

**11th GRADE  
COLLEGE & CAREER  
PLANNING GUIDE**

**Franklin High School**

# TABLE OF CONTENTS

11TH GRADE CHECKLIST .....	2
TYPES OF EDUCATIONAL INSTITUTIONS .....	3
SAT VS. ACT WHAT YOU NEED TO KNOW .....	4
COLLEGE & CAREER EXPLORATION PLATFORMS .....	7
CAREER EXPLORATION .....	9
COLLEGE EXPLORATION .....	10
FINANCIAL AID & SCHOLARSHIPS .....	12
WRITING A RESUME.....	15
TRADES AND APPRENTICESHIPS .....	17
MILITARY .....	18
RESOURCES AND WEBSITES .....	19

# 11TH GRADE CHECKLIST

## Year Round

- Maintain excellent attendance and/or work on boosting your GPA
- Take challenging and/or relevant classes (*AP, Foreign Language, CTE, etc.*)
- Participate in college/career events, discussions, field trips, and other opportunities at school
- Volunteer in your community or increase your involvement in extracurricular activities
- Check your email regularly for important announcements and opportunities
- Seek leadership opportunities at school or in your community
- Work on your CRLEs and create a resume

## Fall / Winter

- Set goals for the year
- Take the PSAT/NMSQT (*not offered Fall 2020*)
- Attend FHS/PPS Post-secondary planning events (*Tools for the Future*)
- Attend presentations by your FHS Counselors and meet with your counselor for individual support/guidance
- Make a list of careers of interest and research them (education/training, skills, etc.) (*tip: use Maia!*)
- Make a list of college majors of interest (*tip: use Maia!*)
- Explore colleges online (*tip: virtual tours, websites, Maia*)
- Familiarize yourself with scholarships and begin exploring upcoming opportunities
- Familiarize yourself with financial aid terminology and the process
- Register for the NCAA Clearing House if you plan to play sports in college

## Spring

- Register for challenging and/or required courses for 12th grade
- Register and practice for the SAT and/or ACT and/or AP exams (*if applicable*)
- Meet with your counselor to review your progress towards graduation and explore post-secondary planning
- Explore colleges (*virtual campus tours, online research, etc.*)
- Make a preliminary list of colleges that you are thinking about applying to (*or careers/trades you will pursue*)
- Brainstorm who you may want to ask for letters of recommendation
- Explore and compare the costs of colleges
- Monitor your athletic recruiting (*if applicable*)
- Look for internships, work, volunteer, or academic opportunities for the summer
- Search and apply for scholarships (*or bookmark those due in senior year*)

## Summer

- Continue researching colleges
- Practice for the SAT/ACT (*if applicable*)
- Get organized: save your favorite colleges/careers in Maia, bookmark websites/resources, note upcoming deadlines, etc.
- Begin drafting your application essay(s)
- Begin gathering your financial aid information
- Add any summer work or volunteer experience to your resume

# TYPES OF EDUCATIONAL INSTITUTIONS

## FOUR YEAR COLLEGES & UNIVERSITIES

Students can earn a Bachelor's Degree after completion of a 4-year full-time program at a college or university. They aim to equip students with the skills and knowledge in a particular field that will lead them to professional and middle-management jobs.

**College vs. University:** minimal difference, but universities typically offer more majors and contain smaller colleges within the university.

## TYPES OF FOUR-YEAR INSTITUTIONS

**Public:** institutions that receive funding from the state of which they are located

**Private:** institutions that rely on tuition, fees and private funding for their funding

**Liberal Arts:** institutions that emphasize general studies in literature, math and sciences; typically private

**Special Focus:** institutions with a mission to educate a specific population, such as ethnicity, gender, or religious affiliation.

## DEGREES AT FOUR-YEAR INSTITUTIONS

**Bachelor's of Science (B.S), Bachelor's of Art (B.A), Bachelor's of Fine Art (B.F.A.):** 120 credits including up to 60 credits in general education, up to 30 credits in elective, and 40+ advanced classes in a college major

## TWO YEAR COLLEGES

Students can earn an Associate's Degree or specialized certification after completion of a 2-year program. They aim to equip students with basic knowledge and skills for entry-level work or skill-specific work. There is limited to no on-campus housing at a two-year college.

## TYPES OF TWO-YEAR COLLEGES

**Community Colleges:** ("Junior College") colleges that have an academic focus and are designed to provide students basic knowledge or prepare them for transfer to a 4-year college to earn their bachelor's degree.

**Vocational-technical programs:** ("Trade Schools") schools that offer specialized training to earn a certificate or associate's degree in a particular career such as dental hygiene, culinary arts, or medical technology,

## DEGREES AT TWO-YEAR COLLEGES

**Associate of Arts (AA), Oregon Transfer Degree (AAOT), Associate of Science (AS), Associate of Applied Science (AAS), Associate of General Studies (AGS):** 90 credits, including 24 in a specific degree

**Oregon Transfer Degree in Business (ASOT/BUS):** 90 credits including general education and business-specific classes for students planning to transfer to a 4-year school and major in Business.

**Diploma/Certificate/License:** certification of completion of a trade school program for a specific job

## MILITARY AND MILITARY ACADEMIES

Military academies are separate institutions that provide a combination of military training and higher education. Student life is typically very strict and students are required to serve in the military after graduation. A military academy is not required to join the military. Students can join the military right out of high school, and all branches of the military offer flexible options for students to pursue higher education, at minimal to no cost, in conjunction with their service in the military.

