

Wake County Public School System

Post-Secondary Planning Guide

2006-2007

Office of Counseling and Student Services
Wake County Public School System
www.wcpss.net

2006-2007 School Year

Dear Students & Parents:

Whether your post-secondary plans include college, work, or the military—the information here will be beneficial to you. School counselors are available to assist you through this process, answer questions, and direct you to resources. This document provides specific information and procedures for use during these important school years. Dates for national tests and deadline information for transcripts and scholarships are included. We look forward to working with you and hope that you have a very successful year!

Sincerely,

Staff of Student Services

Thank you to Karen Rowe of Wakefield High School and Janelle Sharp of Panther Creek High School for compiling and creating this document.

Office of Counseling and Student Services

- Menu -

Graduation Requirements	4
How to Calculate <i>GPA</i>	5
Senior Planning Checklist	6
Student Resume	8
Senior Planning Calendar	9
Making Choices About College	10
College Foundation of North Carolina (CFNC)	11
College Admissions Tips, Keywords and Dates	12
Transcript Policy	15
Standardized Test Information	16
College Visit Information	17
College Comparison Worksheet	18
Financial Aid Information	19
Scholarship Process	21
Helpful Websites for College Planning	22
Wake Technical Community College	23
Selective Service Registration and Military	24
Employment	25
Undocumented Students	26

GRADUATION REQUIREMENTS

New North Carolina graduation requirements were implemented starting with students entering high school in the year 2000-01. Review specific graduation requirements very carefully with your school counselor. These requirements for graduation are available on the North Carolina Department of Public Instruction website:

<http://www.ncpublicschools.org/curriculum/graduation>

WCPSS High School Graduation Requirements can be found in the WCPSS High School Program Planning Guide on page 12.

http://www.wcpss.net/curriculum-instruction/docs_downloads/planning-guides/index.html

CALCULATING GRADE POINT AVERAGE

Wake County determines official GPA based on cumulative final grades. The GPA is figured and reported on the transcript both weighted and unweighted. To calculate an unweighted GPA, use the standard class scale only. Students are ranked from the highest to lowest GPA using cumulative weighted grades. Additionally, a seventh semester GPA is calculated for all seniors and a Senior Honors Rank is calculated through the third nine week in block schools.

How to calculate your weighted GPA

1. Use the scale to assign quality points to each grade.
2. Add up all of the quality points to get the total.
3. Divide total quality points by the total number of credits.
4. Compare this number to corresponding letter grade.

Quality points scale

Standard Class	Honors Class	AP Class
A=4.0	A=5.0	A=6.0
B=3.0	B=4.0	B=5.0
C=2.0	C=3.0	C=4.0
D=1.0	D=2.0	D=3.0
F=0.0	F=0.0	F=0.0

GPA

A=4.0
B=3.0
C=2.0
D=1.0
F=0.0

EXAMPLE

Grades: English B, Math A, Science C, Social Studies C,
Foreign Language B, Elective A

1. B=3.0, A =4.0, C=2.0, C=2.0, B=3.0, A=4.0
2. $3+4+2+2+3+4=18$
3. $18/6=3.0$
4. 3.0 is your GPA, which matches up with a B average.

SENIOR PLANNING CHECKLIST

STUDENTS

- Begin planning early.
- Use resources available in the high school's Student Services and on the Internet.
- Make copies of all applications as you submit them.
- Be aware of your own strengths, weaknesses, and grades.
- Ask teachers and other recommenders for letters and give them time to write a quality letter (at least 2 weeks).
- Talk with your parents about their expectations, your desires, and financial considerations.
- **MEET DEADLINES** set by colleges, Student Services, self, and parents.
- Develop a student resume and keep it updated.
- Schedule a time to meet with your counselor to explore options.
- Fill out your own applications (including SAT & ACT) and write your own essays.
- Take the initiative on your college/career search. Remember, this is YOUR life.
- Keep your counselor and your parents informed as to acceptances, scholarships, etc.
- Allow time for transcripts and recommendations to be mailed out (at least 2 weeks).
- Be patient with your friends, parents, and counselors—this is a busy time for everyone.

