

# Waimea High School - Counseling Department

## SENIOR PACKET FOR COLLEGE & CAREER PLANNING

SENIOR COUNSELOR: Ms. Jennifer Moniz  
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### GRADUATION REQUIREMENTS Class of 2012

**Class of 2012 GRADUATION REQUIREMENTS: Earn the 24 required credits & attend school on a regular basis.**  
**◆◆ Waimea High School requires all Seniors to complete a Senior Project as part of the English 4 curriculum**

Course Requirements	High School Diploma	Board of Education Recognition Diploma
<b>English</b>	4.0 credits	4.0 credits
<b>Social Studies</b>	4.0 credits	4.0 credits
<b>Mathematics</b>	3.0 credits	3.0 credits
<b>Science</b>	3.0 credits	3.0 credits
<b>World Language/ Fine Arts/ Career and Technical Education</b>	2.0 credits in one of the specified courses	2.0 credits in one of the specified courses
<b>Senior Project ◆◆</b>	◆◆ Please see information listed below	1.0 credit
<b>Physical Education</b>	1.0 credit	1.0 credit
<b>Health</b>	0.5 credit	0.5 credit
<b>Personal/Transition Plan</b>	0.5 credit	0.5 credit
<b>Electives</b>	6.0 credits	6.0 credits
<b>Total</b>	<b>24.0 credits</b>	<b>25.0 credits</b>

1. CORE Requirements
  - i. Language Arts: English LA 4 (LCY4010) is required.
    - ◆◆ Waimea High School requires **all** seniors to complete the Senior Project which is part of the curriculum for English LA 4. ◆◆
  - ii. Social Studies: **Four** credits in Social Studies are required for graduation. Efforts will be made to schedule your first choice for Social Studies elective pair; however, you may be given the alternate choice if course are closed, cancelled or in conflict with other courses requested.
  - iii. Math: **Three** credits required to graduate.
  - iv. Science: **Three** credits required to graduate. Two of the required credits in science are Physical Science and Biology. One credit of the required three maybe Biological Agriscience to earn the regular high school diploma.
  - v. OTHER REQUIRED COURSES: Physical Education [PEP1005], Physical Education, Lifetime Activities [PEP1010], Health-Today and Tomorrow [HLE1000], Guidance: Career and Life Planning [TCG1100] or Transition to High School [TCG1103], OR Army JROTC 1, Army JROTC 2 [TJR1000 & TJR2000] in place of the courses above; Modern History of Hawaii /Participation in a Democracy [CHS1100 & CGU1100], are required semester courses. If you have not fulfilled any of these requirements, you are advised to do so.
  - vi. PERSONAL TRANSITION PLAN: [TCG1105] 0.5 credit to be issued first semester of your senior year for meeting the required elements of the PTP.
2. Electives:
  - i. You must list electives and alternates in order of preference. If you do not list all electives and the course(s) written down are closed, cancelled or in conflict with other courses, you will be placed in a course where there is an opening. If left blank you will be placed into any open course.
  - ii. If you are an ESLL student and have not scored above 161 on the Language Assessment Scales (LAS), you **will be required** to enroll in an ESOL (English for Second Language Learners) class as your first choice of elective.
  - iii. Obtain signatures of present teacher for courses that required verification or approval for continuation.
  - iv. If you are planning on a modified schedule meet with your counselor to check your credit status.

# Attendance Information\*

\*Attendance is very important for your senior year of high school; attendance ensures that you receive the proper information regarding your classes and graduation. Regular Attendance is required to participate in school events

## Waimea High School's Attendance Policy Information for Parents/Guardians and Students SY 2011 - 2012

Upon enrollment, a student is expected to attend school regularly, to attend all classes and to arrive at school and in the classroom on time.

He/she should understand that by law, he/she is required to be in attendance. Excessive absences easily lead to failure in one or more courses. **Since the school year 1996-97, a student must pass all required courses, maintain a 2.0 grade point average, and meet the attendance bench mark of 95% (not more than 9 days of unexcused absences) in order to participate in co-curricular activities. Seniors failing to meet the attendance benchmark of 95% may be denied the privilege of participating in commencement exercises.**

1. The student will adhere to attendance policies and procedures.
2. The student must have his/her parent/guardian call the school (338-6810 ext 110) on the day of his/her absence to report the absence and the student must provide the attendance office with a **written note** from his/her parent/guardian explaining the absence. **If a student fails to bring a note from home within three (3) school days of return, the absence will automatically become "UNEXCUSED"**. The school, according to Rule 4160.1, will determine excused or unexcused absences.