# SAT VS. ACT: WHAT YOU NEED TO KNOW

## GENERAL FACTS

- The SAT and ACT generally cover the same content (comparison chart below)
- They are used for college admissions and awarding merit-based scholarships.
- Most colleges do not prefer one test over the other. All U.S. 4-year colleges accept both the SAT and ACT scores, but not all require them.
- Some institutions are “test-optional”, which means scores are not required for admissions decisions.
  - *Note: institutions or outside scholarships may still require scores for merit scholarships*
- SATs and ACTS are NOT required for admission into a community college
- One test is not harder than the other. Individual testing preferences and style may impact performance.
- Students have the option to send their scores to **FOUR** colleges for free. Additional scores require payment directly to the testing company.

	SAT	ACT
<b>Subjects</b>	Reading (52 questions, 65 minutes) Writing & Language (44 questions, 35 minutes) Math (20 questions, 25 minutes + 38 questions, 55 minutes) Essay (Optional) (50 minutes)	English (75 questions, 45 minutes) Math (60 questions, 60 minutes) Reading (40 questions, 35 minutes) Science (40 questions, 35 minutes) Essay (Optional) (40 minutes)
<b>Length</b>	3 hours (without essay) 3 hours, 50 minutes (with essay)	2 hours, 55 minutes (without essay) 3 hours, 40 minutes (with essay)
<b>Reading</b>	5 reading passages <i>*includes complex structure and vocabulary.</i>	4 reading passages
<b>Science</b>	none	1 science reasoning section <i>*tests critical thinking skills, not specific knowledge</i>
<b>Math</b>	Arithmetic, Algebra I & II, Geometry, Trigonometry & Data Analysis	Arithmetic, Algebra I & II, Geometry & Trigonometry
<b>Calculator Policy</b>	1 section where you can use a calculator and 1 where you cannot. <i>Formulas are provided.</i>	You can use a calculator on all questions, but you will not be given formulas to work with
<b>Essays</b>	Optional. Comprehension of a source text	Optional. Evaluation & analysis of complex issues
<b>Scoring</b>	<ul style="list-style-type: none"> <li>• Scored on a scale of 400–1600</li> <li>• Final score adds together the scores from your math, reading &amp; writing sections (Writing is not included)</li> <li>• No penalty for wrong answers</li> </ul>	<ul style="list-style-type: none"> <li>• Scored on a scale of 1–36</li> <li>• Final score is a composite score (the average of your multiple-choice sections (Writing is not included)</li> <li>• No penalty for wrong answers</li> </ul>
<b>Score Choice</b>	Yes	Yes
<b>Price</b>	\$64.50 with essay (2019-2020) \$49.50 without essay (2019-2020) <i>*Students with financial need may be eligible for a waiver</i>	\$68 with essay (2019-2020) \$52 without essay (2019-2020) <i>*Students with financial need may be eligible for a fee waiver</i>

## WHICH TEST SHOULD I TAKE?

- Take a timed, full-length practice test of each test to determine which one you feel most confident in.
  - Factors to consider: timing, what types of questions you find most challenging, which test you'd be willing to dedicate practice time to, etc.
- This [quiz](#) can also help you decide which test is best for you.

## HOW DO I SIGN UP?

- At FHS, sophomores have the opportunity to take the PSAT for free on the national PSAT day in October. Juniors can sign up for the PSAT on a first come first serve basis. Due to the pandemic, the Fall 2020 PSAT was not offered this year in PPS.
- To register for an SAT or ACT, you can register online (*please see note regarding pandemic updates on the next page*):
  - SAT: visit [www.collegeboard.org](http://www.collegeboard.org)
  - ACT: visit [www.act.org](http://www.act.org).

*\*If you believe you qualify for a fee waiver for either test, please see your counselor before signing-up*

## HOW CAN I PREPARE?

Practice is key to getting your best possible score on your admissions tests. Since the tests are timed and questions may be worded differently than you are used to seeing in classes, increasing these specific test-taking skills will help you achieve a higher score.

The type of practice you do (online vs. paper, free vs. cost) is up to you. Choose a method that works for your schedule and other obligations, is best for your study style, and you can commit to.

## FREE PREP TOOLS

- [Khan Academy](#): free SAT full-length and section practice tests, questions-of-the-day, and tips and strategies. It links to your College Board account so it knows your PSAT/SAT scores and can tailor the practice to your needs. Khan Academy also offers practice in your school-based subjects.
- Daily SAT practice App: look for it in iTunes or Google Play
- [College Board](#)'s Free SAT Practice Tests
- Short online SAT and ACT practice tests: [www.4tests.com](http://www.4tests.com)
- [Princeton Review](#)'s free SAT practice tests online and in-person
- [Kaplan](#)'s free SAT online boot camps, virtual practice events, and practice tests
- [Kaplan](#)'s free ACT practice tests
- [Powerscore](#)'s printable SAT & ACT practice tests to print
- [Union Test Prep](#): free ACT study guides, flashcards, and practice tests

## PREP TOOLS FOR PURCHASE

- Test prep guides and books can be found on Amazon and inbox bookstores for ~\$12-\$40 each.
- [Portland Community College](#) online SAT prep course
- [Stumptown Test Prep](#): SAT and ACT tutoring (503) 246-4211
- [North Avenue Education](#): SAT and ACT tutoring (503) 468-6905
- [The Saturday Academy](#): SAT classes (503) 200-5858
- [The Princeton Review](#): SAT and ACT on-site classes
- [Kaplan](#): SAT and ACT on-site classes

*\*Prices vary for the above courses and tutors. Contact the providers directly for information.*

## ADMISSIONS TESTS IN RESPONSE TO THE PANDEMIC

Due to the pandemic, interruptions to SAT and ACT offerings led to decreased access for students to take their admissions tests. As a result, most four-year institutions revised their admissions requirements such that they are “test optional” for the Classes of 2021. *Many institutions have already extended this for the Class of 2022, and many are still under review.* Most institutions have also revised their merit scholarships eligibility criteria during this time such that the SAT or ACT are not a factor in determining a student’s eligibility to receive a merit scholarship at that institution. Again, many institutions may still be considering how to define scholarship eligibility for the Class of 2022.

