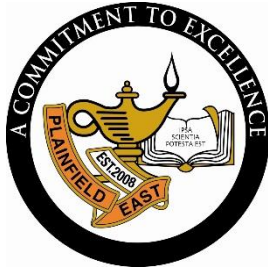


Plainfield East High School

Student Services Department

Helping you prepare for your
future....



Associate Principal for Student Services

Mrs. Heather Boswell

Counselors

Mrs. Shelley Ryan
Mr. Drew Tylin
Mrs. Christine Belcastro
Mrs. Pauline Gatses
Ms. Michel Pawlak
Mr. Richard Gatz
Mrs. Sarah Arnold Cruz

Post-Secondary Planning Guide



Hello from PEHS Student Services!

In this guide you will find information on Colleges, Careers, Apprenticeships and Military options.

We hope this supports your search process. Please contact your counselor if you have any questions!

Sincerely,

Your PEHS Counselors

Useful Websites

PEHS Student Services Website:

<http://pehs.psd202.org/page/student-services>

Career Information:

<https://www.bls.gov/ooh/>
(Occupational Outlook Handbook)

naviance.com
(Log in using Clever, then click Career Tab)

www.cisco.org
(Construction Industry Service Corporation -
Links to various trades)

www.ilworkinfo.com
(Illinois Dept. of Employment Security)

College Information:

naviance.com
(Log in using Clever, then click Career Tab)

ACT Information:

www.actstudent.org
(Official ACT website)

SAT Information:

www.collegeboard.org
(Official SAT website)

Athletic Information:

www.eligibilitycenter.org
(NCAA eligibility website)

Financial Aid Information:

www.fafsa.ed.gov
(Official government site for application)

Scholarship Information:

naviance.com
(Log in using Clever, then click Colleges Tab)

www.fastweb.com

www.scholarships.com

www.schoolsoup.com

www.scholarshipexperts.com

Military Information:

www.military.com (general)

www.army.mil (Army)

www.navy.mil (Navy)

www.af.mil (Air force)

www.marines.mil (Marines)

www.uscg.mil (United States Coast Guard)

www.nationalguard.com (National Guard)

College Application Timeline

Step 1:

Get ready to start applying in September!

- Complete the Letter of Recommendation Resume/Survey in Naviance.
- Review websites of schools you are interested in and determine how you will submit their application (through Common Application or directly to institution).
- Create a Common Application account and start your application if using this tool to apply.
 - Match your Common Application in Naviance.
- Apply to 3-5 colleges (**Watch Deadlines!**)

Step 2:

Letters of Recommendation and Counselor Forms

- Request Letters of Recommendation from teachers, coaches, etc. through Naviance at least 2 to 3 weeks before deadline (*only if the college requires them!*).
 - Request Counselor Letters of Recommendation through e-mail
 - School reports, counselor forms and verification forms all require 2 to 3 weeks to complete.

Step 3:

Submit application to the College
THEN send your Transcript

- Submit your application(s).
- Once applications are submitted, request transcripts through Naviance
 - All counselor forms, recommendations, etc., will be sent through Naviance by your counselor. Please allow a 3 day turnaround time when requesting. **Watch Deadlines!**

Step 4:

Financial Aid

- Complete the FAFSA (Free Application for Federal Student Aid)
 - Application opens October 1st
 - www.fafsa.ed.gov

Step 5:

Send Test Scores

- Test scores are NOT listed on your transcript unless a parent has requested.
- If a school needs your Official SAT and/or AP Test score, go to: www.collegeboard.org
- If a school needs your Official ACT score, go to: www.actstudent.org

Step 6:

Scholarships
Winter/Spring
Senior Year

- Search national and local scholarships through Naviance.
 - Find this search under the the Colleges tab in Naviance
- You can use other websites such as Scholarships.com to search as well.
- Review websites of the schools you are applying to for scholarship opportunities specific to their institution.
- Request transcripts and letters of recommendation through Naviance for scholarships following Step 2 and Step 3 above.

