



## College and Career Planning Guide



**EXPECT MORE ARIZONA**  
*Ready Kids • Ready Graduates • Ready Workforce*



A Project of Northern Arizona University,  
supported by the  
US Department of Education.

**Dream Big...**

**and Go For It!**



## Dear Arizona Student,

When I was young, I had big dreams for my future. Thanks to the support and encouragement of my parents, teachers and friends, I worked my way through high school and graduated from college.

One of the first lessons I learned early on was that in order to achieve my dreams, I had to work hard and be committed. I also learned that it's never too early to start planning and preparing for the life you want after high school.

Using this brochure as your guide, both you and your family can work together to plan and prepare for the variety of opportunities that lie ahead. Postsecondary education including community college, university and career and technical education is an option for every student. You just have to take proactive steps to get there.

Good luck, and remember, don't ever give up on your dreams. All things are possible. And don't be afraid to ask for help along the way!

God Bless,



Kurt Warner



## Your College and Career Dreams are Just Four Steps Away

### Step 1 ➡ Dream

The first step in planning your future is believing that postsecondary education, college or career and technical education is within your reach. Give yourself the freedom to dream big about your future. Regardless of what career you choose—nurse, engineer, financial planner, Web developer, computer programmer, mechanic or beauty specialist—you will need college or additional training to get you there.

### Step 2 ➡ Plan

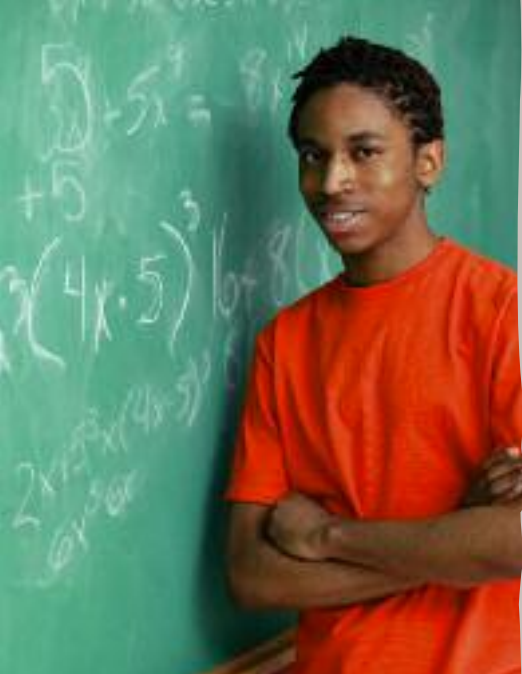
Planning is the critical second step to your success in achieving your college and career dreams. There are classes all students need to take in high school to get into college, especially four-year degree programs. Some postsecondary programs are more demanding than others. Taking control of your life by planning your education helps ensure you have options when you graduate from high school.

### Step 3 ➡ Work Hard

Working hard is the third step in achieving your goals. There is no substitute for hard work and dedication. As you are planning for your future, make sure you are challenging yourself and giving your studies 100%. Performing well academically not only opens doors for you but also gives you the personal satisfaction of knowing that you did your best.

### Step 4 ➡ Track

Doing all the right things and taking all the necessary steps to get into your desired postsecondary program is the final step. Use this guide to help you dream, plan and work your way to achieving your postsecondary and career goals. The grade-by-grade lists are provided to increase your chances of successfully transitioning through middle school and high school.



Your future is right around the corner and your options are endless! Your future is your own, so take charge of your path and create the kind of life you want to live. Here are simple steps to help you start taking control of your future:

### ➔ Dream Big and Set Goals

Taking the time to dream about what you want and setting goals increases your chances of getting there! Find out about careers that match your unique talents and what you want for your life, long-term. Also, think about ways you can help make the world a better place.

### ➔ Find One or More Champions

All of us need champions who can cheer us on, celebrate our successes and support us during our struggles. Find at least one adult mentor—family member, coach, counselor, teacher, etc.—who can help you along the way. Tap into your friends for additional confidence boosting support!

### ➔ Plan Your Path to Success

Use the check lists provided in this guide to help you plan and track your way to college and career success. By doing so, you can make changes when needed and ensure you have the most options open to you upon graduation.

