

WECHS Seniors! Steps to Senior Success



WECHS Seniors! Steps to Senior Success

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Senior Support Contact List

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Heather Covington	Career Development Coordinator	919-212-5800 Ext. 26056	hcovington@wcpss.net
Mary Ann Norwood	Financial Aid Access Counselor		mnorwood@wcpss.net
Stacie Hennings	North Campus Admin Assistant	919-532-5660	shennings@wcpss.net
Jeremy Eddie	Assistant Principal	919-532-5641	jeddie@wcpss.net
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Steps to Senior Graduation

Graduation Requirements: Students who entered 9th grade in 2012-13 or later must follow course, credit and testing requirements outlined by the Future Ready Core. See below:

English: 4 Credits (plus 2 additional College English Credits) English I, English II, English III (or ENG 111, ENG 112 and ENG 232), English IV (or English III, English 112, and ENG 241 or ENG 242)
Mathematics: 4 Credits Math 1, Math 2, Math 3 and a 4th Math Course to be aligned with the student's post high school plans. On occasion, students may earn a 4th math through college math courses.
Science: 3 Credits Chemistry, Biology, Earth/ Environmental Science
Social Studies: 4 Credits World History, Civics and Economics, American History 1 (or HIS 131), American History 2 (or HIS 132)
Second Language: Not required for graduation. 2 credits required to meet minimum admission requirements for UNC system. Students transferring to the Northern Wake Tech campus who haven't earned high school Spanish 1 and Spanish 2, may meet this requirement by taking SPA 111 and SPA 112.
Health/Physical Education: 1 Credit of HEA 110
Electives: 6 Credits required 2 Elective credits of any combination from either: – Career and Technical Education (CTE) – Arts Education – Second Languages
Total Required Number of Credits: 22 to graduate

***N.C.G.S. 115C-81(b) allows exceptions for students who have an IEP (Individualized Education Plan) that identifies them as Learning Disabled in math and states that the disability will prevent them from mastering and above.

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The Senior Conference

During the months of August and September, counselors will conduct individual meetings with senior students. The purpose of the senior conference is to verify appropriate senior courses that will lead to a high school diploma, post high school planning support and answer specific questions. This is a brief “let’s get started” meeting and seniors are expected to schedule follow up meetings with their counselors as needed. What should a senior do prior to the senior meeting?

- Prepare to talk specifics about what you’ve done this summer to ready yourself for the senior year and the transition to post high school.
- Update your resume to give to your counselor.
- Write out questions you need to ask your counselor. Bring them with you to the meeting.
- If you’ve already gotten started with applications and have questions, bring them with you.

Class Ranking

There will be periodic compilations of class rankings in high school for the purpose of making an individual student's class rank available to the student, his/her parents, and to other institutions, such as colleges/universities for the purpose of college/university admission and/or scholarships.

To determine class rank, each high school uses final course grades, dividing the total number of quality points earned by the total number of units of credit attempted. The results are rounded to the fourth decimal place. Wake Tech courses carry two extra quality points, and honors (HN) courses carry one extra quality point. To obtain information about which courses carry weighted credit, as well as general information about class rank, students should consult with their counselors.

Senior ranking will be compiled three times during 2017-2018

- ❖ September: Initial senior class ranking date. Students can begin to request transcripts after this date.
- ❖ January: Mid-year senior class ranking date. Students may request mid-year transcripts to colleges after this date. Valedictorian/Salutatorian and students graduating with certain honors will be verified after this date.
- ❖ June, 2018: Final senior class ranking date. Final transcripts will be sent to colleges after this final ranking process. All future transcript requests will show the final senior ranking status.

Senior Honors

After the January senior ranking report, WECHS will announce the following:

- ❖ Valedictorian – Senior or Super Senior of the graduating class with highest weighted GPA is awarded this title. This student will address the graduating class during graduation. In the event of two seniors having the highest weighted GPA that is the exact same, both students will be named co-valedictorian.
- ❖ Salutatorian – Senior or Super Senior of the graduating class with the second highest weighted GPA is awarded this title. This student will address the graduating class during graduation. In the event of two seniors having the second highest weighted GPA that is the exact same, both students will be named co-salutatorian.

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- ❖ Academic Achievement– Seniors with a unweighted GPA between 3.25 and 4.0 will be deemed as graduating with academic achievement. These students will be recognized with a special academic cord.
- ❖ Students who receive the Associate of Arts or Associate of Sciences will be recognized with an academic cord.
- ❖ NC Academic Scholars –Students who complete the requirements for this academically challenging high school program are named North Carolina Academic Scholars and receive special recognition. Students must:
 - Complete all the requirements of the North Carolina Academic Scholars Program.
 - Have an overall four-year unweighted grade point average of 3.500
 - Complete all requirements for a North Carolina high school diploma.

