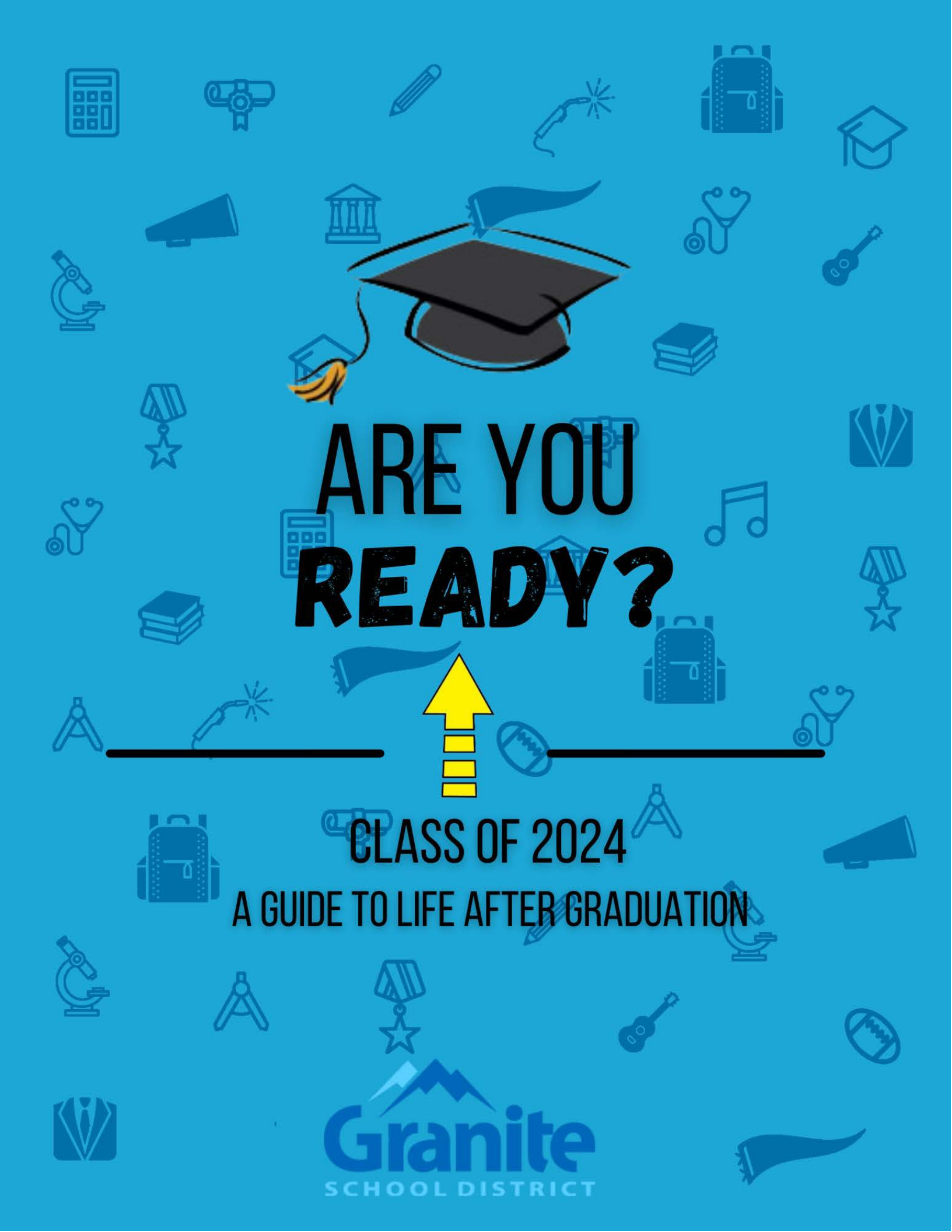




ARE YOU **READY?**



CLASS OF 2024
A GUIDE TO LIFE AFTER GRADUATION



This guide belongs to: _____

What are your plans for after high school?

☐ Community College

☐ Community College-Transfer

☐ University

☐ Technical College

☐ Military

☐ Workforce

☐ I don't have any idea

YOUR SUCCESS TEAM:

Many people will be involved in helping you search for colleges and careers. At your school, you have a school counselor who will meet with you every year in a CCR-Plan meeting to review graduation requirements and discuss future plans for college and career. You will also get support from your school GEAR UP Coordinator who organizes college and career events and activities. As you begin planning, list primary contact information for people who will be the most help in getting you ready for your future plans below.

ROLE	NAME	CONTACT
High School Counselor		Ph: Email:
GEAR UP Site Coordinator		Ph: Email:
Coach/Adult Mentor		Ph: Email:
Military Recruiter		Ph: Email:
Supportive Classroom Teacher		Ph: Email:
Utah College Advisor		Ph: Email:

Congratulations – You’re a Junior!

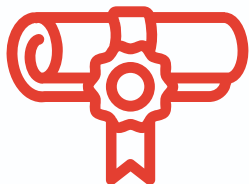
Stuck midway between the fear of the first year of high school and the excitement of the senior year, the junior year of high school doesn’t usually get the respect it deserves. In terms of your future plans, however, it’s one of the most important years. During your junior year you’ll make critical decisions about your future—decisions that could affect the rest of your life. This guide is here to provide you with the tools to make the best decisions for you. You can:

- Enroll in an AP concurrent enrollment class
- Participate in an apprenticeship with tuition reimbursement
- Obtain a certificate or license from a Utah technical college or apprenticeship
- Obtain an associate degree or certificate at a community college
- Enroll in a community college first, and then transfer to a university after two or three years to earn a bachelor’s degree
- Attend a four-year college or university to earn a bachelor’s degree
- Enlist in the military, or
- Immediately enter the workforce

In this guide, you’ll find resources and information on everything from financing your college education to writing a resume. You’ll also find helpful information about college, scholarship, job searches, and pages for recording important information you’ll need to access regularly throughout the year.

DON’T FORGET...

Your site coordinator or counselor is available throughout the year to help you through every step and answer questions.



TO HELP WITH COLLEGE AND CAREER PLANNING, THIS GUIDE HAS AREAS IN WHICH TO RECORD PERSONAL INFORMATION. IF YOU WILL BE CARRYING THE GUIDE FROM PLACE TO PLACE, OR ARE AT RISK OF LOSING IT, PLEASE DO NOT WRITE YOUR PERSONAL INFORMATION IN THIS GUIDE

High School Diploma

Provides foundational skills for success in life, college, and the workplace.

Examples:

- High school Career and Technical Education
- College-prep classes
- Work-based learning

1

Certificates and other Credentials

1 year or more
(depending on program)

Provides preparation for specific jobs and careers. Programs can typically be completed in a few weeks to a little over a year of full-time attendance. Many certificates build into and count toward associate degrees.

Examples:

- Certificates of Proficiency
- Certificates of Completion
- Apprenticeships
- Licenses
- Professional Certifications

2

Associate Degrees

2 years

Provides preparation for employment or a bachelor's degree. Programs can typically be completed in two years of full-time attendance.

Examples:

- Associate of Applied Science
- Associate of Science
- Associate of Arts

4

Bachelor's Degrees

4 years

Provides a well-rounded education for success in a career or for graduate study. Programs can typically be completed in four years of full-time attendance.

Examples:

- Bachelor of Science
- Bachelor of Arts
- Bachelor of Applied Science
- Professional Bachelor's Degree

+

Graduate and Professional Degrees and Credentials

Typically 1–6 years
beyond a bachelor's degree

Provides advanced preparation in a variety of careers that require education beyond a bachelor's degree. Programs can typically be completed in one to six years of full-time attendance, depending on the field of study.

Examples:

- Master's degrees
- Doctoral degrees
- Graduate Certificates

*** There are two types of associate degrees:**

Associate of Applied Science

This degree provides basic preparation and related instruction for career development and entry into the job market, and in some cases for bachelor's degrees.

Associate of Science and Associate of Arts

This degree provides the first two years of a bachelor's degree and can be earned at a community college and then transferred to a university.

What college
is right for
you?

DR EA M

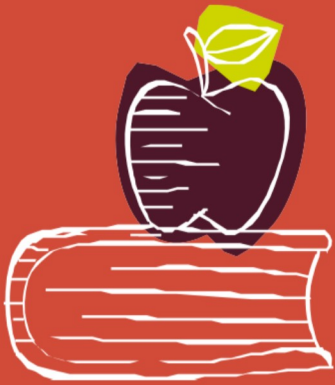
What is your
dream job?

Find out what interests you most by
taking the Interest Profiler
Assessment through the [Keys to
Success app](#).

GR AD UA TE

What kind of
certificate or degree
will get you to your
dream job?

Visit [UtahMajors.org](#) to figure out which
colleges offer the program to get you
where you want to go.



CA MP US

What type of college
campus is best for you?

- Close to home or far away
- Big city or small town
- Small college or large university
- Live in the dorms or off campus

The best way to know if a college campus is right
for you is to visit colleges you're interested in. Use
the college directory information at [ktsutah.org/](#)
resources to find how to schedule a tour.

AD VI CE

What advice does
your family,
friends, and
community have
for you about
college?



Table of Contents

Section 1 Staying on Track

- 9 Begin with a Plan
- 12 UT High School Graduation Requirements Checklist
- 14 Earn College Credit While in High School
- 15 Work Values Inventory
- 16 Career Interest Inventory
- 17 UT Career Forecast

Section 2 College Knowledge

- 20 Why go to College?
- 22 College Lingo
- 24 Types of Colleges
- 25 Utah Colleges
- 29 What is the Best Fit for Me?
- 31 College Entrance Exams
- 32 College Fair Kit
- 33 Campus Visits
- 34 College Applications
- 36 Collecting Personal Information
- 39 Personal Statements & College Essays
- 41 Letters of Recommendation
- 43 Undocumented Students

Section 3 Paying for College

- 46 Paying for College
- 49 Federal Student Aid
- 52 Utah Financial Aid
- 53 Student Loans and Scholarship



Section 4

Enlisting in the Military

- 58 General Information
- 59 ROTC Programs

Section 5

Joining the Workforce

- 62 Joining the Workforce
- 63 Creating a Resume
- 64 Creating A Cover Letter

Section 6

What's Next?

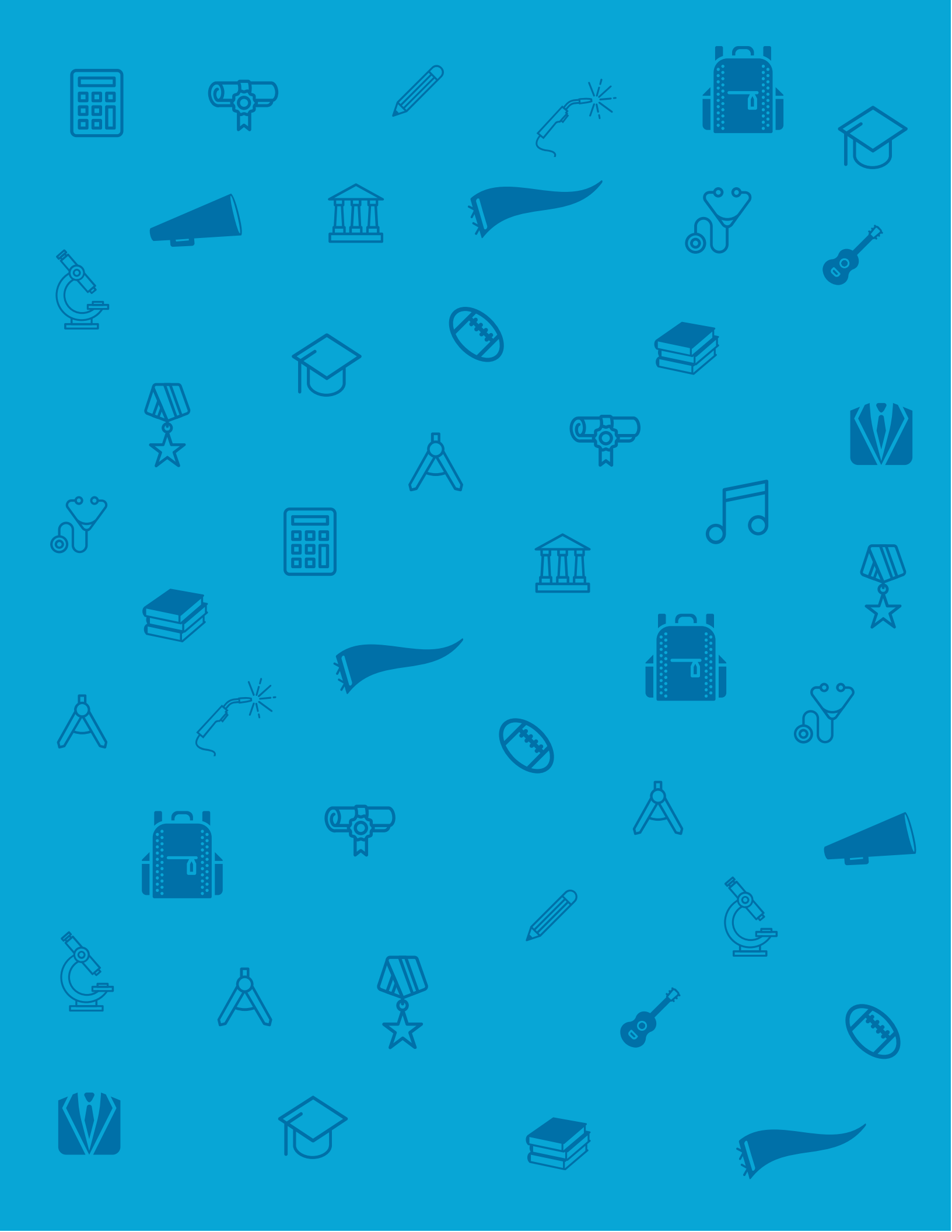
- 67 11th Grade Milestone Checklist
- 68 Planning for Senior Year



SECTION 1



STAYING ON TRACK



Staying on Track

Wherever you plan to go after high school graduation – whether you're headed to college, the workforce, or the military – staying on track to earn your high school diploma and knowing the next steps for your chosen path is extremely important. In this section, you will find checklists that will help you stay organized and on track to reach your goals after graduation.

THERE ARE AS MANY MYTHS ABOUT COLLEGE AS THERE ARE COLLEGES. LOOK FOR THESE "COLLEGE MYTHS" THROUGHOUT THIS GUIDE TO LEARN THE REAL STORY.



MYTH:

Only your senior grades matter.

REALITY:

While all the years of high school are important, junior year may be the most important. This is the last full year of grades colleges will see before making a decision on your admission. You may also be taking tougher courses this year and moving into leadership roles in extracurricular clubs and organizations.

You definitely don't want to slack off this year. In fact, you should push yourself even harder!



11TH GRADE



For more information, visit ktsutah.org/resources

Focus on your classes.