Institutions that are “test optional” do not require admissions test scores on an application as a factor for admissions consideration. However, if students opt to submit scores anyway, they will be reviewed and considered for admissions and/or scholarship eligibility.

**Expectations and requirements regarding admissions tests will continue to be updated throughout the duration of the pandemic, and possibly beyond, by each institution.** Students should verify the admissions requirements and scholarship eligibility criteria on each institution’s website before making a final decision on whether or not to take the test, and before assuming a test is not required. Although this topic may be one of uncertainty for some time, students are encouraged to remain calm and patient; post-secondary institutions are aware of the impact the pandemic has on students’ abilities to take admissions tests and they are adjusting requirements, policies and deadlines accordingly.

The National Association for College Admissions Counseling (NACAC) maintains an [Admissions Status resource](#) that lists updated requirements for admissions to participating institutions, which students may find useful.

SAT and ACT test dates and locations may be revised as well throughout the duration of the pandemic. Students can visit each admissions test website for updates, registration, policies, and test-day requirements. For updates on the SAT, visit [this page](#) of the College Board website. For updates on the ACT, visit [this](#) website.

# COLLEGE AND CAREER EXPLORATION PLATFORMS

## MAIA LEARNING

### LOGGING IN

**STEP 1.** Go to [www.maialearning.com](http://www.maialearning.com)

**STEP 2.** Click “Log In”

**STEP 3.** Click “Sign in with Google” and use your PPS log-in information

You can also access Maia Learning on the Franklin High School [website](#) under the Counseling tab. Click “Maia (Naviance)” and then find the link to sign in.



### WHAT CAN I DO IN MAIA LEARNING?

MaiaLearning is a Career and College Readiness tool for PPS high school counselors, staff, students and families. MaiaLearning is synced with students’ college applications and is a necessary tool in the application process. In addition, MaiaLearning has many benefits to our students. Students are encouraged to use MaiaLearning to:

- Identify and learn about your strengths and interests
- Research career paths and post-secondary options
- Create career plans with attributes and actions needed to work towards your goals
- Create four-year plans and track completed courses
- Research colleges and organize college plans
- View scattergrams and other information helpful for post-secondary planning
- Request letters of recommendation and transcripts necessary for four-year college applications
- Sign up for college visits and other school college/career events

**For an overview of MaiaLearning, watch this [video](#)!**

### NAVIGATING MAIA LEARNING

Upon logging-in, students will be automatically directed to their Dashboard. At the top, students can view their completion progress with assessments, activities, and college/career planning tasks. Here, students can also view and sign-up (where applicable) college and career related events hosted by FHS or PPS, by clicking on their Calendar icon. If enabled, students can also request appointments with their counselor using the same icon.

Along the left-hand side, students have icons to connect them to the various features of their MaiaLearning account:

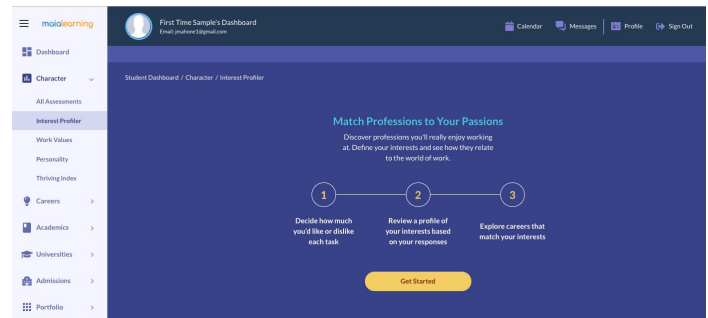
- **Character:** Access to and results for interest profilers, work values assessments, & personality assessments



- **Careers:** search for careers, view list of saved careers, & make a career plan (includes creating a list of attributes needed for a career)
- **Academics:** 4-year planning tool, view test scores & GPA, and access to our course catalog
- **Universities:** search for colleges, save favorites, organize schools to apply to, prepare and send docs, request letters of recommendation, view and manage college visits, scholarship search
- **Admissions:** list of upcoming college admissions representative visits and links to sign-up
- **Portfolio:** add resume, goals, and journal entries.
- **MaiaDrive:** area to store documents

## EXPLORING INTERESTS AND SKILLS

Students can take a variety of assessments that involve answering questions about their own skills and interests, and to connect to postsecondary options that align with their own personality. Character assessments are a great way to discover potential career pathways that students may not have thought about. To complete an assessment, students can click on the **Character** tab, and then choose the assessment they wish to complete.



## OREGON CIS

### LOGGING IN

- STEP 1.** Go to the Oregon CIS [website](#). Select the “Single Sign-On” button at the top of the screen.
- STEP 2.** Select your school district from the dropdown
- STEP 3.** Students enter their school district login credentials
- STEP 4.** Students will be redirected into CIS with their Portfolio accounts enabled.