NC Academic Scholars Criteria:

Credits	
4	English I, II, III, IV (or college equivalent)
4	Mathematics (should include Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)
3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
4	Social Studies (World History, Civics/Economics, and American History 1 and 2 (or college equivalents))
1	Health and Physical Education: HEA 110
6	Two (2) elective credits in a second language required for the UNC System Four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, World Languages, any other subject area
3	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: - Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses
OR	
2	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses
25 or 24 + NCGP	

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- ❖ The President's Award for Educational Excellence - The President's Education Awards Program (PEAP)—sponsored by the U.S. Department of Education, in partnership with NAESP and the National Association of Secondary School Principals—was developed to help principals recognize and honor students who have achieved high academic goals through hard work and dedication to learning. The President's Award for Educational Excellence award recognizes academic success in the classroom. To be eligible for the award, students must earn a grade point average of 3.5 (weighted) and obtain achievement in the 85th percentile on Standardized Achievement Test.
- ❖ The President's Award for Educational Achievement - The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment to or intellectual development in their academic subjects-but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence or be seen as a second tier award; it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to learning. This award is given at the principal's discretion based on the criteria developed at the school.

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Steps to Graduation: Honoring the Occasion

While there are many occasions and events during the school year, a high school graduation is the most formal and significant activity for students, staff, family and friends. Participation in this event requires planning and thoughtfulness, especially on the part of the graduate. There is decorum and expectations, even as you celebrate the day.

Attire

A formal occasion means semi-formal attire for both young men and women. WECHS requires the following for graduation attire:

All:

All graduates must have a cap, gown and tassel in order to participate in the graduation ceremony. Decorations may not be added to the gown or cap. Only cords representing approved WECHS academic organizations or academic honors may be worn with caps and gowns.

Attire:

-Semi-formal, appropriately dressed. (Examples: Light weight dress, white dress shirt with collar and dark solid tie, dark dress slacks, dark dress shoes and dark socks.)

***No tennis shoes, no white socks, boots, sandals, flip flops, purses, handbags or cameras
Students who are financially unable to obtain any of the above are encouraged to see Ms. Lachance, graduation coordinator, well before the event, for assistance.

Behavior

All graduates will display the best behavior for each other, family, friends, dignitaries and staff during all ceremonies. While it is a joyous occasion, we are mindful maintaining the order and dignity of it as well. Students can expect to hear reminders at mandatory rehearsal regarding behaviors that may result in disciplinary action including withholding of diploma.

There will be a senior graduation meeting in February of each year for seniors and parents to share specific ceremony details and other senior activities leading up to the end of the school year. Information will also be posted on the senior page of the school website. Please keep your emails current and stay connected to text messaging updates for graduation related information.

Wake Tech Graduation

Students who have earned an Associate's Degree in Arts or Science may participate in Wake Technical Community College's graduation ceremony. Wake Tech provides caps and gowns free of charge. More information will be provided in the February senior graduation meeting.

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Steps to Senior Year Specifics

WECHS Class of 2018 Senior Timeline



Always refer to the senior page of the WECHS student services website for the most updated senior timeline.

Activity	Date
Deadline to register for the September ACT	Friday, August 4
Late Deadline to register for August SAT	Tuesday, August 15
Senior Class Meeting: Jostens Cap & Gown information distributed (North Campus)	Tuesday, August 22, 2:00 p.m.
Senior Portrait Day at WECHS (North Campus)	Friday, August 25, 7:30-2:30 p.m.
Senior Information Night for seniors <u>and</u> parents (North Campus)	Tuesday, August 29, 7:15 p.m.
Senior Conferences with Counselors (N. Campus)	August 21 – September 30
Deadline to register for October SAT	Friday, September 8
WCPSS Postsecondary Opportunities Fair (College Fair)	Sunday, September 17
Deadline to register for the October ACT	Friday, September 22
Deadline to register for the November SAT	Friday, October 6
Senior Picture Retakes	Wednesday, October 18
ACT	Saturday, October 28
Deadline to register for the December ACT	Friday, November 3
College Application Week!	November 13-November 17, 2017
Deadline to register for December SAT	Thursday, November 2
SAT	Saturday, November 4
Financial Aid Information Event	TBD
SAT	Saturday, December 2
ACT	Saturday, December 9
Deadline to register for February ACT	Friday, January 12
Fall Semester Final Exams	December 12-18
Deadline to register for March SAT	Friday, February 9
ACT	Saturday, February 10
Senior Info Night (Graduation Information)	TBD
Senior Cap and Gown Pictures	Friday, February 16