- ☐ Sign up for classes that stretch your mind, like Honors classes and classes that can earn you college credit, such as Advanced Placement (AP), International Baccalaureate (IB), and Concurrent Enrollment (CE). Talk to your school counselor for more information.
- ☐ Verify with your counselor that you are taking classes that will help you succeed in college.

Align your CTE pathway with your college plans.

- ☐ See how your high school CTE classes could apply to college-level CTE career pathways. Visit with a technical college adviser to enroll in a certificate program and track your progress towards graduating with a certificate while in high school.
- ☐ Take classes at your local technical college that will build employable skills and count toward a certificate. **Remember these programs are tuition free to high school students.**

Think about what math class you'll take your senior year.

- ☐ Meet with your counselor to make sure you pick the right math class for your future. It's best to complete your college math requirements through Concurrent Enrollment while still in high school.
- ☐ Work hard in your math classes to prepare for college.

Take the ACT.

- ☐ Take the ACT in the spring. Get free ACT test preparation materials at ktsutah.org or download the free ACT app to get daily ACT test prep questions. A good ACT score can help you earn scholarship money for college and determine your acceptance into some colleges.
- ☐ Research your college of interest to check if they require the ACT. Some colleges may be test optional.

Learn about the many ways to pay for college.

- ☐ Forecast how much financial aid you could qualify for by using the Federal Student Aid Estimator at studentaid.gov.



Consider your college options.

- ☐ Make a list of your top college choices. If you're thinking about going to college in Utah, check out the information on Utah colleges starting on pages 25-28 to learn more.
- ☐ Create a Keys to Success login at ktsutah.org to explore your two-year, four-year and technical college options.

Get organized for your final year.

- ☐ Some colleges (and scholarships) require one or more letters of recommendation. Decide which teachers might be willing to write letters of recommendation next year and ask them in advance.
- ☐ Get a job over the summer, preferably related to your education and career goals, to set aside money for college and gain valuable experience you can add to your resume.

Research possible careers.

- ☐ Review your career interest profiles on the Interests Profiler or take them again at ktsutah.org.
- ☐ Job shadow at a business/organization that interests you, and ask about internship opportunities.
- ☐ Talk to professionals currently working in your area of interest. Ask your school counselor or parents/guardians to help you find them.

Keep applying for scholarships.

- ☐ Learn about scholarships offered by the State of Utah on ktsutah.org.
- ☐ Apply for as many scholarships as you can. See if your high school has a scholarship coordinator to help you find scholarships and look on ktsutah.org.

Where do I start?

Think about the courses you have already taken or will take in the future. You may need to refer to your school or district's website to find your required courses for graduation. Write in the courses you have completed or those in which you are currently enrolled.

Are you on track to graduate?

UTAH HIGH SCHOOL GRAUDATION REQUIREMENTS				
Subject	Total Credits Required	Course Names	Year Taken	Grade
English/Language Arts	___ Credits			
Math	___ Credits			
Science	___ Credits			
Social Studies	___ Credits			
Career and Technical Education (CTE)	___ Credits			
Digital Studies	___ Credits			
Fine Arts (Art, Music, Dance, Drama)	___ Credits			
General Financial Literacy	___ Credits			
Health	___ Credits			
Physical Education (PE)	___ Credits			
Electives	___ Credits			
TOTAL	___ Credits			

OPTIONS FOR EARNING CREDIT AND RECOGNITION

School counselors have the most accurate information on approved options for earning credit toward high school graduation. As the graduation policy states, students of any age may earn credit toward high school graduation by any of the following methods:

IN PERSON OR ONLINE COURSES – NEIGHBORHOOD SCHOOL OR OTHER CAMPUS

Successful completion of high school credit courses **in person** or **online** at your home or neighborhood school or at another school or program campus, will help you earn required credits toward graduation. Courses must be taken through accredited schools or programs.



IN PERSON



ONLINE



NEIGHBORHOOD
SCHOOL



OTHER
SCHOOL
CAMPUS

CONCURRENT ENROLLMENT CLASSES

Concurrent Enrollment (CE) means students are enrolled in high school and college courses at the same time. CE courses are offered at all Granite School District high schools and at the GTI. Most of Granite School District CE courses are SLCC approved.

WHILE IN HIGH SCHOOL

Concurrent
Enrollment

General
Education and
Certificate
Programs

AFTER HIGH SCHOOL

Associate's
Degree

Bachelor's
Degree

DEMONSTRATED COMPETENCY ASSESSMENT (DCA)

Demonstrated Competency Assessment (DCA) gives students the opportunity to test out of a course to earn high school graduation credit. Students can take a DCA in an identified subject area and receive .5 or 1.0 credit with a P (pass) grade. DCAs are available to all secondary students. Tests are taken by appointment. Students and their parents should meet with a counselor to review previous coursework, standardized test scores or other relevant experience to decide if they are sufficiently prepared to be successful on a DCA.

(Students should exercise caution when using any test-for-credit type of program for acceleration, enrichment or make-up credit. Some college and scholarship programs do not recognize test-for-credit courses in their qualification criteria e.g. NCAA.)

EARN COLLEGE CREDIT WHILE IN HIGH SCHOOL

There are four ways to earn college credit in high school. This is a great way to get a head start on your college education, plus it'll save you time and money. Talk with your counselor to see which classes your high school offers.

When earning college credit in high school, talk with your counselor to make sure you're earning credit that counts for either general education or toward your certificate or program at the college you plan to attend.

	What is it?	Where is it available?	College credit earned through:	Cost: <i>*based on costs for the 2020-2021 school year; costs may vary by high school</i>	What college credit will I earn?
TECHNICAL EDUCATION (TE)	Students enroll in the local tech college during high school, or receive credit towards a certificate for transfer courses.	Available for most high schools, usually at local technical college.	Passing the class	Tuition free Course fees are applicable Possible book and material costs	Classes count towards the technical college program's certificate. Some certificates transfer to degree-granting institutions.
CONCURRENT ENROLLMENT (CE)	CE classes earn high school and college credit at the same time.	Available at most Utah high schools	Passing the class	\$15-20 per class (\$5 per credit) One-time application fee (varies by college) Possible book costs	Many CE classes fulfill general education requirements. CE also offers intro classes in college-level career and technical education.
ADVANCED PLACEMENT (AP)	AP classes are writing – and research – intensive and emphasize study and test-taking skills.	Available at most Utah high schools	Exam score	\$96 per exam Possible book costs	Varies with each college – check with your college's academic advisor
INTERNATIONAL BACCALAUREATE (IB)	IB classes are writing- and research- intensive. IB students also perform community service and write an extended essay.	Only offered at certain Utah high schools	Exam score	\$119 per exam Possible book costs	Varies with each college— check with your college's academic adviser

Your Work Values Profile

Values are your beliefs about what is important or desirable. When your values line up with how you live and work, you tend to feel more satisfied and confident. Review the “*Always Important*” values and choose your top five values. Write the values down on the lines below with the most important value first. Check the line which indicates the section the value is from.

My Top 5 Always Important Values

	1	2	3	4	5
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

Matching My Talents To My Values Profile

Go to your YouScience Talent Profile and identify the top four careers you are interested in. Identify the work values that align to these careers.

My Top 4 Career Choices

- _____
- _____
- _____
- _____

Values That Align to My Career Choices

- _____
- _____
- _____
- _____

Based on the list above, which careers do you want to focus on during your 11th and 12th grade years.

Preparing For Careers That Match My Talents and Values

You can prepare for a future career by participating in a career pathway. Career pathways help to provide a smooth transition to postsecondary opportunities and/or good paying jobs when you graduate. They help you focus on the courses you should take and the preparation needed for entry into a career with high pay, potential for growth, increased responsibility, and personal satisfaction.

Go to: <https://www.schools.utah.gov/file/02289567-610b-4c90-9d7e-617d1820f23a> to identify career pathways that match the career choices listed above. Write down the courses in that pathway you need to take to become a concentrator and/or a completer in the pathway. These may include courses you have already taken.

Concentration = 1 credit – you must take the concentration course plus one other course.

Completion = 3 credits – this includes a concentrator course and enough other courses to equal the 3 credits.

Pathway(s)

- _____
- _____

Courses I Need to Take

- _____
- _____

Research the Right Career for You

Do What You Love

When you think about what job or career you might like, titles like teacher, lawyer, professional basketball player, doctor, or veterinarian might come to mind. But there are literally THOUSANDS of careers, and many (perhaps most) you haven't yet explored. So how can you figure out what might be the best career for you if you haven't even heard of it?

First, complete one or more of the inventories below:

Career Interest Inventory Tool		Explanation
 Keys for Success ktsutah.org		Providing students with an accessible tool, Keys to Success enables users to discover, connect to, and endeavor to achieve future possibilities.
 YouScience Youscience.com/login (You will need an access code from you counselor to login)		YouScience is the science of YOU – how your mind is wired, what makes you tick, the skills and knowledge that set you apart. You have talent and there's a path that's right for you – here's how we help you discover it.
 Road Trip Nation My Road Map https://roadtripnation.com/roadmap		What are the most important elements to you in your planning for the future? Arts, creativity, active sports? Place these desires alongside a database of 1,000 professionals and hear how their stories and journeys to a career began.
 Color Personality Profile https://profile.keirsey.com/#/b2c/assessment/start		Which color are you? Are you quiet and reserved in a group project, or are you the center of attention at everyone's part? Which color you are could impact the careers that bring you the most personal fulfillment and job satisfaction.

Next, research the jobs, careers, or career pathways the inventory suggested for you. **Ask your teacher or school counselor for help, or go online to:**



1. <http://www.onetonline.org>: O*NET Online has detailed descriptions of the world of work for use by job seekers, workforce development and HR professional, students, developers, researchers and more!



2. bigfuture.collegeboard.org: Explore over 900 careers. Find out what they pay, if they're hiring, what the work is like, and the education and skills you need to succeed.

Utah Career Forecast

There are lots of jobs and careers out there. Every great college experience is about preparing you for a successful career. Many colleges prepare you for the careers of your own choosing, while others prepare you for the jobs most in demand in your community. Check out this table of some of the top high-demand occupations in our community. Do any of these jobs sound interesting to you? Which ones require a college degree or credential?

Utah - Occupations with High Employer Demand and High Entry Level Earnings

Occupation	Star	Median Hourly Wage	Entry Level Education
Chief Executives	5	\$71.20	Bachelor's degree or higher
Civil Engineers	5	\$36.80	Bachelor's degree or higher
Computer and Information Systems Managers	5	\$55.40	Bachelor's degree or higher
Computer Programmers	5	\$37.30	Bachelor's degree or higher
Computer Systems Analysts	5	\$36.40	Bachelor's degree or higher
Construction Managers	5	\$36.20	Bachelor's degree or higher
Financial Managers	5	\$48.40	Bachelor's degree or higher
General and Operations Managers	5	\$33.20	Bachelor's degree or higher
Postsecondary Health Special Teachers	5	NA	Bachelor's degree or higher
Lawyers	5	\$45.70	Bachelor's degree or higher
Management Analysts	5	\$45.40	Bachelor's degree or higher
Medical and Health Services Managers	5	\$37.30	Bachelor's degree or higher
Sales Managers	5	\$48.40	Bachelor's degree or higher
Sales representatives, Technical and Scientific Products	5	\$37.90	Bachelor's degree or higher
Securities, Commodities and Financial Services Sales Agents	5	\$26.40	Bachelor's degree or higher
Software Developers, Applications	5	\$45.40	Bachelor's degree or higher
Software Developers, Systems Software	5	\$48.60	Bachelor's degree or higher
Architectural and Civil Drafters	5	\$24.50	Associate degree or higher
Computer Network Support Specialists	5	\$26.70	Associate degree or higher
Dental Hygienists	5	\$34.50	Associate degree or higher
Electrical and Electronics Engineering Technicians	5	\$29.50	Associate degree or higher
Radiologic Technologists	5	\$26.70	Associate degree or higher
Web Developers	5	\$29.90	Associate degree or higher
Diagnostic Medical Sonographers	5	\$36.60	Associate degree or higher
Environmental Science and Protection Technicians	5	\$28.70	Associate degree or higher

MYTH: MONEY BUYS HAPPINESS

Students might believe that if they get a well-paying job, they will be happy. If they don't like the work, they can spend their non-work hours doing what they love.

REALITY:

Even the best paying jobs can be hard to bear if you don't enjoy what you're doing or if you're unhappy in the atmosphere where you spend eight hours a day. You do need enough money to pay the bills and have a lifestyle you enjoy, but a higher salary is not worth it if you wake up dreading your day and then spend eight hours being miserable.



SECTION 2



COLLEGE KNOWLEDGE

Why Go to College

As you now know, regardless of what career you are thinking about pursuing, you are going to need education or training beyond high school to get there. So what are some of the benefits of postsecondary education — beyond helping you to land your dream job?

Do Work You Enjoy

It's true — there are some jobs that require very little postsecondary education. With a high school diploma and a few days or weeks of on-the-job training you may be able to get a job, but it will probably not be one that you like for long and isn't likely to pay well. If you want work that is more diverse and pays more, it is almost a certainty you will need a postsecondary degree or certificate.

Live the Lifestyle You Want

When you started dreaming about your ideal future, you probably pictured a home, a car, money for health care costs, and time and money for leisure activities. This lifestyle is more likely to be achieved with greater education. Careers that require a postsecondary degree or certificate typically offer far greater benefits.

Earn More Money

A person who successfully completes a postsecondary degree generally earns more money than a person without a degree.

Make a Difference in the World

Postsecondary education exposes you to knowledge, world views, and ideas, and helps you develop the critical thinking and problem-solving skills that will position you to positively impact other people and the world around you in ways you can't even imagine. Think about the things you care about, whether it's the environment, children, the living conditions in third world countries, social justice, or health and safety. With the right postsecondary degree, you can make a huge difference!

Keep Your Job

In addition to earning more money and having paid benefits, people with postsecondary degrees are also less likely to be unemployed. That's because in tough economic times, employers want to keep their skilled, trained employees, so those without degrees and training are usually the first to be let go.

Personal Development

Besides the practical reasons for getting a college degree, also consider the personal growth you will likely achieve with higher education. Getting a college education requires you to overcome many challenges and obstacles, preparing you not only for the workplace but for the rest of your adult life.

You will also learn other skills like time management, organization, and multitasking. You will show your ability to organize and manage your time effectively and efficiently to accomplish all your work.

Activity

Which of the benefits above is most important to you? Why?

EDUCATION AND TRAINING - YOUR BEST INVESTMENT

Your college education and training will be the best investment you will ever make. People with the most education and training usually make the highest wages and have more opportunity for job advancement particularly if they study math and science. A positive future awaits those who plan for education and training after high school graduation.

TOP 5 REASONS TO GO TO COLLEGE

1. **A better paying job**

On average college graduates earn as much as 65% more than high school graduates. Most students want the best paying job they can get.

2. **A more secure future**

Statistics show that people with higher levels of education and advanced training tend to have better job security and stay ahead of unemployment curves.