### ➔ Go to School, Study Hard and Take Tough Courses

Attending class, doing your homework, studying for tests and taking tougher courses are all important for your academic success and life. The discipline you will learn will help you in your job, personal relationships and even your hobbies.

### ➔ Get Involved

Getting actively involved in school and your community expands your view of the world by introducing you to new people, ideas and opportunities. You'll get so much out of it, plus it will show that you are well-rounded when it's time to apply for scholarships and postsecondary education programs.

Regardless of which postsecondary pathway you choose, now is a good time to start planning your way to one or more of the following options:

- Universities** – Generally offer four-year bachelor’s degrees, master’s degrees and doctoral degrees in special areas of study. Arizona State University, Northern Arizona University and the University of Arizona are the three public universities in Arizona. There are several private options available statewide as well.
- Community Colleges** – Offer two-year associate degrees or certification after completing a defined course of study. Partnerships between community colleges and universities now make it easy to begin at a community college and transfer to one of Arizona’s universities.
- Career and Technical Education (CTE)** – Offer certification or degrees after completing a defined course of study in a specific trade or career area such as art, business, health or computer technology. Programs range from several weeks to multiple years.



## Top 10 High Demand Industries & Occupations

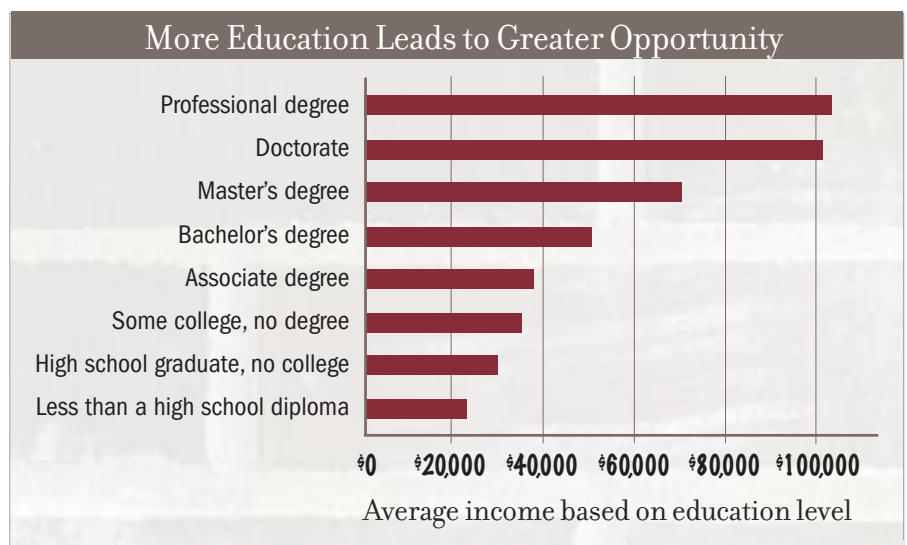
- 1 Business Services
- 2 Healthcare
- 3 Government
- 4 Construction
- 5 Hospitality
- 6 Retail
- 7 Educational Services
- 8 Financial Activities
- 9 Transportation and Utilities
- 10 Information Management

For more specific information about these career options, please consult with your high school counselor.

Source: Bureau of Labor Statistics Employment Projections 2008-18.

## The Benefits of Postsecondary Education

- Get a Cool Job.** The world is changing rapidly and many jobs rely on new technology and education beyond high school. With a college education, you increase your job options.
- Get a Good Start on Life.** Postsecondary education helps increase your knowledge and expands your skills.
- Earn More Money.** A person who successfully completes postsecondary education generally earns more and receives better benefits including health insurance, paid vacations, sick leave and retirement plans.
- Contribute to Local and Global Communities.** Postsecondary education exposes you to knowledge and ideas that can, quite literally, change the world. By continuing your education, you are preparing yourself to help make a difference in the world.



Source: Education Pays: The Benefits of Higher Education for Individuals and Society, Sandy Baum and Jennifer Ma, Trends in Higher Education Series, 2007, College Board.