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Senior Fee Due	TBD
Jostens Graduation Order Delivery Day @ Wake Tech campus	March 1
Deadline to register for April ACT	Friday, March 3
SAT	Saturday, March 10
Spring Break	March 12-16, 2018
Deadline to register for May SAT	Friday, April 6
ACT	Saturday, April 14
Deadline to register for June SAT	Thursday, May 3
Deadline to register for June ACT	Friday, May 4
SAT	Saturday, May 5
Wake Tech Final Exams	May 1-7
Graduate Awards Night	Tuesday, May 8, 6:30 p.m.
Graduate Breakfast	TBD
Graduation Rehearsal (Mandatory)	TBD
Wake Early College of Health and Sciences 2018 Commencement	TBD
SAT	Saturday, June 2
ACT	Saturday, June 9

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SENIOR YEAR COLLEGE PLANNING CALENDAR For Graduating Seniors

August/September

- Meet with your counselor for a senior interview
- Finalize your high school portfolio/resume/brag sheet; give copy to counselor
- Register for Fall SAT/ACT exams
- Be aware of deadlines for competitive scholarships (NCSU Park, UNC Morehead-Cain, etc.)
- Attend College Fair at NC State's McKimmon Center in September
- Call college admissions offices, visit websites or go to www.cfnc.org for Open House dates and schedule tours
- Submit transcript and register with the NCAA Eligibility Center (applies to athletes only)

Early Fall

- Gather applications/ begin applications online
- Ask teachers and counselors for letters of recommendations (allow 2-3 weeks)
- Look for Secondary Report Forms/ Counselor Statement forms in the application and give forms to your counselor. If electronic, enter the correct staff email addresses. (allow 2-3 weeks)
- Be knowledgeable of your deadlines (Some colleges have October deadlines)

Mid Fall (October/ November)

- Send college applications (keep a copy for your records)
- Request for high school transcripts, recommendation letters and secondary reports/ counselor statement forms be sent (<http://www.wcpss.net/transcripts>)
- Start Financial Aid Process (FAFSA/Profile)
- Schedule appointment with WECHS Financial Aid Counselor

January/February

- Check for midyear college application deadlines
- Request your mid-year transcript to be sent via WCPSS.net/transcripts site.
- College decisions start arriving!

Spring

- Keep working hard- Senior year grades and attendance count!
- Make college decisions (Notify colleges by May 1st)
- Complete NCAA requirements (applies to athletes only)
- Fill out the senior survey and indicate where your final transcript will need to go.
- Pay/Clear any outstanding fees/fines in the main office.
- Attend graduation rehearsals and senior meetings

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Daily Schedule Details: Northern Campus

8:00 am - 1:50 pm

Student schedules are individualized with a combination of required high school and college courses. Required high school courses are not listed on the WTCC Blackboard site.

Daily Sign-In

All Northern Campus students must sign in for the day as soon as they arrive on campus in their assigned classroom or they will be marked absent. Students who are tardy or have a schedule for the day that starts after 8:00 am, must sign in before going to college classes. Students are strongly encouraged to read all announcement postings and make note of all important dates/deadlines upon signing in each morning.

Check-Out (going home/leaving campus for the day)

All Northern Campus students who leave campus prior to 1:50 pm, must check out in Room 335, Building C with Mrs. Hennings. Students must have **written** permission from their parents/guardian to leave campus. Parents may also report to the same office as above to check their child out of school. **Northern Campus staff cannot accept phone calls as documentation of parental consent.**

Student Open Times and Sign-Out (remaining on campus)

The number of open times (hours when a student does not have a high school or college class) in a student's schedule will vary depending upon the hours of their combined high school and college class schedule. During morning sign in, students must also indicate in the blank spaces on the form, where they will be during each open time of the day. If their plans change, students must return to Building C to update the form. Students are located during the day using the sign-in form. This is an important safety procedure that all Northern Campus students must follow. **Northern Campus staff must know where students are on campus at all times!** During open times, students are expected to eat lunch in designated eating areas on campus or the café. Students may also use their open time to begin or complete assignments, meet with college instructors (during office hours or a scheduled appointment), schedule a meeting with a high school teacher for additional assistance, or attend an additional session of Academic Assistance class (with teacher permission). Successful Northern Campus students use time wisely.

Lunch

Students must eat lunch during one of their open times or between classes.

Please note that Wake Tech does not have an excused absence policy. Students who are absent for more than 10% of a college course will either receive a W or WF for the course. Please review the Wake Tech Attendance Policy at <http://www.waketech.edu>.

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Selective Service Registration

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

Registration

Registering with Selective Service is simple and possible online at: <http://www.sss.gov>

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

Verification

Since SSS registration is required for many Federal and state benefits, such as student financial aid, job training, and Federal and state jobs, officials administering monies for these programs can now verify a young man's registration by simply clicking on the "Check a Registration" icon at the Agency's home page (www.sss.gov).

The Law

Registering with Selective Service is the law. Failure to register is a felony, punishable by a fine of up to \$250,000 and/or five years in jail.

