

HHS GUIDANCE

12th Grade

Information

Packet



Also available on Guidance website <http://htownguidance.weebly.com/>

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Overview

- Follow us on Twitter @ [HtownGuidance](#) as we tweet very valuable and helpful information regularly.
- The HHS Guidance website lists local scholarships that are available and has very valuable information along with important forms and documents for you to access. <http://htownguidance.weebly.com/>
- E-mail is a very convenient and easy way to access your counselor. You can schedule appointments with them or just ask them questions, so you don't have to miss class or tutoring.
 - Ms. Gall (last names A-D) gallt@calvertnet.k12.md.us
 - Ms. Shade (last names E-K) shadem@calvertnet.k12.md.us
 - Dr. Mark (last names L-Q) markz@calvertnet.k12.md.us
 - Ms. Haines (last names R-Z) hainesl@calvertnet.k12.md.us
- Join your class's Remind Group!
 - We use Remind to convey very important information!
- The Transcript Request and Letter of Recommendation Forms are available in the Guidance office as well as on the HHS Guidance website and are included in this packet.
- Dual Enrollment/CSM
 - Students taking CSM classes need to get a separate transcript from CSM to submit to colleges.
 - You will be placed in any graduation-required classes that you plan to take at CSM until you show proof of enrollment in the class.
- Shortened schedule
 - Students MUST have transportation. Students are NOT allowed to be in the building if they do not have a scheduled class, even if it's temporary (i.e. a parent revoking driving privileges for a time period as punishment).
- College representatives visiting HHS
 - Listen to announcements from English teachers and the intercom announcing these visits.
 - Sign up in guidance.
 - Check your Office 365 e-mails regularly!!
- Scholarships
 - Check Office 365 e-mails regularly.
 - Check HHS Guidance website regularly <http://htownguidance.weebly.com/>
 - Do **NOT** wait until the last minute to get your information together and then try to get signatures and forms filled out. We require at least 48 hours' notice for these forms.



Class of 2019

Text the message @b36efe to the number 81010. If you're having trouble with 81010, try texting @b36efe to (443) 991-7520

Class of 2020

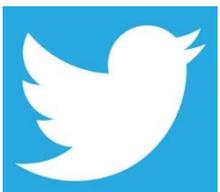
Text the message @d36da7 to the number 81010. If you're having trouble with 81010, try texting @d36da7 to (443) 991-7520

Class of 2021

Text the message @99f42ef to the number 81010. If you're having trouble with 81010, try texting @99f42ef to (443) 991-7520

Class of 2022

Text the message @b6d34a to the number 81010. If you're having trouble with 81010, try texting @b6d34a to (443) 991-7520



Follow us on Twitter!

@HtownHSCCPs

@HtownGuidance

CHOOSING A COLLEGE

- Use this summer to start browsing colleges, exploring websites, and visiting campuses.
 - Determine your criteria:
 - What is important to you? Type of college, size, academic programs, location, cost, admissions requirements, living arrangements, etc.
 - Use your collegeboard.org account or educationplanner.org to help narrow down possible choices.
 - Create a list you want to consider, gather information, make college visits, and begin narrowing your choices
- Admission Requirements:
 - Some colleges accept all high school graduates while others are very selective. Look for colleges that accept students with academic records (grades, test scores, etc.) that are similar to your own.
- When narrowing down your choices, have 1-2 “reach schools” (ones that may be difficult for you to get accepted), 2-3 realistic schools, and at least 1 “safety school” (one that you feel certain will accept you).

COLLEGE APPLICATION TIMELINE

GENERAL:

Check your Office 365 e-mails!! Counselors are using this e-mail as a main form of communication, and we e-mail you at least once a week. You should also join the 12th grade Remind group to get important information from the Guidance office.

It is important to understand and follow procedures for the college application process and have everything ready in a timely manner to meet college application deadlines.