PARENTS

- Help your student clarify realistic goals.
- Discuss future plans, especially the financial picture and any restrictions with your student early in the selection process.
- Encourage your student to complete his/her own applications.
- Remember that this is your student's future; allow your student to make his/her own choices.
- Along with your student, meet with your student's counselor and attend any parent programs in order to stay informed.
- Be patient with your student and the school—it is a busy time for everyone.
- **MEET DEADLINES!**
- Keep records of **everything**: phone calls, names, meetings, etc.
- Plan college visits with your student; incorporate them into family vacations.

PLANNING CHECKLIST, CONTINUED

Student Services

- Meet with students (and parents) to help with post-high school plans.
- Provide information regarding admissions; clarify information that might be unclear.
- Provide opportunities to learn about various colleges.
- Publicize college visitations, special events, open houses, and scholarships.
- Provide access to applications and forms:
 - College Applications
 - SAT , SAT Subject Tests, & ACT registration forms
 - Financial aid (FAFSA) forms
 - Scholarship applications
- Write accurate and informative letters of recommendation as requested
- Mail out transcripts, midyear grades, test scores, and school recommendations as requested.

STUDENT RESUME INFORMATION

The development of your student resume is an important step in planning for your future. You will use your student resume for many pursuits, including, but not limited to: after-school and summer employment, volunteer work, job shadowing and internships, college applications, and scholarship applications. Teachers and school counselors may use your resume (during the senior year) to write recommendations and to help you with the scholarship process. Each senior is encouraged to have a resume and share with the counselor.

Your resume should be in a format that best highlights your experience, education and interests.

One possible resume format will include the following sections:

Heading: Name, Address, Telephone, Email, Social Security Number

Skills: Technical/Computer Skills, People Skills, Language Skills, Work Skills, Certifications

Education: Specialized classes or training, expected graduation

Experience: Volunteer and paid work, special projects you have completed

Activities: School and community activities in which you have participated (include dates, offices and awards)

Interests: Cover anything not in "Activities"

References: At least two non-family persons who can say great things about you, your character and your work

To create an online resume, visit CFNC.org and click on the Student Planner tab. You will need to create a USERNAME to use the High School Planner feature.

SENIOR YEAR COLLEGE PLANNING CALENDAR

SUMMER

- Prioritize college choices
- Determine deadlines for colleges and scholarships
- Visit colleges
- Create/update resume
- Register for SAT/ACT
- Be aware of timeline for competitive scholarships
- Make sure senior course selections meet college expectations
- Athletes, check NCAA requirements at ncaa.org

EARLY FALL

- Meet with your counselor to explore options
- Attend college fairs and meet with admissions officers
- Begin applying to college by completing applications and essays
- Request transcripts from high school
- Request and collect recommendations
- Start applying for scholarships
- Meet early decision deadlines, if applicable
- Make good grades

MIDYEAR

- Verify that your application process is complete
- Complete financial aid process and FAFSA
- Continue applying for scholarships
- Request midyear transcripts, as needed

SPRING

- Make final college decision or see counselor, as needed
- Keep working, grades count!
- Continue applying for scholarships
- Communicate with your college to begin enrollment
- Take AP/SAT Subject Tests, as needed
- Request final transcript
- Complete NCAA requirements (athletes)

MAKING CHOICES ABOUT COLLEGE

Step One: Know yourself and your reasons for wanting to attend college

- ✓ Identify your strengths and weaknesses
- ✓ Analyze your interests and values
- ✓ Analyze your reasons for attending college
 - To achieve a personal goal
 - To increase your earning power
 - To prepare for a career and expand learning
 - For extracurricular activities and social life
 - Because of the influence of family and friends

Step Two: Consider college characteristics

- ✓ Majors and educational programs
- ✓ Type of school and degrees offered
- ✓ Admission policy
- ✓ Location and size
- ✓ Costs and availability of financial aid
- ✓ College affiliation and accreditation
- ✓ Campus activities
- ✓ Academic reputation

Step Three: List, compare and visit colleges

- ✓ Compile information from several sources
 - College catalogs, bulletins, and videos
 - College representatives and college fairs
 - Counselors and teachers
 - Parents, students and alumni
 - Directories and online information
- ✓ Prepare a college comparison checklist (included in this book)
- ✓ Weigh advantages and disadvantages
- ✓ Contact the admissions office for a visit to the campus

