are your best subjects in school? It is not necessary for you to know *exactly* what you want to do; what is important is that you think about the future and the importance of a college degree in achieving your dreams. Explore different options.

## STEP 2: WHAT TYPE OF UNIVERSITY ARE YOU LOOKING FOR?

Think in terms of:

(a) LOCATION - Do you want to stay close to home? How far are you willing to travel? Do you want to be in a small town? In a large city?

(b) SIZE - Would you like to be in a small college/university where you will get more personalized attention? How about a larger university that might have a greater variety of resources and academic offerings? Or maybe a middle sized one that may offer a bit of each?

(c) TYPE OF UNIVERSITY/COLLEGE - Do you want to go to a public or private institution? A liberal arts school or a technical college? A four year institution or a two-year college?

### **STEP 3: MAKE A LIST OF UNIVERSITIES**

After completing the first two steps, figure out what type of school best fits your interests. Based on this information, make a list of universities that meet your needs. In order to come up with this list, you may want to talk to other family members or friends, and your school counselor. We recommend that you explore a school's website or look at a university/college guide. Request the schools selected for a catalog, an admissions application, and a financial aid application via the web or by phone. College Board ([www.collegeboard.org](http://www.collegeboard.org)) has a college search feature that is a great starting point in developing a college list. Try to attend some college fairs and take your parents along.

### **STEP 4: NARROW DOWN THE LIST**

Review the materials that the universities send you. Which ones have the majors/programs in which you are interested? Highlight the schools that are a good match with your interests. Look at the academic requirements. Do you meet their standards?

It is always a good idea to **visit** the campus. Do so if you get an opportunity and ask many **questions**. Remember, you are also interviewing them to see if they meet your requirements.

### **STEP 5: DECIDE WHICH UNIVERSITIES/COLLEGES TO WHICH YOU WILL APPLY**

Based on the search done in steps 1 through 4, select the universities/colleges that meet your requirements. It is always a good idea to discuss your selections with family members, friends, and your school counselor, since they may have some information about the schools you are considering. The Shaler Area Counseling Department suggests that you apply to at least four universities/colleges: the best school you can gain admission to/ideal school, two where you might be accepted, and one where you are certain you will be admitted.

Do not eliminate a university/college simply because it appears to be too expensive! If you are not certain you can afford the costs, remember that all universities/colleges offer some type of financial aid. However, you need to fill out the financial aid forms early (typically beginning on January 1). Universities and colleges in Pennsylvania, generally speaking, require that you submit a PHEAA (Pennsylvania Higher Education Assistance Agency) application to qualify for state grants as well as a FAFSA (Free Application for Federal Student Aid). Schools have their own deadlines for financial aid forms. Remember to submit all applications before their due date.

## RESEARCH AND SEARCH TOOLS

- 1.) **COLLEGE CONFERENCES** – Representatives from colleges and career/technical schools visit our high school during the school day. Students are permitted to attend five conferences per year. They must obtain their passes at the conclusion of announcements from the Guidance Office  
They must take their pass to the teacher of the class that they will be missing to have it initialed to verify their absence. Attendance is taken at the college visit.
  
- 2.) **COLLEGE FAIRS** – There are several opportunities throughout the year, although primarily in the fall, to meet with representatives from colleges and universities throughout the country  
Dates for the local fairs are found on the yearly test bulletin.
  
- 3.) **WEB-BASED COLLEGE SEARCH TOOLS** – See Appendix C

## **PROCEDURES FOR SENIORS PLANNING CAMPUS VISITS**

Shaler Area High School encourages seniors to schedule planned visits to post secondary schools. Because it may be necessary for students to schedule visits during the school day, it is recommended that the following procedures be followed:

- Complete and submit a Field Trip Permission Form in advance of the anticipated trip
- The Principal will approve or deny the request and return the permission form to the student
- The student should advise all teachers of the anticipated excused absence

## **HINTS FOR CAMPUS VISIT**

Before you visit the school, consider some of the options below. It is also important to develop a list of questions and plan specific activities in order to accomplish your goals.