### WHAT CAN I DO IN CIS?

Oregon Career Information System (CIS) is a useful tool that provides information on the world of work and education. With Oregon CIS you can explore careers based on your interests and see which schools provide the degrees or certificates required for that occupation. In short Oregon CIS is assists you with career planning.

# CAREER EXPLORATION

After your research, use this Google [tool](#) to compare your career interests!

## CAREER SEARCHING IN MAIA

### EXPLORE CAREERS

Students can do a search that uses a keyword, topic, or career name. Under the **Careers** tab, students can:

- Click on **Career Search** > enter a keyword for the career > **Search**
- Students will receive a list of results that displays career names, education level, salary & outlook. To explore that career more in depth, click on the name or **Actions** > **View Details**. Students will see:
  - A summary of responsibilities, work duties, education requirements, knowledge needed, salary, skills, and interests
  - A list of colleges/programs offering majors/degrees/certifications for this job
  - Other related careers (*tip: This is useful because its an opportunity to see careers with similar interests or skills*)
  - Salary comparisons by state for this career
- If this is a career of potential interests, save it by clicking the  or **Add to Career List**

### COMPARING CAREERS

Sometimes, we may have an interest in a few careers and want to see a side-by-side comparison to help us understand how they differ. Students will find a **compare** button in their **Careers** tab once they've  them!

### PLANNING FOR CAREERS

Students can create a career plan to identify goals and track areas of improvement or growth needed to pursue that career. From your **Career List**, start planning for a career by clicking **Actions** > **Add to Career Plan**. Check the boxes of plan components or areas that you wish to work as part of your plan!

## OREGON CIS

Explore careers and take an Interest Profiler assessment in CIS. This tool is based on the Holland Codes and is designed to help narrow down occupations based on activities you find interesting. Find instructions [here](#).

## OTHER TOOLS TO TRY

### MY NEXT MOVE (O\*Net) [WEBSITE](#)

Explore career interests and possible careers. It uses the same Career Clusters and Interest Codes that we reviewed in our Classroom Guidance last fall.

- O\*Net Interest Profiler: survey about your interests to obtain a list of suggested careers. To begin, click "start" under "Tell us what you would like to do"
- Search feature: Learn more about a career you already have in mind, enter the job name or one/two-word description under "search careers with keywords"
- Browsing feature: If you have interest in a specific industry/field, browse to see a list of careers in that industry, and click on any career to get more information.

### COLLEGE BOARD ROADMAP [WEBSITE](#)

Many of the career (and college) exploration tools on CollegeBoard are linked to your individual Collegeboard account created when you took the PSAT (or if you created one on your own).

- Log in to [Road Trip Nation](#) using your College Board account.
- Take the interest survey and follow the prompts to see recommended careers and suggested college majors.
- Utilize the "To-do list" to see recommended college majors and suggested high school courses

# COLLEGE EXPLORATION

After your research, use this Google [tool](#) to compare colleges of interest!

## COLLEGE SEARCHING IN MAIA

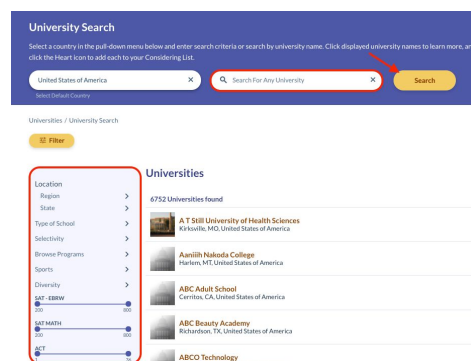
### DOING A COLLEGE SEARCH BY NAME

If students have a specific institution in mind that they wish to explore, students can search by college name in the **Universities** tab, under University Search. This is the quickest method for gathering information on a college that you may already have an interest in.

### DOING A COLLEGE SEARCH BY INTEREST

Exploring that vast quantity of colleges that exist can be overwhelming! For students that don't know where to begin or that have an interest in exploring what colleges are out there, using search filters is the best method to gather a list of possibilities. Students who are looking for colleges with specific offerings or qualities, such as a major, demographics, sports/performing arts, or location, this method is also ideal for identifying colleges that meet students' needs and interests.

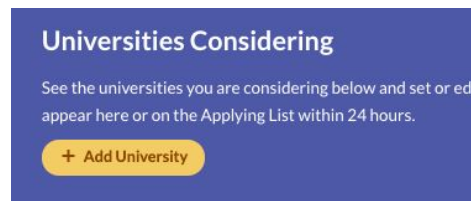
- Go to **Universities**, then **University Search**
- Select from the “>” filters in the light blue box to the left of the universities list.
- As you identify filters, the list of universities will change to match your criteria. Remove a filter at any time by clicking the **X** next to the Filter button
  - *Tip:* Change from a list view to a icon view on the right side of the screen
- Click on the school name to learn more about it, including admissions requirements, costs, degrees and majors, sports, support services, demographics, and community details.
- Click the  to favorite this college and save it to your **Considering List**



### ORGANIZING YOUR COLLEGE SEARCH

The **Considering List** is a place to keep track of institutions that you want to come back to, or that you are thinking about applying to. Anytime a student places a  next to a school, it will be added to this list. Students can also add colleges to this list directly:

- Go to **Universities > Considering List**
- Click **+ Add University**
- Enter the university name in the search box, and then search. Check the box next to the college you'd like to add, and click **Add**



## COLLEGE SEARCHING IN CIS

### DOING A COLLEGE SEARCH THAT MATCHES YOUR INTERESTS

- Click Explore Resources
- Click Education and Training

- Click School Sort
- Click Undergraduate Schools
- Select criteria that match your educational plans and interest under Degree, Location, Admissions, Academics, etc...
- Click Get My Results to view schools that match your criteria
- Click on any of the schools on the list
- The left-hand side has tabs that break down info on the school regarding things like Cost, Financial Aid, Admissions, etc.