Step Four: Apply for admission and observe deadlines

- ✓ Narrow your choices to a list of four colleges (in the following fashion)
 - One college- "sure thing"- you are overqualified and will definitely be admitted
 - Two colleges- "realistic choices" or "middle of the road" - you meet the qualifications for admission
 - One college - "long shot" or "stretch" - you would really like to attend this college, but you may have a lower GPA, SAT score or class rank than is required
- ✓ Review college admission test requirements (SAT, ACT, TOEFL)
- ✓ Know application fees and deadlines
- ✓ Submit application materials
 - Completed application for admission
 - Application fee
 - High school transcript
 - Recommendations
 - Admissions test results

College Foundation of North Carolina Resources

www.cfnc.org

College Foundation of North Carolina is a non-profit partnership between Pathways of North Carolina, College Foundation Inc., and the North Carolina State Education Assistance Authority. These organizations have broad expertise in helping students to prepare successfully for college and to find the best financial aid alternatives. Together, they provide a complete and comprehensive source of information - and real solutions - for students and their families.

Log onto this website and you will find:

Career Center provides assessment tools, fastest growing career fields, and wide range of job possibilities based on results of individualized assessment.

Student Planner helps you organize high school courses and activities to match up with admissions applications.

College Fair links to the websites of most North Carolina colleges and provides specific information on average SAT scores, GPA, and admissions requirements.

Online Applications provides the opportunity to complete applications and financial aid documents for North Carolina colleges online and save time by completing information once.

Paying for College gives you information and links about scholarships, grants, and loans.

College Savings Program provides information about college savings plans.

“CFNC: Helping you plan, apply, and pay for college.”

WHAT DO ADMISSIONS OFFICES CONSIDER WHEN REVIEWING AN APPLICATION?

- Difficulty of course work selected relevant to what was offered (did you take the most challenging course load you could have at your school?)
- Grades (GPA both weighted & unweighted)
- Class rank
- SAT and/or ACT scores
- Extracurricular activities
- Recommendations from counselor and/or teacher(s) or other(s)
- Interview (not required by all schools)
- Essay (not required by all schools)

Tips On Completing Your Application

- Read all the instructions carefully before you put anything on your application.
- Know your deadlines—manage your time using a calendar or other system.
- Fill out your own applications—colleges know if your parents fill it out, so do it on your own (they won't be there to do your homework, will they?).
- Ask a teacher to proofread essays. Essays provide the opportunity to connect who you are with the admissions process.
- Online applications are preferred, but it's perfectly acceptable to handwrite your applications as long as they are neat—print legibly in blue or black ink (NEVER pencil or colored ink).
- If your list of extracurricular activities exceeds the allotted space, list your top activities or those where you've had a leadership or other significant role.
- If you're applying to a program in the arts, include a copy of your portfolio, slides of your work, a video (if you're a dancer), or some other way to make your application stand out.
- If you're an athlete, send a highlights clip to the athletics department.
- If you apply online, be sure to print out a copy of your submitted application. Don't forget to print out the signature page and mail that in.
- When you've finished your application, make a photocopy for your records. Although it's rare, applications can get lost either in the mail or in the Admissions Office itself.

College Admissions Options

EARLY ACTION is an admissions procedure to notify student of early admissions to the college. Students are not obligated to accept the college's offer of admission and may file applications at other universities. Note: early action candidates can be denied or deferred and financial aid awards are made in April.

EARLY DECISION is a plan under which you may submit your credentials early to one college, usually by October 15 of your senior year. You are notified of your status by December. As part of an early decision plan, you are required to sign a statement agreeing to accept the college's offer of admission. You must also withdraw you application from other colleges if accepted under early decision.

REGULAR ADMISSION is the plan under which you submit your credentials during November to February, depending on school deadlines. Check the deadlines for each individual school.

ROLLING ADMISSION is the plan under which candidates submit credentials at their convenience through a certain date, usually late in the year. They receive an offer of acceptance or denial within four to six weeks.

ONSITE ADMISSION is an admissions option in which colleges visit students at the high school and make an admissions determination during a scheduled appointment with the student.