It is up to you to keep track of your application progress, so make sure you are giving yourself and the people who are doing things for you plenty of time to get it all done. Organize yourself by using a binder, folder or spreadsheet.

- Check your colleges' application deadlines
 - Be aware of deadlines! Many schools have a priority deadline (usually Nov. 1, Nov. 15, or Dec. 1) to be eligible for merit/school-based scholarships.
 - Know the difference between regular decision, early decision, and early action!
 - Early decision plans are BINDING meaning that the applicant promises from the start that they will attend the school if they are accepted. It is not an obligation to be taken lightly.
 - Early admissions/action programs do not ask applicants to commit to attending if they are accepted. Students are given the benefits of early notification without the obligations of early decision. Even if accepted, students are free to apply to other schools and to compare financial aid offers.
- Give yourself at least **3 weeks** to complete a college application and gather all the materials needed.
- Inform your counselor of your schools' application deadlines to be sure all materials are submitted on time.
 - Communicate with your counselor! It would be a good idea to create a folder in your email inbox for all the emails your counselor sends you so you can refer to them regularly.
- If you are unsure about a college's application, **YOU** need to contact the school to get clarification/information/specifics.
- **Once you have submitted your application, inform your guidance counselor that you are ready to have your school documents submitted.**
 - **Do not** turn in a transcript request form way in advance before you have applied. Inform your counselor when you have submitted your application so the counselor can then submit the necessary school documents.
 - Be patient. Schools are famous for e-mailing students and telling them they are missing documents when in reality, they just haven't uploaded them to the applicants' files yet. Check with your counselor (via e-mail is best) to be sure that the necessary documents have been submitted.
 - If the counselor verifies that the required documents have been submitted to the college to which you've applied, give the college 2-3 weeks to upload their files and update each applicant's application.

- If after 2-3 weeks, the school is saying they still don't have the documents, let your counselor know so documents can be resubmitted.
- Letters of Recommendation
 - Create a resume and/or complete a **recommendation request form**, available in the Guidance Office (also included in this packet).
 - Make 3-4 copies: Give one to your guidance counselor, and the others to the teachers whom you should have already contacted about writing you letters. You must give **at least 2 weeks** for the individuals writing you letters to complete them. If adequate time is not given, the counselor will not be able to submit a letter of recommendation and will only send a transcript.
 - Continue to follow up with the recommenders as your deadline is approaching
 - **Collect the letters of recommendation and bring them to your guidance counselor** to send with all the other documents from the school.
 - In speaking with your guidance counselor, please be specific about which letters go to which schools.
- Transcript Request Form:
 - You **MUST** complete a **transcript request form** (available in the Guidance Office and also included in this packet) whenever you need a transcript submitted to a college. On the form, specify:
 - application deadline
 - if the counselor needs to submit a letter of recommendation and if they need to wait for you to bring them other letters of recommendation as well as the names of the teachers writing the letters.
 - If there is a counselor form or Secondary School Report that the counselor needs to mail with the transcript.
 - Secondary School Report:
 - A Secondary School Report is an additional form that a college/university requires a counselor to fill out. If you're not sure if the school you're applying to requires a Secondary School Report, google the name of the school and the words Secondary School Report (e.g. Google, "George Mason Secondary School Report")
 - If you're using Common App, Coalition App, and/or SENDEDU, the Secondary School Report is part of the process so you don't need to look to see if those schools have a Secondary School Report
 - All transcript request forms **MUST** have a parent signature, regardless of student age, as we are releasing official student information.
 - You **MUST** fill a form out with a parent signature **EVERY TIME** you need a transcript mailed out, uploaded electronically, or returned to you.
 - **COMMON APP, SENDEDU, and COALITION APP**
 - The **ONLY** time counselors submit a transcript online is through the Common App SendEDU , or Coalition App– if you are not using these applications to submit an application, then your documents must be physically mailed.