- Meet with an admission officer.
- Verify admission requirements (test and high school preparation).
- Obtain a school calendar and a catalog.
- Determine college costs.
- Ask about financial aid opportunities, as well as deadlines, forms required, etc.
- Meet with faculty in the academic area of interest to you.
- Ask questions about academic requirements/offerings.
- Attend a class to get an idea of typical size, teaching style, academic atmosphere.
- Ask about the placement record for graduates in the field you might study.
- Identify career-planning services for undergraduates.
- Tour the campus. (Be sure to check out the dorms, dining hall, library, etc.)
- Talk to students about the general academic environment and the study commitment necessary for success.
- Find out what student activities (clubs, organizations, intramurals, etc.) are available.
- Inquire about campus life and social activities
- Investigate transportation options.

There is no substitute for a college visit as a way of assessing the school.



## THE COLLEGE APPLICATION

The option to apply to schools online has increased dramatically in the last several years, with many more changes likely to be implemented as technology improves. All schools have information and instructions for applying on their home sites. Students applying online may also use a commercial version of an electronic application like the Common Application to which the school has a link. Students are cautioned, however, to avoid services that charge a fee for filing electronic applications. Some schools may waive the application fee as an incentive for students to apply online.

Before you complete an online application, print a copy to use as a rough draft. Double-check the rough draft to make sure the information is complete, accurate, and that essays are well-written. Make sure that you have presented yourself in the best possible light and that you have included all achievements, activities, and awards. Make a copy for your files, noting the date it was submitted.

All applications require a transcript, so please make sure to request it at least two weeks before the deadline. Understand that it takes time and thought to complete an application correctly and/or write a letter of recommendation. Remember that schools are closed the last part of December. Applications with January deadlines should therefore be turned in by the first week in December.

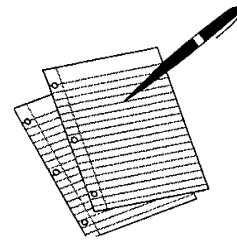
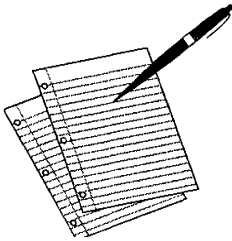
If the application requires the counselor to write a recommendation, he/she would welcome written information and anecdotes with regards to your strengths, interests, talents, leadership skills, and educational plans. You should also give the counselor a résumé (Appendix A).

In addition to counselor recommendations, many colleges and scholarship applications also require teacher recommendations. If a student needs a teacher recommendation, he/she should put the request in writing, explaining exactly what is needed, when it is needed, and instructions on where to submit it when it has been completed. Please ask the teacher to give it to the assigned counselor to keep on file. It would also be helpful for the teacher to know the student's goals and plans, and to have a copy of the student's activities and awards.

Even if an application does not require a counselor or teacher recommendation, you may still include one. Also, if there is information that you want the

admissions office to know or to take into consideration, you can always write an essay or letter and include it with your application.

**Regardless of how students apply, it is still necessary to complete and turn in a transcript request form to the Registrar for the transcript to be sent to the college.**



### **TIPS:**

1. Make certain that the student portion of the application is completed thoroughly and accurately.
2. Make sure that all applications are completed and submitted well before the deadlines.
3. It is important that you apply to at least one “safe” college. This is a college to which you will definitely be accepted and one that you can definitely afford.
4. Many colleges will notify you to let you know that they have received your application. If you do not hear from a college, you may want to call to make sure they have received your application and that they have all of the information they need.



## APPLICATION PROCEDURE CHECKLIST

1. \_\_\_\_\_ Complete application either online or paper.
2. If you need a letter of recommendation:
  - \_\_\_\_\_ a.) Submit personal résumé to person asked to write the letter (teacher, counselor, coach, etc.)
  - \_\_\_\_\_ b.) Give person ample time to write letter
  - \_\_\_\_\_ c.) Provide instructions to person as to whom letter is to be sent (directly to college, counselor, to you)
3. If submitting a paper application:
  - \_\_\_\_\_ a.) Bring **ENTIRE** package to Counseling Office (fees, essays, recommendations)  
Postage will be provided
  - \_\_\_\_\_ b.) Complete transcript request form located on corner of Registrar's desk in the Counseling Office
  - \_\_\_\_\_ c.) Submit application package and transcript request to Registrar
  - \_\_\_\_\_ d.) Package **MUST** be in the Counseling Office **two weeks prior to the postmark date**

If submitting an online application:

- \_\_\_\_\_ a.) Submit a transcript request form located on the Registrar's desk in the Counseling Office to the Registrar
- \_\_\_\_\_ b.) Make sure to attach items to be sent with transcript ( i.e. letter of recommendation, check )

\* Scholarships follow the same procedure as paper applications.

