

# Counseling/Testing Bulletin 2009-2010

The College/Career Center provides extensive testing and financial aid information and assistance for researching careers and colleges. This information is available in various forms including books, CDs and computer online and software programs.

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## Computer Search Systems: College and Career

**WorkSpaceK12** (formerly called TCCi or Naviance) is an excellent internet-based program designed to help counseling departments, students and parents navigate through the college application process. **The Family Connection** component allows students to perform college searches, compare institutions, make contact with colleges in which they are interested, and view scattergram data showing acceptance statistics of previous graduating classes from their own high school. Students can also use WorkSpaceK12 to build a resume, summarize postsecondary goals, and keep track of their college and scholarship applications. Students can obtain the web address for Naviance and their individual registration codes in the College/Career Center. **Family Connections** contains information "About Me," the student: my inbox, my profile, my resume, my game plan, my test scores, my colleges, my scholarships, my journal, my documents. Other aspects of the software include personality tests and interest inventories.

The **Bridges.com** Company (<https://access.bridges.com>) provides comprehensive programs in MCPS schools to assist students in college and career decision-making. These programs also include several different college search engines and portfolio sections where students can save career and college exploration and planning information, as well as develop a resume.

Students find **Choices Explorer** exciting and informative with articles about careers, recreation, education and skills. **Career Finder** is a quick and easy self-assessment of interests and skills and **Major Finder** is designed to identify suitable program options. Colorful graphics compare students' self-ratings of skills and interests to suggested occupations. In **Zones**, hundreds of occupations are arranged by career cluster. The site license for **Choices Explorer** allows for career exploration to be accessed both at school and at home on the internet. Each suggested career can be explored in detail, and there are web links to professional associations, colleges that offer the required courses, and related articles. Check with the College/Career Center at your high school for the "Site ID" and "Password" for <https://access.bridges.com>. Note: Sign in under "Site ID," not "Portfolio name."

The **Choices** program allows students to investigate postsecondary education as well. Over 6,000 two-year and four-year college profiles are included. This program can be used to develop an individualized list of colleges and universities according to personally selected criteria such as location, size, majors, athletic and other special programs, and financial aid availability. There are also direct links to the web pages for numerous colleges and universities, as well as to online applications. Vocational/technical schools can also be explored. Financial aid applications and scholarships are available as well. **Choices** is available on each high school's network. An internet-based version called **Choices Planner** is available using the same access ID and password used for **Choices Explorer**. Contact your College/Career Center for access information.

## Career Interests & Aptitude Tests

The **ASVAB** (Armed Services Vocational Aptitude Battery) is administered free to interested tenth, eleventh, and twelfth grade students with parental consent. Students should check with their College/Career Centers for testing dates and permission forms. The ASVAB is an excellent career exploration tool. It can help identify student interests and aptitude in the following areas: verbal, math, science and technical skills. When a student's score is interpreted, he/she will learn how their interests and skills relate to the demands of more than 400 occupations, helping them to identify suitable career options. ASVAB results are released only to the student and not to the armed services. Should students wish to use their results as part of an enlistment conversation with military recruiters, they can provide their scores to the recruiter. Taking the ASVAB in no way involves a commitment to the military. Parental consent will be required for a student under the age of 18 to have their ASVAB scores released to military recruiters.

## Scholarships & Financial Aid

Financial aid is any money that helps a student meet the costs of postsecondary education. Merit-based aid is offered to students with special talents, skills, or abilities, while need-based aid is available to those students who can demonstrate financial need. Grants and scholarships are gifts of money that do not have to be repaid, while loans must be repaid, usually with interest, after the student graduates or stops attending school.

Eligibility for financial aid from institutions is determined by a financial analysis of family income and assets. All colleges require the Free Application for Federal Student Aid (FAFSA). Some colleges also require students to complete the "CSS/Financial Aid PROFILE." Additionally, students are often asked to complete an institutional aid application. Filing a FAFSA form and having a student aid report sent to designated colleges does not necessarily make the student eligible for financial aid. Families who do not provide financial information through the FAFSA or PROFILE will not be considered for financial aid.

Seniors should submit the **Free Application for Federal Student Aid** (FAFSA) as early as possible, beginning January 1, 2010, but no later than March 1st to apply for need-based aid from the federal or state government. The recommended method of filing the FAFSA is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The CSS/Financial Aid Profile is a service of the College Board and may be accessed at [www.collegeboard.com](http://www.collegeboard.com). Early filing is important. Students must check with each institution for a financial aid filing deadline. Many schools set their own deadline for the FAFSA which must be strictly followed.