**Do What You Love.** There are thousands of jobs and possible career pathways. Here's how you can find the right one for you:



- ➔ **Take a “career interest inventory.”** This inventory will ask you questions about your interests and skills. Based on your answers, you’ll get a list of career paths that match your interests. Ask your school counselor to help you take a sample “career interest inventory.”
- ➔ **Talk to your parents, employer, aunts, uncles and other adult friends about the work that they do.** Ask them questions about what they enjoy about their job and how they prepared for the career that they chose. Ask them for advice on how to select the right pathway for you.
- ➔ **Visit the Bureau of Labor Statistics Online ([www.bls.gov](http://www.bls.gov)) and read the Occupational Outlook Handbook.** This handbook tells you what workers do on the job, how much training and education is needed, and how many jobs will be available in the future. The Bureau of Labor Statistics also tells you what kind of salary and benefits you can expect for various jobs.
- ➔ **Make sure you are taking the right classes to prepare you for the kinds of jobs you might be interested in.** For example, if you are interested in a career in the medical profession, make sure you are taking higher level science and math courses to prepare you for the types of classes you will need in college.
- ➔ **Remember that your interests and plans may change over time.** Make sure you are keeping your options open by researching various career options that utilize your skills and interests.

Look for careers that combine several of your interests and skills. For example:

Do You Like...				
Working outdoors or solving problems?	Expressing yourself creatively or performing?	Organizing things or persuading people?	Helping other people?	Working on a team to solve problems?
You Might Be Interested In...				
Agriculture, Science & Natural Resources	Art, Media, Communications & Design	Management & Finance	Education, Social & Health Services	Engineering, Science & Technology
Careers Include...				
Farmer/Rancher Fisherman Forest Ranger Geologist Timber Harvester Veterinarian	Graphic Designer Actor Director Journalist Librarian News Anchor	Accountant Business Owner Office Manager Salesperson Stock Broker Store Manager	Cosmetologist Doctor Firefighter Police Officer Teacher Travel Agent	Architect Computer Scientist Electrician Engineer HVAC Technician Mechanic

Source: Washington Higher Education Coordinating Board, Washington State GEAR UP Program, *Getting Ready for College & Careers: Handbook for Freshmen & Sophomore Students*, pp 24.

Below are the high school course requirements for admission to Arizona's three universities. Be sure to talk to your high school counselor about the requirements from your high school, which can include electives and other coursework not shown here, such as Career and Technical Education.

Department	No. of Credits	Coursework Examples
English	4 Credits	Composition or Literature English I English II English III English IV
Mathematics	4 Credits	Algebra I Geometry Algebra II Advanced Math for which Algebra II is a prerequisite
Laboratory Science	3 Credits	Any three of the following science courses: Biology, Chemistry, Physics, Earth Science, Integrated Lab Science (may include advanced study in one area)
Social Studies	2 Credits	One unit of American History; one additional unit from: European/World History, Economics, Sociology, Geography, Government, Psychology, Anthropology
Foreign Language	2 Credits	Two units of the same language
Fine Arts	1 Credit	One unit of fine arts or any combination of two semesters of high school fine arts

### Why More Math and Science?

You are now required to take more math and science courses than ever before in order to graduate from high school and enter postsecondary education. The reason for these increased standards is that STEM (Science, Technology, Engineering and Math) classes help develop your ability to think critically, solve complex problems, work as a team and communicate effectively. In addition, many of the higher paying jobs of the future will require the increased skills and knowledge acquired through STEM education. Challenge yourself in these areas so that you will be better prepared to compete and succeed in today's global economy.

### Did You Know?

Students who take Algebra II, Chemistry and Geometry are twice as likely to be prepared for postsecondary education. Those who take Physics are three times more prepared to succeed.



Source: [www.act.org/research/policymakers/pdf/ACT\\_STEM\\_PolicyRpt.pdf](http://www.act.org/research/policymakers/pdf/ACT_STEM_PolicyRpt.pdf)

 8<sup>th</sup> Grade

- Take classes that encourage creativity, critical thinking and communication skills.
- Take tougher math, science and English courses such as Algebra I and Biology.
- Work hard to maintain good grades and attendance.
- Start collecting samples of academic work for your portfolio.
- Get involved in after-school activities, sports and/or in the community. Many postsecondary programs look for students who actively participated in more than the required academic coursework.
- Begin to save for postsecondary education.
- Consider taking Honors/Advanced classes when registering for high school classes.

