



Post-Secondary Guide 2022-2023

This Post-Secondary Guide has been developed for Diman student to learn more information and resources regarding post-secondary options. This provides the opportunity to understand more about colleges and technical schools, armed services, workforce preparation, and more!

Diman Regional Vocational Technical High School
251 Stonehaven Road
Fall River, MA 02723
508-678-2891

Table of Contents

<u>Introduction</u>	2
<u>Colleges and Technical Schools</u>	
Types of Colleges	3
How do I Choose a College?	4-5
Admissions Criteria	6
College Entrance Exams	7
Types of Admissions	8
MassTransfer/Accuplacer/Dual Enrollment	9
College Visits	10
Application Process	11
Helpful information for College Applications	12
Financial Aid	13
How is High School Different from College	14
<u>Military</u>	
The ASVAB	15
The Armed Services	16
<u>Work Force</u>	
Entering the Work Force	17
Interviewing Tips	18
<u>Appendix</u>	
Resume Worksheet	19-20
Sample Resume	21
Sample Cover Letter	22
Sample Follow up Letter/Email	23
Sample Trade Schools	24
College Planning Timeline	25
Union Contacts	26
Student Recommendation Form	27
College deadlines and reminders	28-29
Naviance	30-31
Transcript Release Form	32

Introduction

Dear Parents,

The Diman High School Guidance Department has developed this guide to help your child make the transition from high school student to contributing members of society. Planning for the future can seem like a daunting and overwhelming task, not only to students but to parents as well. This guide has three sections to help prepare students in making appropriate career choices: College and Technical Schools, the Military, and the Work Force. As partners in your student's education and future, we hope that you will find the information in this guide both informative and helpful.

The guidance department communicates information to students in several ways. One of the easiest ways to learn about opportunities for your child is by going to the Diman website at www.dimanregional.org. Once there, click on the "Parents" tab and then "Guidance" on the pull down menu. Our web site is updated regularly and contains information for parents and students grades 9-12.

All students meet individually with their guidance counselor at least once per year where pertinent information will be shared. The guidance office has on file information on scholarships, open houses, summer opportunities, the military, placement testing, colleges, and financial aid. Students and parents can request appointments with their counselor for additional questions.

The guidance department has been using **Naviance**, an interactive online, student-driven college and career planning tool to assist students with their career interests and research. Resources include information about thousands of careers, colleges; resume writing, interviews, financial aid and scholarships. While we work to provide students with the tools and knowledge necessary to make appropriate decisions about their future, they must become their own advocate and take the lead on planning for their future. Working together as partners with you and your child, the guidance department hopes to better prepare students for future success.

Sincerely,

Lois Miller
Director of Guidance
lmmiller@dimanregional.org

Jeff Ramadan
School Counselor
AC, AT, DR, EL
Grade 9 GAR-MEL
jramadan@dimanregional.org

Beth Ditata
School Counselor
CC, DA, HA
Grade 9 A-COS
bditata@dimanregional.org

Julie Ferreira
School Counselor
AM, GC, HVAC, PW
Grade 9 MES-Pimentel, B.
jferreira@dimanregional.org

Eric Silva
School Counselor
BU, MA, MF, PL
Grade 9 COU-GAG
esilva@dimanregional.org

Ryan Cain
School Counselor
BP, CA, ET
Grade 9 Pimentel, M.-Z
rcain@dimanregional.org

Michaela Hetzler
Adjustment Counselor
mhetzler@dimanregional.org

Christine Powers
Adjustment Counselor
cpowers@dimanregional.org

Types of Colleges

Four Year

- Public (i.e. U Mass Dartmouth, Salem State)
- Private (i.e. Providence College, Northeastern University)
- Earn Bachelor's degree with successful completion

Two Year

- Community Colleges (i.e. Bristol Community College)
- Junior Colleges- (i.e. Mitchell College, Dean College)
- May earn an associate's degree that is transferable to a 4 year college
- Also offers certificate programs- typically non- transferable

Trade/Technical Schools (i.e. Salter School, New England Technology)

- Trains students in a specific vocation or trade
- Unlike colleges, most do not teach liberal arts subjects such as philosophy and the humanities
- Programs typically do not transfer to college degree granting programs

Types of Degrees/Certificates

Associate's Degree - A degree granted by a college after the satisfactory completion of a two-year full-time program of study. *

Bachelor's Degree - A degree received after the satisfactory completion of a four- or five year full-time program of study at a college or university.*

Certificate - An award for completing a particular program or course of study for non-degree programs.

Undergraduate - A student that is attending a college or university who has yet to earn their bachelor's degree.

Graduate - A degree pursued after a student has earned a bachelor's degree.

*keep in mind many times a program takes longer than the two or four years for a variety of reasons. For example students may change majors, have difficulty getting accepted into their major, and have difficulty fitting in required classes into their schedules.

How do I Choose a College?

Step One: Spend Time Researching

Choosing a college may seem like the most important decision you will ever make. It can be scary because it probably is the first major life choice you have ever made. RELAX!!! There is not one “magic” school that will make you happy. In fact, there are many institutions that could be right for you. It is your job to make sure you have enough information to make an educated choice. Your parents, siblings, friends, teachers and counselor will have ideas and sources of information for you to access. If you are not sure about where to go or what to major in, your counselor can help you figure this out and show you how to explore career options. Time spent researching should be your first step in choosing a college.

Step Two: Evaluate Your Priorities

Ask yourself the following questions and decide which of your preferences are mandatory and which are negotiable. Parents and guidance counselors make good resources as you evaluate your priorities. Consider these factors when deciding what you want from your college experience.

- 1.) What special programs or services do I want?
 - A specific major?
 - Several choices of major?
 - Study abroad programs?
 - A particular sport or activity on campus?
 - A cooperative work experience program?
 - A Learning Disability program?
- 2.) Where do I want to go to college?
 - Close to home?
 - In a city?
 - In a cold climate?
 - Near relatives?
 - Far from home?
 - In a suburban or rural setting?
 - In a warmer climate?
 - In an area I may want to live someday?
- 3.) What type and size of college do I want?
 - Intimate setting?
 - Medium sized campus?
 - Large campus?
 - University setting?
 - Art school?
 - Under 2,000 students?
 - Under 6,000 students?
 - Over 10,000 students?
 - College setting?
 - Business school?
- 4.) What life style do I want?
 - Conservative school?
 - Active campus?
 - Religious community?
 - Liberal school?
 - Athletic oriented campus?
 - “Greek life” community?