**FAILURE TO FOLLOW DIRECTIONS MAY RESULT  
IN A DELAY IN PROCESSING YOUR APPLICATION**

**STUDENT  
ATHLETE  
INFORMATION**



# (NCAA) National Collegiate Athletic Association



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## Information for the Student-Athlete Initial Eligibility for NCAA Division I and II

The below website contains information on all aspects of academic eligibility for student athletes who may have the opportunity of participating in sports at a college or university that has Division I or II athletic programs. These programs have additional requirements for which student-athletes must qualify, in addition to the standard admission requirements of getting accepted into a particular school. Keep in mind that these "Clearinghouse" rules only pertain to the NCAA Division I or II programs.

Basically, this process involves students submitting their high school transcripts to the NCAA Clearinghouse by registering on-line after the **end of their Junior Year**, and having a certain number of their credits from the List of Approved Core Courses (including only those determined to be Academic, College-Preparatory Courses) for Shaler Area High School recalculated to determine eligibility, along with their best ACT or SAT scores. Division I schools require a certain "Recalculated GPA" to match a certain test score, on their "Sliding Scale" (the higher the GPA is, the lower the test score can be, to a minimally accepted score). Division II schools do not use the Sliding Scale, but do not require a minimally accepted Recalculated GPA and test Score.

Pay particular attention to the Math and Science requirements, including an increase in the number of academic and math credits required (*Algebra I, Geometry and Algebra II required!*)

### To View the "Guide for College Bound Student-Athletes"

- Go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
- Click on NCAA college bound athletes
- Click on "Guide for the College Bound Student-Athlete"
- You will be able to Download PDF copy

### To View the "Shaler Area H.S. Approved Courses"

- Go to above site and click on Resources
- Click on List of NCAA Courses
- Enter High School Code (Shaler Area 391550)

**To Register (Do Not Attempt Until After 11<sup>th</sup> Grade Year is Completed)**

- Go to above site and click on “Perspective Student Athlete”
- Click on Registration Form for U.S. Students

**See Your Assigned Counselor If You require Help With Any Of This Process**



**National Association of Intercollegiate Athletics (NAIA) Regulations**

The National Association of Intercollegiate Athletics (NAIA) has a set of different eligibility requirements for student-athletes. To be eligible for participation in intercollegiate athletics as an incoming freshman, two of the following three requirements must be met:

1. Have a 2.0 (C) or higher cumulative final grade point average in high school
2. Have a composite score of 18 or greater on the ACT assessment or 860 total score or higher on the SAT Reasoning on a single test administered on a national test date (this Sat score does not reflect the current SAT Reasoning Test with Writing)
3. Have a top half final class rank in his or her high school graduating class.

Student-Athletes must also have on file at the college an official ACT assessment or SAT score report from the appropriate national testing center. Results reported on the student's high school transcript are not acceptable. Students must request their scores be forwarded to the college's admission office.

If you have additional questions about NAIA eligibility, contact them at:

NAIA  
23500 W. 105 Street  
P.O Box 1325  
Olathe, Kansas 66051-1325  
Phone: 413.971.0044  
Web: <http://www.nania.org>

# TRANSCRIPTS



## THE TRANSCRIPT

The Transcript is a record of a student's secondary school program and is only part of the student's permanent record. The full permanent record includes family registration information and the entire history of the student's standardized testing.

The Transcript includes what schools and colleges expect to see:

- Student's name, birth date and other basic identifying information
- Courses taken in grades 9-12, grades and credits earned
- Grade point average and class rank
- Test scores\*
- Attendance

\*SAT Reasoning, SAT Subject Tests, ACT, and PSSA are the test scores that appear on all student transcripts. PLAN or PSAT results do not appear, as these are test experiences taken for academic and career planning purposes.

Any of these scores, with the exception of P.S.S.A. scores, may be "suppressed" from the Transcript by the written direction of the parent to the student's assigned counselor. It is suggested that students and their families talk with the assigned counselor before making any such decision.