### **EXCUSED ABSENCE**

**Inclement weather; Illness / Serious injury**

**Medical/dental/scholarship appointments, which cannot be scheduled for after school, Saturday, or holidays**

**Court appointments; Death in the family; College Visitations**

**Family Emergency / urgent medical assistance for immediate family members; Emergency teen parent child care**

**Administrative approved job interviews related to school activities (School to Work Program, Modified Schedule, etc)**

### **UNEXCUSED ABSENCE**

**Family Vacation / Trip; Parent request without explanation**

**Personal business reasons / personal family business reasons**

**Working on school assignment / project; Driver's Permit / Road Test**

### **EXCUSED OFF CAMPUS PASS**

**Illness; Court appointments; Death in the immediate family**

**Medical/dental/scholarship appointments, which cannot be scheduled for after school, Saturday, or holidays**

### **UNEXCUSED OFF CAMPUS PASS**

**Visitation to other schools (non school activity)**

**Family vacations / Visiting Relatives**

**Non-school / department sponsored activities; Baby sitting; Job interviews (non school related)**

**Parent request without an explanation**

**Transporting family members to appointments (non emergency related)**

**Personal business reasons / personal family business reasons**

Request for an Off-Campus pass: must be made in writing and submitted 24 hours prior to leaving during non-instructional time to the Front Office clerk. Request for an Off-Campus pass for medical reasons (doctor/dental appointment) must be made in writing and submitted 24 hours prior to leaving during non-instructional time to the Health Aide. Requests signed by the parent/guardian, must include the **student's name, contact number (home or work), reason for the off-campus pass and the time** the student is to be dismissed. ALL OFF-CAMPUS PASSES should have the teacher's initials prior to leaving campus. Validation for verification will be requested in some instances. The OFF-CAMPUS PASS should be retained by the student while off campus and placed in the Attendance box upon return to school. Student's leaving campus without an off-campus pass from either the front office or health room will not have their absence excused.

### **TARDIES**

***The School Community Council (SSC) unanimously voted to support Waimea High School's tardy policy for the school year 2011-2012. This policy has been approved by Superintendent Matayoshi to help us to reach our attendance goal of having 95% of our students present in class and on time. The school policy states: "a student will be considered absent from each class after 15 minutes from the ending of the tardy bell except if the student is on an authorized school activity". We feel it is because students are aware that they will be marked absent if they do not get to class within 15 minutes of the tardy bell will help students to see the importance of being in school and in the classroom on time. Students who are late to school or class without a valid reason will be assigned after school detention in our detention room on "A" block days from 2:10pm to 3pm.***

The legitimately absent student has the responsibility to request and complete any make-up work within a reasonable length of time. (Reasonable length of time is to be determined at the discretion of the teacher).

Mid Quarter Progress Report/Attendance Report and Quarterly Report Card/Attendance Report will be mailed home. UNEXCUSED ABSENCES with extenuating circumstances that have not been excused due to no follow-up note within the three day return to school will need a note from a doctor and presented to the principal for approval within a reasonable time.

It is important that parents / guardians work with school officials to correct attendance problems. If continuous efforts fail to reduce chronic absenteeism, Family Court will be asked to intercede.

1. Parents/guardians should be familiar with attendance policies and procedures
2. ***Parents/guardians are to notify the Attendance Office of legitimate absences by written note\* and a phone call explaining the absence (student phone call will also be recorded as an unexcused absence). \*A note must be submitted to the Attendance Office upon return to school within three (3) days. The note must include the legal name of the student, phone number, reason and duration of the absence and parent/guardian signature. (The Attendance Office personnel have the right to refuse any note that is missing information or is illegibly written).*** The school, according to Rule 4160.1, will determine excused or unexcused absences.
3. **An absence without a written note will be regarded as an UNEXCUSED ABSENCE.**
4. Parents will be notified about chronic absences and daily tardiness. Disciplinary action may/will be administered by the school.

# College/Career Planning Calendar

## SUMMER/AUGUST

- \_\_\_ Request college applications and catalogues from at least 8 schools.
- \_\_\_ Register for SAT/ACT. Send scores directly to schools you may want to attend and have scores sent to us. School Code: 120240.
- \_\_\_ Prepare for tests. Keep reading and working hard in school. This is the best preparation. You may also want to attend SAT/ACT prep classes or use study guides.
- \_\_\_ Participate in volunteer work, community service, get work experience.
- \_\_\_ Research schools via college guides or internet. Visit the library or speak to former students about possible college choices.
- \_\_\_ Visit colleges if possible.
- \_\_\_ Practice completing application online and/or paper copy.
- \_\_\_ Attend college programs or college summer programs if possible.
- \_\_\_ Double check you senior year schedule with your counselor to ensure you have the proper classes needed for graduation.