 9<sup>th</sup> Grade

- Work with your school counselor to develop an Education and Career Action Plan (ECAP). The ECAP will help you formalize your personal dreams, career path and the required course of study.
- Work hard to maintain good grades and class attendance.
- Keep collecting samples of academic work for your portfolio.
- Get involved in extracurricular activities, athletics or in the community. Many postsecondary programs look for students who actively participated in more than the required academic coursework.
- Take Honors and Advanced Placement courses whenever possible.
- Make sure you are signed up for at least one math, science and English course. Consider taking Algebra II, Geometry, Chemistry and Physics over the next few years.
- Continue to save for postsecondary education.

### An Education and Career Action Plan (ECAP)

Do you have an Education and Career Action Plan (ECAP)? An ECAP brings together your current plan of coursework, career aspirations and extended learning opportunities to develop and meet your individual academic and career goals.

Arizona requires every 9th grade student to have an ECAP, so if you don't have one, ask your counselor.

**For more information, visit [www.ade.az/ecap/](http://www.ade.az/ecap/)**

 10<sup>th</sup> Grade

- Review your ECAP with your school counselor and stay on course.
- Explore your postsecondary options. Consider visiting community colleges, universities and other postsecondary programs in your area to get familiar with the campus environment and to identify which option is most appealing to you.
- Take the Preliminary Scholastic Assessment Test (PSAT) or the "PLAN". Use the results to help prepare for the SAT/ACT. Remember that you must register early for all tests. If you have difficulty paying the registration fee, see your counselor for options to waive the fee. Information about the ACT can be found at [www.act.org](http://www.act.org). Information about the SAT can be found at [www.collegeboard.com](http://www.collegeboard.com).
- Participate in summer academic enrichment programs offered on college campuses and through other postsecondary programs.
- Make sure you are signed up for at least one math, science and English course. Challenge yourself to take the tougher courses!
- Continue to collect samples of academic work for your portfolio.
- Make sure you are on track for fulfilling your required credits for high school graduation and postsecondary education admission by checking off your credits in the table provided at the back.
- Consider job shadowing or summer internship programs within your career(s) of interest.
- Continue to save for postsecondary education.
- Pass all high school AIMS tests the first time! Study, take practice tests, and do all you can to do your best on these important tests.

➔ 11<sup>th</sup> Grade

- Review your ECAP with your school counselor.
- Identify your desired career goal and the postsecondary program(s) it requires. Gather information about their admission process and deadlines. If possible, tour the campus if you haven't been there yet. Take your parent(s) with you or the person in your life who is your greatest champion so that they can get excited too!
- Take the PSAT/NMSQT in the fall. Juniors who do well may earn a scholarship for college. Your counselor can give you guidance on these important tests.
- Take the ACT and/or SAT college entrance exam in the spring. If you have difficulty paying the registration fee, see your counselor for options.
- Investigate the availability of financial aid from federal, state, local and private sources. Search the internet, visit the library and ask your counselor about your options.
- Make sure you are on track for fulfilling your required credits for high school graduation and postsecondary education admission by checking off your credits in the table provided at the back of this brochure.
- Participate in academic or college credit programs at Arizona's various postsecondary institutions.
- Find a summer internship program within your career of interest.
- Continue to save for postsecondary education.
- Continue to collect samples of academic work for your portfolio.

