



# College & CAREER

2021-2022 PREP GUIDE



## COLLEGE PLANNING IN 9TH GRADE



## COLLEGE PLANNING IN 10TH GRADE



## To Do's for Parents of High School Freshmen

**Talk to your child about college.** Encourage them to think about what they'd like to study or do one day as an adult. These certainly don't need to be plans — their major and career path will change many times before it settles into its final form — but this kind of talk will help get your student excited about college.

**Keep an eye on your student's grades and activities.** Do your best to keep an eye on their performance, checking in on a weekly basis to see how things are going in school and where they are struggling. Try not to hover during this process. It's important to make sure your student is trying in school and getting the help he/she needs, without putting them under unnecessary pressure.

**Look into college costs for your family.** Keep your estimated costs in mind and get your family to start saving if you haven't already. Be prepared to do a lot of research into paying for college and arranging scholarships. College isn't cheap, but it can be made more affordable through research and balancing options.

**Let your kid be a kid.** At 14, your student may technically be a teenager, but he or she is still closer to childhood than to adulthood. Remember that the days may be long but the years are short, and make sure to give your student the time and space needed to still be a kid amid the beginnings of college prep.

# The FAFSA® – Simplified –

Created by the Higher Education Student Assistance Authority

## 1 What Is The FAFSA®?

The **Free Application for Federal Student Aid (FAFSA®)** is used to determine eligibility for student financial aid by:

The Federal Government



State Governments



Colleges and Career Schools



## 2 Who Should Fill Out A FAFSA®?

Any prospective or current post-secondary (college) student who wants to determine their eligibility for:

- \$ Federal Grants
- \$ Federal Work-Study Programs
- \$ Subsidized and Unsubsidized Student Loans
- \$ State Student Financial Aid
- \$ Some Schools' Merit Scholarships

## 3 When To Complete Your FAFSA®

The FAFSA® is available January 1st, and the earlier your application is completed, the better.

**Each State and School Has Its Own FAFSA® Deadline!**



Available



Due Date(s)

## 1 Preparing To Complete The FAFSA®

To fill out the FAFSA®, you need information about you and your finances. If you are a dependent of your parents, you will need information about them and their finances as well.

**Information Needed To Complete Your Application:**



Federal ID Number(s) (SSN or USCIS#)



Federal Tax Information or Tax Returns



Records of Untaxed Income



Balances of Cash, Savings, & Checking Accounts



Information About Investments

## 2 How To Submit Your FAFSA®

You have a few different submission options:



Electronic Form  
([fafsa.gov](http://fafsa.gov))



Mail Physical Form  
Download PDF or Order Paper Form  
(1-800-4-FED-AID)



Electronic Submission By Your School

## 3 Receive and Accept an Aid Offer

After submitting your FAFSA® you will receive a Student Aid Report (SAR) that details your answers and your Expected Family Contribution (EFC). This document should be carefully reviewed to make sure that your information is complete and correct.

Each school listed on your FAFSA® should send you an aid offer stating the amount of aid you could receive at that school. If you are a first-time student, review and compare the different offers.

You will need to formally accept the aid offer of your chosen school.



Higher Education Student Assistance Authority  
[www.hesaa.org](http://www.hesaa.org)

# HIGH SCHOOL SENIOR YEAR

# TIMELINE

## SEPTEMBER

Get psyched for senior year!

Meet with counselor — make preliminary college list, double check graduation requirements

Create calendar of admission and financial aid deadlines

Plan final campus visits

Register for Oct., Nov. or Dec. test dates if retaking SAT or ACT

Request teacher recommendations

Draft Common Application essay

Work hard in your classes

## OCTOBER

Attend admission rep visits at the high school

Complete financial aid forms (FAFSA, CSS Profile)

Polish Common App essay; begin supplemental essays (if required)

Finalize list of schools to apply to

Complete Early Decision and/or Early Action application(s) if applying early

Keep up with and enjoy extracurricular activities

## NOVEMBER

Prepare to submit regular decision applications in advance of deadlines

Schedule Skype or alumni interviews if unable to interview in person

Clean up social media accounts

Research and apply for scholarships

Take care of your health

Have a happy Thanksgiving with your family!