*All male U.S. citizens and male aliens, residing in the U.S. between the ages of 18 and 26 are required to register. A man is exempt while serving on Active Duty in the Armed Forces or if he is a cadet at a service academy. Lawfully admitted nonimmigrant aliens holding valid student visas or member of diplomatic or trade mission and their families are not required to register. For more information, contact the Selective Service System.

The Selective Service System

Tel. 703-605-4100

Office of Public and Congressional Affairs

FAX 703-605-4106

National Headquarters, Arlington, Virginia 22209-2425

Internet: <http://www.sss.gov>

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Steps to Senior Testing

The **SAT Reasoning Test** (Scholastic Aptitude Test) measures evidence-based reading and writing, mathematics and writing. Colleges select the best evidenced-based reading and writing, math and writing scores for admission criteria. The **SAT Subject test** measures performance in specific subjects. Some highly competitive colleges require SAT Subject tests for placement, and even admission into certain programs.

The **ACT** (American College Test) measures educational achievement in English, math, reading, science, and writing. Colleges select the best scores from each area for admissions criteria. The ACT also predicts performance of the freshman year in college.

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

Check with colleges to see which test they prefer. Students should register on-line. Scores can be automatically sent to four colleges that you indicate when registering for the test. If you decide to send scores to a college after the test date, you must notify the testing service to make the request, and pay their respective fee.

Testing accommodations for disabilities may be available. Check for accommodation information on the testing center website or in the registration bulletin.

The WECHS **test code** or **CEEB code** is **343249**.

To register for the SAT go to www.collegeboard.com

To register for the ACT go to www.actstudent.org

To register for the TOEFL go to www.toefl.org

Fee Waivers

**SAT and ACT fee waivers are available for economically disadvantaged students. See your counselor or the College Board website for details and guidelines.*

**Students using a fee waiver for the SAT or ACT may also qualify for College Application Fee Waivers and NCAA Eligibility Waivers. See your counselor for details and guidelines.*

The ASVAB (see page 34).

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SAT Testing Tips

Visit Khan Academy for Test Taking Strategies and study skills.

<https://www.khanacademy.org/test-prep/sat/new-sat-tips-planning>

ACT Testing Tips

Visit <http://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>

Also: <http://blog.prepscholar.com/15-act-tips-and-tricks-to-improve-your-act-score>

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Steps to College Admissions

MAKING CHOICES ABOUT COLLEGE

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

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

Step Two: Consider college characteristics

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

Step Three: List, compare and visit colleges

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

Step Four: Apply for admission and observe deadlines

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

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COLLEGE COMPARISON CHART

College Name			
Location distance from home			
Size environment physical size of campus			
Environment type of school (2 or 4 year) school setting (urban, rural) location and size of nearest city co-ed, male, female religious affiliation			
Admission Requirements deadline tests required average test scores, GPA, rank special requirements notification			
Academics is your major offered? special requirements accreditation student-faculty ratio typical class size			
College Expenses tuition, room and board estimated total budget application fee, deposits			
Financial Aid deadline required forms percentage receiving aid scholarships			
Housing residence hall requirement availability types and sizes food plan			
Facilities academic recreational other			
Activities clubs, organizations Greek life athletics, intramural other			
Campus Visits when special opportunities			

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WHAT DO ADMISSIONS OFFICES CONSIDER WHEN REVIEWING AN APPLICATION?

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

TIPS ON COMPLETING YOUR APPLICATION

- ✓ Most colleges and universities are now encouraging applicants to apply on-line. Be sure to go to the college's website for instructions.
- ✓ If you apply on-line, print a copy of your submitted application (if possible). Don't forget to print out the signature page and mail that in.
- ✓ Know the deadlines!
- ✓ Complete your own applications – colleges **know** if your parents fill it out.
- ✓ An online application makes a better impression, but in some situations, it is acceptable to handwrite your applications as long as they are neat – print legibly in blue or black ink (NEVER use pencil or colored ink).
- ✓ If you're handwriting, make a "sloppy copy" on which you can practice.
- ✓ If your list of extracurricular activities exceeds the allotted space, list your top activities or those where you've had a leadership or other significant role. If your application allows, upload your extracurricular resume as an additional sheet.
- ✓ If you're applying to an arts school, include a copy of your portfolio, slides of your work, a DVD (if you're a dancer), or some other way to make your application stand out.
- ✓ If you're an athlete, send a highlights DVD to the athletics department.
- ✓ When you have finished your application, make a photocopy for your records. Applications can sometimes get lost in the mail or in the college admissions office.

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COLLEGE ADMISSIONS OPTIONS

EARLY ACTION is an admissions procedure to notify students of early admissions to the college. Students do not need to accept the college's offer of admissions but may file other applications (used by UNC, NCSU, Georgetown, Yale, etc.). *Points to remember* are that early action candidates can be rejected, financial awards are made in April, and candidates must have superior records because the process is highly selective.