Step Three: Narrow Down Your List

After determining which characteristics of a college you must have and which characteristics are negotiable, start to narrow your list of colleges by focusing your research in the following **three areas**

1. Strength of the Academic Program

More than anything else, you go to college to get a solid education. If you are a very good student, look for a college that will present you with a challenge. If you are a weaker student, look for a college that will offer the support you need. Make sure all of your college choices have high quality academic programs by finding the answers to these important questions.

- 1.) What are the graduation requirements?
- 2.) How many courses in my major are offered?
- 3.) What degree of education do the professors have?
- 4.) Who teaches undergraduate courses?
- 5.) What is the student to teacher ratio in your program?
- 6.) What opportunities for research are available?
- 7.) Will I have an internship experiences and if yes, what kind?
- 8.) What percent of students return after their first year? What percent graduate?
- 9.) What type of academic advising is available?
- 10.) What is your career placement/graduate school enrollment history?
- 11.) Is the school accredited?

2. Selectivity of Admission

Generally, a student's final list of colleges should include a few schools in each of the following categories:

Reach – A college whose profile indicates that the majority of previously admitted freshmen had scores, grades and other activities significantly better than your own. To be admitted at this school may be possible but it is not a definite occurrence. Highly competitive schools fall into this category due to extreme competition for a place in the freshmen class.

Match – A college whose profile indicates that the majority of previously admitted freshmen had scores, grades and other activities slightly better or equal to your own. Admission at this college is likely due to the strength of your application and the average demand for a place in the freshmen class.

Financial Safety – A college whose profile indicates that the majority of previously admitted freshmen had score, grades and other activities that were equal to or less impressive than your own. Admission to this college is highly likely and probably due to the strength of your application.

3. Cost of Attending

While the cost is undoubtedly important, don't limit your choice of colleges to only those you can afford without financial assistance. Many of the more expensive, private colleges have excellent financial aid programs that may cover your financial need. A good plan is to choose some colleges that are less expensive and some that are probably not affordable unless they provide you with aid. Don't limit yourself until you actually see what type of financial aid package is offered to you. Some tips on evaluating cost:

- 1.) Call the financial aid office of the colleges you are selecting to find out how they administer their aid packages. Ask how much grant money is available, whether the scholarships are need based or merit based, and what percent of the students receive aid.
- 2.) Search the scholarship resources in the Diman Guidance Office for local, state and national scholarship opportunities. Complete the application and hope for the best!

3.) Research the availability of employment opportunities near the college and during the summer.

Admissions Criteria

Both *subjective* and *objective* processes take place as an application is reviewed for admission. The *subjective* process deals with opinions made by the admission counselor based on the applicant's personal qualities, essay, activities, interview and recommendation. Some colleges, particularly selective private ones, rely heavily on this process as a tool to build their freshman class. It is a careful, detailed and time-consuming process.

The *objective* process deals with an applicant's academic history, transcript and SAT scores. Less interpretation is required making it a less time intensive process. The differences in processes explain why an applicant might be rejected at a large university and be selected to a smaller more selective college.

Generally, an admission counselor is looking for the following:

- 1.) Academic achievement (This is the single most important factor)
- 2.) Standardized test results (SAT or ACT)
- 3.) Recommendations, Essay
- 4.) Activities, Honors, Recognition
- 5.) Interview (More selective schools)

The College Board designates 12 possible admission criteria:

Rigor of Course Load
and Grades Achieved

Application Question
and essay responses

Alumni Relationship

Grade Point Average

Ethnicity

Special Talents, Skills

Standardized Testing

Personal Interview

Extra-Curricular Activities

Recommendation

Geographic Location

Interests, Hobbies

SAT vs. ACT

*Fee waivers are available for students receiving free/reduced lunch

	SAT reasoning test	ACT
What it Measures	Aptitude exam - reasoning and critical thinking	Achievement exam - what is learned in school
Sections on the Tests	Reading, math, writing, essay (optional)	English, reading, math, science, optional writing
Price	\$60.00	\$63 (no writing) \$88 with writing
Format	Multiple choice, essay	Multiple choice
Length	3 hours, 45 minutes	3 hours, 30 minutes
Scoring	No deduction for wrong answers	Based on number correct, no guessing penalty
Score Recipients	Scores are sent to all schools provided	Students choose if they want the scores sent
<p>Students are encouraged to take practice exams for both the SAT and the ACT to determine which test is appropriate for them. Most colleges except both exams and students may take both the ACT and the SAT. Students should only take the SAT Subject Tests if the college or program they are applying to require them.</p>		

SAT: 2019-20 Test Dates

Test Date	Tests Given	Registration Deadline	
		Regular Deadline	Late Deadline*fee \$30.00
October 1, 2022	SAT & Subject Tests	September 2	September 20
November 5, 2022	SAT & Subject Tests	October 7	October 25
December 3, 2022	SAT & Subject Tests	November 3	November 22
March 11, 2023	SAT only	February 10	February 28
May 6, 2023	SAT & Subject Tests	April 7	April 25
June 3, 2023	SAT & Subject Tests	May 4	May 23

ACT: 2019-20 Test Dates

Test Date	Regular Deadline
October 22, 2022	September 16
December 10, 2022	November 4
February 11, 2023	January 6
April 15, 2023	March 10
June 10, 2023	May 5
July 15, 2023	June 16

***Both the SAT and the ACT charge an extra fee for late registration.**

***See your school counselor if interested in TOEFL exam (Test of English as a Foreign Language)**

Types of Admissions

Each college and university has its own admissions policy. When choosing a school, make sure that you are aware of each individual school's policy and admission schedule. To find out which type of admissions a school has, refer to the college's undergraduate catalog.