## DECEMBER

Follow up with teachers/counselor about recommendations

Send test scores and transcripts

Complete Common Application and supplements

Celebrate if you received an offer of ED or EA admission

Submit applications before winter break so you can enjoy the holidays!

## JANUARY

Submit applications to colleges with late deadlines

Send fall semester grade reports

Follow up with schools to make sure your applications are complete

Considering a gap year? Research options

## FEBRUARY

Stay engaged with high school (watch out for senioritis)

Plan something fun for spring break

Continue to apply for scholarships

Order graduation announcements

## MAKING A COLLEGE DECISION

### STEP 1: HOW TO MAKE A DECISION

*Complete the steps below to help guide you toward making a college decision.*

- If you haven't already decided, **compare your acceptance letters.**
- Complete FAFSA** and ensure all schools of choice are listed in your application.
- Be sure to **check your email about scholarships.** Once awarded, there are often next steps. **Read directions carefully.**
- Log in to student portal** for each school you have been admitted to. Make it a habit to log in to each portal once a week for reminders or document requests.
- Log in to student portal** or call financial aid office to check for outstanding documents.
- Confirm** you have **received an award letter** for

each school you are considering. Revisit previous step if you have not received an award letter.

- With support** of parent/guardian/trusted adult, **compare award letters** and **determine** which is the best choice for you and your family's financial needs.

### STEP 2: ONCE YOU MAKE A DECISION

*Complete the steps below to make your decision official with the institution.*

- Make sure you are **checking your new college email** regularly and often!
- Accept your admissions offer** via student portal or directions listed in acceptance letter.
- Accept financial aid offer** via student portal or directions listed in award letter.

Loan acceptances may require signing Master Promissory Note (MPN).

- Pay enrollment deposit** (if applicable) by school's designated deadline (typically May 1, although many colleges have extended their deadline. Check your college's website for new information. Contact admissions office for options to have deposit waived or deferred.
- Register for freshman orientation.**
- Complete a housing application** (usually on a first-come, first-served basis).
- Complete medical forms** such as insurance forms, shot records and emergency contact.
- Inform high school counselor/adviser** of your final decision.
- Take any required assessment test.**
- Send final high school transcript** with graduation date listed.

# THE SAT

# VS

# THE ACT

- Fewer Geometry Questions
- More Time per Question
- No-calculator Math Section

## KEY Differences

- Lots of Geometry
- Faster Paced
- Tough Science Section



Overall Time

## TIMING & SCORING

Overall Time



Reading

65m

Writing

35m

200 - 800 points

Math  
(No Calculator)

25m

Math  
(Calculator)

55m

200 - 800 points

1-36

35m

Reading

1-36

45m

English

1-36

60m

Math

1-36

35m

Science

Total Points

400 - 1,600

1 - 36

Total Points

Time per Question



Reading



Writing



Math



Reading



English



Math



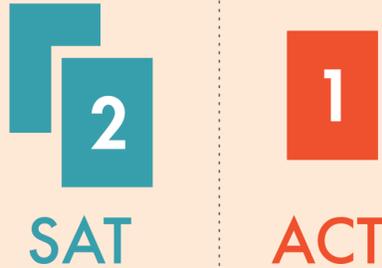
Science

# MATH

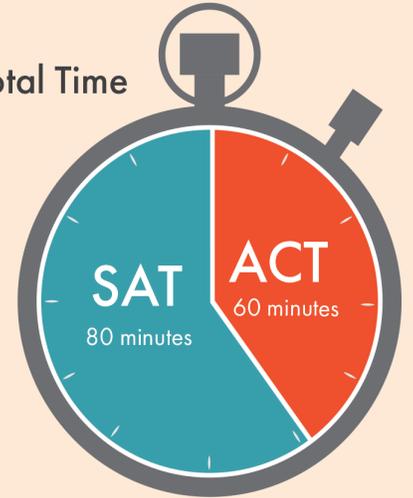
Number of Questions



Number of Sections



Total Time



Time Per Question



## Formulas

The **SAT** provides a reference table of common formulas.

