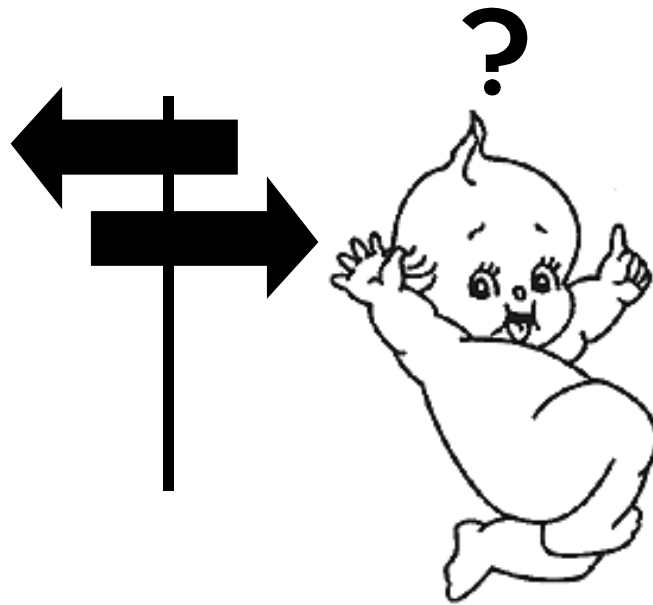


# *Finding Your Direction:*

## *A Planning Guide for High School Seniors*



**Hickman High School Guidance Office  
573-214-3008**

[www.columbia.k12.mo.us/hhs](http://www.columbia.k12.mo.us/hhs)

Director of Guidance—Susan McWilliams

A-C Susan Evans Matthews

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## The College Application: Steps in Applying to College

### Application Forms

The Guidance Office has some college applications available, mostly for Missouri schools. Most colleges now have their applications online which you can either print out and send in or complete online.

### When to Apply

The best time to apply is NOW. Colleges have different deadlines for accepting applications. Some schools will close application deadlines by November, while others will accept applications two weeks before classes begin. ***Keep in mind that your counselor should have the completed application for processing 3 weeks prior to the application deadline.*** Applications with a January 1 deadline must be given to the guidance counselor by December 1 to ensure processing before school closes for the winter break. The following guidelines may help:

1. If you are applying to MU and for MU scholarships, the application deadline is December 1 as well.
2. Apply to other colleges and universities before the end of the first semester.
3. BE SURE to check with your college admissions office for specific deadlines.

### Test Scores

ACT and/or SAT scores are included with your transcripts.

### Completing and Filing Applications

1. Once you decide which schools you are applying to, get your application online or from Guidance and fill it in completely using your neatest handwriting. Double check for spelling errors.
2. Complete the Transcript Release Form in the Guidance Office.
3. Bring your completed application form with any application fee (check or money order) to the Guidance Office.

Hickman will be responsible for mailing applications, recommendations and transcripts if you give us enough time to meet the deadline. This way you will have a record here at school of when your information was sent.

# Post-Secondary Testing Information

## ACT

ACT Registration Information: [www.act.org](http://www.act.org)

Hickman Code: 260720

### 2009-2010 ACT Test Dates

Test Date	Registration Deadline	(Late Fee Required)
October 24, 2009	September 18, 2009	September 19 – October 2, 2009
December 12, 2009	November 6, 2009	November 7 – 20, 2009
February 6, 2010	January 5, 2010	January 6 – 15, 2010
April 10, 2010	March 5, 2010	March 6 – 19, 2010
June 12, 2010	May 7, 2010	May 8 – 21, 2010

**2009-2010 ACT Fees (For information on fee waivers, see your Guidance Counselor)**

**ACT (No Writing)...\$30.00    ACT Plus Writing...\$44.50**

**Late fee (U.S. or Canada)...\$19.00    Standby testing on test day (U.S. or Canada)...\$39.50**

**Viewing scores online...Free.**

### Description of the ACT

The ACT (No Writing) consists of four multiple-choice tests: English, Mathematics, Reading, and Science. The ACT Plus Writing includes the four multiple-choice tests and a Writing Test.