## **OTHER TOOLS**

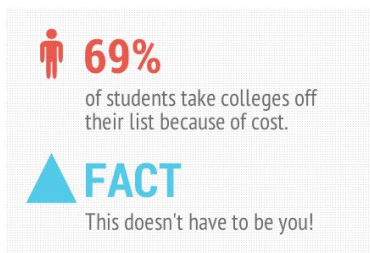
### **BIG FUTURE COLLEGE BOARD [WEBSITE](#)**

- In College 101, find articles and tips regarding the college search process
- In College Search, select filters to answer. Get a list of colleges that match your interests
- In Finding Your College Fit, answer questions to help guide you step-by-step through the exploration process

# FINANCIAL AID

How much money you or your family has does not have to determine whether or not you go to college. The choices you make, the work you put into searching for money, and the ability to strictly follow deadlines all contribute to the assistance you can find.

## Fund Your Dream College



### Overview

The *Free Application for Federal Student Aid* ([FAFSA](#)) is available beginning October 1st of your senior year, and you complete it as soon as possible.

This form will require that you enter income for yourself and your family for the prior calendar year, and will help determine if you are eligible for financial aid (money for college).

If you are applying to some private colleges, you will also need to file the [CSS Profile](#), a second financial aid application required by some colleges. These colleges generally have more financial aid to offer to low and middle-income students

### Types of Financial Aid

There are four main types of financial aid for college (three of which are federal aid):

- 1. Grants:** Grants are given to you by the government (federal or state) or your college and do not have to be paid back. Grants are usually based on the financial need of your family. After you complete the FAFSA, it will be decided if you qualify for federal and state grants. Grants may be offered to students with their financial aid packages (i.e. Pell Grant), or may require a specific application.
  - a. The Oregon Promise is a state grant that helps to cover tuition costs at an *Oregon community college*. Students must file FAFSA/ORSAA, have a cumulative high school GPA of 2.5 or higher, attend an Oregon community college within 6 months of high school graduation, and complete an application.
- 2. Loans:** Loans are money borrowed that you must payback. Loans can be from the government or from your bank. The type of loan that you take will determine when you have to pay it back and the interest that you will be charged.
  - a. **Federal loans:** The government also gives loans as financial aid. Federal loans will be offered to students with their financial aid packages.
    - i. **Subsidized loans** are based on FAFSA results and are the loans that are the most cost-effective. They need to be paid back, but interest does not begin until after you have left college.
    - ii. **Unsubsidized loans** are also available and are not based on financial need. Unsubsidized loans begin to collect interest right away, so you can choose to begin to pay interest or delay payments until you graduate.
- 3. Work-study:** Work-study is another option to pay for college. In a work-study program, students work at their college on a part-time basis and the money earned helps pay for their tuition.
- 4. Scholarships:** Scholarships are awards given to you by your college or other organizations and providers. Scholarships can be based on academic performance, extracurricular performance, participation in organizations, or community involvement. They may be offered one-time, or on a renewable basis.
  - a. **Merit scholarships:** awarded to students with a qualifying GPA (often 3.0+), athletic ability, and/or for an accomplishment in something. Merit scholarships may require

## Most scholarships come from colleges



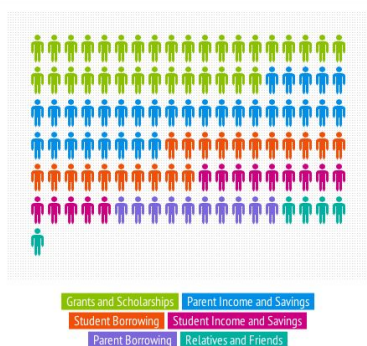
Be sure to check out scholarships offered by colleges you want to attend. When you combine college scholarships with other sources of funding, you may be able to afford the college of your dreams!

- an application, or can be automatically awarded by a college/university with a student's acceptance.
- b. **Need-based scholarships:** awarded according to a student's financial need, and many require completion of the FAFSA before applying. Many need-based scholarships require an application.
  - c. **Other scholarships:** awarded for specific achievements (athletic ability, community service, leadership), to specific populations (gender, religious affiliation, ethnicity, etc.) or for specialized skills (art). Most of these scholarships require an application. Athletic scholarships typically require that students connect with coaches and/or register with the NCAA.

Many scholarships that require an application are limited to seniors, but some scholarships from organizations allow juniors, or even younger students, to apply. Application deadlines vary throughout the year, as does the lengthiness of each application.

As Oregonians, students have access to scholarships and grants right here at home. The **Office of Student Access and Completion (OSAC)** of the Higher Education Coordinating Commission (HECC) is committed to assisting Oregonians in their pursuit of higher education. Nearly 500 different scholarships are available through OSAC. Students apply online during senior year after filing FAFSA.