Step 7:

Final Transcripts

- Select your college by May 1 (send in your housing deposit by May 1, if applicable).
- You will complete the Senior Survey in May with Student Services and your official transcript will be sent to the school you indicate you will be attending on the survey.

The College Application Process

1. College Applications

Completing a college application is the initial step to applying for a college or university. A majority of colleges and universities request that you complete their college application online; the college/university's application can be found on the specific school's website. Paper applications are discouraged.

Information requested on a college application includes: your personal information, academic and career interests, questions concerning your extracurricular activities, work experiences and future plans. Remember, it is very important to be honest, thorough, and concise on your application. Application fees range from \$20 to \$50.

2. Essays/Personal Statements

Some colleges/universities will ask you to write a personal statement or essay which they will read for content, organization, ability to answer questions, grammar, and spelling. The essay/personal statement is an important piece to the application process, so be sure to do your best work.

3. Letters of Recommendation

Many colleges/universities require letters of recommendation from your teachers and counselors. Request your teacher letter through Naviance at least two weeks before you need the letter. If you need a letter from a counselor, please e-mail them. Please complete the letter of recommendation resume/survey in Naviance then ask your teacher/counselor to write the letter in person or through email before you make the request through Naviance.

4. Transcripts

Colleges and universities will request a copy of your "official transcript" from your current high school. You will need to request transcripts through Naviance.

5. Final Touches

Review your online application before submitting it. Once you have followed the instructions on the application and have completed the application process, you need to wait to hear from the college/university if you have been accepted or not.

6. Housing

Once you have been accepted, be sure to reserve your on-campus housing as soon as possible. The earlier you reserve your housing, the better opportunity you have of getting your choice of living arrangements on campus.

7. Athletics

To be eligible to participate in college level athletics, you will need to be sure you have met the academic requirements established by the NCAA (National Collegiate Athletic Association). You will need to register on the NCAA Clearinghouse website at www.eligibilitycenter.org. For more information on your eligibility for college level athletics, please contact the NCAA.

Some common questions students have...

How do I get organized?

1. Find a system that works for you to organize each college/career/military branch/apprenticeship you research. One example is using separate folders and binders for schools you are interested in and schools you eliminate.
2. Keep copies of test score reports, grades, applications, and essays for your records.
3. Read websites carefully and thoroughly, paying attention to all details.
4. Pay attention to deadlines.

What are colleges looking for in applicants???

- Grades in college prep courses
- Rigor of curriculum: how tough were the courses you took
- Application essays
- Standardized test scores (some schools are test optional)
- Extracurricular activities, athletics, and summer experiences
- Community service
- Work and entrepreneurial experiences
- Recommendations
- Interview
- Level of interest and potential fit
- Other factors such as: diversity, legacy, or ability to overcome obstacles

What do you need to do for a job interview???

- Dress appropriately, even if the place of potential employment is casual.
- Be on time
- Do your research on the company/job requirements
- Be prepared by bringing copies of your resume and references
- Show enthusiasm by a firm handshake and frequent eye contact
- Listen carefully to all the questions

Ten Interviewing Rules

by Carole Martin
Monster Contributing Writer

In the current job market, you'd better have your act together, or you won't stand a chance against the competition. Check yourself on these ten basic points before you go on that all-important interview.

1. Look sharp.

Before the interview, select your outfit. Depending on the industry and position, get out your best duds and check them over for spots and wrinkles. Even if the company has a casual environment, you don't want to look like you slept in your clothes. Above all, dress for confidence. If you feel good, others will respond to you accordingly.

2. Be on time.

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.

3. Do your research.

Researching the company before the interview and learning as much as possible about its services, products, customers and competition will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it stands for, the better chance you have of selling yourself. You also should find out about the company's culture to gain insight into your potential happiness on the job.

4. Be prepared.

Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

5. Show enthusiasm.

A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel shaky.