3. **Respect**

Going to college and earning a certificate, a diploma, or a degree will help you feel better about yourself and help you gain more responsibility and get promotions at work.

4. **More choices**

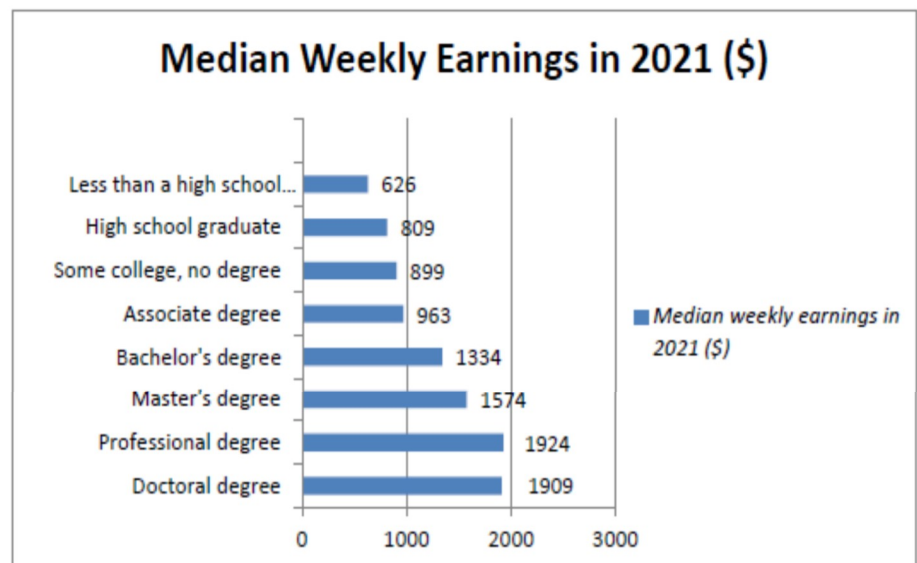
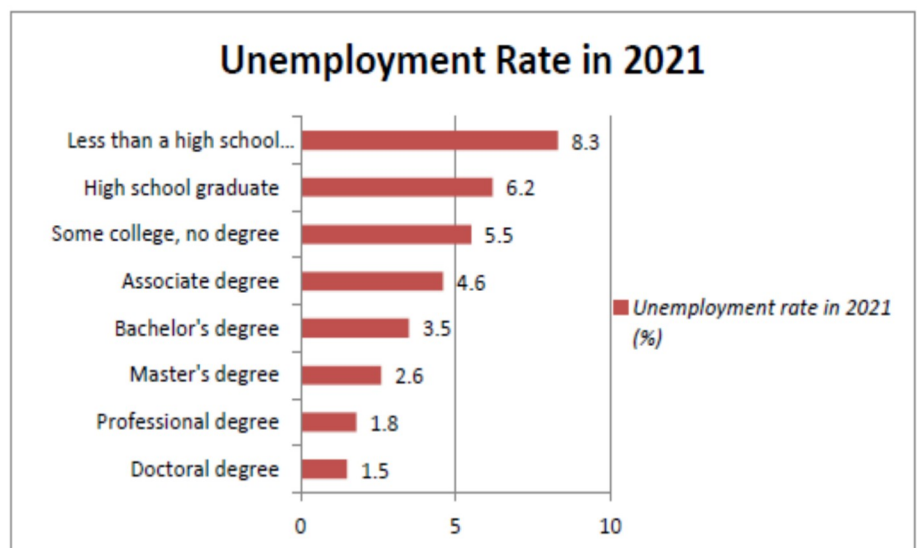
Most jobs today require specialized training that you can only get in college. That means you will need 1, 2, 4, or more years of education and training after high school to be prepared for jobs in your future.

5. **Be the first!**

Are you hesitant because no one in your family has attended college? Start a tradition! Education and training in college can have a positive impact on you and your entire family.

Education Pays

Source: U. S. Bureau of Labor Statistics, Current Population Survey



College Lingo

Normally, we put the glossary at the end of a book, however, there are a lot of acronyms and confusing terms on the road to college. We thought it best to introduce you to the college lingo at the beginning of your college search. Here are a few terms you may have heard but aren't quite sure what they mean. If there's a term you don't see listed here, check with your counselor or GEAR UP coordinator for assistance.

ACT/SAT: Standardized college entrance exams. Many colleges and universities ask for ACT or SAT scores as part of the application process. ACT stands for American College Testing. SAT stands for Scholastic Assessment Test.

Advisor: A college staff member or professor who helps a student plan and complete a course of study at a college or university.

Application: A form that must be filled out to be considered for entry into a university, community college, or technical school; to be considered for a scholarship or grant; and, in many cases, to be considered for a job.

Associate Degree: A degree granted after successful completion of a course of study requiring approximately 60 credits, typically by a community or junior college. Full-time community college students taking 15 credits per semester can generally finish an associate degree in two years (also known as AA, AS, or AAS degree, short for Associate of Arts, Associate of Science, and Associate of Applied Science.)

ASVAB: A test to determine qualification for enlistment in the U.S. Armed Forces. It stands for Armed Services Vocational Aptitude Battery.

Award Letter: Notice from a school of the amount and type of financial aid that the school is willing and able to provide a student.

Bachelor's Degree: A degree earned for a course of study that normally requires 120 to 130 credits, involving specific classes related to the student's major. Full-time students ideally complete a bachelor's degree in four years, although changing majors, transferring institutions, taking fewer than 15 credit hours per semester, and/or taking courses that don't count toward one's declared major can make it take longer (also known as BA or BS, short for Bachelor of Arts and Bachelor of Science.)

Certificate: An official document attesting to a particular fact or accomplishment. In the postsecondary realm, students complete a series of specified courses, and sometimes an internship, and typically pass a test to obtain certificates in specific trades or areas of expertise required to work in those fields. Examples include welding, medical technology, auto mechanics, massage therapy, and court stenography.

Community College: A public postsecondary institution (Salt Lake Community College) that offers courses to residents in the surrounding area. Students may attend community colleges to obtain associate degrees or technical certificates, or may take courses there toward a bachelor's degree before transferring to a four-year university. Students can also take courses to enhance their skills in an area, or just for fun.

Cost of Attendance (COA): The total cost of going to college, including tuition, fees, room and board, books, transportation, and personal expenses.

Deferred Action for Childhood Arrivals (DACA) Program: This policy allows young children (under the age of 16) who came to the United States without documentation, and have been educated by U.S. school systems, the opportunity to remain in the U.S. by following specific guidelines.

Early Action: When a student applies for admission to a college by an early deadline (before the regular admission deadline) and receives notice of acceptance, denial, or deferment, with no obligation to the university to enroll.

Early Decision: When a student applies for admission to a college by an early deadline (before the regular admission deadline), with the understanding that if accepted, the student must enroll in that school. Students should apply for early decision only to their first choice school.

Fee Waiver: Permission to not pay a fee, based on meeting some requirement or condition. In the postsecondary realm, waivers of college application fees and ACT or SAT fees are often available for students based on financial need.

Full-Time Student: A student who enrolls in at least 12 credit hours or courses.

Grade Point Average (GPA): The average of all of the course grades you have received in high school, or in college, on a four-point scale.

Ivy League: A group of long-established colleges and universities in the eastern U.S. having high academic and social prestige. It includes Harvard, Yale, Princeton, Columbia, Dartmouth, Cornell, Brown, and the University of Pennsylvania.

Letters of Recommendation: Letters of endorsement (often from high school teachers/staff written on a student's behalf during the college and/or job application process).

Major: A concentration of study focused on a discipline, which requires completion of specific courses.

Minor: A college or university student's declared secondary academic discipline during their undergraduate studies.

Orientation: A meeting/event many colleges offer (hour-long or days-long where incoming students and parents/guardians receive information about registering for classes, meet their advisor, and learn about school resources and policies).

Placement Test: Colleges and universities may require students to take tests to determine the appropriate level of college math and/or English needed.

Postsecondary Education: The broadest term to describe any education beyond high school, including community college, university, technical college, etc.

Residence Hall: A building primarily providing living/sleeping quarters for large numbers of students. Also known as a dorm or dormitory and often referred to as "on-campus housing."

Resident: A student who lives in and meets the residency requirements for the state where a public university is located. Tuition at public universities often is more expensive for non-residents.

Resume: A brief account of a person's education, qualifications, and previous work experience, typically sent with a job application.

ROTC: Programs to train college students to become officers in the U.S. Armed Forces. ROTC stands for Reserve Officer Training Corps.

Room & Board: The cost of a room in a residence hall and a dining hall meal plan at a college or university.

Summer Bridge Programs: Programs offered by many universities and some community colleges, which occur in the summer between high school graduation and fall transition to college. They offer students accelerated, focused learning opportunities that can help better prepare them to succeed in college.

Technical College: A general term used for a college that provides mostly employment-preparation skills for trained labor, such as welding and culinary arts. These programs generally take no more than two years to complete. Bridgerland Tech, Tooele Tech and Mountainland Tech are examples of this kind of school.

Transcript: An official academic record from a specific school which lists when you attended, the courses you have completed, grades, and sometimes test scores. Universities, colleges, and technical schools usually require high school transcripts be submitted as part of the application process.

Tuition: The amount of money charged for instruction/classes at postsecondary institutions (see also cost of attendance.)

Undeclared/Undecided: A term used to describe a student who has not yet selected a major at a college or university. Colleges typically ask students to pick their major by the end of their sophomore year.

University: A postsecondary college/university that offers undergraduate (bachelors) degrees. Many four-year institutions also offer graduate (master's) degrees.

TYPES OF COLLEGES

In Utah, different colleges serve different purposes. Depending on your future career plans, some colleges may be a better fit than others for you.

Technical colleges

Technical colleges offer shorter certificate programs designed to qualify students to work in a variety of occupational fields. If you're looking to quickly start a job in a competitive and in-demand industry or skilled trade, a technical college may be the right fit for you. A technical college may be a separate institution or may be part of a larger community college or university. In addition, many programs offered at technical college transfer into associate degrees, saving you time and money.

Community colleges

Community colleges offer certificates and associate degrees at a lower cost than universities. They often have smaller class sizes as well. Community colleges offer job training programs that can get you quickly into the workforce, and general education and major courses that you can later transfer to a university for your bachelor's degree.

Regional universities

Regional universities offer associate, bachelor's, and master's degrees. Some regional universities offer career and technical education programs such as certificates and applied associate degrees as well.

Research universities

The primary mission of private and state research universities is to generate research and produce graduate students. While they still offer the same programs many other types of universities and colleges do, their ultimate goal as an institution is to research specialized fields and offer graduate degrees, like master's and doctorate degrees.

★ Public versus Private colleges

Public colleges and universities are owned and supported by the State of Utah. Private, not-for-profit colleges and universities are not owned by the state but are regionally accredited. **For-profit schools may charge more in tuition, offer fewer degree programs, and are sometimes unaccredited, meaning they are not approved by a national or regional accrediting association.** Making sure a school is accredited and that credits may be transferred to other institutions is another way students can make sure they are getting an education worth their money and a credential that will attract potential employers.

Quick tip: all of the colleges and universities included by name in this guide are accredited and not-for-profit.

UTAH COLLEGES AND UNIVERSITIES



From technical and community colleges to research universities, there's a college in Utah that's right for you. Think about what you want out of your college experience, and find out which college offers the programs you're interested in.