## SENIOR YEAR (THINGS TO DO)

### August-December

- \_\_\_ Check with your Counselor to see if you are on track to graduate and meet your post high school plans/goals. Check on your credits (regular diploma or Board of Education diploma), and your GPA (for college applications and scholarship information). Keep your Counselor regularly informed throughout the school year about your post high school plans/goals
- \_\_\_ Pay attention to the daily morning announcements (MTV3). This is how the Counselors publicize information to you. It is your responsibility to keep yourself informed.
- \_\_\_ Prepare your resume. Work on your cover letter. This information will be needed when requesting letters of recommendation & when completing scholarship applications.
- \_\_\_ Ask, or keep in mind, at least (3) people to be your references that would be willing to write letters of recommendations for you for college or scholarship applications and jobs. You must have your resume updated and ready to give to these people.
- \_\_\_ Attend the Hawaii College and Career Fair in November. Sign ups are required in order to attend the event. (More information will be provided, closer to the event). This is your opportunity to personally meet with the admission counselors. Take advantage of and connect with the colleges and careers in attendance.
- \_\_\_ Attend on campus college presentations. Sign ups will be available in the counseling office. If you sign up and are unable to attend please let your counselor know as soon as possible.
- \_\_\_ Apply to 4-5 colleges/universities and include one local college (good resource is the WUE websites: [www.wiche.edu/sep/wue](http://www.wiche.edu/sep/wue)). When applying through online or a hard copy version, you must see your counselor and request for your transcript to be sent to the school. **Keep track of your deadlines.**
- \_\_\_ College applications (mainly four year colleges) should be completed at least two to three weeks before the deadlines. If there is a section for your counselor to complete, or if a signature is needed, you must give your counselor at least **5** days to get this done for you. Depending on your college's deadline, the recommendation is to submit your application by Thanksgiving. Transcript requests must be submitted to your counselor in a timely manner. Whether you complete the college application online or a paper/pen version, a transcript needs to be sent to the college, unless the college states otherwise.

- \_\_\_ If you are planning to play sports, log on to the NCAA Eligibility Clearinghouse Website: [www.ncaa.org](http://www.ncaa.org). There is a fee. Be sure to bring the necessary NCAA forms to your counselor to complete and mail.
- \_\_\_ Take the SAT Reasoning Test and/or ACT in the Fall. Sign up online and on time so you are not charged a late fee.
  - Waimea High School Code is: 120240.** It is very important to include this code in order for the school to receive your results and place on your transcript.
  - The SAT includes a Writing Section. ACT has it as an option. It is your responsibility to check on your college choices for their requirements and test score range.
- \_\_\_ Take the SAT Subject tests if required, especially for the California schools. Sign up online and on time so you are not charged a late fee. Check with the college on which tests they recommend that you take.
- \_\_\_ Take the ASVAB at least once (if you are interested in the military). Contact the branch of the service of interest to arrange to take the ASVAB or contact Miss Moniz for information on ASVAB Testing.
- \_\_\_ Take the Kauai Community College Placement Test - for local community college applications. The phone number is: 245-8212. The website for practice items is: <http://info.kauaicc.hawaii.edu/resources/lc/COMPASS.html>
- \_\_\_ Continue active involvement in extra-curricular activities - sports, clubs, etc.

## January/February

- \_\_\_ Apply for Financial Aid (FAFSA). Submit it as soon as possible after January 1. Attend a Financial Aid Workshop – more information will be provided. Use the resources posted on the FAFSA sheet or website to help you. <http://www.fafsa.ed.gov/index.htm>
- \_\_\_ Write thank-you notes to those people who wrote you evaluations or recommendations for your college applications.
- \_\_\_ Keep working hard in school as all college admissions are granted tentatively pending satisfactory completion of your senior year. Colleges like to see that you are working hard all the way through. This is especially important for four year colleges, but community colleges are also encouraging the same.
- \_\_\_ Apply for all Scholarships for which you are eligible.
  - Resources: [www.fastweb.com](http://www.fastweb.com) & [www.hawaiicommunityfoundation.org](http://www.hawaiicommunityfoundation.org)
  - Request for your transcripts from your counselor. All transcript requests must be made **5** days in advance by filling out the transcript request form. Check to see whether your counselor mails it or you need to include it in the scholarship packet. This information will be stated in the scholarship application. **Keep track of your deadlines. Keep copies for your files.**
- \_\_\_ Pass all of your classes. Earn 24 or more credits for graduation.
- \_\_\_ Keep your GPA at least 2.8 or better. Check your college's minimum GPA requirement.
- \_\_\_ BOE Diploma is 25 or more credits with a minimum GPA of 3.0.
- \_\_\_ Attend school classes regularly (unexcused absences/disciplinary actions may take away your privilege of participating in the Commencement Exercises). Continue to make wise choices.

## March/April

- \_\_\_ You will begin receiving your letters of admissions/acceptance from colleges. Evaluate your choices with your parents.
- \_\_\_ You will also be receiving your financial aid packages from colleges. Any questions or concerns about the package, call the Financial Aid office at the college. Discuss the choices with your parents and make the BIG decision together.

- \_\_\_ Respond to colleges before the deadline – with a “YES” you’re attending or “NO” you’re not. Colleges like to hear back from you with whatever your decision is.
- \_\_\_ Inform your counselor when you receive word from colleges – acceptances or rejections.
- \_\_\_ Inform your counselor of your final college decision. Bring in your letter of acceptance and your counselor will Xerox a copy of it for documentation purposes.
- \_\_\_ Inform your counselor when scholarships (colleges and/or others) are awarded to you. Bring in the letter and your counselor will Xerox a copy of it for documentation purposes.