College Admissions Keywords

OFFER OF CONDITIONAL ADMITTANCE is acceptance to a college provided you maintain your academic performance throughout the year. A college can withdraw its offer if your grades fall significantly or you are involved in an activity that results in disciplinary action by the school or law enforcement.

DENIAL is a final decision by the college to not offer admission. Students who are denied can apply again after completing at least a semester of college coursework.

DEFERMENT is a delay of admissions decision until a later time. Many competitive schools will defer fall applications to the spring in order to receive additional grades and other information.

WAITLISTING occurs after the regular admissions process is complete. There is no guarantee a college will go to the waitlist, or where you will rank on the waitlist. Students on a waitlist for one college should plan to attend another college and then reconsider if offered admission at a later time.

TRANSCRIPT REQUEST POLICY

The policy of WCPSS is that all official transcripts must be mailed directly from the high school to the college, university or scholarship for which you are applying. An unofficial, personal copy is available by request. Transcripts should be requested 5-7 days before they are to be mailed through US Mail. Official transcripts will be available to send to colleges after September 22nd.

Instructions for requesting transcripts:

1. Obtain a transcript release form from the Student Services Office.
2. The release form must be signed and dated by the parent/guardian unless the student is 18 years old.
3. List the names and addresses for the schools and organizations where the official transcript needs to be sent. Wake County allows students to receive three free transcripts. After your third transcript, a \$3 fee will be charged for additional transcripts requested.
4. Forms must be returned to the Student Services Office. Transcripts will be mailed out within 5-7 days.

In addition to the three free transcripts, there is no charge for the following:

- A midyear senior year transcript
- A final transcript after graduation
- Transcript for any scholarship or award requested by the high school scholarship committee

Coming Soon This Fall! Electronic Transcripts through CFNC and Docufidel.
More information will be posted on your school website.



STANDARDIZED TEST INFORMATION

It's important to check the college catalogs or websites of the schools to which you are applying to determine which standardized test(s) you need to take. The **SAT**, the *Scholastic Aptitude Test*, measures critical reading, writing, and mathematics ability and is a test that predicts college performance. The **ACT**, the *American College Test*, measures educational development in verbal, math, reading, science (and writing, for an additional fee) and is a test that predicts freshman year college performance. Most colleges and universities will accept either test for admission, but check to be sure.

Students should take SAT and/or ACT tests at the end of the junior year and early in the fall of senior year. Some highly competitive colleges require SAT Subject Tests for placement; again, check each school to be certain. The SAT Subject Tests measures performance in specific subjects.

The Test of English as a Foreign Language (TOEFL) an admissions test administered through the computer that focuses on listening, structure, reading, and writing. It is for students whose native language is not English. This includes ESL students and non-English speaking students who have been living in the United States for less than five years.

For test dates and to register for SAT, go to: www.collegeboard.com

For test dates and to register for ACT, go to: www.act.org

For test dates and to register for TOEFL, go to: www.toefl.org

COLLEGE VISIT INFORMATION

Perhaps the most influential factor in college selection is the campus visit. A visit allows you to get a feel for the campus and to see how you might feel living there for the next four years. It is tremendously important to visit the campus and see the students, meet professors, see the residence halls, etc. The best time to visit schools is when classes are in session. If you can't visit during this time, keep in mind that a campus is not the same in the summer or on breaks as they are when students are around. Don't let weather or other such factors impact how your visit goes—remember that it will more than likely rain when you're a student, so that is just a fact of life! To plan a campus visit, you should call the Admissions Office well in advance for an appointment.

The campus tour is a very important part of every campus visit. Be sure to ask questions about the academic rigor, social environment, extracurricular activities, class sizes, housing situation, etc.

A quick note about dress: be neat and comfortable, yet don't create an issue with your appearance. Admissions officers do not expect you to wear a dress or a coat and tie—especially if it is 90 degrees outside! One hopes that the interviewer will remember your interview for reasons other than your dress.

SUGGESTIONS FOR YOUR VISIT

1. Spend the night in the residence hall, if possible—and sit in on some classes that interest you.
2. Pick up a copy of the school newspaper.
3. Read the course catalog and check out the list of faculty, their degrees, and the courses they teach. Investigate your academic program by meeting with professors.
4. If you are interested in playing a sport, request a meeting with a coach. The same goes for any activity of interest.
5. Find out about the quality of the Career Services Office.
6. Talk with students.
7. Verify admission requirements and discuss your chances for successful admission.
8. Ask about scholarships and financial aid.