Test	Content		
<u>English</u>	75 questions	45 minutes	Measures standard written English and rhetorical skills.
<u>Mathematics</u>	60 questions	60 minutes	Measures mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.
<u>Reading</u>	40 questions	35 minutes	Measures reading comprehension.
<u>Science</u>	40 questions	35 minutes	Measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.
<u>Optional Writing Test</u>	1 prompt	30 minutes	Measures writing skills emphasized in high school English classes and in entry-level college composition courses.

## **Armed Services Vocational Aptitude Battery (ASVAB)**

The U.S. Department of Defense provides the **Armed Services Vocational Aptitude Battery (ASVAB)**, a nationally-normed, multi-aptitude test battery, to high school and post-secondary school students.

The ASVAB is a multiple-choice test designed to evaluate your skills in ten areas:

- *General Science*
- *Arithmetic Reasoning*
- *Word Knowledge*
- *Paragraph Comprehension*
- *Numerical Operations*
- *Coding Speed*
- *Auto and Shop Information*
- *Mathematics Knowledge*
- *Mechanical Comprehension and*
- *Electronics*

### **Other ASVAB Information**

- The ASVAB has a total number of 200 items
- The Test Time is 134 minutes
- Administrative Time is 46 minutes
- The Total Test Time is 180 minutes

***The ASVAB will be offered***

***Thursday, November 19***

***8 - 11:15 a.m.***

***Douglass High School Guidance Office***

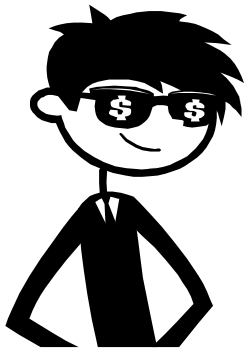
***The test is free***

## **COMPASS (Computer-adaptive Placement, Assessment, & Support System)**

Some community colleges and technical schools recommend or require that their students take the COMPASS. COMPASS is actually a group of exams created by the American College Test Program (ACT) that are designed to evaluate math, reading and writing skills.

The exam is commonly used to determine exactly what courses a student should be placed in based on his/her level of ability. These exams are computer-adaptive exams and the questions that the individual receives are based on whether the preceding question was answered correctly. If the preceding question is answered correctly and the student is not already at the hardest level of questions, the next question will be harder. However, if the student answers incorrectly and the student is not already at the lowest level of difficulty, the next question will be easier.

Each question is multiple choice, but the exact number of questions varies from student to student depending upon how skilled the student is in a particular area. The COMPASS consists of three exam groups: math, reading placement and writing skills. The COMPASS is administered at the college or institution that requires it but the Columbia Area Career Center also offers COMPASS testing. Please check with your selected college to find out testing dates and times.



# Financial Aid & Scholarships

## Important Facts to Know About Financial Aid for College

- There are funds available to help all students who demonstrate need. You do not need to be poor to qualify for financial aid for college.
- Schools with higher tuition costs are not necessarily more expensive. They sometimes provide the best financial aid.
- The expected family contribution remains the same regardless of the cost of the college. Because expenses at different colleges vary and the amount the family is expected to pay remains the same, you could be eligible for more aid at a higher cost college than a lower cost college.
- Cost of attendance minus expected family contribution equals financial aid
- In order to receive financial aid you must ask for it! This means you must complete the FAFSA (Free Application for Federal Student Aid) form and other paperwork for scholarship applications. These forms must be completed each year a student wants financial aid. You can find the form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- FAFSA forms should be filed as soon after January 1 as possible in your senior year. Make sure you are aware of deadlines at the colleges to which you are applying and contact the financial aid office if you have questions.
- Approximately 6-8 weeks after you submit your FAFSA you will receive a Student Aid Report (SAR). This gives you your eligibility index for federal and state aid. Your SAR will be sent to the colleges you indicate on your FAFSA. Your colleges will notify you of your eligibility and amount of your financial aid package.