Bridgerland Technical College
Logan/Brigham City

btech.edu
435-753-6780



Utah Tech University
formerly Dixie State University
St. George

dixie.edu
435-652-7500



Brigham Young University
Provo

byu.edu
801-422-4636



Dixie Technical College
St. George

dixietech.edu
435-674-8400



Davis Technical College
Kaysville

davistech.edu
801-593-2500



Ensign College
Salt Lake City

ensign.edu
801-524-8100



Mountainland Technical College
Lehi/Orem/Spanish Fork

mtec.edu
801-753-6282



Uintah Basin Technical College
Roosevelt/Vernal

ubtech.edu
435-722-6900



Ogden-Weber Technical College
Ogden/Weber

otech.edu
801-627-8300



Utah State University
Logan

usu.edu
435-797-1000



Salt Lake Community College
Salt Lake City

slcc.edu
801-957-7522



University of Utah
Salt Lake City

utah.edu
801-581-7200



Snow College
Ephraim

snow.edu
435-283-7000



Utah Valley University
Orem

uvu.edu
801-863-8888



Southwest Technical College
Cedar City/Kanab

stech.edu
435-586-2899



Weber State University
Ogden

weber.edu
801-626-6000



Southern Utah University
Cedar City

suu.edu
435-586-7700



Westminster College
Salt Lake City

westminstercollege.edu
801-484-7651

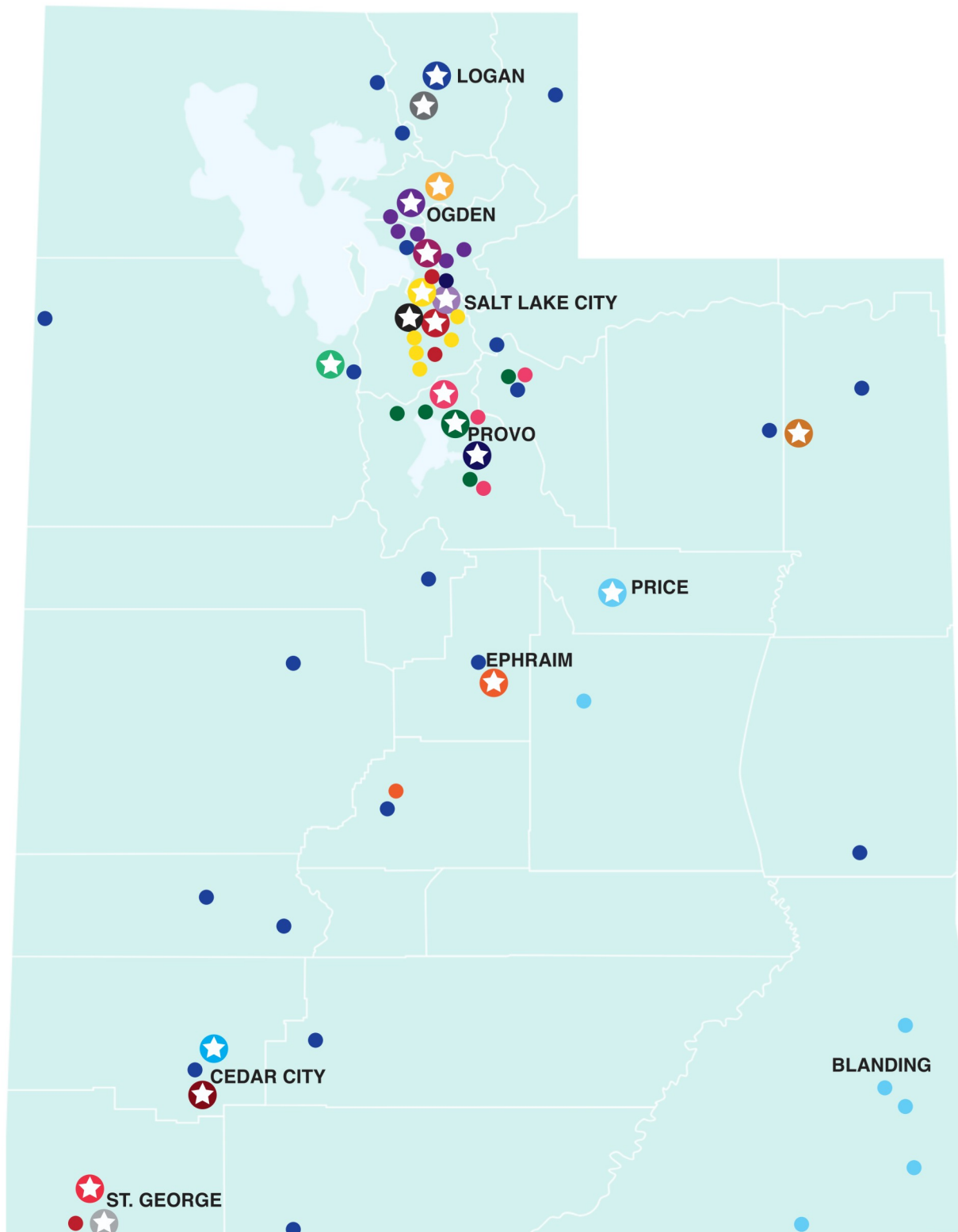


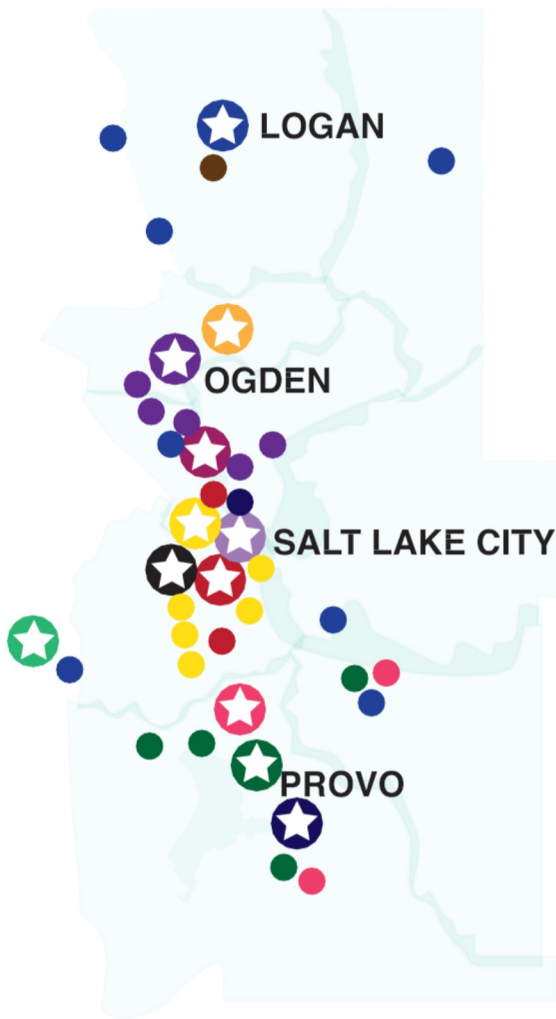
Tooele Technical College
Tooele

tooeletech.edu
435-248-1800

COLLEGES IN UTAH

No matter where you are in Utah, there's a college nearby.





Main campus

Regional campuses and sites

PUBLIC COLLEGES

Bridgerland Tech College · Logan
Davis Tech College · Kaysville
Utah Tech University · St. George
Dixie Tech College · St. George
Mountainland Tech College · Lehi
Ogden-Weber Tech College · Ogden
Salt Lake Community College · Salt Lake City
Snow College · Ephraim
Southern Utah University · Cedar City
Southwest Tech College · Cedar City
Tooele Tech College · Tooele
Uintah Basin Tech College · Roosevelt & Vernal
University of Utah · Salt Lake City
USU Eastern · Price & Blanding
Utah State University · Logan
Utah Valley University · Orem
Weber State University · Ogden

PRIVATE COLLEGES

Ensign College · Salt Lake City
Westminster College · Salt Lake City
Brigham Young University · Provo

What is the Best Fit for Me?

Deciding which college to attend can be a challenge – there are so many factors to consider!

Decide what is most important to you in a college experience, along with your long-term goals and how college will play a part in achieving those goals. By visiting college websites, talking with current and former students, and reading online reviews, try to learn as much as possible about your potential school.

Below are some things you might want to consider as you research. **Circle the ones that are most important to you.**

TYPE OF SCHOOL • Two-year or four-year • Public or private • University/research institution or liberal arts college • Religious or secular ☐	STUDENT LIFE • On and off campus activities • Athletics • Greek life • Student organizations • Safety • Student body diversity ☐	LOCATION • Urban or rural • Size of nearest city • Distance from home • Geographic setting and weather ☐
AFFORDABILITY • Cost of Attendance, COA (tuition, fees, transportation, housing) • Scholarships • Campus employment ☐	ADMISSION REQUIREMENTS • Minimum GPA • Average test scores • Required high school courses • Likelihood of being accepted ☐	HOUSING • Residence halls • On/off campus housing • Meal plan • Parking for residents and for commuters ☐
ACADEMICS • Programs and majors offered • Student–faculty ratio • Accreditation ☐	SIZE • Physical enrollment • Average class size • Physical size of campus ☐	WHAT OTHER CRITERIA ARE IMPORTANT TO YOU?

College comparison worksheet

Use this worksheet to compare colleges you'd like to go to. Search online, get a Facts at a Glance booklet from your counselor or on ktsutah.org/resources, or use the Utah colleges information starting on pages 25-28 in this guide to help you.

College							
Majors the college offers I'm interested in							
Special programs I'm interested in							
Tuition							
Fees							
Housing or commuting costs							
Total costs per year (add tuition, fees, housing, commuting, and \$1000-1500 for books)							
Special admissions requirements							
GPA and ACT requirements for academic scholarships							
Application fee							
Application deadline							
Notes							

College Entrance Exams

Most colleges require that you complete some type of college entrance exam in order to be admitted. Pre-tests allow you to become familiar with these tests before you have to sit for the real thing. Below are descriptions of some of the tests you may be asked to complete.

The **PSAT** (Preliminary SAT), also known as the PSAT/NMSQT® (National Merit Scholarship Qualifying Test), is a practice version of the SAT exam. You can only take the PSAT once per year, and some students take the test in both 10th and 11th grade. If you earn a high score on the PSAT your junior year, you could qualify to receive a National Merit Scholarship; \$180 million dollars in merit scholarships are awarded to students each year. The PSAT is 2 hours and 45 minutes long and tests your skills in Reading, Writing, and Math. Unlike the SAT, the highest score possible on the PSAT is 1520. Check with your school counselor to see if the PSAT is offered at your school and what the cost would be (fee waivers might be available).

The **ACT** and **SAT** are college admissions tests. Many colleges and programs use ACT or SAT scores in their admission decisions, although some do not, and some specifically require one test or the other. So check the requirements for the colleges in which you're interested. Universities also often use your ACT or SAT score in specific subject areas to determine freshman year course placement, particularly for math.

SAT	vs.	ACT
SCORES		
The SAT is scored on a scale of 400 –1600.		The ACT is scored on a scale of 1 – 36.
QUESTIONS		
SAT questions require more time to understand and answer.		ACT questions tend to be more straightforward.
READING		
The SAT has five reading passages.		The ACT has four reading passages.
SCIENCE		
There is no science test on the SAT.		The ACT has a science section that tests your critical thinking skills.
MATH		
Both tests now have the SAME advanced math concepts: arithmetic, algebra I & II, geometry, and trigonometry.		
TOOLS		
Some SAT math questions don't allow you to use a calculator.		You may use a calculator for ALL math questions on the ACT.
ESSAY (OPTIONAL)		
The SAT essay section is more comprehension-focused. You have 50 minutes to complete it.		The ACT wants to see how well you can evaluate and analyze complex issues. You have 40 minutes to complete it.
FREE STUDY RESOURCES		
khanacademy.org/sat ; collegeboard.org , Test Prep Review		actacademy.act.org ; Number2.com ; ACT prep class during the school day; and ACT boot camps held periodically throughout the year; SMOOP

Make a plan and set a goal.

Go to [ACTStudent.org](https://actstudent.org) to learn about the upcoming ACT national test dates and the costs. Visit <https://collegereadiness.collegeboard.org/sat/> register to learn more about the SAT national test dates. Also learn about the free state ACT test given at your school in the spring then fill in the chart below, write in the date(s) you have chosen and make a plan.

TEST DATE	REGISTRATION DEADLINE	MY TARGET SCORE IS...

College Fair Tips

College fairs are events that bring admissions representatives from all Utah colleges and universities to high schools, convention centers, and community spaces to meet with and answer questions from students and parents.

Before the Fair

Ask yourself the following questions:

1. Do I want to attend a large, medium, or small school?
2. What major do I wish to study?
3. Do I want to attend an urban, suburban, or rural school?
4. Do I want to attend a two-year, four-year, or religiously-affiliated school?
5. Do I want to participate in athletics, clubs, fraternities, sororities, or special programs such as study abroad?

Research colleges attending the fair to determine if they meet your search criteria.

Helpful Questions to Ask Colleges During A College Fair

Admission representatives attend college fairs to help you with any questions you may have about their school to see if it is the right college fit for you. Here are a few sample questions to help you uncover key information. Remember to ask anything specific to your needs and interests and prioritize your questions in order of importance.

1. What do students like most about your school? What is the biggest complaint from students?
2. What kinds of students are happiest at your school?
3. Where do students hang out on campus? Do students mostly live on or off campus?
4. What financial aid programs does your college offer?
5. What academic programs are the most popular at your college?
6. Do admission officers make decisions solely on numbers and stats, or do extracurricular activities truly matter at your school?
7. How would you describe the academic pressure and workload?
8. How does your career planning department compare to other colleges/universities?
9. What are the faculty like and how accessible are they outside of class?
10. Are there internships available specific to my major?
11. Is there job placement help for graduates?
12. Are you able to give me the names of a few students that I can talk to about their experience at your school?

At the Fair

Pick up a fair directory and bag for all of the materials you collect.

Visit schools that match or are the closest match to your search criteria. Be adventurous. Don't just talk to the well-known schools.

Ask the college representative to scan your barcode. This will allow the representative to follow up with you directly—and quickly.

Ask the same questions to each college representative you visit.

Take notes. Write down what you find most interesting about each college.

Attend an information session to learn more about the college search process, financial aid, and other topics.

After the Fair

Review college websites, catalogs, and viewbooks to gather more information to help narrow your choices.

Send a thank you note/email to the college representatives you met. This simple gesture can show admission officials you're serious about wanting to attend their college.

Source: *Nacacfairs.org*

Campus Visits

Visiting multiple schools will allow you to gain perspective on what kind of environment you are looking for. Can you picture yourself living there for the next four years? If not, maybe that isn't the right school for you. Visits also show the school that you are interested in them. That could be important when it comes time to decide admission at a selective school or award scholarships.

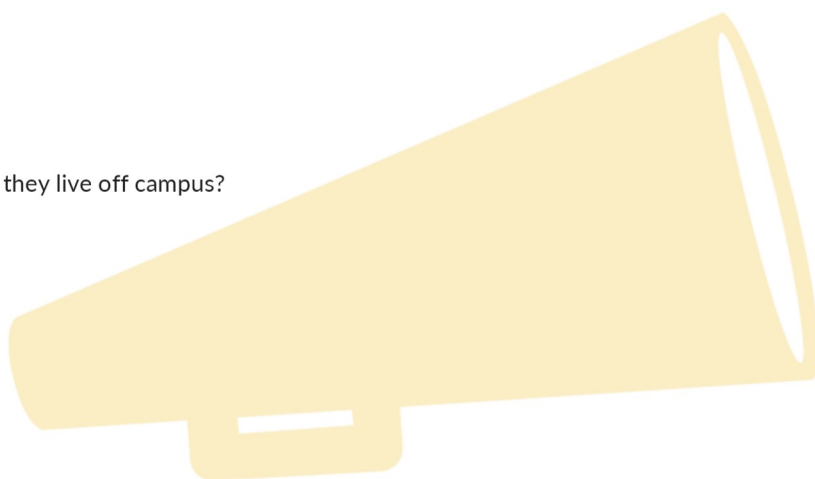
While on your campus visit, talk to as many people as you can and get a feel for the atmosphere. Don't pass up a chance to ask questions. Use this campus visit checklist to assist you during your campus tours. Remember, virtual campus tours are also available.

- Visit the school's website to learn how to set up a campus tour. Tours are usually scheduled throughout the day, so your family may wish to plan the day around the tour.
- Schedule interviews with campus officials in admission, academic advising, housing and in your field of study. Ask about the number of classes you should take each semester, meal plans, and parking.
- Read a school newspaper to get an idea of the campus culture. Drop in at the Student Life office to ask about student organizations and student activities.
- Grab any financial aid or application forms you may need. Ask about the school's scholarship and FAFSA deadlines.
- If possible, sit in on a class that interests you.
- Scan bulletin boards to see what activities are available. This is also a good way to get a feel for job opportunities in the area.
- Eat in the cafeteria or around campus to check out the dining options available to you.
- Visit at least one residence hall (dorm) if you plan to live on campus. Ask about dorm security practices and for a list of what you can and can't bring with you to the dorm.
- Talk with current students about campus life and ask questions. Ask someone in the health clinic about their hours and the services they provide.
- Talk to coaches or sponsors of activities that interest you.
- Visit the college bookstore to price new and used books.
- Stop by the library and ask about their checkout procedures.

Ask Questions

Questions to ask your tour guide or students you meet on college campuses:

- What are you studying?
- Can you tell me some ways that your professors have made the classroom experience exciting? Examples include guest lecturers, field trips, hands-on learning.
- Have you had an internship? Do you plan on having one or more? Are they easy to get?
- Do you interact with your professors?
- What is the social life like on campus?
- What do students usually do on weekends?
- How would you describe the student body?
- What are the Residence Halls like?
- Can students live on campus for 4 years? Can they live off campus?
- Can students have cars on campus?
- How is the food?
- Why did you choose this school?
- Are you happy here?



Applying to College

Here are answers to a few of the most commonly asked questions about applying to college:

When should I start?

The summer before your senior year is the best time to start. Most students do the majority of their application work in the fall of their senior year.

How do I begin?

Find out what goes into an application and begin collecting the materials you need. Create a folder for each college you are applying to. At the front of each folder, put a checklist of what you'll need for the application and when it's due.

How many colleges should I apply to?

