



Covina-Valley Unified School District

High School and Post High School Planning Guide

Covina-Valley Unified School District HIGH SCHOOL AND POST HIGH SCHOOL PLANNING GUIDE

Prepared by a joint effort of the Covina-Valley Unified Counseling Departments

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519 E. Badillo St.
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Covina High School
463 S. Hollenbeck Ave.
Covina, CA 91723



Northview High School
1016 W. Cypress St.
Covina, CA 91722



South Hills High School
645 S. Barranca St.
West Covina, CA 91791



Fairvalley High School
758 W. Grondahl St.
Covina, CA 91722

Mission

Students will meet their future with confidence, possessing the academic competencies and life skills to critically think, create, persevere, and flourish in a technologically complex and globally connected world.

Three over arching priorities

- Increase Student Achievement
- Close the Achievement Gap
- Create a Four-Year College-Going Culture

Covina-Valley Unified School District: Notice of Non-Discrimination

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Plan for Success

Plan to Graduate With a Plan to Succeed

This guidebook is provided for students in the Covina-Valley Unified School District as part of the counseling program for use as a planning guide for high school coursework, extracurricular activities and preparing for post-secondary education and careers.

Sections in this Guide include:

- I. Your High School Plan
- II. Your Personal and Social Goals
- III. The World of Work
- IV. Using Naviance
- V. Career Planning
- VI. College Planning
- VII. College Admissions Tests
- VIII. Athletic Eligibility
- IX. Appendix

Disclaimers

Reference herein to any specific commercial products, process or services by trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation or favoring by the Covina-Valley Unified School District. The views and opinions expressed herein do not necessarily state or reflect those of the Covina-Valley Unified School District and shall not be used for advertising or product endorsement purposes.

All information contained herein is for educational purposes only. For specific medical advice, consult a health professional. Information has been obtained from third parties including agencies, schools, colleges and universities. Readers should be aware that published dates, requirements and other information may have changed since publication of this guidebook.

Forward

In this guidebook, students and parents will find information and resources to assist them in exploring career pathways and college and creating a high school plan that meets the student's career and postsecondary education interests.

There is a wealth of information on the internet and there are many publications to assist students in college and career planning. In this guidebook, we have provided references to some of these resources. Your high school counselor, the Career Center Coordinator and the ROP Coordinator at your school will have additional information and will be able to guide you through the process of planning for college and careers.

Every effort has been made to provide accurate information. Readers should be aware that published dates, requirements and admissions data may have changed since publication and students and parents are advised to always obtain current information directly from individual college and program resources.

The production of this student guidebook is a collaborative effort among counselors from each of the Covina-Valley Unified School District's comprehensive high schools. It is adapted from the thorough guidebook developed by Irvine Unified School District. <http://www.universityhigh.org/files/counseling/LifeAfterHighSchool20152016.pdf>

Why High School Counselors?

High school years are full of growth, promise, excitement, frustration, disappointment and hope. It is the time when students begin to discover what the future holds for them. High School Counselors enhance the learning process and promote academic achievement. School counseling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals and realize full academic potential to become productive, contributing members of the world community. The High School Counselor holds a master's degree, requires state certification in school counseling, and has a strong knowledge of issues regarding mental health. Maintaining certification includes on-going professional development to stay current with educational reform and challenges facing today's students. Professional association membership is encouraged as it enhances the school counselor's knowledge and effectiveness. (<https://www.schoolcounselor.org/school-counselors-members/careers-roles/why-secondary-school-counselors>).



The American School Counselor Association (www.schoolcounselor.org) is a worldwide nonprofit organization based in Alexandria, Va. Founded in 1952, ASCA supports school counselors' efforts to help students focus on academic, career and social/emotional development so they not only achieve success in school but are prepared to lead fulfilling lives as responsible members of society. The association provides professional development, publications and other resources, research and advocacy to school counselors around the globe.

I. Your High School Plan

Every student in Covina-Valley Unified School District is assigned a counselor at their high school who assists students from grades 9 through 12 with their academic planning. Students meet with their counselor each year to discuss their academic plan. If you are considering attending a four-year college or university when you graduate, you will need to become knowledgeable in the A-G course requirements for admission to the University of California (UC) or California State University (CSU). You will learn more about college admission criteria in this guide.

Graduation Requirements

In order to graduate from a California public high school, you must complete specified state and local graduation requirements. All Covina-Valley Unified School District diplomas require that a student pass the minimum courses and credits listed below. California University course requirements are provided to assist you in planning for college.

Students who complete all required courses and all required credits prior to the date of graduation, are invited to participate in the commencement ceremony at their school.

Covina-Valley Unified School District High School Graduation Requirements

Subject Area	Credits	Course Information
English	40	4 years (40 credits)
Social Science	30	World History (10 credits) US History (10 credits) Economics (5 credits) American Government (5 credits)
Science	20	Biological Science course (10 credits) Physical Science course (10 credits)
Mathematics	20	2 Years (20 credits), must include International Math I/Algebra 1
Physical Education	20	1 year (10 credits), must be taken in Grade 9 PE courses include Band, Color Guard and athletics (10 credits)
Visual/Performing Art or Language Other than English (LOTE)	10	Either a Visual or Performing Art or a Foreign Language course (10 credits)
Electives	80	Additional courses in any subject area
TOTAL	220 Credits	

UC and CSU A-G Subject Requirements

Your high school's approved "a-g" courses are listed in your school's course catalog and on the UC website listed below. A grade of "C" or better in each course is needed to fulfill the admissions requirements. Check the UC and CSU websites for further information.

A-G Guide: <http://www.ucop.edu/agguide/>

Subject	A-G Requirement
A- Social Science	2 years required World History US History
B-English	4 years required
C-Mathematics	3 years required (4 years recommended) International Math I, II, III
D-Science	2 years required (3 years recommended) Biology, Chemistry or Physics
E- Language Other than English	2 years required (3 years recommended) Must be of the same language
F- Visual/Performing Arts	1 year required Must be yearlong class
G-College Preparatory Elective	1 year required



Your High School Courses

All courses receiving high school course credit lead to high school graduation. Some courses have an additional college preparatory, honors, or advanced placement designation.

College Preparatory Courses

College Preparatory Courses prepare students for the scholastic challenges of college and university coursework as well as meeting the established California curriculum standards. As such, there is a strong focus on writing, critical thinking, and analytical skills included in the instruction.

Honors Courses

The honors courses are more rigorous than the college preparatory courses. Students are expected to enter the course with exceptional reading and writing skills and/or mathematics skills. Organization and a willingness to handle a larger workload than the college preparatory courses are also necessary for success in the honors courses.

Advanced Placement Courses

The College Board organization sponsors the Advanced Placement program, offering courses taught at the high school level that is equivalent to undergraduate courses in college. Each comprehensive high school offers a variety of Advanced Placement courses. Most are taken in the 11th and 12th grade, with some exceptions. The curriculum meets the specific requirements and prepares students to take the College Board Advanced Placement test. AP tests are given at each high school during May. Some colleges and universities offer credit for students who pass the AP exam with a score of 3 or higher. You should verify college credit offerings for AP courses with the specific college or university you are interested in attending. Find more information on the College Board website: www.collegeboard.org

International Baccalaureate Courses (only available at South Hills)

Students who take IB classes and work toward the IB Diploma during 11th and 12th grade are actively engaged in their education and strive to excel in their studies. Over the course of the program, IB students grow personally as well as intellectually and work toward developing the traits of the learner profile. They are expected to deepen their knowledge and reflect on their education all while being mindful of the world in which they live and the impact they leave on others. IB exams are administered in May of the final year of the course a student is taking. Some colleges and universities offer credit for students who pass the IB exam with a score of 4 or higher. You should verify college credit offerings for IB courses with the specific college or university you are interested in attending.

Are you ready to take an honors or advanced placement course?

The curriculum is similar to the college preparatory course, but it is more rigorous. Read through the following and if this describes you and you meet the prerequisites for the course, then you are ready to take an honors or AP course. Your teachers, counselor and parents/guardians are good resources for you in making the decision to take an honors or AP course.

- I am a self-starter. I do not need to be prodded to do my work, since I am interested in the subject matter and want to excel. The grade is not the primary motivation for my learning.
- I have consistent attendance, with few absences or tardies.
- I do all assigned work and turn it in on time.
- My work is organized and I manage my time and organize my material.
- I enjoy learning the subject.
- I can read 20 pages of literature per night without sacrificing homework from other classes.
- I am able to work both independently and in groups. When working on a group assignment, I cooperate and I am a contributing member of the group.
- I have above average writing skills and I am knowledgeable in the rules of standard written English.
- I respond positively to constructive guidance.
- I want to be in an advanced level course.
- I have demonstrated English language writing and reading skills in the 90th percentile or above.
- I have the maturity of a high school honors level student.
- I am responsible and accept the consequences of my actions without trying to blame others.
- I am accepting of the differences of others, welcome the input of others in class discussions and group work, and I freely give positive input in class discussions and group work.

Specialized Academic Instruction (SAI)

All special education students are mainstreamed into the general education environment to the extent appropriate. Students identified through the Individualized Education Program process will receive accommodations and modifications to the general education curriculum. Students identified through the IEP for SAI services will receive instruction that is more explicit, more intensive and more supportive than general education instruction. Students may be grouped by ability and grade in subject specific classes with a specially trained teacher or co-teacher. Paraprofessionals may be utilized to maximize small group instruction.

Deaf and Hard of Hearing (DHH) Program

DHH students have the option of taking DHH classes at South Hills High School with a teacher of the deaf or enrolling in general education classes. Sign language interpreters are provided to facilitate communication. DHH students have the opportunity to participate in the DHH Academic Decathlon and the DHH Southern California Basketball Tournament.

Continuation School

Fairvalley High School is C-VUSD's Model Continuation School. Fairvalley promotes student learning in a safe, secure and happy school environment. The staff focuses on giving young people the skills to be successful, promotes 21st Century Learning and provides a College and Career going culture. Fairvalley High School. is not merely a continuation high school but is steadily becoming an informed school of choice for students who appreciate a smaller campus and more intimate class environment.

Grading Standards and Practices

Altering Schedules/Program

Counselors and parents, through the program planning process, assist students to select courses of study which will be of maximum benefit to the student. Occasionally, students have difficulty in classes due to the pace or level of work. Changes will be considered after consultation with teachers and parents, with the counselor's approval based on several factors, including graduation requirements and class size. See the counselor for more information.

Grades

Students' grades are issued approximately every six weeks of the school year. The six and twelve week grades are progress reports and only 18 week, final semester grades are transferred to the permanent record and transcript. Grades are scaled on an A, B, C, D, F basis, with a mark of D or higher as a passing grade. For each course completed with a passing grade, the student receives five credits per semester. The progress report may be considered notification of possible failure in a course prior to the final semester grade. Academic grades are assigned as follows:

- A=Excellent: Student demonstrates excellent achievement
- B=Above Average: Student demonstrates above average achievement
- C=Average: Student demonstrates average achievement
- D=Below Average: Student demonstrates below-average achievement and is in danger of failing
- F=Failing: Student does not meet the course objectives including appropriate class requirements

Citizenship and Work Habits Grades

Good citizenship includes showing self-control, respect for adults, peers and property as well as observation of classroom and school rules. Students are also given grades for their work habits in each of their classes. The following marks are used to evaluate citizenship and work habits:

- O=Outstanding
- S=Satisfactory
- N=Needs Improvement
- U=Unsatisfactory

Repeated Courses

Academic courses that are being repeated to raise a grade do not receive additional credit, only grade improvement. Academic courses in which a “C” or higher was earned may not be repeated.

Course Drop Policy

If the student drops a course after the 12th week the student must be issued a letter grade. The student withdraws through a Drop “F” and the student’s grade record will show 0 credits, 5 credits attempted and an “F” will be on the student’s report card and will be calculated into the GPA.

Using the AERIES portal

C-VUSD allows for all parents and students to access the online AERIES portal. Through the portal, parents can access their student’s attendance, grades, grade books, transcripts, and class schedules. We encourage all students to login to the portal regularly to monitor your child’s grades and attendance.