## Scholarships

Scholarships (or “free money”) are an attractive way to pay for college because you don’t need to pay them back. Scholarship awards range from a few dollars to covering the full tuition. Scholarships are offered by many organizations, including federal and state governments and private sources, such as:

- Employers
- Individuals
- Companies
- High schools and colleges
- Religious groups
- Professional associations



### Scholarship eligibility

You can be considered for a scholarship for any of the following reasons (and more):

- Academic performance
- Athletic achievement
- Financial need
- Religious affiliation
- Minority status
- Heritage
- Community affiliations
- A unique set of criteria that’s important to the organization providing funds

### Scholarship tips

There is no magic formula for applying for and receiving a scholarship, but these tips can start you on the right track:

- Be organized. Stay on top of deadlines, gather all pertinent documents, and make copies of everything you submit.
- Be honest. Don’t exaggerate your grades, memberships, skills or qualifications. It is better to focus on the scholarships for which you might be eligible.
- Follow instructions carefully. Some scholarships require you to write an essay. Others may want letters of recommendation. Proofread everything. Typos and missing materials may cost you a scholarship.

## *Sample scholarship information*

The following text shows examples of information a typical scholarship may provide to applicants:

### *Columbia Junior Chamber of Commerce Scholarship*

*Amount: 2 @ \$600*

*Eligibility: Graduating senior who plans to attend a post-secondary program in Boone County; community service and leadership; essay. Applications available in Guidance Office, must be mailed in to Chamber of Commerce.*

*Deadline: May 15, 2010*

To keep up-to-date on scholarships offered through Hickman, visit

[www.columbia.k12.mo.us/hhs](http://www.columbia.k12.mo.us/hhs)

Go to the "Guidance" page

Click on "Scholarships"

The website is updated weekly. If you don't have access to a computer, the same information is posted in the guidance office on the bulletin board.

There are lots of search engines for national scholarships, but one to try is

[www.fastweb.com](http://www.fastweb.com)

**REMEMBER TO CHECK WITH THE FINANCIAL AID OFFICE OF THE SCHOOL YOU PLAN TO ATTEND TO FIND OUT WHAT SCHOLARSHIPS THEY OFFER!**

<http://dese.mo.gov/divimprove/aplus>

## A+ Community Colleges & Vocational/Technical Schools



### CENTRAL AREA:

Boonslick Area Vocational-Technical School  
Carrollton Area Vocational-Technical School  
Columbia Area Career Center  
Linn State Technical College  
Nichols Career Center  
Saline County Career Center  
State Fair Community College  
Tri-County Technical School  
Warrensburg Area Vocational-Technical School  
Moberly Area Community College  
Moberly Area Community College

Boonville  
Carrollton  
Columbia  
Linn  
Jefferson City  
Marshall  
Sedalia\*  
Eldon  
Warrensburg  
Moberly  
Columbia campus

### KANSAS CITY AREA:

Blue River Community  
Career and Technology Center at Fort Osage  
Cass Career Center  
Excelsior Springs Area Vocational-Tech. School  
Joe Herndon Technical School  
Longview Community College  
Maple Woods Community College  
Northland Career Center  
Penn Valley Community College

Blue Springs/Independence\*  
Independence  
Harrisonville  
Excelsior Springs  
Raytown  
Lee's Summit\*  
Kansas City\*  
Platte City\*  
Kansas City\*

### NORTHEAST AREA:

David H. Hart, Mexico Area Voc-Tech School  
Grand River Area Vocational-Technical School  
Kirksville Area Technical Center  
Macon Vocational-Technical School  
North Central Missouri College  
Pike/Lincoln County Technical Center

Mexico  
Hannibal  
Kirksville  
Macon  
Trenton\*  
Eolia

### NORTHWEST AREA:

Brookfield Area Career Center  
Lex La-ray Technical Center  
N.S. Hillyard Area Vocational-Technical School  
North Central Area Vocational-Technical School  
Northwest Technical School  
Moberly Area Community College

Brookfield  
Lexington  
St. Joseph  
Bethany  
Maryville  
Moberly\*

## **ST. LOUIS AREA:**

East Central College	Union*
Lewis and Clark Career Center	St. Charles
North County Technical School	St. Louis
St. Charles Community College	St. Peters*
St. Louis Community College-Florissant Valley	St. Louis*
St. Louis Community College-Forest Park	St. Louis*
St. Louis Community College-Meramec	St. Louis*
South County Technical School	St. Louis