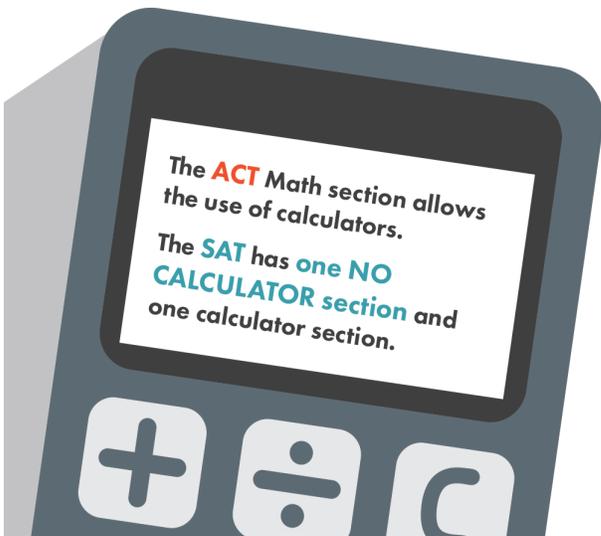
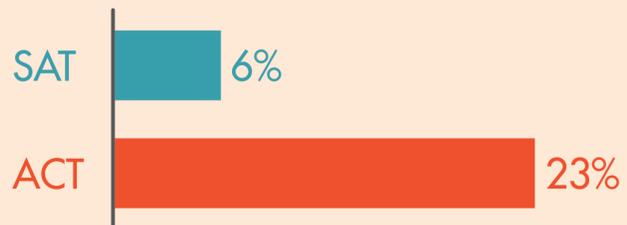
The **ACT** does not provide formulas for reference.



The SAT Math sections include **45** multiple choice questions and **13** student-produced response questions (i.e., grid-in questions).

## Geometry Focus

The ACT has a much greater emphasis on Geometry. In contrast, the SAT focuses more on Algebra, word problems, and Data Analysis questions that ask you to incorporate information from tables and charts into your calculations.



# READING



Total Time

Time Per Question

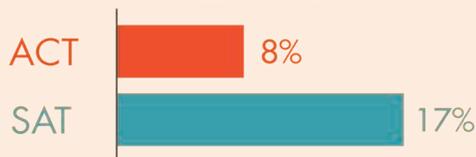


Number of Questions



Vocabulary

What percentage of questions test vocabulary?



Number of Passages



Topics Covered

- Literature
- Science (2)
- History/Soc. Studies (2)



- Prose Fiction
- Humanities
- Social Science
- Natural Science

Does the Reading/Writing/English sections have **Graphs and Charts?**



Yes, relating to two passages



No, only on the Science section

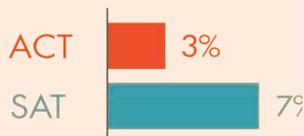
# WRITING/ENGLISH

Number of Questions



Vocabulary

What percentage of questions test vocabulary?



Total Time

Time Per Question



## GRAMMAR VS. RHETORICAL SKILLS



\*The difference between the 49% Rhetorical Skills on the ACT and 55% on the SAT feels even greater in practice, as the questions on the SAT require a fuller understanding of the passage.