Parents will be provided login information and access codes during the first few weeks of the school year. Students may also be able to access their grades by downloading the AERIES grades app in the Apple App Store.



Participating in Extracurricular High School Activities

Life after high school is not just about academics and neither should this be true for your high school experience. There are many ways to find out your interests, challenge yourself, build friendships, build memories, and serve your school within your own high school. Join a club, be a member of an academic team, participate in athletics, join a performing arts group (Band, Vocal, Theater, Video, etc.), join a leadership organization (ASB, Link Crew, etc.), or join a service club (Key Club, INTERACT, etc.). There are many productions on your high school's campus where students are needed, such as being part of the Theater Crew designing and building sets and sound and lighting, being part of the IT team, setting up sound systems for plays and assemblies, and many more. How do you get involved? The answer is simple, "Just ask". Ask your ASB representatives, drama and music directors, coaches, administrators, teachers or counselor, "How can I get involved?"

Opportunities for Connections at Your Own High School

ASB (Associated Student Body)

The ASB is the student leadership organization at your high school. ASB members are selected each year and include both elected and appointed members. Check out the ASB website at your school to find out about the many activities sponsored by this active campus group. Contact a current member or the ASB faculty advisor for information about membership.

Athletic Team Sports

From Frosh-Soph, to JV and Varsity teams, there are many team sports for student athletes to participate in. Some team sports require prior skills and try-outs, while other athletic teams welcome students new to the sport. Commitment, determination, and being a team player are key qualities of student athletes. Contact the coach or the athletic office for information on how to participate in the athletic program at your school.

Class Council

Class councils are made up of student representatives selected annually for positions including president, vice president, treasurer, etc. Contact a current member or the faculty advisor for information about class council elections and activities.

Clubs

There are many clubs on your campus to join. Joining a club is one of the best ways to meet new people with similar interests or to explore new interests. Many clubs also sponsor community service activities. Clubs generally meet during lunch in a faculty advisor's classroom. You will find everything from service clubs to chess clubs to clubs that meet to watch movies together. Check out the clubs listed on your school's website or the ASB office. Clubs are organized through the ASB, usually at the start of the fall semester. Contact an ASB representative at your school if you would like to start a new club.

Peer Tutoring and Mentoring

Talk with your counselor, administrator, or one of your teachers for information on how you can volunteer to be a peer tutor or participate in a student mentoring program. Your school may have a Link Crew, AVID, or other mentor program where you can use your skills to help others.

Performing and Visual Arts

Students of all abilities are welcome in the performing arts program at your high school and most programs have opportunities for entry level to highly talented students to participate. Students are also needed in the Theater Tech program where students are involved in behind-the-scenes stage building, lighting, sound and theater management activities for performances. This is a great way to learn some new skills that will be useful after high school and a great way to meet new people. Contact the theater, dance, and music directors at your school to find out how you can get involved.

Academic Teams

Your high school has many opportunities to participate in academic competitions with your classmates. You will be working with a committed group of students to prepare for competitions at the local, state, and even the national level. Each high school sponsors their own set of teams - some of these are listed below. Check with your counselor, administrator or your teachers to find out which academic teams are available at your school and how to participate, such as:

- Academic Decathlon
- Deaf Academic Bowl
- Future Farmers of America (FFA)
- Mock Trial
- Model United Nations (MUN)
- Robotics
- Science Bowl
- Science Olympiad
- Speech and Debate

Supporting Your School

Join a group of friends for a fun evening at school. Going to a school play, attending the rallies, cheering on your team at the football games are great ways to spend an evening with friends in a healthy and safe environment. Supporting your fellow students by attending school events will carry over to your life at college and university after high school. Colleges and Universities are looking for students who want to get involved and support the many activities they offer outside the classroom. Get started in high school!



Community Service

Although C-VUSD does not require community service hours for graduation, we believe community service to be a valuable and rich experience for the high school student. A list of Local Community Service Agencies is listed below. Your feeder middle elementary schools sometimes have opportunities for high school students to help younger students in reading and math. Contact the Counseling Office and/or Career Center for information about this and additional community service opportunities.

Local Community Service Agencies and Resources

In addition to community service clubs at your high school, there are many local agencies and faith based organizations that provide community service volunteer opportunities. A few of these are listed below.

City of Covina

The city of Covina offers many volunteer opportunities for teens in a variety of areas. The Parks and Recreation Department, Covina Library, Christmas Parade, Police Explorer Program, and well as many community service groups all provide places to volunteer. Go to this website for more information: <http://www.covinaca.gov/>

City of West Covina

The city of West Covina offers many volunteer opportunities for teens in a variety of areas. The Adopt a Park Program, Fire Explorer Program, Police Explorer Program, Galster Park Wilderness Center, West Covina Senior Center, as well as many community service groups all provide places to volunteer. Go to this website for more information: <http://www.westcovina.org/departments/community-recreation-services/volunteer-west-covina>

Habitat for Humanity

This organization accepts volunteers who are 16 years or older to help build houses in Los Angeles County, or 14 years or older to work at the ReStores. Visit the website for more information. <http://www.habitatla.org/get-involved/volunteer/>

Los Angeles Regional Foodbank

This organization needs volunteers 14 years and older to help sort and pack food at their warehouse and for special events. For more information visit: <https://www.lafoodbank.org/volunteer/>

San Gabriel Valley YMCA

All YMCAs in the United States are volunteer-funded, volunteer based and volunteer led. Some of the volunteer opportunities are mentors, sports coaches, camp counselors, and tutors. Contact the YMCA for more information <http://www.ymcasgv.org/>

Visit the following websites for more comprehensive lists of volunteer opportunities:

- America's Natural and Cultural Resources Volunteer Portal www.volunteer.gov
- Corporation for National & Community Service www.nationalservice.gov
- Los Angeles County Department of Public Social Services Volunteer Program dpss.lacounty.gov
- Peace Corps www.peacecorps.gov
- Volunteer Match www.volunteermatch.org
- Just Serve www.JustServe.org

Opportunities for Concurrent Learning

Concurrent learning offers a wonderful opportunity for academic growth beyond the traditional high school. Check with your counselor for specific information about enrollment, transfer credit and grading guidelines before you sign up.

Concurrent Enrollment at a Community College

In California, over 115,000 students per year sign up for concurrent or dual enrollment classes with partnering colleges. Eligible high school students may enroll in courses at a community college to complete graduation requirements and/or earn college credit. Policies regarding community college concurrent enrollment vary by high school. See your counselor for current information and a K-12 Special Admission Request Form.

E-Learning or Online courses

In recent years, the availability of online high school courses has grown significantly. In addition to taking online classes to fulfill high school requirements, certain courses may be used to meet university entrance requirements. Policies in regard to taking courses through an online program vary by high school and university policies vary as to acceptable courses. Be sure to check with your counselor **before enrolling** in any online course.

Career Technical Education (CTE)

Career Tech courses prepare students for college/university and community college degrees, certificate programs, or for employment in one of California's 15 Industry Sectors. The UC has approved many CTE courses as meeting the A-G requirements taught in Covina-Valley high schools, including Chorus, Video Production, Theater, Culinary Arts, and Virtual Enterprise.

Regional Occupation Program (ROP)

ROP is state funded education and provides career exploration courses. ROP classes are offered both during the school day and after school hours. ROP students can:

- Earn credits toward high school graduation
- Gain experience for immediate employment
- Participate in courses that offer internships
- Earn certificates of completion
- Experience careers that may assist you in choosing college majors
- Enhance your college admission

II. Your Personal and Social Skills

Get Off to A Good Start - The Importance of Diet, Exercise and Sleep

Make it a priority to eat three healthy meals every day, exercise three to four days a week and get adequate sleep – most people need 8 hours of sleep each night.

Skipping meals, exercise or sleep can affect your learning and academic progress, your physical and emotional health and your ability to make good decisions. No matter what time your high school's bell schedule starts, create a daily routine that allows you enough time to get ready for school and eat a good breakfast. Breakfast will help improve your mental alertness so you can do your best in school, starting with your first class.

Academic Success - The Importance of Personal Planning

The skills you develop in planning for success will be useful throughout high school and beyond.

- **Attend School Daily:** Have good attendance and get to school on time.
- **Be Organized:** Managing your time wisely will allow more time for activities you enjoy and will help with stress management.
- **Complete Homework:** Do your homework and turn it in on time.
- **Study for Exams:** Be prepared for quizzes and exams. Research proves that reviewing your notes daily for a few minutes versus cramming for tests produces much better results.
- **Establish Study Skills:** Find methods that work for you. Avoid social media while studying.
- **Monitor your Progress:** Check your progress frequently. Do not wait for grade reports.
- **Ask for Help:** Do not hesitate to talk with your teachers, counselor, parents and/or peers if you have questions or need support.
- **Get Involved:** Join in extracurricular activities at school and in the community.
- **READ:** Practice daily reading as an important activity that is linked to academic success!

Decisions, Goals and Conflict Resolution - The Importance of Problem Solving

Every day you make decisions. Decisions are often complex and may lead to conflict. Problem solving skills are important in decision making and conflict resolution. Here are some problem-solving steps to follow:

- Conflict: What is the conflict?
- Evaluate: Why is this conflict important to you?
- Options: What are the possible solutions?
- Consider: What are the consequences to the possible solutions?
- Choose: What is the best alternative?
- Action: Based on your analysis, are you ready to make a decision?
- Evaluate: Are you satisfied with the decision you made?

Mental Health and Monitoring Your Well Being

High school students sometimes experience stress, anxiety, nervousness, disappointment, burnout and sadness. If you are concerned about your feelings or experiencing the following behaviors, talk to your school counselor, parents or health care professional:

- Sadness, frequent crying and/or depression
- An inability to enjoy activities you once liked
- Increased irritability
- Frequent absences from school or poor performance in school
- Continuous boredom, low energy, poor concentration
- Major changes in eating and/or sleeping patterns

Identify two or more people you believe you can count on for support and encouragement. These may be family members, friends, teachers, or counselors.

**If you have recurring thoughts about death (not just fear of dying) or thoughts about suicide, immediately get help from a school counselor, school psychologist, doctor, therapist and/or your parents.
The National Suicide Prevention Lifeline is 1-800-273-TALK (8255).**

Crisis Hotlines/Suicide Prevention

Please dial 911 in case of emergency and imminent danger

- National Suicide Prevention Hotline - 1(800) 273-8255
- 24/7 Suicide Crisis Hotline - 1(877) 727-4747
 - DHH can text "HEARME" to 839863
- Teenline/Youthline (Teens Helping Teens) - 1(800) 852-8336
- LGBT Youthline - 1(800) 268-9688 or Text 647-694-4275
- Text Line: Text 'TEEN' to - 839863
- PRIDE: The Trevor Project - 1(866) 488-7386
- California Youth Crisis Line - 1(800) 843-5200
- Crisis Text Line - Text "HOME" to 741741
- Crisis Chat - <http://crisischat.org>

24 Hour Free Assessment/Psychiatric Hospitalization

Aurora Charter Oak Hospital
1161 E. Covina Blvd
Covina, CA 91724
626-966-1632
Hotline : 1-800-654-2673

BHC Alhambra
4619 Rosemead Blvd
Rosemead, CA 91770
626-286-1991

Local Mental Health Resources

Family and Individual Counseling Services (non-crisis)

- **Foothill Family Services- West Covina**
 - **626-564-1613**
- **Bienvenidos Children's Center- West Covina**
 - **626-543-1121**
- Santa Anita Family Services- Covina
 - 626-966-1755
- **The Family Center - Covina**
 - **626-967-5103**
- **California Family Counseling Network - Covina**
 - **626-332-7335**
- New Hope Christian Counseling-Covina
 - 626-976-6421
- Foothill Counseling Center- Azusa
 - 626-969-7243
- APU Community Counseling Center- Azusa
 - 626-815-5421
- **Pacific Clinics- Glendora**
 - **616-335-5980**
- Christ Church of the Valley Counseling Center- San Dimas
 - 626-592-2282 ext. 108
- Fuller Psychological and Family Services- Pasadena
 - 626-584-5555

*Those that are **bold** accept Medi-Cal*

Covina Valley Community Resource Guide:

C-VUSD publishes a community resource guide every year and the most recent version can be found on the district website. Below are the links to the English and Spanish versions of the guide.