- If you are using **Common App** or the school uses the **SENDEDU** or **Coalition App** systems, you must submit your recommenders' e-mail addresses.
 - Everything is submitted electronically (application, transcript, recommendations, essays, etc.)
 - On the **Common App**, you fill out the application once and it will be sent to all of your schools – you may have to do supplements for some schools.
 - If you add more schools at a later date, you do not need to inform your counselor as the information has already been uploaded to your Common App account and will automatically sent to the newly added school(s).
 - To submit teacher and counselor recommendations on the **CommonApp** -
 - Go to "colleges" and click on a college then invite your teachers through Invite Recommender. You will need to enter your teachers' names and email addresses for each school, and then they will receive an email invitation. All recommendations are completed online through the Common App.
 - You must complete the full application before you can enter the recommenders' information.
 - **Coalition App**
 - You must add your counselor as a Recommender
 - You must add your counselor to submit a transcript
 - You must add your counselor to submit a mid-year report
 - You must add your counselor to submit final transcripts
 - Please note these are all separate submissions. You must add your counselor for each one of these actions separately.

- **UNIVERSITY OF MARYLAND**
 - **University of Maryland**
 - The University of Maryland now uses the Coalition App. Please see the directions above regarding what you need to do for the Coalition App.

2 year college

Timeline

April-June of Senior year: Schedule an appointment to take the Placement Exam with the Community College (if planning to attend CSM, take the Placement Exam here at HHS during the school day. It usually occurs in Feb/March so listen for announcements for the testing date).

- To waive the Placement the Exam, the criteria is:
 - SAT Score of 530 or higher in Math (for placement into MTH-1010)
 - SAT Score of 570 or higher in Math (for placement into MTH-1115, MTH-1120, MTH-1130, MTH-1150, or MTH-2300)
 - SAT Evidence-based Reading and Writing Test Score of 480 or higher
 - ACT Scores of 21 or higher in English, Reading and Math
 - Composite scores are not accepted

May/June: Schedule an appointment to meet with an advisor at the community college to discuss class selection and matriculation to a 4-year college if planning to transfer at a later date.

July/August: Register for classes with the community college

Pros to community college

- Less expensive than a 4-year school!
- Great transition from high school to university
- A 2-year degree can get you into a solid field if you are not interested in going to a 4-year school
- It is often easier to be accepted to a 4-year university as a transfer student than it is a freshman applicant (tip: keep your GPA at a 3.5 or above to significantly increase your chances of acceptance at a university)
- Students with organizational issues frequently do better living at home and attending a community college for the first two years and then matriculating to a 4-year university
- If you do not have a strong high school transcript, attending a community college gives you time to turn that around. Most universities won't even ask to see the high school transcript if you've been attending community college for 2 years, earned 60 credits and have a 3.5 GPA or above, especially if you get an Associate's Degree (note: if you attend for fewer than 2 years or have fewer than 60 credits, most universities will want the high school transcript along with community college transcript).

SAT/ACT Information

- I. **The following two websites are important tools to help with the college & career process**
 - A. *We are often asked which test students should take. The answer: it depends on the school. Some colleges require the SAT. Some require the ACT. Most will take either. Check your college's application requirements to know what they require.*
- **The College Board:** <https://www.collegeboard.org/>
 - The only way to register for the SAT is through the College Board.
 - Please note HHS is not affiliated with College Board in any way. If you have any questions regarding your account or accessing your scores, your inquiries will need to be directed to College Board.
 - The College Board website offers the following:
 1. **SAT**
 - a. sample practice tests
 - b. study guides
 - c. registration & test dates
 - d. SAT scores viewed and sent
 2. **AP**
 - a. AP Scores viewed
 - i. Please note AP scores are no longer sent to the high schools. Students must access them through their College Board account only.
 3. **College Planning**
 - a. This is an excellent tool on the College Board website to search for colleges to find a good fit for you
 - i. Find Colleges
 - ii. Explore Careers
 - iii. Ideas on how to pay for college
- Khan Academy on YouTube has also partnered with the Collegeboard to offer preparation questions, study tips, skills, etc. for the SAT. The website for Khan Academy is <https://www.khanacademy.org/>
- **The ACT :** <http://www.actstudent.org/>
 - a) sample practice tests
 - b) study guides
 - c) registration & test dates
 - d) ACT scores viewed and sent
 1. **College Planning:** Similar to College Board, the ACT website can assist with the following:
 - a. Academic preparation