# Scholarship Information



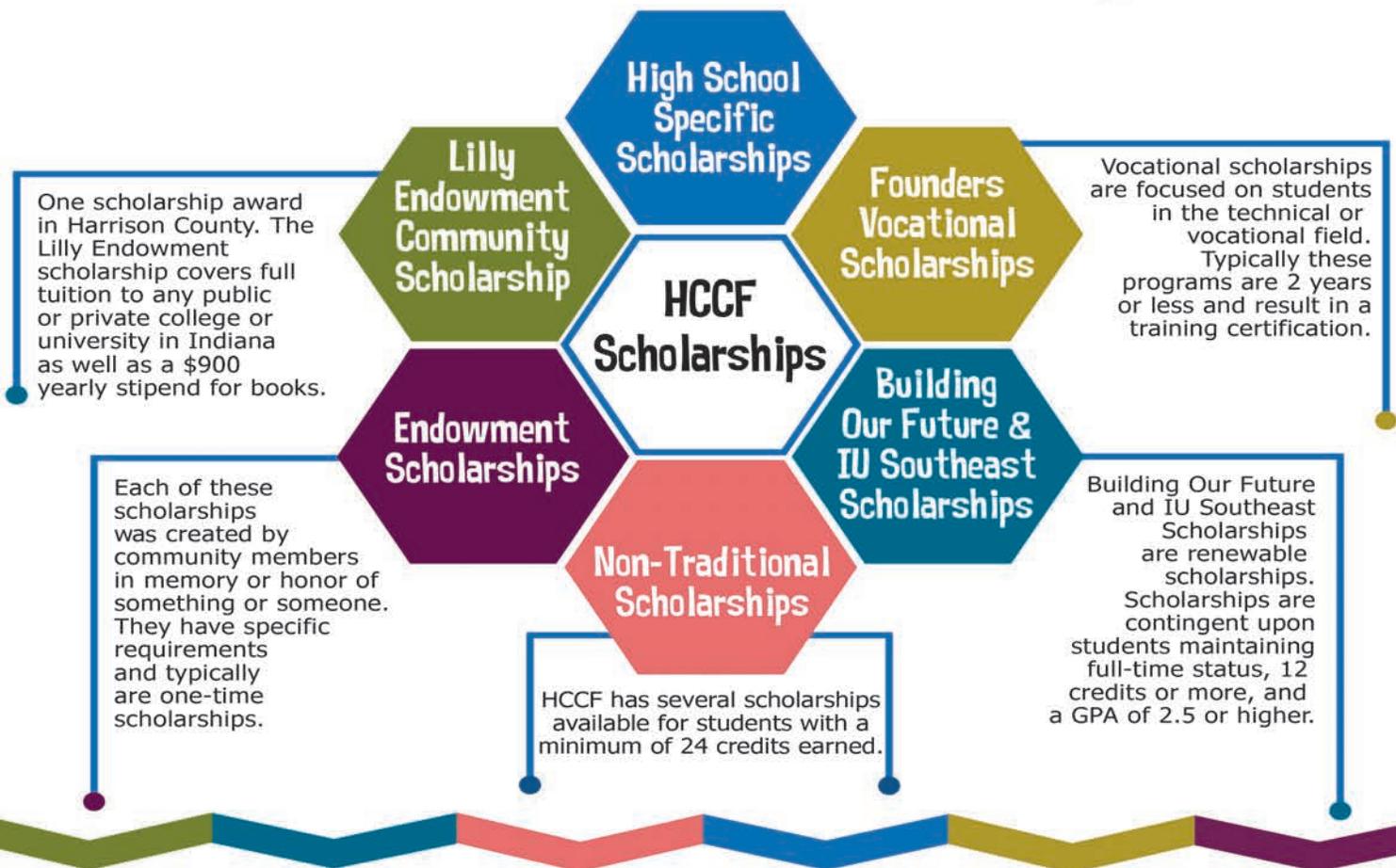
HCCF has scholarships available for students who have participated in the following in high school:

**Community Service**  
**4-H**      **FFA**  
**Athletics**   **Prosser**



Scholarships are available for high school students interested in majoring in the following:

**Arts**      **Education**  
**Nursing**   **Pre-Med**  
**Agriculture**



## IRS Regulations

HCCF follows the IRS publication 970 rules and regulations in regard to scholarships. Publication 970 defines the legal standards for a scholarship as "qualified education expenses"; therefore, scholarship awards can only be used for tuition, books and course-related fees.

## Scholarship Help

HCCF scholarships were created to assist students. They are not intended to pay for all college expenses.

## \$500 - \$20,000

Scholarships typically range from \$500 to \$20,000.

## Residents

Applicants must be graduating seniors and residents of Harrison County to be eligible.

## Bachelor's Degree

Scholarships can be used to obtain one bachelor's degree.

## "Blind" Selection

All scholarship applications are reviewed in a "blind" selection process. All applicant names are removed and a student number is assigned.

