

# ACADEMIC STUDIES GUIDANCE PLAN 2015-2016

**Reference Guide for Students and Parents**

**High School Pathways**

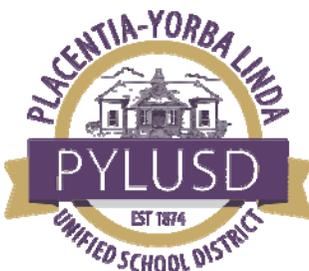
**Career Preparation**

**College Planning**

**Technical Preparation Planning**

**Financial Aid Information**

**Testing Dates**



**Placentia-Yorba Linda Unified School District**  
**Placentia-Yorba Linda Unified School District**

Dear Students and Parents:

We want each high school student's experience to be one of success, whether he or she plans to go directly into the workforce upon graduation or continue on to college. For this reason a specialized course was developed to assist students in planning their four-year program.

The Academic Studies and Career Planning class is designed to help students plan for their future education and eventual place in the job market, as well as providing a broad base of information fashioned to help students learn about their areas of interest. It also provides the assistance necessary to make wise decisions in planning high school course work. Graduates who take the time to plan their four-year high school program, coupled with good standardized test scores, will have greater opportunity for success in their pursuit of college placement or job acquisition.

During this semester long course, students are provided an *Academic Studies Guidance Plan* booklet. The Booklet should be referred to and modified during the student's high school years. It will provide beneficial information during a student's college years. The Booklet will serve as a valuable resource in helping each student prepare for his or her future.

We hope the course and the planning guide will be of tremendous assistance to you. If you have questions or would like additional information, your school's counseling staff will be happy to assist you.

Sincerely,

Doug Domene, Ed.D.  
Superintendent

<u>SITE</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
El Camino Real High School	1351 E. Orangethorpe Avenue Placentia, CA 92870	996-1971
El Dorado High School	1651 N. Valencia Drive Placentia, CA 92870	993-5350
Esperanza High School	1830 N. Kellogg Drive Anaheim, CA 92807	779-7870
Valencia High School	500 N. Bradford Avenue Placentia, CA 92870	996-4970
Yorba Linda High School	4175 Fairmont Boulevard Yorba Linda, CA 92886	986-7500
La Entrada High School (Independent Study)	4999 Casa Loma Ave. Yorba Linda, CA 92886	986-7026
Parkview (Homeschooling K-12)	2189 N. Kraemer Blvd. Placentia, CA 92870	993-6647
District Office	1301 E. Orangethorpe Avenue Placentia, CA 92870	996-2550

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**REQUIREMENTS FOR GRADUATION FROM COMPREHENSIVE HIGH SCHOOL**

The Board of Education establishes the following requirements for the satisfactory completion of the high school program of study and for the granting of the high school diploma of graduation. The student will:

1. Successfully complete a minimum of 230 semester credits. (To be applied toward the completion of this requirement, any credit taken outside of the regular high school program while attending a district comprehensive high school must be approved in advance by the principal or his designee and by the parent/guardian and must relate to identified goals of the student.)

2. Successfully complete the specific requirements as indicated below:

A. Language Arts: 4 years ..... 40 credits

Language Arts 1 ..... 10 credits

Language Arts 2 ..... 10 credits

Language Arts 3 ..... 10 credits

Language Arts 4 or approved  
Language Arts electives ..... 10 credits

B. Mathematics: 2 years ..... 20 credits

Ten (10) credits of Algebra 1, or its equivalent as established in administrative regulations, are required for graduation. Acceptable completion of this course prior to ninth grade will meet this requirement.

C. Social Science: 3 years ..... 30 credits

World History/Culture/Geography or  
AP European History ..... 10 credits

U.S. History/Geography ..... 10 credits

U.S. Government..... 5 credits

Economics ..... 5 credits

D. Science 2 years ..... 20 credits

To include instruction in biological and physical science.

E. Physical Education: 2 years ..... 20 credits

P.E./Wellness 9 or Athletics ..... 10 credits

P.E./Wellness or Athletics ..... 10 credits

REQUIREMENTS FOR GRADUATION FROM HIGH SCHOOL (Continued)

- F. Visual or Performing Arts, World Language, Career Technical Education:  
1 year ..... 10 credits

Visual or performing arts includes courses from the fields of art, music, drama, humanities and dance. Dance may not be taken to satisfy both fine arts and physical education requirements.

- G. Health Education ..... 5 credits

- H. Academic Studies and Career Planning ..... 5 credits  
or two years of Advancement Via Individual Determination (AVID).  
International Baccalaureate (IB) students are exempt from this requirement.

- I. Service Learning/Community Service ..... 40 hours

- J. Elective Courses ..... 80 hours

No more than twenty (20) of these elective credits may be earned in service based courses. The 20 credits which may be accumulated from grades 9-12 are office, classroom and library aides. This excludes home study. Such courses shall be periodically reviewed and designated by the Assistant Superintendent, Educational Services, to meet this requirement.

NOTE: In accordance with Education Code 51225.3, alternative means for students to complete the above prescribed courses of study may be developed and implemented with the approval of the superintendent or designee.

- 3. Beginning with the class of 2006, each student completing grade 12 shall have successfully passed the state high school exit examination (CAHSEE) in language arts and mathematics as a condition of high school graduation. (Education Code 60851, 60859)
- 4. Students who attempt but do not pass the California High School Exit Exam must participate in a prescribed intervention program provided by the school. This program may include before and after-school support, CAHSEE preparation materials, intervention classes, summer intervention programs, and individual tutoring and mentoring. Students who have completed these requirements and do not pass the CAHSEE may be granted a Certificate of Achievement.
- 5. Maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation ceremony.
- 6. Transfer students must meet all requirements for high school graduation established by the State of California. Transfer students who had met the requirements of their former districts prior to enrollment will be required to meet only those requirements of this

district which may reasonably be expected during the time remaining in the normal four-year period of attendance. An evaluation indicating remaining requirements shall be made immediately upon receipt of transfer records. This evaluation shall be interpreted to each student and parent/guardian concerned. Principals or their designated representatives shall have the authority to exercise discretion in this matter.

7. Pursuant to Education Code 51430, the Placentia-Yorba Linda Unified School District may authorize retroactive high school diplomas to former students who are veterans of World War II, the Korean War, and the Vietnam War, and to former students who were interned during World War II, under the conditions specified below.

A retroactive high school diploma may be granted to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in the district immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

In addition, the Board may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

Principals are designated the authority to resolve issues which may arise in the transition periods caused by changes in graduation requirements.

Administrative regulations shall be established to facilitate the implementation of this policy.

Policy adopted:	5/14/73
Policy revised:	9/25/78
Policy revised:	5/27/80
Policy revised:	6/27/83
Policy revised:	3/12/84
Policy revised:	8/01/89
Policy revised:	7/12/94
Policy revised:	6/25/96
Policy revised:	1/07/97
Policy revised:	8/26/97
Policy revised:	2/09/99
Policy revised:	4/11/00
Policy revised:	7/23/02
Policy revised:	6/21/05
Policy revised:	1/17/06
Policy revised:	6/21/11
Policy revised:	6/19/12

**REQUIREMENTS FOR GRADUATION FROM CONTINUATION HIGH SCHOOL**

The Board of Education establishes the following requirements for the satisfactory completion of the continuation high school program of study and for the granting of the diploma of graduation. The student will:

1. Successfully complete a minimum of 210 credits. (To be applied toward the completion of this requirement, any credit taken outside of the district program while attending a district high school must be approved in advance by the principal or his designee and by the parent/guardian and must relate to identified goals of the student.)

2. Successfully complete the specific requirements as indicated below:

A. Language Arts: 4 years ..... 40 credits

Language Arts 1 ..... 10 credits

Language Arts 2 ..... 10 credits

Language Arts 3 ..... 10 credits

Language Arts 4 or approved  
Language Arts electives ..... 10 credits

B. Mathematics: 2 years ..... 20 credits

Ten (10) credits of Algebra 1 or its equivalent as established in administrative regulations are required for graduation. Acceptable completion of this course prior to ninth grade will meet this requirement.

C. Social Science: 3 years ..... 30 credits

World History/Culture/Geography..... 10 credits

U.S. History/Geography ..... 10 credits

U.S. Government..... 5 credits

Economics ..... 5 credits

D. Science: 2 years ..... 20 credits

To include instruction in biological and physical science.

E. Physical Education/Wellness: 2 years..... 20 credits

F. Visual or Performing Arts, World Language, Career Technical Education:  
1 year ..... 10 credits

Fine arts include courses from the fields of art, music, drama, humanities and dance. Dance may not be taken for both fine arts and physical education credit.

REQUIREMENTS FOR GRADUATION FROM CONTINUATION HIGH SCHOOL (Continued)

G. Applied Arts/Vocational Education ..... 5 credits

Applied arts/vocational education include courses from the fields of business education, consumer and home economics, health careers, and industrial and technical education. Transfer credit in agriculture may be accepted.

G. Health Education ..... 5 credits

H. Career Education ..... 5 credits

I. Service Learning/Community Service ..... 60 hours

Credit must be earned outside of the student’s scheduled school hours. Not more than 5 additional credits may be earned as elective credit.

J. Elective Courses ..... 50 credits

NOTE: In accordance with Education Code 51225.3, alternative means for students to complete the above prescribed courses of study may be developed and implemented with the approval of the Superintendent or designee.

- 3. Beginning with the class of 2006 each student completing grade 12 shall have successfully passed the state high school exit examination (CAHSEE) in language arts and mathematics as a condition of high school graduation. (Education Code 60851, 60859)
- 4. Maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation ceremony.
- 5. Transfer students must meet all requirements for high school graduation established by the State of California. Transfer students who had met the requirements of their former districts prior to enrollment will be required to meet only those requirements of this district which may reasonably be expected during the time remaining in the normal four-year period of attendance. A minimum of 20 credits must be completed in residence. An evaluation indicating remaining requirements shall be made immediately upon receipt of transfer records. This evaluation shall be interpreted to each student and parent/guardian concerned. Principals or their designated representatives shall have the authority to exercise discretion in this matter.

Principals are designated the authority to resolve issues which may arise in the transition periods caused by changes in graduation requirements.

Administrative regulations shall be developed to facilitate the implementation of this policy.

# CAREER SURVEY WORKSHEET

Name \_\_\_\_\_

Using Bridges software and other career information resources, complete the following information about a potential career.

1. Career Title \_\_\_\_\_ Choices Code \_\_\_\_\_

2. Major job duties  
\_\_\_\_\_  
\_\_\_\_\_

3. Primary temperaments that fit this career  
\_\_\_\_\_

4. Related high school subjects  
\_\_\_\_\_

5. Level of education and/or training needed for entry  
\_\_\_\_\_

6. Name(s) of related post-secondary education and/or training program(s)  
\_\_\_\_\_  
\_\_\_\_\_

7. Type of certification or licensing required for this career  
\_\_\_\_\_

8. Current employment outlook and outlook for the future  
\_\_\_\_\_

9. Opportunities for advancement in this career  
\_\_\_\_\_

10. Salary range  
\_\_\_\_\_

11. Fringe benefits this career might offer  
\_\_\_\_\_

12. Employers/local companies with whom employment might be found  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Working conditions  
\_\_\_\_\_
14. Special aptitudes needed for success in the career  
\_\_\_\_\_
15. Three careers related to this career  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. Aspects of this career that are most appealing to me  
\_\_\_\_\_
17. Aspects of this career that are least appealing to me  
\_\_\_\_\_
18. Personal traits I have that could help me be successful in this career  
\_\_\_\_\_
19. Areas where I need to improve in order to be competitive in this career  
\_\_\_\_\_

20. Does this career satisfy my current needs and wants for the following? (Check the appropriate box after each topic.)

	<b>Yes</b>	<b>No</b>	<b>Not Important</b>
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperaments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earnings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fields of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours/Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# WORKSHEET FOR INDIVIDUAL CAREER AND EDUCATION PLAN

Name \_\_\_\_\_

	Potential Career	Career Area	Subjects Directly Related	Subjects Indirectly Related	Related School Courses
1.	_____	_____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
2.	_____	_____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
3.	_____	_____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____

# **DEVELOPING AN APPROPRIATE ACADEMIC FOUR-YEAR PLAN**

The development of your four-year academic studies plan should be carefully drafted with the assistance of your parents and your high school counselor. The sequence of courses is very important in the preparation for a career pathway and for admission into a competitive university or the job market. The most important factor in determining successful career preparation or college admission is the sequence of course work taken in high school to meet your goals. Ninth grade is a critical year for you to begin this planning. Within your high school, you have a variety of resources available to assist you in this endeavor.

## **Guidelines for Developing an Academic Plan**

1. Review and follow the graduation requirements for the Placentia-Yorba Linda Unified School District in developing your plan.
2. Review the results of your "Interest Inventory" taken during the Academic Studies and Guidance Planning class. Compare the list of possible professional and non-professional careers that fall within your interest category. Using the Choices software, learn more about your potential career interest and develop an academic plan using this information.
3. If you plan to attend a four-year university, be sure to review the preferred high school courses listed as prerequisites for your major field of study.
4. Check the university admission requirements and use the check list in this booklet to keep track of your progress.
5. During your Academic Studies and Guidance Planning class, prepare a four-year plan with the assistance of your teacher and your parents before scheduling a conference with your counselor.

## **Interest Inventory Results**

The following interests reflect the results of my Interest Inventory:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Related careers I would like to explore:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

# COLLEGIATE SCHOLAR PROGRAM

## **Mission Statement**

*The Placentia-Yorba Linda Unified School District is committed to preparing academically-talented and motivated students for admission into four-year university programs. We provide a rigorous course of study designed to meet the challenges of the most prestigious colleges and universities in the nation while encouraging social interactions, extra-curricular activities, and community involvement.*

To fulfill this commitment, the district has established the Collegiate Scholar Program, offered at each of the district's comprehensive high schools. This program combines rigorous course content with high academic standards.

## **Program Requirements**

Students who meet the criteria for one or more honors courses in their freshman year will be admitted to the Collegiate Scholar Program. At the freshman level, honors courses are offered in English/language arts, mathematics, and science. These students will be contacted by their high school Collegiate Program coordinator and invited to attend a meeting to learn about the Collegiate Scholar Program and its requirements.

Students enrolling in an honors class for the first time in their sophomore or junior year should contact their Collegiate Scholar Program coordinator regarding admission to the program. If it appears that the student will be able to meet the following requirements, the student will be admitted to the program.

To be recognized as a Collegiate Scholar graduate:

- ❖ The student must take at least one honors class in the year in which he or she is accepted into the program.
- ❖ The equivalent of eight or more year-long honors and/or advanced placement classes must be completed prior to graduation.
- ❖ An un-weighted cumulative GPA of 3.50 must be maintained from the point of enrollment in the program through graduation.

If an un-weighted semester GPA drops below a 3.50, the student will be placed on one-semester probation. If, at the end of the probationary period, the un-weighted cumulative GPA remains below a 3.50, the student will be dropped from the Collegiate Scholar Program. A student may be reinstated if the un-weighted cumulative GPA is raised to a 3.50 and the student meets all other requirements as stated above.

## **Scholarly Recognition**

Students who complete this distinguished academic program will be among the highest-ranking students of their graduating class. Each Collegiate Scholar will receive the following in recognition of successful completion of this rigorous program:

1. At the graduation ceremony, each Collegiate Scholar will wear a Collegiate Scholar Program medallion signifying consistent meritorious academic performance.
2. Collegiate Scholars will be recognized at senior awards programs and will receive an embossed certificate indicating successful completion of the program.
3. A Collegiate Scholar gold seal will be placed on the student's high school diploma.

For more information about this program, please contact your Collegiate Scholar Program coordinator.

# COLLEGE PREPARATORY SUGGESTED COURSE SEQUENCING

## COLLEGE PREP - HIGHLY COMPETITIVE COLLEGES (U.C. and Private)

*Grid 1*

9 <sup>TH</sup> GRADE	10 <sup>TH</sup> GRADE	11 <sup>TH</sup> GRADE	12 <sup>TH</sup> GRADE
Language Arts 1	Language Arts 2	Language Arts 3	Language Arts 4
Physical Education	Physical Education	Career Emphasis (Elective)* must include Visual and Performing Arts	Career Emphasis (Elective)*
Algebra 1/Geometry	Geometry/Algebra 2	Algebra 2/Trig	Trig/Calculus
World Language	World Language	World Language	World Language
Biology	Chemistry	Physics	Lab Science
Health/Academic Studies	World History	U. S. History	U.S. Government/Economics

\*Elective should be college prep and focused on career pathway.

## COLLEGE PREP WITH CONCENTRATION IN A SUBJECT AREA California State University (CSU)

Some colleges may require stronger preparation.

*Grid 2*

9 <sup>TH</sup> GRADE	10 <sup>TH</sup> GRADE	11 <sup>TH</sup> GRADE	12 <sup>TH</sup> GRADE
Language Arts 1	Language Arts 2	Language Arts 3	Language Arts 4
Health/Academic Studies	World History	U. S. History	U.S. Government/Economics
Algebra 1/Geometry	Geometry/Algebra 2	Algebra 2/Trig	Career Emphasis (Elective)* (Trig/Calc – suggested)
World Language	World Language	Elective (World Language – suggested)	Elective
Visual or Performing Arts	Science - Biology	Chemistry	Elective
Physical Education	Physical Education	Elective	Elective

\*Elective should be college prep and focused on career pathway. World language requirements may be waived for those students who demonstrate competency in another language.

# HIGH SCHOOL GRADUATION SUGGESTED COURSE SEQUENCING

*Grid 3*

9 <sup>TH</sup> GRADE	10 <sup>TH</sup> GRADE	11 <sup>TH</sup> GRADE	12 <sup>TH</sup> GRADE
Language Arts 1	Language Arts 2	Language Arts 3	Language Arts 4
Physical Education	Physical Education	U. S. History	U.S. Government/Economics
Mathematics*	Mathematics*	Career Emphasis (Elective)	Career Emphasis (Elective)
Physical Science*	Life Science*	Career Emphasis (Elective)	Career Emphasis (Elective)
Health/Academic Studies	World History	Career Emphasis (Elective)	Career Emphasis (Elective)
Fine Arts or World Language (Elective)	Fine Arts or World Language (Elective)*	Career Emphasis (Elective)	Career Emphasis (Elective)

\*Two years of science (one of a life science, one of a physical science), two years of mathematics (must include passing of Algebra I), and one year of fine arts or world language are required for graduation; however, they may be taken at any time during the four years of study. You should discuss the best program for your career choice with your counselor.

**Electives in grid 3 should focus on career path.**

## FOUR-YEAR HIGH SCHOOL EDUCATIONAL PLAN

NAME \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_ CREDITS REQUIRED 230

Continuation High School Credits Required 210

CAREER OR COLLEGE MAJOR \_\_\_\_\_ POST-SECONDARY EDUCATION \_\_\_\_\_

STATEMENT TO PARENTS: This plan is not meant to be final but rather an opportunity to plan to meet your student's individual needs and goals.

FRESHMAN				JUNIOR				Testing Time Table
1 <sup>ST</sup> SEMESTER	CREDITS	2 <sup>ND</sup> SEMESTER	CREDITS	1 <sup>ST</sup> SEMESTER	CREDITS	2 <sup>ND</sup> SEMESTER	CREDITS	
Language Arts 1	5	Language Arts 1	5	Language Arts 3	5	Language Arts 3	5	
Health	5	Academic Studies	5	U.S. History	5	U.S. History	5	
P.E. or Athletics	5	P.E. or Athletics	5		5		5	
Math	5	Math	5		5		5	
	5		5		5		5	
	5		5		5		5	
SOPHOMORE				SENIOR				Testing Time Table
1 <sup>ST</sup> SEMESTER	CREDITS	2 <sup>ND</sup> SEMESTER	CREDITS	1 <sup>ST</sup> SEMESTER	CREDITS	2 <sup>ND</sup> SEMESTER	CREDITS	
Language Arts 2	5	Language Arts 2	5	Language Arts 4	5	Language Arts 4	5	
P.E. or Athletics	5	P.E. or Athletics	5	U.S. Gov./Econ.	5	U.S. Gov./Econ.	5	
World History	5	World History	5		5		5	
Math	5	Math	5		5		5	
Life Science or Biology	5		5		5		5	
	5		5		5		5	

**Forty** hours of community service are required for graduation.

The classes listed above are REQUIRED classes that are to be taken at a specific grade level. Elective classes and the additional required classes listed below may be selected from the course offerings and placed anywhere in the above program sequence with the guidance of your counselor.

**ADDITIONAL REQUIRED CLASSES:** (1) Science - 2 years (one year of a life science and one year of a physical science); (2) Math-Algebra 1 (3) Fine Arts or Foreign Language - one year.

**MINIMUM COMPETENCY TESTS:** MATH \_\_\_\_\_ READING \_\_\_\_\_ WRITING \_\_\_\_\_

\_\_\_\_\_  
Counselor Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

# HIGH SCHOOL EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

The participation eligibility requirements for high school students are:

1. Students must maintain a 2.0 grade point average or better.
2. Students must be currently enrolled in at least four (4) classes.
3. Students must have passed four (4) classes the previous grading period.  
(CIF rule for athletic eligibility.)
4. Students must meet these age requirements as of August 31 for each school year.
  - ◆ Varsity: Students are ineligible if 19 years of age or older.
  - ◆ Sophomore Team: Students are ineligible if 17 years of age or older.
  - ◆ Freshman Team: Students are ineligible if 16 years of age or older.
5. Parents must live in the high school attendance area; transfer students are ineligible for one (1) year at the varsity level.
6. Students attending high school for five or more years are ineligible to participate in athletics.

**NOTE:** Freshmen entering with a second 8th-grade GPA below a 2.0 are on probation until the first quarter's grades. If a student's first quarter GPA is below a 2.0, he/she is ineligible for all extracurricular activities (i.e., athletics, band, choir, drama, pep).

Students who do not meet these requirements may remain in the class described in one of the above areas but may not participate in the after school activity.

# ADVANCED PLACEMENT PROGRAM

Advanced Placement classes are college-level courses and examinations offered to high school students. Over 90 percent of the colleges that most AP candidates attend give credit and/or advanced placement to students whose AP examination grades are considered acceptable.

## **What is an AP course like?**

It is a special college-level learning experience that most often takes a full academic year. It is a challenging and stimulating course since it is a college class taught on a high school campus. It often takes more time, requires more work, gives greater opportunity for individual progress and accomplishment, and goes into greater depth. In a study of 400 former AP students interviewed at their colleges, more than 90 percent ranked their AP experiences as the most valuable of their high school studies.

## **Can I get college credit for AP work?**

Some of the most selective colleges are among the approximately 2800 institutions that consider acceptable grades on three or more AP exams as evidence that the student has done work comparable to a year's academic program at college. More than 10,000 AP students are potentially eligible for sophomore standing each year. Studies undertaken by individual colleges have shown repeatedly that AP students who take advanced courses in their first year of college do as well as, or better than, upperclassmen. Most AP students do extremely well throughout their college careers, and a good number graduate with honors.