➔ 12<sup>th</sup> Grade

- Review your ECAP with your school counselor.
- Put together your academic portfolio. Include the following: transcripts, resume, personal statement, samples of projects, papers and other academic work. Ask your counselor for help in putting your portfolio together.
- Make sure you are signed up for at least one math, science and English course.
- Continue to take tougher courses including Advanced Placement, career and technical education and college credit options.
- Identify and apply for your desired postsecondary program(s) early in the year. Be sure you are fully aware of admission requirements and deadlines. (Prepare applications, write essays and ask people to write letters of recommendations for you at least a month in advance. This takes both time and follow up.)
- Fill out the Free Application for Federal Student Aid (FAFSA). Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Identify and apply for financial assistance and applicable scholarship opportunities. Be sure you are fully aware of requirements and deadlines.
- Re-take the ACT and/or SAT college entrance exam if your counselor advises. If you have difficulty paying the registration fee, see your counselor for options.
- Investigate the availability of financial aid from federal, state, local and private sources. Search the internet, visit the library and ask your counselor about your options.
- Make sure you are on track for fulfilling your required credits for high school graduation and postsecondary education admissions by checking off your credits in the table provided at the back of this brochure.
- Participate in academic or college credit programs at Arizona's various postsecondary institutions.
- Get a summer job or internship program within your career of interest.
- Continue to save for postsecondary education.



- 1 Learn About Financial Aid.** Learn as much as you can now about the funding opportunities available for college. There is both need-based and merit-based aid. Aid may come from federal, state, local and private sources. Visit Web sites such as [www.finaid.org](http://www.finaid.org) to begin the process. Many schools also have payment plans to help students spread out their payments.
- 2 Visit Financial Aid Offices.** When you have narrowed your search for possible schools, visit each financial aid office and meet with a financial aid counselor; if this isn't possible, request written information from the financial aid offices.
- 3 Submit a FAFSA.** Submit a FAFSA (Free Application for Federal Student Aid) after January 1 of your senior year. Even if you don't receive federal grant assistance, the FAFSA is required for other types of assistance.
- 4 Know Your Deadlines.** Make sure you turn your applications in as early as acceptable. If another person (such as your guidance counselor) has to complete information for you, make sure he/she knows your deadline date.
- 5 Save Your Money.** If you receive monetary gifts from family or friends, save at least half in a college account.
- 6 Explore All Your Options.** Find out if your parents' workplaces offer scholarships for children of employees. If so, apply for them!
- 7 Find Free Money.** Use free scholarship searches such as [www.FastWeb.com](http://www.FastWeb.com) to learn about scholarships.
- 8 Ask About Work-Study Programs.** Ask about work-study jobs when you apply for financial aid. Employment at your school can benefit you in many ways.
- 9 Save Smart.** Consider opening a college savings account such as a 529 plan or Coverdell Education Savings Account. Contributions to these college savings accounts can grow tax-free and distributions are not taxed when used for qualified higher education expenses such as tuition and books.
- 10 Be Persistent.** Explore any and all organizations that might be offering scholarships including churches, your parent's employers and civic organizations.

### Did You Know?

In 2008-2009, there was reportedly more than \$143 billion in financial aid available to students.

Source: [www.collegeboard.com/student/pay/add-it-up/4494.html](http://www.collegeboard.com/student/pay/add-it-up/4494.html)



### What Does College Cost?

Going to college full time in Arizona can cost anywhere from \$2,400 to more than \$18,000 per year for tuition, books, housing, food, transportation and other related costs. So, you need to plan ahead by saving, applying for financial assistance and/or competing for scholarships.