## One-time or Renewable

Scholarships can be one-time awards or renewable awards.

**Aug. 15**

Lilly Endowment Community Scholarship application available online

**October**

Lilly Endowment Community Scholarship interviews

**Jan. 20**

Universal application submission deadline by 4 p.m.

**April 14**

Harrison County Hospital Foundation Scholarship deadline

**May/June**

High school award ceremonies

**June 30**

FAFSA deadline

**Sept. 30**

Lilly Endowment Community Scholarship application submission deadline by 4 p.m.

**November**

Universal application available online

**Jan./Feb.**

Lilly Endowment Community Scholarship recipient announcement

**2 Years**

Students must enroll in college courses within two years of the date on the scholarship agreement

**Aug. 1**

Scholarship agreements due, signed by student and parent

**5 Years**

Students have five years from the date of the scholarship agreement to utilize funds

## Books and Receipts

Books should be purchased directly from the university or campus bookstore. Copies of receipts, class schedule and course syllabus will be required for reimbursement.

## Payment

Scholarships are typically paid directly to the university's Financial Aid or Bursar's office within 14 days of receiving an itemized bill.



## Process

Students are responsible for submitting bills to HCCF for payment. Colleges and universities will not notify HCCF of outstanding bills.

## Completion

Incomplete applications will not be considered.



# HCCF offers many vocational & agricultural scholarships!

Vocational and agricultural programs provide opportunities for hands-on learning. Courses normally focus on job skills training, and many programs take less than 2 years to complete. A few examples include:

Carpentry  
Web Design

Food Science  
Welding

Mechanics  
Horticulture

Cosmetology  
Truck Driving

## Vocational Scholarships



- Alex Simmons Memorial Scholarship\*
- Caanan Timberlake Electrical Apprenticeship Scholarship\*
- Eleanor and Vallas Albin Scholarship\*
- Founders Vocational Scholarships\*
- Miles' Fund Scholarship■

## Agricultural Scholarships



- Clarence A. Sr. and Olivia T. Merk Memorial Scholarship\*
- Charles R. and Frances M. Chinn Memorial Scholarship\*
- Harrison County Farm Bureau, Inc. Agricultural Career Scholarship ✓
- Harrison County Farm Bureau, Inc. Senior High School Scholarship\*
- Howard H. Haub Agricultural Scholarship\*
- Jonathan Delaney Dickerson Memorial Scholarship\*
- Herbert and Marilyn Gettelfinger Agricultural Scholarship ✓
- Wolfe Brothers Farm Scholarship\*

\*You can apply for these scholarships by completing the Universal Scholarship Application. The application is open now at [hccfindiana.org/Scholarships](http://hccfindiana.org/Scholarships) and is due Jan. 20 at 4 p.m.

✓ The application opens the first week of April and is due June 15 at 4 p.m. Students with 24 college credit hours are eligible.

■ The application opens in February (due March 31 at 4 p.m.) and September (due Oct. 31 at 4 p.m.) each year. Students 18-21 years old are eligible.

Learn more about HCCF's scholarship opportunities at [www.hccfindiana.org](http://www.hccfindiana.org)

Contact Heather Stafford, Director of Programs at HCCF.

812-738-6668

[heathers@hccfindiana.org](mailto:heathers@hccfindiana.org)

# SUMMER LIST FOR INCOMING COLLEGE FRESHMEN

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## FAFSA

If you haven't already filed your FAFSA, do it ASAP!



## ORIENTATION

Register and attend your school's orientation for incoming freshmen.



## SAVE & BUDGET

Saving money for college and spending responsibly is crucial. Make a budget to follow when you get to school.



## TRANSCRIPTS

Inform your high school which college you will be attending and request they send your final transcripts.



## ROOMMATE

When you find out who your roommate will be, get in contact with them and say hello! Also, decide who's bringing the mini fridge!



## SUPPLIES

Start stocking up on supplies. School supplies, shower shoes, all the basics! Plus look for dorm furniture and a laptop, if needed.



## FRIENDS

You and your high school friends are about to part ways for a while. Spend time together during the summer and make lasting memories!