EARLY DECISION is a plan under which you may submit your credentials early to one college, usually by October 15 of your senior year. You are notified of your status by December 1. As part of an early decision plan, you are required to sign a statement agreeing to accept the college's offer of admission. You must also withdraw your application from other colleges if accepted under Early Decision. (Used by Duke, Elon, Wake Forest, etc.) Points to remember are the same as listed above in Early Action.

REGULAR ADMISSION: candidates submit an application during November to February, depending on the individual and college. Check the deadline for each individual school.

ROLLING ADMISSION: candidates submit an application at their convenience up to a certain date. They typically receive an offer of acceptance or rejection within four to six weeks. (Used often by Community Colleges and some four-year institutions)

When Will You Apply?

There may be several factors which will affect when you apply. You are often encouraged to apply in the fall of senior/super senior year, meeting early action deadlines of your institutions of interest. Advantage of applying sooner rather than later?

1. You'll know an admissions decision earlier in the year.
2. You can spend more time applying for scholarships.
3. Your GPA will not change significantly from fall semester to spring semester. Many students who are not satisfied with their current GPA believe that waiting until spring will be better. Not so in most cases. With one semester, there is no significant change in the GPA unless there is a significant difference in grades (D to A, etc.). You risk missing regular admissions deadlines when you wait, as transcripts will not have fall semester final grades until the end of January. You also stand a greater risk of being waitlisted to the institution, as they might have already filled their spaces.
4. You can better prepare for financial aid needs once you know where you're going.
5. You can focus on the rest of your senior year and enjoy it!

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Special Incentives/Programs

North Carolina College Application Week: Monday, November 13 - Friday, November 17, 2017

During this statewide college access event, all 110 North Carolina colleges and universities accept the College Board fee waiver in lieu of an application fee, for students who qualify. Typically students who receive the SAT or ACT fee waiver, also qualify for the College Board fee waiver. See your high school counselor for more information about the College Board fee waiver. Additionally, many of North Carolina's colleges and universities go above and beyond and outright waive their application fee for all North Carolina graduating seniors that week.

WECHS is a college application week site. Registration for College Application Week will begin in October.

How Will You Apply?

All students are encouraged to apply online. Applications can be processed quicker and most times you can check the status of your online application through accounts you set up. You should research the following options to determine how you'll apply. How you apply does not affect an admissions decision; it only reflects your preference for applying.

CFNC – You can apply to all NC colleges and universities through CFNC. This allows you to save time by completing only one application. Note: some institutions will require a supplemental form to be completed in addition to CFNC or will take you to the Common Application or another website to complete your application. Go to www.cfnc.org to set up an account and get started.

Common Application – The Common Application is a nationwide college application tool that many institutions will accept as an application. Go to www.commonapp.org to find out which institutions accept this document. There may be supplemental forms to complete.

Institution Direct – Seniors can opt to set up a personal account directly with their institutions of choice and complete the individual online application. Students can log back into the account to check the application status and/or find out if there is any additional information needed.

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Transcripts

WCPSS high schools use the College Foundation of North Carolina (CFNC) Electronic Transcript as the primary method of sending senior transcripts to institutions of higher education in North Carolina. All North Carolina colleges, universities and community colleges accept the CFNC Electronic Transcript. These transcripts are free to current seniors and are sent within one day of the request through the student CFNC account online. More information can be found at www.cfnc.org.

WCPSS high schools provide each currently enrolled high school student with three official transcripts per year at no charge. After receiving written permission from the parent, these transcripts will be sent to any college, university, or organization requested. There will be a \$10.00 charge for each additional paper transcript, after the first three. In order for a paper transcript to be “official,” it must be sent from the high school office to the college, university, or organization without the student or parent handling it.

Transcripts may be requested online by clicking the “transcript request” quicklink at https://wcpss.scribonline.com/foldreq/start_order.html

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

- Mid-year senior year transcript
- Final transcript after graduation
- Transcript for any scholarship or award requested by the high school scholarship committee

Recommendations/Counselor Statements

Teacher Recommendations. Follow these steps:

1. Determine what type of recommendation is needed and how many by previewing the application. There may be a specific teacher recommendation form or a request for a letter.
2. Initially ask a teacher in person if he/she is willing to complete one on your behalf. They should hear from you before they hear from the college.
3. Follow up with an email to the teacher, giving at least a two week notice. Include a copy of your resume and be specific regarding what information the school is requesting, the deadline and mailing instructions.
4. Provide a stamped, addressed envelope for the teacher if not an online recommendation. If there is a specific form, complete any required portion by the student prior to handing it over to the teacher.

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5. Follow up with the teacher in person a few days before the deadline to make sure that the recommendation is being prepared.

Counselor Statements/School Supplement Forms. Follow these steps:

1. Determine whether the form can be submitted online or if you need to print the form and give to the counselor.
2. Complete the student portion of the form.
3. Drop it off to your counselor.

Note: Some institutions require a mid-year form. You may turn this in to Student Services at the same time as the counselor/school supplement form.