**PROCEDURE FOR SENDING TRANSCRIPTS TO COLLEGES**  
**2012-2013**

**YOUR FIRST STOP WITH A TRANSCRIPT REQUEST IS:**

**THE REGISTRAR'S OFFICE**

The High School Registrar is located in the Counseling Office and is responsible for sending official records and transcripts to other high schools and post-secondary institutions. Colleges require **official transcripts**. In order for the transcript to bear the **official seal** of the district, it must be sent **directly** by the Registrar.

1. Complete a Transcript Request Form that is located in the reception area of the Counseling Office.
2. It is the **student's responsibility** to request transcripts **two weeks in advance** of application deadlines. **Processing time may be delayed by holiday schedules at both Shaler and receiving institutions.**
3. After the counselor reviews the transcript and any accompanying materials, the student will receive verification of the date sent in their first period class. Please keep for your records.

 ***Unofficial transcripts are updated annually and mailed to incoming seniors with the new school year packets.***

# **FINANCIAL AID**



## RESOURCES:

### ANNUAL HIGH SCHOOL FINANCIAL AID MEETING and FAFSA PREPARATION NIGHT

Please refer to the school calendar for scheduled date

### WEB SOURCES FOR FINANCIAL AID

Please refer to Appendix C

### PHONE NUMBERS

General Information about Federal Student Aid/FAFSA: 1-800-433-3243

AES and PHEAA Grant and Loan Division: 1-800-692-7392

### FINANCIAL AID FORMS

- 1) **FAFSA** – Free Application for Federal Student Aid. It should be completed online at [fafsa.edu.gov](http://fafsa.edu.gov). Only one FAFSA needs to be completed each year, even if you are considering several different colleges. You may use the FAFSA to apply for state and college aid as well.
- 2) **CSS FINANCIAL AID PROFILE** – The **PROFILE** is a supplemental need analysis document used by some colleges and private scholarship programs to award their non-federal aid funds. Early in your senior year, participating colleges may ask you to file a PROFILE so that a pre-determination can be made of your financial aid eligibility at that school. The PROFILE does not replace the FAFSA – you must still file a FAFSA in order to be considered for federal student aid. **You should file a PROFILE only for those colleges and programs that request it.** It should be completed online at [collegeboard.com](http://collegeboard.com).

## APPLYING “SMART” – LOCAL SCHOLARSHIPS

The largest amount of private scholarship money available to our students is from parents’ employees and other fraternal and religious groups with which their families are affiliated. The next largest amount is the money our students receive from the 100 scholarships directed to our District and posted locally within the High School Guidance Office and on the District Web Site. All of these are open to students on a variety of criteria, from academic and extracurricular achievement to type of program or major entering after graduation. Many have multiple criteria, including financial need. The great majority of these are only open to seniors.

### SCHOLARSHIP POSTINGS

In addition to listening to daily announcements and reading the postings in the High School Guidance Office on a weekly basis, the best way for our students to stay informed is by regularly reviewing the *Scholarship Site linked directly from the District’s Home Page*.

- LOCAL DEADLINES for submission of scholarship applications TAKE PRECEDENCE over any dates on printed or downloaded applications.
- You must TURN-IN COMPLETED APPLICATIONS AND ANY ATTACHMENTS *with* request for transcript NO LATER THAN DEADLINE ON THE SHALER AREA SCHOLARSHIP POSTING in order to be guaranteed having transcript processed and mailed by deadline of scholarship sponsor.
- Scholarships on the web site are listed in order by calendar month in which they were received.

# Don't Get Scammed on Your Way to College!

Financial aid scams are a hot topic these days. You should be aware of the tactics companies use to convince students to buy their services. Here are some of the most common claims students are hearing:

**"If you use our services, you're guaranteed to get at least \$5,500 in student aid for college, or we'll give you your money back."**

This claim doesn't mean anything. Most students are eligible for at least \$5,500 in unsubsidized student loans anyway—and because a student loan is considered student aid, you won't be able to ask for a refund if that's all you're offered. No one can guarantee to get you a grant or scholarship. Remember, too, that refund guarantees often have conditions or strings attached. Get refund policies in writing.