## College Information Checklist

### Application Information:

<u>If application due date is:</u>	<u>Meet with counselor with forms by:</u>
November 1	September 29
November 15	October 13
December 1	November 3
December 15	November 14
January 1-11	November 14
January 14-18	December 1
February 1	December 9

*Please provide your counselor with ample time to assist you with your application process. A general frame is provided, to ensure your application is completed properly.*

When meeting with your counselor please have the following with you:

- List of the schools you are interested in
- Admission requirements: application deadline, coursework requirements, SAT/ACT requirements, application cost, transcript & recommendation information

### Letters of Recommendations

1. Should be requested at least two weeks in advance.
2. Choose people who know you well: teachers, counselor, administrator, club advisors, coaches, boss, etc. Check your application if there is a preference on who should write the letters.
3. Provide them with information on whom to address the letter to, and whether they give it back to you to send, or they mail it themselves.
4. Provide them with your resume and completed – Student Reflection Sheet (*sample attached*)

### Transcripts

1. Requests will be mailed out on the 5th and 20th of every month. If you need a transcript request sent out prior to that, please note that on the “Request for Transcript” form. 5 days advance should be provided, so that transcripts can be mailed out in a timely manner.
2. Request and complete the form, "Request for Transcript" (Sample is attached and you may pick up more in the counselor's office), and return it to your counselor as soon as possible. This applies to application completed either on-line or the hard copy/paper and pen version. The transcript completes your college application, unless the college states that your transcript is not needed yet.
  1. If requesting a “rush” transcript request, please provide an addressed envelope with the correct postage, DO NOT list a return address, as we will list Waimea High School’s address

3. During the month of **May**, final transcript request information will be given to you through your Senior English Class. You will need to follow the instructions in order for your final transcript to be mailed to the college or colleges of your choice. You may send to more than one college if you are still undecided. The final transcript is important for colleges to receive so they can review your final grades and know that you have graduated. This means that all of your senior year grades are important. Do not jeopardize your acceptance and/or possible scholarships.

### **Additional information**

1. **Placement Tests** - Keep informed on when and how to take the placement test for the college of your choice. You will need to follow up with that college.
2. **Housing** - Keep informed on what you need to do. Watch your deadlines.
3. **Financial Aid** - Carefully read over your financial aid package and follow up with the college if you have any questions or concerns. Apply for Financial Aid (FAFSA). Submit it as soon as possible after January 1. Attend a Financial Aid Workshop – more information will be provided. Use the resources posted on the FAFSA sheet or website to help you.  
<http://www.fafsa.ed.gov/index.htm>
4. **NCAA Clearinghouse** - If you are planning to play sports, be sure to follow up with NCAA Clearinghouse web site; there is a fee - register and download the forms to give to your Counselor to complete. <http://www.ncaa.org/>
5. **Two (2) year college** - Community college or junior college all require the same information as the four (4) year college in regards to College Applications, Letters of Recommendations, Transcripts and Other Information.
  - A. Some community/junior colleges may prefer applications submitted after January 2012, you need to check if that applies to you and the college of your choice.
6. **Business/Technical/Trade Schools**
  - A. Same information as the Section Above for - College Applications, Letters of Recommendations and Transcripts.
  - B. Refer to the sample list of "Business/Technical/Trade Schools in Hawaii", included in the back of this packet.
7. **Military**
  - A. Military (enlisted recruiting) requires taking the ASVAB. Contact the Counselor's office for information regarding ASVAB for the Fall and Spring. ROTC Scholar packets are available online via the various military branch web sites via google.com.
    1. ASVAB is also good as a test to take if you're not sure about your career plans. You can take it for just informational purposes. Taking the ASVAB does not commit you to join the military
      - a. Approximately two-four weeks later, the ASVAB representative will schedule a meeting to explain the test results to the students.
      - b. keep your results for possible future reference/use.
8. **Testing - Waimea High School Code is: 120240**
  - A. Be aware of your deadlines. Recommendation is to register on-line or pick up the hard copy form from the Counseling Office for your completion and mail in yourself.

Remember to include the registration fee. Check with your counselor on whether you qualify for a fee waiver. Plan to register on time so you do not have to pay an additional late registration fee. You should also include on the form the colleges that you are planning to apply to. This will give them access to your score and essay. Some colleges prefer your score coming directly from Collegeboard, so you need to check on this. The college codes are online. Remember to put our Kauai High School Code on your registration form, so we will receive your score and it can be placed on your transcripts.

- B. SAT (<http://www.collegeboard.com/>) Reasoning test now includes a Writing Section. Check on your college choices for their requirements on the scoring range and access to the Writing Section.
- C. SAT (<http://www.collegeboard.com/>) Subject Tests, take if needed but mainly required by California schools. Colleges that require this usually will recommend which subject tests to take.
- D. ACT (<http://www.actstudent.org>) - Writing Section is an option. Check on your college choice for their requirements on the scoring range and the Writing Section