COLLEGE ADMISSIONS DECISIONS

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

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

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

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

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Steps to Financial Aid

There are several types of financial aid students and parents can pursue in order to pay for college. These include: scholarships, grants, loans, work-study, entitlement programs, and employment. All types of financial aid come from various sources that include the federal government, local clubs, civic organizations as well as colleges and universities.

Free Application for Federal Financial Aid (FAFSA) must be completed by all students wishing to be considered for any federal financial aid. **The FAFSA form is the gateway to all federal money.** To initiate the financial aid process, you and your parents must submit a financial aid form. The FAFSA is a confidential document used to collect information for determining a student's need for financial aid. US Citizens should complete the FAFSA.

An estimate of your family's financial ability to contribute to the costs of education beyond high school is computed. The amount is known as the **Estimated Family Contribution (EFC)**. The EFC is an indicator of how much the government believes the family can pay each year for their student's education. This amount however does not necessarily mean that the college or university will require the family to pay the entire amount. This estimate and a copy of the appropriate form are forwarded at your request to the Pell Grant Program, to state scholarship and grant programs, and to financial aid officers at the colleges or other post-secondary institutions you specify on the form.

The decision to award financial aid rests with individual institutions and programs, which directly inform students whether or not they are eligible for financial aid. *Speak with the college or university financial aid officer directly to discuss adjustments to this financial aid package.*

Some colleges and universities require submission of both the **FAFSA** and the **College PROFILE** along with their own financial aid application for consideration for merit or academic scholarships. Only 5 colleges require the College PROFILE in North Carolina. They are: UNC Chapel Hill, Davidson, Duke, Elon, and Wake Forest.

FAFSA forms are available online. The earliest the form may be sent electronically is October 1, 2017 for a student entering college in August of 2018. The forms for North Carolina colleges generally must be submitted before March 1 of senior year. Some schools have an earlier date; therefore, you must adhere to the deadline for each school.

You may access and complete the forms online at:

PROFILE at www.collegeboard.com

FAFSA at www.fafsa.ed.gov

The U.S. Department of Education publishes an annual guide for high school and college students regarding financial aid. This guide explains in-depth the federal aid process. You can view this guide on-line at www.studentaid.ed.gov .

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Types of Federal Aid

Stafford Loan: Stafford Loans are available to undergraduates on the basis of demonstrated financial need. Interest rates continue to be favorable and interest is paid by the federal government for the first six months after graduation. A program called the “Unsubsidized Federal Stafford Loan Program,” is available to undergraduates who do not demonstrate financial need. Students must file the FAFSA for the regular Stafford Loan first and if not eligible, will automatically be considered for the Unsubsidized program. Although borrowing limits and interest rates are identical to the regular Stafford Loan, interest will not be subsidized while the undergraduate is attending college. Students have the option of either paying interest on the loan as it accrues or capitalizing the interest and paying it off along with the principle following graduation. Even though the government does not pay interest, this option is attractive because of the very favorable interest rate.

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

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

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

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

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The Scholarship Process

Private sources make up a small slice of the total financial aid pie. Nonetheless, there are a number of scholarship opportunities—the trick is finding which ones are applicable to your individual situation. Scholarship bulletins are available in Student Services. This is not an exhaustive list; websites are listed in this section of the planning guide to assist with other scholarship searches. Be forewarned—the application process for scholarships is often as detailed as applying for college and sometimes the rewards are not large. The most important thing to remember is to never pay for a scholarship or for scholarship information.

Individual colleges and universities also offer merit-based scholarship programs which will be offered to qualified students once accepted. Check with colleges for specific information.

Examples of Scholarship Criteria:

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

Examples Scholarship Essays:

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

How do I find out about scholarships?

- Go to www.scholarshipplus.com/wake --for WECHS and Wake County-specific scholarship information.
- A scholarship bulletin is available in Student Services and on the WECHS website (<http://wechs-student-services.weebly.com/>).

Here you will find scholarship resources from WCPSS sites and more. Be sure to peruse the WECHS Scholarship Bulletin for each month. If you find a scholarship you would like to apply for, follow the instructions for applying as listed on the bulletin.

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Steps to Military Placement

The Military

Representatives from the different branches of the military visit WECHS periodically throughout the year. These visits are scheduled through the Student Services Career Development Coordinator. At other times the Military Representatives may be reached in their Raleigh Offices.

Air Force	872-7692	www.airforce.com
Army	562-4936	www.goarmy.com
Army Reserve	562-4936	www.goarmy.com/reserve
Coast Guard	878-4008	www.gocoastguard.com
Marines	872-9955	www.marines.com
Navy	1-866-628-7327	www.navy.com
Naval Reserve	1-866-628-7327	www.navyreserve.com
N.C. National Guard	790-1908	ww.nationalguard.com

The **Armed Services Vocational Aptitude Battery (ASVAB)** is an aptitude test to access an individual's natural abilities and skills. The military branches require the ASVAB for entrance into the military. Whether you are considering the military or other career options, the ASVAB is an excellent tool to help determine your own natural abilities that will assist you in making an informed career choice.