Students can search for scholarships through links to the major scholarship databases on the web by accessing their own high school webpage or the MCPS College/Career Center website at [www.mcps.k12.md.us/curriculum/careercenter](http://www.mcps.k12.md.us/curriculum/careercenter). Links to scholarship websites for various ethnic groups are at <http://www.montgomeryschoolsmd.org/curriculum/careercenter/minorityscholarships.shtm>. Students should also check with their prospective colleges for additional institutional scholarship money.

## Maryland State Scholarships and Grants

Seniors can obtain information about the various Maryland State scholarship programs online at [www.mhec.state.md.us/financialAid/student\\_information.asp](http://www.mhec.state.md.us/financialAid/student_information.asp) or by calling 1-800-974-1024. Legislative and Senatorial Scholarships are available to students planning to attend college in state. Locate your legislative districts and obtain the names of the state senators and delegates online at <http://redistricting.state.md.us/maryland/map.asp>. or by contacting the Board of Election Supervisors at 410-777-8500.

**The Maryland Higher Education Commission** provides information about scholarship and grant programs available for Maryland residents such as the Guaranteed Access Grant and the Educational Assistance Grant. Information is also available about the Academic Common Market that affords Maryland students the opportunity to enroll in certain out-of-state institutions at the in-state tuition rate to pursue majors unavailable at Maryland colleges and universities.

The Maryland Distinguished Scholar Program was enacted to honor a select group of Maryland high school students and to encourage them to attend a Maryland college or university. Students in their junior year must have at least a 3.7 GPA (unweighted) in ACADEMIC subjects. Five students per

school are also nominated yearly (in their junior year) for the Talent in the Arts Scholarship Program (art, dance, drama, vocal music and instrumental music). Scholarship finalists receive \$3,000 annually if they enroll in a Maryland college.

For more information about Maryland Higher Education Commission programs, visit <http://www.mhec.state.md.us/financialAid/descriptions.asp>

## ROTC Scholarships

The ROTC scholarships are awarded on a competitive basis. Each military branch offers ROTC scholarships to eligible students. Eligibility criteria are listed by branch below. The table lists the different scholarship levels.

*Note: ROTC Scholarships **do not** pay for your room and board. Check with the campus you want to attend to see if the campus will pay for room and board. You will find that some do.*

Scholarship Type	Pays	Stipend	When Do I Apply
4-Year National	Full Tuition Books, Fees	Varies*	Junior/Senior Year high school
2 or 3 Year Scholarships	Full Tuition Books, Fees	Varies	Freshman/Sophomore Year college
College Program	N/A	Varies	Freshman/Sophomore Year college
Unit Scholarships**	Full Tuition Books, Fees	Varies	Freshman/Sophomore Year college

\*Stipends vary among branches of service and years of participation. For example, cadets in the Army ROTC program receive a \$300 stipend in the first year, and up to a \$500 stipend in the fourth year, while Navy ROTC cadets receive stipend amounts from \$250 to \$400 a month depending on how long they have been participating in the ROTC Program.

\*\* Each commanding officer of an ROTC can select one student a year for a merit scholarship. You normally have to spend at least one semester on campus.

## ROTC Scholarship Comparison Table

Branch	Can I Choose My School?	Can I Choose My Major?	Minimum Test Requirements
Army	Students who apply for Army ROTC scholarships can choose up to three schools. Scholarships are awarded based upon availability at the school of your choice. The Army does try to match the needs of the student in most cases, but the Army does have final say to which school you attend.	Yes, within limits	920 SAT/19 ACT
Navy & Marines	Naval ROTC grants the student the most flexibility in selecting schools. Students can attend any one of 67 host NROTC universities once they obtain a scholarship.	Yes, but you must complete 1 yr of Calculus & 1 yr of Calculus-based Physics.	520 M 530 V SAT 22 ACT (Navy) 1000 SAT or combined 45 ACT (USMC)
Air Force	Air Force ROTC scholarships are distributed by major. You are free to choose any school as long as the school you want to attend offers AFROTC and has the approved scholarship	Must be approved by the USAF	550 M 550 V SAT 24 ACT  These scores are

major.	minimum values
<i>Note: U. S. Coast Guard does not have ROTC programs.</i>	
In addition, for NJROTC cadets, there are other scholarships available.	
To learn more please visit the following websites	
Army - <a href="http://www.goarmy.com/rotc">http://www.goarmy.com/rotc</a>	
Navy/Marines - <a href="https://www.nrotc.navy.mil/">https:// www.nrotc.navy.mil/</a>	
Air Force - <a href="http://www.afrotc.com">http://www.afrotc.com</a>	
Also check: <a href="http://www.military.com/">http://www.military.com/</a>	

## College Testing

There are two college entrance exams, the **ACT** (American College Test) and the **SAT** (Scholastic Assessment Test), which are used for admission, placement, and scholarships. Students should decide which test to take based on the requirements of the institution to which they are applying. Most colleges will accept the ACT or SAT for admission testing purposes. Check directly with each institution being considered for the requirements. Registration materials are available in the College/Career Information Center and online. Students who require testing on a Sunday for religious reasons should check online or pick up a Registration Bulletin for required documentation, locations and dates of exams offered.