QUESTIONS TO ASK YOUR CAMPUS TOUR GUIDE

1. Who teaches your classes? Professors or Teaching Assistants?
2. How adequate is the library? Are you able to get the books you need when you need them?
3. Tell me about housing. Are some residence halls better than others? Do many students live off campus?
4. What technology is required and how do I access technology support services?
5. How accessible are professors?
6. What is the biggest issue on campus?
7. Are certain courses harder to get into? If so, which ones in particular?
8. What is the greatest shortcoming of this college? What do students complain about?
9. Why did you choose this particular college? Do you still feel the same way about it?
10. What kinds of students are most happy here? Least happy?

COLLEGE COMPARISON WORKSHEET

College Name →			
Location -distance from home			
Expenses -tuition, room, board -est. total budget -application fee, deposit			
Size -enrollment			
Environment -type of school -setting (rural/urban) -size of nearest city -coed/single-sex -religious affiliation			
Admission Requirements -deadlines -tests needed -avg. GPA, rank, SAT -notification date			
Academics -my major offered? -accreditation -student-faculty ratio -avg. class size			
Financial Aid -deadlines -school-specific form? -% receiving aid -scholarships?			
Housing -guaranteed freshman housing? -meal plan			
Facilities -academic -recreational -other			
Activities -clubs, organizations -Greek life -athletics/intramurals -study abroad			

FINANCIAL AID INFORMATION

Each WCPSS high school has a financial aid advisor available to help parents and students navigate the financial aid process. The financial aid advisor is available one day a week from October through May. Contact your school's Student Services to request an appointment and when financial aid workshops may be scheduled.

Applying for Financial Aid

The Federal government mandated the creation and use of one form (FAFSA) to apply for federal financial aid. However, individual states and colleges may also require the completion of supplemental forms. Every college will specify which forms they require. Two forms are described below:

□ **Free Application for Federal Student Aid (FAFSA)**

All students applying for any federal financial aid must file this form. The FAFSA is the only application students must complete to be considered for all federal financial aid including: Pell Grants, Supplemental Educational Opportunity Grants, Stafford Loans, Perkins Loans, Work-Study, and other federal financial aid programs. Students will not be charged a fee when filing this form, and the data can be sent to 6 colleges. If you wish to have the data sent to additional institutions, the instructions are on the Student Aid Report (SAR). Aid applicants should expect to receive the SAR within 2 to 6 weeks following application.

Paper versions of the FAFSA forms are available in the Student Services Office at each high school. You can also access this form online at <http://www.fafsa.ed.gov/> . To complete the FAFSA online, you will need to acquire a Personal Identification Number (PIN) at this site: <http://www.pin.ed.gov/> . Online FAFSA forms are processed 7-14 days faster than paper forms.

□ **Institutional Forms**

In addition to the FAFSA many colleges request additional information with their own institutional form. Admission and financial aid materials will include specific institutional requirements. A commonly used form is the CSS Profile, which you can access at: <http://www.collegeboard.com/profile> .

TYPES OF FINANCIAL AID

Detailed information on financial aid and resources available through the United States Department of Education is available at: <http://www.ed.gov/finaid/> . The FAFSA must be completed in order to qualify for the following types of aid.

Stafford Loan: Stafford Loans are available to undergraduates on the basis of demonstrated financial need. Freshmen may borrow up to \$2625. Sophomores may borrow up to \$3500 while juniors and seniors may borrow up to \$5500 each of their last two years. Interest is paid by the federal government for the first six months after graduation. A new program called the "Unsubsidized Federal Stafford Loan Program," is available to undergraduates who do not demonstrate financial need. Students must file the FAFSA for the regular Stafford first, and if not eligible, will automatically be considered for the unsubsidized program. Although borrowing limits and interest rates are identical to the regular Stafford Loan, interest will not be subsidized while the undergraduate is attending college. Students have the option of either paying interest as it accrues on the loan or capitalizing the interest and paying it off along with the principle following graduation. Even though the government does not pay interest, this new option is attractive because of the very favorable interest rate.