To increase your chances of getting into a selective school—and to account for colleges you may not have considered before—we recommend a balanced list. A balanced list includes at least 3 reach colleges, 2 matches, and 1 safety school. They should all be colleges you'd be happy to attend.

What are reach, realistic, and safety schools?

- **Reach:** Your SAT or ACT score is lower than the average score range of last year's freshman class.
- **Realistic:** Your SAT or ACT score is solidly in the same score range as last year's freshman class.
- **Safety:** Your SAT or ACT score is higher than the average score range of last year's freshman class.

Should I apply early?

It depends. If you are sure about which college you want to attend, early decision or early action might be the best choice for you.

- *Early decision* is for students who only want to apply to their first-choice college. If you apply ED you enter a legally binding plan that means you must attend the school if you're accepted. You also have to withdraw any applications to other schools you applied to. You can only apply to one college early decision and must accept the financial aid package the college offers you. And you need to complete your application early—sometimes as early as November. Colleges often respond quickly to early decision applications, usually in December.
- *Early action* is when a student applies to college early and gets an early admission decision. If you apply early action you enter a non-binding plan that doesn't require you to attend if you're accepted. Often, you can apply early action to more than one school. If you're accepted early action, you can wait until spring to make your decision, which gives you more time to review other offers of admission and financial aid packages.

If you're not sure, keep in mind that some early application plans require you to commit early. You may want to keep your options open.

Should I use an online or a paper application?

Check with the college to see which is preferred. Most colleges prefer online applications because they are easier to review and process—some even offer a discount in the application fee if you apply online. Applying online can also be more convenient for you—it's easier to enter information and correct mistakes. Whichever method you choose, be sure to tell your school counselor where you have applied so your school transcript can be sent to the right colleges.

Should I send additional material?

It's best if you can express everything about your qualifications and qualities in the materials requested. Colleges spend a great deal of time creating their applications to make sure they get all the information they need about each applicant. If you feel it's absolutely necessary to send additional material, talk to your counselor about it. Some arts programs may require portfolios or videos of performances. Check with the college to find out the best way to submit examples of your work. Most colleges charge application fees. Ask your school counselor about possible fee waivers.

What are the Coalition, Common, and Universal College Applications?

These are examples of college application services that provide standardized applications which allow you to apply to multiple schools with a single application. Instead of filling out eight different applications, you can simply fill out one and submit it to each college.

The Coalition Application is accepted by more than 90 institutions.

The Common Application is a standardized application used by nearly 700 colleges. Each year, nearly a million students use the Common Application to submit over 4 million applications.

The Universal College Application is accepted by more than 30 colleges and universities. You can register as an applicant in order to start applying.

Be aware that you may need to submit additional or separate documents to some colleges. You also still need to pay individual application fees for each college.

Should I apply to colleges if my admission-test scores or grades are below their published ranges?

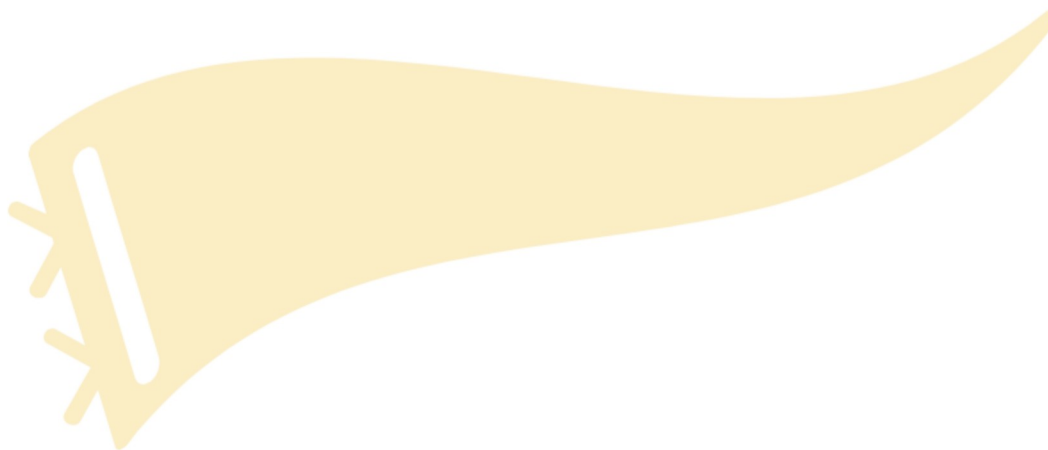
Yes. The admission scores and grades that colleges show on their websites are averages or ranges—not cutoffs. There are students at every college who scored lower (and higher) than the numbers shown.

Remember that colleges consider many factors to get a more complete picture of you. For example, they look at the types of classes you take, your activities, recommendation letters, your essay and your overall character. Colleges are looking for all kinds of students with different talents, abilities, and backgrounds. Admission test scores and grades are just two parts of that complete picture.

Should I even bother applying to colleges I don't think I can afford?

Absolutely. Remember that after financial aid packages are determined, most students will pay far less than the "sticker price" listed on the college website. You don't know if you can afford a college until after you apply and find out how much aid that college will offer you (if you're accepted). Fill out the FAFSA as early as possible after October 1 of your senior year to qualify for the most aid. Even if the aid package the college offers is not enough, you have options. Many colleges are willing to work with students they have chosen for admission to ensure that those students can afford to attend.

Source: bigfuture.collegeboard.org



Collecting Personal Information

Take a few minutes to fill out this form. Leave areas blank if they do not apply to you, then with your high school transcript in hand, you'll have everything you need to complete most college applications next year. You might need to work with your parent or family members to get all of the details. When it comes time to apply, many universities charge a fee –\$25 or \$50 application fees are common. If you are unable to pay the required fee, talk to the college's admissions office and your college/career counselor to ask about fee waivers.

CONTACT INFORMATION	
Full Name (first, middle, last)	
Street Address	
PO Box	
City, State, Zip Code	
Home Phone Number	
Mobile Phone Number	
Email Address (not your high school email address)	
Social Security Number	
Driver's License Number and Date Issued	
Date of Birth	
SCHOOL INFORMATION	
Name of Current High School	
Street Address, City, State, Zip Code	
Telephone Number	
Expected Graduation Date	
Name of Previous High School Attended	
Street Address, City, State, Zip Code	
Telephone Number	
Dates Attended	
COLLEGES ATTENDED/COLLEGE CREDITS EARNED	
(List any college from which you expect to receive credit - including dual enrollment or concurrent enrollment)	
College Name	
Street Address, City, State, Zip Code	
Dates Attended	
Course Name/Number of Credits	
Course Name/Number of Credits	
Potential College Major	

TESTING (ACT AND SAT)							
SAT TEST SCORE (IF APPLICABLE)							
Date (Month/Year)				Comp Score			
ACT TEST SCORE: 1ST ATTEMPT							
Date 1 (Month/Year)				Comp Score			
Subscore English		Subscore Math		Subscore Reading		Subscore Science	
ACT TEST SCORE: 2ND ATTEMPT							
Date 2 (Month/Year)				Comp Score			
Subscore English		Subscore Math		Subscore Reading		Subscore Science	
ACT TEST SCORE: 3RD ATTEMPT							
Date 3 (Month/Year)				Comp Score			
Subscore English		Subscore Math		Subscore Reading		Subscore Science	

ATHLETICS, CLUBS, AND ORGANIZATIONS				
LIST YOUR ROLE/POSITION EACH YEAR				
List Name of Club/ Sports Team	Freshman	Sophomore	Junior	Senior



HONORS & AWARDS		
NAME AND DATE OF AWARD	REASON FOR AWARD/HONOR	SPONSOR

COMMUNITY SERVICE			
NAME OF THE ORGANIZATION/CONTACT	DESCRIPTION OF VOLUNTEER SERVICE	NUMBER OF HOURS OF SERVICE	DATE(S) OF SERVICE

Family Information and Other Personal Information

Student's Status: ☐ US Citizen ☐ Permanent US Resident ☐ Refugee ☐ Asylee ☐ DACA

☐ Other: _____

State of Residence: _____

Have either of your parents earned a bachelor's degree or higher? ☒ Yes ☐ No

Are your parents affiliated with the U.S. military? ☒ Yes ☐ No

Emergency Contact

Name/Relationship: _____

Phone Number: _____

Address: _____



Writing a Personal Statement

Many college and scholarship applications require an essay or personal statement, but it can be hard to know where to start. Here are some do's and don'ts for writing a memorable personal statement:

Choose a topic that will highlight you

- **DON'T** focus on the great aspects of a particular college, the amount of dedication it takes to be a doctor, or the number of extracurricular activities you took part in during high school.
- **DO** share your personal story and thoughts. Take a creative approach and highlight areas that aren't covered in other parts of the application, like your high school records.
- **DON'T** try to cover too many topics. This will make the essay sound like a resume that doesn't provide any insight into your personality.
- **DO** focus on one aspect of yourself so the readers can learn more about who you are. Remember that the readers must be able to find your main idea and follow it from beginning to end. Ask a parent or teacher to read just your introduction and tell you what he or she thinks your essay is about.

Show, don't tell

- **DON'T** simply state a fact to get an idea across, such as "I like to surround myself with people with a variety of backgrounds and interests."
- **DO** include specific details, examples, and reasons to develop your ideas. For the example above, describe a situation when you were surrounded by various types of people. What were you doing? With whom did you talk? What did you take away from the experience?

Use your own voice

- **DON'T** rely on phrases or ideas that people have used many times before. These could include statements like, "There is so much suffering in the world that I feel I have to help people." Avoid overly formal or business-like language, and don't use unnecessary words.
- **DO** write in your own voice. For the above example, you could write about a real experience that made you feel you had to take action.
- **DON'T** plagiarize. Admissions officers will be able to tell.

Ask a teacher or parent to proofread

- **DON'T** turn your essay in without proofreading it, and don't rely only on your computer's spell check to catch mistakes. Even the best spell check programs aren't error free.
- **DO** ask a teacher or parent to proofread your essay to catch mistakes. You should also ask the person who proofreads your essay if the writing sounds like you.

Writing a Standout Essay

Scholarship applications often require applicants to write a short (one to two page) essay in response to specific prompts. Examples include the following:

- **If you had the authority to change your school in a positive way, what specific changes would you make?**
- **Describe how you have demonstrated leadership ability both in and out of school.**
- **Pick an experience from your own life and explain how it has influenced your development.**

The tips below can help you get started on a standout essay. Don't forget your English teacher is a great resource.

Introduction (first paragraph)

Tip: Provide an overview of what you are going to talk about in the essay; be sure it is responsive to the essay prompt. If the essay is about you, give a brief description of your experiences, aspirations, family background, etc. Touch on why you want the scholarship.

Body (paragraph two to three)

Tip: Go into more detail on one of the topics listed in the first paragraph. For example, elaborate on your previous experiences, family and financial situation, volunteer work, employment, academic career, future goals, college plans, etc.

Conclusion (last paragraph)

Tip: Close your essay with a wrap-up of why you should be considered for the scholarship and how your goals match those of the organization. Avoid stating, "In conclusion..." and don't regurgitate what you wrote in earlier paragraphs.

Keep in mind that all scholarship and college admission applications are different, so you will have to craft your essay to meet specific requirements and the expectations of the scholarship awarding organization. Look closely at the question or prompt on the application and research the organization giving the scholarship so that you can tailor your essay.



MYTH:

College essays don't matter.

REALITY:

Your essay reveals something important about you that your grades and test scores can't—your personality. It can give admissions officers a sense of who you are, as well as showcasing your writing ability.

Letters of Recommendation

Many of your applications – to schools, for scholarships and jobs – will require that you provide letters of recommendation. A teacher, counselor, coach, supervisor, or any other adult who will be able to share with the selection committee why you deserve to be chosen may write these letters.

Consider someone who can discuss your personal character, strengths and challenges; someone who knows you and has experience interacting with you. If you need more than one letter for the same application, select individuals familiar with different aspects of your life to write them (e.g., one teacher, your supervisor at work, and your soccer coach.)

Who might you ask for a letter of recommendation?

Reference Name	Email	Phone Number

Always ask the individual ahead of time if they would be able to write a recommendation letter for you. You do not want to miss an application deadline because the person writing your letter was too busy. Give them at least two weeks' notice (three to four is even better).

Provide the individual with a list of your honors, awards, athletic involvement, community service, and academic record as well as any other pertinent information you would like included in the letter. Giving the individual a copy of your resume is an efficient way to provide that information. If a specific form or format is required for the letter of recommendation, include that information in your request. (See the next page for a sample request form.)

Provide the individual(s) with the necessary forms, addresses, and/or stamped, addressed envelopes.

Follow up with the individual to ensure they don't need any additional information from you.

Always write a thank you note to anyone who writes a letter for you. Letters of recommendation take time, and people put a lot of thought and effort into them. You do not want to take them for granted.



Recommendation Request Form

Student name: _____

How to contact me: _____
(phone number and/or email address)

THE LETTER OF RECOMMENDATION IS DUE BY: _____

This recommendation is needed for (purpose): _____

Please address the letter of recommendation to the following name and address:

Name of organization: _____

To the attention of: _____

Address: _____ City: _____

State: _____ Zip: _____

My resume is attached. Additionally, the information below may be useful in your preparation of this letter of recommendation for me.

The subjects I enjoy most are/because:

The subject that has given me the most difficulty is/because:

I handled the (above) difficult situation by:

Looking back at the past four years, I'm most proud of:

☐ Please call or email me when the letter is ready for pick up.

☐ Please mail the letter in the stamped/addressed envelope that I provided.

Thank you in advance for your time and agreeing to recommend me.

Yes, you can go to college if you are undocumented!

5 things undocumented students need to know



1 **Undocumented students, with and without Deferred Action for Childhood Arrivals (DACA), can attend college in Utah!** All students, regardless of immigration status, are eligible for admission into any of the accredited colleges and universities (public and private) in Utah.

2 **Earn college credits in high school:** Undocumented students (with and without DACA) can participate in tuition-free technical colleges, Concurrent Enrollment (CE), Advanced Placement (AP), and International Baccalaureate (IB) classes while in high school, saving time and money once you get to college.

3 **Scholarships:** Utah high school graduates do not need to provide proof of citizenship to qualify for privately funded scholarships. For a list of scholarships available to undocumented students in Utah, visit educate-utah.org.

4 **In-State Tuition Waiver:** Utah state law allows qualifying undocumented and DACAmented high school graduates to pay in-state tuition rates if they attend a public Utah college or university. To learn more about qualifications, talk to your counselor or visit educate-utah.org/hb144-facts. You may want to ask specifically about "HB 144" and "SB 253."

To **qualify** for HB 144, a student must submit a **HB 144 Affidavit** for the institution they want to attend and meet the following requirements:

- Student must have attended a Utah high school for three or more years
- Student must have graduated from a Utah high school with a diploma or G.E.D.