[Community Resource Guide](#)

[Guia de Recursos de la Comunidad](#)

Web Resources For Healthy Living and Effective Personal/Social Skills

The American Heart Association offers practical advice on the roles of diet, exercise and sleep. www.americanheart.org

Answers, advice and information about physical and mental health, food and fitness and drugs and alcohol are offered to teens and parents. www.kidshealth.org/teen

The Centers for Disease Control and Prevention has almost unlimited resources related to health and safety topics. www.cdc.gov

The Development Assets are resiliency skills that help influence young people to make positive decisions and help them become caring, responsible adults. www.searchinstitute.org

This public service website includes strategies for time management, learning, study skills and test taking. www.studygs.net

Access to information as well as a free, 24-hour hotline available to anyone in suicidal crisis or emotional distress. www.suicidepreventionlifeline.org



III. The World of Work

Before you start looking for a job, it is important to take some time to decide what you want to do. Even though you may not have any previous work experience, there are a variety of positions available for teens. For example, if you love animals, check with local veterinarians or the animal shelter to see if they are hiring. If you'd prefer working with children, check with your local YMCA or city Parks and Recreation department (many offer after-school child care programs and summer camps) or childcare centers. Fast food restaurants and retail establishments rely on workers without experience and are willing to train new employees. Local libraries often hire teens to help put away books. During the summer, amusement parks and summer camps offer a variety of summer jobs for teens. There are also seasonal jobs available during the holidays at a variety of retail stores.

Take some time to explore your options. Keep in mind that your time spent on investigating different opportunities will provide you with some good information in terms of the types of jobs you might be interested in, as well as helping you decide which ones are not right for you. Visit the web sites listed at the end of this section for more information.

The Partnership for 21st Century Skills (2003) determined three important skill areas as well as specific skills needed for success in the 21st century work force: The top skills employers are looking for are:

- Information and communication skills
- Thinking and problem-solving skills
- Interpersonal and self-directional skills.

How to Find a Job

- *Walk around.* Visit places you frequent and inquire about job opportunities.
- *Network* with friends, family, relatives, acquaintances, career center counselors, and others.
- *Online!* There are a variety of reputable online job search programs. Before you say "yes" to a job offer, make sure the company is legitimate. Check with the Better Business Bureau to see if there have been complaints.

My First Job Checklist:

- Create a Resume/Cover Letter
- Apply
- Interview
- Apply for a Work Permit

Resume Writing Tips

When applying for a job, or even when applying for admission to a university, you may need to prepare a personal resume. A resume is a one or two page summary of your skills, accomplishments, experiences, and education, designed to capture an employer's interest and get you an interview. It is your personal poster or web page telling about yourself and

why you believe you are a qualified applicant. There are many resources for resume writing, both in books and on the internet. Start with a resume template on your word processing software applications or create a professional resume for a job or college application using the resume function in Naviance.

Below are some tips on resume writing:

- Show your best attributes and skills so the company/school will want to meet you.
- Make your experience and education appropriate to the position you are seeking.
- Be honest about what you list.
- Ask someone like a parent, school counselor, career center coordinator, or teacher to read your draft and give you feedback.
- Organize your experiences and skills on your resume to help you prepare for an interview.
- Always prepare an organized, easy-to-read resume (handwritten resumes are not acceptable).
- Check for correct spelling and grammar; there should not be any errors.
- Allow plenty of time to develop your resume.
- Ask your teacher, school counselor, club advisor, or coach to be a reference.
- Start your resume with your “objective” at the beginning.

Writing a Cover Letter

Cover letters accompany resumes may be as important as your resume. Cover letters are customized to fit the job being sought. Check out the free website templates available on the internet. Investigate web resources for designing and writing your cover letter.

An excellent cover letter:

- Addresses a specific person.
- Identifies the job you are applying for and how you found out about it.
- Summarizes your skills.
- Tells the employer when you are available for an interview and when you can start work.
- Provides information on how to contact you.

Filling Out Your Job Application

Your application may be the first impression you make. Make it a good one by following these steps:

- Read the entire application before filling in any sections. If possible, make a copy to use as a draft and then fill in the original.
- Use information from your resume to complete the application.
- For difficult questions, use a separate piece of paper to practice writing your answers.
- Use a pen, preferably black ink, and print clearly
- Completely answer ALL questions. If questions do not apply, write N/A (not applicable).
- After you are done, proofread the application, correcting spelling and grammar.

The Interview

Your cover letter, resume, and application were a success. You got an interview, now what? Preparing for the interview and practicing with a friend or parent will help you shine above other applicants.

- Bring additional copies of your resume.
- Keep calm. Try not to be nervous.
- Listen to the interviewer.
- Answer questions directly, honestly and with facts and examples.
- Emphasize your strengths.
- Be polite and considerate by not interrupting the interviewer.
- Never say anything negative about a former employer or teacher.
- Be prepared to ask questions you may have about the job (leave salary questions until after you are offered the job).
- Ask for the job.
- Inquire as to when you will be notified about the results of the interview.
- Thank the interviewer for spending time with you.

After the Interview

- Evaluate your success and areas for improvement.
- Send any requested items to the company.
- Send a thank you note or email the next day.

Work Permits

In California, minors must have a work permit in order to work and you must obtain a work permit if you change jobs. You are also restricted to the types of work you can do, such as non-hazardous work. You are also required to meet and maintain a minimum GPA while employed. Work permits are not required for babysitting or yard work in private homes. The counseling office at your high school is your resource for information. The hours you may work are:

- 16-17 Years Old: When school is in session, you may work 8 hours on non-school days or days preceding a non-school day. You may also work 4 hours on school days and days preceding a school day.
- 14-15 Years Old: When school is in session, you may work 3 hours per day, not to exceed 18 hours per week. You may also work 8 hours per day when school is not in session (not to exceed 40 hours per week).



Your Rights as an Employee

You are ready to work but you also want to be safe and stay healthy while you work. Before you begin, discuss with your family your desire to work, how it will affect your and your family's daily schedule, and what effect it will have on your education.

- Workplace violations should be discussed with the school official or counselor who issues the work permit.
- You must have a work permit obtained through your high school.
- For assistance in completing your work permit, talk to the work experience coordinator or counselor at your high school.
- Work permits are renewed annually at the start of school or when a student obtains a new job.
- Work permits serve as an age certificate and state the maximum hours a minor may work.
- You must attend school full time (except for summer vacation) and cannot be truant.
- All minors must be covered by Workers' Compensation, including minors employed by businesses operating from a private residence.
- It is illegal for your employer to fire or punish you for reporting a workplace problem.

Summer Jobs and Activities

Summer can be an opportunity for you to explore jobs or volunteer activities, attend summer school and start a college savings account. Start early to look for a summer job. Network and use the internet to find positions as early as April. These jobs and activities may help you explore a career and could increase your chances for college admission when you discuss what you did during summers on your college essay.



IV. Using Naviance

College Planning on Naviance Family Connection

C-VUSD students and their counselors have access to the Naviance Family Connection navigation and tracking website to support academic, career and personal planning. Students can access their Naviance accounts by using their student ID number as their username and “naviance” and their password.

Through search tools and activities, Naviance provides support and guidance to students, families and staff to promote student achievement and post-secondary success. It is also a tool for your counselors to communicate with you about your college planning.

Students and parents are given valuable insight into the college admissions process. Students can track their college applications and clearly see what still needs to be done, make sure they are meeting deadlines, and even make requests for important documents, such as transcripts and teacher recommendations.

Naviance’s college planning section provides:

- College search tools
- Scattergrams (specific to your high school)
- College visit notifications
- Summer and enrichment programs
- College application manager
- Links to scholarship opportunities

Career Planning on the Naviance Family Connection

Explore careers you’ve always dreamed about or those you never knew existed. Through the online assessments you will find careers and career pathways that match your skills and interests. Naviance Succeed Career Planning empowers you to:

- Learn more about yourself.
- Link your personality type and interests with career clusters and individual careers.
- Plan your high school courses to explore the requirements for specific careers.
- Understand the skill set required in various careers.

Naviance matches specific careers to career clusters, providing the information and guidance to improve individual course planning and selection. By linking careers with majors and colleges, you can identify various post-secondary options that offer preparation for specific careers.

Naviance Career Planning Tools

- **SuperMatch College Search:** In the SuperMatch College Search link, students can develop their search parameters, including criteria important to them, such as size and geographic location of the college, major, student makeup, selectivity, and activities and programs offered on campus. Students can decide which qualities they may want in a college, and Naviance then generates a list of schools tailored specifically to their wants and needs in a college. The more criteria that a student specifies, the more tailored the college list Naviance will produce. Students can modify their parameters as many times as they want, so play around and see what types of lists you get based on different parameters!
- **The Learning Style Inventory:** Diagnoses students’ unique learning styles based on an analysis of their personal preferences in 16 different areas. Those areas include the student’s immediate environment (sound, light, heat, and design), emotionality (motivation, persistence, and structure), sociological needs (self-oriented, peer-oriented, or adult-oriented), and physical needs (perceptual preference(s), food intake, time of day, and mobility).
- **Career Interest Profiler:** Use the results to explore suggested occupations; examine the education, training, and skills required, as well as wages typical for these occupations.
- **Do What You Are:** Discover your personality type, how you best learn, and what careers and college majors fit your interests.

Grade Level Milestones for College and Career Planning through Naviance

9th Grade	Complete SuperMatch College Search Add colleges to list Complete Learning Style Inventory Update Course Plan
10th Grade	Complete Do What You Are Add Careers to Favorites List Update Course Plan
11th Grade	Complete Career Interest Profiler Complete Scholarship Search Create Resume Update Course Plan
12th Grade	Complete Brag Sheet Survey Apply to Colleges Search for and apply for scholarships Graduation Survey

V. Career Planning

Keys to Finding a Career that Fits You Best

- **Choosing a Career that’s right for you... for now.** Most people change careers at least once in their lifetime. Don’t be afraid to have some options for NOW and LATER in your career decisions. Many people make impulsive career choices based on the allure of money or because someone told them they should go in a particular direction. Often they spend years in school and find themselves in a job that they consider unfulfilling or too stressful. Take time to think about what you really want before spending time and money on an education and career that that doesn’t fit you.
- **Self Evaluation.** Knowing your interests, values, skills, and personal traits will dramatically increase your odds of finding a satisfying career.
 - What are my interests?
 - What are my skills?
 - What kinds of things are important to me?
 - What traits do I have?
- **Career Exploration.** What career possibilities are out there? How do you find out what you will like?
 - Talk with your school counselor, teachers, family members, and other role models about careers in which you are interested.
 - Ask your school’s College and Career Coordinator about career exploration resources.
 - Complete an interest inventory, skill assessment or personality inventory in the Career Center or at home. These will suggest some careers that may fit you well. Seek help in understanding the interpretation of results.
 - Investigate careers using Career Center materials and the websites listed below.
 - Take high school classes leading to your career.
 - Plan for postsecondary education/training to reach your career goal.
 - Add additional skills through participation in school clubs, student body activities, sports, local community organizations, and religious groups.
 - Find a part time job to develop employment skills.

Career Exploration Web Resources	
<p>California Career Cafe www.cacareercafe.com This site guides you through career exploration and includes videos to help you each step of the way. Start by taking a survey to find out your interests, learning style, and goals.</p>	<p>California Career Zone www.cacareerzone.org Start by taking an interest survey, find out about wages and job outlook, and what classes you should take. Find out about colleges and training programs that offer a program of study preparing you for your chosen career.</p>
<p>Who do You Want to Be? www.whodouwant2b.com/student/pathways In addition to information on career options and financial assistance, this site will help you select courses to take to prepare you for your career.</p>	<p>Occupational Outlook Handbook www.bls.gov/ooh This site catalogs data on just about every career out there. You’ll find information about daily responsibilities, job growth, necessary education/training, and expected salary.</p>

Types of College Degrees

Certificates: These are non-degree offerings in technical and vocational fields of study. A certificate generally leads directly to full or part-time employment in an occupational field. There are numerous certificate programs offered by the community college system. Visit the school websites for a complete listing of Degree and Certificate Program offerings. Some examples are:

Air Conditioning and Refrigeration	Cosmetology
Emergency Medical Technician	Fire Technology
Hospitality: Food Services	Photography
Real Estate Broker Certificate	Welding

Associate Degree (AA, AS): Two types of Associate Degree programs are offered by the community college program. In general, the Associate Degree program takes 2 years to complete. Visit the school web sites for a complete listing of Degree and Certificate Program offerings.