- **Rolling** – Rolling admission is a policy used by many colleges in the United States to admit freshmen to undergraduate programs. Under rolling admission, a candidate is invited to submit his application to the university anytime within a large window of time. The window is usually over six months long. The university will then review the application and notify the applicant of their decision within a few weeks from submission. Massachusetts College of Liberal Arts, University of Massachusetts –Lowell and Suffolk University all are rolling admissions schools. University of Massachusetts –Dartmouth has rolling admissions for many programs except Nursing, Biology and Psychology.
- **Early Action** – Early action plans are non-binding. Students receive an early response to their application, usually in January or February, but do not have to commit to the college until the normal reply date of May 1st. Students are also able to apply to other colleges under regular admission plans. Many Massachusetts colleges offer early action plans such as Assumption College, Emerson College and Northeastern University. Examples of colleges in Rhode Island include Salve Regina University and Rhode Island School of Design.
- **Early Decision** – Early decision, like early action, is an accelerated application process in which students typically must complete their applications in November. In most cases, a student will receive a decision from the college before the New Year. Early decision is binding. If admitted, a student must attend the school or lose a sizable enrollment deposit. If accepted, a student must withdraw all other college applications. Because of the restrictions placed on applicants applying through early decision, a student should not apply early unless he or she is 100% sure that the college is the best choice. Some colleges that offer early decision are Brandeis University and Boston University.

College Application Deadlines and Reminders

- Early Action: November 1 or November 15
- Regular Decision: Please check school website, Naviance, or Common App for deadlines
- Request letters of recommendations well in advance (**10 school days at minimum**):
- Give a resume or brag sheet to recommender
- Request in person then in Naviance
- Provide a follow up thank you note as a courtesy

The most common deadlines for early action are **November 1** and **November 15**. These deadlines are not flexible; you must get all your materials, including recommendation letters and test scores, to the school by the stated deadline. Since you apply early, you'll also be notified of the admissions decision early.

Early Decision plans are binding — a student who is accepted as an ED applicant must attend the college.

Early Action plans are nonbinding — students receive an early response to their application but do not have to commit to the college until the normal reply date of May 1.

Early Decision applicants

- Apply early (usually in November) to first-choice college.
- Receive an admission decision from the college well in advance of the usual notification date (around mid-December).
- Agree to attend the college if accepted and offered a financial aid package that is considered adequate by the family.
- Apply to only one college early decision.
- Apply to other colleges under regular admission plans.
- Withdraw all other applications if accepted by ED.
- Send a nonrefundable deposit well in advance of May 1.

Early Action applicants

- Apply early.
- Receive an admission decision early in the admission cycle (usually in January or February).
- Consider acceptance offer; do not have to commit upon receipt.
- Apply to other colleges under regular admission plans.
- Give the college a decision no later than the May 1 national response date.

Who should apply early?

Applying Early Action or Early Decision is most appropriate for a student who:

- Has researched colleges extensively.
- Is absolutely sure that the college is the first choice.
- Has found a college that is a strong match academically, socially and geographically.
- Meets the admission profile for the college for SAT® scores, GPA and class rank.
- Has an academic record that has been consistently solid over time.

Applying to an ED or EA plan is not appropriate for a student who:

- Has not thoroughly researched colleges.
- Is applying early just to avoid stress and paperwork.
- Is not fully committed to attending the college.
- Is applying early only because friends are.
- Needs a strong senior fall semester to bring grades up.

EARLY ACTION (EA) I AND II

In this non-binding application program, a student usually applies **EA I** on or before the first of **November (sometimes Nov. 15)** and receives an admission decision by the middle of December. If accepted, the student is not obligated to commit to the college until the mandatory May 1 “college deadline day.”

EA II is a second chance to apply early at the beginning or middle of January, with a response back from a college sometime four, six, eight weeks out. Early Action colleges usually allow students to apply to other EA schools.

What Is MassTransfer?

MassTransfer has two main purposes:

- 1) **To provide community college students who complete associate degrees** and enroll in linked MassTransfer programs with the full transfer of credit, guaranteed admission, and a tuition discount (**each based on final GPA**); and
- 2) **To provide any student in the Massachusetts public higher education system** who completes the MassTransfer Block with the benefit of satisfying the general education/distribution/core requirements at any other public higher education institution (with the receiving institution able to add no more than six additional credits or two courses).

MassTransfer program can be accessed through Bristol Community College. For more information please contact BCC at (508) 678-2811 ext. 2234 or visit <http://www.bristolcc.edu/students/transfer/index.cfm>

College Placement Exams

All Massachusetts state colleges and universities require incoming students to take a College Placement Test (CPT) upon admission to their programs. The CPT given, called the Accuplacer has been available to all students in advance here at Diman, especially for those students involved in the Dual Enrollment opportunity. Any student who is interested in taking the Accuplacer should see their Guidance Counselor.

Dual Enrollment

Dual Enrollment is a statewide program offering high school students the opportunity to complete college level work and earn college credits while attending high school. Specific criteria for eligibility include having a GPA of 2.5 in high school and maintaining a 3.0 GPA for all college courses taken. The student must also pass certain sections of the Accuplacer, which is administered at Diman at certain points throughout the year. Students can also take the Accuplacer at B.C.C.

*** PAYMENT POLICY***

There are only limited seats available for free classes. If interested, please see your guidance counselor for more information. Textbook expenses are also the responsibility of the student. Students are encouraged to consult their guidance counselor if interested, and also throughout the course if any difficulties arise.

College Visits

College visits are one of the most important aspects of choosing the right college. The college may be top rated and have an excellent program for the students major, but if the student doesn't feel comfortable on campus, they may not be successful. There are several **types of college visits**:

- **Open House**– open houses are great opportunities for juniors to get a feel for college. Large group tours are conducted, and sessions with admissions and faculty representatives are usually held in a lecture format. Open houses are not personalized, but are a good chance to get a basic feel for the college. Some colleges will even offer an application fee waiver for attending. Open houses are usually available in late summer and the fall.
- **Individual Tour** – led by a current student, these visits are more personalized and provide an opportunity to get your questions answered. During an individual tour, you can also schedule to have an interview with admissions and speak directly with faculty or department heads. Individual tours also show “demonstrated interest”, which may help when admissions decisions are made.
- **Overnight Visit** – overnight visits are an opportunity to spend the night with a host student from the university, sleep in a dorm room, attend class, eat in the dining hall, and experience college life. Overnight visits are recommended once you've applied and narrowed down your choices to about three, and usually occur in early spring.

What Should I Do On A Visit?