5 **To find additional support and information visit:**

- educate-utah.org
- University of Utah Dream Center: dream.utah.edu
- Salt Lake Community College Dream Center: slcc.edu/dreamcenter
- ***These Dream Centers have important information for undocumented students, regardless of which college you plan to attend.***

SECTION 3



PAYING FOR COLLEGE

PAYING FOR COLLEGE

College can be expensive and figuring out how you're going to pay for it can seem like an overwhelming task. Luckily, there are resources to help you prepare and many different ways to get the money you need.

With many funding options available—from scholarships and grants to work-study and student loans—you can pay for college.

No matter what grade you're in, there are things you can do right now to get started.



APPLY FOR FINANCIAL AID

Submitting your Free Application for Federal Student Aid (FAFSA) at studentaid.gov is the only way to receive federal financial aid for college.

Who should submit the FAFSA?

Everyone should submit, even if you think you make too much money to qualify for financial aid. You never know what you'll be awarded unless you apply.

What does the FAFSA do?

The FAFSA determines your eligibility for federal financial aid—grants, work-study, and student loans—as well as aid from the State of Utah (like the Opportunity Scholarship) and your college.

When should I submit my FAFSA?

It's best to submit the FAFSA the same time you apply to college in the fall of your senior year. The FAFSA application opens October 1 of your 12th grade year. You can complete the application at any point in your senior year, but for the following school year you should apply as soon as you can. However, you can still submit your FAFSA later than that if needed. Check the priority deadline at the colleges you're applying to so you know when you should complete the FAFSA. **Remember: You need to resubmit the FAFSA every year you are in college.**

Where do I go to submit the FAFSA?

Submit the FAFSA at studentaid.gov or use the official myStudentAid mobile app from Federal Student Aid. Never use any other website to file. If you need help submitting your FAFSA, talk to your counselor or use the FAFSA resources found at ktsutah.org.



Even if you don't think you'll qualify for financial aid, it's worth taking a few minutes to submit the FAFSA. You may be surprised!

Paying for College

If you're concerned about how you're going to pay for your college or university experience, consider this:

- College might not cost as much as you think. In fact, most families overestimate the price tag.
- There is help available. Financial aid can make paying for school realistic.
- Your education is a long-term investment. On average, college graduates earn twice as much as those with high school diplomas.
- Using the Net Price Calculator, you can find out the cost of any college or university. <https://collegecost.ed.gov/net-price>

What is Financial Aid?

Financial aid is money to help you pay for college. It may be in the form of grants, scholarships, loans, work-study programs, or a combination. The aid comes from federal and state governments, colleges and universities, banks, and private organizations.

Applying to receive financial aid is a separate process from applying for admission to a college; you have to do both. For all government aid, and much private and institutional aid, you apply using the Free Application for Federal Student Aid, or FAFSA (see the following pages in this section for more details).

PRIMARY SOURCES OF FINANCIAL AID	
Grants	Grants are free money – they don't have to be repaid. Grants come from the state and federal government as well as from colleges. Generally, grants are based on financial need, which means that they are awarded based on your family's size and financial circumstances. One example of a grant is the Pell Grant from the federal government. For 2021-2022, the maximum grant, which is available to students with the most financial need, was \$6,495.* To earn a Pell Grant, you must be a U.S. citizen or eligible noncitizen and must complete the FAFSA (Free Application for Federal Student Aid).
Scholarships	Scholarships are also free money and don't need to be repaid. Scholarships can come from a variety of places, from state and federal governments to colleges and private companies. Scholarships may be awarded based on your financial need, academic achievement, community service, athletic talent, and many other factors.
Loans	Loans are money that you borrow from a bank, government, or private lending company. A loan must be repaid with interest. Loans offered by the government often have lower interest rates and can be repaid over an extended period of time. Visit www.studentaid.gov for more information.
Work-Study	Work-Study allows you to receive funds through part-time employment while you are enrolled in college and can help you pay part of your college costs. Unlike other campus jobs, students apply for Work-Study by submitting the Free Application for Federal Student Aid (FAFSA).

**This amount may change every year.*

Sources of Financial Aid

Very few students get all of their financial aid for college from one source. When you are searching for financial aid, consider a wide variety of options and apply to as many programs as possible. Here are some common types of organizations that offer financial aid:

- **Your College:** Colleges and universities offer financial aid programs for their students. Visit the financial aid webpages of every college you are considering and apply for all of the scholarships you think you might be eligible to receive.
- **The Community:** Nonprofit organizations, foundations, and businesses often provide scholarships as a community service. To find these programs, talk to your school counselor.
- **The Government:** The Federal Government offers over \$150 billion in aid each year. Likewise, Utah has funding available to students.

Federal Student Aid

What is federal student aid?

Federal student aid comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for higher education expenses. Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. There are three main types of federal student aid: grants, work-study, and loans.

Who gets federal student aid?

Every student who meets certain eligibility requirements can get some type of federal aid, regardless of age or family income. Some of the most basic eligibility requirements are that you must:

- **Demonstrate financial need, for most programs**
- **Be a U.S. citizen or eligible non-citizen**
- **Have a valid Social Security Number**
- **Register (if you haven't already) with Selective Service if you are a male between ages 18–25**
- **Be enrolled or accepted for enrollment in an eligible degree or certificate program**
- **Maintain satisfactory academic progress in college, career or technical school, or graduate school**

The full list of eligibility requirements is available at www.StudentAid.gov/eligibility.

Pre-FAFSA Information

It's important to note that you can't complete the FAFSA until October 1 of your senior year. Before you sit down to file the FAFSA, it is important that you take the time to gather all of the information you will need. Use this checklist to make sure you have everything you need with you when you get ready to file the FAFSA.

Information Needed

- Your email address (not your high school email) and cell phone number
- Parent email address and cell phone number
- If you are a Utah resident, the month and year you began living in Utah
- If your parents are Utah residents, the month and year your parents began living in Utah
- Your Social Security Number
- Your parents' Social Security Numbers
- If you are not a U.S. citizen, your permanent resident/green card
- Your parents' dates of birth
- Your driver's license or state ID, if you have one
- The month and year your parents were married, divorced or separated
- The highest level of school your parents completed

Documents

- W-2 forms for you and your parents*
- Federal income tax forms for you and your parents*
- Most current statements from all accounts (checking, savings, investments, etc.)
- Child support paid or received
- Value of investments, farms, or business
- Other prior year benefits (workers comp, military, clergy, veteran amounts)



*The tax forms you and your family submit during your junior year are the ones you will use to complete the FAFSA during your senior year.

What Types of Federal Student Aid are Available?

The following chart outlines the most common types of federal student aid:

PROGRAM AND TYPE OF AID	PROGRAM INFORMATION	AWARD AMOUNT (SUBJECT TO CHANGE)
Federal Pell Grant <i>A grant: does not need to be repaid.</i>	For undergraduates with financial need who have not earned a bachelor's or professional degree. StudentAid.gov/pell-grant	Amounts can change annually. For 2021-2022, the maximum award amount was \$6,495
Federal Supplemental Educational Opportunity Grant (FSEOG) <i>A grant: does not need to be repaid.</i>	For undergraduates with exceptional financial need; federal Pell Grant recipients take priority; funds depend on availability at a school. StudentAid.gov/fseog	Up to \$4,000
Federal Work-Study <i>Work-Study: money earned through a job and doesn't have to be repaid.</i>	For undergraduate students, part-time jobs can be on campus or off-campus. Money is earned while attending school. Your total work-study award depends on: - When you apply - Your level of financial need - Your school's funding level Student Aid.gov/workstudy	No annual minimum or maximum amounts
Federal Loans <i>A loan must be repaid with interest.</i> <i>Before you take out a loan, it's important to understand that a loan is a legal obligation that makes you responsible for repaying the amount you borrow with interest. Even though you don't have to begin repaying your federal student loans right away, you shouldn't wait to understand your responsibilities as a borrower.</i> <i>To find out what your potential student loan payment might be, visit the loan simulator at: https://studentaid.gov/loan-simulator/borrow-more/wizard/enrollment-info/current-or-future</i>	Subsidized Loans: The U.S. Department of Education generally pays interest while the student is in school; the student must be enrolled at least half-time. StudentAid.gov/sub-unsub Unsubsidized Loans: The borrower is responsible for interest during all periods, including while the student is enrolled. A student must be enrolled at least part-time. StudentAid.gov/sub-unsub Direct PLUS Loan: For parents of dependent undergraduate students; the borrower is responsible for interest during all periods, including while the student is enrolled; a student must be enrolled at least half-time; financial need is not required; the borrower must not have adverse credit history. StudentAid.gov/plus	Subsidized Loans: Up to \$5,500 depending on grade level and dependency status. Unsubsidized Loans: Up to \$20,500 (less any subsidized amounts received for the same period) depending on grade level and dependency status. Direct Plus Loan: Maximum amount is the cost of attendance minus any other financial aid received.

*Excerpted from Federal Student Aid at a Glance 2019-2020 Worksheet <https://studentaid.ed.gov/sa/sites/default/files/aid-glance-2019-20.pdf>



SAVING FOR COLLEGE

Start saving as much as you can, as early as you can.

Saving money is an important part of college affordability. Start saving as much as you can, as early as you can. Here are a few tips to help you get started.

Bank/credit union savings and cash deposit (CD) accounts

Research terms and conditions for a savings account that meets your needs. Find more information at your bank/credit union and on websites such as americasaves.org to compare options before making your decision.

my529

my529, Utah's official 529 educational savings plan, is a tax-advantaged 529 plan designed to encourage investing for future qualified higher education expenses.

Family and friends can even contribute money to your account for special occasions like birthdays and holidays. Learn more at my529.org.

Part-time work

Part-time work in high school and college can help you build your resume and pay for college costs.

Put as much of your paycheck as you can into your college savings account.

Scholarships

Scholarships are not just for students with good grades or an impressive list of accomplishments. You can get scholarships for volunteer service, leadership, talent, financial need, and more.

UTAH PROMISE SCHOLARSHIP

The Utah Promise Scholarship is for students who need financial assistance to pay for college and is available at all public colleges and universities in Utah, including technical colleges.

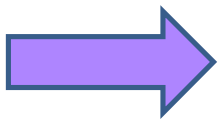
The Utah Promise Scholarship will cover up to full tuition and fees for up to two years.

Students are required to complete the FAFSA to be considered for this scholarship.

Talk to the financial aid office at your college to see if you qualify for the Utah Promise Scholarship.

OTHER STATE AID PROGRAMS

There are other state aid programs available to students. Visit ktsutah.org.ushe.edu/state-scholarships-aid, or contact the financial aid office at your college for information about other programs to see if you qualify.



RETURN FOR A TREAT!

Parent/Guardian - Please read the entire "Paying for College" section, pages 44-51 and sign below:

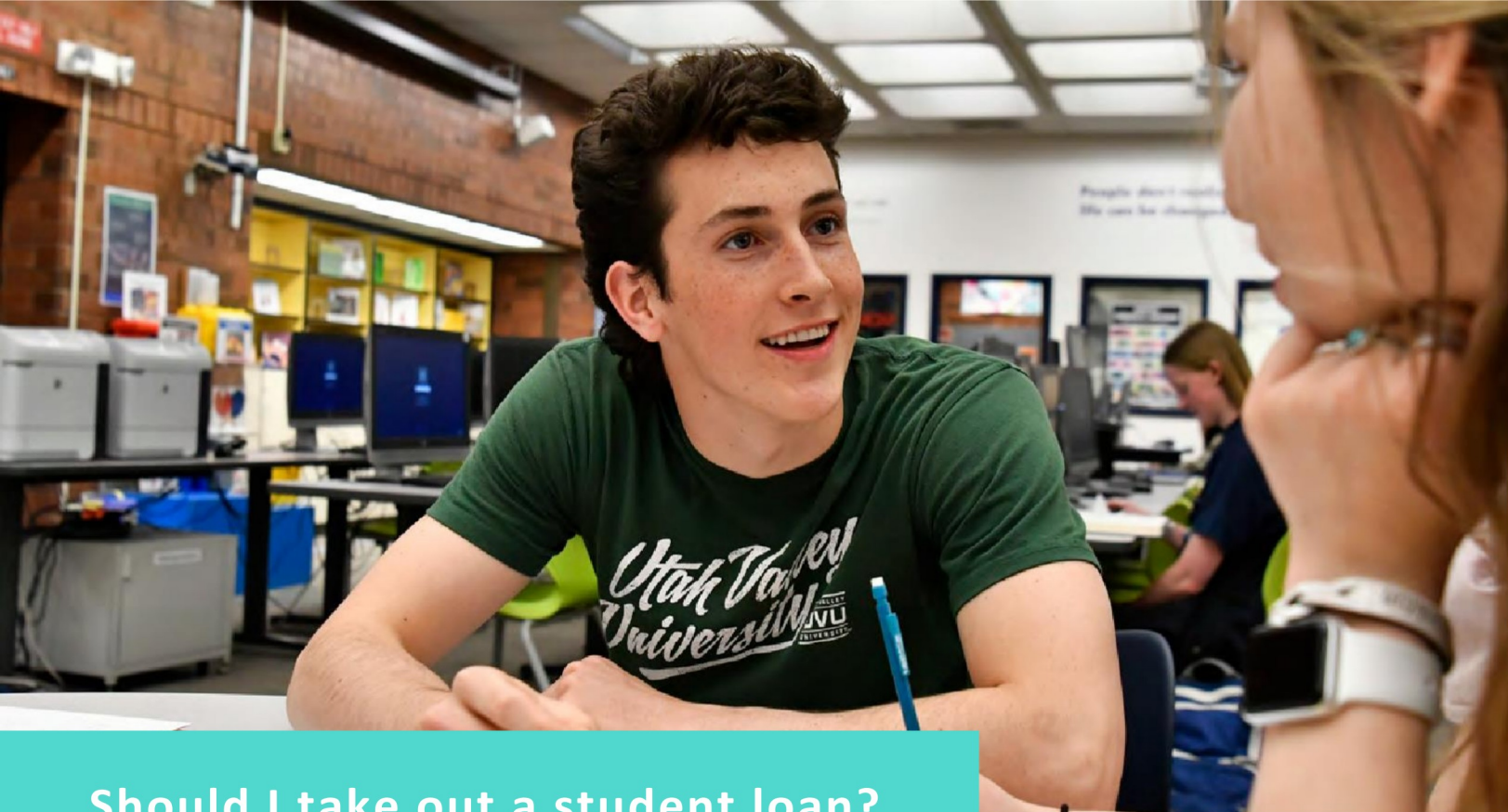
☐ I have read and understand the options available to help with the cost of college

Parent/Guardian Signature

Date

Student - Please return this signed document to your GEAR UP site coordinator by Oct. 31, 2022 to receive a treat!





Should I take out a student loan?

When you file the FAFSA and send it to your college, the financial aid office will send you a financial aid offer letter that includes the cost of attendance (tuition, room and board, etc.) and what scholarships, grants, loans, or work-study you are eligible for.

Sometimes the cost of attendance will be more than you have in college savings, scholarships, grants, or work-study funds. If you've filed the FAFSA, you are eligible for federal student loans, which are a good option to cover those additional remaining college costs.