### ACT (American College Testing Program)

The ACT is a set of four multiple choice tests covering English, mathematics, reading, and science. The ACT Plus Writing Test includes the four multiple choice tests plus the Writing Test.

Test			
English	75 questions	45 minutes	The test consists of five prose passages, each one followed by multiple-choice test questions. Different passage types are included to provide variety.
Mathematics	60 questions	60 minutes	The test measures the mathematical skills students have typically acquired in courses taken by the end of 11th grade.
Reading	40 questions	35 minutes	The test measures reading comprehension. Several texts are read followed by answering questions to show understanding.
Science	40 questions	35 minutes	The test measures skills in the natural sciences: interpretation, analysis, evaluation, reasoning and problem solving.
Optional Writing	1 prompt	30 minutes	Essay test that measures writing skills emphasized in high school English classes and in entry-level college composition courses.

The ACT registration fee for the Assessment Plus Writing is \$47.00. To find out if the Writing Test is required, visit the website or call the admissions office of each college or university to which you plan to apply. If a student chooses to take the ACT without writing, the fee is \$32. Late

registration: \$21; Standby fee: \$41. Most scores are available online within 2 1/2 weeks after the test for an additional fee. The service allows students to view their scores before the official score report arrives by mail. Scores are based on the number of correct answers; there is no penalty for guessing. Students must mail their ACT registration forms and fee in the pre-addressed envelope available in the College/Career Center or register online at [www.actstudent.org](http://www.actstudent.org).

For Sunday testing centers, visit the [ACT website](#).

## CEEB (College Entrance Examination Board)

The CEEB offers the following tests: SAT Reasoning, SAT: Subject Tests, AP (Advanced Placement Tests), TOEFL (Test of English as a Foreign Language), and CLEP (College-Level Examination Program). Contact your counselor for fee waiver information if the registration fees present a financial hardship.

### SAT Reasoning Test

The SAT Reasoning Test, commonly known as the SAT, is a 3 ¾ hour test that measures critical reading, mathematical reasoning and writing skills a student has developed over time to be successful academically. This test is administered seven times a year and is typically taken by high school juniors for the first time in the spring and again as a senior in the fall or winter. Each section is scored on a 200-800 scale as well as two sub-scores for the writing section.

Students may register for the SAT Reasoning test by mail or online. It is highly recommended that students register online at [www.collegeboard.com](http://www.collegeboard.com). Students are responsible for the \$45.00 registration fee, which can be paid by credit card or check directly to ETS. An additional \$23.00 late fee or \$38.00 stand-by fee must be added to the \$45.00 regular registration fee when a deadline is missed. Registration forms and information are available in the College/Career Information Center or online.

Each edition of the SAT includes a Critical Reading, Math and Writing Section, with a specific number of questions related to content.

Time	Content	Item Types
70 minutes. (two 25-min. sections and one 20-min. section)	<b>Math Section:</b> Arithmetic, Algebra I, Algebra II, Geometry	Multiple-choice questions and grid-ins (student-produced responses)
70 minutes. (two 25-min. sections and one 20-min. section)	<b>Critical reading:</b> Passage-based reading comprehension and sentence completion	Multiple choice
60 minutes: 25 minute multiple choice section, 10 minute multiple choice section, 25 minute essay.	<b>Writing Section:</b> Grammar usage, word choice, organization and clear expression	Multiple choice, persuasive essay

### SAT Subject Tests

The SAT Subject Tests are designed to measure knowledge and skills in particular subject areas, as well as the ability to apply that knowledge. Subject tests are also used by some colleges for admission and placement purposes. Students may take up to three tests in one session, but may not take the Reasoning and the Subject Tests on the same day. It is recommended that a Subject Test be taken following the completion of the highest level of the course. The registration fee includes a basic fee of \$20.00 plus an additional \$20.00 fee for a Language Test with Listening or an additional \$9.00 for all other Subject Tests. Students are penalized for missing the regular deadlines and must pay an additional \$23.00 late fee or \$38.00 Standby Fee. Please check the SAT Testing Bulletin or your College/Career Center for

Test Center locations and schedules. Note: Most colleges do not require the Subject Tests. Check the college website to see if these tests are recommended.