6. Listen.

One of the most neglected interviewing skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

7. Answer the question asked.

Candidates often don't think about whether or not they actually are answering the questions asked by their interviewers. Make sure you understand what is being asked, and get further clarification if you are unsure.

8. Give specific examples.

One specific example of your background is worth 50 vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your performance.

9. Ask questions.

Many interviewees don't ask questions and miss the opportunity to find out valuable information. Your questions indicate your interest in the company or job.

10. Follow up.

Whether it is through e-mail or regular mail, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. You do not want to miss this last chance to market yourself.

It is important to appear confident and cool for the interview. One way to do that is to be prepared to the best of your ability. There is no way to predict what an interview holds, but by following these important rules, you will feel less anxious and will be ready to positively present yourself.

Employment

High school graduates may decide that they want to find full-time employment and start bringing home a regular paycheck. Certain things should be done before beginning the job hunt.

1. **Discover your interests.** Reflect on past part-time jobs, volunteer work, and everyday tasks that are enjoyable.
2. **Explore job options.** Find out what types of jobs are available to high school graduates who have little to no training.
3. **Conduct informational interviews.** Sit down and talk to someone who is currently working in a job that might be of interest.
4. **Network.** Ask friends, family and neighbors if they have any connections to help find a job. This may be the best way to find employment, because the majority of jobs are not advertised.

With some of the initial work out of the way, it is time to start getting organized.

1. **Write a resume.** Be sure to stress education, part-time and seasonal jobs, clubs and awards.
2. **Locate job openings.** Use the following resources:
 - Local newspaper
 - Internet
 - Local library
 - Employment centers
 - Family, friends and neighbors.



3. **Apply for a job.** This usually means submitting a cover letter, resume and job application.
4. **Prepare for the interview.** Research the company and job before going on the interview. Also, rehearse some answers to possible interview questions.
5. **Follow-up.** Write a thank you note. This helps remind employers who you are and lets them know that you are still interested in the job.

Have a five-year plan. Students who choose employment as their post-high school option should have a five-year plan. This will ensure that they do not get trapped in a dead-end job. These students should also realize that they could go back to school anytime, even if it's only to take a course or two.

Apprenticeships

An apprentice is an individual who learns a craft through classroom instruction and on-the-job training. Classes are taught by men and women who are skilled in that trade while on-the-job training is overseen by construction employers.

Apprenticeships are continuing education. They last three to five years, depending upon the trade, and include regular classroom training as well as on-the-job experience. Some apprentice programs provide an Associate Degree from a community college upon achieving journeyman status.

How do I get started?

1. Select the building trade program that you are interested in and would like to apply for. **If you already know which program you are interested in, please proceed to Step 2.** Building trade schools are more commonly referred to as “building trade apprenticeship programs.”
2. Determine if the building trade program is accepting applications at this time.

Resources:

www.cisco.org (provides information about trades currently accepting applications)