## **Advanced Placement Examinations (AP)**

Each year in May, AP exams are administered in high schools. The exams are offered to give high school students opportunities to demonstrate college-level achievement. Twenty-nine exams in twelve areas are available to those students who are doing college-level work in an AP class or with a tutor. Tests are scored on a one through five numerical scale with a three or higher considered passing. Students who score well on the exams may be exempt by their college or university from beginning courses and given permission to take higher level courses in certain fields. Colleges use the AP Program in different ways. Check each college for specific information regarding the use of AP exams and to determine which colleges grant credit or advanced placement for doing well in the AP Program. Although a score of three is considered a passing score by many colleges, you need to verify this with the college of your choice. Your high school counseling office has more information on specific exams, courses, and costs.

### **What do AP examinations cost and what are they like?**

The fee is approximately \$91 for each exam taken (this is subject to change annually). If you're in acute financial need, check with your AP counselor about how to get a fee reduction credit. All AP exams (except Studio Art portfolios) contain both multiple-choice questions and free-response questions that require essay writing, problem solving, and other skills. Most of the examinations are three hours long, but some take only 1½ or 2 hours. They are given every year in the second and third week of May at any school that wishes to order and administer them.

### **How many students pass the AP exams each year?**

Each college decides what AP examination grades it will accept for credit and/or advanced placement. The great majority of colleges and universities accept grades of three and above, and quite a few consider grades of two. Some, however, only accept those scores above a three. If you wish to know what AP grades are considered acceptable by the colleges you are interested in, write to the Director of Admissions of the college.

### **If my college doesn't grant recognition for AP examination grades in my subject, why bother to take the examination?**

The college may change its mind, or you may change yours. Colleges continually update their policies, or you may decide to attend a different college. It is generally in your interest to accumulate all the academic credentials you can. Because AP grades are always kept on file by the College Board, you can use them not only now but also in the future. If you transfer to another college, that college may accept the AP score.

**2016 AP EXAM SCHEDULE** (Dates are subject to change.)

<b>WEEK 1</b>	<b>MORNING SESSION</b>	<b>AFTERNOON SESSION</b>	
May 2	Chemistry Environmental Science	Psychology	
May 3	Computer Science A Environmental Science	Art History Physics 1: Algebra-Based	
May 4	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-based	
May 5	Calculus AB Calculus BC	Chinese Language and Culture Seminar	
May 6	German Language and Culture United States History	European History	
	Studio Art (portfolios due)		
<b>WEEK 2</b>	<b>MORNING SESSION</b>	<b>AFTERNOON SESSION</b>	
May 9	Biology Music Theory	Physics C: Mechanics	Physics C: Electricity & Magnetism
May 10	United States Government and Politics	French Language and Culture Spanish Literature and Culture	
May 11	English Language and Composition	Italian Language & Culture Macroeconomics	
May 12	Comparative Government and Politics World History	Statistics	
May 13	Microeconomics Human Geography	Latin	

## HIGH SCHOOL HONORS AND AP OFFERINGS - 2015-2016

Course	El Dorado	Esperanza	Valencia	Yorba Linda
<b>ART</b>				
Studio Art AP	X	X	X	X
Art History AP	X			
<b>WORLD LANGUAGE</b>				
Chinese AP			X	X
Chinese 3H				X
Chinese IB SL			X	
French 2 – H		X		X
French 3 – H	X	X		X
French 4 – AP	X	X	X	X
French 4 – IB(SL)			X	
French IB HL			X	
French 5 – H		X		
French 5 – AP			X	
German 2 – H		X		X
German 3 – H	X	X		X
German 4 – AP	X	X		X
Japanese 2 – H		X		X
Japanese 3 – H		X		X
Japanese 4 – H		X	X	
Japanese 4 – IB(SL)			X	
Japanese 4 – AP	X		X	X
Japanese 5 – H			X	X
Spanish 2 – H	X	X		X
Spanish 3 – H		X		X
Spanish 4 – AP	X	X	X	X
Spanish 4 – IB(SL)			X	
Spanish 5 – H	X			
Spanish 5 – AP			X	
Spanish 5 – IB(HL)			X	
<b>LANGUAGE ARTS</b>				
Language Arts 1 – H	X	X	X	X
Language Arts 2 – H	X	X	X	X
Language Arts 3 – H	X			
Language Arts 3-AP				
English Lang & Composition-AP	X	X	X	X
English Lit & Composition- AP	X	X	X	X
Language Arts – IB(HL)			X	
<b>MATHEMATICS</b>				
Algebra 1 – H			X	
Geometry – H	X	X	X	X
Algebra 2/Trig – H	X	X	X	X
Math Methods - IB(SL)			X	
Trig/Math Analysis - H	X	X	X	X
Statistics – AP	X	X	X	X
Calculus H*	X			
Calculus				
Calculus AB – AP	X	X**	X	X

HIGH SCHOOL HONORS AND AP OFFERINGS - 2015-2016				
Course	El Dorado	Esperanza	Valencia	Yorba Linda
Calculus BC – AP		X**	X	X
Math IB (HL)			X	
<b>MUSIC</b>				
Music Theory – AP			X	
Music Theory – IB			X	
<b>SCIENCE</b>				
Biology – H	X	X	X	X
Biology 2 – AP	X	X	X	X
Biology – IB (HL)			X	
Chemistry – H	X	X	X	X
Chemistry HL (IB)			X	
Chemistry – IB (SL)			X	
Chemistry 2 – AP	X	X	X	X
Physics 1 – AP	X	X	X	X
Physics SL (IB)			X	
<b>SOCIAL SCIENCE</b>				
World History – H				
European History – AP	X	X	X	X
U.S. History – AP	X	X	X	X
U.S. Government – AP	X	X	X	X
Economics – IB (SL)			X	
Microeconomics – AP	X	X	X	
Macroeconomics – AP	X	X	X	X
Comparative Govt. – AP		X	X	
Economics	X*			X
History of the Americas IB(HL)			X	
Theory of Knowledge – IB			X	
Human Geography – AP			X	
Psychology AP			X	
<b>TECHNOLOGY</b>				
Computer Science A - AP			X	X
Computer Science IB(SL)			X	
Computer Science HL (IB)			X	

**X = Course offering**

**\* = The Calculus H and Economics courses taught at El Dorado High School are the same courses taught at CSUF. Students may choose to receive college credits.**

**\*\* = Calculus AB - AP and BC - AP taught at Esperanza High School are the same courses taught at CSUF. Students may choose to receive college credit.**

# CHOOSING A COLLEGE

All students have a variety of opportunities for higher education, and it may take several years to research and explore options available to you. Students who wait until their senior year too often feel rushed since applications for some college admissions must be completed in November. During spring semester, juniors should be identifying up to three college choices on their registration forms for college admission exams. Even ninth-grade students need to become aware of college opportunities since college entrance often depends upon selecting an appropriate high school program. In narrowing college choices, consider:

## **Size of Campus**

- ◆ Large schools (15,000-35,000) usually offer many majors, extensive activities, large libraries, some large classes, urban atmosphere, perhaps nationally-ranked athletics teams, and first-year housing accommodations.
- ◆ Small private schools (under 5,000) usually offer smaller class sizes, fewer majors, fewer total activities, and often provide greater opportunities for participation in student activities and/or sports.

## **Availability of a Good Program in the Desired Major Field**

- ◆ Check college catalogs in the counseling office or library/career center.
- ◆ Visit the college campus and department of your prospective major.
- ◆ Talk to college representatives when they come to your school or attend a local College Night.

## **Cost**

- ◆ California public college fees range from \$1,464 to approximately \$4,500 per year.
- ◆ Independent college tuition fees range from approximately \$7,560 to \$30,000 per year.
- ◆ The costs of food, housing, and books are approximately the same at most colleges.
- ◆ Financial aid and/or scholarships are possibilities. Do not automatically rule out a college because of cost.

### Admission Standards

- ◆ Compare your academic record with high school performance of college freshmen actually admitted at the college(s) you are considering.
- ◆ Admission decisions for most colleges and many major departments are usually based upon the quantity and quality of academic preparation in high school. The first analysis of the high school record usually focuses upon the pattern (number of years in a subject) and level of academic courses (honors and/or AP). Then classroom performance (grades) and academic potential (ACT and/or SAT I scores) are examined.
- ◆ Some colleges will consider/require references, talents, activities and/or class rank.
- ◆ The competition for admission to many universities has increased each year. As a result, many qualified students are not admitted as freshmen. Be sure you have plans for alternate campuses in the event that you are not accepted into the college of your first choice.

### Mission of College/University

- ◆ Is the college research-oriented or teaching-oriented?
- ◆ Do you plan to attend graduate school for an advanced degree?

These questions should be reviewed if you can project your future career goals.

# CALIFORNIA'S SYSTEM OF COLLEGES/UNIVERSITIES

Many people are confused by California's three-tier system of state-financed universities and colleges. The following is an explanation of what many experts consider the nation's best public higher education network.

UNIVERSITY OF CALIFORNIA	CALIFORNIA STATE UNIVERSITY	COMMUNITY COLLEGES
<p><b>BACKGROUND:</b> UC COMBINES THE EDUCATION OF UNDERGRADUATES WITH A STRONG EMPHASIS ON GRADUATE PROGRAMS AND WORLD-CLASS RESEARCH IN THE SCIENCES AND HUMANITIES.</p>	<p><b>BACKGROUND:</b> CAL STATE'S EMPHASIS IS ON UNDERGRADUATES. IT HAS MASTER'S PROGRAMS IN MANY FIELDS AND TRAINS MOST OF THE STATE'S TEACHERS. IT CANNOT OFFER DOCTORATES EXCEPT IN CONJUNCTION WITH UC AND HAS NO LAW OR MEDICAL SCHOOLS. PROFESSORS SPEND MORE TIME IN THE CLASSROOM AND LESS TIME ON RESEARCH THAN THEIR UC COUNTERPARTS.</p>	<p><b>BACKGROUND:</b> THE SCHOOLS OFFER A WIDE RANGE OF ACADEMIC AND VOCATIONAL PROGRAMS LEADING TO EITHER AN OCCUPATIONAL CERTIFICATE OR A TWO-YEAR ASSOCIATE OF ARTS DEGREE THAT ENABLES TRANSFER TO A UC OR CAL STATE.</p>
<p><b>STUDENTS:</b> 208,000</p>	<p><b>STUDENTS:</b> 405,000 FULL- AND PART-TIME STUDENTS</p>	<p><b>STUDENTS:</b> MORE THAN 2.5 MILLION</p>
<p><b>CAMPUSES:</b> 10</p>	<p><b>CAMPUSES:</b> 23</p>	<p><b>CAMPUSES:</b> 109</p>
<p><b>CAMPUS LOCATIONS:</b> UC HAS NINE GENERAL EDUCATION CAMPUSES (BERKELEY, SANTA CRUZ, DAVIS, SANTA BARBARA, LOS ANGELES, IRVINE, MERCED, RIVERSIDE, AND SAN DIEGO) AND ONE IN SAN FRANCISCO THAT SPECIALIZES ONLY IN HEALTH SCIENCES AT THE UPPER DIVISION AND GRADUATE LEVEL.</p>	<p><b>CAMPUS LOCATIONS:</b> BAKERSFIELD, CHANNEL ISLANDS, CHICO, DOMINGUEZ HILLS, FRESNO, FULLERTON, HAYWARD, HUMBOLDT, LONG BEACH, LOS ANGELES, MARITIME, MONTEREY BAY, NORTHRIDGE, SACRAMENTO, SAN BERNARDINO, SAN DIEGO, SAN FRANCISCO, SAN JOSE, SAN MARCOS, SONOMA, AND STANISLAUS. CAMPUSES LOCATED IN POMONA AND SAN LUIS OBISPO ARE KNOWN AS CAL POLYS FOR EMPHASIS ON ENGINEERING AND AGRICULTURAL STUDIES.</p>	<p><b>CAMPUS LOCATIONS:</b> 16 IN NORTHERN CALIFORNIA, 35 IN CENTRAL CALIFORNIA AND 58 IN SOUTHERN CALIFORNIA.</p>
<p><b>COSTS:</b> FEES INCLUDING ROOM, BOARD, BOOKS, AND TRANSPORTATION. APPROXIMATELY \$26,400/ YEAR.</p>	<p><b>COSTS:</b> \$3,837 AVERAGE PER SEMESTER - FEES ARE SUBJECT TO YEARLY INCREASES; ADDITIONAL \$11,894 FOR ROOM, BOARD, BOOKS, AND TRANSPORTATION.</p>	<p><b>COSTS:</b> CURRENTLY \$26 PER UNIT IN ADDITION TO ANNUAL EXPENSE FEES SUBJECT TO YEARLY CHANGE.</p>
<p><b>ENTRANCE REQUIREMENTS: (FALL 2008)</b> A PROSPECTIVE UNDERGRADUATE MUST BE IN THE TOP FOURTH ACADEMICALLY OF HIGH SCHOOL GRADUATES STATEWIDE AND HAVE COMPLETED 11 PRESCRIBED HIGH SCHOOL COURSES. THE NECESSARY GRADES AND TEST SCORES CHANGE OVER TIME, BUT AN APPLICANT GENERALLY NEEDS AT LEAST A 3.0 GPA IN THOSE 11 COURSES. BEING ELIGIBLE FOR UC DOES NOT MEAN A STUDENT CAN GET INTO UC BERKELEY OR UCLA.</p>	<p><b>ENTRANCE REQUIREMENTS:</b> A HIGH SCHOOL SENIOR MUST BE IN THE TOP ACADEMIC THIRD STATEWIDE AND HAVE TAKEN AT LEAST 15 REQUIRED COURSES. A 3.0 GPA IN THOSE COURSES MAKES A STUDENT AUTOMATICALLY ELIGIBLE, BUT A GPA AS LOW AS 2.0 MAY BE ACCEPTABLE IF MATCHED BY VERY GOOD SCORES ON STANDARDIZED TESTS.</p>	<p><b>ENTRANCE REQUIREMENTS:</b> THE SCHOOLS ARE OPEN TO ALL CALIFORNIA RESIDENTS WHO ARE HIGH SCHOOL GRADUATES OR 18 YEARS OF AGE WITH OR WITHOUT A HIGH SCHOOL DIPLOMA. A CALIFORNIA RESIDENT MAY ATTEND A COMMUNITY COLLEGE ANYWHERE IN THE STATE, NOT JUST IN HIS HOMETOWN.</p>
<p><b>TRANSFERS:</b> PRIORITY IS GIVEN TO THIRD-YEAR CALIFORNIA RESIDENTS FROM COMMUNITY COLLEGES. EXCELLENT COMMUNITY COLLEGE STUDENTS MAY BE ADMITTED TO COMPETITIVE UC SCHOOLS BASED ON THE GPA RECEIVED IN COLLEGE TRANSFERABLE COURSES.</p>	<p><b>TRANSFERS:</b> PRIORITY IS GIVEN TO CALIFORNIA COMMUNITY COLLEGE STUDENTS WHO HAVE COMPLETED THE FIRST TWO YEARS OF A BACHELOR'S DEGREE PROGRAM AND TO STUDENTS WHOSE HIGH SCHOOL COURSE WORK MADE THEM ELIGIBLE.</p>	<p><b>TRANSFERS:</b> INCREASING NUMBERS OF COMMUNITY COLLEGES HAVE FORMAL TRANSFER AGREEMENTS WITH NEARBY FOUR-YEAR SCHOOLS.</p>
<p><b>OTHER:</b> UC OFFERS DOCTORAL PROGRAMS IN MANY AREAS, AS WELL AS PROFESSIONAL DEGREES IN LAW, DENTISTRY, AND MEDICINE.</p>	<p><b>OTHER:</b> CAL STATE OFFERS TEACHER CREDENTIALING PROGRAMS AND MASTER'S DEGREES IN MANY AREAS, INCLUDING EDUCATION, BUSINESS, SCIENCES, AND HUMANITIES.</p>	<p><b>OTHER:</b> MANY OFFER REMEDIAL COURSES, ENGLISH AS A SECOND LANGUAGE CLASSES, AND ENRICHMENT COURSES FOR ADULTS WHO WANT BROADER HORIZONS BUT NOT FORMAL COLLEGE CREDIT.</p>

# WHICH COLLEGE IS BEST FOR YOU, UNIVERSITY OF CALIFORNIA OR CALIFORNIA STATE UNIVERSITY?

The University of California and California State University systems comprise the four-year segments of the California System of Higher Education. In making your decision about which system to attend, it is important to recognize that each system has a different mission. The difference in mission is reflected in both freshman and transfer admissions requirements, the majors available, the types of degrees offered, and the nature of the curriculum. Listed below are some of the important differences between the two university systems which may assist you in selecting the university system which will best fit your needs.

## MISSION

- UC: To provide undergraduate and graduate instruction through the doctoral degree with emphases on research and professional education. Offer pre-professional programs in law, medicine, dentistry and veterinary medicine.
- CSU: To provide undergraduate and graduate instruction through the master's degree in liberal arts and sciences and professional education, including teacher education.

## CURRICULUM

- UC: Undergraduate programs are designed to prepare students for graduate and professional work. Curricula emphasize theory and professional preparation.
- CSU: Undergraduate programs are designed to provide a combination of theory and application necessary for graduate work or employment in one's chosen field of study.

## ADMISSIONS POLICIES

- UC: Admits upper 12½% of high school graduates.
- CSU: Admits upper 33⅓% of high school graduates.

Both the UC and CSU systems give first priority among transfers to those attending a California community college. You must complete at least 30 semester units at a California community college to qualify as a community college transfer. The UC system requires a minimum of 60 transferable semester units and the CSU system requires a minimum of 56 transferable semester units to qualify as an upper-division transfer student. The UC system admits few lower-division transfers each year.

## TRANSFER ADMISSION REQUIREMENTS

### University of California:

There are several ways to meet the university's minimum admission requirements for transfer students, as described below. The path you use depends on the degree to which you satisfied UC's minimum eligibility requirements for freshmen at the time you graduated from high school. In all cases, you must have at least a C (2.0) average in all transferable coursework.

1. If you were eligible for admission to the university when you graduated from high school—meaning you satisfied the subject, scholarship, and examination requirements—you are eligible to transfer if you have a C (2.0) average in your transferable coursework.
2. If you met the scholarship requirement but did not satisfy the subject requirement, you must take transferable college courses in the missing subjects, earning a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer.
3. If you met the scholarship requirement but not the examination requirement, you must complete a minimum of 12 semester (18 quarter) units of transferable work and earn an overall C (2.0) average in all transferable college coursework completed.
4. If you were not eligible for admission to the university when you graduated from high school because you did not meet the scholarship requirement, you must:
  - A. Complete 90 quarter units or 60 semester units of transferable college credit with a grade point average of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and;
  - B. Complete the following course pattern requirement, earning a grade of C or better in each course:
    - (1) Two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
    - (2) One transferable college course (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Meeting minimum requirements may not be sufficient to gain admission to many UC campuses and programs.

California State University:

If you have completed college units after graduation from high school, you are considered a transfer student.

1. Students who have completed 55 or fewer transferable semester college units (83 or fewer quarter units) are considered lower-division transfer students.
2. Students who completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those admission requirements.

You are eligible for lower-division transfer admission if you:

1. Have a college grade point average of 2.00 or better in all transferable college units completed.
2. Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
3. Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects.
4. Meet the eligibility index required of freshmen.

If you are a lower-division transfer and do not meet the eligibility index from high school, it is recommended that you continue your education at a community college and complete 56 or more transferable semester units (84 or more quarter units) before attempting to transfer to a CSU.

**COST**

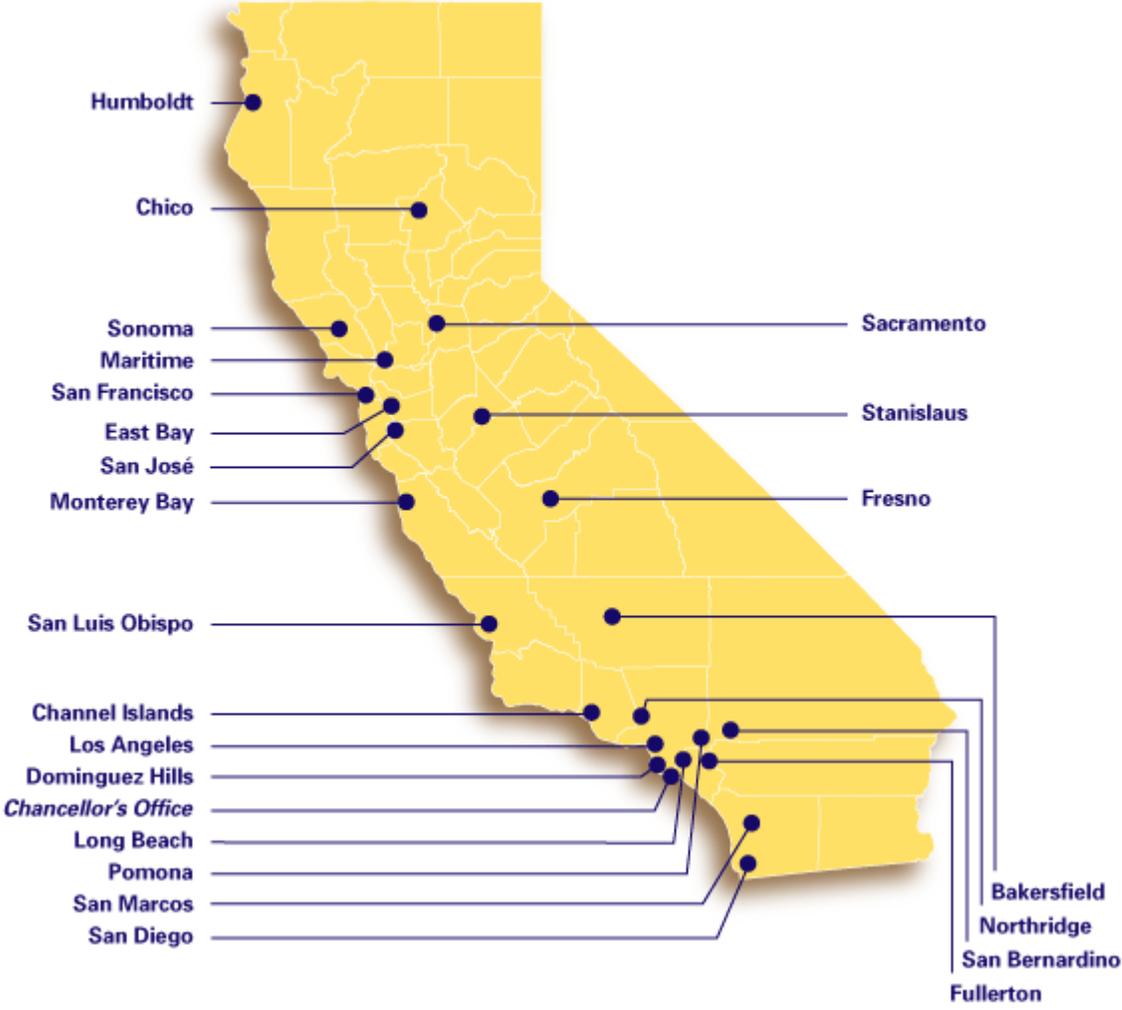
Total estimated costs for the 2015-2016 school year:

Living on campus: UC: \$ 28,400 CSU: \$ 20,119

Commuting: UC: \$ 19,400 CSU: \$ 14,940

Expenses other than basic fees may vary from campus to campus.