### **TOEFL (Test of English As a Foreign Language)**

*The TOEFL® test is the most widely accepted English-language test in the world.* It measures the ability of nonnative speakers of English to use and understand English as it is spoken, written, and heard in academic settings. It is an internet-based test (iBT) required by almost all U.S. colleges and universities for students whose principle language is not English. The test has four sections: Reading, Listening, Speaking and Writing and takes up to four hours to complete. The \$170 registration fee includes one examinee core record and four score reports sent to your designated institutions. The TOEFL should be taken in addition to the SAT Reasoning Test or ACT. You can take the Internet-based Test (iBT) or the Paper-based Test (PBT), depending on which format is offered at your test center. For the most up-to-date information, visit [www.ets.org/toefl](http://www.ets.org/toefl)

### **AP (Advanced Placement) Tests**

The Advanced Placement Program gives students the opportunity to take college-level courses with the possibility of earning college credit or advanced placement. There are thirty-seven AP courses across 22 subject areas available to students. The tests are administered in May. Visit [www.collegeboard.com/apstudents](http://www.collegeboard.com/apstudents) for test dates. The fee is \$86.00 per test. Students should discuss taking AP classes/tests with their parents, teachers and school counselor.

### **CLEP (College-Level Examination Program)**

The CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in college-level introductory subjects. All exams are scored on a scale of 20-80 with the recommended credit-granting score of 50, which equals a grade of C and are kept on file for 20 years. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams. Check the College Board website [www.collegeboard.com/clep](http://www.collegeboard.com/clep) to locate a testing center. The cost of each CLEP Exam is \$72.00.

### **PSAT/NMSQT (Preliminary Scholastic Assessment Test/ National Merit Scholarship Qualifying Test)**

The PSAT is the only opportunity when high school juniors may be considered for the National Merit Scholarship Program, the National Achievement Scholarship Program, and the National Hispanic Scholar Awards Program. The PSAT also serves as an important practice test for the SAT Reasoning Test. It is administered only once during the school year and consists of two 25-minute critical reading sections, one 30-minute math section, and one 30-minute writing skills section. This year, the PSAT/NMSQT will be administered on Wednesday, October 14th, at all Montgomery County High Schools. All tenth grade students will take the test at no cost.

## **Testing For Special Needs Students**

Students with a documented disability may be eligible for accommodations on SAT, SAT Subject Tests, AP, PSAT, and ACT. To receive accommodations for testing, students must submit a written "request eligibility form" and be approved before testing. When testing at a center on a national date, students normally receive up to 50 percent extended time and can use a regular or large type test book. Students receiving accommodations more than 50 percent extended time or who CAN NOT test at a national center will be assigned to the appropriate Testing Center; check with your Counseling Office. **Most testing accommodations for Montgomery County Public School students are located at WALTER JOHNSON HIGH SCHOOL. THE TEST COORDINATOR, SUE HARTUNG CAN BE REACHED AT 301-803-7140.** A student who requires the use of a reader and/or writer must test at his/her home school. ETS Special Needs Hotline is 1-(609) 771-7137. The Web site is: [www.collegeboard.com/ssd](http://www.collegeboard.com/ssd). The ACT Web site is: [www.act.org/aap/disab/](http://www.act.org/aap/disab/). When a student receives his/her admission ticket with the notation "See your counselor for test date and time," please do that immediately to find out where to report.

**Reminder: It is the student's responsibility to meet with his/her counselor in early September to discuss testing arrangements.**

## SAT Preparation Options

### Montgomery College

The Montgomery College Workforce Development and Continuing Education Office offers a SAT Prep course which is conducted in various MCPS schools. This 32 hour course meets either after school, in the evening, or on Saturday mornings. The course is The Montgomery College Workforce Development and Continuing Education Office offers a SAT Prep designed to help students achieve a score that better reflects their knowledge and abilities by practicing with REAL SATs, teaching test format, teaching test taking strategies, reviewing content and raising test taking confidence.

For Maryland residents, the cost of the course is \$275 plus the cost of the textbook, and \$400 plus the cost of the textbook for non-county residents. Information on dates, locations and registration is available at [www.montgomerycollege.edu/wdce/satprep.html](http://www.montgomerycollege.edu/wdce/satprep.html) or a brochure can be obtained from an MCPS College and Career Center or the School Counseling Office. Registration assistance and information can also be obtained by contacting 240-567-5188. Flyers advertising courses for the fall SATs are mailed to the homes of rising juniors and seniors at the end of July. A second mailing advertising spring SATs will occur in early December.

### MCPS-In school

Many MCPS high schools offer SAT Prep classes for credit during the school day for which a student receives a half credit for the semester. These courses are free but students must register for them during the normal course registration time.

### MCPS Free On line Materials

MCPS is providing free online tools to prepare for the PSAT, SAT or ACT through the TCA Online Study Guides. These guides can be used anywhere, anytime to review skills, take practice quizzes and track your progress. A special section, FinalPrep, for the SAT and ACT is specifically designed for preparation the week before the test. FinalPrep reviews the structure, format, skills, and test-taking tips for testing.