- b. Applying to colleges
- c. Choosing a College
- d. College Planning Checklist
- e. Financial Aid
- f. Career Planning
 - i. Explore career options
 - ii. Apprenticeship information
 - iii. Choosing a college major

II. Students should take the SAT or ACT in the spring semester of their Junior year and in the fall of their senior year if needed.

- a. Most 4-year colleges require that you submit ACT or SAT scores as part of the application process.
 - a. You must order your scores directly from the College Board website to be sent to the school(s) to which you're applying.
- b. You can retake the ACT or SAT as many times as you want

III. What is the difference between the two tests?

A. The SAT

- 1. The SAT has 3 sections: Critical Reading, Math, and Writing (about 4 hours) with an optional essay which some colleges may require.
- 2. Students receive a score (200-800) for the Reading and Math sections
- 3. There is a no penalty for guessing, if you have no idea what the correct answer is you should take an educated guess if you can eliminate one or more answers

B. The ACT

- 1. The ACT has 4 multiple- choice tests: English, Reading, Math, and Science. It also has an optional Writing Test. (about 4 hrs long)
- 2. Students receive a score (1-36) for each test and an overall Composite score.
 - a. The Writing Test score does not affect a student's composite score.
- 3. There is no penalty for guessing, students should try to answer every question.

- IV. There are SAT Prep classes available usually quarterly after school at HHS. It usually consists of 8 sessions twice a week for 4 weeks. One day is devoted to English while the other day is devoted to Math. There is a cost for this class (see registration form), and it is aimed to help students who intend to take the following SAT. Listen for morning announcements for it, check your e-mail, listen for announcements in your English class.

*Note: if you are experiencing difficulty accessing your SAT or ACT scores online, you will need to contact Collegeboard or ACT directly. The school has no access to your accounts or login information. All troubleshooting will need to be dealt with the company you are using.

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Huntingtown High School Transcript / Consent for Record Release

Student Name: _____ Phone #: _____
 Email Address: _____ Student id #: _____

Please print neatly.	Application Deadline	Do you need a Counselor Letter of Recommendation? (Yes or No)	Are letters of recommendation being sent with the transcript?	Do you need a Secondary School Report form completed?*(Yes or No— * see explanation at bottom of page)	Are you using the Common Application/SENEDU, or does it need to be mailed? Circle one	Have you submitted the application? (Yes or no) If no, see your counselor
College/University, Military, Scholarship, Employer, Trade/Technical School, NCAA, etc.			If so, indicate the recommenders' name in spaces below			
					Mail Common App SENEDU Return to student	
					Mail Common App SENEDU Return to student	
					Mail Common App SENEDU Return to student	
					Mail Common App SENEDU Return to student	
					Mail Common App SENEDU Return to student	
					Mail Common App SENEDU Return to student	

Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other student records can be released to a third party. I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically via Common Application or another online application (not via e-mail) to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Legal guardian: _____ Date: ____/____/____

Student signature: _____ Date: ____/____/____

Please note: Official SAT/ACT scores must be sent from the College Board or ACT.

***Colleges that have their own electronic application may require the completion of a Counselor Report or Secondary School Report form. This additional document may usually be found attached to the on-line college application and must be turned in with the transcript request for timely processing. Schools using the Common Application or SENEDU need no additional forms.**

Office use only: Date Received: _____ Date Processed: _____

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Letter of Recommendation Request Form

Name:

Notes to recommender: I will pick up _____ transcripts from you by _____.