- Eat in the dining halls – be sure you understand the meal plan options available to you
- Visit the FRESHMAN dorms and see a typical room – don't just visit the fancy senior dorms that they showcase on the tour
- Try to attend a class in your major – it will give you an opportunity to experience what college level courses are all about
- Visit the career development center – find out job placement rates for your major, and how the school assists their graduates in getting a job once they graduate
- Visit the academic advising center – they will have key information, such as who your advisor is, how to register for classes each semester, how to get an internship, and much more
- Talk with students and faculty members – in most cases, they will give you a more realistic perspective on the school than admissions personnel will
- Visit the surrounding community – most freshman take 15 hours of class a week; where will your student be hanging out when they're not in class?
- Visit the health center – find out what services are provided and the fees
- Speak with a housing representative – find out how long you can live in the dorms and if you can have a car on campus.

The Application Process

Applications

- You can request them from the college, apply online or ask your guidance counselor for assistance.
- Most colleges prefer that students apply online. Some colleges have eliminated paper applications and you can only apply online. Some colleges will even waive the application fee if the student applies online.
- Consider using the **Common Application** if the schools you are applying to accept it. Go to www.commonapp.org for more information.
- Students using the Common Application: please be sure to have your Common Application and Naviance accounts linked. This is important especially pertaining to the submission of Common Application School Reports, Common Application Teacher Reports and transcripts.

When to Apply

- College deadlines vary and some schools having rolling admissions. Competitive and popular programs fill up fast, so applications to these programs should be filled out earlier (ex. nursing programs). Always check the application and adhere to the deadline!

Filling out the Application

- If applying online, be sure to print a confirmation page stating that your application has been sent. PLEASE NOTE: You are not done applying! Once the online application is complete, **you must fill out a transcript request form** (see sample page 31) in the guidance office and also request a transcript via Naviance. This allows for transcripts and teacher recommendations (if necessary) can be sent. Without an official transcript, your application will be incomplete. Please give guidance counselors a **5 school day** window to have your transcripts processed.
- If applying via paper, take your completed application and attachments to guidance to be reviewed. The guidance office will send all application materials out and will ensure all pieces of your application are kept together. Make sure that you allow plenty of time for the guidance office to complete your application: do not bring it in the day before it is due!
- Once you decide on what school you attend, you must notify the guidance department so a final transcript can be sent to the college once you have graduated.

Additional Information

- College applications often require more than just the application itself. Making a checklist of what each school requires is a good way to stay organized. In general, college applications will require:
 - The application
 - Payment (check or credit card)
 - Teacher recommendations
 - High school transcript
 - Personal essay (not required for all schools)
 - SAT/ACT official score results (must be sent via the College Board and/or ACT websites)

You may also send additional information that you feel would be helpful in assessing you as a potential student. This may include a resume of activities and leadership experience or a personal statement if an essay is not required. Remember, you are selling your most important commodity: yourself!

Teacher Recommendations

- Request teacher recommendations as early as possible! You can request a letter of recommendation using the Naviance program. Please be sure to speak with a teacher directly in person before electronically requesting a letter. Please give at least **10 school days'** notice for them to complete your letter. It may also be helpful to give the teacher a copy of your resume or complete a "Brag Sheet" listing your accomplishments, see example page 30. Copy available in guidance. It's also important to notify teachers of college application deadlines so they know when their letter needs to be completed by.
- It is always a good idea to get a recommendation from a teacher in the field that you are entering and follow up with a thank you note to the teacher.

Helpful Information for College Applications

Diman Regional Vocational Technical High School
251 Stonehaven Road
Fall River, MA 02723
508-678-2891

Lois Miller, Director of Guidance ext. 1250 lmiller@dimanregional.org

Counselor:	Assignments:	Phone ext.	Email:
Ms. Ferreira	GC, HV, MT, PW grade 9 MES-Pim. B.	1480	jferreira@dimanregional.org
Mr. Ramadan	AC, AT, DR, EL grade 9 GAR-MEL	1530	jramadan@dimanregional.org
Mrs. Ditata	CC, DA, HA grade 9 A-COS	1520	bditata@dimanregional.org
Mr. Silva	BU, ET, MA, PL grade 9 COU-GAG	1290	esilva@dimanregional.org
Mr. Cain	BP, CA, ET grade 9 Pim. M-Z	1550	ethomas@dimanregional.org
Mrs. Hetzler	Adjustment Counselor	1460	mhetzler@dimanregional.org
Mrs. Powers	Adjustment Counselor	7373	cpowers@dimanregional.org

Guidance Secretaries:

Amy Canuel ext.1500
Colleen Dufresne ext. 1510

Diman CEEB Code (College Entrance Examination Board): **220795**

Important Dates To Keep in Mind:

***FAFSA applications available beginning October 1st**

October 6th 6:00-8:00 p.m Diman will be holding a Post-Secondary Planning Night for parents who need some guidance with their child's plans after high school graduation. There will be representatives present from guidance, the co-op program, and the military.

November 3rd 1:00 p.m is Diman's annual College fair, held in the gymnasium. Last year, we had over 40 institutions present to help guide students through their post-secondary planning. All senior students present in the building are required to attend, and parents are welcome to come! Juniors can attend this event but **MUST** sign up. All students are required to attend a preparation session in the auditorium with Mrs. Ditata during their shop cycle.

Admissions presentation from UMASS Dartmouth (must sign-up to attend) Students can sign up for this event on the Diman website by clicking on the About Us tab, then click on Guidance, then click on Announcements. Under the Announcements tab you will find the link to sign up for the UMASS Dartmouth presentation.

FAFSA Day at Bristol Community College

A state-wide event providing free assistance to students and families seeking to complete the FAFSA, the Free Application for Federal Student Aid. Register at <https://www.masfaa.org/fafsa-day/>

Financial Aid

Types of Financial Aid:

1. **Loans** – money from federal sources and banks which must be repaid with interest. Consider student loans only after you have researched all the sources of free financial aid. Consider all the loan programs available, and compare all your options before making a final decision. Only consider alternative/private loans as a last resort.
- 1) **Work Study** – a program within a college/university that allows the student to work on campus and receive money; NOTE: money is not given up front or taken off of your tuition; the student is paid depending on when and if they work
- 2) **Grants & Scholarships** – Gift aid that does not have to be repaid, and may include federal grants, scholarships and tuition waivers from the Commonwealth of Massachusetts, institutional aid based on merit or financial need, and local scholarships.