For more information and to log in visit:

<http://www.montgomeryschoolsmd.org/curriculum/hsi/testprep.shtm>

## General Testing Information

### Countywide Testing

MCPS countywide testing takes place during school hours. The High School Assessment schedule for 2009-2010 is as follows:

### Maryland High School Assessments (HSA)\*

	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>Biology</b>	October 5, 2009	January 11, 2010	May 17, 2010
<b>Algebra</b>	October 6, 2009	January 12, 2010	May 18, 2010
<b>Government</b>	October 7, 2009	January 13, 2010	May 20, 2010
<b>English</b>	October 8, 2009	January 14, 2010	May 21, 2010

\*Students must meet the HSA requirement in order to graduate.

### GED (General Educational Development) Test:

The GED program is part of Montgomery College Workforce Development and Continuing Education. Information regarding the GED Program is available on their website at <http://www.montgomerycollege.edu/wdce/aelg/ged.htm> or by calling (301) 962-8950.

### Taking the GED Exam:

You can download your application from the website at [www.umbc.edu/alrc](http://www.umbc.edu/alrc).

The GED Tests measure your knowledge and academic skills against those of today's traditional high school graduates. It is a standardized high school equivalency examination taken for a Maryland High School diploma. The GED consists of five tests and requires 7 hours and 5 minutes to complete. After you have passed the GED Tests, you will be awarded a Maryland High School Diploma by the State Board of Education.

To be eligible to take the GED Tests, candidates must be:

- at least 16 years old
- not a high school graduate
- a Maryland resident for at least three months at the time of testing
- officially withdrawn from high school for at least three months

At the time of testing, the applicant must present one of the following current, valid identification cards: a Maryland driver's license, Maryland learner's Permit, official Maryland Motor Vehicle Administration Identification Card or an official active duty military ID card. Applicants will not be admitted to the test center without the proper ID.

In Montgomery County, the official test is offered on two Saturday's each month at Montgomery College. The test fee is \$45.00. Students must pre-register by the 15th of the month prior to the date of the test. In Montgomery County, please call the Adult Literacy-GED Program at 301-962-8950 or email [ged@montgomerycollege.edu](mailto:ged@montgomerycollege.edu).

Follow the steps below to ensure successful GED results!

**Step 1:** Go to a Community Information session before you apply to the program. You can see if the GED is right for you! You will learn about the GED classes and how to register for them, as well as receive information about the GED exam. The meeting includes time for questions and answers. Attending this session is not mandatory, nor does it mean you are registered for classes. You do not need to register for this event. Click on the "Community Information Sessions" tab to learn dates, times and locations.

**Step 2:** You must register in person for GED classes. You will be given a placement exam to determine your appropriate class level. This will help determine the best class for you. There are three class levels—basic (ABE), Intermediate (PreGED), and advanced (GED). STUDENTS AT THE GED LEVEL MUST PAY TUITION. See the "Class Schedules" tab for information about dates, times and locations.

**Step 3:** Go to the GED classes and STUDY!

**Step 4:** Attend test review/orientation session and take the GED Practice Test. The Practice Test will help you find out if you are ready to take the Maryland State GED Exam. You must pre-register for this practice test; please call 301-962-8950 for registration and test review/orientation information. SPACE IS LIMITED! There is a fee of \$20, payable only by money order to Montgomery College. See the "GED Practice Test" tab for practice GED test dates.

**Step 5:** If you did well on the Practice Test, you are ready to take the Maryland State GED Exam. You can download your application from the website at [www.umbc.edu/alrc](http://www.umbc.edu/alrc).

For more information about the GED, visit [www.gedpractice.com](http://www.gedpractice.com), [www.gedtest.org](http://www.gedtest.org), and [www.umbc.edu/alrc/GED1.html](http://www.umbc.edu/alrc/GED1.html).

## General Information

### Federal Employment

**How Federal Jobs are Filled:** Most Federal agencies fill their jobs by advertising all openings on their website: [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

The website lists over 16,000 jobs daily which will allow you to apply directly to the agency. Today very few positions require a written test. Applications can be submitted in a variety of formats: on-line, paper form, or the OF-612 form. All information on federal jobs is free to the applicant(s). While the process is now very similar to that in private industry, there are still significant differences due to the many laws, executive orders, and regulations that govern federal employment.

## **Internships, Work Study, Scholarships & Summer Job Opportunities**

Students may check the following website which provides access to many federal sources for internships, work study, scholarships, and summer job opportunities which may lead to job offers after college graduation: [www.studentjobs.gov](http://www.studentjobs.gov). There are federal agencies located all over the entire country as well as overseas.