## 9. Scholarships

- A. Check out the World Wide Web Sites, but especially the following two: [www.fastweb.com](http://www.fastweb.com) - good resource for a variety of scholarships, [www.hawaiicommunityfoundation.org](http://www.hawaiicommunityfoundation.org) - good resource for a variety of local scholarships.
- B. Read and/or listen to the morning announcements (MTV3) on what is available in the Counseling Office.
- C. You can browse through the Scholarship Section during non-classroom time or with a pass from your teacher.
- D. Be sure to meet the scholarship requirements/criteria as you plan to apply for the scholarship.
- E. Request for letters of recommendations *at least two weeks in advance*. This is important because whomever you ask needs time to work on it. Provide them with the following information: 1) what the scholarship is, 2) whom to address the letter, 3) whether the letter is given to you to include in the scholarship envelope that you mail, or whether the letter is mailed by the person to the scholarship committee and therefore you will need to provide the address and possibly envelope and stamp, and 4) your updated resume if the person doesn't have one already from you.
- F. Transcripts may be needed for scholarship applications. (Refer pages 6-7 for more information regarding Transcript Requests)
- G. As you fill out and complete the scholarship application, the recommendation: is to type out the information, if cannot remember to write clearly and cleanly. Be careful on your grammar, punctuation and be sure to Spell Check! You want to make a good impression.
- H. Scholarships are mailed by you, the student, unless stated otherwise on the application. Watch your deadlines. Recommendation: is to mail it ahead of time.
- I. Keep a copy of the completed scholarship application for your files.
- J. Inform your counselor when scholarships (college, community or any others) are awarded to you. Bring in the awarded letter to your counselor to xerox a copy for our files. At the end of the school year, I will need to document all of the scholarships awarded to the Class of 2012.
  - a. Remember to discuss your plans and choices with your parents. They are an important part of this process.

- b. Be sure to work with your counselor to help you with your College and Career Plans. Make your appointments as needed in a timely manner. Your counselor is there to advise and support you.
- c. Have a planner or calendar handy at all times - to help you keep track of your many commitments and deadlines. You are responsible for meeting your commitments and deadlines in school & for post high school plans

## POST HIGH SCHOOL PLANNING AND THE WORLD WIDE WEB

The following are a listing of few of the valuable sites on the World Wide Web, which will help you as you begin your post high school planning. There are definitely a lot more than what we have here for you. Set aside time to visit them and you will discover that it was time well spent! Be aware that these sites do exist, but some of them may not by the time you check them out.

### COLLEGE SEARCH:

[www.collegeboard.com](http://www.collegeboard.com) - This is one of the most comprehensive college information sites. It includes College Board tests, programs, and online registration for the SAT Reasoning Test and SAT Subject Test. It offers a "test question of the day", an SAT Online Course, as well as a searchable database of colleges, financial aid information (including a financial aid calculator), career planning information, and a fee-based essay evaluation service. This site has information for students, parents and educators.

[www.petersons.com](http://www.petersons.com) - This site includes information about educational programs at all levels and provides searchable databases of colleges and academic programs.

[www.collegereview.com](http://www.collegereview.com) - Collegereview is a free online college search service with profiles of 3,700+ colleges and universities, virtual tours of selected schools, electronic applications, financial aid information and career planning tools.

[www.universities.com](http://www.universities.com) - An easy-to-navigate page with links to over 3,000 colleges and universities.

[www.campustours.com](http://www.campustours.com) - An index of colleges and university visual materials on the internet.

[www.PrincetonReview.com](http://www.PrincetonReview.com) - This site offers a variety of resources to the public including free practice tests, subscriptions to vocabulary building Word du Jour and newsletters, information about colleges and universities, online applications and information on financial aid and planning.

[www.review.com](http://www.review.com) - This extensive college and career information site includes timed tests, essay hints, an internship database, job hunting hints, career lists by salary and industry, career profiles and more.

[www.aiccu.edu](http://www.aiccu.edu) - A list of private colleges and universities in California

[www.usnews.com/usnews/edu/eduhome.htm](http://www.usnews.com/usnews/edu/eduhome.htm) - This comprehensive site includes college and university rankings, reprinted articles from the print edition, listing of women's colleges, black colleges, and more.

[www.ecos.princetonreview.com](http://www.ecos.princetonreview.com) - This site is the education and career opportunities system, (ECOS) program that will help you to learn more about your personality and interests, "match" yourself to career, majors, and colleges, locate sources of financial aid and scholarships, streamline the college inquiry and application process and help you to stay organized as you pursue your goals.

[www.studyabroad.com](http://www.studyabroad.com) - Listed are thousands of academic programs in more than 100 countries throughout the world, with links to study abroad programs, academic courses, and internships. The programs are searchable by country, subject and language.

[www.careersandcolleges.com](http://www.careersandcolleges.com) - Informational site with helpful search tools and in-depth content on colleges and universities, admissions, scholarships, financial aid, loans, test prep, essays, timelines, athletics, career options and more. Written by experts with students in mind.

[www.SchoolSoup.com](http://www.SchoolSoup.com) - This site provides information on colleges, scholarships and other financial aid options.

### **COLLEGE APPLICATIONS:**

[www.collegelink.com](http://www.collegelink.com) - An award winning computerized college application program.

[www.ucop.edu/pathways](http://www.ucop.edu/pathways) - Application system for the University of California System.

[www.csummentor.edu](http://www.csummentor.edu) - Application system for the California State University System.