NOTE: The guidance office lists scholarships on our website as they become available. Scholarship applications are available in the guidance office. Also, check with colleges to see what scholarships are available. Be sure to check early and often, as scholarship deadlines begin in September, and new scholarships arrive weekly.

How do I Apply for Financial Aid?

One of the first steps in the financial aid process is to file a Free Application for Federal Student Aid (FAFSA) form. The FAFSA will ask information regarding both the student and the parent's last year's taxes. The FAFSA can now be completed as soon as October 1 of the student's senior year. While the federal filing date deadline is in May, many colleges and universities require that the FAFSA be filed before May. Check with each college to find out their deadline. Some private universities may have their own supplemental forms or you may be required to fill out a College Scholarship Service (CSS) Financial Aid Profile. The CSS Profile is an application and service offered by the College Board that is used by some colleges and universities to award their own private financial aid. Students pay a fee to send reports to colleges and universities. More information is available at www.collegeboard.com

Why is the FAFSA Form Necessary?

The federal and state government uses a needs analysis formula to decide who receives what money, and the FAFSA is used to collect all of the required data. Once the FAFSA is filed, the information will go to the federal government, the state government, and each individual college. Colleges will use this information to provide you with an aid package.

Where Can I Find More Information?

Each year, Diman Regional Vocational Technical High School holds a Financial Aid Night hosted by MEFA the Massachusetts Educational Financing Authority, experts in the financial aid area. They will present parents and seniors with useful information on how to finance your student's post-secondary plans. Check the guidance web page for the date and time and plan on attending. Here are a few other places where you can find information:

www.fafsa.ed.gov

www.pin.ed.gov

www.finaid.org

www.mefa.org

www.mappingyourfuture.org/paying/debtwizard/

www.salliemae.com

www.fastweb.com

www.collegeboard.org

www.schoolsoup.com

FAFSA (Financial Aid application) deadline:

Applications can be submitted online beginning on **October 1, 2022**.

DEADLINE TO SUBMIT In Massachusetts - **May 1, 2023**

All other states have various deadlines so check online at www.fafsa.ed.gov

Need help with filling out the FAFSA? Sign up to attend FAFSA DAY at, www.FAFSADay.org being held at BCC

How is College Different from High School?

It's important to be knowledgeable and open about the realities of the college experience. These lists—covering personal freedom, classes, instructors, and studying—are not meant to be discouraging or overwhelming but are intended to help prepare you for the ways in which college is different from high school. Use this information to help you plan for and advocate for your individual needs in college.

HIGH SCHOOL

- High school is *mandatory* and *free* (unless you choose other options).
- Your time is usually structured by others.
- You need permission to participate in extracurricular activities

- You need money for special purchases or events.
- You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- You will usually be told what your responsibilities are and corrected if your behavior is out of line.

- Each day you proceed from one class directly to another.
- You spend 6 hours each day--30 hours a week--in class.
- Most of your classes are arranged for you.

- You are not responsible for knowing exactly what you need to take to graduate.

- Teachers check your completed homework.

- Teachers remind you of your incomplete work.
- Teachers approach you if they believe you need assistance.
- Teachers are often available for conversation

COLLEGE

- College is *voluntary* and *expensive*.

- You manage your own time.
- You must decide whether to participate in extracurricular activities. (*Hint: Choose wisely in the first semester and then add later.*)
- You need money to meet basic necessities.
- You will be faced with a large number of moral and ethical decisions you have not had to face before. *You* must balance your responsibilities and set priorities.
- You'll be regarded as old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

- You often have hours between classes; class times vary throughout the day and evening.
- You spend 12 to 16 hours each week in class

- You arrange your own schedule with the help of your academic adviser. Schedules tend to look lighter than they really are.
- Graduation requirements are complex, and differ for different majors. You're expected to know those that apply to you.

- Instructors don't always check completed homework, but they'll assume you can perform the same tasks on tests.
- Instructors are not obligated to, and may not remind you of incomplete work.
- Instructors are usually open and helpful, but most expect you to initiate contact if you need assistance.
- Instructors are not always available; you are to see them during office hours.

ASVAB

The Armed Services Vocational Aptitude Battery is offered to students in grades 11 or 12 at Diman. It is a tool to assist students in discovering how their aptitudes and interests meet various careers within the military as well as in any civilian job. The military is becoming much more competitive in their selection, so interested students should take this assessment seriously and meet with a recruiter to find out more about whether they are a good fit.

The guaranteed training and travel opportunities, signing bonuses and college-savings possibilities available in the military are determined by a student's score on the ASVAB. The ASVAB is a group of tests designed to measure your ability to be trained in certain military occupations. The tests are General Information, Numerical Operations, Attention to Detail, Work Knowledge, Arithmetic Reasoning, Space Perception, Mathematics Knowledge, Electronic Information, Mechanical Comprehension, General Science, Shop Information, and Automotive Information.

Your composite ASVAB score is expressed in "percentile" form – which is a comparison of your performance with that of a representative sample of other students who have taken the test. Students with higher percentile scores will have more options than those with lower scores.

Taking the ASVAB does not obligate you to the military in any way. You are free to use your test results in whatever manner you wish. Additionally, ASVAB results will not be used to enter your name in any draft registration system. You will, however, be required to sign a statement authorizing release of your test score to representatives of all the military services, and you will probably be contacted by a service member sometime before you graduate.

Selective Service Reminder: All males are required to register within 30 days of their 18th birthday (with late registration only available until age 26). Register online at www.sss.gov or at a local post office. You will become ineligible for federal jobs and student loans due to failure to register with the Selective Service.