Pell Grants and Supplemental Educational Grants: Pell Grants and SEOG's are distributed to students based solely on need as determined by the FAFSA. The college financial aid office determines the amount received for Pell and SEOG.

Work-Study: Work-Study is a federally funded program that allows students to work on campus to help defray the costs of education. This program is organized by the school's financial aid office.

Perkins Loan: The Perkins Loan provides funds for students who demonstrate need as determined by the FAFSA. Colleges have a restricted amount of funds available for Perkins Loans and allocate it accordingly. The interest rate is 5% and repayment begins six months after graduation.

Parents Loan For Undergraduate Students (PLUS): Through this program parents may borrow the entire cost of their students' education, less financial aid. Repayment of PLUS loans must begin within 60 days of disbursement. Bank approval of a PLUS loan hinges on examination of the family's credit history. The low interest rates on PLUS loans make these an attractive option for families who plan to finance educational costs.

THE SCHOLARSHIP PROCESS

There are a number of scholarship opportunities—the trick is finding which ones are applicable to your individual situation. Scholarship bulletins are available in Student Services at your high school. These bulletins are by no means an exhaustive list; websites are listed at the end of this planning guide to assist with other scholarship searches. Be forewarned—the application process for scholarships is often as detailed as applying for college, and sometimes the rewards are not large. Keep applying for scholarships all year. The most important thing to remember is to never pay for a scholarship or for scholarship information. Individual colleges and universities also offer merit-based scholarship programs; check with your college for specific information.

Examples of Scholarship Criteria:

- Academic merit/good grades
- Leadership activities
- Community service
- Extracurricular activities
- Work experience
- Honors and achievements
- Financial need
- Personal Statement

Examples of Scholarship Essays:

- Describe a person or event having a significant impact on you.
- Describe a social problem of interest to you.
- What are your plans after graduation?
- Explain what motivates you to volunteer in your community.
- Explain why you need this scholarship.
- Write a statement giving your interests, life goals, ambitions and hopes.

Scholarship Resources:

- Student Services at your high school
- Colleges and universities to which you are applying
- Community organizations
- Wake County Scholarship Guide: www.scholarshipplus.com/wake
- Fastweb: www.fastweb.com A free scholarship search engine
- CFNC www.CFNC.org
- Other internet resources (Just google for scholarships!)



HELPFUL WEBSITES FOR COLLEGE PLANNING

Comprehensive Guides

The College Board

www.collegeboard.com

Contains information on College Board testing, admissions, financial aid, and scholarships.

US News College Center

<http://www.usnews.com/usnews/edu/eduhome.htm>

College rankings and admissions and financial aid information.

Mapping Your Future

www.mapping-your-future.org

Links to career assessments, college info, and scholarships

Peterson's

www.petersons.com

Search colleges by GPA, tuition, sports and more.

College Search Sites

Counselor-o-matic

www.embark.com

Information on colleges, scholarships, and the Princeton Review

College View

www.collegeview.com

Information on colleges, scholarships, and careers.

FAFSA on the Web

www.fafsa.ed.gov

Application for the Free Application for Federal Student Aid.

FastWEB

www.fastweb.com

A free, searchable scholarship database.

College Foundation of North Carolina

www.cfnc.org

General information on the financial aid process. Apply directly to UNC-system schools; keep track of extracurricular activities; and much more

NCAA

www.ncaa.org

Information for student athletes who plan to play in college.

WAKE TECHNICAL COMMUNITY COLLEGE

<http://www.waketech.edu>

ADMISSION INFORMATION

All North Carolina community colleges have an Open Door Policy. This policy provides for the admission of any person who has reached the age of 18 or has graduated from high school. They offer programs at all educational levels. There are Certificate Programs, Diploma Programs, and the Associate Degree Programs. For information about other North Carolina community colleges, check out: <http://www.ncccs.cc.nc.us/>

COLLEGE TRANSFER PROGRAM

Through this specific program, students can earn credits toward a four-year degree by transferring to a four-year college. Two degrees are offered, Associate in Arts and Associate in Science.