[www.ccco.edu](http://www.ccco.edu) - Information on the California Community Colleges.

[www.commonapp.org](http://www.commonapp.org) - Several institutions accept the Common Application in lieu of their own. Check out this site for further information.

### **FINANCIAL AID:**

[www.fastweb.com](http://www.fastweb.com) - Students may register for scholarship information at Fast Web, one of the internet's largest free scholarship search sites.

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) - Families may use this site to complete and submit directly over the internet the FAFSA application for Federal Student Aid.

[www.finaid.org](http://www.finaid.org) - This site provides links to many sources of information about student financial aid.

[www.finaid.org/finaid/scams/html](http://www.finaid.org/finaid/scams/html) - This site offers important information about scholarships scams and how to avoid them.

[www.cashe.com](http://www.cashe.com) - Sponsored by SallieMae, this online scholarship service is one of the most comprehensive sources of financial aid resources for college. CASHE provides a searchable database including information about scholarships, fellowships, grants, work-study.

[www.ed.gov/students/](http://www.ed.gov/students/) - Free student financial aid guide published by the US Dept of Education.

<http://studentaid.ed.gov/> - Federal financial aid information. Information about applying for college & financial aid.

### **SCHOLARSHIP INFORMATION:**

[www.hawaiicommunityfoundation.org](http://www.hawaiicommunityfoundation.org) – Hawaii Community Foundation, Scholarships for Hawaii Residents Only.

[www.grometfoundation.org](http://www.grometfoundation.org) – Gromet Foundation, Scholarships for Hawaii Residents Only

[www.takitani.org](http://www.takitani.org) – Takitani Foundation, Scholarships for Hawaii Residents Only

[www.scholarships.com](http://www.scholarships.com) – Scholarships.com

<http://scholarshipproviders.org> - National Scholarship Providers Association

[www.fastweb.com](http://www.fastweb.com) – Fast Web

### **TEST PREPARATION:**

[www.collegeboard.com](http://www.collegeboard.com) - The official site for the SAT Reasoning, SAT Subject Test, PSAT, Advanced Placement (AP) tests. Go to the SAT Learning Center for the latest in test familiarization.

[www.act.org](http://www.act.org) - The official site for the ACT admission test. Go to the About ACT to find actual ACT questions from previous tests.

[www.educationinhawaii.com](http://www.educationinhawaii.com) – Hawaii Department of Education site, provides online tutorials for the SAT or ACT

[www.march2success.com](http://www.march2success.com) – Online practice material for the SAT, ACT or ASVAB

### **GENERAL RESOURCES:**

<http://adventuresineducation.org> - Site containing lots of resources for planning a career, selecting a college and paying for school.

[www.careers.org](http://www.careers.org) - Links to hundreds of career reference sites.

[www.ncaa.org](http://www.ncaa.org) - Information on the NCAA Eligibility Clearinghouse and other topics concerning participation in college athletics. If you are planning to play sports in college, this is a website you must visit.

### **RESUMES:**

Resume maker: <http://www.resumemaker.com/>

Sample Traditional Resumes: <http://resume.monster.com/samples>  
<http://career-advice.monster.com>

## **BUSINESS/TECHNICAL/TRADE SCHOOLS IN HAWAII**

### **Beauty/Cosmetology**

1. Hawaii Institute of Hair Design  
71 South Hotel St.  
Honolulu, HI 96813  
Phone: 533-6596
2. Hollywood Beauty College  
99-084 Kauhale St., Bldg. A  
Aiea, HI 96701  
Phone: 486-7255

### **Business/Secretarial**

1. HEALD Business College  
1500 Kapiolani Blvd.  
Honolulu, HI 96814  
Phone: 955-1500
2. REMINGTON COLLEGE  
111 Bishop St., Suite 400  
Honolulu, HI 96813  
Phone: 942-1000 / Fax: 533-3064
3. HAWAII BUSINESS COLLEGE (HBC)  
33 South King St. 4th Floor  
Honolulu, HI 96813  
Phone: 524-4014 / Fax: 524-0284

### **Electronics/Computer Services**

1. DATA/ENTRY INSTITUTE OF HAWAII, INC.  
1314 South King St., Suite #860  
Honolulu, HI 96814  
Phone: 942-2223 or 596-2663
2. NEW YORK TECHNICAL INSTITUTE  
1375 Dillingham Blvd.  
Honolulu, HI 96817  
Phone: 841-5827

### **Modeling/Self-Improvement**

1. SUSAN PAGE MODELING  
1441 Kapiolani Blvd., Suite #1206  
Honolulu, HI 96814  
Phone: 955-2271

### **Other Programs**

1. AMERICAN COLLEGE HAWAII  
1441 Kapiolani Blvd., Suite #2000  
Honolulu, HI 96814  
Phone: 946-3535
2. MED-ASSIST SCHOOL OF HAWAII, INC.  
33 South King St., Suite 223  
Honolulu, HI 96813  
Phone: 524-3363
3. HAWAII LABORER'S TRAINING PROGRAM  
96-138 Farrington Highway  
Pearl City, HI 95782  
Phone: 455-7979
4. TRAVEL INSTITUTE OF THE PACIFIC  
1314 South King St., Suite #1164  
Honolulu, HI 96814  
Phone: 591-2708
5. REMINGTON COLLEGE  
1111 Bishop St., Suite #400  
Honolulu, HI 96813  
Phone: 942-1000 / Fax: 533-3064
6. ARGOSY UNIVERSITY  
1001 Bishop St., #400  
Honolulu, HI 96813-3403  
Phone: 536-5555
7. UNIVERSITY OF PHOENIX - HAWAII CAMPUS  
745 Fort Street  
Honolulu, HI 96813  
Phone: 536-2686