# The California State University System



23 Campuses

405,000 Students

over 44,000 Faculty & Staff

# UNIVERSITY OF CALIFORNIA ELIGIBILITY WORKSHEET

In just over a century, the University of California has built an international reputation for academic excellence with undergraduate education as one of its highest priorities. The University has outstanding academic programs, faculty, libraries, and research facilities.

Admission is becoming more competitive. Many departments require additional preparation beyond the "a-g pattern" of minimum subject requirements.\* All "a-g" requirements must be passed with a grade of "C" or better.\*\*

Application filing period is November 1-30 for following fall semester.

Recommended preparation for most major fields of study:

- ◆ 4 years advanced math
- ◆ 3 years lab science
- ◆ 3 years foreign language

Minimum Subject Requirements: "a-g Pattern" 70 of the 150 credits must be completed in the junior/ senior years (1 year = 10 credits; 1 semester = 5 credits)	Check if Completed		Enter Semester Grade Below				
	7 or 8	9	10	11	12		
a. HISTORY/SOCIAL SCIENCE – 2 years required							
b. ENGLISH – 4 years required College-Preparatory English							
c. MATHEMATICS - 3 years required; 4 years recommended (Algebra I, Geometry, Algebra II, etc.)							
d. LABORATORY SCIENCE - 2 years required; 3 years recommended (Biology, Chemistry, Physics, etc.)							
e. FOREIGN LANGUAGE - 2 years of the same language required; 3 years recommended							
f. VISUAL AND PERFORMING ARTS - 1 year required Instruction in dance, drama/theater, music, or visual art							
g. ELECTIVES - 1 year required In addition to those required in "a-f" above chosen from the following areas: visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.							

\* Lists of UC approved college prep electives are available in guidance office.

\*\* Course must appear on high school transcript.

# University of California "a-g" Requirements

To satisfy the Subject Requirement, students must complete the high school courses listed below. This sequence of courses is also known as the "a-g" subjects or requirements.

Students must take 15 units of high school courses to fulfill the Subject Requirements--7 of these units must be taken the last two years of high school. (A unit is equal to an academic year or two semesters of study.) To be acceptable to the University, the courses must appear on the list certified by the high school principal as meeting the University's minimum admission requirements.

a. **History/Social Science - 2 YEARS REQUIRED**

Two years of history/social science to include: one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; **and** one year of world history, cultures, and geography.

b. **English - 4 YEARS REQUIRED**

Four years of college preparatory composition and literature are required. Both reading and writing components must be included in the courses. Not more than two semesters of ninth-grade English can be used to meet this requirement.

c. **Mathematics - 3 YEARS REQUIRED, 4 YEARS RECOMMENDED**

Three years, including elementary algebra, geometry, and advanced algebra. Mathematics courses taken in Grades 7 and 8 with grades of C or better may be used to fulfill part of this requirement if the high school accepts them as equivalent to its own courses.

d. **Laboratory Science – 2 YEARS REQUIRED, 3 YEARS RECOMMENDED**

Two years of laboratory science providing fundamental knowledge in at least two of these three areas: biology, chemistry, and physics. Laboratory courses in earth/space sciences are acceptable if they have as prerequisites, or provide basic knowledge in, biology, chemistry, or physics. Not more than one year of Grade 9 laboratory science may be used to meet this requirement.

e. **Languages Other Than English - 2 YEARS REQUIRED, 3 YEARS RECOMMENDED\***

Two years of the same language other than English. Courses should emphasize speaking and understanding and include instruction in grammar, vocabulary, reading, and composition.

f. **Visual and Performing Arts (VPA) - 1 YEAR REQUIRED**

Students must satisfy the requirement by completing a single year-long approved course (i.e., the second semester must be a continuation of the first semester, requiring completion of the first semester as a prerequisite).

g. **Electives - 1 YEAR REQUIRED**

One unit (two semesters) in addition to those required in "a-f" above, chosen from the following areas: visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

\* World language requirements **may** be waived for those students who demonstrate competency in another language.

## UNIVERSITY OF CALIFORNIA FRESHMAN ELIGIBILITY INDEX

Following is the eligibility index incorporating Subject Tests (formerly SAT II) scores which became effective beginning with freshman applicants for fall 2007, the minimum GPA is 3.0. The index includes high school GPA and SAT I (or ACT) and Subject Test scores. The Subject Tests are weighted more heavily than the SAT I; however, GPA continues to be the most important factor in the index.

“a-g” GPA	Minimum UC Score Total	“a-g” GPA	Minimum UC Score Total
3.00 - 3.04	277	3.25 - 3.29	266
3.05 - 3.09	275	3.30 - 3.34	263
3.10 - 3.14	273	3.35 - 3.39	260
3.15 - 3.19	270	3.40 - 3.44	257
3.20 - 3.24	268	3.45 & above	254

**SAT Total Equals:**  
 [SAT I composite] + [2 x (Subject Test writing + Subject Test math + third Subject Test)]. SAT I composite is highest combined mathematics and verbal scores from a single sitting. See table below to convert an ACT score to an SAT I composite.

**ACT to SAT I Conversion Table**

ACT	Equivalent SAT I Score	ACT	Equivalent SAT I Score
36	800	28	720
35	790	27	710
34	780	26	700
33	770	25	690
32	760	24	680
31	750	23	670
30	740	22	660
29	730	21	650

## **WEIGHTED GRADE COURSES**

The Placentia-Yorba Linda Unified School District encourages qualified students to take demanding advanced academic courses. Therefore, courses designated as advanced placement, International Baccalaureate and honor level courses in the following subject areas: social science, English, mathematics, science, and each foreign language, shall be assigned weighted grades. Qualifying courses must be in alignment with the guidelines established by the University of California system. According to Board Policy 5125.3, weighted classes are assigned grade points as follows:

- A = 5 grade points
- B = 4 grade points
- C = 3 grade points
- D = 1 grade point
- F = 0 grade point

Weighted grade points appear only on high school transcripts for the purposes of student scholarship applications, grants/contests, and admission to universities and colleges.

Board Policy 5128.1 (a) and (b) indicates the Placentia-Yorba Linda Unified School District requirements for graduation from high school. (See page 1.) Also for your reference (page 9), is the list of honors and advanced placement offerings at each comprehensive high school.

## University of California Grade Point Average Computation

You should learn how to compute your academic record to determine UC admission eligibility. You must take time to calculate your own “a-g” GPA since it is not reported on your transcript. The first step is to enter completed semester course grades on the worksheet below. Refer to the “a-g” approved courses in your high school course offering list.

- ◆ Identify each semester grade to be used for “a-g” admission requirements.
  - a. If you have grades of D, F, Incomplete, or Repeat, discuss these with your counselor.
  - b. Grades earned **before the tenth grade** are not used in figuring the “a-g” GPA, although ninth-grade courses (and specified seventh- and/or eighth-grade courses) may be used to fulfill subject requirements.
- ◆ To compute your “a-g” GPA, count the number of A’s, B’s, C’s, D’s, and F’s you earned each semester in courses identified earlier as meeting UC “a-g” requirements for Grades 10, 11, and 12. Enter these numbers in the chart below ( $\varepsilon$ ).
- ◆ Multiply the number of completed semester grades ( $\varepsilon$ ) by grade points ( $\iota$ ). Use only courses completed in Grades 10-12, including honors level.
- ◆ Weight “a-g” GPA by adding one extra grade point for each honors level semester course completed in Grades 10-12 with a grade of “C” or better ( $\gamma$ ). All courses weighted in UC “a-g” GPA must be on your high school approved “a-g” list.

Semester Grades		Grade Points
-----------------	--	--------------

$\varepsilon$ _____	A’s x 4 $\iota$ =	_____
---------------------	-------------------	-------

$\varepsilon$ _____	B’s x 3 $\iota$ =	_____
---------------------	-------------------	-------

$\varepsilon$ _____	C’s x 2 $\iota$ =	_____
---------------------	-------------------	-------

$\varepsilon$ _____	D’s x 1 $\iota$ =	_____
---------------------	-------------------	-------

$\varepsilon$ _____	F’s x 0 $\iota$ =	_____
---------------------	-------------------	-------

◆ <b>Total number semester grades</b>	Subtotal Grade Points	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 100%;"></td> </tr> </table>	

◆ Number of semester honors courses with a grade of “C” or better  $\gamma$  \_\_\_\_\_

5. **Total Grade Points** \_\_\_\_\_

6. Divide **total grade points** by **total number semester grades** to find “a-g” GPA:

“a-g ” GPA =
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## ADMISSION GUIDELINES FOR UC FRESHMAN APPLICANTS

### Criteria to Select 50 to 75 Percent of the Admitted Freshmen

At least 50 percent, but not more than 75 percent, of the freshmen admitted by each campus will be selected on the basis of the criteria described below. These criteria are designed to assess academic achievement and promise. Depending up campus-specific goals and needs, individual campuses may use some or all of the criteria.

- ◆ Academic grade point average (GPA) calculated on all academic courses completed in the subject areas specified by the University's eligibility requirements (the "a-g" subjects), including additional points for completion of University certified honors courses (see fourth bullet below). It is recommended that the maximum value allowed for the GPA shall be 4.0.
- ◆ Scores on the following tests: the Scholastic Assessment Test I or the American College Test, and the College Board Scholastic Assessment Test II: Subject Tests.
- ◆ The number of, content of, and performance in courses completed in academic subjects beyond the minimum specified by the University's eligibility requirements.
- ◆ The number of and performance in University-approved honors courses, College Board Advanced Placement courses, and transferable college courses completed. It is recommended that caution be exercised in order not to assign excessive weight to these courses, especially if considerable weight already has been given in the context of the first criterion. Additionally, in recognition of existing differences in availability of these courses among high schools, it is recommended that reviewers assess completion of this course work against the availability of these courses at the applicant's secondary school.
- ◆ The quality of the senior year program, as measured by the type and number of academic courses (see third and fourth bullets above) in progress or planned.
- ◆ The quality of academic performance relative to the educational opportunities available in the applicant's secondary school.
- ◆ Outstanding performance in one or more specific academic 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 grade point average and quality of course work (see third and fourth bullets above) completed and in progress, with particular attention given to the last two years of high school.

### Criteria to Select Remaining 25 to 50 Percent of the Admitted Freshmen

The remaining percentage of freshmen, not including those admitted by exception, will be selected on the basis of the criteria described previously plus the additional criteria described below. These criteria are designed to further assess an applicant's academic potential and promise, as well as potential to contribute to the educational environment and intellectual vitality of the campus. They provide evidence of personal traits, accomplishments, and experiences that show an applicant's promise to be a valuable contributor to the educational enterprise.

- ◆ Special talents, achievements, and awards in a particular field, such as in the visual and performing arts, in communication, or in 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; or 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 applicant's promise for contributing to the intellectual vitality of a campus.
- ◆ Completion of special projects undertaken either in the context of the high school curriculum or in conjunction with special school events, projects, or programs cosponsored by the school, community organizations, postsecondary educational institutions, other agencies, or private firms, that offer significant evidence of an applicant's special effort and determination or that may indicate special suitability to an academic program on a specific campus.
- ◆ Academic accomplishments in light of the applicant's life experiences and special circumstances. These experiences and circumstances may include, but are 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 the applicant's secondary school and residence. These factors shall be considered to provide for geographic diversity in the student population and also to account for the wide variety of educational environments existing in California.

*Printed in part from Introducing the University – April 1998.*



## The California State University

**California State University, Bakersfield** (1965) Q  
9001 Stockdale Highway, Bakersfield, CA 93311-1022  
(661) 664-2011

**California State University, Channel Islands**  
One University Drive, Camarillo, CA 93012  
(805) 437-8500

**California State University, Chico** (1887) S  
400 West First Street, Chico, CA 95929-9722  
(530) 898-4636

**California State University, Dominguez Hills** (1960) S  
1000 East Victoria Street, Carson, CA 90747-0001  
(310) 243-3300

**California State University, Fresno** (1911) S  
5150 North Maple Avenue, Fresno, CA 93740-8026  
(559) 278-2261

**California State University, Fullerton** (1957) S  
PO Box 6808, Fullerton, CA 92834-6808  
(714) 278-2011

**California State University, Hayward** (1957) Q  
25800 Carlos Bee Blvd., Hayward, CA 94542-3035  
(510) 885-3000

**Humboldt State University** (1913) S  
1 Harpst Street, Arcata, CA 95521-8299  
(707) 826-4402

**California State University, Long Beach** (1949) S  
1250 Bellflower Blvd., Long Beach, CA 90840-0106  
(562) 985-4111

**California State University, Los Angeles** (1947) Q  
5151 State University Drive, Los Angeles, CA 90032-8530  
(323) 343-3000

**California Maritime Academy** (1929) S  
200 Maritime Academy Dr., Vallejo, CA 94590  
(707) 654-1000

**California State University, Monterey Bay** (1995) S  
100 Campus Center Drive, Seaside, CA 93955-8001  
(831) 582-3000

**California State University, Northridge** (1958) S  
18111 Nordhoff Street, Northridge, CA 91330  
(818) 677-1200

**California State Polytechnic University, Pomona** (1938) Q  
3801 West Temple Ave., Pomona, CA 91768-2557  
(909) 869-7659

**California State University, Sacramento** (1947) S  
6000 J Street, Sacramento, CA 95819-6048  
(916) 278-6011

**California State University, San Bernardino** (1960) Q  
5500 University Parkway, San Bernardino, CA 92407-2397  
(909) 880-5000

**San Diego State University** (1897) S  
5500 Campanile Drive, San Diego, CA 92182  
(619) 594-5200

**San Francisco State University** (1899) S  
1600 Holloway Ave., San Francisco, CA 94132-1722  
(415) 338-1100

**San Jose State University** (1857) S  
One Washington Square, San Jose, CA 95192-0001  
(408) 924-1000

**California Polytechnic State University, San Luis Obispo**  
1 Grand Avenue, San Luis Obispo, CA 93407  
(805) 756-1111

**California State University, San Marco** (1989) S  
333 S. Twin Oaks Valley Road, San Marcos, CA 92096  
(760) 750-4848

**Sonoma State University** (1960) S  
1801 East Cotati Ave., Rohnert Park, CA 94928-3609  
(707) 664-2880

**California State University, Stanislaus** (1957) S  
801 West Monte Vista Ave., Turlock, CA 95382  
(209) 667-3122



S = Semester System  
Q = Quarter System

## CSU ELIGIBILITY WORKSHEET

**High School Preparation** (all first-time freshman applicants). Enter all college preparatory courses in the appropriate section. If course has been completed, enter the grade earned; if in progress, enter "IP" instead of grade. List only courses that can be verified by your final transcript. List college preparatory elective courses in applicable subject area (e.g., fifth year of college preparatory English in English section). If you are listing courses taken at a high school other than the one you will graduate from, please write its name next to those courses.

College Preparatory Subjects	Grade Level Taken	Title of Courses Completed, in Progress, or Planned	Semester/Summer Grade		
			Fall	Spring	Summer
<b>English – 4 years</b> Composition and literature and other English courses designated as college preparatory.	9	<i>English 9N9B</i> (example)	A	B	---
	Total English Units				

<b>Mathematics – 3 years</b> Algebra, geometry, intermediate algebra, and other advanced mathematics. Courses taken in 7 <sup>th</sup> and 8 <sup>th</sup> grades may be considered. Do not include pre-algebra.					
	Total Mathematics Units				

<b>U.S. History/Government – 2 years</b> One year of U.S. history or ½ year of U.S. history and ½ year of civics or American government, world history					
	Total U.S. History/Government Units				

<b>Laboratory Science – 2 years</b> with laboratory. Biology, chemistry, physics, etc.					
	Total Laboratory Science Units				

<b>Foreign Language – 2 years</b> In the same language. Subject to waiver for applicants demonstrating equivalent competence.					
	Total Foreign Language Units				

<b>Visual and Performing Arts - 1 year</b> Art, dance, drama, music					
	Total Visual/Performing Arts Units				

<b>College Preparatory Electives – 1 year</b> Courses not listed above. Agriculture, social science (e.g., cultures, geography, economics, and psychology)					
	Other electives:				
	Total College Preparatory Elective Units				

# California State University 2015 College Preparatory Requirements

The California State University system geographically ranges from Humboldt near the Oregon border to San Diego near the Mexican border. The twenty-three campuses of the California State University, with an enrollment exceeding 405,000 students, offer more than 1,600 degree programs and constitute one of the largest systems of higher education in the Western World.

**APPLICATION FILING DATES ARE NOVEMBER 1-30  
FOR THE FOLLOWING FALL SEMESTER**

## **Minimum Subject Requirements (15 units):**

- English, 4 units
- Mathematics (Algebra I, Geometry, Algebra II), 3 units
- History/social science, 2 units
- Laboratory science, 2 units
- Foreign Language, 2 units
- Visual and performing arts (art, dance, theater, music, etc.), 1 unit
- Electives (English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts), 1 unit

**NOTE:** All of the above classes must be passed with a grade of "C" or better.

## **Test Requirements: SAT I or ACT**

**GPA Requirements:** SAT I or ACT scores are combined with the overall GPA (all courses, Grades 10-12, except P.E.) to determine admission qualification. Incoming freshmen must have an eligibility index which places them among the upper one-third of California high school graduates. Up to eight semesters of Honors/AP courses, Grades 9-12, completed in the junior and senior years may be weighted. San Luis Obispo weights all honors/AP courses, Grades 9-12.

**NOTE:** Students making application to impacted majors may be required to meet higher admission standards. Educational planning information is available in the Counseling Office.

## **California State University Campuses**

California Maritime Academy  
Cal Polytechnic State University, San Luis Obispo  
Cal State Polytechnic University, Pomona  
CSU Channel Islands  
CSU, Bakersfield  
CSU, Chico  
CSU, Dominguez Hills  
CSU, Fresno  
CSU, Fullerton  
CSU, Hayward  
CSU, Long Beach  
CSU, Los Angeles

CSU, Monterey Bay  
CSU, Northridge  
CSU, Sacramento  
CSU, San Bernardino  
CSU, San Marcos  
CSU, Stanislaus  
Humboldt State University  
San Diego State University  
San Francisco State University  
San Jose State University  
Sonoma State University

## CALIFORNIA STATE UNIVERSITY FRESHMAN ELIGIBILITY INDEX

ELIGIBILITY INDEX TABLE FOR CALIFORNIA HIGH SCHOOL GRADUATES OR RESIDENTS OF CALIFORNIA														
GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT I Score	SAT I Score
3.00 and above qualifies with any score			2.80	14	660	2.59	18	830	2.38	22	1000	2.17	26	1170
			2.79	14	670	2.58	18	840	2.37	22	1010	2.16	27	1180
			2.78	14	680	2.57	18	850	2.36	23	1020	2.15	27	1180
2.99	10	510	2.77	14	690	2.56	18	860	2.35	23	1020	2.14	27	1190
2.98	10	520	2.76	15	700	2.55	19	860	2.34	23	1030	2.13	27	1200
2.97	10	530	2.75	15	700	2.54	19	870	2.33	23	1040	2.12	27	1210
2.96	11	540	2.74	15	710	2.53	19	880	2.32	23	1050	2.11	28	1220
2.95	11	540	2.73	15	720	2.52	19	890	2.31	24	1060	2.10	28	1220
2.94	11	550	2.72	15	730	2.51	20	900	2.30	24	1060	2.09	28	1230
2.93	11	560	2.71	16	740	2.50	20	900	2.29	24	1070	2.08	28	1240
2.92	11	570	2.70	16	740	2.49	20	910	2.28	24	1080	2.07	28	1250
2.91	12	580	2.69	16	750	2.48	20	920	2.27	24	1090	2.06	29	1260
2.90	12	580	2.68	16	760	2.47	20	930	2.26	25	1100	2.05	29	1260
2.89	12	590	2.67	16	770	2.46	21	940	2.25	25	1100	2.04	29	1270
2.88	12	600	2.66	17	780	2.45	21	940	2.24	25	1110	2.03	29	1280
2.87	12	610	2.65	17	780	2.44	21	950	2.23	25	1120	2.02	29	1290
2.86	13	620	2.64	17	790	2.43	21	960	2.22	25	1130	2.01	30	1300
2.85	13	620	2.63	17	800	2.42	21	970	2.21	26	1140	2.00	30	1300
2.84	13	630	2.62	17	810	2.41	22	980	2.20	26	1140	Below 2.00 does not qualify for regular admission		
2.83	13	640	2.61	18	820	2.40	22	980	2.19	26	1150			
2.82	13	650	2.60	18	820	2.39	22	990	2.18	26	1160			
2.81	14	660												

## CALIFORNIA STATE UNIVERSITY VISUAL AND PERFORMING ARTS REQUIREMENT\*

Examples of courses that MEET the CSU Visual and Performing Arts requirement:	EXAMPLES OF COURSES THAT DO NOT MEET the CSU Visual and Performing Arts requirement:
<p><b>Art:</b> Introduction to art, art appreciation, art history, art theory, art design (three dimensional), drawing, painting, ceramics, sculpture, studio art, life drawing, printmaking, museum studies, photography, art production, architectural design, ethnic art, humanities, film.</p>	<p><b>Art:</b> Graphic art, yearbook, mechanical drafting, architectural drafting/drawing, computer graphics, calligraphy, cartooning, basic crafts (jewelry, knitting, weaving, needlepoint, macramé, stitchery, cake decorating, sewing), stained glass, advertising/ fashion/ interior design, furniture design.</p>
<p><b>Dance:</b> Ballet, modern dance, dance performance, dance history, choreography and production, jazz dance, ethnic dance, dance improvisation.</p>	<p><b>Dance:</b> Aerobic dance, drill team/marching dynamics, cheerleading, recreational dance (folk, square, social), banner/flag/baton, other dance courses in which the primary intent is physical fitness or exercise.</p>
<p><b>Music:</b> Music appreciation, music history, band (beginning, advanced, marching), jazz ensemble, percussion ensemble, orchestra, choir (beginning, concert), voice, music theory/harmony, instrument training (guitar, strings, winds, piano), glee vocal ensemble.</p>	<p><b>Music:</b> Activities such as pep band that may not be part of a regular music or band course.</p>
<p><b>Theater/ Drama:</b> Drama, acting, directing, theater arts, history of theater, dramatic productions.</p>	<p><b>Theater/ Drama:</b> Stage craft, costume design, lighting design, play writing, speech debate, TV/video/radio production, courses in other disciplines that require performance in occasional skits.</p>

***THE VISUAL AND PERFORMING ARTS COURSES ON YOUR HIGH SCHOOL'S UNIVERSITY OF CALIFORNIA LIST OF APPROVED COURSES WILL ALSO BE ACCEPTED.***

***\*VISUAL AND PERFORMING ARTS REQUIREMENT IS SUBJECT TO CHANGE.***

## INDEPENDENT COLLEGES AND UNIVERSITIES

The hundreds of independent (privately supported) institutions in the United States have a wide range of characteristics. Since the tuition is paid by the student rather than public tax dollars, the cost to the family may be greater than the cost in a public university. Financial aid is available, based upon need.

While some independent colleges are in the most competitive category of admission competition, others are looking for students in the top half of the graduating class. In addition to the typical admission requirements (subjects, grades, and test scores), the independent colleges often take a closer look at individual students by requiring letters of recommendation and sometimes personal interviews. Most college-prep students will meet the admission criteria of one or more campuses.