- **Technology and Vocational Degrees:** Generally completed in two years. Examples include AS Degrees in Paralegal Studies, Digital Media Technologies, Business Management.
- **Transfer Degrees:** Prepare students to transfer to a four year university to complete a bachelor's degree. Examples include AA degrees in Liberal Studies, European History, Political Science, etc.

Bachelor's Degree (BA, BS): This requires 4-5 years of study. Students must complete general education courses, courses in a major field of study, and electives.

- **Bachelor of Arts degree (BA):** Awarded for majors in the humanities and the arts.
- **Bachelor of Science degree (BS):** Awarded for majors in science, tech, engineering, and math.

Masters Degree: (MA, MS, MBA, MFA) This degree takes about two years to complete beyond a Bachelor's Degree and is often more focused in one area of study.

- **Master of Arts degree (MA):** Awarded for majors in the humanities and the arts.
- **Master of Science degree (MS):** Awarded for majors in science, tech, engineering and math.
- **Master of Business Administration (MBA):** Awarded for majors in business administration.
- **Master of Fine Arts (MFA):** Awarded for majors in the arts.

Doctorate Degree (Ph.D., Ed.D, and DPH): Coursework and independent research is done after completing a bachelor's degree and culminates in a dissertation or formal presentation.

- **Doctor of Philosophy (Ph.D.):** Awarded for humanities, arts and science majors.
- **Doctor of Education (Ed.D.):** Awarded for education majors.
- **Doctor of Public Health (DPH):** Awarded for majors in public health administration.

Professional Degrees (MD, DDS, JD, etc): Requires completion of at least several years of advanced study. Examples include:

- DC: Chiropractor
- JD: Law
- OD: Optometry
- DDS or DMD: Dentistry
- MD: Medicine
- DVM: Veterinary Medicine



VI. College Planning

If you are considering attending a four-year college or university when you graduate, you will need to become knowledgeable in the A-G course requirements for admission to the University of California (UC) or the California State University (CSU). You will learn more about community college, four-year private and public university admission criteria in this section.

Start your planning by exploring what you plan to do after high school and what occupation or career you want to pursue. Whether or not your current plans include college, looking at possible colleges and universities that you might attend is a good place to start.

What is the Right College for You?

Selecting a college can be one of the most important and fun experiences of a student’s high school career. Becoming educated on college options takes time. Don’t wait until the fall of your senior year to decide where you will apply; it’s a stressful enough time as it is.

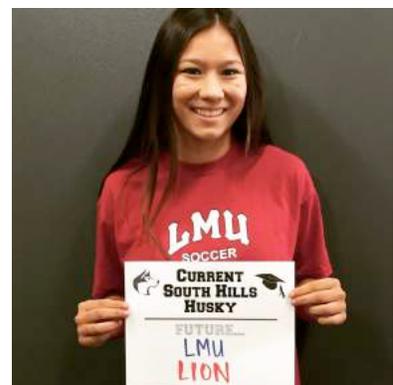
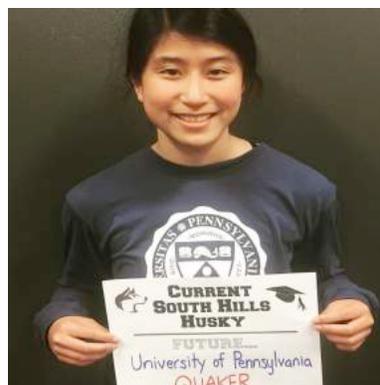
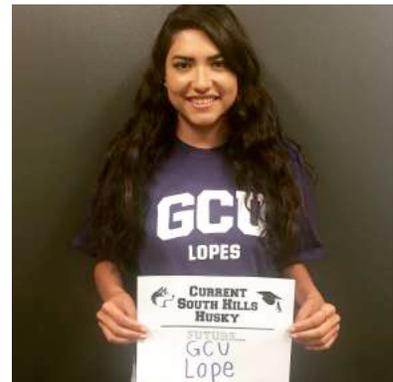
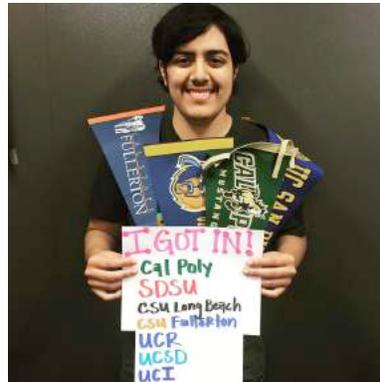
This section of the guide is designed to give you an overview of the types of higher education opportunities available and more specific information about those options in California. Use this general information to generate a potentially broad list of 15 to 20 schools that you will then research in depth. Explore their websites! Sign up to attend college visit meetings at your high school! Talk to college alumni! Talk to your parents! Talk to your counselor! Visit the campuses!

College Search Resources	
https://bigfuture.collegeboard.org/college-search	College Board College Search with over 3,700 college options
https://www.niche.com/colleges/search/best-colleges/	Explore college rankings based on analysis of key statistics and millions of student and alumni reviews
http://www.collegeconfidential.com/	A website that offers anonymous forums for students to ask many questions about colleges and get answers from fellow students.
https://www.aft.org/sites/default/files/justask_042711.pdf	A workbook by the American Federation of Teachers to evaluate colleges and find out which college is the best fit to your situation and preferences.

At the end of your college search you should come up with a list of 8-10 colleges to which you will apply. In addition to your first choice “reach” school(s) which may be a stretch for you in terms of admission, be sure to include a few “target” schools where you stand a greater chance for acceptance and at least one “safety” school where you know you would likely be admitted and you would enjoy attending. Remember, California Community College transfer programs are always an option if your four-year university options don’t work out.

Choosing the Right College for You

Selecting the right college to meet your abilities and ambitions is one of the most important decisions you will make as a young adult. In most instances there is a wide selection of colleges available which will meet your needs. Selecting the college that is right for you can be an overwhelming task unless you study the differences between colleges and establish your personal priorities in regards to your college experience.



Factors that are usually considered in selecting a college include the following:

- **Curriculum and Degrees Offered** – A sizable consideration for choosing a college should be the availability of adequate programs in the area you intend to study, as well as the requirements for achieving a degree in your major at that particular college.
- **Admission Requirements** – In addition to presenting acceptable scores on entrance exams, some colleges require a certain number of units in high school preparatory courses, as well as essays, recommendations, or interviews.
- **Location** – Some students prefer to attend college close to home while others want to experience a new environment and would be able to adjust and function as well or better farther away.
- **Type**– Colleges are either privately or publicly funded. Private colleges may or may not be religiously affiliated which may add certain expectations for students who attend that college.
- **Cost** – This includes tuition, fees, room and board, and travel expenses. Tuition at state-supported schools is substantially lower than that of private schools. Students who wish to attend out-of-state public schools pay out-of-state tuition fees, which in most cases equate with tuition at a private institution. However, private institutions often provide significantly more financial aid.
- **Size** – Size of colleges range from very small (500 students) to very large (>35,000 students)
- **Honors** – Distinctive academic programs may be available to students who meet requirements.
- **Facilities** – Some students are interested in the quality of the facilities, including classrooms, laboratories, libraries, residence halls, food options, etc.
- **Financial Aid** – Along with federal and state aid, many colleges offer institutional financial aid to bridge the gap between the cost of education and the expected contribution of the family. Some private colleges even offer financial aid that places the cost in line with that of public colleges.
- **Athletics/Extra-Curricular Activities** – The college should offer a variety of activities which are of interest to you, e.g., student government, social organizations, athletic or intramural activities, etc.
- **College Legacy** – Your family may strong ties to a particular college.

For information about the differences between the CSU and UC system, visit the website: <http://www.campusexplorer.com/college-advice-tips/734681AB/CSU-or-UC-What-s-Right-for-You/>

Use the checklist on the next page to identify the characteristics that matter most to you. Ask your parents to do the same. Then compare and discuss your answers. Search for colleges that match your key criteria and fit you academically, socially, and culturally.

College Priorities Checklist

It's a good idea to discuss with your parents what is important to you and try to understand what may be important to them as well. Choosing the right college is ultimately your decisions, but your family should be a large part of the process, especially if they are going to be helping you out financially. If you are still having trouble identifying what's important to you, ask yourself:

- Why do I want to go to college?
- What do I want to get out of college?
- What are my goals for college and after college?
- Which college will best/least help me work toward my goals?
- What are the advantages/disadvantages of going to college right after high school?
- Do I thrive in a large or small academic environment?
- How much are finances a factor for my family?
- In which type of campus setting am I most/least comfortable?

My Top Criteria

- Athletic Offerings
- Campus Safety
- Setting (urban, suburban, or small town)
- Diversity of Student Population
- Extracurricular Organizations and Events
- Faculty Experience and Expertise
- Financial Aid Availability
- Geographic Location
- Housing Availability and Cost
- Length, Time, and Location of Classes
- Number of Students Enrolled
- Percentage of Students who Graduate
- Programs of Study (majors/minors)
- School Facilities and Equipment
- School or Program Reputation
- Student-to-Faculty Ratio (class size)
- Support Services (meals, counseling, etc.)
- Transportation Availability
- Tuition and Fees

My Parent's Top Criteria

- Athletic Offerings
- Campus Safety
- Setting (urban, suburban, or small town)
- Diversity of Student Population
- Extracurricular Organizations and Events
- Faculty Experience and Expertise
- Financial Aid Availability
- Geographic Location
- Housing Availability and Cost
- Length, Time, and Location of Classes
- Number of Students Enrolled
- Percentage of Students who Graduate
- Programs of Study (majors/minors)
- School Facilities and Equipment
- School or Program Reputation
- Student-to-Faculty Ratio (class size)
- Support Services (meals, counseling, etc.)
- Transportation Availability
- Tuition and Fees

After picking your criteria, use the SuperMatch College Search feature on Naviance and enter in your priorities in the search criteria, and explore the colleges that come up in your results to find schools that might be a good fit.

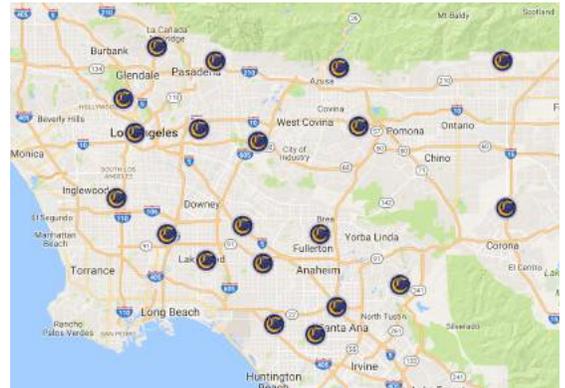
California Higher Education Opportunities

See your counselor or Career Center Coordinator, or visit the websites for specific college preparatory courses offered at your school.