www.ilworkinfo.com

www.ironworker.org

www.ibewlocal176.org

www.chicagoroofers.org

www.carpentersunion.org

www.asiplocal150.org



MILITARY CONTACTS 2021-2022

 <p>U.S. AIR FORCE</p>	<p>U.S. Air Force or U.S. Air Force Reserves</p>	<p>SSgt Theron Brown 1701 N. Larkin Avenue Crest Hill, IL 60403 theron.brown@us.af.mil Cell: (331) 233-2104</p>
	<p>Air National Guard</p>	<p>SSgt Rachael Blasko 2416 S. Falcon Boulevard Peoria, IL 61607 rachael.l.nyilasblasko.mil@mail.mil Office: (309) 633-5544 Cell: (309) 253-4864</p>
	<p>U.S. Army or U.S. Army Reserves</p>	<p>SSgt Daniel Mieszala 1701 N. Larkin Avenue, Suite 203 Crest Hill, IL 60403 daniel.j.mieszala.mil@mail.mil Office: (815) 730-9003 Cell: (630) 210-4182</p>
	<p>U.S. Army National Guard</p>	<p>SSgt LaQuan Melvin 2900 W. Jefferson Street Joliet, IL 60435 Dennis.Medina6.mil@mail.mil Office: (309) 567-7044 Cell: (815) 218-6595</p>
	<p>U.S. Marines or U.S. Marines Reserves</p>	<p>SSgt Harry Karp 106 W. Boughton Road Bolingbrook, IL 60440 harry.karp@marines.usmc.mil Phone: (815) 955-6598</p>
	<p>U.S. Navy or U.S. Navy Reserves</p>	<p>Plainfield North and Plainfield South MMN1(SS) Troy A. Magee, USN Navy Talent Acquisition Group Chicago troy.magee@navy.mil Phone: (815)780-7287</p> <p>Plainfield Central and Plainfield East BM2 (SW) Quinton Beyer, USN Navy Recruiting Station Joliet 1701 N. Larkin Ave, Suite 209 Crest Hill, IL 60403 quinton.beyer@navy.mil Phone: (815) 741-2744</p>
	<p>U.S. Coast Guard</p>	<p>MK1 Derek Schultz 5523 North Cumberland Avenue, Suite 1201 Chicago, IL 60656 Derek.S.Schultz@uscg.mil Office: (773) 775-2451 x203 Cell: (847) 626-5113</p>

Net Price Calculators

The Net Price Calculator is a tool that students can use to estimate their “net price” to attend a particular college or university.

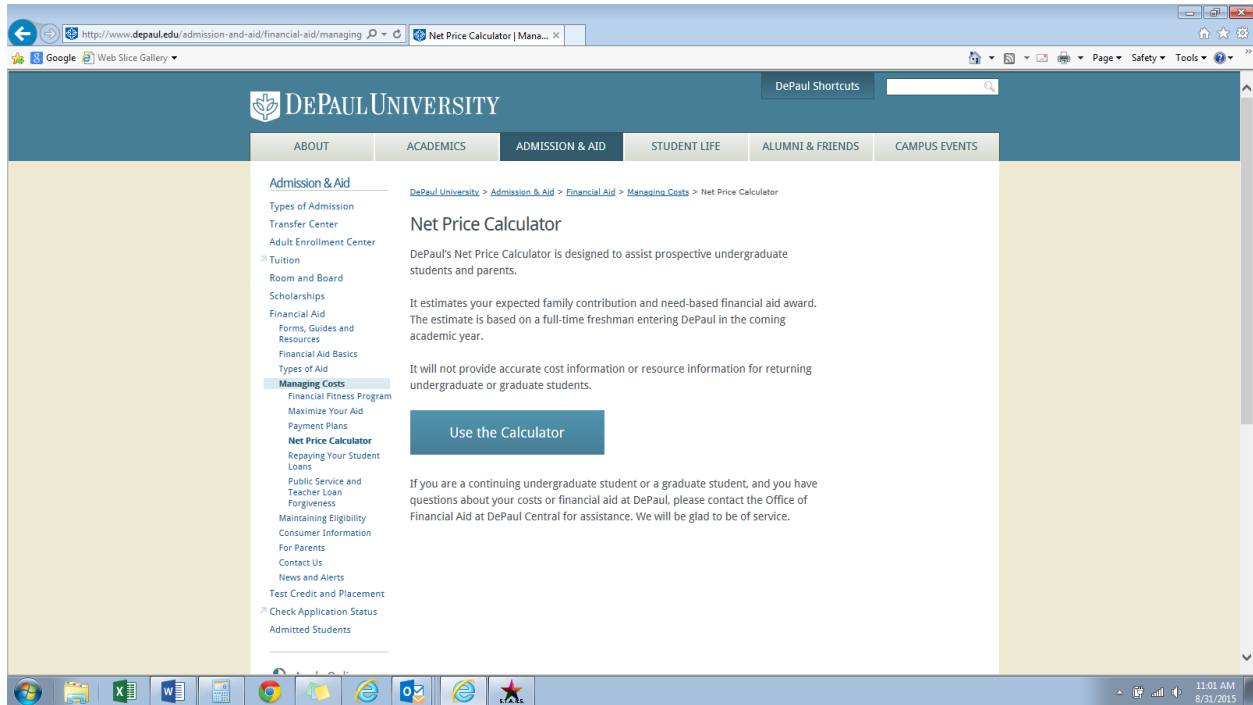
Net price is the difference between the “sticker” price (full cost) to attend a specific college, minus any grants and scholarships for which students may be eligible. Sticker price includes direct charges (tuition and fees, room and board) and indirect costs (books and supplies, transportation, and personal expenses).