The Military Entrance Processing Service Center offers the ASVAB on a weekly basis. Contact your military recruiter to schedule an appointment.

Military Plus College?

If you are interested in enlisting in the military as well as going to college, be sure to ask about ROTC scholarships that are available. Deadlines are usually from October to December, so early planning is advised. See websites below for more information.

Army	www.usma.edu www.rotc.monroe.army.mil
Air Force	www.usafa.af.mil www.afoats.af.mil/rotc.htm , www.afas.org
Navy/Marine Corps	www.nadn.navy.mil www.cnet.navy.mil/nrotc , www.nmcrs.org
Coast Guard	www.cga.edu www.cgmahq.org

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Steps to Getting a Job

EMPLOYMENT AFTER HIGH SCHOOL

Career Planning/Exploration

- ❖ Career planning is a process that involves students, parents, teachers, counselors, and the community.
- ❖ The goal is to help students to make informed and thoughtful decisions about themselves and their future.
- ❖ The planning process includes helping students develop and implement an individual career plan.
- ❖ CFNC is a valuable websites that have on-line *Career Inventories* which assess their interests, preferences, values, abilities, and talents in order to identify either general or specific careers.
- ❖ In addition, students may further explore careers by participating in Web Research, Informational Interviews, Job Shadowing, Internships, Summer Programs, Part-time Jobs, and Volunteering Opportunities.

Entering the Workforce

If you have decided to get a job immediately after high school, you will need to:

- Find out what kinds of jobs are available.
- Develop some very necessary job-finding and job-keeping skills. Talk to a counselor about job possibilities. See Ms. Covington, the Career Development Coordinator, for more information. Visit your career center, library and company websites.
- Contact the NC Employment Security Commission located at 700 Wade Avenue, Raleigh, NC 27611 or call 733-6700.
- Adapt your resume to reflect the needs of the potential job. Identify skills you possess that the company has in the job posting.

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INTERVIEWING BEST PRACTICES

Before the Interview

- Focus on employer's/college's needs and what you can do for the organization/college
- Consider how you will fill the role they have available
- Consider your interest in the job/ career field/ college major
- Research and become knowledgeable of the company/college
- Practice interviewing

During the Interview

- Be enthusiastic, but sincere
- Listen carefully to the interviewer
- Think about how you can set yourself apart from others
- Keep the interviewer's attention
- Don't place blame or be negative about past employers/ your high school
- Plan to arrive at least 15 minutes before the interview
- Bring a pen and notebook with you
- Greet your interviewer by name, with a firm handshake and a smile
- Do not chew gum
- Maintain good body posture
- If the interviewer asks if you have any questions or if you would like to add anything else- Ask a question or tell them something about yourself they did not ask!
- Close the interview on a positive note
- Ask about any needed follow-up and when you can expect to next hear from the company/college
- Thank the interviewer for his or her time
- Be sure to get the interviewer's business card, or at least the proper spelling of their name, their title, and their address and phone number

After the Interview

- Evaluate it – how do you think you responded to the questions?
- Send a thank you letter to the interviewer
- Make a follow up phone call to indicate interest in the position/college and ask if there are any additional questions

What to Wear

- Wear a professional looking outfit from head to toe
- Make sure your hair is well-groomed and neat
- Don't overdo the perfume, cologne, makeup, or aftershave
- Limit your jewelry
- Try on your outfit BEFORE the day of the interview

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TYPICAL INTERVIEW QUESTIONS

- ❖ Tell me a little about yourself?
- ❖ What have you been involved in while in high school?
- ❖ Tell me about your scholastic record.
- ❖ What supervisory or leadership roles have you held?
- ❖ Why should we hire/admit/select you?
- ❖ Describe briefly your philosophy of
- ❖ Where do you see yourself in 5 or 10 years?
- ❖ Do you think your grades are a good indication of your academic achievement?
- ❖ Describe one or two achievements which have given you the most satisfaction.
- ❖ In what ways would you contribute to our organization/college?
- ❖ Tell me about a time when you worked effectively under pressure.
- ❖ Tell me about a time when you persuaded team members to do things your way.
- ❖ Tell me about a time when you had to adapt to a difficult situation.

STUDENT RESUME INFORMATION

All WECHS students develop their portfolio as they matriculate, being able to update importation information, such as extracurricular activities, volunteerism, employment, etc. These are all elements that help to shape a student's resume. After making an update at the beginning of the senior year, students should be able to use their resume for college admissions, as well as employment endeavors.