**Dream Big...** and Go For It!

Career Interests: \_\_\_\_\_

\_\_\_\_\_

Postsecondary Goals: \_\_\_\_\_

\_\_\_\_\_

Postsecondary Programs of Interest: \_\_\_\_\_

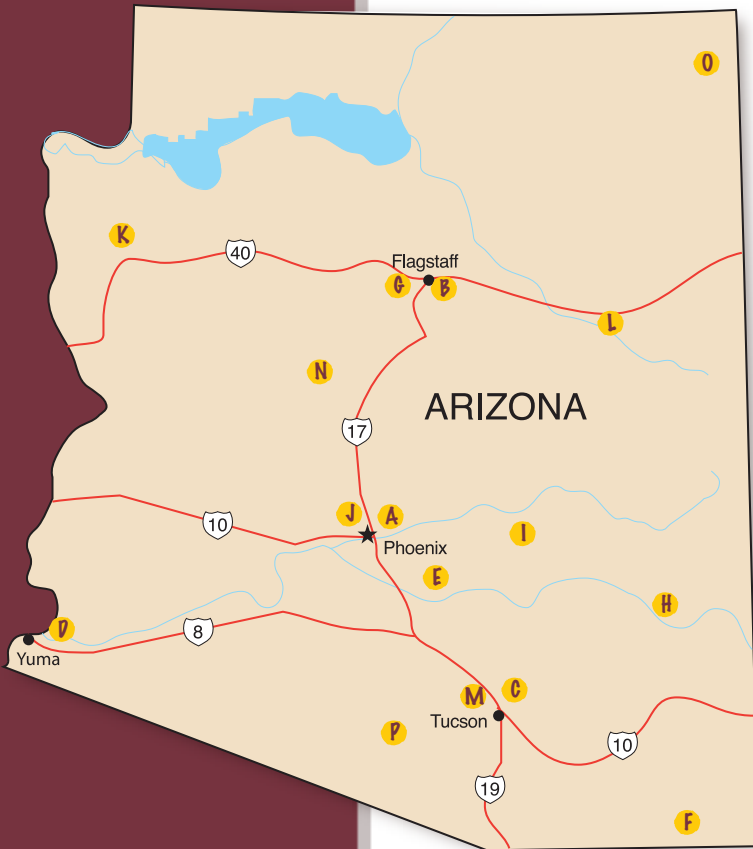
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**Check Off as You Go!**

Subject	Number of High School Credits Required for Arizona University Admissions							
English	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>				
Math	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>				
Science	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>					
Social Studies	1 <input type="checkbox"/>	2 <input type="checkbox"/>						
Fine Arts / CTE	1 <input type="checkbox"/>							
Foreign Language	1 <input type="checkbox"/>	2 <input type="checkbox"/>						
Subject	Other Credits Required for High School Graduation							
Electives, CTE, etc.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	

# Arizona Postsecondary Pathways

You have so many options for continuing your education after high school. The following is a list of public colleges and universities in Arizona and their corresponding locations on the map. Please visit their individual Web sites to explore how to apply for admission.



## Universities

- A** Arizona State University (Tempe)  
[www.asu.edu](http://www.asu.edu)
- B** Northern Arizona University (Flagstaff/Yuma)  
[www.nau.edu](http://www.nau.edu)
- C** University of Arizona (Tucson)  
[www.arizona.edu](http://www.arizona.edu)
- O** Public Universities  
[www.univsource.com/az.htm](http://www.univsource.com/az.htm)

## Community Colleges

- D** Arizona Western College (Yuma)  
[www.azwestern.edu](http://www.azwestern.edu)
- E** Central Arizona College (Coolidge)  
[www.centralaz.edu](http://www.centralaz.edu)
- F** Cochise College (Douglas)  
[www.cochise.edu](http://www.cochise.edu)
- G** Coconino Community College (Flagstaff)  
[www.coconino.edu](http://www.coconino.edu)
- H** Eastern Arizona College (Thatcher)  
[www.eac.edu](http://www.eac.edu)
- I** Gila Community College (Payson)  
[www.gilaccc.org](http://www.gilaccc.org)
- J** Maricopa Community Colleges (Phoenix and surrounding areas)  
[www.maricopa.edu](http://www.maricopa.edu)
- K** Mohave Community College (Kingman)  
[www.mohave.edu](http://www.mohave.edu)
- L** Northland Pioneer College (Holbrook)  
[www.npc.edu](http://www.npc.edu)
- M** Pima Community College (Tucson)  
[www.pima.edu](http://www.pima.edu)
- N** Yavapai College (Prescott)  
[www.yc.edu](http://www.yc.edu)

## Tribal Community Colleges

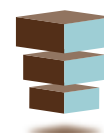
- O** Diné College (Tsaile)  
[www.dinecollege.edu](http://www.dinecollege.edu)
- P** Tohono O'odham Community College (Sells)  
[www.tocc.cc.az.us](http://www.tocc.cc.az.us)

## Need More Info?

For a complete list of Arizona's colleges, universities and career and technical education schools, visit [www.ExpectMoreArizona.org/p/student-resources.html](http://www.ExpectMoreArizona.org/p/student-resources.html). Click on "List of Arizona Colleges and Universities," under Postsecondary Options in Arizona.



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[ExpectMoreArizona.org](http://ExpectMoreArizona.org)