- * Questions about Admissions or Registration Call 662-3464
- * Questions about College Transfer Program Call 662-3400

SELECTIVE SERVICE

<http://www.sss.gov>

Registering with Selective Service is now possible via the Internet. All young men in the U.S., with very few exceptions, are required to register with Selective Service within 30 days of turning 18. Registration is federal law. It is also required to **stay** eligible for many federal and state benefits, including student financial aid, job training, and jobs in the Executive Branch of the federal government, such as jobs with the U.S. Postal Service. Failure to register is a felony.

Registration

With access to the Internet, any young man can register by clicking on the "Register On-line Now" Icon at the Selective Service web site (www.sss.gov). Then, he enters in some basic information and within 30 seconds, he will receive a Selective Service number. Within about two weeks, he will receive an acknowledgment card in the mail. Registration forms are also available at any U.S. Post Office.

MILITARY SERVICES

The different branches of the military visit schools many times during the year. These visits are scheduled through Student Services.

The Armed Services Vocational Aptitude Battery (**ASVAB**) is an aptitude test to assess an individual's natural abilities and skills. The military branches require the ASVAB for entrance into the military. The Military Entrance Processing Service Center offers the ASVAB on a weekly basis. Contact your military recruiter to schedule an appointment or check to see if your school offers the ASVAB. The ASVAB is an excellent tool to help determine your own natural abilities, which will assist you in making an informed career choice.

Air Force	http://www.airforce.com/
Army	http://www.army.com/
Coast Guard	http://www.uscg.mil/
Marines	http://www.marines.com/
Navy	http://www.navy.com/

JOB OPPORTUNITIES

STARTING A PART TIME JOB? HERE'S WHAT YOU NEED TO KNOW:

1. You must complete a youth employment certificate.
 - * Internet: www.nclabor.com/wh/youth_instructions.htm (Acrobat Reader Required)
 - * Department of Social Services
 - * Check with your Career Development Coordinator
 - * A copy is located in your Student Services Department.
2. Fill in the sections from "Name" through "Zip Code".
3. Have the employer complete the sections for "Job Description" through "Area Code Phone Number" and sign the form.
4. Bring two copies of this completed and signed form to the Department of Social Services. Also bring a copy of your birth certificate or other proof of age document. After the form is reviewed for appropriateness of the job and age, you will be asked to sign the forms in the presence of the issuing officer.
5. Bring a copy of the issued Youth Employment Certificate to your employer on or before your first day of work.

If you have questions about this form or youth employment requirements, please contact the Wage and Hour Bureau at (919) 807-2796 or 1-800-LABOR-NC.

Tips for Resumes & Interviews

- [How to Write a Masterpiece of a Resume](http://www.rockportinstitute.com/resumes.html): <http://www.rockportinstitute.com/resumes.html>
- [Job Interviews](http://www.collegegrad.com/intv): <http://www.collegegrad.com/intv>
- [Resumes & Interviews](http://www.jobweb.com/Resumes_Interviews/): http://www.jobweb.com/Resumes_Interviews/

Career Opportunities

- [America's Job Bank](http://www.ajb.dni.us/): <http://www.ajb.dni.us/>
- [Employment Security Exchange Commission of NC](http://www.ncesc.com): <http://www.ncesc.com>
- [JobLink from the NC Department of Commerce](http://www.joblink.state.nc.us): <http://www.joblink.state.nc.us>
- [Monster](http://www.monster.com): <http://www.monster.com>
- [News & Observer Classified Ads](http://www.trianglejobs.com): <http://www.trianglejobs.com>

INFORMATION FOR UNDOCUMENTED STUDENTS

1. Meet with an immigration attorney to discuss a pathway to citizenship.
2. Acquire an Individual Taxpayer Identification Number (IRS Form W-7) to begin paying taxes.
3. Admission to the UNC system public universities is available to undocumented students with limitations. Undocumented students must pay out-of-state tuition and are considered out-of-state for admissions purposes (http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_700_1_4g.htm).
4. Private colleges are independent of the UNC system. Admissions and tuition is the same for every student.
5. Only documented students are eligible to receive federal financial aid through the FAFSA form.
6. Private scholarships and other sources of money may be available to undocumented students. However, read the residency requirements carefully.