Google Military Classroom Code: dg6ydxv

The Armed Services

The guidance department has current information for each branch of the military and Reserve Officers' Training Corps (ROTC) opportunities. Also, representatives of each branch of the military visit our high school each year. If your student is interested in military academies, the application process must begin junior year. For more information, please contact the following:

Local Recruiting Offices:

U.S. Air Force Recruiting Station

1 Washington Street, Ste 4
Taunton, MA 02780
508-822-4404
www.airforce.com

U.S. Marine Corps

25 Market Street
Swansea, MA 02777
(413) 884-2556
www.usmc.mil

U.S. Army Recruiting Station

391 State Road
Dartmouth, MA 02747
(857) 829-8058
www.goarmy.com

U.S. Navy Recruiting Station

145 Faunce Corner Mall Road
Dartmouth, MA 02747
508-999-2223
www.navy.mil

U.S. Army National Guard

33 Rodman Street
Fall River, MA 02721
508-958-9566
www.goarmy.com
www.facebook.com/arnngfallriver

U.S Coast Guard Recruiting Office

221 Centre Street
Malden, MA 02148
(617) 943-3372
www.gocoastguard.com

Academies:

U.S. Military Academy

West Point, NY 10966
Jonathan T. Belmont
Northeast Region Commander
Jonathan.belmont@usma.edu
845-938-5721

U.S. Naval Academy

Annapolis, MD 21402

U.S. Air Force Academy

Denver, CO 80840

U.S. Coast Guard Academy

New London, CT 06320

U.S. Merchant Marine

King's Point, NY 11024

ROTC:

Army ROTC

Ft. Monroe, VA 23351

Commander

Navy Recruiting Command
Code 314, Navy Department
Washington, DC 20370

Commandant of the Marine Corp

Academy Marine Corps
Washington, DC 20380

Air Force

Maxwell AFB, AL 36110

Entering the WorkForce

Resume Writing

No matter what your child plans to do after graduation, they will need to know how to communicate effectively. One of the most important ways that your child will communicate is through the job application process. Knowing how to write a cover letter and a resume are necessary skills for advancement in any vocation. Remember that a resume won't get you a job, but it will get you an interview.

There is no "right" way of creating a resume. Be unique and allow your personality to show, but remember to be professional at all times. Use a font that is professional and easy to read. When describing your work and related experiences, use action words, such as "aided", "demonstrated", "monitored", and "utilized". Also, use short phrases to describe your experiences, not complete sentences. If you need to provide references, ask for permission before you use someone's name and contact information. Finally, have several people proofread your resume for spelling, formatting, and grammatical errors.

When you're ready to print, don't use regular copy paper. Print on resume paper, which can be purchased at Wal-Mart, Staples, Office Max etc. Resume paper is heavier, colored, and may even have a granite or marble design. On page 19 and 20 there is a worksheet that will help you in writing your resume. A sample resume can be found on page 21. **Please remember that these are samples and should not be copied.**

Cover Letter

Before a prospective employer reads your resume and application, they will read your cover letter. Cover letters are an important part of your application package, as they spark interest and make the employer want to read your resume. More than just what's on the resume, your cover letter is more personable and should link together your skills and how they will be of benefit to the employer.

Be sure that the cover letter is addressed to whoever is responsible for hiring new employees. Cover letters are generally three paragraphs. Paragraph one is used to tell the employer why you are writing. Paragraph two is your opportunity to sell your product, which is yourself! Describe how your skills and experiences relate to the requirements of the position that you are applying for. Paragraph three describes the next step, which is an interview. A sample cover letter is on page 22. **Please remember that these are samples and should not be copied.**

The Interview

Now that you have made it past the cover letter and resume stage, you are ready for the interview. Relax. Take a deep breath. It's normal and expected that you are nervous, and the best way to deal with anxiety is to be prepared. By following these tips, you will be well on your way to your new job!

Interviewing Tips

- Be sure of the appointment time and location and try to arrive 15 minutes before your appointment. The best way to lose your opportunity is to show up late.
- First impressions count! Dress professionally, have a firm handshake, and be confident!
- You only have 20 –30 minutes in an interview, so make the most of your time. The interviewer will want to know about you, what your future goals are, what you can bring to the company, and the experiences that you've had in the past that will make you an ideal candidate for the position you are interviewing for.
- Bring letter(s) of recommendation if you have them and extra copies of your resume.
- Be sure that you know a lot about the employer: what is your prospective employer in charge of, how large is the company, how long has the company been around, who are the top individuals in the company, and any current or local issues pertaining to the company.
- Don't appear to be a know-it-all. You're trying to get a job, not re-structure the organization!
- The most important thing that you can do is to be yourself. Be relaxed, but enthusiastic. Remember: whoever interviews you sat in the same seat that you're sitting in at some point!

Sample Interview Questions You may be Asked:

- Tell me a little bit about yourself.
- Why did you choose this field to work in?
- What are some of your strengths? Your weaknesses?
- Can you give me an example when you had to deal with a difficult situation at work?
- What kind of leadership roles have you had, what were the challenges associated with the role? Provide examples from past work experience?
- What can you tell me about our organization/company?
- What are your career goals and how does this current role play into those plans?
- What will you bring to our company?
- Why should we hire you?

Follow Up Email/Thank you

A follow up email and/or thank you card or note is extremely important. Sending a note after your interview is an added element that may help your employment opportunities. Even if you do not get the job that you applied for, a thank you email or card may help to keep your name fresh in the employer's mind. Remember to make the note personalized to your interview. A sample follow up letter is on page 23. **Please remember that this is a sample and should not be copied.**

Appendix

Resume Worksheet¹

Use this page to help you put together the information you'll need to compile your résumé.

1. **Name:** _____

Address: _____

Phone number: _____ Email: _____

2. **Education**

High school name: _____

High school address: _____

GPA (if "B" average or higher): _____ Rank (Example – top third): _____

Expected graduation date: _____

List and describe courses of special interest and/or special programs you've participated in: _____

List the skills you've acquired in those classes: _____

3. **Employment** (for each position, list or describe)

Your employer, dates worked, and your position: _____

Your job responsibilities and promotions: _____

The skills you've developed: _____

Your accomplishments (give a concrete example of each): _____

Favorable comments by employers and/or awards: _____

4. **Volunteer Work** (for each position, list or describe)

The organization and your volunteer duties: _____

¹ This worksheet reproduced from *Futures '99* with permission from *Scholastic Inc.*

The skills you've developed: _____

Your accomplishments (give a concrete example of each): _____

5. Activities

List extracurricular activities or school-related projects: _____

List computer / software-program and Internet experience and skills: _____

List awards and notices of recognition for activities and achievements: _____

6. Other

List your other special skills (example: language proficiencies, problem-solving, and leadership skills): _____

Describe any experiences that highlight these skills or abilities: _____

John M. Smith

10 Somewhere Street | Fall River, MA 02721

Phone: 555-555-5555

Email: jsmith@aol.com

Education .