	Community Colleges	California State University (CSU)	University of California (UC)	Independent Colleges
Website	www.cccco.edu	https://www.calstate.edu/apply	admissions.universityofcalifornia.edu	https://www.aiccu.edu
Number of Campuses	114 Statewide	23 Statewide	10 Statewide	80 Statewide
Nature of Programs and Curriculum	Two year colleges <ul style="list-style-type: none"> • Transfer coursework • AA and AS degrees • Vocational certificates • Career and job entry majors 	Four year colleges with undergraduate and graduate programs <ul style="list-style-type: none"> • Various majors/programs, depending on campus • Pre-professional programs • BA and BS degrees • MA and MS degrees • Teaching credentials • Doctorate degrees offered at some campuses 	Four year colleges with undergraduate, graduate, and professional programs <ul style="list-style-type: none"> • Various majors/program, depending on campus • Pre-professional programs • BA and BS degrees • MA and MS degrees • Teaching credentials • Doctorate degrees • Professional degrees (e.g. medicine, law, dentistry) 	Various programs and majors. Environment, size, focus and academic reputations vary. Some are religiously affiliated.
Education and Emphasis	<i>Education:</i> Theoretical and applied <i>Emphasis:</i> Preparation for a four year college and the workplace	<i>Education:</i> Theoretical and applied <i>Emphasis:</i> Preparation for graduate school and employment	<i>Education:</i> Primarily theoretical <i>Emphasis:</i> Research, preparation for graduate school	<i>Education:</i> Theoretical and applied <i>Emphasis:</i> Usually liberal arts
Term Type	Semester or quarter systems, depending on the campus	Semester or quarter systems, depending on the campus	Mostly quarter system, but depends on the campus	Semester or quarter systems, depending on the campus
Average Cost/Year	Approximately	Approximately	Approximately	Approximately
Living On-Campus	-----	\$29,000	\$36,000	\$55,000
Living Off-Campus	\$19,000	\$24,000	\$31,000	\$50,000
Living at Home	\$12,000	\$16,000	\$23,000	\$42,000
How Supported	Public taxes and student fees	Public taxes and student fees	Public taxes and student fees	Private funds and tuition fees
Freshman Entrance Requirements	<ul style="list-style-type: none"> • No subject requirements • Must be 18 OR a high school graduate OR have high school equivalency, either CHSPE or GED test • No SAT or ACT required • Placement exams in English and Math 	<ul style="list-style-type: none"> • Minimum 15 CSU A-G subject requirements • Minimum 2.0 GPA in A-G subjects; all A-G courses must be met with a grade "C" or better • Below 3.0 GPA requires SAT or ACT • GPA calculated in courses taken in 10-12 grades 	<ul style="list-style-type: none"> • Minimum 15 UC A-G subject requirements • Minimum 3.0 GPA in A-G subjects; all A-G courses must be met with a grade "C" or better • ACT plus Writing or SAT; some recommend SAT subject tests • GPA calculated in courses taken in 10-12 grades 	Variety of requirements. Most prefer students who have met the CSU or UC entrance requirements. Check catalogs, websites or contact the admissions office for specifics.

The California Community College System

The California Community College System is the largest system of higher education in the world, serving 2.6 million students on 114 college campuses throughout California. Community colleges offer a smooth transition to a four-year institution. Sixty percent of students who graduate from a California State University and 30 percent of students who graduate from a University of California began at a California Community College. Eighty percent of the students who attend a community college also work at the same time.



Most community college campuses, like four-year institutions, provide a large variety of services to assist students in pursuing their educational and career goals. Such services include academic advising, disabled student services, honors programs, learning and tutoring programs, scholarships, child care and career centers. For many students, the community college offers a quality lower-division academic or vocational college education at value prices. Programs include:

- Associate degree programs in arts and sciences (lower division requirements)
- Certificate programs in arts, sciences, technical and occupational fields (including health, business, computer science, agriculture, police and fire science, building trades, and more)
- Credit and noncredit classes
- English training
- Citizenship classes
- Remedial or “catch-up” classes
- Community education classes

For more information on the California Community Colleges, visit www.cccco.edu

See your Counselor about:

- Early Registration available at some community colleges. Early registration may allow you to register for fall classes before other new students.
- Signing up to take the Community College placement tests, often given on your campus.
- C-VUSD partners with Mt. SAC and Citrus College to provide students with an opportunity to transition to community college through college bridge programs and assistance from the High School Outreach office.

Enrolling in a Community College

In order to be eligible to enroll in a California community college, you must:

- Be a high school graduate and/or
- Be 18 years of age

For the following you must obtain a recommendation from your counselor or principal, have parent approval, and pass the English and reading placement tests.

- 11th or 12th Grade transfer-level college course. Minimum GPA is 2.5.
- 11th or 12th grade occupationally-oriented or activity course. Minimum GPA is 2.0.

For more information about Mt. SAC Concurrent Enrollment Program, please visit <http://www.mtsac.edu/admissions/steps-to-apply/enroll-hs-students-taking-college-courses.html>

Students should see if programs are offered at community colleges before enrolling in a costly two-year private technical or occupational school.

Transferring to a CSU, UC or other 4-Year Institution

Each year, thousands of students transfer to four-year institutions from California Community Colleges. It is extremely important for students who are considering transferring to work closely with their community college counselors at the time of admission to discuss this goal. If you know the specific campus or major you want to target, you will be more successful in transferring courses. Students should balance their course load by taking both general education courses and lower division courses in their proposed major. In addition, many community colleges offer transfer guarantee programs for specific universities.

Refer to the college catalogue of the institution you wish to transfer to and check transfer requirements. Visit the web-based ASSIST student transfer information system for more information about the transfer process. www.assist.org

If transferring to a CSU campus, admissions officers look at several factors, including:

- Completed transferrable coursework.
- A college GPA of 2.0. Some high demand majors and campuses may require a higher GPA.
- Whether or not you are in “good standing” at your last college (eligible to re-enroll)
- Some CSU campuses also require you to complete certain English composition and mathematics courses with a grade of “C” or higher.

The University of California gives California Community College students first priority to transfer over all other transfer applicants. More than 90% of transfer students offered admission are Community College students. Two-thirds of all students who transfer from a California Community College graduate from a UC campus within three years. Academically, community college transfer students perform equally as well as students who started at a UC campus as a freshman.

The California State University System

The CSU system is the largest and most diverse statewide system in the United States. It is also one of the most affordable four-year institutions. It has over 430,000 students on 23 campuses and offers over 240 subject area majors. Visit www.calstate.edu for admissions requirements, admissions filing dates and the online application.

The CSU is a leader in supplying graduates with the necessary technical and personal skills to establish a workforce in critical knowledge-based industries. In addition, the CSU has educated many of our state's public professionals, including teachers, criminal justice employees, social workers, and public officials.

Several CSU campuses are overcrowded, and may therefore have higher standards for students who live outside of the local area or for certain majors. Visit each school's website for admission criteria specific to that campus.

The minimum requirements for admission as a freshman are:

- Completing specific high school A-G approved courses, earning at least a "C" or better in each
- Eligibility is determined by an index that combines your GPA with your test score (ACT or SAT, excluding writing). Even if you meet the minimum score index, you are not guaranteed admission to a particular campus. *Note: Some programs/campuses may establish a higher eligibility index for admission, which may not published prior to applying.

Calculating your Cal State University Eligibility

You can easily calculate your eligibility for CSU by using the eligibility index calculator at <https://www2.calstate.edu/apply/eligibility-index>.



The University of California System

The UC system is among the world's greatest educational and research universities. More than 220,000 students attend college on ten campuses throughout California. Programs are offered in over 150 disciplines. Visit www.universityofcalifornia.edu for admissions requirements, admissions filing dates and the online application.



If you're interested in entering the University of California as a freshman, you'll have to satisfy these requirements:

- Complete a minimum of 15 college-preparatory courses (a-g courses), with at least 11 finished prior to the beginning of your senior year.
- Earn a grade point average (GPA) of 3.0 or better in these courses with no grade lower than a C. Learn how to calculate the UC freshman GPA » at <http://admission.universityofcalifornia.edu/freshman/requirements/gpa-requirement/index.html>
- Meet the examination requirement by taking the ACT Plus Writing or SAT with Essay (taken March 2016 or later) by December of your senior year. We don't require SAT Subject Tests, but certain programs on some campuses recommend them, and you can use subject tests to satisfy the "a-g" requirements listed above.

If you're a California resident who has met the minimum requirements and aren't admitted to any UC campus to which you apply, you'll be offered a spot at another campus if space is available, provided:

- You rank in the top 9 percent of California high school students, according to the UC admissions index, or
- You rank in the top 9 percent of your graduating class at a participating high school. We refer to this as "Eligible in the Local Context" (ELC).

Note: Although SAT Subject Tests are no longer required for admission, scores can still be submitted, and are sometimes recommended by certain campuses or programs. See your counselor for more information about taking the SAT Subject tests.

Students must respond to personal insight questions. Students will have 8 questions to choose from and will respond to only 4 of the 8 questions. Each response is limited to a maximum of 350 words. Which questions the student chooses to answer is entirely up to them, however they should select questions that are most relevant to their experience and that best reflect their individual circumstances. This is an important part of the admissions process since it is a way for the University to learn more about you beyond test scores and grades. This also is an opportunity for you to make your "best" possible case for admission. The personal statement is part of many campus' comprehensive review process and may additionally influence your candidacy for certain scholarship awards.

The UC Comprehensive Review Process

Most UC campuses receive more applicants than they have room for and they use a comprehensive review process made up of 14 criteria to determine admission:

- Academic grade point average in all completed "a-g" courses, including additional points for completed UC-certified honors courses.
- Scores on the following tests: ACT with Writing or the SAT Reasoning Test.
- Number of, content of and performance in academic courses beyond the minimum "a-g" requirements.
- Number of and performance in UC-approved honors, Advanced Placement, International Baccalaureate Higher Level and transferable college courses.
- Identification by UC as being ranked in the top 9 percent of your high school class at the end of your junior year (Eligible in the Local Context, or ELC).
- Quality of your senior-year program as measured by the type and number of academic courses in progress or planned.
- Quality of your academic performance relative to the educational opportunities available in your high school.
- Outstanding performance in one or more specific subject areas.
- Outstanding work in one or more special projects in any academic field of study.
- Recent, marked improvement in academic performance as demonstrated by academic GPA and the quality of coursework completed or in progress.
- Special talents, achievements and awards in a particular field, such as visual and performing arts, communication or athletic endeavors; special skills, such as demonstrated written and oral proficiency in other languages; special interests, such as intensive study and exploration of other cultures; experiences that demonstrate unusual promise for leadership, such as significant community service or significant participation in student government; or other significant experiences or achievements that demonstrate the student's promise for contributing to the intellectual vitality of a campus.
- Completion of special projects undertaken in the context of your high school curriculum or in conjunction with special school events, projects or programs.
- Academic accomplishments in light of your life experiences and special circumstances, including but not limited to: disabilities, low family income, first generation to attend college, need to work, disadvantaged social or educational environment, difficult personal and family situations or circumstances, refugee status or veteran status.
- Location of your secondary school and residence.

Source: <http://admission.universityofcalifornia.edu/freshman/how-applications-reviewed/index.html>

UC “Blue and Gold” Financial Aid Plan

UC offers adequate scholarship and grant assistance to fully cover students’ system wide UC fees for California families with income of \$80,000 or less and who meet eligibility requirements for need-based financial aid. In addition, eligible students showing sufficient financial need may receive grants to assist with the cost of books, housing, food, and transportation. Financial aid estimators are available on the web at admission.universityofcalifornia.edu/paying-for-uc/.

Your UC and CSU College Admissions GPA

Your Covina-Valley Unified School District transcript will show your grade point average calculated from all the courses you take in high school, starting from 9th grade. The UC and CSU systems calculate your admissions GPA from specific courses you take starting in grade 10. To calculate your UC and CSU college admission GPA and Cal Grant GPA, use your transcript and follow the procedure below:

- Cross off the courses you took in grade 9
- Cross off a low grade if you repeated the class and received a higher grade
- Cross off the grade for each class that does not have a “P” in the left hand column
- Use the chart below to, a) add the number of each letter grade you earned and b) determine the grade points/honors points and calculate your final College Admission GPA.

Course Letter Grade Earned	Count of Grades (since 10th grade) How many A's, B's, C's, etc.?	Multiply By	Grade Points Column 2 x Column 3 = GP
A		4	
B		3	
C		2	
D		1	
F		0	
Total	Total # of Grades =		Subtotal Points =
How many Honors and AP courses did you pass? (designated by “+” on transcript since 10th grade) *Up to 8 semesters			Honors Points =
Total Grade Points (add Honors point to Subtotal)			Total Points =
My College Admission Grade Point Average (divide Total Points by Total # of Grades)			GPA = _____

A- G Course Requirements for CSU and UC

Your high school's approved "a-g" courses are listed in your school's course catalog and on the UC website listed below. A grade of "C" or better in each course is needed to fulfill the admissions requirements. Check the UC and CSU websites for further information.