### **Maryland State Employment**

Information and job openings for Maryland State Employment can be found at <http://www.dbm.maryland.gov/portal/server.pt> (Click on Job Seekers) The State of Maryland Employment Application (MS-100) is available to be downloaded from this website. State tests are scheduled at various times during the year and are announced through use of newspaper ads and other recruiting activities. When a test is announced, applicants should file as directed. Questions for the Office of Personnel Services & Benefits may be asked by calling the toll free number 1-800-705-3493. You may also write to them at: 301 West Preston Street, Room 501, Baltimore, Maryland 21201.

## **Athletic Eligibility Information**

### **NCAA (National Collegiate Athletic Association)**

The National Collegiate Athletic Association (NCAA) Initial-Eligibility Clearinghouse, located in Iowa City, Iowa, handles registration to determine a student's initial eligibility to play sports at a Division I or Division II college or university. Seniors are encouraged to register with the Clearinghouse online at: <https://web1.ncaa.org/eligibilitycenter/common/>. From the home page, the student should click on "Prospective Student-Athletes" which will link the student-athlete to the necessary information. To obtain a paper copy of "The Guide for the College Bound Student Athlete" go to: [http://www.ncaapublications.com/Uploads/PDF/2009-10%20CBSA\\_Web5f0f3230-c5fb-422c-8c69-a572338d05be.pdf](http://www.ncaapublications.com/Uploads/PDF/2009-10%20CBSA_Web5f0f3230-c5fb-422c-8c69-a572338d05be.pdf). You must then request that your SAT/ACT scores and transcripts be sent to the Clearinghouse directly by Collegeboard and your high school. There is a fee for registering with the Clearinghouse. Fee waivers are available to all students who have received an SAT or ACT fee waiver. The Clearinghouse customer service telephone number is 877-262-1492; representatives are available from 8 a.m. to 5 p.m. Central Time, Monday through Friday.

Students must provide one copy of the application to the Registrar in order for the paperwork to be processed.

## **Admissions, Nominations & Appointments**

### **Maryland State Universities Admission Requirements**

To prepare to apply to the University System of Maryland (USM's) universities, you should take the following courses in high school:

Four years of English composition and literature.

At least 3 years of Mathematics including Algebra I or Applied Math I & II, Formal Logic or Geometry and Algebra II. A fourth year of math is highly recommended.

At least 3 years of History or Social Science.

Three years of Science. Courses completed must be in two different subject areas, and 2 of the 3 must include laboratory experience. For students interested in science-oriented careers, 4 years of science are recommended in 3 different science areas, with 3 laboratory experiences.

Two years of the same Foreign Language or Advanced Technology. American Sign Language is accepted as a language.

The above criteria represent the minimum requirements to be considered for admission. Successful applicants typically present academic credentials that exceed the minimum, including a fourth year

of mathematics, several honors and/or Advanced Placement or International Baccalaureate courses, and additional academic electives.

Applications must be submitted by the deadlines with any required essays and recommendations. Any required tests such as the SAT or SAT Subject Tests and/or the ACT must be taken. Official test scores must be sent directly from the testing service.

## U.S. Service Academy Appointments/Nominations

<b>United States Air Force Academy</b> HQ USAFA/RRS 2304 Cadet Drive, Suite 2300 USAF Academy Colorado Springs, CO 80840 <a href="http://www.academyadmissions.com">www.academyadmissions.com</a> 1-800-443-9266	<b>United States Military Academy</b> Building 606 West Point, NY 10996 <a href="http://www.admissions.usma.edu">www.admissions.usma.edu</a> 1-845-938-4011
<b>United States Merchant Marine Academy</b> 300 Steamboat Road Kings Point, NY 11024-1699 <a href="http://www.usmma.edu">www.usmma.edu</a> 1-866-546-4778	<b>United States Naval Academy</b> 117 Decatur Road Annapolis, MD 21412 <a href="http://www.usna.edu">www.usna.edu</a> 1-410-293- 4361

Students may also want to consider the United States Coast Guard Academy. The Coast Guard does not require a congressional nomination for appointment.

### United States Coast Guard Academy

31 Mohegan Avenue  
New London CT 06320-4195  
[www.cga.edu](http://www.cga.edu)  
1-800-883-8724

Start the process **no later than** the beginning of your junior year as follows:

In the spring take the SAT.

File a pre-candidate questionnaire with the Academy of interest to you. (Go to the websites listed)

Obtain nomination packets from your Congressional Representative or U. S. Senator. Applications may be downloaded using the websites listed and a limited number of packets are available in the College / Career Centers.

Complete and return the "Application for Nomination" packet by early fall of your senior year).

To maximize your chances of receiving a nomination, apply in writing to your U.S. Senator and Representative. Each will submit a number of competitive nominations for every available vacancy.

**U. S. Senators and Representatives only *nominate* candidates for admission consideration.** The final selection decisions are made by each academy.