Diman Regional Vocational Technical High School

Fall River, MA

2006- Present

Auto Collision Training Program

- Dent Work
- Spray Painting | Spraying Techniques
- Fiberglass Repair
- Sanding Methods: Wet, Dry and Power
- Welding Operation
- Repair Rusted-out Panel
- Safety Practices

Certification .

10-hour OSHA Safety Card | General Industry Safety & Health | March 2009

Professional Experience .

Salvation Army (*Holiday Season*)

Fall River, MA

November 2007 - December 2009

Bell Ringer

Awards & Recognition .

John & Abigail Adams Scholarship Award | 2009

Prolific Leader Award | Diman Regional Vocational Technical High School | 2008-2009

First Place (Bodywork & Paint) | Diman Regional Vocational Technical High School Trade Fair | 2009

Second Place (Bodywork & Paint) | Diman Regional Vocational Technical High School Trade Fair | 2009

Prolific Leader Award | Diman Regional Vocational Technical High School | 2007-2008

Distinguished Student Award in English | Diman Regional Vocational Technical High School | 2007-2008

Distinguished Student Award in English | Diman Regional Vocational Technical High School | 2006-2007

Community Service .

Salvation Army

Youth Council | 2007 | *Worked with kids*

Soup Kitchen

2009 | *Served the needy*

Extracurricular Activities .

SkillsUSA Massachusetts | September 2006 – Present

Tradesmen Newspaper | September 2007-Present

Literary Magazine | September 2008-Present

Sample Cover Letter

October 15, 2017

Mr. Andrew Michaels, Director
Gillette Corporation
98 Get Better Blvd.
Boston, MA 02722

Dear Hiring Manager,

I am writing this letter to formal express my interest in your position Lead CNC Operator located in Fall River, MA that I recently viewed on Indeed.com.

Currently, I am employed with Gillette in Fall River, Massachusetts. In this role I am responsible for milling, blueprint reading, accurate measurements, and assembly of products. I am also responsible for ensuring all safety protocols and procedures are followed by OSHA standards. In addition, I provide new employee training and education during the orientation process. I also initiated new procedures and processes to enhance the safety and performance of my position.

Prior to working at Gillette I was employed with ABC Manufacturing, in which I was responsible for various aspects of the manufacturing process. In this role I gained valuable experience in streamlining the manufacturing process utilizing CNC machines. I believe that my experience and education would be an ideal fit for your organization and the position that you are looking to fill.

I have attached my resume for review, should you have any questions or concerns; please feel free to contact me. I would like to thank you for taking the time and consideration in reviewing my application.

Sincerely,

John Doe

Sample Follow Up Email

Dear Hiring Manager(s):

Thank you for taking the time to meet with me for the position of CNC Machinist located in your Fall River, MA facility.

After speaking with you and your staff I strongly feel that my skills would be an ideal match for your organization.

Should you have any further questions or concerns, please feel free to contact me via email, email@gmail.com or via cell phone, 508-555-5555.

I look forward to hearing from you soon.

Sincerely,

John Doe

Trade Schools

Bay State School of Technology www.baystatetech.com
225 Turnpike Street, Route 138, Canton, MA 02021 (781)-828-3434

- Electronics Technician Certification; Appliance Repair; Commercial HVACR; Computer Training

Benjamin Franklin Institute of Boston www.bfit.edu
41 Berkley St Boston, MA 02116 (617)-423-4630

- Architectural Technology; Automotive Technology; Computer Technology; Electrical Technology; Electronics Engineering, HVAC/R; Optician; Optician Assistant

Diman School of Practical Nursing lpn.dimanregional.org (508)672-2970

- Both full-time and part time options toward becoming a Licensed Practical Nurse

Diman Division of Continuing Education dimanregional.org □ Adult Ed

- Technical training programs offered at Diman Regional

ITT Technical Institute www.itt-tech.edu
333 Providence Highway Route 1 Norwood, MA 02062 (781)-278-7200

- Offers associate and bachelor degree programs in School of Information Technology, School of Drafting and Design and School of Electronics Technology

Le Cordon Bleu College of Culinary Arts www.lecordonbleu-boston.com
215 First Street Cambridge, MA 02142

- Culinary Arts; Patisserie and Baking

Lincoln Technical Institute www.lincolnedu.com
622 George Washington Highway Lincoln, RI 02865 (401)-334-2430
365 Westgate Drive Brockton, MA 02301 (508)-941-0730

- Cosmetology; Hair Design; Dental; Medical Assisting; Medical Administration; Pharmacy Technician; Massage Therapy; Computer Networking

New England Institute of Technology www.neit.edu
2500 Post Road Warwick, RI 02886 (401)-467-7744

- Offers associate and bachelor degrees in over 35 different programs

Porter and Chester Institute www.porterchester.com
5 Campanelli Circle Canton, MA 02021 (781)-830-0350

- Administrative Health Specialist; Automotive Technology; CADD (Computer Aided Drafting and Design); Computer and Network Technology; Dental Assisting; Electrician (Industrial, Commercial & Residential); HVAC/R (Heating, Ventilation, Air Conditioning & Refrigeration); Medical Assisting

Sanford-Brown www.sanfordbrown.edu
85 Garfield Avenue Cranston, RI 02920 (401)-824-5300
126 Newbury Street, Boston, MA 02116 (617)-578-7100

- Cardiovascular Sonography; Diagnostic Medical Sonography; Dialysis Technology; Medical Assistant; Medical Billing and Coding; Pharmacy Technician

College Planning Timeline

Junior Year

- Fall
 - Begin your college search
 - Take the PSAT/NSMQT exam in October
 - Students interested in military, sign up for the ASVAB in October
 - College Day at Diman, attend local College fairs (check our website)
- Winter
 - Consider your senior course electives that support your career goals
 - Meet with guidance counselor and review PSAT results
 - Develop a list of colleges and majors that you're interested in
 - Register for March or May SAT at www.collegeboard.org
- Spring
 - Meet with your guidance counselor to discuss colleges and majors
 - Apply for internships and summer programs that fit your career goals
 - Go visit colleges during Spring Vacation
 - Review/study for SAT/ACT (Test Prep booklets, Kaplan.com and Khanacademy.com)
- Summer
 - Visit college campuses attending open houses
 - Begin requesting information from majors and programs within the colleges you are interested in
 - Register for the October SAT in August
 - Review/study for SAT's
 - Begin to outline college essays