There are great differences in size, educational purpose, and emphasis among these institutions. Some are large and offer both undergraduate and graduate programs; most are relatively small and offer students a personalized campus community life. Some campuses may emphasize a particular vocation or religious emphasis. Specific information about the requirements and educational opportunities available at any independent college in the United States is available in each high school counseling office. The following is a list of four-year California Independent Colleges and Universities.

Alliant International University	Notre Dame de Namur University
American Academy of Dramatic Arts West	Occidental College
Art Center for Design	Pacific Oaks College
Azusa Pacific University	Pacific Union College
Biola University	Pepperdine University
California Baptist College	Pitzer College
California College of Arts	Point Loma Nazarene University
California Institute of the Arts	Pomona College
California Institute of Technology	St. Mary's College of California
California Lutheran College	San Francisco Art Institute
Chapman University	San Francisco Conservatory of Music
Concordia College	Santa Clara University
Claremont McKenna College	Scripps College
Cogswell College	Simpson College
Dominican College of San Rafael	Southern California College of Optometry
Fresno Pacific College	Southern California University of Health Sciences
Golden Gate University	Stanford University
Harvey Mudd College	University of LaVerne
Holy Names College	University of the Pacific
Humphreys College	University of Redlands
Loma Linda University	University of San Diego
Loyola Marymount University	University of San Francisco
Marymount College	University of Southern California
Menlo College	University of West Los Angeles
Mills College	Vanguard University of Southern California
Monterey Institute of International Studies	West Coast University
Mount St. Mary's College	Westmont College
National University	Whittier College
New College of California	Woodbury University

# UNITED STATES SERVICE ACADEMIES

## Locations:

Air Force Academy, Colorado Springs, Colorado 80840  
Coast Guard Academy, New London, Connecticut 06320  
Merchant Marine Academy, Kings Point, New York 11024  
Military Academy, West Point, New York 10996  
Naval Academy, Annapolis, Maryland 21402

## Costs:

There is no cost for the above academies. Full United States Government scholarships are awarded which cover tuition, room, and board. Each student also receives a stipend (\$846 per month) to meet the costs of books, supplies, clothing, and personal expenses.

## Admission Requirements:

Apply spring semester of the junior year. Contact the appropriate liaison officer and local congressional representative for specific requirements for any academy and to answer detailed questions. Admission to these programs is extremely competitive and requires a high level of commitment.

## **EXAMPLE OF ADMISSION STANDARDS:**      *U.S. Air Force Academy*

1. Admission is based on a composite score which is based upon academic and leadership competencies:
  - a. 70% = Academic Competencies
    - (1) High school course work: 4 years college prep English, 4 years advanced mathematics, 4 years lab science, 2 years foreign language, 3 years social sciences (desirable: computer science)
    - (2) Number of honors, advanced placement and/or accelerated courses
    - (3) GPA (in academic courses only)
    - (4) Test scores: PSAT (pre-candidate only), SAT I, ACT (complete in junior year)
  - b. 30% = Leadership Competencies
    - (1) Physical aptitude
    - (2) Athletic activities
    - (3) Extracurricular activities

2. Academic majors offered: science, engineering, computer science, humanities, operations research, space operations, and aerospace science.
3. Graduates:
  - a. Have a military obligation for five years.
  - b. Receive a second lieutenant commission.
  - c. May enter pilot training program (about 2/3 of class).
  - d. May enter career support areas (about 1/3 of class).
  - e. May enter medical school (up to 3% of class).
  - f. May apply for advanced degree programs.

NOTE: Contact an academy liaison officer to develop appropriate plans to meet all academy requirements and time lines for admission if you are potentially interested in attending one of the military academies. The name of your local liaison officer may be obtained in your high school counseling office.



# ***EDUCATIONAL OPPORTUNITY PROGRAM***

## **What is the Educational Opportunity Program (EOP)?**

The primary goals of EOP are to improve access, retention, and graduation of educationally disadvantaged, low-income, and/or underrepresented students. EOP assists these students by providing comprehensive admission, academic, and financial assistance to eligible undergraduates.

## **What can EOP do for you?**

EOP will help ease the transition from your current school to the university and provides services in the following areas to help you succeed in higher education: admission, financial assistance, orientation, academic support, academic and personal advising.

## **Who may apply to EOP?**

Applicants meeting the following EOP criteria (as set forth by State chancellor's office) are those who:

- ◆ Have a history of low income and meet the EOP Income Guidelines.
- ◆ Are educationally disadvantaged.
- ◆ Need admission assistance and support services to succeed in college.
- ◆ Have academic potential and motivation to succeed.
- ◆ Are California residents.

## **How do I apply?**

To apply through EOP, mark the appropriate box in the California State University (CSU) Undergraduate Admission application. Once your application is received and entered into the computer system, the admissions office will automatically send you EOP Information and Supplementary Forms (also known as the EOP application). Students applying through EOP are also required to submit the Free Application for Federal Student Aid (FAFSA).

## **Where do I get the necessary forms?**

The California State University Undergraduate Admission application and the Free Application for Federal Student Aid (FAFSA) can be obtained from most high schools, community colleges, or any California State University (CSU) campus.

## 2015-2016 EOP GUIDELINES

### Income Guidelines

Applicants must meet the following income guidelines to be eligible for EOP:

#### **Dependent Students**

<b>Family Size</b>	<b>Maximum Total Parental Income</b>
2	\$35,800
3	\$40,200
4	\$46,300
5	\$52,600
6	\$59,400
7	\$64,600
8	\$69,700

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#### **Independent Students**

**Single, No Dependents**  
**Maximum Total Income**  
**\$15,250**

**Married, No Dependents**  
**Other Than Spouse**  
**Maximum Total Student/Spouse**  
**Income**  
**\$26,800**

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*For independent students with dependents other than, or in addition to, a spouse, use the income for the appropriate family size in the Dependent Student Category.*

### Deadlines

Cal Poly, San Luis Obispo, will accept EOP Supplementary Forms (EOP Application) for fall quarter only. Failure to return these forms, postmarked by the dates indicated, will jeopardize your admission to Cal Poly through EOP.

**California State University (CSU)**  
**Undergraduate Admission Application**  
**accepted during the month of**  
**November 2015**

**Free Application for Federal Student**  
**Aid (FAFSA)**  
**Submit by March 2016**

**EOP Supplementary Forms**  
**(EOP Application)**  
**Apply before March 2016**

*(EOP application deadlines vary from campus to campus. Check with the EOP and/or admission office at the campus you wish to attend for the EOP application deadline.)*

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*See your counselor  
for further details.*

## COLLEGE COMPARISON WORKSHEET

The following grid is to be completed for your **personalized** career pathway. The criteria to be used when making college comparisons will vary according to student needs. Add other criteria, as appropriate, before comparing colleges.

College information may be obtained through the high school counseling office, college catalogs, and college night. Plan to tour the college campus(es) of your choice before the senior year of high school, if possible.

Comparative Criteria	College A	<u>College B</u>	<u>College C</u>
Enrollment			
Cost			
Admission requirements			
Tests required			
Majors of interest			
% of commuters			
% who graduate in four years			
% going on to higher degrees			
Housing availability			
Application fee			
Enrollment deposit			
Scholarship/grant/aid opportunities			
% of students receiving aid			
Faculty-student ratio			
Average SAT/ACT scores			
Class size of freshmen courses			
Other			
Order of preference			
Chances of admission			

# CALENDAR FOR PARENTS AND COLLEGE BOUND STUDENTS

Contact the counselor for dates, times, and locations.

MONTH	<b>S = Student responsibility</b> <b>P = Parent involvement recommended</b>	Grade Level			
		9	10	11	12
September	Review this booklet. Be sure you have a clear understanding of: <ul style="list-style-type: none"> <li>➤ Graduation requirements.</li> <li>➤ College career requirements.</li> <li>➤ Testing (high school/college admission).</li> </ul>	S/P	S/P	S/P	S/P
	Develop/update a written educational plan including all requirements.	S/P	S/P	S/P	S/P
	Check class schedule for accuracy.	S	S	S	S
	Make sure your fall schedule of classes includes college/major admission requirements.	S/P	S/P	S/P	S/P
	Join CSF (California Scholarship Federation) and/or National Honor Society, if eligible.		S	S	S
	Obtain ROTC scholarship application in College/Career Center.				S
	Finalize 1st, 2nd, 3rd choices: college campuses/majors.				S
	Register by mail for ACT/SAT I/SUBJECT TESTS, if needed.			S	S
	Participate in extracurricular activities; many colleges consider evidence of talent and leadership.	S	S	S	S
October	Attend College Night (date/location to be announced). <ul style="list-style-type: none"> <li>➤ Talk to college representatives.</li> <li>➤ Attend sessions.</li> </ul>	S/P	S/P	S/P	S/P
	Pay PSAT registration fee. The PSAT is offered only in October. No make-up PSAT is available.		S	S	
	Ask for necessary letters of recommendation. Allow at least two weeks for teacher to complete.				S
	Visit college/counseling office/library; begin scholarship search.				S
	Pick up UC/CSU applications.				S
	Pick up, fill out, and mail (PROFILE) for financial aid for certain private colleges.				S

MONTH	S = STUDENT RESPONSIBILITY P = PARENT INVOLVEMENT RECOMMENDED	Grade Level			
		9	10	11	12
November	Mail admission application to UC/CSU Systems during November. Mail November 1 if housing is a priority.				S/P
	Military Academy goal? Contact an academy representative to plan your future.		S/P	S/P	
	Have transcripts sent to requesting colleges/universities.				S
December	Pick up financial aid application (FAFSA).				S/P
January	Complete the financial aid form.				P
	<b>Mail financial aid form in early January. Funds are limited, so do not wait until the March deadline.</b>				S/P
February	Make sure your spring schedule of classes includes college/major admission requirements.	S/P	S/P	S/P	S/P
	Check last semester's grades and join CSF, if eligible.		S	S	S
	Recommended deadline for financial aid form.				S
	Ask about scholarships from parent's employer.				S/P
	Use PSAT scores to begin college search. This is the most important semester for college decisions.			S/P	
	Plan a challenging fall schedule of classes.	S	S	S	
March	Mail SAT I/ACT/SUBJECT TESTS registration forms for spring test(s).			S	
	Deadline for financial aid form (March 2).			S	
	College acceptances begin to arrive.				S
	Continue your college search.			S	
	Community college application process begins.				S
	Registration for community college math and English placement tests begins.				S
April	Register for community college summer or fall classes (degree or credit).		S	S	S
	See new scholarships.				S
	Attend the National College Fair	S/P	S/P	S/P	S/P
	Registration for community college math and English placement tests ends.				S

MONTH	S = STUDENT RESPONSIBILITY P = PARENT INVOLVEMENT RECOMMENDED	Grade Level			
		9	10	11	12
May/June	Announcement of grant and scholarship winners.				S
	Notify guidance advisor of any scholarships/grants received so award may be included in honors report.				S/P
	Request a final transcript to be sent to the college of attendance after graduation. Pay required fee to the guidance secretary.				S
	Write a "thank you" note to scholarship donor if you are a recipient. Express your appreciation to others who have helped along the way.				S
	Visit college campuses.	S	S	S	
	Take college admission tests and send scores to colleges under consideration.			S	
Summer	Take a community college course and get a head start on your college degree.		S	S	S
	Get a job and save your earnings for college.		S	S	S
	Write for applications for private colleges and universities.			S	

## COLLEGE ADMISSION TESTING

**PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)**. The PSAT/NMSQT is a multiple-choice test that measures developed verbal, mathematical reasoning abilities, and writing skills important for academic performance in college. The PSAT/NMSQT is administered once a year only, in October, at the student's high school campus. The test compares students with a nationwide group of students (juniors) taking the test. PSAT/NMSQT scores can be used to estimate performance on the Scholastic Aptitude Test (SAT I). The PSAT/NMSQT is a shortened version of the SAT I and its score scale of 20 to 80 is equivalent to the SAT I 200 to 800. The PSAT/NMSQT is the route of entry to the National Merit Scholarship Program, the National Achievement Scholarship Program for Outstanding Negro Students, and the National Hispanic Awards Program. Students who take the PSAT/NMSQT may take part in the Student Search Service of the College Board to receive information from colleges about educational and financial aid opportunities. The counseling office has more information on applications, test dates, and cost.

**SAT I (Scholastic Assessment Test)**. The SAT I is a multiple-choice test that measures verbal and mathematical abilities for college entrance. The verbal questions test vocabulary, verbal reasoning, and understanding of what one reads. The math questions test ability to solve problems involving arithmetic, algebra, and geometry. Students will be asked to write a short essay that requires them to take a position on an issue and use examples to support their position. SAT I scores help indicate how prepared a student is to do the kind of academic work most colleges require. The SAT is required for college entrance by most colleges and universities. It can be taken in the spring of the student's junior year but should not be taken later than December of the student's senior year. Check college catalogs for information about tests necessary for entrance as well as the number of times the test may be taken. The tests are administered seven times per year at test centers. The counseling office has more information on deadlines and cost.

**SUBJECT TESTS** (formerly SAT II), which some colleges require for admissions or placement purposes, are one-hour multiple-choice tests in specific subjects. The subject tests measure knowledge of a particular subject and the ability to apply that knowledge. The subject tests should be taken as soon as possible after the last course is taken in that subject. While there are numerous subject tests offered, some colleges require various combinations of the Subject Tests and some allow students to choose. Check the requirements of the colleges to decide which tests to take if the college requires the subject tests. There are six test dates to choose from. The counseling office has more information on the tests, deadlines, cost, and application.

**The ACT Assessment (American College Testing Program)**. The ACT is used by many colleges as part of the admissions process. Most colleges accept either the SAT I or ACT for college entrance. Check college test entrance requirements for specific information regarding required testing. The ACT can help with educational and career planning by collecting information about a student, analyzing it, and reporting it. Students provide information about themselves, their past experiences, and their abilities in the ACT Interest Inventory (part of the registration process). The student is tested in English, mathematics, reading, and science reasoning. Your counselor has more information concerning deadlines, applications, and cost.

*PLEASE NOTE: The SAT I, Subject Tests, and ACT are three separate exams. All three are not required for college entrance. Check College catalogs for information regarding required tests and possible choices.*

**ASVAB (The Armed Services Vocational Aptitude Battery)**. The ASVAB is a multiple vocational aptitude battery which is currently given to high school students by the U.S. Military Entrance Processing Command. The test is a cost-free aptitude testing program. It is used by military recruiters to qualify/classify potential candidates but may also be used by students for vocational guidance. Students who take the test do not have to be considering a military career.

**TOEFL (Test of English as a Foreign Language)**. The major purpose of the TOEFL test is to evaluate the English proficiency of people whose native language is not English. The test uses a multiple-choice format and is given in a single session of about three hours, including the time required for admitting examinees. It consists of three sections:

Listening Comprehension measures the ability to understand spoken English.

- ◆ Structure and Written Expression measures the ability to recognize language that is appropriate for standard written English.
- ◆ Vocabulary and Reading Comprehension measures the ability to understand non-technical reading matter.
- ◆ Check the college catalog to determine if the TOEFL is required for you.

## **Testing Time Lines for College Admissions**

### **Freshmen**

Please note that the Subject Tests may be taken as soon as the class is completed, e.g., A.P. Biology.

### **Sophomores**

Students may take the PSAT if space is available. (Sophomores are not eligible to enter competition for National Merit Scholarships.) Students should take the June Subject Tests exam(s) in area(s) related to any sophomore courses if they are UC bound and strong in the course.

### **Juniors**

Pay the PSAT registration fee to the high school finance office in October. The PSAT is administered at the student's own high school. PSAT scores are returned to students in January. The PSAT is offered only in October; make-up testing is available only by notifying the National Merit Scholarship office (847-866-5100) and taking the December SAT I.

The PSAT scores may help juniors:

- ◆ Assess their ability to do college work.
- ◆ Firm up college plans with parents.
- ◆ Predict their college entrance exam scores for the SAT I.
- ◆ Enter the competition for scholarships awarded by the National Merit Scholarship Corporation.
- ◆ Participate in the College Board's Student Search Service which provides information about college and scholarship opportunities.

Juniors should take the SAT I and/or ACT in May or June. The SAT I/ACT/Subject Tests scores may be sent to college(s) under consideration. Colleges will save scores until the student applies for admission. Students should take the Subject Tests in June if they are considering application to a UC campus. Tests are taken in English literature, math, history/social studies, science and languages.

### **Seniors**

Seniors should take the SAT I or ACT in October or November, if still needed. The Subject Tests should be taken in November, if still needed. If both the ACT and SAT I are taken, or either test repeated, the highest total score will generally be used for college admission. Students planning to apply to competitive UC campuses should have all remaining testing completed during November. If you need to send prior test scores to additional colleges, pick up forms in the counseling office.

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**NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO REQUEST THAT THE TESTING ORGANIZATION SEND A COPY OF TEST SCORES (SAT I/ACT/SUBJECT TESTS) DIRECTLY TO THE COLLEGE(S).**

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### **College Admission Tests**

All tests are on Saturday morning. Register by mail at least six weeks before the test date. Registration materials are available in the counseling office. The SAT I and Subject Tests are given at the same time on the same date; students wishing to take both the SAT I and Subject Tests must register for two different test dates.

### **Optional Mailing Lists**

Many colleges distribute information to high school students by using selected mailing lists. When registering for college admission tests, a student may request that his/her name be made available to colleges and scholarship agencies. By using this option, students may receive literature from colleges interested in attracting students with certain qualifications.

## National Test Date Schedule for 2015-2016

**SAT I AND SUBJECT TESTS (formerly SAT II):** *Every year the SAT I and Subject Tests are given on the same day and week. In order to determine subsequent dates from year to year, check your calendar for the corresponding week and day listed below.*

TEST	TEST DATES	REGISTRATION POSTMARK DEADLINE	LATE REGISTRATION POSTMARK DEADLINE
SAT & Subject Tests	10/03/15	09/03/15	09/18/15
SAT & Subject Tests – includes Language Tests with Listening	11/07/15	10/09/15	10/23/15
SAT & Subject Tests	12/05/15	11/5/15	11/20/15
SAT & Subject Tests	01/23/16	12/28/15	01/08/16
SAT Only	03/05/16	02/05/16	02/19/16
SAT & Subject Tests	05/07/16	04/08/16	04/22/16
SAT & Subject Tests	06/04/16	05/05/16	05/20/16

Check in your high school's counseling office for the Subject Tests subject test dates and for the Sunday alternative dates for those test dates listed above.

### **ACT ASSESSMENT TEST:**

TEST DATE	REGULAR REGISTRATION POSTMARK DEADLINE	LATE REGISTRATION POSTMARK DEADLINE
SEPTEMBER 12, 2015	AUGUST 7, 2015	AUG. 8-SEPT. 21, 2015
OCTOBER 24, 2015	SEPTEMBER 18, 2015	SEPT. 19- OCT. 2, 2015
DECEMBER 12, 2015	NOVEMBER 6, 2015	NOVEMBER 7-20, 2015
FEBRUARY 6, 2016	JANUARY 8, 2016	JANUARY 9-15, 2016
APRIL 9, 2016	MARCH 4, 2016	MARCH 5-18, 2016
JUNE 11, 2016	MAY 6, 2016	MAY 7-20, 2016

### **PSAT/NMSQT (PRELIMINARY SAT/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST):**

WEDNESDAY, OCTOBER 15, 2014 AND SATURDAY, OCTOBER 18, 2014

#### COLLEGE BOARD REGIONAL OFFICES

MIDDLE STATES:	TWO BALA PLAZA, SUITE 900, BALA CYNWYD, PA 19004-1501	(610) 667-4400
	E-MAIL: MSRO@COLLEGEBOARD.ORG	
MIDWEST:	1560 SHERMAN AVE., SUITE 1001, EVANSTON, IL 60201-4805	(847) 866-1700
	E-MAIL: MRO@COLLEGEBOARD.ORG	
NEW ENGLAND:	470 TOTTEN POND ROAD, WALTHAM, MA 02451-1982	(781) 890-9150
	E-MAIL: NERO@COLLEGEBOARD.ORG	
SOUTHERN:	3700 CRESTWOOD PARKWAY, STE. 700, DULUTH, GA 30096-5583	(770) 908-9737
	E-MAIL: SRO@COLLEGEBOARD.ORG	
SOUTHWESTERN:	4330 SOUTH MOPAC EXPRESSWAY, STE. 200, AUSTIN, TX 78735	(512) 891-8400
	E-MAIL: SWRO@COLLEGEBOARD.ORG	
WESTERN:	2099 GATEWAY PLACE, SUITE 480, SAN JOSE, CA 95110-1017	(408) 452-1400
	E-MAIL: WRO@COLLEGEBOARD.ORG	

## PREPARATION FOR TESTING

Suggestions for college admission testing preparation include:

- ◆ College preparatory English and advanced math classes each semester in high school.
- ◆ Reading for pleasure as well as for homework assignments.
- ◆ Additional preparation in academic areas.

**Begin review and study several weeks before the test. Take the full sample SAT I available in the book 10 SAT (published by the College Board). Other study guides are available from libraries and bookstores. Last day cramming will only leave you tired.**

Do not sit with your friends; awareness of others can hinder your performance.

Do not bring a cellular telephone or pager.

Bring a watch (no audible alarm) to keep track of the testing time; pace yourself.

Bring a calculator for the math portion of the test ONLY IF you are taking the SAT I, Subject Tests: Math Level IC or Math Level IIC tests.

Bring your Admission Ticket and picture I.D.

Be aware that the SAT I is not offered at every high school. Check in your school's counseling office.

Be aware that the SAT I is scored differently from the ACT:

- ◆ The SAT I score is the total number of right answers MINUS a percentage penalty for wrong answers.
- ◆ The ACT score is the total number of right answers.

**Do not spend too much time on any one question; skip it and then come back to it if you have time. If you answer about 40-60% correctly, you will receive at least an average score.**

## 2015-2016 Per-Year Estimated College Costs

ITEM	COMMUNITY COLLEGE	CSU SYSTEM	UC SYSTEM
Registration Fees & Tuition	\$1378	\$5,472	\$11,300
Books and Supplies	\$1,710	\$1,624	\$1,560
Room and Board	Varies (\$7,800)	\$10,353* on campus housing	\$13,000* on campus housing
Transportation	\$1180	\$1,161	\$1,161
Personal and Misc. Expenses	Varies (\$2,394)	\$3,679	\$3,540
<b>Total Expenses</b>	<b>\$2,928 (\$13,122)</b>	<b>\$21,948</b>	<b>\$30,561</b>

**\*Subtract on-campus housing from total if student lives at home.**

The above costs are average estimates and vary from campus to campus. Total expenses may be less for students with financial aid. Financial aid is available to help students cover some of the college costs.

### College Student Financial Aid Programs for Undergraduates

WORK STUDY		GRANTS		LOANS
Financial assistance earned by a student through employment.		Financial aid that does not have to be repaid.		Money loaned to student that must be repaid.
Federal Work Study	No Annual Minimum or Maximum Award	Pell	\$4,310 maximum	Perkins
State Work Study		FSEOG	\$200-\$2,000	Stafford
		Cal Grant A	\$2,520	
		Cal Grant B	\$1,551	
		Cal Grant C	\$2,592 maximum	
		EOP Grant	\$400-\$2,000	
		University Grant	varies by school	

In order to be considered for **all types** of financial aid, students must file the Free Application for Federal Student Aid (FAFSA) and the GPA verification form by March 1 of their senior year in high school. To continue to receive student aid, students must file the FAFSA every year, observe the March 1 deadline, and maintain satisfactory academic progress toward a degree. Contact the financial aid office of the college you want to attend for complete information.

## SCHOLARSHIP AND FINANCIAL AID INFORMATION

1. The Reserve Officer Training Corps (ROTC) offers competitive scholarships which include complete tuition, books, and a subsistence allowance. The value may exceed \$60,000 at some private colleges. Many public and private colleges throughout the country provide ROTC programs, including Stanford, Harvard, Cal Tech, UC, and the California State University system. This is an opportunity worth exploring during the sophomore, junior/senior years. Seniors may obtain ROTC applications in September in the Counseling Office. Deadline for application: December of the senior year.
2. Juniors scoring in the top 1/2 percent on the PSAT (Preliminary Scholastic Aptitude Test) in October will automatically be placed in competition for National Merit Scholarships. Students must pay a fee to register for the PSAT; only registered students will be tested.
3. Many scholarships are granted directly from the colleges, and scholarship application may be part of the college admission process. Some are based on merit, some on need.
4. Financial aid is available to physically or mentally disabled or handicapped students to help meet the expenses of vocational training. Contact the California Department of Rehabilitation for information.
5. Grants and/or low-interest loans may be used to meet the costs of many trade and technical schools as well as the costs of community college and four-year colleges when there is a financial need. Students qualify for federal (Pell) grants, and state (Cal A, B, C) grants by a needs analysis. The lower the total family income (as reported by IRS) and the higher the cost of the education, the greater the financial need. Students having the greatest need receive the maximum awards; minimum awards are given to students with less need. A student may have differing needs depending on costs of each campus. If several are under consideration, list the most expensive campus first on the application. It is easier to adjust grants downward than to increase grants on a more expensive campus.
6. The first step in requesting financial aid (FAFSA) is to apply for state and federal grants during the senior year. Even if an academic or athletic scholarship is a possibility, colleges expect qualified students to make applications for these grants during January of the senior year. You may access additional information through FAFSA Express: <http://www.ed.gov/OFFICES/OPE/express.html>. The California Web site is CSAC: <http://www.csac.gov>.
  - a. CAL GRANT A:  
Cal Grant A - provides need-based grant assistance to low- and middle-income students to offset tuition/fee costs. Recipients must meet minimum grade point average requirements. Students who plan to enroll at a community college before transferring to a four-year college or university may also be considered for a community college reserve grant through Cal Grant A. See your high school counselor for the grant maximum a student can receive.
  - b. CAL GRANT B:  
Cal Grant B - provides need-based grant assistance to high-potential students from low- income and disadvantaged families to help offset living expenses and expenses related to transportation, supplies and books. Recipients must meet criteria established to consider disadvantaged students based on background and potential for academic success.
  - c. CAL GRANT C:  
Cal Grant C awards assist low- and middle-income vocational students with tuition and transportation costs for occupational or vocational programs. Recipients must be in a program of study that is four months to two years in duration at a vocational school, community college, or independent college. Grants are available for independent and proprietary schools. See your high school counselor for maximum grant amounts.
  - d. PELL (Basic) GRANT:  
The awards are based on a federal formula and may be used in all states for the community college, trade school, or four-year college programs. This grant is known as the "basic" grant since it is the base for all other aids in the college financial package. The awards have ranged from \$500 to \$2,000 per year.

# COLLEGE ATHLETIC ELIGIBILITY

## NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) FRESHMAN ELIGIBILITY

**2015-2016 Core Requirements.** Students must earn a grade point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 16 academic courses for Division I only which were successfully completed during grades nine through twelve.

	<b>DIVISION I</b>	<b>DIVISION II</b>
English	4 years	3 years
Mathematics (Algebra 1 or higher)	3 years	2 years
Science (one must be a lab course)	2 years	2 years
Social Studies	2 years	2 years
Additional courses in English, math, or science and	1 year	2 years
Years of additional courses (from any area above, Foreign language or non-doctrinal religion/philosophy).	4 years	3 years

**Please note: Beginning August 1, 2013, students planning to attend an NCAA Division II institute will be required to complete 16 core courses**

### **Initial-Eligibility Index (to be used with new 16 core course requirement)**

Core GPA	ACT*	SAT**	Core GPA	ACT*	SAT**	Core GPA	ACT*	SAT**
Above 3.550	37	400	3.025	51	610	2.500	68	820
3.525	38	410	3.000	52	620	2.475	69	830
3.500	39	420	2.975	52	630	2.450	70	840-850
3.475	40	430	2.950	53	640	2.425	70	860
3.450	41	440	2.925	53	650	2.400	71	860
3.425	41	450	2.900	54	660	2.375	72	870
3.400	42	460	2.875	55	670	2.350	73	880
3.375	42	470	2.850	56	680	2.325	74	890
3.350	43	480	2.825	56	690	2.300	75	900
3.325	44	490	2.800	57	700	2.275	76	910
3.300	44	500	2.775	58	710	2.250	77	920
3.275	45	510	2.750	59	720	2.225	78	930
3.250	46	520	2.725	59	730	2.200	79	940
3.225	46	530	2.700	60	730	2.175	80	950
3.200	47	540	2.675	61	740-750	2.150	80	960
3.175	47	550	2.650	62	760	2.125	81	960
3.150	48	560	2.625	63	770	2.100	82	970
3.125	49	570	2.600	64	780	2.075	83	980
3.100	49	580	2.575	65	790	2.050	84	990
3.075	50	590	2.550	66	800	2.025	85	1000
3.050	50	600	2.525	67	810	2.000	86	1010

\*Based on the sum of scores. \*\*Re-centered SAT score.  
These scores must be achieved under national testing conditioning.

Official score must be reported to the NCAA Clearinghouse.

**NCAA Clearinghouse Code:** ACT === 9999  
SAT === 9999

## TESTING TIPS

- ◆ All student athletes should select the NCAA Clearinghouse as one of their options on tests (SAT/ACT) that they will take.
- ◆ Student athletes need to achieve a passing score by the start of their senior year.
- ◆ All juniors should plan and prepare to take the ACT or SAT in the spring of their junior year.
- ◆ Extended test-taking time is available to students with documented learning disabilities. (See your counselor.)

## GRADUATION FROM HIGH SCHOOL

After graduation the NCAA Clearinghouse as well as the institution should be sent the final high school transcript with the date of graduation.

## RESPONSIBILITIES OF PROSPECTIVE STUDENT ATHLETES

1. Register with the clearinghouse by completing the student release form.
  - ◆ This is the first step in the certification process.
  - ◆ Register early in your senior year.
  - ◆ Work with your high school counselor in filling out the registration form.
2. Provide two copies of the student release form to your high school counselor.
  - ◆ Yellow copy - send with your current transcript to the clearinghouse for early evaluation.
  - ◆ Pink copy - for the school files and to authorize sending transcript with date of graduation and school seal.
3. Request that test scores be sent directly to the clearinghouse.
  - ◆ Clearinghouse will need official test scores sent directly from testing agency.
  - ◆ If you did not request that test scores be sent to the clearinghouse at the time you took the test, you will have to contact the testing agency (ACT/SAT I) and request an additional score to be sent.

Source: National Association of Academic Advisors for Athletics High School Committee

## COLLEGE TOURS

The best way to select a campus is to see it for yourself. One visit may tell you more than all other sources combined. The sophomore and junior years are excellent times for students and parents to tour college campuses. Helpful hints:

- ◆ Visit during the week, if possible. Visiting colleges during the weekends or holidays will not give an accurate profile of the college. Most colleges have overnight dormitory stays. Call in advance to make arrangements.
- All colleges welcome visitors. With prior phone arrangements it is possible to:
  - ◆ Have a guided tour of the campus.
  - ◆ Indicate the people with whom you would like to talk (major department, admission, financial aid, etc.)
  - ◆ Sit in on classes you request.
  - ◆ Be invited to spend the weekend on some campuses.
  - ◆ Use free time to walk around to talk to students.
- ◆ Read the college catalog of each campus you are considering (contact the College/Career Center or Counseling Office for the college address or catalog). This will give you the background to help you ask more specific questions on your tour since you will have had a basic introduction to academic requirements, course descriptions, rules and regulations, faculty credentials, admissions policies, expenses, and financial aid.

During your visit evaluate:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>◆ Atmosphere of campus.</li> <li>◆ Library and research facilities.</li> <li>◆ Facilities in your major department.</li> <li>◆ Major department requirements.</li> <li>◆ Student union, dormitories.</li> <li>◆ Extracurricular activities.</li> <li>◆ Financial aid/scholarships.</li> </ul> | <ul style="list-style-type: none"> <li>◆ Counseling services.</li> <li>◆ Disabled student services.</li> <li>◆ Career planning services.</li> <li>◆ Work-study opportunities.</li> <li>◆ Placement center.</li> <li>◆ Exchange student program.</li> <li>◆ Equal opportunity program</li> </ul> |
|--|---|

### WHY NOT CALL THE COLLEGE OF YOUR CHOICE AND ARRANGE A VISIT?

The following is a partial list for your convenience.

Azusa Pacific University . . . . . (626) 969-3434	Otis Art Institute . . . . . (310) 665-6800
Biola University . . . . . (562) 903-6000	Pepperdine . . . . . (310) 506-4000
CSU, Fullerton . . . . . (714) 278-2011	Pitzer College . . . . . (909) 621-8000
CSU, Long Beach . . . . . (562) 985-4111	Pomona College . . . . . (909) 621-8134
CSU, Los Angeles . . . . . (323) 343-3000	Scripps College . . . . . (909) 621-8000
CSU, Northridge . . . . . (818) 677-1200	Stanford University . . . . . (650) 723-2300
CSU, San Bernardino . . . . . (909) 537-5000	UC Berkeley . . . . . (510) 642-6000
CSU, San Diego State . . . . . (619) 594-5200	UC Davis . . . . . (530) 752-1011
CSU, Dominguez Hills . . . . . (310) 243-3696	UC Irvine . . . . . (949) 824-5011
Cal Poly Pomona . . . . . (909) 869-7659	UC Los Angeles . . . . . (310) 825-4321
Cal Poly San Luis Obispo . . . . . (805) 756-1111	UC Riverside . . . . . (951) 827-1012
Cal Tech . . . . . (626) 395-6811	UC San Diego . . . . . (858) 534-2230
Cerritos College . . . . . (562) 860-2451	UC Santa Barbara . . . . . (805) 893-8000
Chapman University . . . . . (714) 997-6815	UC Santa Cruz . . . . . (831) 459-4008
Claremont-McKenna . . . . . (909) 621-8088	University of La Verne . . . . . (909) 593-3511
Cypress College . . . . . (714) 484-7000	University of Redlands . . . . . (909) 793-2121
Harvey Mudd . . . . . (909) 621-8011	University of San Diego . . . . . (619) 260-4600
Long Beach City College . . . . . (562) 938-4353	University of Southern California . . . . . (213) 740-2311
Mount St. Mary's College . . . . . (310) 954-4000	US International University . . . . . (858) 271-4300
Occidental College . . . . . (323) 259-2500	Whittier College . . . . . (562) 907-4200

### REQUEST A CAMPUS MAP AND PARKING

# COLLEGE TOUR WORKSHEET

The following worksheet is designed to record your personal notes as you make college tours.

Comparative Criteria	College A	College B	College C
Campus appeal			
Classroom observations			
Friendliness of students			
Helpfulness of adults			
Technology resources			
Comments of currently enrolled students			
Adequacy of library facilities			
Extracurricular program			
Counseling services			
On campus work opportunities			
Postgraduate job placement opportunities			
Overall impression of academic program			
Rank preference			

Rating scale: E = Excellent; G = Good; S = Satisfactory; NA = Not Adequate

# COLLEGE APPLICATION HINTS

## 1. Time Line/Submission

- a. Have applications in at the earliest possible date; however, do not mail applications for the University of California campuses or the California State Universities prior to October.
- b. Make a good impression by applying early in the filing period. Early applicants often receive more attention than applicants just meeting the deadline. As a result, first applicants may have an edge when it comes to admission.
- c. If an application fee is required, enclose a check or money order with your application.
- d. If a photo is requested, paste or staple it to the form in the space provided. An expensive studio portrait is not necessary. Consult the yellow pages of the telephone book for "Passport Photo Studio." They will furnish adequate photos quickly, at a low cost.
- e. Make a copy of each form you complete and keep the copies in a file folder.
- f. Obtain a certificate of mailing for each application.
- g. Applications for housing may or may not be included with the college admission application. Many colleges do not send the student the housing application until the college admission application has been received. Since housing is often in short supply, it is important that students **make application at the earliest possible date.**

## 2. Completion of Application

- a. Take time with your application(s). The appearance of your application as well as content will influence the Admissions Committee. A "rush job" results in careless errors.
  - (1) Photocopy application and make a rough draft first. (Avoid errors on original. Many colleges will refuse a request for a second application form.)
  - (2) Work at home, alone, and in a quiet place where you can give the job the consideration it deserves.
  - (3) Read directions carefully and follow them accurately. Answer all questions. Make your answers truthful, specific, and concise.
  - (4) Think about your answers before you begin to write.
  - (5) Write neatly; type, if possible. If you do not type, use black ink. If you should make an error, use ink eradicator or erase it neatly.
  - (6) Plan your use of page space. If a small space is provided for a long answer, use the space above and below the line, but keep all writing the same size.
  - (7) Avoid spelling errors; use a dictionary.
- b. Use your legal name on all records and applications. You may create problems for yourself if you use different versions of your name on your high school transcripts, college application, test score reports, and/or financial aid/scholarship applications.
- c. Send a cover letter with the application. Explain any circumstances affecting your high school performance, why you chose to apply, and clarify your extracurricular activities, if necessary.

### 3. **Essay**

- a. A strong essay may be very important. The University of California and some independent colleges require an essay as part of the admission application. The essay is your personal statement providing information that does not appear elsewhere on your application. The most effective essays will give the reader insight into your thinking process rather than a measure of known facts.
- b. Write a rough draft of your essay questions.
- c. Ask your English teacher or your counselor to read your essay before writing it on the application form.
- d. Refer to “College Autobiographical Essay” section.

### 4. **Transcript**

- a. If your transcript is requested at the time of application, send a copy of your "official" transcript.
- b. Many independent colleges first evaluate admission based upon the junior year transcript. If your intended college requests the junior transcript, request that your high school send an "official" transcript.
- c. Do NOT send a copy of your transcript to any public university until requested since many admissions offices now use self-report forms in a format which will be computerized during the filing period.
- d. Provide a stamped envelope addressed to the university with your name on inside flap and give to counseling office.

### 5. **Recommendations**

- a. Recommendations may be required by independent colleges; plan ahead.
- b. Request them in **early** fall. A rushed recommendation may not be in your best interest.

### 6. **Colleges/Universities**

- a. Make applications to more than one college unless you are absolutely sure of admission.
- b. Most students will make at least three applications including a minimum of:
  - ◆ One “dream” college.
  - ◆ One “probable” college.
  - ◆ One “sure entry” college.

7. College File

- a. Make sure your college file is complete.
- b. After the application filing period, call or write the college admission office and ask if any materials are needed to complete your file (scores, transcript, recommendations, etc.).

8. **Acceptance**

- a. In the spring of your senior year you will make a final college selection.
- b. Notify the other colleges who have also offered admission so that your reserved admission slot may be released to a waiting student. It is a courtesy to the colleges and also to other students.

9. **Impressions!**

- a. Make a good impression. For example, if you have made an appointment for a tour, keep the appointment (or call and cancel). You will make a bad impression if you are a no-show. If you have had a tour of the campus, write and thank the college admission officer for the tour. They do keep track of interested students.
- b. Get organized. If you are disorganized or tend to procrastinate, learn to present a picture of a student who:
  - ◆ Plans ahead.
  - ◆ Meets all deadlines (early, early, early).

**Admission officers for competitive colleges look beyond GPA and test scores and evaluate:**

- Pattern of course work (rigor of academic courses).**
- Level (honors and advanced placement courses).**
- Sequence (advanced courses).**
- Senior year load (continued academic enrollment is expected).**

# COLLEGE AUTOBIOGRAPHICAL ESSAY

Some colleges will request a one- or two-page (typed) autobiography. When preparing your essay, remember to:

1. Establish an on-going file of accomplishments.
2. Begin rough draft in September; do not wait until the last minute in October.
3. Put your rough draft aside for 24 hours, then reread.
4. Make corrections for sentence structure, grammar, punctuation, and spelling.
5. Ask someone else to read and evaluate your paper; your English teacher or your counselor may be able to give you some pointers.
6. Type your final draft. If you do not type, write in ink and finalize plans to take typing next semester (you will need it in college).
7. Make a copy for your own files.
8. Follow instructions for mailing your essay and do so on time!

## Outline of the Autobiography

Each paragraph should develop and discuss only one idea and lead easily into the next topic. Include as much of the following information as possible, though not necessarily in this order.

1. Describe your family background as it relates to your life as a future college student. Avoid unnecessary detail about the family and do not begin the first paragraph with: "My name is John Kim. I was born in \_\_\_\_\_, California."
2. Financial background information should describe why you need financial help, projected extent of parent support, parent occupation, and income range.
3. High school and college background information:
  - a. Academic: Give an honest appraisal of your work in school, including those courses you enjoyed most as well as honest reasons for any low grades.
  - b. Extracurricular activities, special hobbies or talents (musical instrument, writing, painting, singing, etc.) should also be included.
4. Community involvement (outside of school) should include church groups, service organizations, work experience, and other special interests pursued in your spare time.
5. Statement of your educational goals should include why you want to go to college. Specify careers you are considering, even if you are an undeclared major. Incorporate in this section why you chose a particular college using factual reasons: interest in nursing school, friend's recommendation, reputation of the engineering department. (This may require requesting further information about the campus and the department to which you are applying.) Explain the relationship between your educational plans and stated career goals.
6. Incorporate any other information asked for by specific colleges or scholarship programs.

# FINANCIAL AID CALENDAR FOR SENIOR YEAR

If you are wondering whether you should make application, you probably should. This process is necessary not only for grants, but also for some scholarships, low interest loans, and appropriate financial aid packages.

## SEPTEMBER-OCTOBER

- < Apply for a social security number if you have not already done so. You will need the number for financial aid and/or college admission. Pick up a profile from the private colleges **only** in the Counseling Office. Check the profile form for the list of colleges that require this.
- < Even if you feel that you do not qualify for needs-based financial aid, complete the application form and submit it so that the school can make that decision.

## DECEMBER

- < The arrival of the financial aid materials in the Counseling Office will be announced.
- < Pick up the FAFSA and GPA verification form and the California Student Financial Aid Workbook in the Counseling Office.
- < Begin filling out forms immediately, but do not mail prior to January 2.

## JANUARY

- < The Spanish language version of the workbook will be available in the Counseling Office.
- < Continue working on the forms; they should be mailed during the month.
- < Be sure to use the **same** version of the student's name on all forms. (Not: John Smith, Johnnie Smith, and Jon Smith).
- < When completed, make a copy of all forms for your records. When it is time to renew, much of the information may be the same.
- < Request a "certificate of mailing" from the post office. If your forms are lost in the mail, the financial aid offices will allow you to submit a duplicate form if you have a receipt. The cost is approximately 45 cents.
- < **MAIL EARLY** in January. **DO NOT WAIT** until the March deadline; funds may be depleted.
- < Begin checking the scholarship file in the Counseling Office on a regular basis.

## FEBRUARY

- < If you have not done so already, mail all forms! The mailing deadline for the FAFSA and GPA P verification form (for Cal Grant eligibility) is March 2.

## MARCH

- < Students will receive an acknowledgment that the FAFSA form has been received. Check for accuracy of submitted information.
- < Continue to search through the scholarship file in the Counseling Office.

## APRIL

- < Students will receive student aid eligibility form for the Pell Grant. Mail this form to the college of your choice.

# College Admission Checklist for Senior Year

## AUGUST/SEPTEMBER

- Self assessment: goals, GPA, PSAT, ACT, SAT I, Subject Test scores.
- Review college requirements from Choices program and college catalog.
- Visit several colleges with your parents.
- Compare colleges: take notes, complete worksheet, discuss facts with your parents.
- Develop a rough draft of autobiographical essay for UC/independent admission.
- Have your English teacher review your essay.
- Students planning to apply to colleges should test no later than November.
- Verify a challenging senior class schedule; complete at least four academic courses.
- Obtain R.O.T.C. scholarship application, if desired.
- Request college information from college admission offices.
- Schedule fall interviews (usually with private universities).
- Determine filing dates for private college admission applications.
- Pick up SAT I/ACT/Subject Test additional score request forms from guidance office, if needed.
- Be sure to use the same name on all forms.
- Register for college admission testing: SAT I or ACT in October, SAT I or Subject Tests in November. Be sure to meet mail deadlines.
- Attend an SAT I/ACT preparation workshop or class, preferably during the junior year.

## OCTOBER/NOVEMBER

- Acquire a CSU and/or UC application in the counseling office. Fill it out completely and neatly.
- Request any other college applications from college admission office.
- Filing period for CSU and UC systems: November 1-30. File November 1 if housing is a priority.
- Indicate a credential objective on college admission applications if Education is a career goal. It may strengthen acceptance probabilities.
- Request any needed letters of recommendation. A resume and college forms for your counselor to complete should be given to your counselor **no later than November 1**. Ask teachers as soon as possible to write a letter of recommendation and provide them with a resume also.
- Develop plans A, B, and C for college admission; it is best to apply to more than one college unless admission is not competitive. **REMEMBER THAT MEETING ADMISSION REQUIREMENTS DOES NOT GUARANTEE ADMISSION TO MOST UNIVERSITIES.**
- Take college admission tests, if needed.

- Begin scholarship search and apply. Remember that there are many scholarships available that do not use "need" as the sole criterion.

### **DECEMBER-FEBRUARY**

- Continue research on scholarships and financial aid.
- Some colleges begin to send acceptance notices.
- Study for finals; keep up your grades.
- Mail financial aid applications in early January; money tends to become unavailable by the March deadline.

### **MARCH-MAY**

- More college acceptance notices are sent.
- Visit colleges offering you admission; make your final decision.
- Prepare for Advanced Placement Exams in May.

### **JUNE**

- Grant and scholarship winners are announced.
- Notify your counselor of your college acceptance and of your scholarships/grants received.
- Send "THANK YOU" notes to all who helped.

# CALIFORNIA COMMUNITY COLLEGES

There are over 100 community colleges in California. At the community college, students can complete the freshman and sophomore years of a university education. Community colleges also offer programs varying in length from one semester to two years which prepare students for occupations and positions which do not require a university degree.

## **Eligibility:**

1. Open to all high school graduates or those who pass the California High School Proficiency Examination.
2. Open to any adult of at least age 18 who can profit from the instruction.
3. Open to concurrently enrolled high school students who have official permission from their school.

## **UNIVERSITY TRANSFER PROGRAM** **Completing the Freshman and Sophomore Years of College**

### **College Majors Available:**

A student can complete the lower division (freshman/sophomore) major and general education requirements for most bachelor's degrees. More California State University students complete their first two years at a community college than complete those years at the university.

### **University Transfer Requirements:**

A high school student who meets the university eligibility requirements will simply take courses which parallel those which would have been completed at the university. Community colleges and the universities work closely together.

## **OCCUPATIONAL EDUCATION** **Education for Employment**

### **California Community College Career Programs:**

Agriculture (30 careers)	Human Services (33 careers)
Business and Finance (43 careers)	Home Economics/Food Service (22 careers)
Communications (19 careers)	Mid-Management/Supervision (13 careers)
Criminal Justice (8 careers)	Science/Laboratory (14 careers)
Electrical - Electronics (36 careers)	Service Occupations (29 careers)
Engineering Technology (36 careers)	Trade and Industry (60 careers)
Environment/ Natural Sciences (16 careers)	

Since not all courses are offered at any single college, students should contact the college to see if the desired career program is offered.

## COMMUNITY COLLEGE PROGRAMS

In analyzing the programs listed for community colleges, be sure to work with the community college counselor.

### CYPRESS COLLEGE

#### Transfer Programs

These programs provide the lower division (freshman and sophomore) classes required for the bachelor degree.

Anthropology	English	Japanese	Professional Pilot
Art	Ethnic Studies	Latin American Studies	Psychology
Asian Studies	Flight Attendant	Liberal Studies	Recreational Leadership
Aviation	Foreign Language	Mathematics	Social Work
Aviation Administration	Forestry	Medicine	Sociology
Biological Sciences	French	Music Nursing (4 year)	Spanish
Business Administration	General Education (Transfer)	Optometry	Speech
Business Education	Geography	Pharmacy	Teaching - Elementary
Chemistry	Geology	Philosophy and Religious Studies	Teaching - Secondary
Chinese	German	Photography	Theater Arts
Communications/Journalism	History	Physical Education	Tourism Management
Computer Science	Hospitality Management	Physical Science	Undeclared/Undecided
Dance	Hotel/Restaurant Management	Physical Therapy	Veterinary Medicine
Dentistry	Human Development	Physician Assistant	
Economics	Human Services	Physics	
Engineering	Humanities	Political Science	
Engineering Technology	Industrial Education Teaching	Pre-Dental Hygiene	
	Industrial Technology	Pre-Medicine	

#### Associate Degree

These programs include completion of general education courses and study in a specific major or area of specialization.

Accounting	Computer Programming	Hotel Operations	Physical Education
Administrative Assistant	Computer Science	Human Services	Psychiatric Technology
Administrative Support	Court Reporting	Liberal Arts	PT to RN
Air Conditioning and Refrigeration	Culinary Arts	LVN to RN	Radiologic Technology
Art-Advertising Design	Dance	Management	Registered Dental Assisting
Art-General	Dental Hygiene	Marketing	Registered Nursing
Automotive Collision Repair	Drafting, Engineering Technology (Pre) Engineering	Medical Staff Services Science	Secretarial: Legal
Automotive Technology	Flight Attendance	Merchandising	Small Business Management
Aviation Management	Food Service Management	Mortuary Science	Theater Arts
Commercial Pilot	General Studies	Multi-Cultural Studies	Travel/Tourism
Computer Applications	Geographic Info. Systems	Music	Word Processing
	Health Information Technology	Photography	

#### Certificate Programs

These programs train students in a specific occupational area. Successful completion earns a Certificate of Proficiency, verifying that the student is prepared for employment in a specific field.

Accounting	Criminal Justice	<b>Entrepreneur</b>	Secretarial:
Administrative Assistant	Culinary Arts	<b>Internet &amp; Data Communications</b>	Certificate Professional
Administrative Support	Dental Assistant	Leadership	Legal
Aerobic Instructor	Dental Hygiene	Management	Small Business Management
Air Conditioning and Refrigeration	Developmental Disabilities	Marketing	Small Business Operations
Alcohol and Drug Studies	Eating Disorders	Medical Insurance Billing Specialist	Stenointerpreting
Aquatic Specialist	Electronic Publishing Design	Medical Quality Review Assistant	Text Entry Specialist: Medical
Athletic Coach	Family Studies - Basic & Advanced	Medical Record Clerk	Theater Arts - Acting, Directing
Automotive Collision Repair	Flight Attendant	Medical Staff Services Science	Theater Arts - Design Tech.
Automotive Paint/Refinishing	Food Service Management	Merchandising	Travel/Tourism
Automotive Technology	Foster Care Giver - Childhood	Mortuary Science	Ultrasound Medical/Sonography
Captioning (Court Reporting)	Foster Care Giver - Adolescent	Office Assistant	Victimology
Certificated Professional Secretary	Front Office Management	Photography	Web Page Design
Commercial Music Management	Geographic Information Systems	Principles of the Service Industry	Word Processing
Computer Applications	Geographic Information Marketing	Professional Marketing	
Computer Editor - Scopist	Geology Technician	Professional Pilot	
Computer Graphics	Gerontology	Psychiatric Technology	
Computer Information Systems	Head Start Parental Support Asst.	Radiology Asst/Darkroom Tech.	
Computer Programming	Health Information Coding	Radiologic Technology	
Computer Software & Application	Health Information Technology	Restaurant/Catering Entrepreneur	
Court Reporting	Health Unit Coordinator		
	Hotel Operations		
	Housekeeping & Maintenance		
	Human Services Generalist		
	<b>Innkeeping/Bed and Breakfast</b>		

## FULLERTON COLLEGE

### Transfer Programs

These programs provide the lower (freshman and sophomore) classes required for the bachelor degree.

Administration of Justice	Dance	Foreign Language:	Latin American Studies
Anthropology	Dietetics and Food Administration	French	Liberal Studies
Applied Ecology	Economics	German	Mathematics
Architecture	Engineering, Aeronautical	Spanish	Microbiology
Art, Studio	Engineering, Chemical/Materials	Geography	Music
Art (Graphic Design)	Engineering, Civil	Geology	Philosophy
Art History	Engineering, Electrical	History	Physical Education
Biochemistry	Engineering, Environmental	Home Economics:	Physics
Biology	Engineering, General	(Textiles, Clothing and Fashion	Political Science
Business Administration	Engineering,	Merchandising)	Psychology
Chemistry	Industrial/Manufacturing	Horticulture	Radio-Television-Film
Child Development	Engineering, Mechanical	Hotel Restaurant Mgmt.	Recreation
Communications	Engineering Technology	Human Services	Religious Studies
Comparative Literature	English	Industrial Technology	Social Ecology
Computer Science	Environmental Studies	International (World) Business	Sociology
Computer Science, Engineering	Ethnic Studies	Journalism	Speech Theatre Arts-Drama
			Zoology

### Associate Degree

These programs include completion of general education courses and study in a specific major or area of specialization.

Accounting	Cosmetology	International Business Management	Religious Studies
Administration of Justice	Cosmetology Instructor	Landscape Management	Social Science
Administrative Office Assistant	Dance	Latin American Studies	Sociology
Agriculture	Drafting: Industrial	Legal Office Administration	Small Business Management
Anthropology	Economics Electronics, Technical	Liberal Studies	Speech
Architecture	Engineering	Library Technology	Textiles and Clothing
Art	English	Manufacturing Technology	Theatre Arts - Drama
Astronomy	Environmental Science	Marketing Management	Women's Studies
Automotive Technology	Environmental Technology	Mathematics	Word Processing
Biology	Ethnic Studies	Medical Technology	Zoology
Biological Technician	Family Studies	Microbiology	Undecided/Undeclared
Business Administration	Fashion Design	Music	
Business Management	Fashion Journalism	Nursery Management	
Carpentry	Fashion Merchandising	Nutrition and Foods	
Chemistry	Fisheries and Game Management	Ornamental Horticulture	
Chicano/Chicana Studies	Foreign Language	Paralegal Studies	
Child Development	Forestry	Philosophy	
Civil Engineering Technology	Geography	Physical Education	
Communications	Geology	Physical Education-Fitness	
Computer Graphics	History	Physics	
Computer Information Systems	Homemaking	Political Science	
Computer Science	Industrial Laboratory Technician	Pre-Nursing	
Construction Inspection	(Chemistry)	Printing Technology	
Construction Management	Industrial Technology	Psychology	
Construction Technology	Interior Design Assistant	Real Estate Management	

# FULLERTON COLLEGE

## Certificate Programs

These programs train students in a specific occupational area. Successful completion earns a Certificate of Proficiency, verifying that the student is prepared for employment in a specific field.

Accounting	Computer Graphics	Entrepreneurship	Machine Technology
Administration of Justice	Computer Animation/Multi Media	Small Business Management	Computer Numerical Control
Administrative Office Assistant	Computer Graphics	Environmental Technology	Machine Technology I
Aerobic Exercise Specialist	Desktop publishing	Family Studies	Machine Technology II
Aquatic Specialist	Graphic Illustration	Fashion Careers	Marketing Management
Architectural CAD Technology	Graphics/Production & Design	Design	Massage Technician
Athletic Coach	Computer Information Systems	Design, Advanced	Music
Automotive Management	E Commerce Programming	Dressmaking/Alterations	Piano Teaching
Automotive Technology	Internet	Illustration	Recording Production
Business & Technology Skills	PC Applications	Image Consultant	Paralegal Studies
Business Management (General)	Programming	Merchandising	Personal Trainer
E Commerce Business	Web Design	Horticulture	Printing Technology
Development	Computer Software Specialist	Greenhouse & Nursery Production	Advanced Offset Presswork
Child Development	Construction	Landscape Design Management	Digital Printing
After School Care	Cabinetmaking & Millwork Tech.	Landscape Horticulture	Electronic Imaging
Basic Children's Programs	Inspection	Landscape Irrigation	General
Basic Children's Programs-	Technology	Ornamental	Quick Printing Plant Graphics
Weekend	Cosmetology	Pest Management	Silk Screen Printing
Early Childhood Education	Drafting Technology	Interior Design	Real Estate Management
Administration	Industrial Drafting I	Commercial	Real Estate Sales
Teacher	Industrial Drafting II	Merchandising I	Theatre Arts
Elementary Teacher Aide	Electronics - General	Residential	Musical Theatre
Bilingual	Digital	International Business Management	Musical Theatre, Advances
Cross-cultural	Microcomputer Technology	Legal Office Administration	Theatrical Costumer
Family Child Care			Theatrical Costumer, Advanced
Infant/Toddler Caregiver			Welding Technology
Communications:			Word Processing
Advertising			
Broadcast Advertising Sales			
Journalism			
Public Relations			
Radio Broadcasting			
Radio & TV			
Broadcast Technician			
Video Production			
Sports Broadcasting			
Television/Video			

### Counseling

Counseling is available to assist students in choosing a program of study and successfully completing their goals. Prospective students are encouraged to contact the counseling department at either Cypress College or Fullerton College to learn more about the many available services.

### Financial Aid

Financial aid is available to many students in the form of grants, loans, scholarships and fee waivers. Prospective students who need help paying the costs of attending college are encouraged to contact the Financial Aid offices on the campuses to learn more about the many programs that are offered.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drug-free environment is available in the District Human Resources Office.

# TRADE AND TECHNICAL SCHOOLS

There are approximately 100 careers you can learn in two years or less. Hundreds of private vocational schools in California are accredited and have tuition ranging from \$500 to over \$2000. Financial aid is often available based upon need. Check the Choices program to search vocations and technical schools. As you begin to look at such schools, check the following:

1. Make sure the school accreditation is current. It must be renewed each year, and programs are subject to re-evaluation every three years.
2. Ask the school about its placement rate, the number of graduates who find employment as a result of their training, and how much money graduates earn.
3. Tour and examine the school's classrooms, equipment, and textbooks; talk with current students attending the school.
4. Get information on financial aid programs and the school's refund policies if a student does not complete the program.
5. Make sure entrance exams seem designed to measure aptitude in the subjects taught. A school that does not seem concerned with student aptitude may not offer a serious and challenging program. Inquire about the counseling services offered at the school.

### **Potential Careers and Length of Training in Southern California Schools**

Actor: 150 weeks	Heating: 12-24 weeks
Air Conditioning Technician: 12-73 weeks	Inhalation Therapy Technician: 37-52 weeks
Appliance Repairer: 12-72 weeks	Legal Assistant/Paralegal: 24-52 weeks
Auto Mechanic: 14-50 weeks	Makeup Artist: 8 weeks
Barber/Hairstylist: 32-52 weeks	Machinist: 14-102 weeks
Blueprint Reader: 3-40 weeks	Medical Assistant: 12-48 weeks
Broadcast Technician: 10-92 weeks	Medical/Dental Receptionist: 16-27 weeks
Computer Service Technician: 30-120 weeks	Medical Office Manager/Assistant: 14-150 weeks
Data Processing: 21-100 weeks	Motion Pictures/Television Production: 12-150 weeks
Dental Assistant: 12-50 weeks	Optometric Assistant: 24 weeks
Dental Laboratory Technician: 26-72 weeks	Plumber: 26 weeks
Diesel Mechanic: 10-48 weeks	Shorthand Reporters: 104 weeks
Draftsman: 17-88 weeks	Tool and Die Designer: 28-108 weeks
Electronics: 24-108 weeks	Travel Personnel: 12-34 weeks
Fashion Designer, Merchandising: 33-96 weeks	Vocational Nurse: 4 weeks
Interior Designer: 64-108 weeks	Welder: 2-72 weeks
Gemologist: 26 weeks	Word Processor: 2-52 weeks

# TRADE/TECHNICAL SCHOOL TOUR WORKSHEET

The following worksheet is to be used to help you prioritize the trade or technical schools of interest to you.

Comparative Criteria	School A _____	School B _____	School C _____
Enrollment			
Cost			
Admission criteria			
Tests required			
Major interest area			
Traveling time			
Application fee			
Enrollment deposit			
Scholarships/grants/aid			
Faculty-student ratio			
Chances of admission			
Rank preference			
Accredited			

Rating scale: E = Excellent; G = Good; S = Satisfactory; NA = Not Adequate

## APPRENTICESHIP OPPORTUNITIES

Due to the shortage of technically skilled personnel, apprenticeship programs are expanding to meet these job demands. These programs offer:

- Paid employment while training for a career.
- Instruction in subjects related to the occupation.
- Opportunities to become qualified with specific specialized credentials.

More information about apprenticeship applications and other opportunities for on-the-job training can be received by writing to:

California Department of Industrial Relations  
 Division of Apprenticeship Standards  
 320 West 4<sup>th</sup> Street, Suite 830  
 Los Angeles, CA 90013-1105  
 Telephone: (213) 576-7750

<b>OCCUPATION</b>	<b>MINIMUM QUALIFICATIONS</b>
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Acoustical Installer	Age 17 (no formal education required)
Auto Mechanic	Age 18 (no formal education required)
Barber	Age 16 (9th grade or equivalent)
Carpenter	Age 17 (no diploma requirement)
Cement Mason	Age 17 (no diploma requirement)
Cook	Age 18 (diploma desired but not required)
Drywall Installer/Finisher	Age 17 (no formal education required)
Electrical Power Lineman	Age 18 (high school diploma/GED, 1 year algebra)
Electrician	Age 18 (high school diploma, 2 years of math including 1 year of algebra)
Lather	Age 18 (8th-grade math level unless high school graduate)
Machinist	Age 18 (high school diploma/GED)
Meat Cutter	Age 18 (testing and selection are done by individual firms)
Operating Engineer	Age 18 (high school diploma/GED/Certificate of Proficiency)
Painter	Age 17 (no diploma requirement)
Paperhanger	Age 17 (no diploma requirement)
Plumber	Age 18 (high school diploma/GED)
Sheet Metal Worker	Age 18 (high school diploma/GED)
Surveyor	Age 18 (high school diploma/GED)

## REGIONAL OCCUPATIONAL PROGRAM (ROP)

Whether a student plans to go on to college after graduation or go directly to work, effective job skills are an asset. The ROP program allows students to become acquainted with specific jobs, thus assisting in career exploration and related decisions.

ROP courses may give the trained, experienced student an edge in obtaining entrance into a variety of occupational settings and/or related college majors. The value of the ROP experience for college preparatory students may be evidenced in a variety of ways, such as letters of recommendation from professionals in the field, employability in a career-related area during the college years, experience to make appropriate career decisions, etc.

ROP courses are offered in addition to regular school day and students receive elective credit for ROP classes taken. Priority enrollment is given to seniors and juniors who must be at least 16 years of age. Students must be enrolled in at least four classes in addition to ROP. Summer courses may be available. Seek additional information in your high school counseling office.

### **Listing of North Orange County ROP Classes**

#### **Agriculture Education Occupations**

Floral Design  
Ornamental Horticulture  
Veterinary Hospital Occupations

#### **Arts, Communication & Digital Media**

Animation – 3-D Computer Graphics  
Computer Graphics and Design  
Graphics/Printing  
Graphics/Printing (Production)  
Interior Design  
Multimedia Design and Production  
Video Production  
Photography (Digital/Black and White)  
Photography

#### **Automotive**

Auto Body Repair  
Automotive Detailing  
Introduction to Automotive Technology  
Automotive Technology

#### **Business Technology/Computer Application**

Business Technology for H.S. & Adults  
Business Technology for H.S. only  
Vocational English as a Second Language

#### **Careers In Education**

Basic Occupational Training  
Careers in Teaching  
Careers w/children Preschool Lab  
Careers w/children Preschool Assistant  
Careers w/children Preschool Teacher  
Child Development

#### **Cosmetology**

Cosmetology  
Manicuring  
Barbering

#### **Culinary Arts/Restaurant Careers**

Basic Baking Essentials  
Basic Cooking Essentials  
Culinary Career Preparation Standards  
Safety and Sanitation Certification Course  
Menu Planning and Food Service Math  
Cake Decorating  
Frozen Desserts  
Garde Manger  
Ice Carving  
International Cuisine  
Meat Cutting and Identification  
Pasta, Pasta, Pasta  
Understanding Restaurant Beverages  
Retail Restaurant/Food Service Marketing OCC

#### **Health Services**

Allied Health (Medical Careers Academy) Adv.  
Allied Health (Medical Careers Academy) Beg.  
Medical Core  
CPR for Healthcare Providers  
Certified Nurse Assistant – Long Term Care  
Certified Nurse Assistant – Acute Care  
First Responder  
Emergency Medical Technician  
Fire Technology (Introduction)  
Health Fitness/Sports Medicine  
Home Health Aide  
Medical Assistant – Clinical (Back Office)

**Health Services – continued**

Medical Assistant Front Office/Health Unit  
Computerized Medical Insurance Billing  
Medical Insurance Coding  
Pharmacy Technician  
Orthopedic Technician  
Telemetry Technician (Monitor)  
Dental Assistant  
Dental Assistant Front Office  
Registered Dental Assistant

**Hospitality, Tourism and Recreation**

Aquatic/Marine Diving  
Hotel Careers (cc/cve)  
Recreational Leadership (cc/cve)  
Theme Park/Entertainment/Tourism (cc/cve)  
Travel Careers

**Industrial & Technical**

Blueprint Reading for Construction Trades  
Carpentry Construction  
Finish Carpentry and Remodeling  
Wood Manufacturing  
Electrical Theory  
Electrical Codes and Ordinances  
HVAC – Module 1.1 – 1.2  
HVAC – Module 1.2 – 1.3  
HVAC – Module 1.4 – 2.1  
HVAC – Module 2.2 – 2.3  
Masonry  
Plumbing – Module 1.2 – 1.3  
Plumbing – Module 2.1 – 2.2

**Information Technology**

Computer Repair/It Essentials

**Marketing and Financial Services**

Accounting Occupations/Computerized Accounting  
Entrepreneurship  
Escrow Principles  
Financial Services (Banking)  
Mortgage Loan Processing Clerk  
Retail Careers/General Merchandising CC/CVE  
Notary Public

**Public Safety Services**

Fire Technology (Introduction)  
Forensics  
Forensic Science/Crime Scene Investigation (Intro)  
Legal/Law Enforcement

**Science & Technology**

Computer Aided Design (CAD) Drafting

**Specialized Instruction**

Basic Occupational Training  
Career Training for Transition

## MILITARY SERVICE OPPORTUNITIES

The advantages of military service include:

### 1. Immediate Benefits

#### a. Educational and career training (technical and professional)

- (1) College degrees - associate, bachelor, graduate
- (2) Vocational or technical certificates
- (3) Certificates of completion of civilian apprenticeship
- (4) High school diplomas or equivalency documents

- b. Opportunity to become a commissioned officer through ROTC or military academies
- c. Travel
- d. Specific guaranteed training
- e. Free medical and dental care
- f. Lower cost commissary and postal exchange services
- g. Guaranteed pay
- h. Promotion opportunities
- i. A cadre of trained consultants and counselors, wide resources, and references

### 2. Long-Term Benefits

- a. G.I. Bill
- b. Scholarships and fellowships
- c. Thirty-day paid vacation every year
- d. Development of leisure time skills
- e. Certain housing, medical, and educational services for families
- f. Low-cost life insurance
- g. FHA in-service insured loan for buying a home
- h. Lifetime retirement benefits after 20 years of service
- i. In career civil service, the veteran has absolute job retention rights over all non-veteran federal workers.

### **Scholarships and Student Aid Program**

If you are willing to serve a period of time in the U.S. Army, Navy, Air Force, Marine Corps or U.S. Coast Guard, you will find that some very generous scholarships and student aid programs are available to you. In some cases, you can receive an education first and serve an equivalent amount of time in the military after you graduate. There are also programs that permit you to enter the service first and accumulate money for an education while you complete your enlistment period.

The college scholarship programs pay full college tuition for up to four years of undergraduate study, plus all instructional fees, including cost of textbooks. Students also receive \$100 per month for living expenses for a period of up to 40 months and pay for summer training and travel. You would be required to serve on active duty in the regular service as a commissioned officer after college graduation.

All of the military services participate in the G.I. Bill Program under which servicemen and women on active duty can save up to \$8,100 toward future college or technical training costs, with government contributing \$2 for every \$1 saved by the individual. Under the Army College Fund, the U.S. Army will add up to \$14,000 to the G.I. Bill program for qualified enlistees in specific job categories.

All of the services may pay up to 90 per cent of tuition costs (depending on the rank and length of service) when qualified service men/women take approved college courses. This includes academic, vocational, technical, and independent study.

For more information, contact your high school counselor and your local recruiting office.

# JOB SKILLS

This section will help you strengthen the skills and attitudes you need to succeed on the job. The following are some of the qualities that are important to employers.

- Positive attitude
- Strong work habits
- Initiative
- Sense of responsibility
- Ability to get along with others
- Ability to resolve conflicts
- Ability to solve problems
- Ability to prioritize tasks and meet deadlines.

This section contains information to help you review your skills and qualifications that will make you valuable to an employer and help you get promotions.

As you read, evaluate yourself in each area and develop a plan for improvement in those areas that need strengthening.

# DESIRED EMPLOYEE CHARACTERISTICS

When employers are asked what they look for in employees, they list some of the following traits as being very important:

## A COMPETENT WORKER:

- ◆ Is punctual (on time for work) and calls in when ill.
- Is neat and clean in appearance.
- ◆ Dresses appropriately for the job--neither overdressed nor underdressed.
- ◆ Has a positive attitude.
- ◆ Is dependable.
- ◆ Shows responsibility.
- ◆ Is willing to work hard.
- ◆ Is organized.
- ◆ Observes schedules for breaks and meals.
- ◆ Is respectful, courteous, and friendly.
- ◆ Gets along with both co-workers and supervisors.
- ◆ Works well as part of a team.
- ◆ Is able to resolve conflicts peacefully.
- ◆ Asks questions.
- ◆ Follows directions well.
- ◆ Accepts supervision.
- ◆ Accepts criticism, understanding it can be used to improve job performance.
- ◆ Is able to solve problems.
- ◆ Meets deadlines and follows through on all assigned tasks.
- ◆ Shows initiative.
- ◆ Keeps his/her work area neat, safe, and orderly.
- ◆ Handles equipment and supplies with care.
- Doesn't handle personal business on the job or talk excessively.

If you are weak in any of these areas, it can lead to problems in the work place.

Evaluate yourself in each of these areas and develop a plan of action to strengthen those areas in which you need improvement.

# NINE BASIC STEPS TO WRITING A WINNING RESUME

**First Step: Which Job?** Decide which job you are applying for; your resume bears relevance to the job you are seeking. What equipment or tools will you be using on this job? What duties and skills are required?

**Second Step: Job Objective.** Your job objective is the most important part of your resume as it will attract the most attention from the employer. The body of your resume supports your job objective, so you should carefully consider what information you want to include. Your job objective should state the job or career field you are interested in. It should mention your good points and tell how your good points can help the employer. It is a short, creative advertisement for yourself.

**Third Step: Education and Training.** List schools and dates you attended and include diplomas, degrees, awards, and certificates earned. Include major areas of study if they bear an important relationship to the job you are seeking. Be sure to include any workshops, seminars, or conferences you attended that relate to the job for which you are applying.

**Fourth Step: Work History.** Compile a list of all paid and unpaid job positions, starting and ending dates, name and location of the company, and your job title with a brief description of your responsibilities. If you do not have any work experience, use the section to outline volunteer work experience (especially if it relates to the job for which you are applying).

**Fifth Step: Skills and Abilities.** The skills and abilities that employers are most interested in are technical skills, functional skills, and personality characteristics.

Technical Skills: Specific job-related skills, such as typing, computer operator, welding, machinery operator (learned through experience, training, or self-teaching).

Functional Skills: Learned skills that can be used in a wide variety of job situations and transferred from one job to another. These are general skills, such as communication, supervision, problem solving, and organizational skills.

Personality Characteristics: Individual characteristics that can make you a valuable employee in almost any job you choose. Some examples are: honest, creative, dependable, able to get along with others, and self-starting. Most employers say that about 80% of their hiring decision is based on the applicant's personality characteristics.

The easiest way to outline the skills and abilities you have acquired through life experience, work experience, or vocational training is to brainstorm. Skills are developed at work, through volunteer work, unpaid work at school, and through hobbies.

**Sixth Step: References.** References are people who know you personally and are willing to write a letter in your behalf. A reference will verify your abilities, skills, and positive attitude. Adults should have a list of references ready, if requested, but they should either write “references available upon request” under this heading on their resume or leave it off altogether. On the other hand, students and young adults should list the name, occupation, and address of two references. Be sure to ask permission to use someone as a reference.

**Seventh Step: Miscellaneous.** You may want to add such items as achievements (portfolio section eight), extracurricular activities, clubs, memberships in professional organizations, etc. This additional information, if not directly related to the job for which you are applying, can be used as filler to balance the page and make your resume more pleasing to the eye.

**Eighth Step: Rough Draft.** Prepare a rough draft outline with information you have collected from previous steps. Use resume examples to guide you through this step.

**Ninth Step: Final Document.** If possible, use a high resolution printer or a typewriter with clean keys and a new ribbon when producing your final document. Colored paper, textured paper, a faint design, or borders will set your resume apart from the rest and draw attention to your creative efforts. Your resume should be concise, easy to read, and pleasing to the eye.

**NOTE: Complete these Nine Basic Steps to Writing a Resume for each job for which you are applying. Repeat the process and revise your resume every time you apply for advancement or a new position.**

# RESUME WORKSHEET

A resume is a document which summarizes a person's qualifications. Use a pencil to print the required information below. The resume does not necessarily follow this format; information may be presented in a variety of formats to fit your needs for a particular career objective. (See samples of functional and chronological resumes.) Note: A professional resume must be typed, accurate, neat, and have only essential information. One page is recommended.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Message Telephone \_\_\_\_\_

**CAREER OBJECTIVE:** (Statement indicates specific position sought and what skills/abilities and employment strengths candidate can offer to company.)

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**SKILLS/CAPABILITIES:** (Specify what you can do; answer, "Why should I hire you?")

◆ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Use power words such as:	
Ability	Knowledge
Can	Skilled
Excellent	Willing

**EDUCATION AND TRAINING:** (Start with most recent education.)

Name of School	City	State	Diploma, Certificate, or Degree
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Name of School	City	State	Diploma, Certificate, or Degree
----------------	------	-------	---------------------------------

**OPTIONAL:** Highlight your education if there is no experience in field for which you wish to apply.

Course of Study: \_\_\_\_\_

Curriculum Included: \_\_\_\_\_

Name of School	City	State	Diploma, Certificate, or Degree
----------------	------	-------	---------------------------------

Name of School	City	State	Diploma, Certificate, or Degree
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**EXPERIENCE:** (Start with most recent position)

Power words such as the examples listed below create a positive impression in a resume. Use them to describe responsibilities in former jobs.

Administered	Coordinated	Expanded	Managed	Prioritized	Serviced
Analyzed	Created	Illustrated	Met Deadlines	Programmed	Screened
Assisted	Designed	Implemented	Modified	Promoted	Supervised
Collected	Developed	Improved	Organized	Repaired	Trained
Communicated	Diagnosed	Informed	Performed	Recorded	Translated
Computed	Directed	Increased	Planned	Researched	Upgraded
Controlled	Established	Initiated	Presented	Retrieved	Wrote

Ψ

\_\_\_\_\_  
Name of Company City State

\_\_\_\_\_  
Title

Responsibilities Included: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ψ

\_\_\_\_\_  
Name of Company City State

\_\_\_\_\_  
Title

Responsibilities Included: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ψ

\_\_\_\_\_  
Name of Company City State

\_\_\_\_\_  
Title

Responsibilities Included: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION:** (Special skills, certificates, awards received, volunteer work, etc.)

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

**REFERENCES:** (OPTIONAL – it is given.)

Furnished upon request.

# RESUME CHECKLIST

If you have followed all of the steps below, your resume should be in top form and ready to help you in your job search.

- OBJECTIVE** - Target your objective as closely as possible to the specific job for which you are applying.
- EVERYTHING COUNTS** if information is related to, or supports, objective.
- FORMAT AND CONTENT** - Choose the format which best highlights your strengths and the information which relates to the specific job for which you are applying.
- TELEGRAPHIC STYLE** - Omit personal pronouns (I, we, etc.) and write in concise style similar to a telegram (e.g., assisted coach, answered phones, accurately typed 50 wpm, maintained 3.0 GPA, achieved perfect attendance for three years).
- ORDER OF INFORMATION** - List most important sections first; prime space is top one-third of page.
- DRAFT** - Begin with a pencil and paper, as it often takes several written drafts before you are ready to begin typing your final copy.
- SKILLS AND ABILITIES** - Should be action-oriented, short statements beginning with a verb. Examples: operated cash register, greeted customers, stocked shelves, graded papers, organized fund raiser for promotion.
- MECHANICS** - Easy to read, 1 to 1½ pages, correct spelling, grammar, and punctuation. Eliminate unnecessary words and phrases.
- USE MARGINS CORRECTLY** - Resume should be balanced and centered from top to bottom as well as left to right.
- REVIEW** - Proofread your resume and then have someone check it over before submitting it to the employer.
- PAPER** - Use heavy stock, standard size (8½" x 11") resume paper of good quality (white, cream, or light gray color). Be sure reproduction is of high quality--no faded, streaked, scratched-out spots, or correction fluid.
- KEEP** copies available for updating and future use. This will make revising your resume easier.

*EXAMPLE: Functional Style Resume*

**LOUISE JONES**

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5732 Nautilus Street

Placentia, CA 92870

Phone: (714) 481-5294

Fax: (714) 481-5293

E-mail: ljones@aol.com

**OBJECTIVE:** To attain a position in retail sales.

**EDUCATION:** Currently a senior at Pacific Bay High School with a program emphasis in science, including AP Biology and Chemistry. Presently maintain a 3.4 GPA.

**EXPERIENCE:** PACIFIC BEACH REALTY, Distribution  
June 1998 to Present  
Duties include: Delivering flyers to the neighborhood

RED ROBIN RESTAURANT  
May 1997 to May 1998  
Duties include: Waitress

**SKILLS:**

- < Leadership ability
- < Computer literate: MacIntosh and IBM Systems
- < Proficient in biology laboratory procedures
- < Type 40 wpm
- < Treasurer of senior class

**ACHIEVEMENTS:**

- < High Honors on Golden State Biology Exam
- < Perfect Attendance Award
- < Varsity Athletic Letter in Water Polo
- < Orchestra

**ACTIVITIES:** Member of Key Club, CSF, and varsity athletics  
Participate in church youth group  
Enjoy music, reading, and going to the beach

EXAMPLE: Chronological Style Resume

**Charles K. Payne**

2306 West La Palma Avenue

Anaheim, CA 92805

Home: (714) 555-8215, Cell: (714) 555-8216)

E-mail: ckpayne@aol.com

**JOB OBJECTIVE:** To secure an entry-level position as a bank teller with opportunities for career advancement. Dependable and responsible.

**EDUCATION:**

1997 - Present Fullerton Community College

Business Education, Accounting

1993-1997 Anaheim High School

Typing (73 wpm)

Advanced Math

Bookkeeping

Computer Science

**EXPERIENCE:**

1/96 - 6/97 D. A. Ellison Refrigeration  
176 Beach Boulevard  
Anaheim, CA 92801

**DUTIES:** Bookkeeping, Tax  
Returns, Payroll, Accounts  
Receivable/Payable

6/95 - 1/96 Robinsons-May  
Main Place Mall  
Santa Ana, CA 92671

**DUTIES:** Sales Clerk, Stock  
Clerk Electronic Department,  
Balance Register Tapes

**REFERENCES:** Furnished upon request.

# COVER LETTER

The cover letter completes your self-advertisement to potential employers. It accompanies the resume or application through the mail and serves as a letter of introduction.

Your cover letter should be tailored to the specific job for which you are applying and should emphasize your basic qualifications. It should be concise, neat, and free of grammatical, spelling, and punctuation errors.

Cover letters should be addressed to a specific person, if possible, instead of a position (such as Human Resources Director), and the body of your letter should contain the following information.

- The *First Paragraph* includes why you are contacting the employer and how you learned about a particular job.
- The *Second Paragraph* presents your basic qualifications and what you can contribute to the organization.
- The *Third Paragraph* expresses an interest in the company, your desire to interview for the job, and the day you will call to arrange an appointment.

A cover letter/letter of introduction will introduce you to an organization, even if there are no job openings at the present time. Include your resume and follow up with a phone call. The prospective employer will appreciate your initiative and remember you when a job opening occurs.

*EXAMPLE: Cover Letter, Job Specific*

20010 Dale Avenue  
Buena Park, CA 92808  
Home: (714) 555-7677  
Cell: (714) 123-4567  
E-mail: sthomas@aol.com

January 31, 2008

Sean Thomas, Manager  
S. T. Autoworks  
3719 Beach Boulevard  
Anaheim, CA 92805

Dear Mr. Thomas:

I am interested in applying for the position of secretary-receptionist as advertised in the News Gazette.

My ability to organize information, communicate effectively with customers, and perform secretarial duties qualifies me for this position.

The enclosed resume reflects my five years of experience in the secretarial field with additional experience in the auto repair business.

I look forward to meeting you so that we can discuss my qualifications further. I believe my ability to effectively deal with customers and my secretarial experience would be useful to your company.

Sincerely,

Erin Nicholas

Enclosure

**Kenneth Lee**

63 South Jefferson  
Anaheim, CA 92673

Home: (714) 555-2871, Cell: (714) 123-4567

E-mail: klee@aol.com

January 31, 2008

To Whom It May Concern:

My name is Kenneth Lee, and I am seeking a position as a parts or service manager.

I have twenty-six years of experience in the automotive field with experience in risk management, operations control, inventory control, and manufacturing services. I have received specialized training in these areas with Toyota, Chrysler, Nissan, and Mitsubishi automotive service. I am experienced in budget development and implementation, sales forecasting, and advertising. I have the ability to achieve high quality results through effective communication, and I am dedicated to award-winning excellence.

I am enclosing my resume for your approval and consideration. I believe I would be of value to your organization, and I would appreciate an opportunity to meet with you.

Thank you for taking the time to review my resume. I look forward to hearing from you.

Respectfully,

Kenneth Lee

Enclosure

20010 Adams Avenue  
Buena Park, CA 92808  
Home: (714) 555-7677  
Cell: (714) 123-4567  
E-mail: emellison@aol.com

January 31, 2008

E. M. Ellison Autoworks  
3719 Beach Boulevard  
Anaheim, CA 92805

To Whom It May Concern:

My name is Kristy Hoover, and I am seeking employment as a receptionist and secretary.

I have five years of experience in the secretarial field with additional experience in the auto repair business. I am organized and communicate effectively with customers.

I am enclosing my resume for your approval and consideration and look forward to meeting you. I believe my ability to positively interact with people and my secretarial experience can be useful to your company.

Sincerely,

Kristy Hoover

Enclosure

# INTERVIEW

The primary idea of the interview is to share information. It is your chance to sell the employer on the concept that you are the best person for the job.

To be completely prepared, here are some tips to remember before, during, and after the interview.

## BEFORE

- ◆ Research the company, the job, the salary range, and the particulars of the interview process.
- ◆ Do your homework; write answers to the questions that might be asked.
- ◆ Prepare questions to ask the interviewer.
- ◆ Have a copy of your resume ready.
- ◆ Develop and prepare your *Career Portfolio* to take with you.
- ◆ Take time for good grooming and hygiene.
- ◆ Go alone and plan to arrive at least 15 minutes early.

## DURING

- ◆ Do not chew gum or smoke.
- ◆ Relax, be yourself, and demonstrate self-confidence.
- ◆ Maintain eye contact with the interviewer.
- ◆ Demonstrate good posture and mannerisms.
- ◆ Be enthusiastic.
- ◆ Stress your qualities and skills.
- ◆ Don't speak unkindly of a former employer or former teacher.
- ◆ Keep a businesslike attitude.
- ◆ Ask questions about the job or company.
- ◆ Do not ask about salary until you have been offered the job.

## AFTER

- ◆ Thank the interviewer for his/her time; smile and shake hands.
- ◆ Thank the receptionist for his/her courtesy and ask for the interviewer's business card for the thank-you card.
- ◆ Send a thank-you card, call, or visit within forty-eight hours.
- ◆ Once you have been offered a job, you can negotiate salary.

# **INTERVIEW TIPS**

## **Eight Most Often Asked Questions**

The purpose of an interview is to allow employers to get to know you better. Each question asked is designed to give them insight into your skills, abilities, and attitudes. It is a known fact that the candidate who comes out of the interview with a job offer is not necessarily the best qualified but the one who makes the best impression.

### **1. WOULD YOU TELL ME ABOUT YOURSELF?**

This opening statement requires only a brief reply. The interviewer is already familiar with your background through your application and resume. The interviewer is now asking for an indication of your self-confidence and your ability to handle yourself under pressure. Mention those things you are most proud of and comfortable talking about; however, keep them job-related (skills, abilities, personal qualities, work experience, vocational training, ROP, etc.)

### **2. WHY DO YOU WANT TO WORK HERE?**

This question gives the employer an idea of what really matters to you. Did you bother to find out any information about the company? Employers want to feel special or “chosen.” Make them feel as if you have exercised discretion and good judgment in selecting them.

### **3. WHAT ARE YOUR STRENGTHS AND/OR WEAKNESSES?**

What an excellent opportunity to sell you skills! The employer wants to know that you recognize those areas in which you shine. Identify those personal qualities that make you special. Give examples of your accomplishments. The question regarding weaknesses is a chance for the employer to observe how you handle yourself under pressure. Don't bring up weaknesses which would cause an employer to question your job performance. Discuss a weakness which could be seen as a strength in the area you want to enter. For example, getting bored with repetitive tasks could be seen as a strength on a job in which one's duties are always changing. Mention to the employer how you are working to correct weaknesses. Turning negatives into positives is a good rule of thumb.

### **4. WHERE DO YOU SEE YOURSELF IN THREE TO FIVE YEARS?**

Employers ask this question because they are interested in goal-oriented people. Few people know exactly where they will be several years into the future, so you need not be that specific. Have some direction or goals in mind and be ready to talk about them.

### **5. HOW DO YOU SPEND YOUR SPARE TIME?**

This question is posed to determine if you use your time constructively. Do not mention pastimes which carry negative or boring connotations (i.e., shopping, watching TV, movies, etc.). Describe positive or interesting activities. Good examples are sports, reading, education, or visits to museums.

## 6. HOW ARE YOU QUALIFIED FOR THIS JOB? WHY SHOULD I HIRE YOU? WHAT CAN YOU DO FOR ME?

In this question, the interviewer wants you to explain how your background, experience, training, and personal qualities relate to the responsibilities of the job you are applying for. You can answer this question by listing the qualifications of the job. Show how you have proven that you meet those qualifications. Don't be afraid to add personal qualities other than skills and abilities.

## 7. WHAT DID YOU LIKE/DISLIKE ABOUT YOUR LAST JOB/CLASS?

Mention some aspect of your previous job or class that you find similar to the position you are interviewing for. Sell a personal trait of yours by saying, "What I liked most about this (job/class) was having the opportunity to use my \_\_\_\_\_ skills." Remember, a wise man once said, "If you don't have anything good to say, don't say anything at all!"

## 8. DO YOU HAVE ANY QUESTIONS FOR ME?

This is your chance to let the employer know that you are looking for the right place to put your skills to work. Remember that you are interviewing the employer as well as being interviewed. Some sample questions might be:

- ◆ Does the company have any plans for future growth?
- ◆ Who supervises the job?
- ◆ When do you expect to make a decision? When can I expect to hear from you?
- ◆ Do you have any more questions about my qualifications?
- ◆ How would you describe a typical day on the job?

## ADDITIONAL INTERVIEW QUESTIONS Designed to Make You Think

1. What have you accomplished in your life that makes you feel proud?
2. Who has been the most positive influence in your life and why?
3. Describe a time you have worked under pressure.
4. What talents do you possess that have given you the most satisfaction?
5. What rewards other than money motivate you to work hard?
6. Why did you choose the career for which you are preparing?
7. What are the most important rewards you expect from a job?
8. What have you learned from participation in extracurricular activities?
9. How would a former employer or teacher who knows you well describe you?
10. Describe a major problem you have encountered and how you have dealt with it.

*REMEMBER, an interview is designed to identify your strengths. Some questions may seem "impossible," while some may be open-ended and are intended to show how fast you think or how well you handle pressure. Interviewers have even been known to remain silent during an interview. This way you must be able to "sell" the employer on the idea of hiring you by carrying the entire interview yourself.*

**Private  
California  
Colleges**

## and Universities

**Alliant International University** - 2728 Hyde Street, Suite 100, San Francisco, CA 94109  
**American Academy of Dramatic Arts West** - 600 Playhouse Alley, Pasadena, CA 91101  
**Art Center College of Design** - 1700 Lida Street, Pasadena 91103  
**Azusa Pacific University** - 921 E. Alostia Avenue, Azusa 91702  
**Biola University** - 13800 Biola Avenue, La Mirada 90639  
**California Baptist College** - 8432 Magnolia Avenue, Riverside 92504  
**California College of Arts and Crafts** - 5212 Broadway, Oakland 94618  
**California Institute of Integral Studies** -  
**California Institute of Technology** - 1201 E. California Boulevard, Pasadena 91125  
**California Institute of the Arts** - 24700 McBean Parkway, Valencia 91360  
**California Lutheran University** - 60 W. Olsen Road, Thousand Oaks 91360  
**Chapman University** - 333 Glassell Street, Orange 92666  
**Charles R. Drew University of Medicine** - 1731 East 120<sup>th</sup> Street, Los Angeles, CA 90059  
**Claremont Graduate University** - 170 East 10<sup>th</sup> Street, Claremont, CA 91711  
**Claremont McKenna College** - 747 N. Dartmouth Avenue, Claremont 91711  
**Cogswell College** - 30420 Bubba Road, Cupertino 95014  
**Concordia College** - 1530 Concordia, Irvine 92715  
**Dominican University of California** - 2401 Ridge Road, Berkeley 94704  
**Fielding Graduate Institute** - 2112 Santa Barbara Street, Santa Barbara, CA 93105  
**Fresno Pacific College** - 1717 S. Chestnut Avenue, Fresno 93702  
**Golden Gate University** - 536 Mission Street, San Francisco 94105  
**Harvey Mudd College** - 12th and Dartmouth, Claremont 91711  
**Holy Names College** - 3500 Mountain Boulevard, Oakland 94619  
**Hope International University** - 2500 East Nutwood Ave., Fullerton, Ca 92831  
**Humphrey's College** - 6650 Inglewood Avenue, Stockton 95207  
**John F. Kennedy University** - 12 Altarinda Road, Orinda 94563  
**La Sierra University** - 4700 Pierce Street, Riverside, CA 92515  
**Loma Linda University** - Barton Road and Anderson Street, Loma Linda 92354  
**Loyola Marymount University** - Loyola Boulevard at West 80th Street, Los Angeles 90045  
**The Master's College** - 21726 W. Placerita Canyon Road, P.O. Box 878, Newhall 91322  
**Menlo College** - 100 El Camino Real, Atherton 94027  
**Mills College** - 5000 MacArthur Boulevard, Oakland 94613  
**Mount St. Mary's College** - 12002 Chalon Road, Los Angeles 90049  
**National University** - 4141 Camino Del Rio South, San Diego 92108  
**New College of California** - 50 Fell Street, San Francisco 94102  
**Norte Dame de Namur University** - 1500 Ralston Avenue, Belmont, CA 94002  
**Occidental College** - 1600 Campus Road, Los Angeles, CA 90041  
**Otis Art Institute of Parsons School of Design** - 2401 Wilshire Boulevard, Los Angeles 90057  
**Pacific Graduate School of Psychology** - 940 East Meadow Drive, Palo Alto, CA 94303  
**Pacific Oaks College** - 5 Westmoreland Place, Pasadena 91103  
**Pacific Union College** - Deer Park Road, Angwin 94508  
**Patton College** - 2433 Coolidge Avenue, Oakland 94601  
**Pepperdine University** - 24255 Pacific Coast Highway, Malibu 90263  
**Phillips Graduate Institute** - 5445 Balboa Blvd., Encino, CA 91316-1509  
**Pitzer College** - 1050 N. Mills Avenue, Claremont 91711  
**Point Loma Nazarene University** - 3900 Lomaland Drive, San Diego 92106  
**Pomona College** - 333 College Way, Claremont 91711  
**St. Mary's College of California** - Moraga 94575  
**Samuel Merritt College of Nursing** - 370 Hawthorne Avenue, Oakland 94609  
**San Francisco Art Institute** - 800 Chestnut Street, San Francisco 94133  
**San Francisco Conservatory of Music** - 1202 Ortega Street, San Francisco 94122  
**Santa Clara University** - 500 El Camino Real, Santa Clara 95053  
**Saybrook Graduate School and Research Center** - 450 Pacific, Third Floor, San Francisco, CA 94133  
**Scripps College** - 1030 N. Columbia Avenue, Claremont 91711

**Simpson College** - 2211 College View Drive, Redding 96003  
**Southern California College of Optometry** - 2575 Yorba Linda Blvd., Fullerton, CA 92831  
**Southern California University of Health Sciences** - 1620 E. Amber Valley Drive, Whittier, CA 90609  
**Stanford University** - Stanford 94305  
**Thomas Aquinas College** - 10000 N. Ojai Road, Santa Paula 93060  
**University of Judaism** - 15600 Mulholland Drive, Los Angeles 90077  
**University of La Verne** - 1950 3rd Street, La Verne 91750  
**University of Redlands** - 1200 E. Colton Avenue, P.O. Box 3080, Redlands 92373  
**University of San Diego** - Alcaia Park, San Diego 92110  
**University of San Francisco** - Ignatian Heights, San Francisco 94117  
**University of Southern California** - University Park, Los Angeles 90089  
**University of the Pacific** - 3601 Pacific Avenue, Stockton 95211  
**University of West Los Angeles** - 1155 West Arbor Vitae Street, Inglewood, CA 90301  
**Vanguard University of Southern California** - 55 Fair Drive, Costa Mesa, CA 92626  
**West Coast University** - 440 Shatto Place, Los Angeles 90020  
**Western University of Health Sciences** - 309 East Second Street, Pomona, CA 91766-1889  
**Westmont College** - 955 La Paz Road, Santa Barbara 93108  
**Whittier College** - 13406 E. Philadelphia Street, Whittier 90608  
**Woodbury University** - 7500 Glenoaks Boulevard, Burbank 91510

**PRIVATE CALIFORNIA COLLEGES AND UNIVERSITIES** (The above listing includes four-year schools offering bachelor's degrees and accredited by the Western Association of Schools and Colleges.)

**SOURCE:** California Postsecondary Education Commission; Association of Independent California Colleges and Universities; California Community Colleges Directory

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## California Colleges and Universities

### Southern California Community Colleges

**Allan Hancock Joint Community College** - 800 S. College Drive, Santa Maria 93454-6368  
**American River College** - 4700 College Oak Drive, Sacramento 95841-4286  
**Antelope Valley Community College** - 3041 West Avenue K, Lancaster 93536-5426  
**Bakersfield College** - 1801 Panorama Drive, Bakersfield 93305-1299  
**Barstow Community College** - 2700 Barstow Road, Barstow 92311-6699  
**Butte College** - 3536 Butte Campus Drive, Oroville 95965-8399  
**Canada College** - 4200 Farm Hill Boulevard, Redwood City 94061-1099  
**Cabrillo College** - 6500 Soquel Drive, Aptos 95003-3119  
**Cerritos College** - 11110 Alondra Boulevard, Norwalk 90650-6269  
**Cerro Coso Community College** - 3000 College Heights Boulevard, Ridgecrest 93555-9571  
**Chabot College** - 25555 Hesperian Blvd., PO Box 5001, Hayward 94545-5001  
**Chaffey College** - 5885 Haven Avenue, Rancho Cucamonga 91701  
**Citrus College** - 1000 W. Foothill Boulevard, Glendora 91741-1899  
**City College of San Francisco** - 50 Phelan Avenue, E200, San Francisco 94112-1898  
**Coastline Community College** - 11460 Warner Avenue, Fountain Valley 92708-2597  
**College of the Canyons** - 26455 N. Rockwell Canyon Road, Valencia 91355  
**College of Alameda** - 555 Atlantic Avenue, Alameda 94501-2109  
**College of Marin** - 835 College Avenue, Kentfield 94904-2590  
**College of San Mateo** - 1700 West Hillsdale Boulevard, San Mateo 94402-3784  
**College of The Canyons** - 26455 N. Rockwell Canyon Road, Santa Clarita 91355-1899  
**College of the Desert** - 43500 Monterey Avenue, Palm Desert 92260-2499  
**College of the Redwoods** - 7351 Tompkins Hill Road, Eureka 95501-9301

**College of the Sequoias** - 915 South Mooney Boulevard, Visalia 93277-2234  
**College of the Siskiyous** - 800 College Avenue, Weed 96094-2899  
**Columbia College** - 11600 Columbia College Drive, Sonora 95370-8518  
**Compton College** - 1111 E. Artesia Boulevard, Compton 90221-5393  
**Contra Costa College** - 2600 Mission Bell Drive, San Pablo 94806-3195  
**Copper Mountain College** - 6162 Rotary Wy (P.O. Box 1398), Joshua Tree 92202  
**Cosumnes River College** - 8401 Center Parkway, Sacramento 95823-5799  
**Crafton Hills College** - 11711 Sand Canyon Road, Yucaipa 92399-1799  
**Cuesta College** - PO Box 8106, San Luis Obispo 93403-8106  
**Cuyamaca College** - 900 Rancho San Diego Parkway, El Cajon 92020-1799  
**Cypress College** - 9200 Valley View, Cypress 90630-5897  
**DeAnza College** - 21250 Stevens Creek Boulevard, Cupertino 95014-5797  
**Diablo Valley College** - 321 Golf Club Road, Pleasant Hill 94523-1544  
**East Los Angeles College** - 1301 Avenida Cesar Chavez, Monterey Park 91754-6099  
**El Camino College** - 16007 Crenshaw Boulevard, Torrance 90506-0002  
**Evergreen Valley College** - 3095 Yerba Buena Road, San Jose 95135-1598  
**Feather River College** - 570 Golden Eagle Avenue, Quincy 95971-9124  
**Foothill College** - 12345 El Monte Road, Los Altos Hills 94022-4599  
**Fresno City College** - 1101 E. University Avenue, Fresno 93741-0001  
**Fullerton College** - 321 E. Chapman Avenue, Fullerton 92832-2095  
**Gavilan College** - 5055 Santa Teresa Blvd., Gilroy 95020-9599  
**Glendale Community College** - 1500 N. Verdugo Road, Glendale 91208-2894  
**Golden West College** - 15744 Goldenwest Street, Huntington Beach 92647-0592  
**Grossmont Community College** - 8800 Grossmont College Drive, El Cajon 92020-1799  
**Hartnell College** - 156 Homestead Avenue, Salinas 93901-1697  
**Imperial Valley College** - 380 East Aten Road, Imperial 92251-9787  
**Irvine Valley College** - 5500 Irvine Center Drive, Irvine 92720-4399  
**Lake Tahoe Community College** - 1 College Drive, So. Lake Tahoe 96150-4524  
**Laney College** - 900 Fallon Street, Oakland 94607-4893  
**Las Positas College** - 3033 Collier Canyon Road, Livermore 94550-7650  
**Lassen College** - Highway 139, PO Box 3000, Susanville 96130-3000  
**Long Beach City College** - 4901 E. Carson Street, Long Beach 90808-1706  
**Los Angeles City College** - 855 N. Vermont Avenue, Los Angeles 90029-3590  
**Los Angeles Harbor College** - 1111 Figueroa Place, Wilmington 90744-2397  
**Los Angeles Mission College** - 13356 Eldridge Avenue, Sylmar 91342-3200  
**Los Angeles Pierce College** - 6201 Winnetka Avenue, Woodland Hills 91371-0001  
**Los Angeles Southwest College** - 1600 W. Imperial Highway, Los Angeles 90047-4899  
**Los Angeles Trade-Tech College** - 400 W. Washington Boulevard, Los Angeles 90015-4108  
**Los Angeles Valley College** - 5800 Fulton Avenue, Van Nuys 91401-4096  
**Los Medanos College** - 2700 East Leland Road, Pittsburg 94565-5197  
**Mendocino College** - PO Box 30001000 Hensley Creek Road, Ukiah 95482-0300  
**Merced College** - 3600 M Street, Merced 95348-2898  
**Merritt College** - 12500 Campus Drive, Oakland 94619-3196  
**MiraCosta College** - 1 Bernard Drive, Oceanside 92056-3899  
**Mission College** - 3000 Mission College Boulevard, Santa Clara 95054-1897  
**Modesto Junior College** - 435 College Avenue, Modesto 95350-5800  
**Monterey Peninsula College** - 980 Fremont Street, Monterey 93940-4799  
**Moorpark College** - 7075 Campus Road, Moorpark 93201-1695  
**Mt. San Antonio College** - 1100 N. Grand Avenue, Walnut 91789-1399  
**Mt. San Jacinto College** - 1499 North State Street, San Jacinto 92583-2399  
**Napa Valley College** - 2277 Napa Vallejo Highway, Napa 94558-6236  
**Ohlone College** - 43600 Mission Boulevard, Fremont 94539-0911  
**Orange Coast College** - 2701 Fairview Road, P.O. Box 5005, Costa Mesa 92628-5005  
**Oxnard College** - 4000 S. Rose Avenue, Oxnard 93033-6699  
**Palo Verde College** - One College Drive, Blythe 92225-1118  
**Palomar College** - 1140 W. Mission Road, San Marcos 92069-1487

**Pasadena City College** - 1570 E. Colorado Boulevard, Pasadena 91106-2003  
**Porterville College** - 100 East College Avenue, Porterville 93257-5901  
**Reedley College** - 995 N. Reed Avenue, Reedley 93654-2099  
**Rio Hondo College** - 3600 Workman Mill Road, Whittier 90601-1699  
**Riverside Community College** - 4800 Magnolia Avenue, Riverside 92506-1293  
**Sacramento City College** - 3835 Freeport Boulevard, Sacramento 95822-1386  
**Saddleback College** - 28000 Marguerite Parkway, Mission Viejo 92692-3699  
**San Bernardino Valley College** - 701 S. Mount Vernon Avenue, San Bernardino 92410-2798  
**San Diego City College** - 1313 12<sup>th</sup> Avenue, San Diego 92101-4787  
**San Diego Mesa College** - 7250 Mesa College Drive, San Diego 92111-4996  
**San Diego Miramar College** - 10440 Black Mountain Road, San Diego 92126-2999  
**Santa Barbara Community College** - 721 Cliff Drive, Santa Barbara 93109  
**San Joaquin Delta College** - 5151 Pacific Avenue, Stockton 95207-6370  
**San Jose City College** - 2100 Moorpark Avenue, San Jose 95128-2799  
**Santa Ana College** - 1530 W. 17<sup>th</sup> Street, Santa Ana 92706-3398  
**Santa Barbara City College** - 721 Cliff Drive, Santa Barbara 93109-2394  
**Santa Monica College** - 1900 Pico Boulevard, Santa Monica 90405-1628  
**Santa Rosa Junior College** - 1501 Mendocino Avenue, Santa Rosa 95401-4395  
**Santiago Canyon College** - 8045 E. Chapman Avenue, Orange 92869-4512  
**Shasta College** - 11555 Old Oregon Trail, PO Box 496006, Redding 96049-6006  
**Sierra College** - 5000 Rocklin Road, Rocklin 95677-3397  
**Skyline College** - 3300 College Drive, San Bruno 94066-1662  
**Solano Community College** - 4000 Suisun Valley Road, Suisun City 94585-3197  
**Southwestern College** - 900 Otay Lakes Road, Chula Vista 91910-7299  
**Taft College** - 29 Emmons Park Drive, Taft 93268-4217  
**Ventura College** - 4667 Telegraph Road, Ventura 93003-3899  
**Victor Valley College** - 18422 Bear Valley Road, Victorville 92392-5849  
**Vista College** - 20 Milvia Street, Berkeley 94704-1183  
**West Hills College** - 300 Cherry Lane, Coalinga 93210-1399  
**West Los Angeles College** - 4800 Freshman Drive, Culver City 90230-3500  
**West Valley College** - 14000 Fruitvale Avenue, Saratoga 95070-5699  
**Yuba College** - 2088 North Beale Road, Marysville 95901-7699

## **California State University System**

**California Maritime Academy** - 200 Maritime Academy Drive, PO Box 1392, Vallejo 94590  
**California Polytechnic State University, San Luis Obispo** - San Luis Obispo 93407  
**Cal State Polytechnic University, Pomona** - 3801 West Temple Ave., Pomona 91768-4003  
**CSU, Bakersfield** - 9001 Stockdale Highway, Bakersfield 93311-1099  
**CSU, Channel Islands** - One University Drive, Camarillo 93012  
**CSU, Chico** - 1<sup>st</sup> and Normal Streets, Chico 95929-0722  
**CSU, Dominguez Hills** - 1000 E. Victoria Street, Carson 90747  
**CSU, Fresno** - 5150 North Maple Avenue, Fresno 93740-0057  
**CSU, Fullerton** - 800 N. State College Boulevard, Fullerton 92834-6900  
**CSU, Hayward** - 25800 Carlos Bee Boulevard, Hayward 94542-3035  
**CSU, Long Beach** - 1250 Bellflower Boulevard, Long Beach 90840-0106  
**CSU, Los Angeles** - 5151 State University Drive, Los Angeles 90032-8530  
**CSU, Monterey Bay** - 100 Campus Center, Seaside, CA 93955-8001  
**CSU, Northridge** - 18111 Nordhoff Street, Northridge 91330-8207  
**CSU, Sacramento** - 6000 J Street, Sacramento 95819-6048  
**CSU, San Bernardino** - 5500 University Parkway, San Bernardino 92407-2397  
**CSU, San Marcos** - 333 S. Twin Oaks Valley Road, San Marcos 92096-0001  
**CSU, Stanislaus** - 801 W. Monte Vista Avenue, Turlock 95380  
**Humboldt State University** - 1 Harpst Street, Arcata 95521-4957  
**San Diego State University** - 5500 Campanile Drive, San Diego 92182-7455  
**San Francisco State University** - 1600 Holloway Avenue, San Francisco 94132-4002  
**San Jose State University** - One Washington Square, San Jose 95192-0009  
**Sonoma State University** - 1801 East Cotati Ave., Rohnert Park 94928-3609

## **University of California System**

**UC, Berkeley** - 200 California Hall, Berkeley 94720

**UC, Davis** - 567 Mrak Hall, Davis 95616

**UC, Irvine** - 501 Administration, Irvine 92717

**UC, Los Angeles** - 2147 Murphy Hall, Los Angeles, 90024

**UC, Merced** - P.O. Box 2039, Merced 95344

**UC, Riverside** - 4148 Hinderaker Hall, Riverside 92521

**UC, San Diego** - 107 Administrative Complex, La Jolla 92093

**UC, San Francisco** - 513 Parnassus Avenue, San Francisco 94143

**UC, Santa Barbara** - Room 5221, Cheadle Hall, Santa Barbara 93106

**UC, Santa Cruz** - 296 McHenry Library, Santa Cruz 95064

# GLOSSARY

**AA (Associates of Arts).** A two year community college degree.

**Academic Calendar.** School breaks during the traditional year. Semester: two terms of 17-18 weeks; Quarter: four terms of 11 weeks; Trimester: three terms of 15 weeks.

**Accreditation.** The recognition by an outside agency that a school maintains high standards which enable students to qualify for admission to other accredited institutions.

**ACT (American College Test).** A four-year college admission test covering: English, social science, and mathematics.

**Admission Requirements.** A set of rules established by each college governing student acceptance.

**Advanced Standing.** When a student has completed more than 12 college credits prior to admission.

**a-g.** Refers to the list of subjects required for admission by the University of California.

**AP (Advanced Placement).** A system by which college freshmen may bypass entry-level courses providing they have already taken the equivalent in high school. College credit may be awarded by many colleges if a student earns a certain grade on a College Board examination at the conclusion of an AP course.

**BA (Bachelor of Arts).** A four-year college degree.

**Bridge Program.** This represents a cooperative venture between Fullerton College and its neighboring high schools. Under the terms of this program, juniors and seniors may take college courses to supplement the educational program designed for them by their counselor.

**BS (Bachelor of Science).** A four-year college degree.

**Cal Grants.** California financial aid. Available to students having a financial need as they continue their education at a college or vocational school. Forms are available in the counseling office in November of each year.

**Class Rank.** A student's standing in the class as compared to other class members based upon GPA.

**CLEP (College-Level Examination Program).** This is run by the College Board and offers a series of general and subject examinations for college applicants who have gained learning in such traditional ways as independent reading, on-the-job training, or correspondence courses.

**College Board.** A company which provides college entrance testing, such as SAT I, SUBJECT TESTS, TOEFL, PSAT, etc. The Educational Testing Service (ETS) is the testing division.

**College Catalog.** A book published by the college describing requirements for admission, degree programs, services, and course descriptions. The counseling office maintains most college catalogs and the addresses of most colleges.

**Credit or "semester hours"/"unit hours"/"quarter hours."** This is a way of referring to the number of credits which are earned in a course. Approximately 64 total credits are needed for an AA degree, and 124 total credits for a BA or BS degree for schools on a semester calendar. If a class meets three hours per week, it is usually a 3 credit course. A full-time student at college usually attends five classes and earns 15 credits per semester.

**CSF (California Scholarship Federation).** A state-wide honor society designed primarily for the academically talented, college-bound student. Eligibility for membership depends upon last semester's final grades. Students who qualify for four semesters become Seal Bearers at graduation. Membership is neither automatic, mandatory, nor retroactive. A student may join the first three weeks of a semester, if eligible.

**CSU (California State University).** These are state campuses such as CSUF (California State University at Fullerton).  
Web Site: [www.calstate.edu](http://www.calstate.edu)

**Degree.** The title given to college graduate upon completion of a program. A four-year degree is usually a BA (Bachelor of Arts), or BS (Bachelor of Science).

**Early Admissions.** This plan allows students to begin college work after their junior year of high school. This program usually is limited to exceptionally talented and motivated students.

**Early Decision.** Some colleges, through the admission process, offer to notify applicants of acceptance or rejection during the first semester of the senior year. There are two types of early decision plans. In the **single-choice** plan, students cannot apply to other colleges until they have been notified by the early decision college. In the **first-choice** plan, students may apply to other colleges, but name the early decision college as the first choice and agree to enroll at that college and withdraw all other applications, if accepted.

**FAFSA (Free Application for Federal Student Aid).** This is the form used to file for financial aid for college (Cal Grant A, B, and/or C, and the Pell Grant).

**Fee.** A sum of money which must be paid for a variety of things in college (e.g., admission, registration, graduation, health services, etc.).

**Fee Waiver.** A form available to students having a family income less than approximately \$16,000 per year. The Fee Waiver Form is submitted instead of money when applying for college testing or admission.

**Financial Aid.** Money received from a variety of sources (grant, loan, scholarship, work-study) which is to be used to help pay for college costs. Usually, this package is determined by family financial need and the availability of funds.

**GED (General Educational Development Examination).** A series of tests that adults take to qualify for a high school equivalency certificate or diploma.

**GPA (Grade Point Average).** A student's average grade, computed on a four point scale (i.e., A=4, B=3, C=2, D=1, F=0) is the unweighted GPA. Weighted courses receive an additional factor. Each student has two GPA's: one for the semester and one cumulative GPA which includes all previous grades. The GPA for the CSU system includes all courses except P.E. in grades 10-12. For the UC system, the GPA includes just those grades earned beyond the 9th grade in the **a-g pattern of courses**. High school class rank is based upon courses completed in grades 9-12.

**Grants.** These are payments made to students by various organizations, including CAL Grants from the state of California. Grants do not have to be paid back.

**Impacted Program.** A college degree program, such as computer science, which may be temporarily closed to new students due to heavy enrollment or may require supplementary screening of student records for selection of the strongest candidates.

**Lower Division.** Refers to courses usually completed in the first two years of college.

**MA (Master of Arts) or MS (Master of Science).** A college degree usually requiring one or two years' work beyond the BA.

**Major.** The main area of study in college, usually requiring about one year in a planned series of courses during the four-year program.

**Minor.** Approximately 18 credits in an area outside the major department of study.

**Need Analysis.** A technique used to estimate a student's need for financial assistance to help meet educational expenses. It consists of two major components: (1) estimating the family's ability to contribute to educational expenses, and (2) estimating the student's educational expenses.

**Parents' Confidential Statement (PCS).** A form distributed by the College Scholarship Service for the purpose of determining how much a family will be expected to contribute to a student's college costs.

**Pell Grant Program.** Qualified students who enroll at least half time at an eligible institution of higher education and who demonstrate financial need may receive a Basic Grant. This grant may be used at community colleges, universities, or trade schools.

**Permanent Record Card (PRC).** The complete record of all courses and grades earned. The transcript is a copy of the PRC.

**Placement Tests.** Examinations required by the community colleges for students signing up to take English and math classes.

**Prerequisites.** Courses, test scores, and/or grade level that must be completed before taking a specific course.

**Private College.** A school which is not supported by state taxes. They may also be referred to as independent colleges.

**Profile.** A new form replacing the FAF.

**PSAT/NMSQT (Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test).** A shortened version of the SAT offered in October for high school juniors.

**ROP (Regional Occupational Program).** This provides occupational training for high school students and adults.

**ROTC.** Many colleges have units of the Reserve Officer's Training Corps that offer two- and four-year programs of military training culminating in an officer's commission. In some colleges, credits for the courses can be applied toward a degree. ROTC Scholarships are available which pay for full educational costs in both public and private colleges, including MIT, Cal Tech, Stanford, Harvard, USC, etc. See your counselor for more information.

**SAT I (Scholastic Assessment Test).** A four-year college admission exam measuring verbal and math reasoning plus a standard written English test.

**Subject Tests (formerly SAT II).** One-hour exams offered in five general subject areas. The UC system requires two tests including:

- English composition.
- Mathematics (level 1 or 2).
- Social studies or foreign language or science or English Literature.

These tests are usually completed in June of the junior year.

**Student Aid Commission.** The California state agency which administers a number of aid programs including the CAL Grant program.

**Summer Session (College Summer School).** Open entry, without formal admission, makes it possible for students to take classes at almost any campus and then transfer it to the "home" campus toward their degree. Students who plan to continue in the fall must file for fall admission.

**TOEFL (Test of English as a Foreign Language).** An English exam for foreign students used for placement in college English classes. Register by mail using materials available in the counseling office. The test is held at various local colleges and testing sites.

**Transcript.** Official list of high school courses taken and grades received by the student.

**Transfer Courses.** College courses giving credit which may be transferred to a four-year college.

**Tuition.** A fee that is paid for instruction in an institution of higher education.

**UC (University of California).** Nine campuses make up the UC system: UCB (Berkeley), UCD (Davis), UCI (Irvine), UCLA (Los Angeles), UCR (Riverside), UCSB (Santa Barbara), UCSC (Santa Clara), UCSD (San Diego), UCSF (San Francisco). Web Site: [www.ucop.edu](http://www.ucop.edu)

**Undergraduate.** College student who has not yet received a bachelor's degree.

**Upper-Division Courses.** Courses designated for the junior and senior years of college.

**Work-Study.** A federally funded program that makes part-time jobs available to students with financial need.

# High School



Placentia-Yorba Linda Unified School District