CSU: www.csumentor.edu/planning/high_school/subjects.asp

UC: <http://www.ucop.edu/agguide/>

Subject Area	California State University	University of California
GPA	Calculate your GPA using only "a-g" approved courses taken after 9th grade	Calculate your GPA using only "a-g" approved courses taken after 9th grade
Subject Requirements	15 year long college prep courses from approved "a-g" course list	15 year long college prep courses from approved "a-g" course list
Honors Points	Maximum of 8 extra points awarded for approved honors, AP, or IB courses. Maximum of 4 extra points awarded for honors courses taken in 10th grade.	Maximum of 8 extra points awarded for approved honors, AP or IB courses. Maximum of 4 extra points awarded for honors courses taken in 10th grade.
a. Social Sciences and History	<i>2 Years Required</i> 1 Year World History 1 Year US History	<i>2 Years Required</i> 1 Year World History 1 Year US History
b. English	<i>4 Years Required</i>	<i>4 Years Required</i>
c. Mathematics	<i>3 Years Required</i>	<i>3 Years Required</i> <i>4 Years Strongly Recommended</i>
d. Lab Science	<i>2 Years Required</i> 1 Year Physical Science 1 Year Biological Science	<i>2 Years Required</i> <i>3 Years Strongly Recommended</i> 1 Year Biological Science 1 Year Chemistry or Physics
e. Language Other Than English	<i>2 Years Required</i> Must be the same language	<i>2 Years Required</i> <i>3 Years Recommended</i> Must be the same language
f. Visual/ Performing Arts (VPA)	<i>1 Year Required</i> Must be a year-long course	<i>1 Year Required</i> Must be a year-long course
g. College Prep Elective	<i>1 Year Required</i> One year (or 2 semesters) in addition to those listed above in A-F	<i>1 Year Required</i> One year (or 2 semesters) in addition to those listed above in A-F

Independent and Private Colleges and Universities

In addition to the many fine community colleges and universities in California there are hundreds of independent or private colleges and universities from which to choose. There are many independent undergraduate colleges and university serving over 330,000 students throughout California alone. Private colleges and universities are quite diverse in nature, including major research universities, comprehensive universities, small liberal arts colleges, faith-based colleges and universities, and specialized colleges.

Since these universities do not receive state funding, the cost is higher than public colleges and universities. However, these institutions have a variety of financial aid programs. Your ability to graduate in 4 years at a private institution may be greater than at a public institution due to more courses being available to you as a student there.

Some independent institutions, such as USC, Stanford, and California Institute of Technology, are highly selective. Other universities are less selective in nature. Visit the websites, review the college catalogs, and talk with your counselor for specific admission information. Transfer to an independent college is possible after your freshman year at a community college or other institution.

If you complete a rigorous program in high school, including “a-g” requirements, AP courses, IB course honors courses, involvement in leadership roles or athletics, have special interests or talents, have a solid GPA and admission test scores (ACT or SAT), and have strong letters of recommendation, you would likely be a candidate for a good private college or university.

Out of State Universities

There are also numerous out-of-state public colleges and universities. Visit the school websites for specific information about the schools, including tuition and admission requirements. Visit the College and Career Center at your high school and talk with your counselor for further information and college exploration resources.

Western Undergraduate Exchange

The Western Undergraduate Exchange (WUE) is a program through which students can attend participating institutions in other states for reduced tuition. Instead of paying full out-of-state tuition, a WUE participant pays the regular in-state tuition plus 50 percent of that amount. Below are the states that are participants in the Western Undergraduate Exchange. More information can be found on their website <http://www.wiche.edu/>

More Web Resources for College Choices

www.aiccu.edu	All California independent colleges and universities.
www.assist.org	Course transfer information and information about majors for students planning to transfer from a California community college to a UC or CSU.
www.cccco.edu	Information about California community colleges.
https://www.calstate.edu/	California State University, with links to each campus.
https://www.universityofcalifornia.edu/	University of California, with links to each campus.
https://bigfuture.collegeboard.org/college-search	Interactive college search based on your criteria.



College Applications

Now that you have narrowed down the list of schools to which you are applying, it is important to understand the application process and the types of decisions.

Types of Decisions

Early Action - Early action allows you to apply to a school early, meaning that you'll hear back sooner about your status as an applicant. Early deadlines can help break up your college application workload with two different deadlines – typically November for Early Action and January for Regular Admissions. Some schools offer exclusive/restrictive early action, which means that you can apply early to that school but not any other school. Other schools' restrictive early action processes allow you to also apply for public and international schools. Regardless, the advantage of early action is that whether or not you're accepted to your early action school, you can still apply regular action to other schools afterward. Early action shows the college that you're deeply interested in their school, increasing your likelihood of acceptance, but leaves you the flexibility to still go to another school if you wish. Also, if you're waitlisted, you then get another round at regular decision during which the admissions officers will consider your application again.

Early Decision - Though they sound alike, early decision is different from early action: in early decision you sign a contract saying that you will attend the school if you are accepted. If you're totally invested in a school and know for sure that's where you want to go – regardless of how much financial aid you'll receive – then go for it! If not, or if you want to wait to see what your financial aid is before making a decision, then hold off. Statistically, the acceptance rates for early action and early decision are higher than for regular decision, although college counselors will say that this is a result of more qualified applicants applying. Early decision is the most extreme signal to a college that they are your perfect school though, which undoubtedly helps your chances of getting in, even if the competition is intense.

Rolling Admission - Rolling admission means that the school will take qualified applicants until the class is filled. You can apply anytime after a certain date and will hear back within a particular number of weeks on your status. Therefore, as always, it's a benefit to apply early.

Regular Decision - This is the final and most normal opportunity to apply for a school. Make sure you get your applications in before this deadline so you don't have to worry about it. Most of your applications will be regular decision.

Source: <http://fairopportunityproject.com/book/guide.pdf>

For more assistance with the college selection and application process, seek guidance from your counselor or one of these valuable resources:

<http://www.accreditedschoolsonline.org/resources/college-admissions-guide/>

<https://makemeafreshman.com/>

<https://www.khanacademy.org/college-careers-more/college-admissions>

Financial Aid

There are several resources for investigating financial aid programs. See your school's Career Center and your counselor for information and/or workshops that may be offered at your school. You can also contact CVUSD's Adult Education Financial Aid Counselor if you have specific questions about the FAFSA.

Internet resources, outlining financial aid programs are:

- The California Department of Education: studentaid.ed.gov
- The California State University website: www.calstate.edu/sas/fa_programs.shtml

FAFSA (Free Application for Federal Student Aid)

Most financial aid is determined through the FAFSA, which can be found at www.fafsa.gov. The FAFSA should be filled out in the fall of the student's senior year (October 1 - March 2), and is based on the previous year's federal tax information. If this information is not available at the time of application, you should estimate as best you can. The FAFSA will need to be filled out each year the student is attending college in order for awarded financial aid to be renewed.

Sources of Aid

- Federal - awarded by the federal government
- State - awarded by the state government
- Institutional - awarded by the college the student chooses to attend
- Private - awarded by an outside organization

Types of Aid

- Scholarships/Grants - do not have to be repaid
- Work Study - earned by the student as payment for a job on or off campus
- Loans - must be repaid

Grants and Scholarships

Federal Pell Grant: Federal aid for students with financial need. Must complete the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Grant: Federal. Based on exceptional need. Must complete the FAFSA.

Cal Grant: State. A maximum parent income (middle range) applies. A GPA of 3.0 is required for 4 year colleges, and a GPA of 2.0 is required for 2 year or specialty colleges. Must complete the FAFSA or the Dream Act application (for undocumented students).

Board of Governors Fee Waiver (BOGFW): State. Pays the enrollment fees at a community college. Must complete the FAFSA.

CSU State University Grant (SUG): Institutional. Must complete the FAFSA.

UC Grant: Institutional. Limited and awarded on a first-come, first-served basis to undergraduates who are eligible and whose Financial Aid Notice and all required documents are complete.

California Chafee Grant Program: Federal. For current or former foster youth to use for career and technical training or college courses. Must complete the FAFSA.

Institutional Scholarships: Many institutions offer their own merit-based and/or need-based scholarships. Students are often automatically considered when they apply to the institution. Sometimes an institutional scholarship will require a separate application. Check each school's website for detailed information.

Private Scholarships: Many organizations offer scholarships to students who meet certain criteria. Visit your College and Career Center to learn about available organizational scholarships. You may also use scholarship search engines such as FastWeb <http://www.fastweb.com> and Chegg <https://www.chegg.com/scholarships>.

Work Study

A program to help students earn money while in school. Students do not pay taxes on work study income. Must complete the FAFSA and indicate interest in work study.

Loans

Always borrow federal first. Federal student loans are cheaper, more available, and have better repayment terms than private loans.

Federal Stafford Subsidized Loans: Based on financial need. The federal government pays the interest until six months after the student stops attending college. The interest rate is variable %.

Federal Stafford Unsubsidized Loans: Not based on financial need. Interest can be paid while in school or accrued, with a 6-month grace period. The interest rate is variable %.

Federal Perkins Loans: Based on exceptional financial need. Eligibility for a Pell Grant is determined first. This is federal money but the school serves as a lender. This loan is given to the student, carries an interest rate of 5%, holds a 9-month grace period, and will be cancelled for careers like teacher, nurse, and law enforcement.

Parent PLUS Loans: Granted to parents of students (biological or adoptive, not guardians). Not based on financial need. The loan is subject to a credit check. May cover the entire cost of attendance. Repayment begins within 60 days of the final disbursement.

Private Loans: Not sponsored by the federal government. They are credit and income based. The interest rate is usually higher than Stafford or PLUS loans.

CSS Profile

The CSS Profile is an application distributed by the College Board. It is primarily designed to give private institutions a closer look into the finances of a student and family. It is much more detailed than the FAFSA. Only complete the CSS Profile if asked to do so by a particular school.

More Post-Secondary Options

Adult Education

Tri-Community Adult Education creates an education environment for a diverse community of adult learners, which promotes advancement of personal goals, academic, technological and vocational skills necessary to be competitive in an ever-changing global society. Tri-Community career technical pathways include Welding and Court and Hearing Reporting as well community based office and computer courses. Visit <https://www.c-vusd.org/Domain/447> for more information.

Regional Occupation Programs (ROPs)

ROP provides students with quality career technical education and workforce preparation. Many courses are articulated for credit with community colleges and universities, while others may lead to certification and/or employment. Visit the California ROP website (www.carocp.org) or your local East San Gabriel ROP website (<http://www.esgvrop.org/>) for more information.

Apprenticeships/Internships

Earning while learning – A way for you to earn money while learning an important skill in fields like manufacturing, construction, public administration, retail trade, and transportation industries. Visit www.calapprenticeship.org or www.careeronestop.org to search for positions.

Private Career and Technical Schools

Career and Technical Schools offer a variety of programs in fields such as automotive, mechanics, aircraft mechanics, healthcare, business, cosmetology, and truck driving. Before enrolling, do a cost comparison to see if these programs are offered for considerably less tuition at an adult school Regional Occupation Program, or community college. www.rwm.org

You should carefully check out the schools by asking several questions:

- Is the school accredited by the numerous accrediting bodies in the United States?
- Have you toured the school? What were your impressions?
- Are the school's courses current and appropriate for you?
- How long will the training take?
- What is the total cost of the program including tuition, fees, supplies, and books?

The US Military

There are more than 4100 different jobs available in 142 occupations within the Army, Air Force, Coast Guard, Marine Corps, or Navy. If you join, you will go through between six and thirteen weeks of basic training. You may then go to an advanced training school or be assigned to the field in the United States or around the world. www.todaymilitary.com

The “Gap Year”

You can travel to another country to learn a foreign language, teach English, volunteer, or get a job. Or you can explore a work area of interest while saving money for college. The gap year is meant to be filled with new and exciting life experiences, not sitting on the couch and watching TV! It provides many students with the opportunity to mature financially, socially and academically and find a clearer idea of what they want to do with their lives. Consider first gaining acceptance to a college or university and then asking for a deferral. www.gapyear.com

Volunteer

Volunteering is a great way to learn more about yourself, learn new skills, make connections, and give back. You can volunteer locally, or get involved in a national or international program that gives you a chance to travel, such as AmeriCorp, California Conservation Corps, or City Year.