Senior Year

- Fall
 - Begin writing your college application essay
 - File the FAFSA and begin to secure additional financial aid
 - Attend College Day at Diman and other local college fairs
 - Request teacher recommendations (**Please allow 10 school days' notice**)
 - Write your personal college essay which can also be helpful for scholarship apps
 - Register in September for November SAT's
 - Meet with your guidance counselor to help finalize future plans
 - **Be aware of college application deadlines and send applications prior to deadline**
 - **Be aware of financial aid forms necessary and deadlines**
 - **Request a transcript via Naviance and by submitting a transcript release form located in the Guidance Office (Please allow 5 school days' notice)**
- Winter
 - Begin completing scholarship applications
 - Finish applying to colleges on your list
 - Complete scholarship applications
- Spring
 - Inform colleges of your admissions decisions by their deadline.
 - Inform counselor of acceptances and decisions

Union Contacts

Asbestos Workers Union Local 6

Committed to providing an adequate supply of trained insulation mechanics with the competitive skills necessary to meet industry needs now and in the future.

303 Freeport Street

Boston, MA 02122

<http://insulatorslocal6.com/>

Representatives: Mark O'Toole

Carpenters Union Local 1305

239 Bedford Street

Fall River, MA 02723

<http://www.carpenterslocal1305.com/home.html>

Representatives: Daniel Rego, Union Organizer/Ronald Rheaume, Business Manager

International Brotherhood of Electrical Workers

Represents approximately 725,000 members who work in a wide variety of fields, including utilities, construction, telecommunications, broadcasting, manufacturing, railroads and government.

PO Box 1238

Lakeville, MA 02347

<http://www.ibew.org/>

Representatives: Doug Nelson, Business Agent

Northeast Regional Council of Millwrights

A merging of the local 1121 and 1891 millwright unions; builders and planners of mills and milling machinery.

90 Braintree Street

Allston, MA

<http://www.millwrightsne.org/about.asp>

Representatives: John Farren, Coordinator

Sheet Metal Workers Union

Local Union 17 out of Dorchester is now providing an apprenticeship program where Diman students can continue their education for five years while earning union wages.

1181 Adams Street

Dorchester, MA 02124

<http://www.smw17boston.org/>

Representatives: John Healy, Training Director/ Joe Bergantion, Business Agent

STUDENT RECOMMENDATION FORM (“Brag Sheet” to give teachers)

Name: _____ ID# _____ Shop/Week: _____

Schools Applying to-

College 1: _____ Application Deadline _____

College 2: _____ Application Deadline _____

College 3: _____ Application Deadline: _____

Intended Major of Study: _____

Ultimate Career goals: _____

Co-op Placement/Title/Duties:

Certifications/Awards Received While In School (John & Abigail Adams Scholarship, First Aid, etc.):

Extracurricular Activities (sports, clubs, volunteering, part-time work, etc.):

Anything you feel sets you apart from other candidates:

NAVIANCE Step-by-Step

Naviance is a college and success planning tool designed to help high school students plan their college search, communicate with their guidance counselors, and stay on top of tasks and assignments related to their learning plan, college application process, and career opportunities.

Signing on to Naviance: www.naviance.com
 Log-in: Students & Families
 Zip Code: 02723

User Name: _____

Password: _____

Student must enter a **personal email** in “Family Connection” (Please be thoughtful about the email address you are using. This will be the same email you will use on your college applications.)

- 1) Top tool bar click on “Manage My Account”
- 2) Click on “Manage My Profile”
- 3) Click on the pencil next to email
- 4) Enter personal email
- 5) Confirm by entering email again
- 6) Click on update



Click on **colleges I’m applying to**
 Click on **+add to this list**

Read the directions at the top of the page

Click **lookup** to find the college you are applying to

Don’t forget to click **request transcript** so the guidance office knows to send your transcripts!

Once you have added colleges to

your list, they will show up on the main page like this:

College	Type	How are you applying?	Submissions	Delivery Types	sults	Edit	Manage Communication	Graph	WWW
<input type="checkbox"/> U of AL Tuscaloosa	RD	Direct to institution		Electronic Common App Common App via Electronic	known				
<input type="checkbox"/> Bridgewater State Uni	RD	Direct to institution		Coalition App	known				
<input type="checkbox"/> U of MA Dartmouth	RD	<u>I'm not sure yet</u>		Unknown Mail Only	known				
<input type="checkbox"/> U of MA Amherst	RD	Common App Only		Common App Mail Only	known				

Common App Account

Matching

Located at the bottom of the **colleges I’m applying to** page

Common App Account Matching

Do it now

Click on **Do it now** and follow those instructions to link your Common App account. This will allow you to request letters of recommendation from teachers, counselors, as well as apply to colleges.

ACTIVITIES

- 1) Colleges: this allows you to explore different colleges
 - *Super Match College Search* : you can select criteria on the left that fits what type of college you are looking for
 - *College Lookup* : you can look at specific information about an individual college
 - *Colleges I'm Thinking About* : you can enter schools that you are considering
- 2) Careers: this is where you can explore different careers. This is great to do after you complete the Career Interest Profiler
- 3) About Me: this is where students record information about themselves, college plans, thoughts and interests. Here you will find: Resume, Portfolio, Personality Type and Career Interest Profiler
- 4) My Planner: this is where students will get an overview of what is coming up on their calendar, as well as, be reminded of goals they should be working on, their to-do list, and any tasks assigned to them by Diman

Grab a brochure from Guidance for more information regarding the various aspects of Naviance!

***Please allow 24 hours for Transcript Processing**

I hereby grant the authorized personnel of Diman Regional Vocational Technical High School permission to release the information as requested by colleges, schools, employers, scholarship committees and military services to which the individual listed below has applied.

Name: _____ Maiden Name: _____ Date of Birth: _____

Current Mailing Address: _____ City/State: _____ Zip: _____

ID# _____ Telephone #: _____ Year of Graduation: _____ Shop: _____

INFORMATION TO BE RELEASED TO:

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____

Address: _____

X Signature Student, Graduate or Parent/Guardian (if under 18 years of age)