<b>Senator Barbara Mikulski</b> Application deadline: October 23, 2009; 5:00 PM Office of Senator Barbara Mikulski 1629 Thames Street, Suite 400 Baltimore, MD 21231  1-410-962-4510  Inquiries Call: Molly Rogers-1- 410-962-0046 <a href="mailto:academy@mikulski.senate.gov">academy@mikulski.senate.gov</a>	<b>Senator Benjamin Cardin</b> Application deadline: November 6, 2009: 5:00PM (Not Postmarked) Tower One, Suite 1710 100 S. Charles Street Baltimore, MD 21201  Inquiries Call: Anne Irby - 1-410-962-4436  <a href="mailto:anne_irby@cardin.senate.gov">anne_irby@cardin.senate.gov</a>
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<p><b>Congressman Chris Van Hollen</b>  (8th District)  Application deadline: October 16, 2009  Congressman Chris Van Hollen  51 Monroe Street, Suite 507  Rockville, MD 20850</p> <p>Inquiries Call Char Rosnick 301-424-3501</p> <p>Char.rosnick@mail.house.gov</p>	<p><b>Congresswoman Donna F. Edwards</b>  (4th District)  Application deadline: October 16, 2009  5001 Silver Hill Road  Suitland, MD 20746</p> <p>Inquiries Call: Chonya Davis-Johnson-301-516-7601</p> <p>Chonya.Davis-Johnson@mail.house.gov</p>

The Vice President of the United States may also serve as a source of nomination, and is authorized to nominate individuals to the United States Military, Naval and Air Force Academies. The Vice President cannot nominate to either the U. S. Merchant Marine Academy nor the Coast Guard Academy.

In order to be entered into competition for a Vice Presidential nomination, applicants must write personally to the Vice President during the application period of **March 1 to October 31** preceding the year of entrance to the academies. Applications postmarked after October 31 will not be considered. The Vice President has authorized the academies to evaluate all applications and rank them according to qualifications.

Office of The Vice President  
Eisenhower Executive Office Building  
Attn: Military Academy Nominations  
Washington, DC 20501

## Career/Vocational And Employment Information

### Apprenticeship Programs

Apprenticeship is a voluntary, industry-driven program that is sponsored by employers, employer associations, and jointly by management and labor. An apprentice, as an employee, receives supervised, structured, on-the-job training combined with related technical instruction in a specific occupation.

Apprenticeship is open to anyone 16 years of age or older; however, an employer may set a higher entry age. Individuals must be age 18 to apprentice in specified hazardous occupations.

The Maryland Apprenticeship and Training Council is the registration agency for apprenticeship programs. Since its inception, the Apprenticeship and Training Council has approved and registered 230 occupations and more than 28,512 apprentices have completed training.

On-the-job training for apprentices takes place at the work site under the direction of a highly skilled journeyman. An approved training plan outlines the work process in which the apprentice will be trained and specifies an approximate length of time to be spent in each major process. A training program must be at least 2,000 hours in duration to be considered as an apprentice-able

occupation. Because of the growing importance of advancing technology, many trades have lengthened both on-the-job training and related instruction hours to encompass the changes taking place throughout the industry. Most apprenticeships take three or four years to complete.

Visit [www.dlir.state.md.us/labor/appr.html](http://www.dlir.state.md.us/labor/appr.html) for more information and to see a list of Apprenticeship and Training links.

## **MCPS DIVISION OF CAREER & TECHNOLOGY EDUCATION – COLLEGE TECH PREP CLUSTERS** ([Shelley\\_A\\_Johnson@mcpsmd.org](mailto:Shelley_A_Johnson@mcpsmd.org), Director, 240-632-6900)

Today's information-based economy demands highly skilled individuals with the ability to work with people from different cultural and educational backgrounds. Therefore, the Montgomery County Public Schools (MCPS) Division of Career and Technology Education (CTE) and the Foundation programs strive to provide students with an education that combines rigorous academic and technical study with the excitement of discovery through small learning communities and career-themed programs. With the support of the business and higher-education communities, students apply their acquired skills and knowledge to make informed decisions concerning education, careers, and a path toward lifelong learning.

The purpose of the career cluster model is to direct high school students toward focused programs of study that make their experiences more meaningful by relating future goals to current course work. The MCPS career clusters are based on what students need to know and be able to do in order to graduate prepared for further education and careers in the 21<sup>st</sup> century. The following are the 11 MCPS career clusters:

- ◆ Arts, Humanities, Media, and Communication
  - Radio and Television
  - Printing Graphics & Electronic Media
    - Montgomery College Career Pathway Programs
      - Communications and Broadcasting Tech
      - Computer publishing and printing management
- ◆ Biosciences, Health Science, and Medicine
  - Academy of Health Professions
  - Biotechnology, Biotechnology (Project Lead the Way)
  - Medical Careers/Health Management, Physical Therapist
    - Montgomery College Career Pathway Programs
      - Biotechnology
      - Health Enhancement
      - Health Information Management
      - Medical Coder
      - Mental Health Associate
      - Nursing
      - Physical Therapist
      - Radiological
      - Sonography
      - Surgical Technician
- ◆ Business Management and Finance
  - Academy of Finance
  - Accounting