### Ways a family pays for college



You do not have to choose just one type of aid. In fact, you should combine as many of these resources as possible when creating a plan to pay for college. There are many ways to pay for college. If you haven't already, you should discuss all of these options with your family.

There are other sources of paying for colleges as well, which include working while in college, savings plans set up by families, and military or ROTC involvement!

### THE APPLICATION PROCESS

The process of applying for financial aid takes place over several months during students' 12th-grade year. The first step will be to create an FSA ID, and then submit the FAFSA (Free Application for Federal Student Aid) or ORSAA (Oregon Student Aid Application), but not both. See the chart on the next page to figure out which application to file.

Once you file FAFSA/ORSAA, you will receive an initial amount of financial aid that you may qualify for based on the dollar amount that the government estimates is your family's **Expected Family Contribution (EFC)** to the cost of college. The EFC dollar amount is calculated by using your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security). This information will be sent to the colleges that students apply to, as long as students enter the names of the institutions in their FAFSA account. Once accepted to a college, that college will use the student's FAFSA information to determine the amount and type of financial aid that the college will offer the student, referred to as a financial aid package.

Students can apply for scholarships to get additional money to pay for college, to replace the need for loans, or to take the place of the EFC. Students should not wait until receiving their financial aid packages to search for scholarships! Students will receive financial aid packages in the Spring to serve as an aid in deciding what college to go to.

### NEXT STEPS

While you will not officially apply for financial aid until the fall of your senior year, junior year is the ideal time to become familiar with the process, to explore the costs of college, and to have financial conversations with your

family. We encourage students and parents to have honest discussions regarding students' goals, and realistic financial contributions or implications that the cost of college has on your family. We encourage families to keep an open mind to the possibility of college and to seek our assistance in navigating the options and the processes. Students can also get a preliminary estimate of their financial aid eligibility by using the [FAFSA 4 CASTER](#) tool, which can be helpful as students explore the costs of colleges.

While exploring different colleges and identify your needs, students should also research and note the tuition expenses for each college. Familiarizing yourself with the costs of college will enable you to develop a plan of how to pay for it. Try to see the costs as an opportunity to become your best academic self so that you will be more likely to earn merit scholarships. There are a variety of cost comparison worksheets available on the internet, or make a copy of [this](#) template and enter in amounts as you research your favorite colleges.

### Net Price Calculator

Net Price is the amount that a student pays to attend an institution in a single academic year AFTER subtracting scholarships and grants. The CollegeBoard's Net Price Calculator can help students assess the costs of college. Watch [this](#) video for more details and instructions on using this tool.

**It's never too early to begin looking for scholarships**, and we encourage juniors to familiarize themselves with the process and potential scholarship opportunities. We encourage students to begin searching for scholarships this year: 1) check this [spreadsheet](#) regularly; it includes a list of scholarships plus additional websites students can use to look for scholarships, and 2) create an account on [Going Merry](#), a website to search and apply for scholarships in one place. 3) start exploring [CIS](#), which also has a scholarship feature. Refer to our last page Resources and Websites for additional scholarship resources.

### FAFSA OR ORSAA

If you are unsure whether to file FAFSA or OSAA, see the chart below:

Do you have a Social Security Number?	Are you a US Citizen?	Are you a US Permanent Resident?	What you should submit:
Yes	Yes	Yes	FAFSA
Yes	No	No DACA, Yes Permanent Resident	FAFSA
Yes	No	Yes DACA	ORSAA
No	Yes	n/a	Get SSN, then FAFSA
No	No	Lived in OR 12+ months	ORSAA
No	No	No	Not eligible

### WESTERN UNDERGRADUATE EXCHANGE (WUE)

WUE is a regional tuition-reciprocity agreement that enables students from Oregon to enroll in more than 150 participating two-year and four-year public institutions in states surrounding Oregon at a discounted tuition rate. WUE tuition rates and policies for obtaining those rates vary from college to college; some participating WUE colleges will automatically include the discount with a student's financial aid package, while others may require that students apply. Each college's WUE policy can be found on the college's Financial Aid page of their website. For a complete list of colleges that participate in WUE, visit their [website](#).

# WRITING A RESUME

Resumes will become an important personal document throughout your adult life; a resume may be required on scholarship applications, college applications, internships, and definitely when you are seeking employment.

## RESUME COMPONENTS

At the top of your resume, include your name, address, phone number, and email address. The content of your resume will be made up of sections in which you provide details about your skills and qualifications for the position/opportunity that you are applying for. Sections will be added or removed as your work history increases and your qualifications change. Examples of resume sections you may include are:

**Objective or Summary of Qualifications:** An objective can be helpful if it concisely describes your immediate employment goal, but it is not an essential component. In your objective, describe the skills you want to use or the functions you want to perform. Qualification summaries are less widely used than objectives, but offer the opportunity to highlight your most important assets at the top of your resume.

**Education:** List institutions attended and locations, and major, degree, and date received (if applicable). If your GPA is at least a 3.0, you may include it. In general, only include your high school education until you pursue higher education and/or enter the adult workforce.

**Honors and Awards:** If you have more than two entries, such as the dean's list, honor societies, and academic awards, you can list them here. Only include scholarships that are based on merit.

**Relevant Courses:** List courses that are pertinent to your objective and employers' needs, particularly if your college major does not directly relate to your employment goal.