## **ARMED SERVICES REPRESENTATIVES:**

1. U.S. ARMY RECRUITER  
Windward City Shopping Center Bldg. C-1  
Kaneohe, HI 96744-2033  
Phone: 235-6491  
Phone on Kauai: 246-2446
  
2. U.S. AIR FORCE RECRUITER  
98-151 Pali Momi St.  
Aiea, HI 96701  
Phone: 486-7003, 486-1004
  
3. U.S. NAVY RECRUITER  
733 Bishop St. Suite 1102  
Honolulu, HI 96813  
Phone: 536-3039
  
4. U.S. MARINE CORPS RECRUITER  
98-151 Pali Momi St.  
Aiea, HI 96701  
Phone: 487-1775
  
5. U.S. COAST GUARD RECRUITING OFFICE  
Phone: 1-800-438-8724 or 486-8677
  
6. HAWAII AIR NATIONAL GUARD  
P. O. Box 598  
Kekaha, HI 96752  
Phone: 335-4571
  
7. HAWAII ARMY NATIONAL GUARD  
4670 Kahau Road  
Kapaa, HI 96746-1799  
Phone: 645-6179
  
8. NAVY RECRUITING "A" STATION  
Phone - Officer Program: 536-3039  
Phone - Enlisted Program: 488-0934

## **WESTERN UNDERGRADUATE EXCHANGE**

The WESTERN UNDERGRADUATE EXCHANGE (WUE) is a program of the Western Interstate Commission for Higher Education (WICHE). Students who are residents of WICHE states may enroll at participating two- and four-year college programs *outside of their home state* at a reduced tuition rate.

WICHE states include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming.

### STUDENTS AND PARENTS

#### **What is WUE?**

If you're a resident of a WICHE state, you can study out-of-state at one of our more than 140 participating schools in the West and pay reduced tuition (150% of the resident rate). Search the WUE Online Database to see which institutions and programs are available. **WICHE states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming.**

#### **WUE handout**

Summary of Participating WUE Institutions, by State. (PDF file)

*Please note:* WICHE has discontinued printing the hard copy WUE Bulletin. Please use the **WUE Online Database** instead.

#### **Programs available and participating institutions**

Virtually all undergraduate fields are available to WUE students at participating colleges and universities. Some institutions have opened their entire curriculum on a space-available or first-come, first-serve basis; others offer only designated programs. Currently, more than 140 public institutions participate in WUE; not all public institution in every WICHE state participate in the program. To find out which ones do, and the programs that they have made available at the WUE rate, search the WUE Online Database.

#### **Eligibility**

**To be eligible for WUE, students must be a resident of a WICHE state: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming.** Some colleges and universities also have additional criteria such as ACT/SAT test scores or high school GPA. Consult each institution's profile for those details, and any application deadlines. *Please note that effective January 2008, residents of Hawaii is now eligible to enroll as WUE students in both two- and four-year institutions.*

### IMPORTANT NOTICE FOR WUE STUDENTS ATTENDING COLORADO INSTITUTIONS

#### **How do I apply to get the reduced tuition rate?**

Apply for admission and the WUE tuition rate directly to the institution(s) of your choice. There is no general WUE application. Mark prominently on the institution's application form that you seek admission at the WUE rate. For online applications, contact the school admissions office on how to apply for the WUE discounted rate.

**Contact Us:**

For information about specific programs available through WUE, contact the admissions office of the school you want to apply to. For state-specific information regarding WUE, contact your state Certifying Office or state WUE liaison representative.

For general information, contact us at:

[info-sep@wiche.edu](mailto:info-sep@wiche.edu)

<http://www.wiche.edu/wue>

Tel: 303.541.0270

Student Exchange Programs  
Western Interstate Commission for Higher Education  
3035 Center Green Drive  
Boulder, CO 80301

**WESTERN UNDERGRADUATE EXCHANGE INSTITUTIONS\***

\*Please contact school directly for more information regarding their WUE process

**ALASKA**

Prince William Sound Community College  
University of Alaska Anchorage (Anchorage Campus)  
University of Alaska Fairbanks  
University of Alaska Southeast, Juneau Campus

**ARIZONA**

Arizona State University, West Campus  
Arizona State University  
Arizona Western College  
Central Arizona College  
Chandler-Gilbert Community College  
Cochise College  
Coconino community College  
Eastern Arizona College  
Estrella Mountain Community College  
Gateway Community College  
Glendale Community College  
Mesa Community College  
Mohave Community College  
Northern Arizona University  
Paradise Valley Community College  
Phoenix College  
Pima Community College  
Rio Salado Community College  
Scottsdale Community College  
South Mountain Community College  
University of Arizona  
University of Arizona South  
Yavapai College