**"Applying for aid is complicated. We're the only ones who can help you through the process and find all the aid for which you're eligible."**

Unlikely. There are many places to get free help applying for student aid. Check with your school counselor or college financial aid office for help filling out the *Free Application for Federal Student Aid* (FAFSA<sup>SM</sup>). Your school or college also can help you find scholarships. And be sure to try the free scholarship search at [www.studentaid.ed.gov/scholarship](http://www.studentaid.ed.gov/scholarship)

## Don't Pay to Fill Out the FAFSA

The FAFSA is a free application.  
Fill it out at [www.fafsa.gov](http://www.fafsa.gov).  
Other sites will charge you.

**"I'd like to offer you a scholarship [or grant]. All I need is your bank account information so the money can be deposited and a processing fee charged."**

Watch out! It's extremely rare for a legitimate organization to charge a processing fee for a scholarship. Some criminals imitate legitimate foundations, federal agencies, and corporations. They might even have official-sounding names to fool students. Don't give anyone your bank account or credit card information or your Social Security number (SSN) unless you initiated the contact and trust the company. Such personal identification information could be used to commit identity theft. If you've been contacted by someone claiming to be from the U.S. Department of Education (ED) and asking for your SSN or bank account information, do not provide it. (ED does not make such requests.) Instead, immediately contact the agencies listed below.

To find out how to prevent or report a financial aid scam, visit or call:

### Federal Trade Commission

[www.ftc.gov/scholarshipscams](http://www.ftc.gov/scholarshipscams)

1-877-FTC-HELP (1-877-382-4357)

(TTY for the hearing impaired: 1-866-653-4261)

### U.S. Department of Education

Office of Inspector General Fraud Hotline

[www.ed.gov/misused](http://www.ed.gov/misused)

1-800-MIS-USED (1-800-647-8733)

[oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)

For more ideas about where to find free information on student aid, visit Looking for Student Aid Without Getting Scammed at [www.studentaid.ed.gov/LSA](http://www.studentaid.ed.gov/LSA).





# APPENDIXES

- ❖ **RÉSUMÉ PREPARATION**
- ❖ **GLOSSARY**
- ❖ **COUNSELOR RECOMMENDED WEBSITES**





# APPENDIX A

## RÉSUMÉ PREPARATION

Students are encouraged to prepare a résumé prior to the application process. It can be enclosed with the application or provided to a teacher when requesting a letter of recommendation. The assigned counselor finds it especially useful in completing their part of college or scholarship applications. A sample résumé format is found below but the students may use any design that they may find desirable. Résumé Wizard found in Microsoft Word provides templates that students may find useful in creating their résumé.

### RÉSUMÉ OF:

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SHALER AREA HIGH SCHOOL  
381 WIBLE RUN ROAD  
PITTSBURGH, PA 15209

CEEB CODE: 391550  
COUNSELOR'S NAME: \_\_\_\_\_  
PHONE NUMBER: (412) 492-1200

### ACADEMIC AWARDS OR HONORS:

List by grade

### EXTRACURRICULAR ACTIVITIES:

List by grade

### COMMUNITY SERVICE ACTIVITIES:

List by grade

### HOBBIES AND SPECIAL INTERESTS:

**JOB EXPERIENCE:** List dates employed, company, street address, city state, zip code, phone number, manager's name, your job title or responsibilities (list most current job first).

**PERSONAL REFERENCES:** List three persons you have contacted for personal references. Use the full name, address, phone number, and relationship of the reference.

# APPENDIX B-1

## GLOSSARY

### TESTING

1) **PSAT/NMSQT**- Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test. The PSAT/NMSQT provides a practice test designed to prepare juniors for the SAT. Further, it is used in the selection of the top scholars in the country for the award of merit scholarships. PSAT scores are reported in the range of 20 (low) to 80 (high), scores are not usually used by colleges as admission criteria.

2) **SAT Reasoning Test** – This is a multiple-choice and writing examination and is designed to test a student’s reasoning aptitude in an academic context. SAT is *not* a test of intelligence.

Low scores are not indicative that a student is unable to do competitive work in college, merely that someone with higher scores may be able to do the same work with more ease. Before you take the SAT, you should read and study The College Board booklet, *Taking the SAT*, available in your guidance office.