Work

The responsibility of holding down a full-time job is a good way to transition into adulthood. The opportunity to build a career off an entry-level job is there, if you’re willing to work for it and stick it out. Job Corps, administered by the US Department of Labor, is a no-cost education and vocational training program designed for individuals who wish to learn a marketable trade. www.jobcorps.gov



College and Career Planning Checklist

Freshman Year Checklist

- Review your four-year high school academic plan.
- Maintain your grades throughout your freshman year.
- Meet with your counselor to get to know them and how they can help you succeed in high school.
- Become familiar with graduation and college prep requirements.
- Set goals for academic and personal success.
- Create your own Aeries portal and check grades and attendance regularly.
- Establish effective study habits and time management skills. Use study groups/tutors as needed.
- Use Office Hours or Tutorial to get help from teachers.
- Explore extracurricular interests and activities, such as clubs and community service.
- Start a journal and record all your extracurricular activities.
- Visit the Counseling Office and/or Career Center to learn about the services we offer.
- Attend the College Speaker Sessions to learn about various college options.
- Plan summer activities. Consider summer school courses or volunteering.

Sophomore Year Checklist

- Review your transcript. Understand the difference between your weighted and un-weighted GPA.
- Review your high school academic plan. Maintain your grades throughout your sophomore year.
- Monitor your grades regularly using your Aeries portal. Use study groups and tutors as needed.
- Explore extracurricular interests and activities. Keep a log of all extracurricular activities.
- Attend the College Speaker Sessions to learn about various college options.
- Visit the Counseling Office and/or Career Center to see how we can help you get where you want to go.
- Take the PSAT. Review your results for strengths and weakness in preparation for the SAT.
- Register for appropriate AP tests.
- Explore college websites and their requirements for admission.
- Visit college campuses and college fairs.
- Athletes should read the NCAA Guide for the College Bound Student Athlete.
- Ask the ROP Coordinator about career related courses you can take junior year.
- Plan summer activities. Consider summer school courses, enrichment courses, volunteering, working, studying for the SAT or ACT, visiting colleges, or travelling.

Junior Year Checklist

ALL YEAR

- Review your high school academic plan and your courses. Make sure you won't be overwhelmed.
- Monitor your grades regularly using your Aeries portal. Use study groups and tutors as needed.
- Discuss post-secondary and career goals with your parents and counselor.
- Continue co-curricular and extracurricular activities. Keep a log of all activities.
- *Be intentional in getting to know teachers and counselors who may be writing your letters of recommendation.
- *Actively seek and apply for private scholarships.
- *Visit college campuses and college fairs.
- Ask the ROP Coordinator about career related courses.
- Students applying to a U.S. military academy should contact their Congressional Representative.
- Athletes should review the NCAA Guide for Student Athletes and file with the NCAA Eligibility Center.

FALL

- Take the PSAT. Review your results for strengths and weaknesses in preparation for the SAT.
- Consider taking the SAT subject exam(s).
- Attend college rep visits on campus.

SPRING

- Take the ACT and/or SAT exam.
- Review ACT and/or SAT results and decide whether or not to try for a better score.
- Register for appropriate AP tests.
- Visit with your counselor or the Career Center Coordinator to explore college options.
- Use Naviance College Match or College Board Search to find colleges that fit what you're looking for.
- Explore college websites and their requirements for admission.
- Build a list of schools you're interested in, including reach, target, and backup schools.
- Attend the College Speaker Sessions to learn about various college options.
- Obtain recommendations for senior year classes.
- Plan summer activities. Consider summer school courses, college courses, enrichment courses, ROP courses, volunteering, working, studying for the SAT or ACT, writing your college essays, visiting colleges, learning a new skill, or travelling.

Senior Year Checklist

ALL YEAR

- Review class schedule and double-check graduation and admissions requirements.
- Maintain your grades throughout your senior year.
- Discuss post-secondary and career goals with your parents and counselor.
- Continue co-curricular and extracurricular activities. Keep a log of all activities.
- Ask the ROP Coordinator about career related courses.
- *Actively seek and apply for private and institutional scholarships.
- Listen to announcements for upcoming workshops, presentations and field trips

FALL

- If you're hoping for a better score, register to take the ACT and/or SAT exam again.
- Consider taking the SAT subject exam(s).
- Visit with your counselor or Career Coordinator to explore college options.
- Use Naviance Super Match College Search or College Board Search to find colleges that fit what you're looking for.
- Attend college rep visits on campus.
- Explore college websites and their requirements for admission.
- Visit college campuses and college fairs.
- Narrow your list of colleges to 8-10 schools. Review admission requirements of colleges on your list.
- Create a calendar and keep track of deadlines for applications and financial aid submissions.
- Complete college applications, including personal statements and supplemental essays.
- Request counselor and teacher recommendations.
- Have your transcript(s) and official test scores sent to colleges as requested.
- Attend the college application workshops if you need help with your applications.
- Submit applications on time.
- Attend the Financial Aid workshop.
- Athletes should review the NCAA Guide Student Athletes and update your profile on the NCAA Eligibility Center

SPRING

- Complete and submit FAFSA no later than March 2.
- If you were accepted for Early Decision, withdraw your applications from remaining colleges.
- Complete mid-year reports and/or send 7th semester transcripts, as requested.
- Attend the Community College workshops.
- Apply to community colleges. Take advantage of priority registration by applying early.
- Register for placement exams (English, math, etc.) if the college you're attending requires them.
- Register for appropriate AP tests and/or IB exams.
- Visit schools you've been accepted to in order to decide which will be the best fit.
- Review Financial Aid packages received (usually between April 1 and May 1) and compare.
- Notify the college you choose to attend by May 1. Notify other colleges you will not be attending.
- Request final transcript be sent to the college or university you will attend during senior checkout.
- Complete the senior survey.

Comparing Your College Selections

Factors to Consider				
Tuition and Fees				
Room and Board				
Books and Supplies				
Student Health Insurance				
Travel and Transportation				
TOTAL Cost of Attendance				
Federal Scholarships & Grant				
Institutional Scholarships & Grants				
State Scholarships & Grants				
Tuition & Housing Waivers				
Private Scholarships				
Other Resources				
Other Financial Aid				
TOTAL FINANCIAL AID				
Federal Perkins Loans				
Federal Unsubsidized Stafford Loans				
Federal Subsidized Loans				
College Loans Interest Rate Fees Term/Years				
Private Loans Interest Rate Fees Term/Years				
TOTAL LOANS				
Parent Contribution				
Student Contribution				
TOTAL Family/Student Contribution				

VII. College Admissions Tests

College Entrance Exams

Most colleges require that you take an entrance exam. Check with the college you are interested in attending to find out which exams are necessary. Both the ACT and SAT testing programs offer preliminary tests that help you assess your skills and decide which test is best for you in your college planning. Your counselor is a good resource for you in selecting which test is best for you. Kaplan offers a nice breakdown of the differences between the two tests. (<https://www.kaptest.com/inside-the-tests/act-vs-sat>) Fee waivers are available in your school counseling office or College and Career Center. Below is a brief description of the testing program. Visit the testing program websites for more information about the tests, preparation, and sample questions and using your scores for college and career planning. Kaplan

A number of colleges do not require SAT or ACT as a component of admission. Please refer to this web site to find SAT/ACT Optional 4 year colleges:
<http://www.fairtest.org/university/optional>

The ACT Admissions Testing Program

The ACT organization offers the ACT and the ACT Aspire. The ACT includes English, Math, Reading Comprehension, Science, and Writing. You can register at www.act.org.

The ACT

The ACT college admission test is accepted by nearly all 4-year colleges and universities in the United States. The ACT is a national college admissions examination that consists of tests in 4 subject areas, plus an optional writing test.

- English: Grammar and word usage
- Mathematics: Arithmetic, Algebra 1, Geometry, Algebra 2, Trigonometry
- Reading Comprehension: Reading comprehension in multiple subject areas
- Science: Understanding scientific information in a variety of methods (text, charts, etc.)
- Writing (Optional)- Includes a 40-minute timed essay

The ACT takes approximately 4 hours to complete (or just over four and a half hours if you are taking the ACT Plus Writing). If you take the ACT more than once, you may select which scores to send to colleges.

The SAT Admissions Testing Program

The College Board offers the SAT, SAT Subject Tests, and the Preliminary Scholastic Aptitude Test (PSAT). The SAT includes Evidence-Based Reading, Mathematics, and an optional Essay. Typically, students take the PSAT in October of their junior year, SAT test as juniors and/or seniors, and a Subject Test after studying a specific subject. You can register at www.collegeboard.org.

The SAT

The SAT tests the skills you are learning in school: reading, writing and math.

- Evidence-Based Reading and Writing: Includes reading passages and improving sentence grammar and usage
- Mathematics: Heart of Algebra, Problem Solving and Data Analysis, Advanced Math
- Essay (Optional): Includes a 50-minute timed essay analyzing a source

The SAT takes approximately 3 hours to complete (or just under four hours if you are writing the optional Essay). If you take the SAT more than once, some colleges will accept your top score from one sitting; while others will SuperScore, meaning add together your top scores from each section across multiple sittings.

The PSAT

The PSAT tests you in Reading, Mathematics, and Writing. The Writing section does not include an essay. Juniors who score in the top 0.5% statewide are invited to participate in the National Merit Scholarship Competition. See your counselor or College and Career Coordinator for more info.

SAT Subject Tests

Each SAT Subject Test covers a subject you may study in high school or are skilled in based on personal background (for example, if you are fluent in a language other than English). Only a limited number of colleges or majors require Subject Tests. While SAT Subject Tests are not required for UC admission, some campuses recommend that students vying for slots in competitive majors take the tests to demonstrate subject proficiency. Refer to the UC website for specific information for each of the UC campuses:

<http://admission.universityofcalifornia.edu/freshman/requirements/examination-requirement/SAT-subject-tests/>

Comparing Admission Test Requirements

University of California	SAT with essay or ACT with essay
California State University	SAT Reasoning (no essay) or ACT (no essay) EAP, EPT, ELM placement tests
Private and Out of State	Check with each school. Most colleges accept either the SAT or the ACT with no preference for one or the other.
Community College	SAT or ACT not required. Community College Math and English placement tests are taken in grade 12.

SAT and ACT Score Comparison

New SAT to ACT Concordance Table

Table 7

New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score	New SAT Total (400-1600)	ACT Composite Score
1600	36	1330	28	1060	21	790	14
1590	35	1320	28	1050	20	780	14
1580	35	1310	28	1040	20	770	14
1570	35	1300	27	1030	20	760	14
1560	35	1290	27	1020	20	750	13
1550	34	1280	27	1010	19	740	13
1540	34	1270	26	1000	19	730	13
1530	34	1260	26	990	19	720	13
1520	34	1250	26	980	19	710	12
1510	33	1240	26	970	18	700	12
1500	33	1230	25	960	18	690	12
1490	33	1220	25	950	18	680	12
1480	32	1210	25	940	18	670	12
1470	32	1200	25	930	17	660	12
1460	32	1190	24	920	17	650	12
1450	32	1180	24	910	17	640	12
1440	31	1170	24	900	17	630	12
1430	31	1160	24	890	16	620	11
1420	31	1150	23	880	16	610	11
1410	30	1140	23	870	16	600	11
1400	30	1130	23	860	16	590	11
1390	30	1120	22	850	15	580	11
1380	29	1110	22	840	15	570	11
1370	29	1100	22	830	15	560	11
1360	29	1090	21	820	15		
1350	29	1080	21	810	15		
1340	28	1070	21	800	14		

For lower score points, there is not enough data to produce a valid concordance between the new SAT and ACT.

Preparing for the College Entrance Exams

The best preparation for college entrance exams is exactly what you are already doing, being an attentive student. Enriching your vocabulary, reading widely, writing frequently, and practicing math concepts are your best approach. Although professional test preparation is available, research shows that taking a prep class does not guarantee that your score will increase significantly. There are many web resources available to help you prepare. Do not wait until a week before you take the exam.