**CALIFORNIA**

California Maritime Academy  
California State University, Bakersfield  
California State University, Chico  
California State University, Dominguez Hills  
California State University, East Bay

California State University, Sacramento  
California State University, San Bernardino  
California State University, Stanislaus  
Humboldt State University

**COLORADO**

Adams State College of Colorado  
Aims Community College  
Arapahoe Community College  
Colorado State University  
Colorado State University, Pueblo  
Community College of Aurora  
Community College of Denver  
Front Range Community College  
Lamar Community College  
Mesa State College  
Metropolitan State College of Denver  
Morgan Community College  
Northeastern Junior College  
Otero Junior College  
Pikes Peak Community College  
Pueblo Community College  
Red Rocks Community College  
Trinidad State Junior College  
University of Colorado at Colorado Springs  
University of Colorado Denver  
University of Northern Colorado  
Western State College of Colorado

**HAWAII**

University of Hawaii at Hilo  
University of Hawaii at Manoa

**IDAHO**

Boise State University  
College of Southern Idaho  
Lewis-Clark State college

North Idaho College  
University of Idaho

#### **MONTANA**

Dawson Community College  
Flathead Valley Community College  
Miles Community College  
Montana State University, Billings  
Montana State University, Bozeman  
Montana State University, Northern  
Montana Tech of the University of Montana  
University of Montana, Helena College of Technology  
University of Montana, Missoula  
University of Montana, Missoula College of Technology  
University of Montana, Western

#### **NEVADA**

College of Southern Nevada  
Great Basin College  
Nevada State College  
Truckee Meadows Community College  
University of Nevada, Las Vegas  
University of Nevada, Reno  
Western Nevada Community College

#### **NEW MEXICO**

Eastern New Mexico University  
New Mexico Highlands University  
New Mexico Institute of Mining and Technology  
New Mexico Junior College  
New Mexico State University  
Northern New Mexico College  
Sante Fe Community College  
University of New Mexico  
University of New Mexico Gallup Campus  
Western New Mexico University

#### **NORTH DAKOTA**

Bismarck State College  
Dakota College of Bottineau  
Dickinson State University  
Lake Region State College  
Mayville State University  
Minot State University, Bottinewau  
North Dakota State college of Science  
North Dakota State University  
University of North Dakota  
Valley City State University  
Williston State College

#### **OREGON**

Oregon Institute of Technology  
Portland State University  
Southern Oregon University  
University of Oregon  
Western Oregon University

#### **SOUTH DAKOTA**

Black Hills State University

Dakota State University  
Northern State University  
South Dakota School of Mines and Technology  
South Dakota State University  
University of South Dakota

#### **UTAH**

College of Eastern Utah  
Dixie State College of Utah  
Salt Lake Community College  
Snow College  
Southern Utah University  
University of Utah  
Utah State University  
Utah Valley University  
Weber State University

#### **WASHINGTON**

Central Washington University  
Eastern Washington University  
Washington State University  
Western Washington University

#### **WYOMING**

Casper College  
Central Wyoming College  
Eastern Wyoming College  
Laramie County Community College  
Northwest College  
Sheridan College  
University of Wyoming  
Western Wyoming Community College

# College Applications

- Bring in all forms that school personnel will have to fill out to your very first appointment (counselor recommendation forms, teacher recommendation forms, school report form, etc).

Name \_\_\_\_\_

Name of School & Address	Using Common Application Form?	Application Deadline	How Many Teacher Recommendations are Needed** <small>(put # in box)</small>	Secondary School Report Required? ** <small>(also called counselor report)</small>	Mid Year Report Required? <small>(follow up transcript)</small>	Transcript Required? <small>(if yes, fill out transcript request form)</small>
	Yes/No			Yes/No	Yes/No	Yes/No
	Yes/No			Yes/No	Yes/No	Yes/No
	Yes/No			Yes/No	Yes/No	Yes/No
	Yes/No			Yes/No	Yes/No	Yes/No
	Yes/No			Yes/No	Yes/No	Yes/No



# Waimea High School REQUEST FOR RECOMMENDATION

To:  
From:

Date:

I am applying for/to \_\_\_\_\_, and I would like you to write a letter of recommendation for me. Selection and eligibility are based on:

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

\_\_\_\_ Please turn the letter of recommendation into me by \_\_\_\_\_  
\_\_\_\_ Please use the attached stamped/addressed envelope to mail this recommendation.

Mahalo,

\_\_\_\_\_

## STUDENT INFORMATION – *Resume is Attached*

Student's Name:

Address:

Intended College/University:

Intended Major:

Current GPA:

Class Rank: \_\_\_ out of \_\_\_

SAT/ACT Scores:

Awards/Honors:

Extra-Curricular Activities:

3 main points about me you may include:

- 1.
- 2.
- 3.