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

General Resume Do's and Don'ts

Do	Don't
Be concise, accurate, positive	Lie or exaggerate
List your most recent activities or job first	Include salary history or expectations
Stress skills and accomplishment	Use pronouns, abbreviations
Research and use key words	Overdo the use of bold and italics
Make the resume attractive to read	Use small type or overcrowd margin
Have someone proofread before submitting	Include references

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RESUME WRITING TIPS

Why do I need a Resume?

- It provides a clear breakdown of high school activities for college admissions representatives and can be included with your application.
- It offers recommendation writers a review of your accomplishments

What do I include?

- Awards and honors
- Extracurricular activities (ones offered in high school such as Honor Societies, Newspaper, etc.)
- Sports
- Community Service/Volunteerism
- Leadership
- Work Experience

What order do I put activities in and what format should I use?

- Enter activities from most recent to least recent
- Do not include middle school
- Indicate if you have held an office position or elected position
- Community Service is by school year (2011, 2010...)

Overall Tips

- Use Times Roman or Arial Font
- Use 12 point size, no smaller than 9
- Use professional looking bullets (not hearts, stars)
- Spell out acronyms (NHS= National Honor Society)
- Make Headings in bold
- Keep it to one page if possible

Appendix

**Sample Resume
College Planning Resources
Financial Aid Resources**

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RESUME SAMPLE

Amy Jones
123 Heritage Lane
Wake Forest, NC 27587
919/570-5600

Objective: To obtain admission into University of North Carolina--Charlotte

Education: Wake Early College of Health and Sciences
GPA: 3.8 weighted 3.2 unweighted
Rank: 30/90

Awards and Honors:

- ◆ National Honor Society (11-13)
- ◆ Regional Swimmer (10-12)
- ◆ Federalist Violin Competition (9)

Extracurricular Activities:

- ◆ Junior Classical League (11-12)
- ◆ Student Government (11-12)
Senior Class Council Second Vice President
- ◆ Pep Club (11-12)
Inter Class Council Member (11)
- ◆ Key Club (9-12)

Athletic Participation:

- ◆ Varsity Swim Team (9-12)

Volunteer Experiences:

- ◆ Tutored Elementary School Students (2010-2012)
- ◆ Led Wake Forest Baptist Church Youth Group (2009-2012)
- ◆ Served in Governor's Page program (2009)
- ◆ YMCA Leaders Club (2008)

Employment:

YMCA Camp Seafarer--Camp Counselor (summer 2008)

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College Planning Websites

Name	How to Find
College Foundation of North Carolina Comprehensive site for planning for and applying to college as well as financial aid, SAT Prep, College Matching Assistant	www.cfnc.org
College Week Live College search engine that hosts virtual tours	www.collegeweeklive.com
Collegeboard SAT registration, College planning, Scholarship Search	www.collegeboard.com
You Can Go! The You Can Go program is sponsored by Collegeboard and is used to support students who don't believe college is a possibility.	www.ycg.org
ACT ACT registration, College planning	www.actstudent.org
NCAA Eligibility Center Information for potential college student athletes, initial eligibility website, and download the "Guide for the College-bound Student Athlete"	www.eligibilitycenter.org
UNC System Information regarding all the public institutions in North Carolina, including enrollment, etc.	www.northcarolina.edu
NC Independent Colleges Information regarding all the private institutions in North Carolina	www.ncicu.org
Wake Tech Community College	www.waketech.edu
Selective Service Selective Service and Information	www.sss.gov
Trade and Vocational Schools Trade school search engine	www.tradevocationalschools.com

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Financial Aid and Scholarship Resources

***This is only but a few of the many resources found regarding financial aid and scholarship resources.

Source	Web Address
US Department of Education Federal resources for information and publications on career development, financial aid, etc.	www.ed.gov
FAFSA Free Application for Federal Student Aid Scholarship Resources	www.fafsa.ed.gov
Scholarship Plus Scholarship Search Site for WCPSS Students	www.scholarshipplus.com/wake
Fast Web Free college and scholarship search and financial aid information	www.fastweb.com
Sallie Mae Foundation Financial aid information	www.salliemae.com
College Foundation of North Carolina Merit and Need Based Scholarships and Grants Career-Based Scholarships	www.cfnc.org
FinAid Student guide to financial aid, scholarships and student loans	www.finaid.org
Free Scholarship Search links to more than 40 free, online scholarship search sites listing thousands of scholarships and financial aid awards	http://www.college-scholarships.com
Collegeboard Scholarship search, CSS Profile, Education Loans	www.collegeboard.com
NC State Education Assistance Authority Scholarship and grant programs in North Carolina	www.ncseaa.edu
International Financial Aid Center Resources for international students	www.iefa.org
Petersons Guide to financial aid and scholarships	www.collegequest.com
Other scholarship websites	www.scholaraid.com

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	www.collegenet.com www.winscholarships.com www.scholarships.com www.guaranteed-scholarships.com
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Notes:
