

# **EDUCATIONAL PLANNING**

<b>H. Educational Planning</b>												
<b>Basic Skill</b>			<b>Activity</b>			<b>Date Completed &amp; Level of Assistance</b>						
			Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Has a realistic view of his/her chances for completing high school.	EP-3 EP-10		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
If high school graduation is not realistic, understands what a GED is and how to obtain one.	EP-1		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
<b>Intermediate Skill</b>			<b>Activity</b>			<b>Date Completed &amp; Level of Assistance</b>						
Can fill out forms to enroll in an educational program.	Ep-12		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Has a general idea of what education is needed for the job he/she wants.	EP-2		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Can discuss educational/vocational plans with teachers/counselor.	EP-4		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Is aware of educational resources available in the community.	EP-8		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
<b>Advanced Skill</b>			<b>Activity</b>			<b>Date Completed &amp; Level of Assistance</b>						
Knows how to obtain school transcripts.	EP-11		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Is aware of current educational credits and standing.	Based upon observation of skill		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Has an appropriate educational plan for the job selected.	EP-2		Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A

Understands educational/skill requirements for job selected.	Based upon job chosen-review with client	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Is aware of the cost of higher education/vocational training.	EP-9	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Knows the difference between a loan and a grant.	EP-13 EP-16	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Knows where to find and how to access adult education or vocational training in the community.	<a href="http://www.jobcorps.gov">www.jobcorps.gov</a> <a href="http://www.rvm.org">www.rvm.org</a> EP-5 EP-6 EP-7	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Knows how to obtain financial aid/scholarships for additional education.	EP-9 EP-13 EP-14 EP-15 EP-16	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A
Understands future prospects and probable living standards relative to levels of education and specialized skills.	EP-9	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A	Max Mod Min	Stdby Indep N/A

# **6 EASY STEPS TO GETTING YOUR GED!!**

## **STEP 1: FIND A PREP CENTER**

We can help you find local prep classes, and most of them are free.

Before you take the GED Test, it's best to attend classes.

Enter your zip code above or call our helpful GED center toll free at 1-877-38-YOURGED to find classes in your neighborhood.

## **STEP 2: REGISTER FOR PREP**

Find the classes that are right for you.

Once you find your local GED Test prep classes, you'll need to register. The process varies from place to place, but when you go, you'll probably be asked to take a placement test. Don't worry! This test is just used to find out which classes are right for you. Everyone takes it and it's nothing to stress out about. When it's done, you'll be one step closer to earning your GED Diploma.

## **STEP 3: GO TO CLASS AND STUDY**

You can't pass without class.

It may seem obvious, but if you want to earn your GED Diploma, you have to put in the time and effort. It's not going to be easy. You might have to juggle work, kids and other responsibilities with class and studying. Just remember — almost everyone who has earned a GED Diploma (over 17 million people) had to go through the same thing. You can do it. It will be more than worth it.

## **STEP 4: TAKE PRACTICE TESTS**

Practice makes perfect.

Before you take the real GED Tests, it's a good idea to practice. When the time is right, your teachers will help you take some practice tests so you know what to expect for the real thing.

## V-7 Choosing Classes

**Objective:** The student will indicate at least five choices of future classes that interest him or her and are appropriate selections.

**Comments:**

Remember when students' favorite classes were always lunch and gym? As students get older and approach the time at which they must make some necessary pre-vocational decisions, suddenly it really is important to think about what classes will help them towards their goals. In this lesson, students are to think about possible classes and activities that fictional characters should take in order to pursue their goals.

**Introductory Activities:**

- a. Have students list at least one class they are thinking about enrolling in during the next year or two.
- b. Have students tell or write why they are looking forward to this class.
- c. After completing (b), have students raise their hands if they selected the class because it sounded like "fun." Then have them raise their hands if they selected the class because it was part of a "career plan."

**Activity:**

**Answers: (examples)** 1. a. yes; b. yes – work at a kennel or veterinarian's office to see if he likes the work; c. drawing (some careers involve medical drawings for textbooks); 2. a. home economics, food preparation and nutrition; b. yes – she shouldn't limit herself – she may become interested in another career or interested in working with caring for children rather than adults; c. don't do it – she probably won't be successful; 3. a. if he is keeping them up; b. what kind of a worker Antonio is – does he show up on time?; c. any classes that will help Antonio with independence after school – business classes, auto mechanics classes, food preparation, etc.

**Discussion:** Go through each of the three examples on the worksheet. Not all details were provided, so students must make some assumptions about the students. Allow students time to express their opinions about what these students should do.

1. Why would it be helpful for Ralph to take science classes in high school? (**he will need to take science in college!**)
2. Does every elective that Ralph take need to be relevant to his future career plans? (**no – in fact it's a good idea to use the time to keep exploring different options and try out different activities**)
3. What might happen if Maria decides she is tired of working at a nursing home but hasn't had any other sort of training? (**she'll probably quit and start from ground-zero**)
4. Why is it important for Maria to take other classes such as business or child care? (**she may want to have other options if she decides she doesn't want to work in the nursing home forever**)

EP-2

5. Why shouldn't anyone take classes based on who is in the class? (**except for the obvious social reasons, it may not have any relevance to what the student wants to accomplish**)
6. Why is Antonio's situation a pretty good one? (**he's still in school, but he also gets some work experience**)

**Extension Activities:**

1. Invite a school counselor to visit your class to talk about special types of programs (such as work-study, job shadowing, volunteering in classrooms for credit, etc.) available to students. Sometimes just knowing about inventive, exciting programs that are in the not-too-distant future is a good incentive for students who are thinking about quitting to stay in school.
2. Invite an upperclass student (senior, junior) from the high school to visit your class to talk about what classes are particularly interesting or useful for him or her. A peer may have a lot more influence over the expectations of a student than a teacher. Students may not be aware of some classes that are particularly new and very exciting.

**Evaluation:**

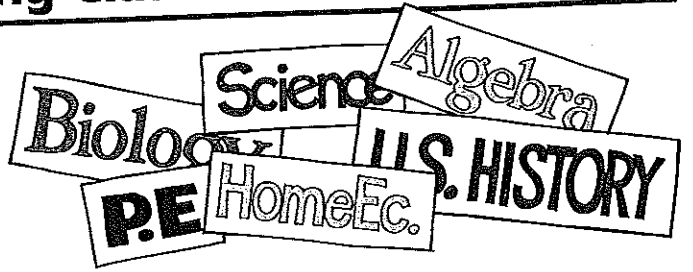
- a. List at least three possible classes you are interested in taking in the future.
- b. For each class listed in (a), write one reason why you are interested in that class.

EP-2

Name \_\_\_\_\_ Date \_\_\_\_\_

## Choosing Classes

**Directions:** The following characters are planning classes for the rest of their high school education. Pretend you are their counselor and help them make appropriate selections.



1. Ralph wants to finish high school and then go on to college to study veterinary medicine. His grades are pretty good and he is willing to put time in to study.
  - a. Should Ralph take a lot of science classes? \_\_\_\_\_
  - b. Would you suggest that Ralph do some volunteer work? What?  
\_\_\_\_\_
  - c. Ralph is also interested in art. What electives might Ralph want to take?  
\_\_\_\_\_
  
2. Maria doesn't know if she wants to go to any type of school after high school. She already has a part-time job in a nursing home and would like to work there full-time. Her grades are C's, but she doesn't enjoy school or put much effort into her classes.
  - a. What type of classes might Maria do well with?  
\_\_\_\_\_
  - b. Would you suggest that Maria take some business classes or child care classes? Why?  
\_\_\_\_\_
  - c. If Maria wanted to take Advanced Physics because her boyfriend is enrolling in the class, what would you tell Maria?  
\_\_\_\_\_
  
3. Antonio is involved in a special work/study program that allows him to take classes in the morning and then work at a vocational training school program in the afternoon. As long as he keeps his grades up, he can continue in this program until he graduates.
  - a. What would you want to know about Antonio's grades?  
\_\_\_\_\_
  - b. What information might you want to know from the vocational school instructors?  
\_\_\_\_\_
  - c. What classes might you suggest Antonio take at the high school?  
\_\_\_\_\_

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## V-9 Finishing High School

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**Objective:** The student will give at least two reasons why it is important or beneficial to complete high school.

**Comments:**

There are a lot of reasons why teenagers drop out of high school. Among these are the facts of pregnancy, poor grades, truancy, getting into trouble at school, boredom, seeing no relevance, and a simple lack of motivation. In this lesson, students are asked to respond to comments about completing high school.

**Introductory Activities:**

- a. Have students raise their hands if they intend to graduate from high school.
- b. Have students raise their hands if they have a close friend who has dropped out of high school.
- c. Have students raise their hands if they have a brother or sister who has already dropped out of high school.

**Activity:**

Students are to read the twelve statements on the worksheet "Finishing High School." They are to circle AGREE or DISAGREE to show how they feel about the statement. They are all opinion statements, so inform students that they will not be scored "right" or "wrong."

**Discussion:** It may be quite surprising to hear your students' views on completing high school. While some may be overly optimistic that they of course will complete high school (even with poor attendance, poor grades, low motivation), others – particularly those without support from home – may already be planning to quit. Without being judgmental or "preachy," listen to the students' comments and opinions. Extension activities may prove to be quite enlightening to some of these students!

1. What do you think is the main purpose of high school?
2. If someone close to you has dropped out of school, why would that make it more likely that an individual would also drop out of school? (**that's their model, may think of this as "freedom," the individual may already have a job**)
3. Do you think there is a connection between the amount of education a person has and his or her earning potential?
4. What other kinds of training are available after high school besides a regular four-year college program? (**two-year degrees, vocational schools, apprentice programs, etc.**)
5. Do you feel your parents value a high school education?
6. Why is a high school degree sometimes important to a parent or grandparent who never got one? (**they might feel as though they have missed an opportunity**)
7. What are some ways that classes and schools try to make learning more relevant? (**offer on-the-job programs, work/study, etc.**)
8. Do you know of anyone who has completed the GED program? What comments did this person have about the program?



9. If someone has quit high school, how easy do you think it would be to return – especially after having a baby or working for awhile? (**probably difficult – new responsibilities, less time, more stresses**)
10. What advice would you give to someone who was struggling in high school, but still wanted to stay in and try to finish? (**get help – talk to a counselor, teachers, get tutoring, etc.**)

**Extension Activities:**

1. If possible, have a counselor come in to explain the GED (equivalency) program. Some students may think this is an easy way to get through high school. Find out about the history of the program (military program during World War II), the restrictions, time involved, level of material, and commitment of time that is necessary to complete the program.
2. Have students research the earning potential of students with and without high school degrees.
3. Have students find out reasons why teenagers drop out of high school. How many plan to return? How many actually return?
4. Invite speakers to your class who have made the decision (or felt it was necessary) to drop out of high school. Do they regret the decision? What factors were involved in their life at the time? What are they doing today?

**Evaluation:**

- a. List at least two reasons why it is beneficial to complete high school.
- b. List at least two reasons why teenagers may choose to drop out of high school.
- c. Write a paragraph explaining your intentions about finishing high school.

Name \_\_\_\_\_ Date \_\_\_\_\_

## Finishing High School

**Directions:** Complete the following survey by expressing your opinions and reactions to the following statements about high school. Circle *agree* or *disagree* after each statement.



- |  |       |          |
|--|-------|----------|
| 1. It is important to have a high school diploma.  | Agree | Disagree |
| 2. You can still get a good job without a high school degree.  | Agree | Disagree |
| 3. High school is a waste of time if you don't plan to go to college.                                    | Agree | Disagree |
| 4. Most high school classes don't have any practical value.  | Agree | Disagree |
| 5. It is easy to get a GED (equivalency degree) if you drop out of school and then want to get a degree. | Agree | Disagree |
| 6. There are ways to get help if you want to finish high school.   | Agree | Disagree |
| 7. A lot of my friends either have quit school or intend to quit high school.                            | Agree | Disagree |
| 8. One or both of my parents did not finish high school.   | Agree | Disagree |
| 9. I have a brother or sister who quit school.   | Agree | Disagree |
| 10. I would consider leaving high school, but only if I had a job already lined up.                      | Agree | Disagree |
| 11. The only reason I am in high school is because of the activities and my friends.                     | Agree | Disagree |
| 12. If you really want to get a high school diploma, you will find a way.                                | Agree | Disagree |

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**V-1 What Are You Good At?**

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**Objective:** The student will identify at least 20 things that he or she feels he or she can do well. This may include accomplishments, personality attributes, talents, etc.

**Comments:**

In beginning the search for a job and hopefully a career, the student may begin by looking at his or her own skills and interests. While not everyone is lucky enough to find his or her job fascinating, it is a worthwhile endeavor to take inventory of what one is able to do well and is interested in doing. Perhaps later there will be some overlap between the job and the interest. In this lesson, students are to make a list of what they feel are their skills, talents, and/or things that they are knowledgeable about.

**Introductory Activities:**

- a. Define *skill*. (something someone is able to do well; this can be an acquired thing with learning)
- b. Define *talent*. (a natural ability to do something well; this is something that you have or you don't - it can be developed and enhanced, but it is more of something that is within the person)
- c. Define *job*. (a task that is performed usually for money; can be short-lived and may not involve a lot of training or skill)
- d. Define *career*. (a profession, usually involving training, which may last throughout a person's life)

**Activity:**

**Discussion:** Provide time for students to share their ideas about their skills and interests. If some students say they cannot think of any, encourage classmates who know them to help them out.

1. Do you have skills or talents that seem to run in your family? If so, what?
2. Why do you think people in the same family might have similar interests? (availability of resources)
3. How did you become good at the things you are proficient in now? (practice, good teaching, asking questions, etc.)
4. Do you need other people to tell you that you are good at something or is it enough for you to recognize your skills yourself?
5. What are some skills that can be learned if you are willing to become a student or apprentice?
6. What are some examples of talents that some people just naturally possess? (musical ability, athletic ability, etc.)
7. What are some skills you have developed within the last year?
8. How did you learn a new skill?

EP-4

**Extension Activities:**

1. Encourage students to take part in a workshop, mini-course, correspondence class, YMCA/YWCA evening class, cooking class at the community center, etc. Many classes are free or are available for a small charge. Learn a new skill!
2. Help students offer their services for free to become an apprentice to someone who does something they are interested in or would like to learn more about. Try to help students hook up with an auto repair shop, riding stable, artist, etc.

**Evaluation:**

- a. List two skills in which you are competent that you have learned or developed in the past year.
- b. List two talents you possess.

**Teacher Notes:**

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EP-4

Name \_\_\_\_\_ Date \_\_\_\_\_

# What Are You Good At?

**Directions:** Make a list for yourself of 20 to 25 (or more) things you are able to do well. Don't limit yourself to only things you can make or compete at; include things you know a lot about and your personality strengths.

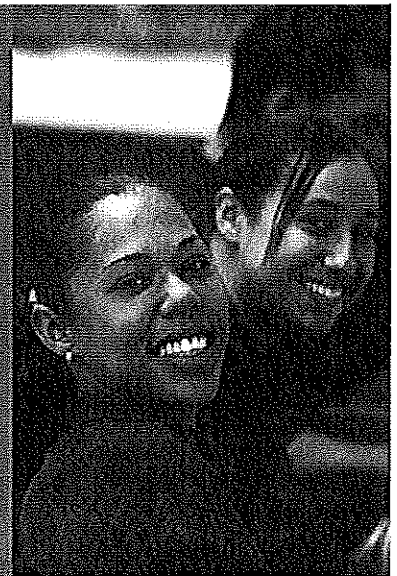


**Examples:**

- I am good with children.
- I can fix things – a bike, VCR, etc.
- I know a lot about astronauts and the space program.

1. _____	16. _____
2. _____	17. _____
3. _____	18. _____
4. _____	19. _____
5. _____	20. _____
6. _____	21. _____
7. _____	22. _____
8. _____	23. _____
9. _____	24. _____
10. _____	25. _____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

# Job Corps



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Success Lasts A Lifetime

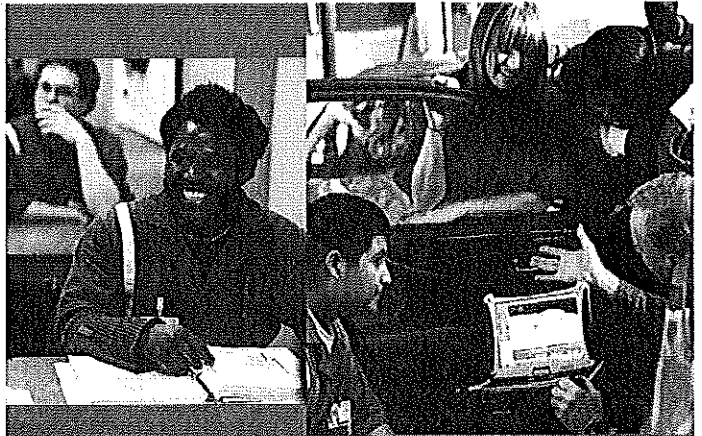
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**Are you someone who is ready to work, learn, and become a leader?**

Do you want to do something more with your life?

**Here's your chance.  
It begins with Job Corps.**



## What is Job Corps?

Career technical training ... education ... professional skills ... Job Corps will work with you from your first day in the program to the moment you start your new job. No matter where you are coming from or where you want to go, Job Corps is here to help.

Each year Job Corps enrolls more than 60,000 students ages 16 through 24 in more than 100 career technical areas at 124 centers across the nation. Job Corps offers hands-on training in America's fastest growing careers, and our graduates land high-wage jobs.

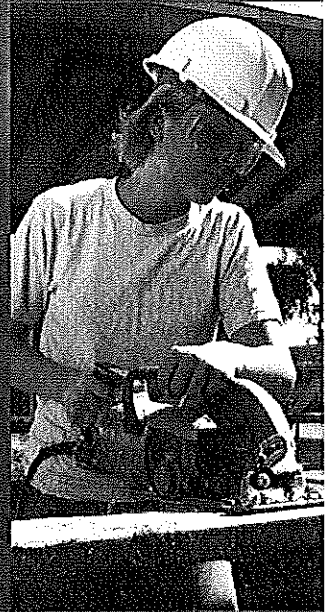
Not to mention that all Job Corps training programs provide you with the latest skills that today's jobs require so you'll be ready when great opportunities come your way.

**And the best part?  
It's at no cost to you.**

Contact Job Corps to find out about the centers closest to you and if you qualify for the program.

**"The people at Job Corps reached out to me and helped me see potential that I didn't see in myself. They pushed me in the right direction. I wouldn't be as successful as I am now if it weren't for my Job Corps family."**

Darshay, Jacksonville  
Job Corps Center



Look closely. Everyone pictured here is an actual Job Corps student, graduate, or instructor.

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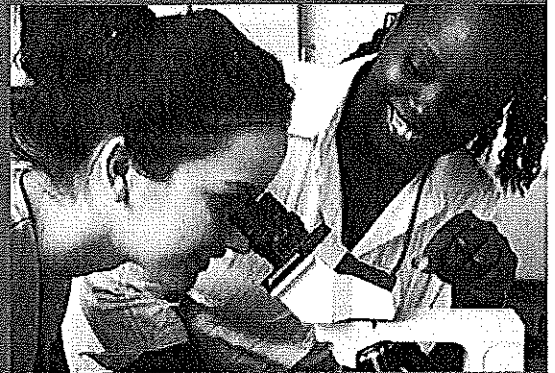
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Most of your time on center will be devoted to career technical training and education.

You'll learn the skills you need to get a high-paying job and become a successful professional.



## What happens at Job Corps?

Interested in construction?  
Information technology?  
The automotive field?  
Job Corps offers hands-on training  
in multiple career areas.

You also will have the chance to train with Job Corps employer partners on actual work sites. Job Corps has partners in every corner of the country who are looking for qualified students to train and hire.

Job Corps is committed to providing each student with the safest possible learning environment and has a policy of Zero Tolerance for violence and drugs.



“Job Corps has given me several career opportunities and has prepared me for the real world. There is so much I learned that I will use for the rest of my life.”

— Perla,  
Paul Simon Chicago  
Job Corps Center

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Already have your diploma? Congratulations! Know what you're going to do next? If not, are you looking for career options, technical training, or a bridge to higher education?



## What does Job Corps offer?

Job Corps helps high school graduates launch their careers. If you haven't graduated from high school, Job Corps can help you earn your diploma or GED.

We have certified training staff ready to help you reach your academic goals and a tutoring program if you are looking for extra guidance.

You also will benefit from mentoring programs that pair you with center staff, career counselors, and community leaders.

After you start training, it won't be long until you are focused on finding a job. You will work with Job Corps staff to help find job openings and submit resumes.



"From earning my high school diploma to training for a high-growth career, the people at Job Corps supported and encouraged me every step of the way. Now I'm ready for the life I always wanted."

Sean,  
Brooklyn  
Job Corps Center

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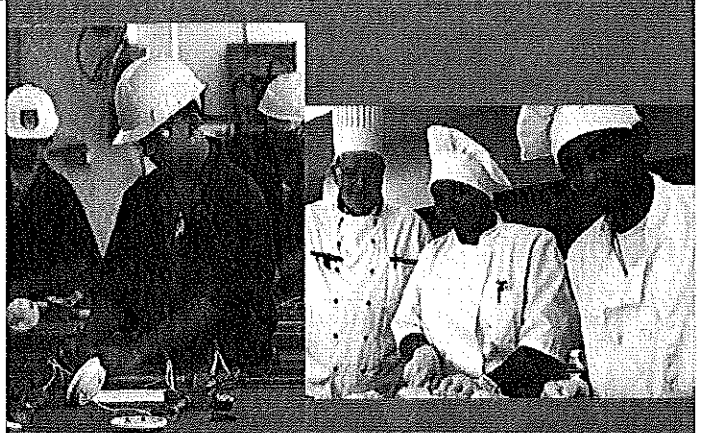
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Job Corps graduates get good jobs and have the support they need to start a successful career.

When your training at Job Corps is complete, Job Corps will work with you for up to 21 months after you graduate.



## What happens once I complete training?

Job Corps understands that being independent involves more than just having a job. So when your training at Job Corps is complete, counselors will assist you while you look for a job ... and help you connect with local housing, transportation, and day-care resources in your neighborhood.

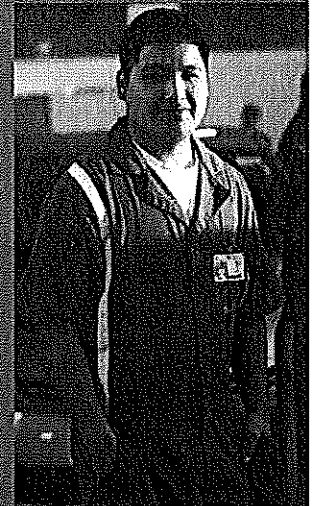
Don't have a resume? Don't worry. You'll create one at Job Corps and learn how to put your best foot forward with employers.

When you leave Job Corps you will be on the road to a career with high wages and the chance to move up in your field.

**Job Corps will help you get started.**

"I know Job Corps will be there for me after I graduate. They will help me find job interviews, create a resume, or just find a ride to work."

- Jyrone  
Fong Beach  
Job Corps Center



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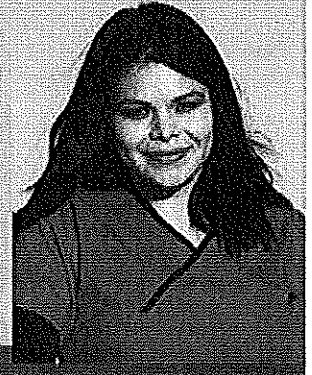
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Advanced Manufacturing  
Welding



Automotive and Machine Repair  
Automobile Technician  
Collision Repair and Refinish

Health Care  
Clinical Medical Assistant  
Licensed Practical/  
Vocational Nurse  
Medical Office Support  
Nurse Assistant/Home  
Health Aide  
Pharmacy Technician



## Career Technical Training Areas

Construction  
Bricklaying  
Carpentry  
Cement Masonry  
Electrical  
Facilities Maintenance  
Heating, Ventilation, and  
Air Conditioning  
Painting  
Plumbing



Finance and Business  
Accounting Services  
Office Administration

Homeland Security  
Security and Protective Services

Hospitality  
Culinary Arts  
Hotel and Lodging

Information Technology  
Computer Technician  
Network Cable Installation

Renewable Resources  
and Energy  
Landscaping  
Urban Forestry

Retail Sales and Services  
Retail Sales

Transportation  
Heavy Equipment Operations  
Material and Distribution Operations

... and many more!

These career areas offer training in the latest green technology and industry-based practices to prepare graduates for careers in the green economy.

You may be in a rush, but it takes about a year to gain the knowledge and skills needed to start a career and a new life. Our most successful students stay in the program between one and two years.

Not every center offers each of these career technical training areas. Please check with your admissions counselor to see which training programs are offered at the Job Corps center nearest you.

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Why **Job Corps?**

# Because Success Lasts A Lifetime

## Job Corps might be right if you:

- are 16 through 24 years old.
- are a citizen or legal resident of the United States.
- meet the program's income qualifications.
- are serious about starting a career.
- are a high school graduate who wants to pursue career technical training or advance to college.
- are a student who wants to complete your high school diploma or GED.

**Call us today.**  
**(800) 733-JOBS**

[www.recruiting.jobcorps.gov](http://www.recruiting.jobcorps.gov)  
<http://mifuturo.jobcorps.gov> (español)



Administered by the U.S. Department of Labor, Job Corps is the nation's largest career technical training and education program for students ages 16 through 24. Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.

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**CONNECTICUT**  
**ADULT EDUCATION**

Instructional Programs

Sections 10-67 to 10-73(d), inclusive, of the Connecticut General Statutes (C.G.S) require that the adult education services described in this section be provided by local school districts, free of charge, to any adult 16 years of age or older who is not enrolled in a public elementary or secondary school program. Local school districts and other eligible agencies providing mandated adult education programs are reimbursed by the Connecticut State Department of Education on a cost-sharing, sliding scale based on the relative wealth of a district.

The mandated instructional program areas are described below:

1. Elementary School Completion / Adult Basic Education (ABE)  
Instruction is designed for adults seeking a high school diploma who are functioning below the secondary school level and lack the basic reading, writing and numeracy skills necessary to function effectively as workers, parents and citizens. Instruction can be individualized or offered in a classroom, or a learning lab. Persons completing ABE are prepared to benefit from secondary level instruction.
2. Secondary School Completion  
Connecticut Adult Education offers three distinct pathways for adults to attain a high school diploma.

1. **Adult High School Credit Diploma (AHSCD):**

The Adult High School Credit Diploma program is a prescribed plan, process and structure for earning a required number of academic and elective credits. The provider must be a local education agency (LEA) or Regional Education Service Center (RESC).

Credits toward a local diploma must be obtained through a prescribed plan that requires a minimum of 20 credits in academic and elective areas (C.G.S. Section 10-69(b)). Credits for work or military experience, independent study projects and online courses are additional ways to obtain credit. Each provider/town can enhance the basic AHSCD program but must adhere to the minimum state requirements: 1) use certified teachers and counselors; 2) adhere to State Department of Education requirements regarding assessment, enrollment, accountability and reporting; 3) meet required credit standards; and 4) ensure that a one credit course offers a minimum of 48 instructional hours.

Credits are required to be distributed as follows:

4 English

3 Social Studies (including 1 credit in US/American History and half credit in Civics/Government)  
3 Math  
2 Science  
1 Arts/Vocational Education  
7 Electives

An adult who successfully completes the required credits of the AHSCD program is awarded a high school diploma by the providing LEA or RESC.

2. **General Educational Development (GED):**

Adults who have not completed high school must demonstrate, through a five-part examination that includes a writing sample, the attainment of academic skills and concepts normally acquired through completion of a high school program. Applicants for this examination must be at least 17 years of age and officially withdrawn from school for at least six months. Individuals who pass the GED Tests are awarded a Connecticut State High School Diploma. GED instructional programs, provided throughout the state in local school districts and a variety of other instructional sites, help individuals to prepare for this rigorous examination.

3. **National External Diploma Program (NEDP):**

This program provides a secondary school credential designed for adults who have gained skills through life experiences and demonstrated competence in a particular job, talent or academic area. The NEDP is a portfolio assessment program that offers no classroom instruction. An adult who successfully completes the portfolio assessment, as required, is awarded a high school diploma by the providing LEA or RESC.

3. **Americanization/Citizenship**

Instruction is designed for foreign-born adults who wish to become United States citizens. Persons completing this program are prepared to pursue citizenship through the prescribed process of the United States Citizenship and Immigration Services.

4. **English as a Second Language (ESL)**

Instruction is designed for adults who have limited proficiency in the English language or whose native language is not English. ESL programs assist individuals to improve their English skills in listening, speaking, reading and writing in order to find or maintain employment, attain citizenship, become more involved with their children's schooling and make greater use of community resources. Instruction is provided in English as a unifying means of serving the broad ethnic diversity of limited-English-speaking adults.

## **Answers to Frequently Asked Questions**

### **What is Job Corps?**

Job Corps is the nation's largest career technical training and education program for young people at least 16 years of age that qualify as low income. A voluntary program administered by the U.S. Department of Labor, Job Corps provides eligible young men and women with an opportunity to gain the experience they need to begin a career or advance to higher education.

To find out more about the Job Corps program, please feel free to explore our Web site, and in particular, our [About Job Corps](#) page.

### **Where is Job Corps?**

Job Corps has 124 centers nationwide, including the District of Columbia and Puerto Rico. Please see our [Locations](#) page to find the Job Corps center nearest you.

### **What does Job Corps offer?**



Job Corps offers hands-on training in more than 100 career technical areas, including: automotive and machine repair, construction, finance and business services, health care, hospitality, information technology, manufacturing, renewable resources, and many more. All training programs are aligned with industry certifications and are designed to meet the requirements of today's careers.

Job Corps also offers the opportunity to earn a high school diploma or a GED for those youth who don't have either. For youth who already have a high school diploma, Job Corps can help them prepare for college through partnerships with local colleges. Resources are also available for English Language Learners.

Courses in independent living, employability skills, and social skills are offered to all Job Corps students in order to help them make the transition into the workplace. For more information, please see our [Recruiting Web site](#).



Norwalk, CT

### **University of Phoenix - Fairfield County Campus - Norwalk**

At University of Phoenix, we believe everyone deserves access to higher education.

- BS in Business/Management



Farmington, CT

### **Sanford-Brown College - Farmington**

Get the skills you need in Tech, Business, or Healthcare in as little as 9 months from Sanford-Brown College.

- Business Office Administration
- Cardiovascular Sonography
- Diagnostic Medical Sonography



Shelton, CT

### **Lincoln Technical Institute - Shelton**

Get the career training you need to succeed at Lincoln Technical Institute.

**For more student consumer information, please visit [www.lincolnedu.com/lincolnconsumerinfo](http://www.lincolnedu.com/lincolnconsumerinfo)**

- Electrician
- Medical Assistant
- Nursing



East Windsor, CT

### **Lincoln Technical Institute - East Windsor**

Get the career training you need to succeed at Lincoln Technical Institute.

**EP-8**

<http://www.school-directory.net/schools-in-connecticut/3.html>



**For more student consumer information, please visit [www.lincolnedu.com/lincolnconsumerinfo](http://www.lincolnedu.com/lincolnconsumerinfo)**

- Automotive
- Collision Repair
- Diesel



Hamden, CT

### **Lincoln Technical Institute - Hamden**

Get the career training you need to succeed at Lincoln Technical Institute.  
**For more student consumer information, please visit [www.lincolnedu.com/lincolnconsumerinfo](http://www.lincolnedu.com/lincolnconsumerinfo)**

- Electrician
- Medical Administration
- Medical Assistant



New Britain, CT

### **Lincoln Technical Institute - New Britain**

Get the career training you need to succeed at Lincoln Technical Institute.  
**For more student consumer information, please visit [www.lincolnedu.com/lincolnconsumerinfo](http://www.lincolnedu.com/lincolnconsumerinfo)**

- Electrician
- Heating, Ventilation, & Air Conditioning (HVAC)
- Medical Assistant



Southington, CT

### **Branford Hall Career Institute - Southington**

Get the career you want at Branford Hall Career Institute.

- Computer Networking Management
- Health Claims Specialist

**EP-8**

- Massage Therapy



Danbury, CT

### **Branford Hall Career Institute - Danbury**

Get the career you want at Branford Hall Career Institute.

- Nurses Aide
- Patient Care Technician I
- Patient Care Technician II



Branford, CT

### **Branford Hall Career Institute - Branford**

Get the career you want at Branford Hall Career Institute.

- Computer Networking Management
- Health Claims Specialist
- Massage Therapy



Enfield, CT

### **Porter and Chester Institute - Enfield**

Looking for a new career but traditional college isn't your thing? We understand. That's why Porter and Chester Institute provides you with the hands-on training to prepare you for the career you deserve.

- Automotive
- Computer Aided Drafting and Design
- Electrician

### **Porter and Chester Institute - Branford**

Looking for a new career but traditional college isn't your thing? We understand. That's why Porter and Chester Institute provides you with the hands-on training to prepare you for the career you deserve.

- Automotive
- Computer Aided Drafting and Design
- Computer Networking



Oakville, CT

### **Porter and Chester Institute - Watertown - Oakville**

Looking for a new career but traditional college isn't your thing? We understand. That's why Porter and Chester Institute provides you with the hands-on training to prepare you for the career you deserve.

- Administrative Health
- Automotive
- Computer Aided Drafting and Design



Enfield, CT

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Looking for a new career but traditional college isn't your thing? We understand. That's why Porter and Chester Institute provides you with the hands-on training to prepare you for the career you deserve.

- Automotive
- Computer Aided Drafting and Design
- Electrician



Bridgeport, CT

### **New England Tractor Trailer Training School - Bridgeport**

Get your career started at New England Tractor Trailer Training School.

- Commercial Drivers License "Class A"
- Heavy Straight Truck Driving



Somers, CT

### **New England Tractor Trailer Training School - Somers**

Get your career started at New England Tractor Trailer Training School.

- Commercial Drivers License "Class A"
- Heavy Straight Truck Driving



West Hartford, CT

### **American Institute Connecticut - West Hartford**

Get started on your career at American Institute.

- Computer Systems and Business Applications
- Medical Assistant
- Medical Coding and Billing



Hartford, CT

### **Lincoln College of New England - Hartford**

Give your career a boost with training with Lincoln College!

**For more student consumer information, please visit [www.lincolnedu.com/lincolnconsumerinfo](http://www.lincolnedu.com/lincolnconsumerinfo)**

- Accounting, AAS
- Broadcasting, AAS
- Business Management, AAS



Newington, CT

### **CCMT - Newington Campus**

**Prepare for a Career That You Will Love ... in Massage Therapy!**

- Massage Therapy



CONNECTICUT  
CENTER  
FOR MASSAGE  
THERAPY  
A National Education Group member

Groton, CT

### CCMT - Groton Campus

Prepare for a Career That You Will Love ... in Massage Therapy!

- Massage Therapy
- Spa Massage Therapy



CONNECTICUT  
CENTER  
FOR MASSAGE  
THERAPY  
A National Education Group member

Westport, CT



West Hartford, CT

### American Institute Connecticut DMS - West Hartford

Advance your career with American Institute - Diagnostic Medical Sonography.

- Diagnostic General Sonography



Hamden, CT

### Stone Academy - Hamden

Stone Academy has provided students with a career-oriented business education for more than a century. Its rich history dates back to 1864 when it was founded as the United States College of Business. Later the school became known as Stone School of Business. In 1988, as a result of a merger with The Academy for Business Careers, the school became Stone Academy. In 2002, following a merger with Goodwin Institute, Stone Academy opened a branch campus in Waterbury. Stone Academy later added a final campus in East Hartford, CT in 2005.

Stone Academy is dedicated to giving each student personal attention to assist them to find the financial means to pay for their education. A variety of financial aid is available to qualified people in the form of, grants, loans, and part-time employment. Grants do not have to be repaid. Loans have to be paid back. Many loans are repaid after the student graduates or leaves school.

Stone Academy understands that finishing school is just the start for you. That's why we offer career placement assistance!

Our Career Placement Office:

- Distributes resum?s
  - Post local area jobs
  - Informs graduates of new openings
  - Teaches students how to write a powerful resum?
  - Works with students to perfect interviewing techniques
- 
- Medical Office Professional
  - Patient Care Associate



East Hartford, CT

### **Stone Academy - East Hartford**

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- Patient Care Associate



### **Stone Academy - Waterbury**

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- 
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  - Patient Care Associate

# Questions to Ask Schools You are Considering

Education it seems is profitable business. What with the number of diploma mills and so called 'accredited' colleges that are mushrooming all over the country, the average American student is overwhelmed by choices. With every school claiming its superiority, it may be difficult for you to identify the genuinely good ones from the colleges or schools that are substandard. Before you enroll in a program, ask the schools you're considering the following questions and see what they have to say!

## Accreditation

By choosing an accredited and licensed school, you can be assured that your degree meets a basic set of standards. Jot down the names of schools that appeal to you and then ask the following questions:

- Is your school accredited and licensed?
- If yes, which agency has accredited your school? To find out if the school has been accredited by a reputed agency, check out the following, List of Nationally Recognized Accrediting Agencies; Directory of Higher Education Officials; Council on Higher Education Accreditation
- What is the reputation of the school according to the State Attorney General's Office and the local Better Business Bureau?

## Industry Reputation

Generally speaking, if reputed companies are picking up students from the previous batches, you can safely assume that the school has a good reputation in the industry.

- What kind of credential would I get upon graduation? Would potential employers recognize it?
- What are the companies that have been hiring your school's graduates in the last seven years?
- What are the companies that have been hiring your school's graduates in my program of choice?

## Placement

The previous years' placement records are a good way to gauge the school's reputation and credibility.

- What are the graduate survey results for your school in the last three years?
- What is your placement record in my program of choice in the last 10 years?
- Does this school provide a work experience program? If so, who would be responsible for finding the work placement, the students or the school?
- If the school has advertised its placement rates, check if it also publishes the following:
  - Graduation statistics
  - Recent employment statistics
  - Other information to back its claims

## Alumni

The following questions you can ask students that have graduated from a college or university of interest.

- Could you provide me with a list of graduates that I can talk to? (If you do get to talk to graduates, ask them all about their training and if they eventually found the kind of work that they wanted after they finished school.)
- Could you team me up with a student for a day? If you do team up with a student, here are some questions you can ask:



- Do you like the program?
- Why would you recommend it for me?
- Do you think that you're learning what you need to know to get work?
- What is your opinion of the faculty?
- Does the faculty spend time to ensure you understand course materials?
- Have you faced any problems with the school, the classes or the faculty?

## **Finance**

- How much would the program cost? Are tuition waivers available?
- Do you provide fellowships and assistantships? What are the criteria required for application?
- What are the forms of financial aid available? When are the deadlines?
- What is your set of criteria for selecting financial aid recipients?
- What is the process by which you determine financial need?
- What is the type and amount of assistance you provide students with?
- How and when would students receive the financial aid payments?
- If I change my mind after I apply, will I get back my fees?
- What is your return-of-aid policy?

Additional Financial Aid Information and Resources can be found in our article [Options for Financial Aid and Assistance](#), for students that need to interested in grants, scholarships or student loans.

## **Admission Requirements**

- When are the admission deadlines?
- Would I be required to take standardized tests before admission?
- What are the required application materials?
- Who makes the admission decisions and what are the criteria used?
- In what way and when will I be notified about admission?

## **Timeframe**

- How long would this program take?
- Do students have to attend full-time?
- Are part-time options available?

## **Job Outlook**

- When was the curriculum last revised? (This should give you an idea about whether the course keeps pace with latest industry practices)
- Will I be using up-to-date equipment, machinery and processes?
- Do you focus more on theory or on practical work?
- How much money do students of this program usually make upon graduation?
- Does the course offer internships, externships and apprenticeship programs that will add value to my future?

## **Course Details**

- What is the size of the program?
- May I know the background of the faculty handling my course?

- Do you often hold seminars and invite visiting speakers?
- What are the student activities generally offered?
- What are the requirements for obtaining my degree?
- Will I have access to support services?
- Will I be required to take extra background courses/prerequisites?

### **Others**

- Would I be allowed to sit in on a class or two before I decide?
- Would it be possible to talk to a few faculty members?
- Do your credits transfer to other schools?
- If I were to start taking classes here, and I have to move, will my course be recognized by another school?
- What is your school's completion and transfer-out rate?

## Thinking About Dropping Out?

Approximately 3,300 young people drop out of school every day in the United States—if you've dropped out or are thinking about it, consider these facts:

- 3.8 million persons ages 16–24 were high school dropouts in 1994; of these, 362,000 were ages 16–17.
- During 1994, 498,000 GED credentials were issued, with 35,000 going to persons under age 19.
- Reasons often given for leaving school include not liking school, failing grades, conflicts with teachers, suspension or expulsion, needing a job, and family-related reasons (e.g., pregnancy, etc.).
- The unemployment rate in 1995 among dropouts was 20%, compared to 12% for those who finished high school.

Now consider these average annual salaries (1994 figures):

### Less than a ninth grade education:

males	\$17,532
females	\$12,430

### Some high school but no diploma:

males	\$22,048
females	\$15,133

### High school diploma or GED:

males	\$28,037
females	\$20,373

### Two-year college degree:

males	\$32,279
females	\$23,514

### Four-year college degree:

males	\$43,663
females	\$31,741

Regardless of your reason for leaving or wanting to leave school, there may be a program for teenagers in your same situation. You'll find continuing education programs for teen parents, substance abusers, working teens, and those with poor academic records. Contact a school counselor or district office for information about these opportunities.

Sources: *Digest of Education Statistics 1996*, U.S. Department of Education; *Statistical Abstract of the United States 1996*

# How to Get Transcripts From High School Online

If you have been out of school for a while and are just deciding to go back to college, you may need a copy of your transcripts. Maybe you are applying for a job and need your diploma. You can get copies of your diploma or copies of your high school transcripts by following the steps below.

## Instructions

1

Contact the school board in which you went to high school. If you no longer live in the area, simply search for the high school name under the white pages. Speak to someone who keeps track of paperwork within the facility.

2

Request a copy of your transcripts. Ask them to send a copy of your transcripts to your address. Make sure that the transcripts are notarized. Most transcripts are not valid unless notarized.

3

After you receive your paperwork, you can then apply to schools and for a job.



WWW.HCC.COMMNET.EDU  
A Member of the Connecticut Community College System

**Application for Admission**

This application is to be used by a NEW - DEGREE AND CERTIFICATE or NON-DEGREE applicant who intends to enroll as a full-time or part-time student.

**NEW - DEGREE AND CERTIFICATE STUDENT**

An individual who has never attended Housatonic Community College and wishes to enroll in a degree or certificate program, a NEW-DEGREE AND CERTIFICATE applicant must:

- Complete both sides of the Student Data Sheet and return it, along with a non-refundable \$20 application fee, to the Housatonic Community College Admissions Office (Please make check or money order payable to Housatonic Community College). **NOTE: All First-time applicants for any semester must pay a non-refundable \$20 application fee.**
- Students who have attended other Connecticut Community Colleges do not have to pay the \$20 application fee.
- Have your high school transcript or diploma or GED results and transcripts from any other college(s) attended sent to the Admissions Office. **THIS IS THE APPLICANT'S RESPONSIBILITY.**
- Proof of immunization: Beginning August 1, 2010, all incoming freshman will be required to show proof of immunity to measles, mumps, rubella and varicella. For more information refer to the Student handbook, School catalog, applicant checklist, or call Health Services at (203) 332-5062
- Provide proof of proficiency in English and Math, or take the college placement test.

Note: Satisfactory completion of college level English and Mathematics course work may result in waiving the need for an applicant to take the Accuplacer Placement Test normally administered to incoming students. Please check with the Admissions Office regarding these test waiver qualifications.

**NON-DEGREE STUDENT**

An individual who does not intend to enroll in a degree or certificate program at this time. Please Note: All Non-Degree Students are part-time and limited to no more than 11 credit hours per semester (Non-Degree students are **NOT** eligible for financial aid.) NON-DEGREE STUDENTS: Please see criteria below:

- Complete both sides of the Student Data Sheet, indicating a curriculum code choice of EZ99 (Non-Degree Student), and return it with a non-refundable \$20 application fee. (A student who is readmitting as a Non-Degree Student needs to fill out a Pink Re-Admit application).
- ESL students not enrolled in a degree or certificate program and only taking an ESL course, indicate a curriculum code of EZ99 (Non-Degree Student).
- Non-Degree Students are not eligible for federally funded financial aid until they enter a Degree or Certificate Program.
- Non-Degree Students cannot take English or Math courses without completion of the placement tests or proof of college level proficiency.
- Non-Degree Students do not have to provide proof of measles and rubella immunization.

**SPECIAL NOTE**

- Social Security Number: Disclosure of the number is requested.
- Home-schooled students must contact the Admissions Office prior to being enrolled.



For Office use only	Date _____
BANNER @	
Received _____	Entered _____
Entered by _____	
Admit Type _____	Student Type _____
Ability to Benefit met _____	Yes _____ No _____
Application Fee paid _____	Yes _____ No _____
Cash _____	Check # _____ Waived _____
Credit Card _____	Deferred _____

## APPLICATION FOR ADMISSION

**Applicant's Legal Name** \_\_\_\_\_  
(Last)
(First)
(Middle)

**Former Last Name(s)** \_\_\_\_\_  
(Social Security Number)
(Date of Birth)
(Gender: M/F)

(Social Security Number is requested for purposes of financial aid, Federal income tax benefits, the provision of some College services, accuracy of student records and other business purposes.)

**Mailing Address** \_\_\_\_\_  
Street
City
State
Zip

**Permanent Address** \_\_\_\_\_  
Street
City
State
Zip

**Telephone** \_\_\_\_\_  
Home
Work
Cell

**E-mail** \_\_\_\_\_  
(used for correspondence from the College)

Have you ever attended this college?  Yes  No If yes, when? \_\_\_\_\_  
 Have you previously attended a CT Community College?  Yes  No If yes, where? \_\_\_\_\_  
 For which semester are you applying?  Fall (Sept-Dec)  Spring (Jan-May)  Winter (Dec-Jan)  Summer (Jun-Jul) Year \_\_\_\_\_

**CITIZENSHIP**

Are you a United States citizen?  Yes  No If no, are you a Permanent Resident? (Green Card holder)  Yes  No

**ETHNICITY/ RACE**

Please provide the following ethnicity and race data. This information is requested on a Voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino?  Yes  No

What is your race? Select one or more:

- White(10)  Black or African American(20)  Asian(45)  American Indian or Alaskan Native(50)  
 Native Hawaiian or Other Pacific Islander(80)  Other(90)

**FAMILY EDUCATIONAL BACKGROUND**

Do either of your parents hold a Bachelor's Degree (4-year College Degree) or higher?  Yes  No

**MILITARY STATUS**

Are you currently on active duty with the U.S. armed forces?  Yes  No (ACTD)

Are you currently a member of the National Guard or Reserve?  Yes  No (NGRE)

Have you ever served in the U.S. armed forces?  Yes  No (VET1)

Are you a dependent of a member of the U.S. armed forces?  Yes  No (VETD)

*If you answered "Yes" to any of these questions you may be entitled to benefits and you should meet with the College's Veterans Certifying Official (VCO).*

**IN-STATE TUITION**

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Even though I answered "No" to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. \_\_\_\_\_ Yes \_\_\_\_\_ No

*Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.*

3. \_\_\_\_\_ Check here if applying under the New England Regional Student program (NEBHE).

***If you answered "Yes" to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.***

**DEGREE STATUS**

In which Degree/Certificate program are you planning to enroll? \_\_\_\_\_

Use list of majors/codes on back of application.

Please write major name and code above.

**HIGHEST DEGREE LEVEL (check one only)**

- No High School Diploma or GED(01)
- Undergraduate Certificate (05)
- Master's Degree (09)
- First Professional Degree (JD, MD, DDS, LLB) (12)
- High School Diploma or GED(02)
- Associate's Degree (07)
- Other Advanced Degree (10)
- Sixth-Year Certificate (13)
- Some College (06)
- Bachelor's Degree (08)
- Doctoral Degree (11)

**EDUCATIONAL GOALS**

- Certificate (credit) (CT)
- Associate's Degree (DG)
- Developmental (College Preparation) Education (DV)
- Fulfill other college's requirement (AC)
- Transfer with an Associate's Degree (DT)
- Transfer without an Associate's Degree (DN)
- Job Preparation/Retraining Course (JB)
- Job Promotion (JP)
- Personal Development Course(s) (PD)
- Improve English Skills/Proficiency (ES)
- Unsure at this time (UN)
- Other Goal (NL) \_\_\_\_\_

**ACADEMIC BACKGROUND**

Do you have a High School Diploma?  Yes  No  Pending Graduation Year \_\_\_\_\_

Name of High School \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Do you have a General Equivalency Diploma (GED)?  Yes  No Year \_\_\_\_\_ GED Number \_\_\_\_\_ Town/State \_\_\_\_\_

Do you have an Adult High School Diploma?  Yes  No Graduation Year \_\_\_\_\_ Town/State \_\_\_\_\_

Do you have a Home School Diploma?  Yes  No Graduation Year \_\_\_\_\_ Town/State \_\_\_\_\_

Have you participated in the High School Partnership Program through the CT Community Colleges?  Yes  No

Have you participated in the College Career Pathways/Tech Prep Program through the CT Community Colleges?  Yes  No

**PREVIOUS COLLEGE BACKGROUND**

College/University Name	State	Dates of Attendance	Graduation Date	Degree Awarded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**INTERNATIONAL STUDENT INFORMATION**

Are you an International Student who needs an I-20 form for an F1 Visa?  Yes  No

Other Visa Holder (indicate type) \_\_\_\_\_ Visa Admission Number \_\_\_\_\_

Visa Start Date \_\_\_\_\_ Visa End Date \_\_\_\_\_

International Address \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Employed Full Time  Employed Part-time  Unemployed

Name of Employer \_\_\_\_\_ Address of Employer \_\_\_\_\_

Title/Position \_\_\_\_\_ Does your Employer have a Tuition Reimbursement Program?  Yes  No

**E-MAIL COMMUNICATIONS**

I request the College forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from College records that are protected by FERPA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS**

I understand that to maintain accurate student records, including the records pertaining to my attendance at the College, and for other necessary business purposes, the College may need to release or provide access to personally identifiable information in its records pertaining to me to another College in the Community College System or to the System's administrative office. Accordingly, I hereby authorize the College to release or allow access to such information to those indicated for the purposes described.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the College. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

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

Parent/Guardian Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

**Programs Designated With Asterisks (\*\*)  
Have Special Admission Requirements**

HCC DEGREE PROGRAMS	Degree Code	Primary Code	Dept. Code
<b>Accounting</b>	AS	EA03	0028
Accounting- Small Business Option.	AS	EA61	0028
<b>Aviation Maintenance</b>	AS	EA30	0130
<b>Banking</b>	AS	EF08	0028
<b>Business Administration</b>			
General	AS	EA67	0028
Customer Service/Marketing Option	AS	EB55	0028
Finance Option	AS	EA56	0028
Global Business Option	AS	EA65	0028
Human Resource Management Option	AS	EB56	0028
Management Option	AS	EA60	0028
Small Business Management Option	AS	EA89	0028
Uconn-Stamford/Waterbury Transfer Program	AS	EA67	0028
<b>Business Office Technology</b>			
Executive Assistant Option	AS	EB18	0028
Word Processing/Information Specialist	AS	EA92	0028
<b>College Of Technology Pathway Programs</b>			
Engineering Science Option	AS	EB16	0130
Technological Studies Option	AS	EA90	0130
Technology Studies: Electrical Option	AS	EF06	0130
Technology Studies: Industrial Tech.Option	AS	EA08	0130
<b>Computer Information Systems</b>	AS	EB60	0028
<b>Criminal Justice</b>	AS	EB13	0019
<b>Early Childhood Education</b>	AS	EA95	0019
Special Education Option	AS	EB14	0019
<b>Fine Arts: Art</b>	AA	EB20	0108
<b>General Studies</b>	AS	EB30	0096
<b>Graphic Design</b>	AS	EB33	0108
Multimedia Option	AS	EB70	0108
<b>Human Services</b>	AS	EB35	0019
<b>Liberal Arts &amp; Sciences</b>			
Computer Science Concentration	AA	EB38	0028
Humanities/ Behavioral & Social Sciences	AA	EB45	0019
Journalism/Communication Concentration	AA	EB46	0108
Mathematics/Science Concentration	AA	EB42	0130
Pre-Engineering Science Concentration	AA	EB47	0130
Pre-Environmental Science Concentration	AA	EB48	0130
<b>Non-Degree/Non-Matriculated</b>	0000	EZ99	0000
<b>Nursing**</b>	AS	EB30	0130
<b>Occupational Therapy Assistant**</b>	AS	EA77	0130
<b>Pathway to Teaching Careers</b>	AA	EC35	0096
<b>Physical Therapy Assistant**</b>	AS	EA79	0130
<b>Theater Arts</b>	AA	EB61	0108

**\*\* Special Admissions Requirements**

Address Envelope to:

Admissions Office  
Application Processing  
Housatonic Community College  
900 Lafayette Blvd.  
Bridgeport, CT 06604-4704

Housatonic Community College is an Equal Opportunity Public institution of higher education. Housatonic is an advocate of the principles of Affirmative Action and guarantees to all students on a non-discriminatory basis freedom of access to all rights, privileges, programs and activities regardless of race, sex, religion, national origin, marital or veteran status, handicap or age.

HCC CERTIFICATE PROGRAMS	Degree Code	Primary Code	Dept. Code
<b>Business Certificates</b>			
Accounting for Small Business	CERT	EJ80	0028
Admin. Support Assistant	CERT	EJ09	0028
Customer Service/Marketing	CERT	EK03	0028
PC Applications	CERT	EJ01	0028
Retail Banking	CERT	EK04	0028
Small Business Management/Entrepreneurship	CERT	EK05	0028
Word/Information Processor	CERT	EJ60	0028
<b>Computer Information Certificates</b>			
Network Administrator	CERT	EJ04	0028
Personal Computer Repair Technology	CERT	EJ02	0028
Web Design: Technology	CERT	EK07	0028
<b>Criminal Justice Certificates</b>			
Corrections	CERT	EJ62	0019
Criminal Investigation	CERT	EJ61	0019
Police Management & Administration	CERT	EJ06	0019
Security Operations	CERT	EJ63	0019
<b>Early Childhood Education Certificates</b>			
Early Childhood Education	CERT	EJ89	0019
Infant/Toddler	CERT	EJ07	0019
Child Development Association Prep.	0000	EJ73	0019
<b>ESL Certificates</b>			
Advance English Proficiency	CERT	EJ03	0069
<b>Graphics Certificates</b>			
Graphic Design	CERT	EJ91	0108
Web Design: Graphic Foundation	CERT	EK06	0108
<b>Health Careers Pathways Certificate</b>	CERT	EK55	0130
<b>Human Services Certificates</b>			
Behavioral Healthcare - Track I	CERT	EJ67	0019
Behavioral Healthcare - Track II	CERT	EJ68	0019
Child & Youth Mental Health	CERT	EJ71	0019
Disabilities Specialist	CERT	EJ72	0019
<b>Math/Science Certificates</b>			
Electrical	CERT	EN12	0130

**APPLICANT CHECKLIST**

**HAVE YOU:**

- Turned in the non-refundable \$20.00 Check or Money Order Application fee?
- Picked a degree or certificate program?  
(Non-degree students DO NOT qualify for financial aid.)
- Provided proof of immunity to measles/ mumps/ rubella/ varicella.  
Exemptions: \*non-degree  
\*born before 1/1/1957  
\*continuing education non-credit  
\*all classes are on-line
- For more information call Health Services at (203) 332-5062
- Provided copy of High School Diploma or Transcript and/or GED?
- Contacted Financial Aid Office for a Financial Aid Application? Call 332-5047 (At least 6 to 8 weeks prior to 1st day of class)
- Provided proof of citizenship/residency/passport, if applicable  
Visa applicants are required to pay out of state fees.
- Visited Admissions Office to request evaluation for college credit?

\* If you are interested in transfer credit, please have all official college transcripts sent to the Admissions Office. Transcripts must be received before being advised. All foreign College transcripts MUST be evaluated first by a Foreign Credentials Agency and sent to the Admissions Office. Additional information is available in the Admissions Office.



## **WHAT IS A GRANT?**

Grants are not benefits or entitlements. A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States. Federal grants are not federal assistance or loans to individuals.

A federal grant may not be used to acquire property or services for the federal government's direct benefit. The 26 federal agencies offer over 1,000 grant programs annually in various categories.

## **GRANT CATEGORIES**

More than 1,000 grant programs are offered by the 26 federal grant-making agencies, and these programs fall into 21 categories. Select any of the categories below to learn more about specific grants and agencies. Some agencies may be listed in multiple grant categories.

Agriculture  
Arts  
Business and Commerce  
Community Development  
Disaster Prevention and Relief  
Education  
Employment, Labor and Training  
Energy  
Environmental Quality  
Food and Nutrition  
Health  
Housing  
Humanities  
Information and Statistics  
Law, Justice and Legal Services  
Natural Resources  
Recovery Act  
Regional Development  
Science and Technology  
Social Services and Income Security  
Transportation

## **AGENCIES THAT PROVIDE GRANTS**

The Department of Health and Human Services is the Grants.gov program's managing partner, and allows access to the 26 federal grant-making agencies available through this convenient E-Government initiative. Below are the links to those agency websites. If you would like to learn more about grants specific to these agencies, please click here.

### Agency for International Development

The Agency for International Development is an independent federal government agency that provides economic and humanitarian assistance in more than 100 countries to ensure a better future for us all.

### Corporation for National and Community Service [EXIT Disclaimer]

The Corporation for National and Community Service is the nation's largest grant-maker supporting service and volunteering. Through Senior Corps, AmeriCorps and Learn and Serve America programs, the Corporation is a catalyst for change and offers every American a chance to contribute through service and volunteering.

### Department of Agriculture

Established in 1862, the Department of Agriculture serves all Americans through anti-hunger efforts, stewardship of nearly 200 million acres of national forest and rangelands, and through product safety and conservation efforts. The USDA opens markets for American farmers and ranchers and provides food for needy people around the world.

### Department of Commerce

The Department of Commerce fosters and promotes the nation's economic development and technological advancement through vigilance in international trade policy, domestic business policy and growth, and promoting economic progress at all levels.

### Department of Defense

The Department of Defense provides the military forces needed to deter war and protect the security of the United States through five major areas: peacekeeping and war-fighting efforts, Homeland Security, evacuation and humanitarian causes.

### Department of Education

The Department of Education ensures equal access to education and

promotes educational excellence through coordination, management and accountability in federal education programs. The Department works to supplement and complement educational efforts on all levels, encouraging increased involvement by the public, parents and students.

#### Department of Energy

The Department of Energy's goal is to advance national, economic and energy security in the U.S.; to promote scientific and technological innovation in support of that goal; and to ensure environmental cleanup of the national nuclear weapons complex.

#### Department of Health and Human Services

The Department of Health and Human Services is the federal government's principal agency for protecting the health of all Americans and providing essential human services, especially to those who are least able to help themselves.

#### Department of Homeland Security

The Department of Homeland Security has three primary missions: Prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism and minimize the damage from potential attacks and natural disasters.

#### Department of Housing and Urban Development

The Department of Housing and Urban Development's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD fulfills this mission through high ethical standards, management and accountability, and by forming partnerships with community organizations.

#### Department of the Interior

The Department of the Interior protects and provides access to the Nation's natural and cultural heritage, including responsibilities to Indian tribes and island communities. Departmental goals include resource protection and usage, overseeing recreational opportunities, serving communities and excellence in management.

#### Department of Justice

The Department of Justice enforces the law and defends the interest of the United States, ensuring public safety against threats foreign and domestic; providing federal leadership in preventing and controlling crime; seeking just punishment for those guilty of unlawful pursuits;

and ensuring fair and impartial administration of justice for all Americans.

#### Department of Labor

The Department of Labor fosters and promotes the welfare of job seekers, wage earners and retirees by improving their working conditions, advancing their opportunities, protecting their retirement and health benefits and generally protecting worker rights and monitoring national economic measures.

#### Department of State

The Department of State strives to create a more secure, democratic and prosperous world for the benefit of the American people and the international community.

#### Department of Transportation

The Department of Transportation's mission is to ensure fast, safe, efficient, accessible and convenient transportation that meets vital national interests and enhances the quality of life of the American people, today and into the future.

#### Department of the Treasury

The Department of Treasury is a steward of United States economic and financial systems, and promotes conditions for prosperity and stability in the U.S., and encourages prosperity and stability in the rest of the world.

#### Department of Veterans Affairs

The Department of Veterans Affairs strives for excellence in patient care and veteran's benefits for its constituents through high quality, prompt and seamless service to United States veterans.

#### Environmental Protection Agency

The mission of the Environmental Protection Agency is to protect human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people.

#### Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute serves as a leader in providing services to enhance learning, sustain cultural heritage and increase civic participation.

#### National Aeronautics and Space Administration

The National Aeronautics and Space Administration serves as the nation's forefront of such exploration and continues to pioneer in aeronautics, exploration systems, science and space operations.

#### National Archives and Records Administration

The National Archives and Records Administration enables people to inspect the record of what the federal government has done, enables officials and agencies to review their actions and helps citizens hold them accountable.

#### National Endowment for the Arts

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts; bringing the arts to all Americans and providing leadership in arts education. The Endowment is the largest national source of funds for the arts.

#### National Endowment for the Humanities

The National Endowment for the Humanities is an independent grant-making agency of the United States government dedicated to supporting research, education, preservation and public programs in the humanities.

#### National Science Foundation

The National Science Foundation is an independent federal agency created to promote the progress of science, to advance the national health, prosperity, and welfare and to secure the national defense. The NSF annually funds approximately 20 percent of basic, federally-supported college and university research.

#### Small Business Administration

The Small Business Administration maintains and strengthens the nation's economy by aiding, counseling, assisting and protecting the interests of small businesses and by helping families and businesses recover from national disasters.

#### Social Security Administration

The Social Security Administration advances the economic security of the nation's people through compassionate and vigilant leadership in shaping and managing America's Social Security programs.

## **General Scholarship Information**

The term "scholarship" can have many meanings. At its most basic, a scholarship is money for college that you will not be expected to repay. Scholarships are worth seeking!

Scholarships sponsored by colleges are often designated for students who fit a particular profile (from the college's home state, holding a specified grade average, enrolling in a particular major, or bringing special talent in athletics, music, and the like).

Other outside scholarships may be available to students whose parents work for a particular company or to students who are eligible for scholarships sponsored by church or civic organizations.

You will need to check with each college to see what scholarships are available. You should also become familiar with any scholarships available through your company or community.

And be sure to use our free [Scholarship Search](#) for any other scholarships you might qualify for!

## **What Does It Take to Get a Scholarship?**

Many students assume that they have to be brilliant, or athletically talented, or gifted musically, to earn a scholarship for college. What they don't realize is that sometimes they just need to be persistent!

Be persistent in getting good grades. Many colleges award scholarships to students with significant financial need in the accepted applicant group — a grant that you don't need to repay, just for making the cut and getting admitted!

Good grades won't hurt if you hope to get a scholarship even if your family doesn't demonstrate financial need. When scholarships are awarded on the basis of academic merit, without regard for need, students who have worked hard and achieved results in high school will be the winners.

You should also be persistent in seeking out other scholarship sources. Sometimes all it takes to get a scholarship is to find out who in your area is offering them: your church, your employer, your parents' employers, local civic organizations. You'll just need to fill out any required applications or interviews on time in order to be considered.

## **How Do I Find Out About Scholarships?**

**Hit the books.**

Doing research can help you find scholarships you may not have otherwise known about. Most public and campus libraries carry scholarship guides. Ask your librarian or guidance counselor for help. Also look under "financial aid," "student aid," and "scholarships."

**Check with the colleges you're applying to.**

Most college-sponsored scholarships don't require additional applications beyond their standard admission and financial aid applications. Just be sure to complete and file the applications on time!

Some colleges offer special scholarships (for certain major fields or for certain talents) that you can apply for in addition to any that are open to all applicants.

### **Ask employers.**

Your parents might already be aware if scholarships are provided for children of employees. If not, the human resource department is usually the place to check to find out what is available. The staff there should be able to provide applications, deadlines, and any other information you'll need.

If you are employed, check with your employer to see if scholarships are available. Be sure to get any application forms and information about deadlines and complete the process on time.

### **Check local scholarships.**

Many community organizations, churches, and clubs offer scholarships. Your high school guidance counselor should be able to provide information about most of them, and can refer you to sponsors who can provide applications and information.