## THANK YOU

A lot of people played a role in helping you get to this point in life. Send thanks to teachers, counselors, family and anyone else who has helped out.

Adult Education    High School Equivalency Testing  
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# 10 CAREER STRATEGIES FOR

## FRESHMEN & SOPHOMORES



### START STRONG...

#### 1 KEEP GRADES UP

- Grades matter to employers & grad schools
- Grades communicate your knowledge base
- Good grades imply a strong work ethic

#### 2 EXPLORE WHO YOU ARE

- Career Services provides the following:
- One-on-one career counseling/coaching
  - Career assessments (interests, values, personality, skills, etc.)

#### 3 EXPLORE CAREER OPTIONS

- Participate in the following:
- Networking & Informational Interviews
  - Job Shadowing
  - Researching

#### 4 GET INVOLVED IN CAMPUS LIFE

- Develop leadership & teamwork skills
- Demonstrate problem-solving skills
- Explore diverse options

#### 5 GIVE BACK TO THE COMMUNITY

- Demonstrate an understanding of the greater world
- Explore opportunities to give back and serve in the community

#### 6 DEVELOP COMPUTER SKILLS

- Know how to design a database, write a business letter and produce a presentation
- Check grammar & spelling on social media
- Take a basic computer course

#### 7 BUILD COMMUNICATION SKILLS

- Verbal & written communication skills are two of the top 10 skills sought by recruiters

#### 8 COMPLETE AN INTERNSHIP

- Prepare for future jobs & grad programs
- Explore careers & determine career fit

#### 9 PREPARE FOR A DIVERSE WORLD

- The American workforce is diverse
- Learn about different people & cultures
- Consider participating in Study Abroad or National Student Exchange

#### 10 USE CAREER SERVICES ALL 4 YRS

- Major/career exploration
- Internship, part-time & full-time job search
- Resumé & cover-letter writing
- Interview skills development
- Job search/grad school plan development

### END STRONGER!



# CHOOSING A CAREER

## 1. KNOW WHAT YOU LIKE & ENJOY WHAT YOU DO

Think about your passions, likes and dislikes. Don't limit thinking to just schoolwork but also think about extracurricular or household activities. This will help you to choose a career that you will enjoy.

## 2. CONSIDER YOUR STUDENT LOAN DEBT-TO-INCOME RATIO

Studies prove education does pay; however, it is a long-term investment and you may need to borrow money. Financial experts recommend that you limit your debt to no more than 15% to 20% of your take-home pay. Research your potential major and career online to investigate what one may make and compare this to what college will cost you.

## 3. KNOW THE JOB MARKET

When looking at possible careers, take a look at the projected growth and demand along with current unemployment trends. The U.S. Department of Labor keeps a good handbook. Check <https://www.bls.gov/ooh/most-new-jobs.htm>

## 4. IT'S NOT A REST-OF-LIFE DECISION

Choosing a major or training option does not lock you into a career for the rest of your life. A credential equips you with a desirable set of skills and abilities that can be applied to any number of employment opportunities.



## CONSIDER GETTING AN INTERNSHIP

With an internship, you'll experience working for a company or organization. They usually last a set amount of time — like a semester or a summer; some are full time and others may only be a few hours a week — and are typically available for college students, but more organizations are creating internships for high school students, too. Some internships may offer stipends or payment but, even if they don't, it can definitely pay off in experience and networking. It may even land you a job later. Most colleges or universities have a career services office or department that can help you find internship opportunities in your field. Another way to search is by going directly to the companies you're interested in working for.

## INDIANA INTERNSHIP RESOURCES

### INDIANAINTERN.NET

IndianaINTERN.net provides a searchable database of internship opportunities in Indiana.

### INTERNSHIPS

Internships with Indiana's state government are available at [www.in.gov/spd/2335.htm](http://www.in.gov/spd/2335.htm)

### EARN INDIANA

Earn Indiana is a state work-study program. Earn at [www.in.gov/che/4505.htm](http://www.in.gov/che/4505.htm)

# JOB SKILLS

## Ten Essential Qualities Employers Seek



### Communication

Clear speaking, active listening and concise writing are key traits to effective communication with an organization.