## **SOUTHEAST AREA:**

Cape Girardeau Area Vocational-Technical School	Cape Girardeau
Current River Area Vocational-Technical School	Doniphan
Four Rivers Area Vocational-Technical School	Washington
Jefferson College	Hillsboro*
Kennett Area Vocational-Technical School	Kennett
Mineral Area College	Park Hills*
New Madrid County Area Vocational-Tech School	New Madrid
Perryville Area Career and Technology Center	Perryville
Poplar Bluff Technical Career Center	Poplar Bluff
Rolla Technical Institute	Rolla
Sikeston Area Vocational School	Sikeston
Three Rivers Community College	Poplar Bluff*
Waynesville Technical Academy	Waynesville

## **SOUTHWEST AREA:**

Clinton Area Vocational-Technical School	Clinton
Crowder College	Neosho*
Dallas County Area Vocational-Technical School	Louisburg
Franklin County Center	Joplin
Gibson Technology Center	Reeds Spring
Lebanon Technology and Career Center	Lebanon
Lake Area Vocational-Technical School	Camdenton
Lamar Area Vocational School	Lamar
Nevada Regional Technical Center	Nevada
Ozark Community College	Springfield*
Ozark Mountain Technical Center	Mountain Grove
South Central Area Vocational School	West Plains
Southwest Area Career Center	Monett
Southwest Missouri State-University-West Plains	West Plains*

**\*The asterisk denotes community colleges. All other schools are vocational/technical schools.**

## Four-Year Colleges and Universities That Offer Financial Aid for Completing A+

In addition to all public two-year community colleges and vocational/technical schools, the following Colleges and Universities (2007) offer their OWN scholarships for students that have successfully completed the A+ Program. We always advise contacting a school's financial aid office to determine if they currently provide "perks" for students with A+ Certification.

<b>AVILA COLLEGE</b>	\$1000.00 renewable 4-years
<b>COLUMBIA COLLEGE</b>	Transfer students who have used A+ to earn Associates degree or 60 hours with a 3.0 GPA will receive a renewable 1/3 tuition scholarship.
<b>DRURY COLLEGE</b>	Lebanon campus and Rolla campus Full A+ Benefits and credits are all transferable to the Springfield campus
<b>MERRELL UNIVERSITY OF BEAUTY ARTS</b>	\$1000.00 for students interested in cosmetology
<b>MISSOURI VALLEY</b>	Student aid is awarded on a case-by-case basis- Up to ½ off tuition.
<b>MISSOURI WESTERN</b>	Works with Hillyard Technical Center to offer A+ funds to students going into our Degree programs.
<b>NORTHWEST MISSOURI STATE</b>	\$1000.00 scholarship, but only a limited number are offered
<b>MISSOURI STATE UNIVERSITY</b>	<u>Westplains Campus only FULL A+ Benefits</u>
<b>TRUMAN STATE UNIVERSITY</b>	\$1,500.00 per year for A+ students with a 3.3 + GPA and 25+ ACT. Competitive 100 scholarships offered.
<b>WILLIAM JEWELL COLLEGE</b>	Transfer students who have a greater than 3.0 GPA and have used A+ to earn an Associates can receive \$1,500 scholarship
<b>WILLIAM WOODS COLLEGE</b>	\$1,000.00 Scholarship to A+ students must be in coming Freshman.

# Finding a Job After High School



You've probably heard that finding a job is a job in itself. You've got free time, but make sure you spend that time well. Find something you like, not just something easy to pay the bills. Below are some ideas on how to begin a job search:

## **Tell everyone you're looking.**

One of the best ways to land your first job (or any job for that matter) is to be referred by someone who knows you. So tell your family, friends, and neighbors what interests you, what kind of job you're seeking. And don't be afraid to ask questions or for advice.

If you know people who are in your career field of interest, ask them how they started out. Make sure to write down any names, numbers, or information that might help you in your search. And remember to make note of who gave you the referral.