**Experience:** Describe both paid and unpaid positions, including part-time work, full-time work, summer jobs, internships, and volunteer experience. As you gain more experience, you may want to split this section into *Work Experience* and *Volunteer Experience (or Internships)*, particularly if your volunteering experiences or internships are relevant to the job of which you are applying, or specific to your college major/field of interest. For each position, include the position you held, name of the organization, city and state of its location, and month and year of your involvement. Using bullet points, summarize what you accomplished in each experience and prioritize these results-oriented descriptions to support your job objective. Use brief phrases beginning with action verbs, incorporating statistics, percentages, and numbers where possible.

**Skills:** List computer languages and programs, knowledge of foreign languages, laboratory and research skills, analytical skills, and management skills not mentioned elsewhere in your resume.

**Activities and Interests:** In order of their importance, list student organizations, professional associations, committees, and community involvement. Include high school activities only if directly relevant to your objective and while your resume is short on content and experiences.

**References:** You may prefer to write "available upon request"; then, create a separate document with the same design as your resume in which your references are listed.

*(Resume Components adapted from Cornell University Career Services)*



## **RESUME WRITING TIPS** *(adapted from TheBalance.com)*

- Include your name and contact information so the employer knows how to get in touch with you.
- When writing about your work experiences, include informal jobs if you do not have formal employment, like babysitting, pet sitting, lawn mowing, shoveling snow, or anything else you've done to earn money.
- Since most high school students haven't held a lot of jobs, it is important to draw upon all aspects of your life which show you have the right character, work ethic, skills, and personality to succeed in a job. Mention your extracurricular activities, volunteer work, academics, and athletic pursuits. If you held any sort of leadership position in these roles, be sure to note this.
- Employers will not expect you to have had a lot of work experience, so promote your attitude and performance. If you have perfect attendance, you might write "compiled a perfect record for attendance".
- Mention your achievements; use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, or expanded to show what you accomplished.
- Include skills related to the jobs for which you are applying.
- Use action verbs when describing your experiences so you are portrayed in a dynamic way. Start with action verbs like organized, led, calculated, taught, served, trained, tutored, wrote, researched, inventoried, created, designed, drafted, and edited.
- Keep your resume to one page
- Proofread your draft and make sure there are no spelling or grammatical errors.

## **USING MAIA TO WRITE A RESUME**

Students can build a resume using the **Portfolio** tab in MaiaLearning. Click on **Resume** to add activities, contact information, job objectives, and education history. Once complete, click **Download** to download the information into a resume formatted by the Maia platform.

### *Tips:*

- Students can also log activities in **Portfolio > Experiences**, including work, community service, leadership opportunities, or other relevant activities to record or keep track of. Select individual experiences as desired to add to your resume.
- You can also upload a resume with the Upload Resume button.

## **OTHER WAYS TO WRITE A RESUME**

If you are composing a resume using Word, Google Docs, or another word processing program, using a pre-designed template will save you time on formatting and design details. In most templates, you can rearrange and edit sections and details to meet the needs of your personalized resume.

We also recommend that you save your resume as a PDF, and use that version to send to an employer or upload it to an electronic application. This will ensure that the formatting of your resume remains as you designed it when it is opened by an outside computer that may have different software.

**For guidance and assistance with writing a resume, reach out to our Career Coordinator, Mr. Rodriguez.**

# TRADES AND APPRENTICESHIPS

If you plan to enter the workforce immediately after graduation, or if you're interested in earning a certification in a specific trade, check out these local resources to assist you in planning your next steps.

## PROGRAMS AT COMMUNITY COLLEGES

**[Portland Community College Career Pathways](#)**: Technical certifications, Associate's Degrees, and Apprenticeship programs in a variety of trades that qualify students for employment and serve as a stepping stone to continued education (if desired). Programs are 1-2 years in length and include criminal justice, computer applications, construction, family studies, electrical engineering, and more.

**[Mt. Hood Community College Career and Technical Programs](#)**: Technical certifications, Associate's Degrees, and Apprenticeship programs in a variety of trades that qualify students for employment. Programs are 1-2 years in length and include administrative office work, cosmetology, automotive technology, medical office, early childhood education, dental hygiene, and more.

## APPRENTICESHIPS

**Apprenticeship & Training Division of the [State of Oregon](#) and [Oregon Apprenticeships](#)**: find a comprehensive list of apprenticeship programs throughout the state of Oregon in a variety of trades

**[Pacific NW Council of Carpenters](#)**: Get on-the-job and classroom education & training for carpentry and licensure.

**[NECA IBEW Electrical Union](#)**: Three programs for licensure as a Journeyman in the electrical industry.

**[Oregon Tradeswomen](#)**: Pre-apprenticeship class to prepare women for careers in construction, industrial fabrication, or environmental worker.

**[NW College of Construction](#)**: Apprenticeship and classroom instruction in carpentry, HVAC, concrete finishing, masonry, laborers, and tiling.

**[Pacific NW Carpenters Institute](#)**: Apprenticeship training programs in several carpentry areas

**[Sheet Metal Training Institute](#)**: Training programs in three sheet metal apprenticeships

## CIVIL SERVICE AND CRIMINAL JUSTICE

**Becoming a [Firefighter, EMT, or Paramedic](#)**: Qualifications, application, and training process varies per area of interest

**Becoming a [Police Officer](#)**: Qualifications: Obtain an Associate's degree, serve 2 years in the Military, or work for 2 years as a Portland Police Bureau Reserve Officer.

## JOB CORPS

Job Corps is a no-cost education and training program administered by the U.S. Department of Labor that helps people, ages 16 to 24, receive career technical and academic training in a trade. Some campuses include residential facilities, living allowance, and transportation.