I have submitted you as an electronic recommender to Common App/SENDEDU/UMD (circle all that apply).

College(s) applying to

-
-
-
-
-
-

Clubs/Sports/Organizations (don't use acronyms i.e. TIE—write Transitioning Into Excellence)

club | role (i.e. treasurer, captain, etc.) | dates | recognitions (i.e. SMAC, all county-chorus)

-
-
-
-
-
-

Employment

employer | position | dates | acknowledgements (i.e. employee of the month)

-
-

Awards/Honors/Recognitions

Name | dates | reason

-
-
-
-

Volunteer Experience

organization | dates | brief description of service

-
-
-
-
-

Skills & Abilities & Interests

-
-
-
-

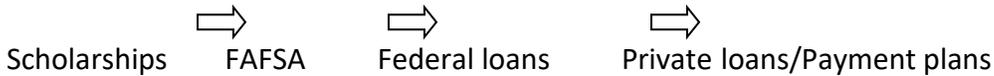
2 adjectives that describe you

Any special circumstances we should be aware of?



FINANCIAL AID PROCESS OVERVIEW

You've decided to attend college, so the hard part is finished, right? Nope! Now you have to figure out a way to pay for your tuition! Here is a guide through the financial aid process:



NOTE: This guide is only one resource intended to help you understand the financial aid process. It is NOT a comprehensive guide. You should always check with the financial aid office at the college/university that you will be attending; they will give you the most accurate information for your situation!

Step 1: **SCHOLARSHIPS!**

Scholarships are FREE MONEY that you can use to help pay for college. They don't have to be paid back, so you should take advantage of all the scholarships that you can! Most scholarships require an application and essay, and some have criteria (like being left-handed, pursuing a certain major in college, or your parents being employed at a specific company, etc.) that you must meet in order to apply. Many websites offer free scholarship searches. Deadlines vary for each scholarship, so make sure you're aware of when each application is due. Beware of scholarships that charge an entry fee or search fee; these may not be legitimate.

Local scholarship listing: (dates and names are subject to change – contact organization for most updated information) <http://htownguidance.weebly.com/>

- HHS Guidance Blog regularly updates local scholarship offerings.
- Check weekly for scholarship offerings!

Some national scholarship search websites:

- \$ www.fastweb.com
- \$ www.scholarships.com
- \$ bigfuture.collegeboard.org/scholarship-search
- \$ www.careerinfonet.org/scholarshipsearch
- \$ www.schoolsoup.com
- \$ www.petersons.com

*Many of these websites require you to create a profile on their website, and it will ask for some of your personal information like your demographic information and some other questions about your hobbies, interests, and personal characteristics. Entering this information will allow the website to provide you with a list of scholarships that you are eligible to apply for.

Step 2: FAFSA!

File your FAFSA!

- Even if you think you won't qualify for federal grants or loans, colleges use the FAFSA as a way to determine what money they will offer their students. FILE THE FAFSA!!
- FAFSA is the Free Application for Federal Student Aid. The FAFSA helps the government to determine your eligibility for federal grants, work-study, and loans. (Grants are free money from the government that you don't have to pay back; work-study is a job on your college campus that can be used to help pay for your education; loans are money borrowed that you do have to pay back.)

\$ **Completing your FAFSA:**

In order to get started filling out the FAFSA, you will need to get a Federal Student Aid (FSA) ID. Click the link for more information:

<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid#fsaid-intro>

It's a good idea to complete your FAFSA ASAP. You can start filing for FAFSA as early as October 1. Deadlines for filing your FAFSA vary by college or university, so it's important to consult the financial aid office at your school to make sure you don't miss any of their deadlines. On the FAFSA, you will enter your tax information (if you had a job during the prior tax year) as well as your parents'/legal guardians' tax information. It's essential that you make every attempt to include correct information because the Department of Education or your school may request proof (tax return forms, pay stubs, etc) of the data that you enter. On the FAFSA, you'll also enter the names of the colleges that you have applied to. Once you input this information, it is sent to the colleges so that they can provide you with an award letter, which is a letter listing all the financial aid that you are eligible to receive. It's best to have your tax return forms handy when completing it because many of the questions provide you with a line number that corresponds to your tax return form. All you have to do is enter the number on your tax return form!