### Organization

Categorizing, sorting and prioritizing the physical and virtual environments helps one to be more efficient and effective in the workplace.

### Teamwork

Working well along-side others, relating to colleagues and managing conflict promotes teamwork and creates synergy.



### Punctuality

Managing one's own time effectively to meet deadlines and to complete important tasks allows one to achieve organizational goals and to meet its mission.



### Emotional Intelligence

Recognizing one's own and other people's emotions and using it to guide thinking and behavior to adapt environments can help to reduce conflict and achieve workplace goals.



### Critical Thinking

Making judgments that are logical and well-reasoned offers the opportunity to solve problems and overcome challenges, which promotes the success of the organization.

### Creativity

Thinking out of the box by seeing things differently and proposing novel solutions encourages creativity and results in innovation for the organization.



### Adaptability

Adjusting to abrupt change, managing multiple tasks in a fast-paced environment and preserving through difficulties are cornerstones of adaptability and flexibility.



### Computer Literacy

Competency of basic computer software applications, including the use of email and navigation of online websites to conduct business research, supports the company in a variety of ways.



### Inclusiveness

Being friendly and considerate and creating opportunities to make others feel included (regardless of age, gender, sexuality, etc.) strengthens the organization's social and working climate.

# Emerging Jobs Of 2021

With technology on the rise and automation becoming more commonplace, many of the jobs which existed in the past are being phased out and replaced with new jobs.

## Average Annual Growth In Salary (Top 3)

Salary In 2015

Predicted Salary In 2021

\$80,000

\$110,300

Artificial Intelligence Specialist

\$110,000

\$129,000

Data Scientist

\$105,600

\$136,500

DevOps Engineer

## Jobs With Highest Growth Rate In Annual Salaries

74%

40%

37%

35%

Artificial Intelligence Specialist

Robotics Engineer

Data Scientist

Full Stack Engineer

## TOP 10 IN-DEMAND JOBS IN 2021

LINKEDIN DATA REVEALS THE TOP 10 IN-DEMAND JOBS AND THE MOST IMPORTANT SKILLS NEEDED FOR EACH POSITIONS.



### #1 FRONTLINE E-COMMERCE WORKER

SKILLS: TIME MANAGEMENT, CUSTOMER SERVICE, LEADERSHIP



### #2 LOAN AND MORTGAGE EXPERTS

SKILLS: RISK MANAGEMENT, CUSTOMER SERVICE, CREDIT ANALYSIS



### #3 HEALTH CARE SUPPORTING STAFF

SKILLS: PATIENT EDUCATION, DATA ENTRY PHYSICIAN RELATIONS



### #4 BUSINESS DEVELOPMENT AND SALES

SKILLS: CUSTOMER RETENTION, SALES PROCESS, TEAM BUILDING



### #5 EXPERTS IN WORKPLACE DIVERSITY

SKILLS: COMMUNITY OUTREACH, TEACHING, ORGANIZATIONAL DEV.



### #6 DIGITAL MARKETING PROFESSIONALS

SKILLS: PRODUCT MARKETING, DIGITAL STRATEGY



### #7 NURSES

SKILLS: PATIENT ADVOCACY, CLINICAL RESEARCH, TIME MANAGEMENT



### #8 EDUCATION PROFESSIONALS

SKILLS: LESSON PLANNING, TIME MANAGEMENT



### #9 DIGITAL CONTENT CREATORS

SKILLS: VIDEO EDITING, CREATIVE WRITING, PUBLIC SPEAKING



### #10 PROFESSIONAL AND PERSONAL COACHES

SKILLS: MENTORING, SOCIAL MEDIA, ENTREPRENEURSHIP



INDIANA UNIVERSITY  
SOUTHEAST

Your  
**BRIGHTER FUTURE  
BEGINS HERE!**



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- Close to Home and Full of Campus Life
- The Most Affordable 4-Year Degree in the Region

We invite you to take a look for yourself.

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For more information, go to [ius.edu/open-house](https://ius.edu/open-house).

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