What to consider before taking out a student loan:

- 1. Create a budget with help from your college's financial wellness center.** Many colleges have a financial wellness center that will answer your questions about budgeting, loans, and ways to pay for college.
- 2. Explore ways to save, such as using student discounts or renting textbooks.**
- 3. Borrow only what you need and understand the loan.**
Remember, you are not required to borrow the maximum amount you've been offered. Any money that you borrow must be repaid with interest, so only borrow what you need! Read the terms and conditions of the federal student loan carefully when you accept your loan.
- 4. Borrow federal before private.**
Federal student loans have advantages over private loans, including fixed interest rates and flexible repayment options. Learn more about the benefits of federal student loans at studentaid.gov.

TIPS FOR FINDING SCHOLARSHIPS



Beware of scholarship scams!

You should never pay money to apply for a scholarship.

1

Explore options at your school. Talk with your college access advisor and/or counselor, scholarship coordinator, and athletics coach. Ask about scholarships through your employer, your parent's employer, or any clubs or organizations you're involved with.

2

Create profiles on trustworthy national scholarship search websites such as:

- chegg.com/scholarships
- bigfuture.collegeboard.org/scholarship-search
- cappex.com
- fastweb.com

3

Use the Keys to Success app at ktsutah.org to get started.

4

If you're an **undocumented student**, you can find additional information on applying for scholarships at educate-utah.org. See pg. 43 for more info.

5

Check with the financial aid offices at the colleges you plan to attend. Many colleges have scholarships posted on their financial aid and department websites. If you know what you want to study, check for scholarships through your major or department.

6

In 12th grade, submit the Free Application for Federal Student Aid (FAFSA) at studentaid.gov—sometimes scholarships require this as part of their application process.

7

Apply. Apply. Apply. Don't count on only one scholarship to fund your education.

8

Apply for scholarships even if you don't plan to go to college right away— like if you plan to serve a religious mission or join the military.

What if I'm not going to college right after high school?

Are you planning to join the military, Peace Corps, take a gap year or serve a religious mission?

You should still apply for college and financial aid as a high school senior to lock in your admissions and scholarships. Many scholarships are only open to graduating high school students. Be sure to talk to your college about the process to defer enrollment so you don't lose your acceptance to the college and award money from scholarships.

If you can't afford application fees, there are some programs that can help you cover those costs while you are still in high school but not after you have graduated. Apply now to find out what options are available to you.

Once you've been accepted, talk to your college about deferring enrollment or taking a leave of absence. If you don't defer your admissions or scholarships you will most likely lose the acceptance to the college and award money from scholarships. If you are leaving the country or will not have access to email, be sure to complete a Family Educational Rights and Privacy Act (FERPA) form. Without this form, colleges will not legally be able to talk with your parents/guardians about you after you turn 18. Talk to your college's admissions office for information on what paperwork you'll need to complete.

COLLEGE IS READY WHEN YOU ARE!

SECTION 4



ENLISTING IN THE MILITARY



Junior ROTC Taylorsville High School

What is taught in JROTC? The better question is what do you want to learn? Basic life skills, management skills, communication skills, are mixed in with self-discovery, growth, fun, trips, and adventures. The unique aspect of JROTC is that the program is student ran and student lead. Instructors are there to teach and guide the program while the cadets learn through planning, preparing and implementing events and activities.

AFJROTC Airforce Junior Officer's Training Corps

The AFJROTC course is designed for students interested in enriching their high school experience with a military-type experience. Students participate in Aerospace Science, Leadership Education, Physical Training, Drill, Teamwork and Uniform/Grooming inspections. The program is open to both male and female students, each period has the same curriculum surrounding the Aerospace studies and Leadership Education.

Military Websites

- Air Force- www.airforce.com
- Army- www.goarmy.com
- Coast Guard- www.gocoastguard.com
- Marines- www.marines.com
- Navy- www.navy.com
- National Guard- www.nationalguard.com

General Information About Military Enlistment

If you are interested in joining a branch of the U.S. military immediately after high school graduation, this section includes resources that may be helpful as you prepare to enlist. Time in the military can teach you a valuable trade, prepare you for a life-long career serving your country, or simply give you time to decide what you want to do next. It can be a valuable experience with good benefits and structure.

Consider speaking with relatives or friends who have served or are currently serving. Additionally, recruiters can tell you about the different branches and help with answering this question.

Before you become part of the military, there is one test that you'll need to take — the ASVAB. There are websites that can help to prepare you for that. In the coming pages, you'll find references for these and other helpful websites.

Military Recruiters

A military recruiter can help answer questions about service, providing a positive but realistic assessment of opportunities. A recruiter's job is to find qualified candidates for his or her respective service and provide the candidates with information about – and reasons for – joining the military. Students interested in military service are advised to talk with a recruiter for the branch of the military in which they are interested. Your high school college/career counselor can tell you when military recruiters will be at your high school.

Selective Service

According to law, a man must register with Selective Service within 30 days of his 18th birthday. Selective Service accepts late registrations up until a man reaches his 26th birthday.

Failure to register is a felony and non-registrants may be denied the following benefits for life:

- Federal (and some state) student loans and grant programs
- Federal job training under the Workforce Innovation and Opportunity Act (formerly Workforce Investment Act)
- Federal (and many state and local) jobs or security clearance as a contractor
- Up to a 5-year delay of U.S. citizenship proceedings for immigrants

Types of Military Service

Active Duty (Full-Time)

"Active-duty service members are full-time members of the Military, living on base or in military housing and immersed in military culture. After attending boot camp, they are stationed at a base either domestically or overseas. Active-duty terms typically last two to six years."

Reserve (Part-Time)

"Each active-duty branch of the Military has a Reserve component under their command, which is available for active-duty deployment in times of war or national emergency. Reservists are part-time service members, which allows them time to pursue a civilian career or college education while simultaneously serving their country. Members of the Reserve attend boot camp and are required to participate in training drills one weekend a month as well as a two-week program each year."

National Guard (Part-Time)

"The National Guard consists of the Army National Guard and the Air National Guard. The Guard's main focus is on homeland security, humanitarian relief, and training drills one weekend a month and two full weeks per year."

National Guard units assist communities in their state during emergencies like storms, floods, fires and other natural disasters. National Guard members are part-time service members, which allows them time to pursue a civilian career or college education while simultaneously serving their country."

Applying to Military Service Academies

Federal military academies provide learners with a complete postsecondary education and leadership training. In return for a four-year degree financially covered by the government, graduates commit to serving in the military after finishing their training. Enrollees also typically receive free room and board during their studies. Typical postgraduate obligations ask for five years of service. Students can choose from five federal military academies, each representing a branch of the armed forces. While graduates tend to enlist with their academy's parent organization, they can also serve other segments of the military. To ensure they enroll only the top candidates, these academies have challenging admission requirements. Enrollees who do not complete their education or their service obligations typically need to repay their tuition to the government.

The five federal military academies vary in their application approaches and admission requirements. In general, applicants need strong academic achievements, physical capabilities, and leadership qualities. Along with academic training, enrollees participate in regular military training and preparation.

Service academies or military colleges require that applicants be nominated by a member of Congress. A congressman will typically select 10 potential candidates, and then use a competitive nomination process to select a single candidate to endorse. The nine runners-up are usually placed on a waiting list, so if the selected candidate decides against a military college, an alternate can be selected. To improve your chances of success, you should apply for nomination from more than one representative or senator.

ROTC Programs - An Alternative to Enlistment

ROTC stands for Reserve Officer Training Corps. It's a college program offered at over 1,700 colleges and universities across the United States that prepares young adults to become officers in the U.S. military. In exchange for a paid college education and a guaranteed post-college career, cadets commit to serve in the military after graduation. Each service branch has its own take on ROTC, and universities that offer ROTC may offer it for one, some, or all of the military branches. More information about ROTC is available on these Websites:

todaysmilitary.com/training/rotc

bestcolleges.com/resources/rotc-programs

Military Career Opportunities

There are literally thousands of jobs in the military. These jobs vary in the type of work as well as level of responsibility, yet each job is essential to accomplishing the overall mission of defending our country. To see military careers that might be a good fit for you, visit www.careersinthemilitary.com/home

Boot Camp Preparation

Going in physically and mentally strong to basic training will provide you with the confidence you need to successfully complete the training. If you wait until the first day of basic training to start preparing, you will fight an uphill battle. The requirements and training for each branch of the military are different. To learn more about the differences and to get tips on how to prepare, check out the sites below:

military.com/military-fitness/workouts/prepare-yourself-for-boot-camp

military.com/military-fitness/army-basic-training/getting-prepared-for-bootcamp

ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-choice test, administered by the United States Military Entrance Processing Command, and used to determine qualification for enlistment in the United States Armed Forces. The ASVAB also qualifies individuals for the mission occupation specialty, job, or career they will pursue in the military in addition to enlistment bonuses.

Just like any other test, it is recommended that students prepare for the ASVAB. Learn more about the ASVAB, and how to prepare for it, by visiting the sites below.

2020 ASVAB Cut Scores for Enlistment

BRANCH	HIGH SCHOOL	GED
Air Force	36	65
Army	31	50
Coast Guard	40	50
Marine Corps	32	50
National Guard	31	50
Navy	35	50

For General Information:

• official-asvab.com

For Online ASVAB Test Prep:

• march2success.com

• asvabtutor.com

• asvabpracticetests.com



MYTH:

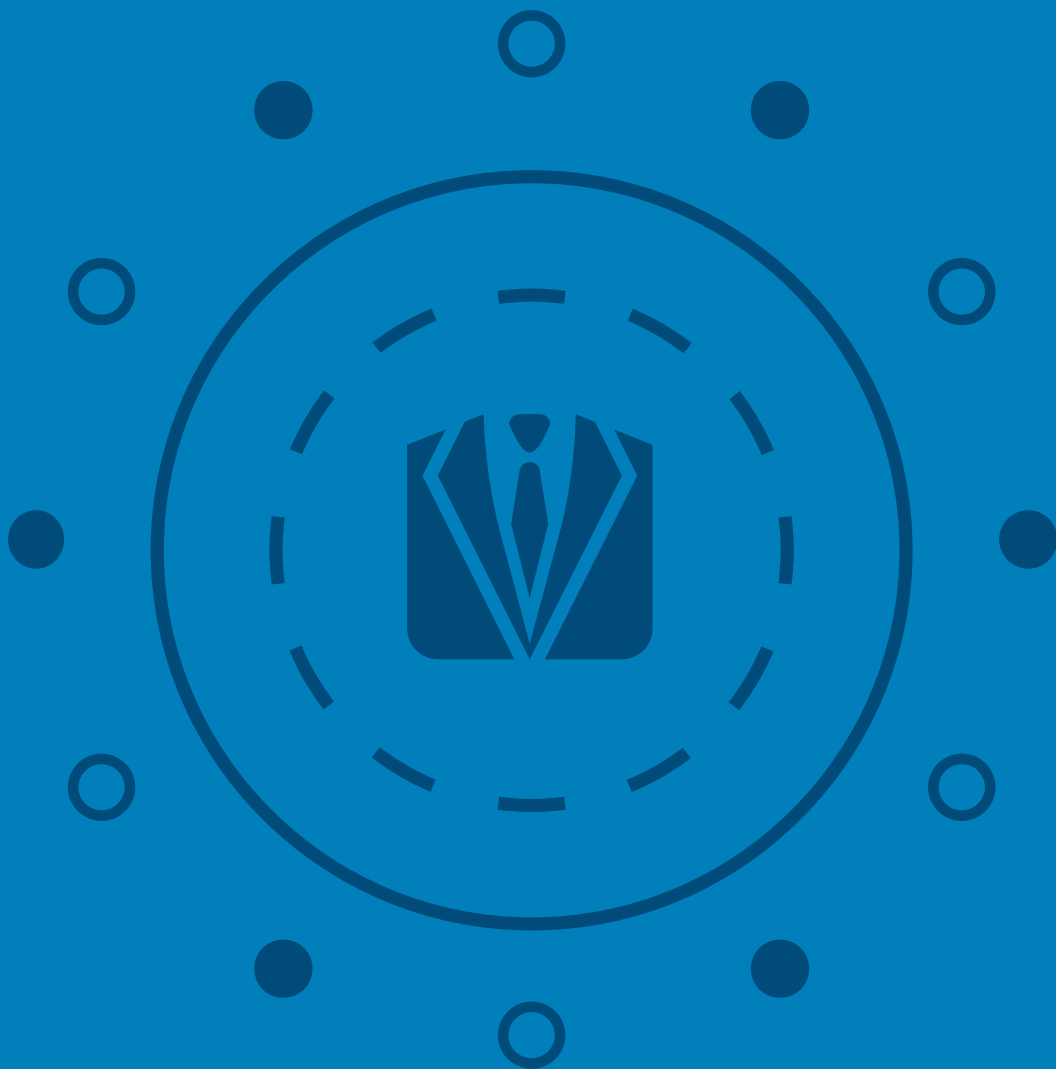
Women have a hard time achieving success in the military.

REALITY:

Approximately 95 percent of all jobs in the military are open to women.

Women have accounted for the largest increase in enlistments and the percentage of women serving on active duty has doubled since 1978. Women currently account for approximately 15 percent of the entire military force.

SECTION 5



JOINING THE WORKFORCE

Joining The Workforce

Preparing to enter the workforce provides valuable opportunities to learn what you like to do and what you don't. You can enter the workforce during high school or after graduation working full time or part time. Many employers provide support in paying for college or other postsecondary training. It is important to match your workforce experience to the talents and careers you identified as part of your YouScience profile. Matching talents to a career will help you find greater fulfillment in work while being able to increase your salary and responsibilities in a company.

Work-Based Learning

Work-based learning provides opportunities for students to take a focused look at a specific career field and an opportunity to interact with professionals in that field.

Job Shadows offer students an opportunity to follow one of more employees in a company for up to a day to determine if they might be interested in trying out courses that would lead to a career in this industry.

Internships provide an opportunity to gain work experience in a pathway area where the student has completed the concentration course. Working with a mentor, the student can determine if the particular industry or occupation is one, they would like to continue to pursue. Internships consist of 40 hours or more on a particular worksite. Internships can be paid or unpaid.

Apprenticeships are “on the job,” paid training that offer you the chance to learn a skill or trade while working. Apprenticeships can last anywhere from one to four years and combine work with technical education in a classroom or online. Apprenticeships are a great way to start a career path and can lead to a work degree through the Department of Labor or a college degree through the Department of Education. An apprenticeship is a commitment to a company. An internship can help you determine if you want to become an apprentice.

Help In Deciding On A Career Option

Your high school can provide a number of opportunities to determine possible career options:

- The first is completion of the YouScience Talent Profile. YouScience gives you a way to check out your talents and to align them with careers looking for those talents. YouScience will also provide the requirements for training following high school which might include technical training or a postsecondary degree and the wages you might expect in the career.
- www.BLS.gov – This website provides information on all the careers available and includes salary, demand, educational requirements, skills needed in the industry, etc.
- Talk to your career coordinator, counselor and teacher for information.