3) **SAT Subject Tests** – SAT Subject Tests are administered in a variety of academic subjects and are designed to test the level of knowledge of a student in particular academic disciplines in relation to other students throughout the country. These are scored on the same basis as the subsections of the SAT Reasoning Test. Some colleges use the SAT Subject Tests only for placement in various levels of freshman courses; some use them as additional supporting information in the admission process.

4) **AP** – Advanced Placement Tests. Administered in May to students enrolled in AP courses. Students may earn college credit based on score and individual college guidelines.

5) **PLAN** – Pre ACT administered to all 10<sup>th</sup> grades during the school day. It is designed to familiarize students with the ACT and provide an assessment of the student’s career interests and study skills.

6) **ACT** – The American College Test is a curriculum-based test prepared by the American College Testing Program, used widely throughout the country by college and university admission offices. The ACT tests students’ ability in four distinct areas of study: English, mathematics, reading and science reasoning, plus the “optional” writing test. Each is scored on a scale of 0 (low) to 36 (high). Some of the colleges and universities require ACT rather than SAT, others allow either ACT or SAT to be submitted as the required test for admission.

## APPENDIX B-2

### GLOSSARY

#### ADMISSION

- 1) **ROLLING ADMISSION** – A college using rolling admission reviews applications and all supporting data and returns decisions within a few weeks.
- 2) **EARLY ADMISSION** – Many colleges have a program under which a student may apply for admission during the junior year. The early admission program at most colleges is reserved for truly exceptional students whose academic preparation and achievement level are sufficient for early entrance to college. You should seek the advice of your school counselor if you are considering early admission.
- 3) **EARLY DECISION** – Not to be confused with early admission. ED is a plan under which a student applies to the first-choice college early in the fall of the senior year and agrees by contract to enter that college if offered admission. Decisions are rendered to early decision applicants in early December. If not accepted under early decision, a student is usually reconsidered for admission later in the senior year.

A student should not apply to more than one college under an early decision plan, since the student, if admitted, is usually required to withdraw any applications which might have been filed at other colleges.
- 4) **EARLY ACTION** – Early action is used primarily in highly selective colleges. Early action follows the same application/notification timetable as early decision but allows the accepted candidates until May 1 to accept or decline the offer of admission. In early action programs, it is possible for an applicant to be denied admission outright and not be automatically deferred for later consideration. If your junior year credentials are not truly superior, you must be careful about applying under a plan which could harm your chance for admission.

**IMPORTANT NOTE:** There are several variations of early decision and early action at different colleges. Read the literature of each college carefully, and ask questions if you don't understand the program completely.

## APPENDIX C

High School Counseling Website – [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us) click on High school at the bottom of the right side (under Shaler Area Schools) and then click on Counseling Office.

### COLLEGE SEARCH SITES

[www.collegeboard.com](http://www.collegeboard.com)  
[www.educationplanner.com](http://www.educationplanner.com)  
[www.petersons.com](http://www.petersons.com)

### TEST REGISTRATION

[www.collegeboard.com](http://www.collegeboard.com) - SAT Reasoning Test  
- SAT Subject Tests

[www.actstudent.org](http://www.actstudent.org) - ACT

### CAREER SCHOOL SEARCH

[www.papsa.org](http://www.papsa.org)

### FINANCIAL AID RESOURCES

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) - complete FAFSA online  
[www.pheaa.org](http://www.pheaa.org) - state loans, grants and work study  
[www.collegeboard.com](http://www.collegeboard.com) - scholarship search and financial aid calculator  
[www.educationplanner.com](http://www.educationplanner.com) - scholarship search and financial aid calculator  
[www.finaid.org](http://www.finaid.org) - overview of financial aid  
[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov) - overview of financial aid  
[www.fastweb.com](http://www.fastweb.com) - scholarship search  
[www.sasd.k12.pa.us](http://www.sasd.k12.pa.us) - access Guidance site for listing of posted scholarships

### CAREER AND OCCUPATION RESOURCES

[www.bls.gov/oco/](http://www.bls.gov/oco/) - Occupational Outlook Handbook  
[www.educationplanner.com](http://www.educationplanner.com) - Career Assessments and Information  
[www.pacareerzone.org](http://www.pacareerzone.org) - Career Assessments and Information

### STUDENT ATHLETES

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)