Be sure to follow up with everyone. Try to set up meetings with these people, even if you're simply asking for information. Be honest, be yourself; the rest will come. And don't forget to thank anyone who helps you, even for the smallest of favors. This is called networking. It is a powerful tool, and it works!

## **Check the local newspaper, especially Sundays.**

The Columbia Daily Tribune can be an indispensable source for the local job market. Search the classified ads in the Sunday edition or go to [www.showmenews.com](http://www.showmenews.com) and go to the jobs section. Perusing the postings will give you a good sense of what's out there. If you find something that catches your eye, do exactly what the ad instructs you to do—whether it be to call for an interview appointment or to send a résumé and cover letter.

## **Use online resources.**

There are many useful sites that focus on career planning and job searching. To find them, learn to use the major Web search engines. Use words like "entry-level jobs," "internships," "volunteering," "first job," or a word or phrase (like engineering, veterinary school, or photography) indicating the kind of job for which you are searching. When you are looking at an employer's website, look for a link that says, "Human Resources" "Employment" or something similar. Check for local jobs on [www.monster.com](http://www.monster.com), [www.gocolumbiamo.com](http://www.gocolumbiamo.com) (for City jobs), [www.mizzou.edu](http://www.mizzou.edu) (for

University and University Hospital employment), [www.showmenews.com](http://www.showmenews.com) (Columbia Daily Tribune). Most employers that have a website, have their job openings listed.

**Be bold. Walk right in and ask.**

If you have a place you'd love to work, get your résumé together, dress appropriately, and head in. As long as you look presentable, have a good résumé on hand, and stop by during working hours, it can't hurt to drop in at a few places of business to ask about jobs and opportunities there.

Select a handful of places you think look interesting and go for it. Ask for the human resources department and be prepared to tell them some good reasons why you're interested in working at this place.

Before you go in, think about why you are interested in this company or organization. Why would you like to work there? What could you contribute? What sets this place apart from other similar companies? Before leaving the meeting, make sure to get the name and direct telephone number of the person with whom you spoke. And make sure to follow up within a week.

**Need help filling out a job application?**

**Wonder who to put as a reference?**

**Ask your school counselor to help you get started.**

## **Sample Senior Resume**

(there is also a resume builder you can use on Missouri Connections)

**YOUR NAME**

**YOUR ADDRESS**

**YOUR PHONE NUMBER**

**YOUR EMAIL ADDRESS**

### **Educational Background**

Hickman High School, 1104 N. Providence Rd., Columbia, MO 65203

(If you have attended other high schools also list them with dates you attended.)

### **Post-secondary and/or Career Plans**

### **Awards, Special Recognitions, Job Promotions**

Academic, sports, extra-curricular activities

### **Extracurricular Activities**

Clubs, Sports, etc.

### **Religious Activities (if applicable)**

Church membership, nursery worker, youth group, etc.

### **Paid Work Experience**

### **Volunteer Service**



If you are still in the process of researching a career area, use the following website to help you assess your skills and interest areas.

[www.missouriconnections.org](http://www.missouriconnections.org)

Follow the login instructions below to begin.

### Member Login:

- Direct your browser to [www.missouriconnections.org](http://www.missouriconnections.org)
- New users register by clicking on the **NEW USERS** button. Existing members enter your member name and password in the **RETURNING USERS** fields.
- Create a unique member name and password. Be sure to write own your member name and password in the space provided for future reference if needed.

Member name: \_\_\_\_\_

Password: \_\_\_\_\_

- Complete the member and optional information.
- Click **REGISTER**.
- Welcome to your Missouri Connections Career Portfolio.

### Take an Assessment:

- Enter the appropriate Batch Code for the assessment you plan to take under **TAKE AN ASSESSMENT** on your Portfolio Home Page:

Career Search with Person Match

Batch Code: **I943788JRK**

Skills Assessment

Batch Code: **S943792RSZ**

Super's Work Values Inventory-revised

Batch Code: **V943789RRX**

Click **GO**.

- You may now begin taking the assessment. Follow the instructions for each assessment you take.