So, What's Next . . .

- Select career pathways you want to explore.
- Take an exploratory course or if you already know the pathway is where you want to be, continue on to become a concentrator and completer.
- Take industry certification tests to add to a resume.
- Work on a resume that highlights your talents – YouScience can help you create a great resume.
- Work with the work-based learning specialist in your high school to identify opportunities to participate in a job shadow, internship, or begin an apprenticeship.



Creating a Resume

Both the content and format of your resume are important. It doesn't matter how great your work or life history is — if your resume is poorly formatted, hard to follow, or has typos, you won't be considered for employment. Keep in mind that your resume should change based on the job that you are applying for.

The Basic Elements of a Resume

Heading: Include your name, address, email address and phone number. Make it stand out and make an impression by using a large, bold font. Make sure your email is professional (not `starwarsfan@hotmail.com` or `crzychik@aol.com`, for example).

Education: List all degrees completed or in progress. As a high school student, include your GPA if it is 3.0 or above, and list courses that reflect your work ethic and high aspirations, such as AP or dual enrollment courses and any courses relevant to the position for which you are applying. After you complete your college degree, do not include your high school information.

Work Experience: Include your job title, the employer, the location (city and state, at minimum), and the dates of employment for each job listed. Include a brief description of your achievements/responsibilities. Ideally, paid work and unpaid work (community service) are listed separately.

Achievements: Optional – List any honors or awards that you have received. Make sure to include the name of the organization that bestowed the honor/award and the date. If including scholarships, only include those based on merit, not financial need.

Activities: Optional – List any activities that you have participated in during high school. (e.g. clubs or organizations, sports, etc.). If you have held any leadership positions, make sure to list those, too!

Personal References: Be sure to get permission from anyone you use as a reference before using their name, and provide them with a copy of your resume. Do not use relatives as references. References can be on a separate sheet of paper, formatted just like your resume.



Creating a Cover Letter

If you have the opportunity to add a cover letter to an employment application, do it! It gives the employer a better sense of your communication skills, as well as a sense of your personality and enthusiasm for the job. Some employers require a cover letter. This section provides tips for writing an excellent cover letter.

The Basic Elements of a Cover Letter

- 1. Greeting:** Address your cover letter to the proper person.
- 2. Opening:** Write a personable, inviting opening paragraph that highlights how your skills are a perfect fit for the job.
- 3. Hook:** Highlight your achievements as they relate to the job for which you're applying.
- 4. Skills:** Highlight additional relevant skills, such as computer languages or certifications.
- 5. Close:** Briefly recap your strengths as a candidate and include your contact information.

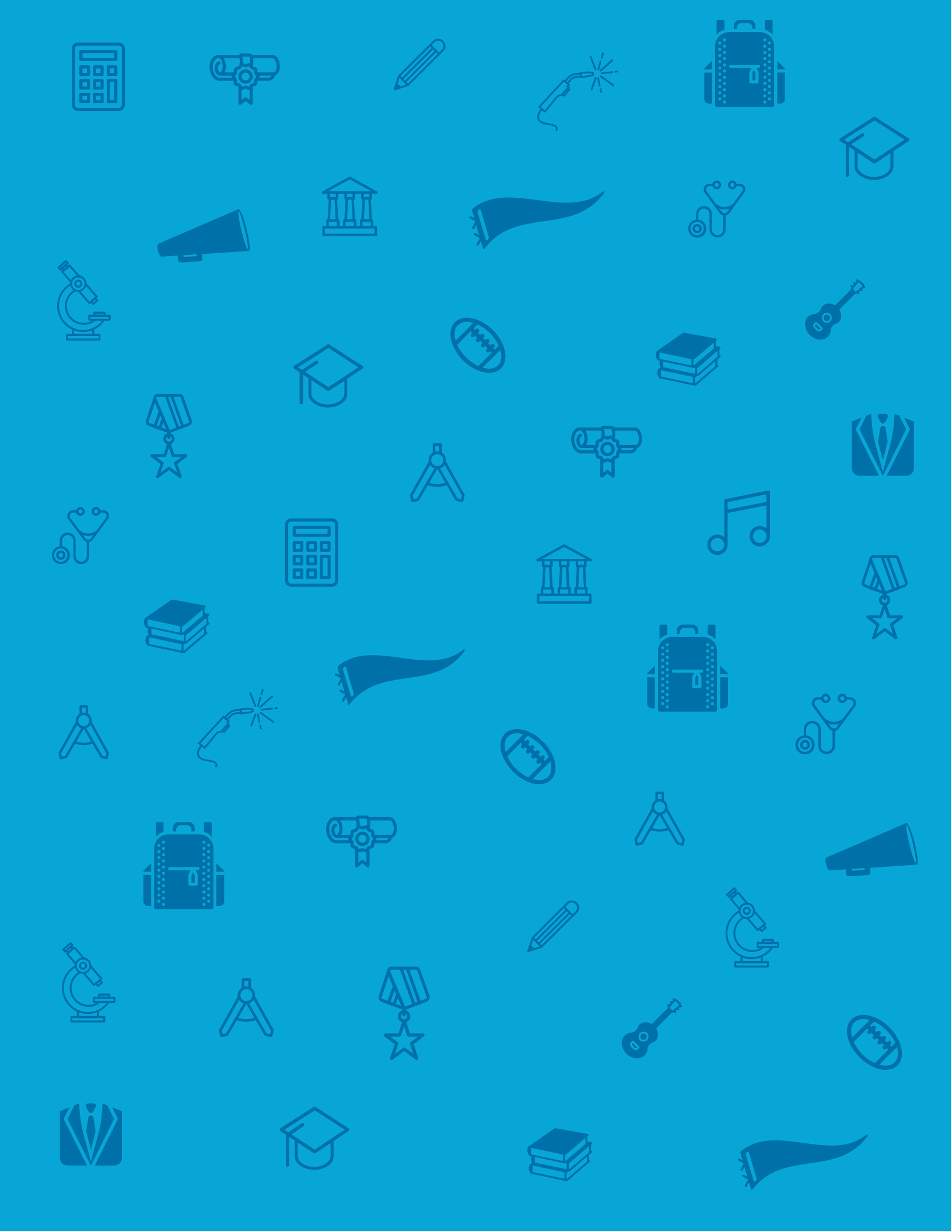
Note - If a cover letter is required to apply for a job and you don't include one, your resume or application, no matter how good, will not even be considered.



SECTION 6



WHAT'S NEXT?



11th Grade Milestones

Activity

Check all that you have accomplished so far.

Actions

- ☐ Continue to visit college and career-related campuses or events
- ☐ Volunteer in your community or school regularly
- ☐ Attend "Path to College" Planning Nights
- ☐ Prepare to take the ACT or SAT (e.g., take a preparation course, take a practice test, use free resources online, etc.)
- ☐ Do a practice job interview with a family member, adult mentor, or a professional in your field of interest
- ☐ Continue to participate in school and student organizations and take on leadership roles and/or increased responsibility
- ☐ Organize and lead volunteer activities
- ☐ Update your resume to include your work, volunteer experiences, honors, or skills that you've acquired since last school year
- ☐ Schedule a meeting with your school counselor to discuss details of the postsecondary application process, how to choose a program of study, and how to identify postsecondary institutions that could be a "fit"
- ☐ Continue to have conversations with trusted teachers, family members, or other adult mentors to talk through your college and career interests
- ☐ Cultivate relationships with teachers who may write letters of recommendation for postsecondary, sharing with them your aspirations and asking them for feedback on how to ensure that you are best prepared for postsecondary
- ☐ Complete and pass early postsecondary opportunities (dual credit, dual enrollment, AP, IB, Cambridge)
- ☐ Research and apply for postsecondary scholarship opportunities
- ☐ Develop a list of postsecondary opportunities according to your academic and career interests
- ☐ Take the ACT or SAT
- ☐ Participate in a meaningful summer experience such as employment, an internship, or postsecondary preparation (e.g., pre-college summer camp, computer coding camp, job related to your CTE concentration)
- ☐ Write a draft of a college essay, personal statement, or cover letter, and get feedback from a teacher, counselor, or college access professional
- ☐ Identify two or three teachers who you think would write you a letter of recommendation for postsecondary and talk to them before the end of the school year

Knowledge

- ☐ I understand the major components of the postsecondary application process including admission, financial aid, and choosing a major, concentration, or certification
- ☐ I understand the difference between scholarships, loans, and grant aid
- ☐ I understand the importance of rigorous coursework in preparing me for success in postsecondary
- ☐ I know where the counselor posts scholarship opportunities
- ☐ I know how to request a transcript for a summer program, job, internship, or scholarship applications
- ☐ I understand the importance of the ACT or SAT and that I can retake either exam in my senior year
- ☐ I understand this is an important summer to get a job or internship, apply for a summer academic program, or explore a passion or interest related to my college and career interests before applying to postsecondary

Are You Ready for What's Next?

Congratulations on all of the hard work that you have done during your junior year in planning for your next step after high school! Senior year will be a whirlwind of activities from start to finish. Use your time wisely to get a head start on your plans for after high school.

Summer

Take a look at some college applications and consider all of the different pieces of information you will need to compile. Make a list of teachers, counselors, employers, and other adults you might ask to write letters of recommendation for your college applications. Continue investigating colleges. Begin thinking about your applications. Generally, colleges will have their applications online by the beginning of August. Work on the essay before you return to school.

Congratulations - You're a Senior!

August/September

- Register for the SAT and/or ACT if you didn't take it as a junior, or if you aren't satisfied with your score and want to take it again. (Your counselor can help you with fee waivers).
- Take a look at some college applications and consider all of the different pieces of information you will need to compile.
- The SAT test date most popular with high school seniors is this month.
- Visit with your school counselor to make sure you are on track to graduate and fulfill college admission requirements. If you're ahead of schedule, consider taking courses at a local university or community college to get a jumpstart on college credit.
- Take every opportunity to get to know colleges: meeting with college representatives who visit your high school during the fall, attending local college fairs, visiting campuses (if possible). Ask your counselor if they know of special campus visitation. Register for the SAT and/or ACT if you didn't take it as a junior, or if you aren't satisfied with your score and programs.
- Narrow down your list of colleges and begin to consider "safety," "reach," and "realistic" schools.
- Make sure you have the application and financial aid information for each school. Find out if you qualify for any scholarships at these schools.
- Create a checklist and calendar to chart:
 - Standardized test dates, registration deadlines, and fees
 - College application due dates
 - Financial aid application forms and deadlines
 - Other materials you'll need for college applications (recommendations, transcripts, essays, etc.)
 - Your high school's application processing deadlines
- Some schools require the CSS/Financial Aid Profile. Ask the colleges to which you are applying for their deadlines. Register as early as September. See your school counselor about fee waivers.

October

- Some colleges will have deadlines as early as this month. These would include Rolling Admission, Early Decision and Early Action deadlines.
- If you cannot afford the application fees that many colleges charge, ask your counselor to help you request a fee waiver.
- The FAFSA (Free Application for Federal Student Aid) will be available on October 1. Visit www.fafsa.gov to complete this form.
- Finalize your college essay. Many schools will require that you submit at least one essay with your application.
- Request personal recommendations from teachers, school counselors or employers. Follow the process required by your high school or provide a stamped, addressed envelope, the appropriate college forms, and an outline of your academic record and extracurricular activities to each person writing you a recommendation.
- Research possibilities of scholarships. Ask your counselor, colleges and religious and civic groups about scholarship opportunities. There are also some good scholarship websites, including FastWeb (www.fastweb.com) and The College Board (<http://bigfuture.collegeboard.org/scholarship-search>).
- You should NEVER pay for scholarship information.

November

- Complete the UT Promise scholarship application.
- Finalize and send any early decision or early action applications due this month. Have a parent, teacher, counselor, or other adult review the application before it is submitted.
- Every college will require a copy of your transcript from your high school. Follow your school's procedure for sending transcripts. Make sure testing companies (ACT or SAT) have sent your scores directly to the colleges to which you are applying.

December

- Begin to organize regular decision applications and financial aid forms, which will be due in January and/or February.
- Register for the January SAT (if needed). It is the last one colleges will be able to consider for a senior.

January

- Many popular and selective colleges will have application deadlines as early as January 1. Others have deadlines later in January and February. Keep track of and observe deadlines for sending in all required fees and paperwork.
- If necessary, register for the February ACT (some colleges will be able to consider it).
- Ask your school counseling office in January to send first semester transcripts to schools where you applied. At the end of the school year, they will need to send final transcripts to the college you will attend.
- It is time to file the FAFSA (no later than Feb. 1). The sooner you complete it, the sooner you will have an idea of your financial aid options. Watch the mail for your Student Aid Report (SAR) – it should arrive four weeks after the FAFSA is filed or watch your email if you filed electronically.

February/March/April

- While most of your applications are complete and you are waiting to receive admission decisions, don't slack in the classroom. The college that you do attend will want to see your second semester transcripts. No Senioritis!
- Acceptance letters and financial aid offers will start to arrive. Review your acceptances, compare financial aid packages, and visit your final choices, especially if you haven't already.

May

- May 1 is the date when many colleges require a commitment and deposit. When you've made your college decision, notify your counselor and the colleges. Send in your deposit by the postmark date of May 1. If you've been offered financial aid, accept the offer and follow the instructions given. Also notify schools you will not attend of your decision.
- Make sure that you have requested that your final transcript be sent to the school you will be attending.
- If you are "wait listed" by a college you really want to attend, visit, call and write the admission office to make your interest clear. Ask how you can strengthen your application.

Summer

- It's been a long journey through high school and to college. Enjoy your summer.
- Summer jobs can help pay some of your college expenses and give you great career preparation.
- Make a list of what you will need to take with you for your dorm room. The suggested list of items, room and furniture dimensions and many other questions can usually be answered by visiting your college's website and searching under "Housing" or "Residence Life" for further information.
- You will most likely get a roommate assignment from your college. Call, write or email to get acquainted in advance. In your conversations and communication, you should be able to figure out who will bring what for your room.
- Some college will offer a summer orientation/registration. Make sure to attend to meet fellow students and other important people on campus and to familiarize yourself with your new school. This is often the time you sign up for your fall courses.

Source: National Association for College Admission Counseling (NACAC)

This guide was originally created by GEAR UP Tennessee at the Tennessee Higher Education commission, with support from the U.S. Department of Education. Adaptations have been added to reflect the Granite School District.

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Create Your Next, Arizona GEAR UP at Northern Arizona University, Expect More Arizona

Senior Next Guide, Tennessee Higher Education Commission

The federal government does not endorse this guide, nor do its contents necessarily represent the policy of the Department of Education



USU STARS! GEAR UP

NOW YOU'RE **READY!**



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College of Education & Human Services
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