After you complete your FAFSA, you'll receive a Student Aid Report (SAR). Your SAR summarizes all of the information that you included on your FAFSA. You'll receive your SAR in about 3 to 10 business days, depending on whether you indicated that you wanted it e-mailed or sent via the US Postal Service. Once you receive your SAR, check it for accuracy. If you need to make corrections, you should be able to log in online through the FAFSA website. You can also check with the financial aid office at your college/university; they may be able to make corrections for you.



Step 3: FEDERAL LOANS!

Once you complete your FAFSA and submit all necessary documents and information to the colleges/universities that you have applied to, they will send you an Award Letter. This is a document that lists all of the financial aid that you are eligible to receive. It may include scholarships, grants, work-study, or loans. It's important to note that you don't have to accept any or all of the financial aid listed on your award letter. Scholarships and grants are the best types of financial aid, since you do not have to pay them back. You should definitely accept these! Work-study is more of a personal choice; if you want to work during college, this is a

good option because work-study employers generally offer a lot of flexibility in allowing you to work around your class schedule.

Loans are money that is borrowed, and you **do** have to pay loans back. There are two types of loans: federal loans and private loans. Federal loans are funded through the US Department of Education, and private loans are funded through private banks and credit unions.

Generally, federal loans have more favorable terms than private loans. Here is an overview of federal loans:

\$ **Stafford Loans**

There are two types of Stafford loans: **subsidized** and **unsubsidized**. Stafford loans are need-based loans, which means that your eligibility depends on your financial situation and data that you included on your FAFSA.



- **Subsidized** Stafford loans are loans that do not accrue interest while you are enrolled in school. (Loans that accrue interest collect interest that you are responsible for paying at a later time). Subsidized loans have a fixed interest rate, and the maximum amount of subsidized loan that you can receive is \$3500 for a first-year dependent student (the actual amount that you are eligible to receive is determined by the financial aid office at your college/university). Subsidized loans are the most desirable federal loans because, as far as loans go, they cost you the least in the long run because they do not accrue interest while you are enrolled in school.
- **Unsubsidized** Stafford loans are loans that do accrue interest while you are enrolled in school; as a student, you are responsible for paying this interest. Unsubsidized loans have a fixed interest rate, and the maximum amount of unsubsidized loan that you can receive is \$2000 for a first-year dependent student. The maximum unsubsidized could be \$5,500 if the student doesn't qualify for a subsidized loan of \$3,500. The first year aggregate limit is \$5500 with no more than \$3500 from subsidized loans (again, the actual amount that you are eligible to receive is determined by the financial aid office at your college/university).

\$ **Parent PLUS Loans**

Parent PLUS loans are loans that are taken out by a parent on a student's behalf to help them pay for school. PLUS loans work like unsubsidized loans, as they accrue interest while the student is enrolled in school, and they offer a fixed interest rate. It's important to realize that Parent PLUS loans are the financial responsibility of the parents, not the student. If the student agrees to make payments on the PLUS loan, but fails to make the payments on time, the parents will be held responsible. Also, application for the Parent PLUS loan requires a credit check, and approval requires that the parent has no derogatory items on their credit.

If you want to accept and move forward with Stafford or Perkins loans, it's important to let your college/university know this. You will have to complete entrance counseling, which is a tutorial that fully explains the loan programs, before you can receive the funds. Check with your financial aid office on this process, as every college/university is different.

For additional information on federal loans, visit www.studentaid.ed.gov or contact the financial aid office at your college/university.