**Locations:** [Springdale Job Corps](#) (Troutdale) and Partners in [Vocational Opportunity Training](#) (NW Portland)

# MILITARY

If you are considering joining the armed forces immediately after high school, we encourage you to do some research so that you enlist in the branch that best meets your needs and preferences.

## STEPS

During your senior year, contact or meet with recruitment officers to get clarity on what each branch offers, and to learn what the entrance requirements and enrollment procedures are. When you meet with a recruitment officer, we encourage you to ask meaningful questions that are relevant to your long-term goals. For example, you may want to ask what the minimal commitment of service is if you only plan to join the military as a stepping stone to a future career outside the military. You may want to inquire about the education benefits if your motivation for serving is to obtain a college degree. We also encourage students to ask questions about the different careers within the military and the structure for advancement if this is a career choice for you.

## FIVE U.S. MILITARY BRANCHES

**Army:** protects the security of the United States and its resources

**Marine Corps:** often first on the ground in combat situations

**Navy:** defends the right to travel and trade freely on the world's oceans and protects national interests overseas

**Air Force:** protects American interests at home and abroad with a focus on airpower

**Coast Guard** protects America's waterways and deploys with the Navy during wartime.

**Army National Guard:** members deploy with the Army on a part-time basis, with a special focus on homeland security and relief programs.

**Air National Guard:** trains part-time to assist in domestic disasters and international conflicts

## ACTIVE VS. RESERVES

**Active Duty:** Military job is full-time, whether deployed overseas or domestically. Members receive a regular paycheck and full benefits, including health care, housing allowance and 30 days of paid vacation per year

**Reserves:** Each branch also has a Reserve component. Members receive the same training as their active-duty peers but do so close to home until they are needed to deploy. Many reservists train one weekend per month, plus two weeks of field exercises each year, and most hold a regular full-time job in addition to serving. Members are paid for all time spent training or deployed and receive many of the same benefits as active-duty personnel

*The descriptions and definitions adapted from <https://todaysmilitary.com/>*

## ROTC SCHOLARSHIPS

ROTC Scholarships are an opportunity for students to attend college on full or partial scholarships while participating in training to become a military officer. ROTC Cadets have the same lifestyle and academic path as other college students, but coursework typically also includes an elective or ROTC-specific course.

Students have some degree of military commitment following college graduation, which varies per program. Different colleges offer different ROTC programs, so students should check the list of schools on the ROTC websites:

[Army ROTC](#)

[US Air Force ROTC](#)

[Navy ROTC](#)

# RESOURCES AND WEBSITES

Below is a list of websites and resources to assist you in your college and career planning. Many active links are also embedded throughout this planning guide.

## GENERAL PLANNING

- Our [Franklin High School website](#) includes a College & Career Center page with resources
- [College Board](#): SAT registration & practice, AP Exams, College Board Opportunity Scholarships, and college/career planning resources
- [ACT](#): ACT registration & practice, college/career planning resources
- [College Comparison Worksheet](#): fillable worksheet for comparing colleges of interest
- [Career Comparison Worksheet](#): fillable worksheet for comparing careers of interest
- [NACAC](#): college admissions updates (deadlines, admissions changes, etc.)
- [Oregon CIS](#): college and career exploration, scholarships, planning resources
- [MaiaLearning](#): college and career exploration, resume writing, College Admissions Rep visits, college application documents (Transcripts)
- [NCAA](#): create an account for recruitment and consideration of college-level athletics
- [Common Application](#): one college application for use at hundreds of colleges & universities
- ECMC Opportunity Books (college/career planning guides): [English](#), [Spanish](#)
- [Super-Strong Interest inventory](#): self-assessment to receive six career recommendations

## FINANCIAL AID

- [Federal Student Aid](#): General financial aid information and link to the FAFSA ID and FAFSA application
- [Office of Student Access and Completion](#): Oregon's Financial Aid website, OSAC, ORSAA and Oregon Promise applications
- [FAFSA 4 CASTER](#): practice tool to estimate FAFSA
- [College Navigator](#): college cost research, useful for plugging into comparisons and FAFSA 4 Caster
- [College Board Big Future](#): assess & compare college costs, use the Net Price Calculator, & scholarship search tool
- [CSS Profile](#): financial aid tool required by some private colleges

## SCHOLARSHIPS

- [Our Scholarship spreadsheet](#): list of many scholarships organized by due date, links to other scholarship exploration websites, links to scholarship websites at Oregon colleges
- [Going Merry](#): scholarship tool where students can search & apply to scholarships with one application
- [OSAC](#): Oregon students can apply to up to 40 scholarships at once, after filing FAFSA/ORSAA
- [College Board Opportunity Scholarships](#): College Board's scholarship for engagement in college planning
- [UNCF](#) and [Black United Fund of Oregon](#): Databases of scholarships for minority students
- [Oregon Gear Up](#): List of many scholarships

## TRADES / CTE / MILITARY

- [PCC Programs](#): pre-trades, apprenticeships, certificates and combined trades-degree programs at PCC
- [MHCC Programs](#): career pathways certificates, degrees, and apprenticeship programs at MHCC
- Apprenticeship Programs in the [State of Oregon](#)
- [Oregon Apprenticeship](#) Programs and occupational training throughout Oregon
- ROTC Programs: [Army](#), [US Air Force](#), [Navy](#)

*(Guidebook acknowledgement: J. Natonick, Franklin High School, 2020)*