### **Search the Net.**

Using keywords like those mentioned earlier, you can find a wealth of free scholarship information on the World Wide Web. Some sites even allow you to apply online for scholarships. But, be careful . . .

### **Don't Get Scammed!**

Unfortunately, in their efforts to pay the bills, many students and their families are falling prey to scholarship scams. Visit our [Looking for Student Aid](#) page for pointers on avoiding scams and for a checklist of places to find free scholarship--and other non-federal aid--information. The site includes a printer-friendly fact sheet you can share with other students. For more information on avoiding scams, visit the Federal Trade Commission's "Scholarship Scams" page by [clicking here](#). The FTC works to prevent fraudulent, deceptive, and unfair business practices in the marketplace.

### **How Do I Apply for a Scholarship?**

The most important thing to do to apply for scholarships is to get accurate information up front:

- What are the qualifications for applicants?
- Where do you get forms and how do you apply (online, by mail, etc.)?
- Are additional interviews or references required?
- What are the deadlines?

Once you have the information in hand, you can make a chart of what's due and when (use the Scholarship Checklist), and follow through. Taking small steps throughout the process will help ensure you will meet all the requirements on time. Then, you get to sit back while the sponsors make their decisions.

Remember, most scholarship funding comes directly from the colleges themselves, so focus on making your college applications as strong as possible.



## Scholarship Checklist

### Institutional Scholarships

- Special application forms required?
- Interview required?
- Application deadline?

### Special Talent Scholarships

- Art, Music, Theater
  - Special application forms required?
  - Interview, audition, or portfolio required?
  - Application deadline?
- Athletics
  - Special application forms required?
  - Interview, highlight tape required?
  - Application deadline?
- Leadership
  - Special application forms required?
  - Interview required?
  - Application deadline?
- Science/Engineering
  - Special application forms required?
  - Interview required?
  - Application deadline?
- Other \_\_\_\_\_
  - Special application forms required?
  - Interview required?
  - Application deadline?

### Employer-Sponsored Scholarships

- Parents' Employer(s)
  - Special application forms required?
  - Interview required?
  - Application deadline?
- Student's Employer
  - Special application forms required?
  - Interview required?
  - Application deadline?

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**Local/Community Scholarships**

- Organization \_\_\_\_\_
  - Special application forms required?
  - Interview required?
  - Application deadline?
- Organization \_\_\_\_\_
  - Special application forms required?
  - Interview required?
  - Application deadline?

## Get Money for College

Whether you're enrolling in college for the first time or returning to school after a period of time off, you should apply for federal student aid.

Federal student aid from the U.S. Department of Education is the largest source of aid in America, providing over \$150 billion in grants, work-study, and federal loans for students attending four-year colleges or universities, community colleges, and career schools. On this page, we discuss who gets aid, the types of aid available, how to apply, and more!

### Who Gets Aid

#### Student Aid Eligibility

Eligibility for most federal student aid is based on financial need and on several other factors.

The most basic eligibility requirements to receive federal student aid are that you must

- be a U.S. citizen or an eligible noncitizen,
- have a valid Social Security number,
- register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25,
- maintain satisfactory academic progress in college or career school, and
- show you're qualified to obtain a postsecondary education by
  - having a high school diploma or General Educational Development (GED) certificate;
  - passing an approved ability-to-benefit test (if you don't have a diploma or GED certificate, a school can administer a test to determine whether you can benefit from the education offered at that school);
  - completing six credit hours or equivalent course work toward a degree or certificate;
  - meeting other federally approved standards your state establishes; or
  - completing a high school education in a homeschool setting approved under state law.

#### [Read more about student aid eligibility](#)

### Types of Aid

[TOP](#)

#### Federal Student Aid Programs

We offer the following types of aid to help you pay for your education after high school.

- Grants—student aid funds that do not have to be repaid (other conditions apply).
- Work-Study—a part-time work program to earn money while you are in school.
- Federal Loans—student aid funds that you must repay with interest.
  - Types of federal student loans:
    - Perkins
    - Direct Stafford
    - Direct PLUS (graduate and professional degree student borrowers)
    - Direct PLUS (parent borrowers)
    - Direct Loan Consolidation

#### Explore Other Sources of Aid

- More federal aid sources
- Your college, university, or career school
- State higher education agencies
- Scholarships
- Scholarships for military families

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## Reduce Education Costs

- [Check for Tax Breaks](#)  
Read IRS Publication 970, *Tax Benefits for Education* to see how you might benefit from federal income tax credits for education expenses.
- [Saving Money](#)  
You and your family can set up a tax-free Coverdell Education Savings Account—money from this account can be withdrawn without penalty. Learn about the tax advantages of state college savings plans and prepaid tuition plans at [www.collegesavings.org](http://www.collegesavings.org)
- [30 Ways to Reduce College Costs](#)

## Apply for Aid

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Applying for federal student aid is quicker and easier than ever. You can complete the *Free Application for Federal Student Aid* (FAFSA<sup>SM</sup>) at [www.fafsa.gov](http://www.fafsa.gov). Follow these easy steps to simplify the process of applying for federal student aid.

1. Gather the documents needed to apply. For example, you'll need
  - income tax returns (yours and most likely your parents), W-2 forms, and other records of income, and
  - identification documents (social security cards, drivers licenses).

[Get the complete list of documents](#)
2. [Apply online at FAFSA on the Web<sup>SM</sup>](#). Submit a FAFSA. The FAFSA is used to apply for federal financial aid (grants, work-study, and loans). Also, many colleges, universities, and career schools use your FAFSA information to award state and college aid. The process is free. Never pay to apply for federal financial aid. You'll need a PIN to "sign" your online FAFSA, make corrections to the application, and more. If you are a dependent student, your parent will need one too. You can get your PIN before you begin or as you complete the FAFSA — it's up to you. [Get a PIN now!](#)  
**Note:** Complete the FAFSA each year, starting on January 1. Be sure you meet application deadlines. For deadlines, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
3. Get free information and help from
  - your school counselor,
  - the financial aid office at the college, university, or career school you plan to attend, or
  - the U.S. Department of Education at [www.fafsa.gov](http://www.fafsa.gov) ([online chat is also available](#)), or call 1-800-4-FED-AID (1-800-433-3243).

## More

- See [FAFSA Filing Options](#) for more ways to file.
- Use [FAFSA4Caster<sup>SM</sup>](#) to estimate your federal aid eligibility.
- Create a [MyFSA account](#) to keep track of your college searches and applications, your career interests and searches, and more.
- [Transfer information from your MyFSA profile to the FAFSA.](#)

## What's Next?

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### After You Submit the FAFSA

We process your FAFSA and the results are sent electronically to the schools you listed on your application, and we send you a *Student Aid Report* (SAR).

### The Student Aid Report (SAR)

Your SAR summarizes all the information you provided on your FAFSA. It must be correct before you can receive federal aid. Read the information to find out how and when you will receive your SAR, and what to do with it once you receive it.

### How and when you will receive your SAR

Generally, it takes less time to process and send the SAR to you when you submit the FAFSA online and provide a valid email address. If we have your valid email address, you'll get your SAR email in three to five days. This email contains a secure link to your SAR online. If you don't provide a valid email address, it takes about seven to 10 days before you'll receive your SAR by postal mail.

If you submit a paper FAFSA, you'll receive your SAR by email within 2 weeks, or 3 weeks if you do not provide an email address.

Note: If you have a PIN and your FAFSA has been processed, you can login at [www.fafsa.gov](http://www.fafsa.gov) to view SAR information regardless of whether you filed the online or paper FAFSA or provided an e-mail address or not.

### **What to do with your SAR**

When you get your SAR, review it for accuracy.

A complete, correct SAR will contain your

- Expected Family Contribution (EFC), the index number used to determine your federal student aid eligibility, and
- Data Release Number (DRN), a four-digit number assigned to your application by the U.S. Department of Education.

If you need to make corrections to your SAR, you can

- make them online using your PIN at [www.fafsa.gov](http://www.fafsa.gov).
- check with your school; the school might be able to make them for you electronically.

If you received a paper SAR, make any necessary corrections on that SAR and mail it to the address on the form for processing.

See [Correcting Your FAFSA](#).

### **Your Financial Aid**

Make sure the financial aid office at each school you're interested in has all information needed to determine your eligibility. Follow all directions on any communications from the school or from the U.S. Department of Education, and respond by any deadlines. If you don't, you might not receive federal student aid.

### **The Financial Aid Award**

If you listed a school on your FAFSA and have been offered admission by that school, the financial aid office at the school will send you an award letter (most likely electronically). The award letter includes the types and amounts of financial aid you may receive from federal, state, and school sources. This combination of aid is your financial aid package.

### **Sample Financial Aid Package**

Review each award letter carefully and compare how much aid you can receive at each school. Pay attention to letters or email from schools, follow all directions, and contact the financial aid office if you do not understand what the school is offering you. Again, if you don't, you might not receive federal student aid.

### **Borrowing Responsibly**

Your financial aid package may include federal student loans. In the case of loans, keep in mind that whatever amount you borrow must be paid back with interest. While loans can be a good investment in your future, taking out a federal student loan is a serious obligation.

### **Receiving the Money**

Schools must pay you at least once per term (semester, trimester, or quarter). If your school doesn't use formally defined, traditional terms, then they must pay you at least twice per academic year.

Your school will

- credit your grant funds to your school account,
- pay you directly (usually by check),
- combine these methods, or with your permission,
- credit your bank account.