Suggested NO or LOW COST ways to practice for College Entrance Exams

- New York Times Learning Network: www.nytimes.com/section/learning
- SAT Question of the Day: <https://collegereadiness.collegeboard.org/sat/practice/daily-practice-app>
- SAT practice on Kahn Academy: sat.collegeboard.com/practice
- SAT practice test: <https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests>
- Subject Test practice questions: <https://collegereadiness.collegeboard.org/sat-subject-tests/subjects>
- ACT practice questions: <http://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>

VIII. Athletic Eligibility

Academic Eligibility Requirements

In order to be eligible for participation in competition/ performances in extra-co-curricular activities, with the exception of those students entering from the eighth grade, students in grades 9-12 shall:

- Have earned a minimum 2.0 grade point average during the preceding grading period. The grade point average and determination of eligibility shall be based on grades received during each six-week grading period.
- Have successfully passed four classes during each six-week grading period.
- Have maintained satisfactory academic progress which will culminate in meeting the adopted graduation requirements within four years of entrance into high school.

If a student fails to maintain the 2.0 grade point average at any six-week grading period but is successfully passing four classes and maintaining satisfactory academic progress, the student shall be placed on probation for the ensuing six-week grading period. If the student then does not achieve a 2.0 grade point average, the student shall become ineligible for participation in competition/performance activities until the 2.0 grade point average is achieved.

A student who does not pass at least four classes is automatically ineligible for the ensuing six-week grading period or until such time as four classes are successfully passed (and other eligibility requirements are achieved).

Becoming a College Athlete

If you want to become a student athlete, you must first take care of your academic responsibilities. In addition to athletic skill, student athletes need to meet academic qualifications established by the athletic eligibility center to which the college belongs, either the NCAA or the NAIA.

You must register with the eligibility center and meet all the established requirements in order to be considered for athletics in an NCAA or NAIA college.

- Register at any time during high school, but by the end of your 11th grade year.
- When you take your ACT or SAT test, have your scores forwarded directly from the testing service to the eligibility center:
 - The NCAA code is 9999
 - The NAIA code is 9876
- You will need to send a final, official high school transcript to the association.

Visit the athletic association websites to find what schools offer your sport, eligibility information, answers to frequently asked questions, etc.

NCAA & NAIA Eligibility for Students with Disabilities

NCAA: A student with an education-impacting disability must meet the same requirements as all other students, but may be provided certain accommodations to help meet those requirements. If you are a student with a diagnosed education-impacting disability, you will need to let the NCAA Eligibility Center know about your education-impacting disability for review. Contact the NCAA Eligibility Center EID Services for more information.

NAIA: Students with diagnosed learning disabilities, who do not meet the freshman eligibility requirements, may have their academic profiles reviewed by the NAIA National Eligibility Committee at the request of the NAIA Institution.

NCAA Eligibility - Division I, II, III

If you wish to participate in NCAA Division I or II athletics, you need to be approved by the NCAA Eligibility Center. NCAA Division III does not require NCAA Eligibility Center approval. Only NCAA approved core courses are used in the calculation of the grade-point average. Be sure to look at your high school's list of NCAA approved core courses on the Eligibility Center's website to make certain that your high school courses have been approved as core courses.

Check your high school's list of NCAA approved courses at <https://web3.ncaa.org/ecwr3/>. Freshman Eligibility Standards can be found at: <http://www.ncaa.org/student-athletes/future/eligibility-center>

Remember: Meeting the NCAA or NAIA academic requirements does not guarantee your admission into a college. You must apply for college admission!



Comparing NCAA Division I and Division II Requirements

Visit the NCAA website for the NCAA Eligibility Quick Reference Guide that you can download: http://fs.ncaa.org/Docs/eligibilitycenter/Quick_Reference_Sheet.pdf

NCAA Division I Requirements

To participate in Division I athletics or receive an athletic scholarship during the 1st year of college, a student athlete must:

- Graduate from high school
- Complete a 16 core course requirement in 8 semesters. Complete at least 10 of the required 16 core courses prior to the beginning of the 7th semester of high school.

DIVISION I : 16 Core-Course Rule

- 4 years of English
- 3 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered by high school)
- 1 year of additional English, mathematics or natural/physical science
- 2 years of social science
- 4 years of additional courses (from any subject area above, or foreign language or non-doctrinal religion/philosophy)
- Earn a minimum required grade point average of 2.3 in core courses.
- Earn a combined SAT or ACT sum score that matches the core course grade point average and test- score sliding scale (Example: A 3.0 core course GPA needs at least a 620 SAT). Visit the NCAA quick reference guide website (see website above).

NCAA Division II Requirements

If you enroll in a Division II college and want to participate in athletics or receive an athletic scholarship during your first year, you must:

- Graduate from high school
- Complete a 16 core course requirement in 8 semesters.

DIVISION II 16 Core-Course Rule

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any subject area above, or foreign language or non-doctrinal religion/philosophy).
- Earn a 2.0 Grade Point average or better in your core courses.
- Earn a combined SAT score of 820 (reading and math combined) or ACT composite score of 68 (all four scores combined).

	NCAA National Collegiate Athletic Association	NAIA National Association of Intercollegiate Athletics
Website	www.ncaa.org	www.naia.org
Where can I get more information?	http://www.eligibilitycenter.org/	www.playnaia.org
Is there a fee to register?	Yes, fee waivers are available for low-income families	Yes, fee waivers are available for low-income families



IX. Appendix

A-G Course Lists



Covina High School UC/CSU Approved Courses A-G Requirements

Subject	Requirement	CHS Approved Courses
A- Social Science	2 Years	Human Geography (AP)* World History P, World History (AP)* U.S. History and Geography, U.S. History (AP)* American Government P
B- English	4 Years	Composition/Literature I CCSS, Composition/Literature I Honors Composition/Literature II CCSS, Composition/Literature II Honors Composition/Literature III CCSS CSU Expository Reading and Writing English Literature and Composition (AP)* English Language and Composition (AP)*
C- Math	3 Year Required, 4 Years Recommended	International Math I International Math II, International Math II Honors International Math III, International Math III Honors Stats/Prob/Finite P Trig/Pre Calc P Calculus AB (AP)* Calculus BC (AP)*
D- Laboratory Science	2 Years Required, 3 Years Recommended	Biology P, Biology Honors, Biology (AP)* Agricultural Biology Chemistry P, Chemistry Honors, Chemistry (AP)* Agricultural Chemistry Conceptual Physics Anatomy and Physiology Veterinary Science Physics 1(AP)*, Physics 2(AP)* Environmental Science, Environmental Science (AP)
E- Language other than English	2 Years Required, 3 Years Recommended	American Sign Language I P, II P, III P, IV P Chinese I P, II P, III P Chinese Language (AP)* Spanish I P, II P, III P Spanish Language (AP)*.
F- Visual and Performing Arts	1 Year	Intro to Theater Arts P Play Production P Art Appreciation P Advanced Art P Art (AP)*, Art 2D (AP)* Video Production I P, IIP Advanced Band P Chorus P Advanced Acting Jazz Ensemble P Music History & Appreciation P Pop Ensemble P
G- Elective	1 Year	AVID 9, AVID 10, AVID 11, AVID 12 Computer Science Principles (AP) Economics P, Agricultural Economics, Economics: Macro (AP)* ELD III- English Language Development Gen Tech Exploring Computer Science Introduction to Engineering Design Principles of Engineering Robotics Sports Medicine P ROP Advanced Sports Physical Therapy Sports Physical Therapy IT Essentials Journalism P Leadership Psychology/Advanced Psychology P Speech/Advanced Speech P

*Denotes courses that receive UC honors credit



South Hills High School

UC/CSU Approved Courses
(A-G Requirements)

Subject	Requirement	SHHS Approved Courses
A- Social Science	2 Years	Human Geography (AP) World History P, World History (AP) U.S. History and Geography, U.S. History (AP) American Government P, Government and Politics (AP) IB History of Americas HL
B- English	4 Years	Composition/Literature I CCSS, Composition/Literature I Honors Composition/Literature II CCSS, Composition/Literature II Honors Composition/Literature III CCSS CSU Expository Reading and Writing English Literature and Composition (AP) English Language and Composition (AP) IB Language A: Language HL
C- Math	3 Year Required, 4 Years Recommended	International Math I, Algebra I International Math II, Geometry P International Math III, Algebra II P International Math III Honors, Algebra II Honors Stats/Prob/Finite P, Statistics (AP) Trig/Pre Calc P, Trig/Pre Calc Honors Calculus AB/Calculus BC (AP) IB Mathematics SL, IB Mathematics HL
D- Laboratory Science	2 Years Required, 3 Years Recommended	Biology P, Biology Honors, Biology (AP), IB Biology SL, IB Biology HL Chemistry P, Chemistry Honors, Chemistry (AP), IB Chemistry SL, HL Physics 1(AP) Anatomy/Physiology Conceptual Physics P Environmental Science (AP)
E- Language other than English	2 Years Required, 3 Years Recommended	American Sign Language I P, II P, III P, IV P Chinese I P, II P, III P, IV P Chinese Language (AP) Spanish I P, II P, III P Spanish Language (AP) IB Mandarin SL IB Spanish SL, IB Spanish HL
F- Visual and Performing Arts	1 Year	Intro to Theater Arts P Play Production P Beginning Dance P Intermediate Dance P Dance Production P Art Appreciation P Advanced Art P Ceramics and Sculpture P Studio Art: 2-D Design (AP) Video Production I P, IIP Digital Art P Digital Photography II P Advanced Band P Jazz Ensemble P Small Ensemble P Chorus P IB Visual Art SL, IB Visual Art HL
G- Elective	1 Year	Business Law P Computer Science Principles (AP) Computer Science 1 (AP) Earth Science Economics P, Economics: Macro (AP) ELD III- English Language Development Game Design and Development Gen Tech IT Essentials Journalism P Leadership Psychology P, Psychology (AP) Sociology P Screenwriting as Literature P Special Projects P Speech/Advanced Speech P Sports Medicine P Virtual Enterprise IB Business and Management SL IB Sport Exercise and Health Science SL IB Theory of Knowledge



Northview High School

UC/CSU Approved Courses
(A-G Requirements)

Subject	Requirement	NHS Approved Courses
A- Social Science	2 Years	AP Human Geography World History/Cultures, AP World History U.S. History and Geography, AP U.S. History American Government/Civics, AP Government and Politics US
B- English	4 Years	Composition/Literature I CCSS, Composition/Literature I Honors CCSS Composition/Literature II CCSS, Composition/Literature II Honors CCSS Composition/Literature III CCSS Expository Reading and Writing CSU AP English Language and Composition AP English Literature and Composition
C- Math	3 Year Required, 4 Years Recommended	International Math I International Math II International Math III International Math III Honors Statistics, Probability & Finite Math Trig & Pre Calculus, Trig & Pre Calculus Honors AP Calculus AB, AP Calculus BC
D- Laboratory Science	2 Years Required, 3 Years Recommended	Biology, Biology Honors, AP Biology Chemistry, Chemistry Honors, AP Chemistry Physics, AP Physics 1 Anatomy/Physiology Conceptual Physics
E- Language other than English	2 Years Required, 3 Years Recommended	American Sign Language I, II, III French I, II, III, IV Spanish I, II, III Spanish Speakers I AP Spanish Language, AP Spanish Literature
F- Visual and Performing Arts	1 Year	Intro to Theater Arts Play Production Art Appreciation Advanced Art Animation 1 AP Studio Art: 2-D Design AP Studio Art: Drawing Digital Filmmaking Video Technology ROP Video Production IIP Photography/Commercial Art Digital Photography II Fine Woodworking 1 Advanced Band Jazz Ensemble Chorus
G- Elective	1 Year	Advanced Algebra with Financial Applications AP Computer Science Principles AP Seminar AVID 9, 10, 11, and AVID Senior Seminar Earth Science Economics ELD III- English Language Development Gen Tech IT Essentials Law: Administration of Justice Leadership 1, Leadership 2 Literacy, Advocacy, and Public Service Psychology/AP Psychology Sociology Sports Physical Therapy Virtual Enterprise ROP

PLEASE NOTE: Students must earn grades of A, B, or C in all “A-G” courses to be eligible to apply to CSU and UC campuses