- Business Administration and Management
- Marketing
  - Montgomery College Career Pathway Programs
    - Accounting
    - Management
- ◆ Construction and Development
  - Principals of Architecture and CAD Technology
  - Carpentry
  - Electricity
  - HVAC
  - Masonry
  - Plumbing
    - Montgomery College Career Pathway Programs
      - Architectural and Construction Technology
      - Building Trades Technology
- ◆ Education, Training, and Child Studies
  - Early Child Development
  - Teacher Academy of Maryland
    - Montgomery College Career Pathway Programs
      - Education
- ◆ Engineering, Scientific Research, and Manufacturing Technologies
  - Pre-Engineering (Project Lead the Way)
    - Montgomery College Career Pathway Programs
      - Aerospace Engineering
      - Chemical Engineering
      - Civil Engineering
      - Computer Engineering
      - Electrical Engineering
      - Mechanical Engineering
      - Nuclear Engineering
- ◆ Environmental, Agricultural and Natural Resources
  - Environmental Horticulture
  - Landscape Design
  - Green Industry Management
    - Montgomery College Career Pathway Programs
      - Landscape Technology
- ◆ Human and Consumer Services, Hospitality, and Tourism
  - Academy of Hospitality and Tourism
  - Cosmetology
  - Hospitality Management
  - Nail Technology
  - Professional Restaurant Management

- Montgomery College Career Pathway Programs
      - Hospitality Management
      - Interior Design
- ◆ Information Technologies
  - Academy of Information Technology
  - Information Resource
  - Programming
  - Networking Hardware
  - Cisco Academy
  - Oracle Academy
    - Montgomery College Career Pathway Programs
      - Computer Applications
      - Computer Gaming and Simulations
      - Computer Science
- ◆ Law, Government, Public Safety, and Administration
  - Fire and Rescue Services/Emergency Medical Technician
  - JROTC
  - Justice, Law, and Society
    - Montgomery College Career Pathway Programs
      - Fire Protection Engineering
      - Fire Science/Fire Service Management
      - Criminal Justice
      - Paralegal Studies
- ◆ Transportation, Distribution, and Logistics
  - Automotive Body Technology/Dealership Training
  - Foundations of Automotive Technology
    - Montgomery College Career Pathway Programs
      - Automotive Technology

These clusters provide real-world learning experiences, including internships, while maintaining high academic standards. Students come to realize that graduation is a stepping stone to their lives beyond high school. They also acquire the skills, tools, and self-confidence to realize their dreams and goals. Additionally, the 11 career clusters allow business leaders to be partners in education by involving them in the development of curriculum that includes industry skills and standards to meet certification requirements. Each career cluster has a Cluster Advisory Board (CAB) that collaborates with MCPS, Montgomery College (MC), and other colleges and universities to align the high school and college curriculum to promote a smooth transition from high school to postsecondary education.

Each career cluster includes one or more Career Pathway Programs (CPPs). Most of these programs have an articulation agreement that details the courses the MCPS students must complete with a grade of B or better to receive college credit at MC and other institutions of higher learning. More detailed information on the clusters can be found at [www.montgomeryschoolsmd.org/departments/cte](http://www.montgomeryschoolsmd.org/departments/cte).

The term "articulation" describes a process by which MCPS and MC agree to align programs to award high school students with College Tech Prep credit based on successful completion of requirements as part of their high school program. Students will complete a CPP and graduate from a MCPS high school to receive MC College Tech Prep credit free of charge to continue their education. The MCPS/MC articulation agreements build on the existing Maryland career clusters, which can be accessed at [www.marylandpublicschools.org/MSDE/divisions/careertech](http://www.marylandpublicschools.org/MSDE/divisions/careertech).

Each senior high school offers a limited number of these programs. Thomas Edison High School of Technology offers a variety of CTE and other tech programs for students to obtain vocational and professional training as well as college credits during high school. Program information is available at [www.mcps.k12.md.us/schools/edison](http://www.mcps.k12.md.us/schools/edison) or at 301-929-2175.

Completing a career pathway program at a MCPS high school and articulating credits to MC benefits students in several ways. It gives them a head start on their college education while at the same time saves tuition and book fees since these courses are completed prior to enrollment at MC. Essentially, these College Tech Prep articulated college credits are free. Questions about this process should be directed to Lesley Robinson at 240-632-6947 or at [Lesley\\_C\\_Robinsin@mcpsmd.org](mailto:Lesley_C_Robinsin@mcpsmd.org).