Step 4: **PRIVATE LOANS/PAYMENT PLANS!**

Once you have utilized all possible scholarship, grant, and federal loan money and you still have unmet financial need, you can look into payment plans and private student loans. Payment plans and private student loans are met to supplement scholarships, grants, and federal loans and should be used as a “last” alternative to paying for school.



Payment plans offer a way for students or parents to break down the student’s tuition in to more affordable monthly payments, rather than paying the tuition in one lump sum.

Many colleges/universities offer specific payment plans, so if this is an option that you are interested in pursuing, you should check with the financial aid office to see what options they have.

Private student loans are loans that come from private lending institutions, like your local bank or financial companies. They can vary, so it’s important to do your research and check to see which options best fit your needs. The best course of action is to consult with the financial aid office at the college/university that you will be attending; they will have a list of loans that they accept and be able to provide you with information about private loans.

KEEP IN MIND..

- \$ The most important thing to keep in mind when financing your college education is to **BORROW RESPONSIBLY!** Try to get all the free money that you can, because it will save you lots of money in the long run. Keep in mind that all loans have to be paid back, and the more free money that you get, the smaller those bills will be when you graduate from college!
- \$ If you’re confused or overwhelmed by the financial aid process, your best ally is the financial aid office at your college/university. They are the experts, and they are there to make this process as easy as possible for you! Don’t be afraid to reach out to them for assistance.
- \$ Pay attention to deadlines! This is **VERY** important because, if you miss a deadline, you might lose out on financial assistance!
- \$ Make your payments! Make sure that when repayment begins, you follow through with the payments. Late payments or missed payments can negatively impact your credit, which can make it harder to get new loans, like car loans or mortgages.

RESOURCES

- \$ FAFSA Website www.fafsa.ed.gov
 - Official site for completing the FAFSA, checking status of FAFSA, and making corrections
- \$ Student Aid www.studentaid.ed.gov
 - A guide to student financial aid
- \$ Southern Maryland CAN (College Access Network) www.somdcan.org
 - A resource for Calvert students for financial aid
- \$ National Student Loan Data System www.nslds.ed.gov
 - Provides each student with a comprehensive overview of all the student loans they've taken out
- \$ PHEAA www.pheaa.org
 - PHEAA's main website for financial aid information
- \$ Education Planner www.educationplanner.org
 - College and career planning website
- \$ You Can Deal With It www.youcandealwithit.com
 - A guide to managing money, student loans, budget, and credit cards



Military

*If you're interested in joining the military, our contacts change frequently so check with your counselor for the most recent contact for each branch. They should be able to get you in touch with the people you need to contact.

10 Tips for visiting a recruiting station

(taken from <http://www.military.com/join-armed-forces/recruiting-10-tips.html>)

1. Have No Fear. Remember you are under no obligation when speaking to a recruiter. You may be asked to sign paperwork before taking the [ASVAB](#) and possibly at other steps in the process. This is standard procedure so don't be alarmed. The enlistment process is involved and takes time; you have the ability to change your mind at any time before you sign the final enlistment contract.

2. Go with Someone. You may feel more at ease if you take a friend, parent or someone else you trust.

3. Know the ASVAB. You may be able to get the job you want, but to do so you must score well on the Armed Service Vocational Aptitude Battery (ASVAB). But the ASVAB alone doesn't guarantee you'll get the job you want. Military job selection is also based on other specified criteria, such as physical fitness, eyesight, security requirements, and education level.

Keep in mind the job you want may not be available at the time you are joining. In this case, you may want to wait until there is an opening for the job you want. Depending on how important the choice of a particular branch is to you, consider the possibility that another service may be able to offer you the job you want or maybe there's a similar job available.

4. Be stationed where you want. Some services have programs where they can guarantee your first duty station. Be sure to ask! But remember after your first unit, you could end up serving anywhere.

5. Get paid more. If you have special training or education, you may qualify to join at a higher rank and pay. Some examples include Junior ROTC, Eagle Scout and Civil Air Patrol. Ask the recruiter.

6. Choose your start date. Use the Delayed Entry Program to your advantage, tell your recruiter the earliest date you are able to go to basic training!

7. Choose your commitment. The shortest enlistment contract requires a commitment of two years active duty and four years in the inactive reserve. The standard enlistment contracts are 4 or 6 years of active service followed by an inactive reserve commitment.

8. Correct the contract before signing. Typos and errors can create problems. Make sure the contract is right before you sign it.

9. Get it in writing. Guarantees such as MOS, bonuses and the College Fund must be reflected in the enlistment contract.

10. Remember you're signing up to be a Soldier, Airman, Sailor, Marine or Coast Guardsman. It is important that you are honest with your recruiter. **Don't hesitate to ask questions.** You should work to get the job you want, but understand that your role as a service member comes first. Be honest with yourself; serving in the military is not like a regular job. You can't just quit when the going gets tough. The military requires diligence, dedication and a **commitment** to teamwork. Remember, your actions could potentially cost or save lives.

Bonus Tip: The Buddy Deal. Some Services have programs where friends who sign up together can go through training together, be stationed together or even start with advanced rank and pay just because you sign up together.

Union/Apprenticeship/Trade School Contact Information

General information about apprenticeships and how they work and how to get involved with one can be found at this link: <http://www.dllr.state.md.us/labor/appr/>

Program	Business	City,State,Zip
School	Advanced Technology Institute	Virginia Beach, VA 23462
School	Anne Arundel Com College- Culinary Program	Arnold, MD 21012-1895
School	Culinary Institute of America	Hyde Park, NY
School	Culinary Institute of VA	Norfolk, VA 23513
School	Full Sail University	Winter Park, FL 32792
School	Johnson & Wales College	Providence, RI 02903
School	Lincoln College of Technology	Columbia, MD 21046
School	Lincoln Coll.of Tech-Nashville	Nashville, TN 37206
School	New England Culinary Instit	Montpelier, VT 05602
School	Ohio Technical College	Woodbridge, VA 22192
School	School of Art & Design	Silver Spring, MD 20902
School	Seafarers Harry Lundeberg	Piney Point, MD 20674
School	Stratford University-Food Prod	Baltimore, MD 21202
School	Strayer College	Suitland, MD 20746
School	The Apprentice School	Newport News, VA 23607
School	The Art Institutes (Food Prod)	Arlington, VA 22209-1802
School	The Art Institutes (Graph.Arts)	Arlington, VA 22209-1802
School	TESST	Alexandria, VA 22312
School	Universal Technical Institute	Exton, PA 19341
School	University of Northwestern OH	Lima, Ohio 45805
Program	Business	City,State,Zip
Union	Bricklayers & Allied Crftwrkrs	Camp Springs, MD 20746
Union	Iron Worker's Local # 5	Upper Marlboro, MD 20772
Union	DC Laborers Training Center	Washington, D.C. 20011
Union	Laborers' Local 657	Ste. 550, Reston, VA 20191
Union	Operating Engineers # 99	Washington, D.C. 20007
Union	Steamfitters Local 602	Landover, MD 20785
Union	Heat & Frost Insulators #24	Laurel, MD 20707
Union	IEC - Chesapeake	Odenton, MD 2113
Union	Electrical Union, Local # 26	Prince Frederick, MD 20678
Union	Sheet Metal Workers # 100	Suitland, MD 20746
Union	Elevator Union, Local 10	Lanham, MD 20706
	Mid-Atlantic Carpenters Training Center	Upper Marlboro, MD 20772
Union	Pile Drivers' Local 2311	Upper Marlboro, MD 20772
Union	Metropolitan Regional Council of Carpenters and Joiners	Philadelphia, PA 19130
Union	Plumbers Local 5	Lanham, MD 20706
Union	Wash Area Apprenticeship	Laurel, MD 20707