Net Price Calculators can be found on the individual school’s website (such as the example below) OR through the two websites listed below.

www.collegeboard.com

<http://collegecost.ed.gov/netpricecenter.aspx>

Example of getting started on DePaul’s net Price Calculator:



Financial Aid Timeline for Senior Year

August to December	Admission applications and college visits
By October 1	Create FSA IDs
Beginning October 1	Submit FAFSA
November through March	Receive and review award letters
May 1	Submit deposits and accept financial aid
May through August	Register for classes, finalize payment arrangements, move-in!

Scholarships

A majority of the scholarships PEHS receives are for senior students only. However, it is never too early to begin your research of the hundreds of scholarships available to college-bound students online. Please be aware that some scholarships found online could be a hoax, especially if they sound too good to be true!

How to search scholarships in Naviance:

- Click the Colleges tab
- Click Scholarships and Money
 - There are three options you can search through:
 - National Scholarships: Use the National Scholarship Search
 - Local Scholarships: Use the Scholarship List

Other Reliable Scholarship Websites:

- www.fastweb.com
- www.scholarships.com
- www.schoolsoup.com
- www.scholarshipexperts.com

***Every month, Student Services will update Naviance with local scholarships available to all senior students. In Naviance, the available local and community-based scholarships and their application requirements will be listed. Allow plenty of time to complete these applications. Each may require extensive paperwork, essays and recommendations.

Be sure to visit or contact your university or college of choice for their own scholarship options!

College Career Center (The CCC)

Located in room 107, the PEHS CCC has a variety of resources available to all students. The CCC is open during all lunch periods with a Counselor on-hand to help you.

Examples of resources include:

- Utilizing Naviance
- College Representative visits
- Career & Technical information
 - Including Professional Career Visits
- Apprenticeship information
- Military information
 - Including Military Visits
- Financial Aid information

Community Colleges

Associate Degree: Two-year program.

Transfer: Students who want to begin at a community college and complete a bachelor's degree at a four-year college or university.

Career-Oriented Program: Certificate or associate degree – for students who are primarily interested in finding employment after six months to two years of post-secondary education.

Non-Credit Courses: Courses that are not part of a regular academic program, but are often referred to as “lifelong learning courses”.

Reminder: Students may have to pay out-of-district tuition if attending a community college outside of their county's residence zone.

Joliet Junior College
1215 Houbolt Road, Joliet, IL 60431
815-729-9020 www.jjc.edu

College of DuPage
425 Fawell Blvd., Glen Ellyn, IL 30137
630-942-2800 www.cod.edu

Moraine Valley Community College
10900 S. 88th Ave., Palos Hills, IL 60565
708-974-4300 www.moraine.cc.il.us

Harper College
1200 W. Algonquin Rd., Palatine, IL 60067
847-925-6000 www.harpercollege.edu

Parkland College (U of I)
2400 West Bradley Ave., Champaign, IL 61821
217-351-2200 www.parkland.edu

Heartland Community College (ISU)
1500 W. Raab Road, Normal, IL 61761
309-268-8000 www.heartland.edu

Shawnee Community College (SIU)
8364 Shawnee College Road, Ullin, IL 62992
618-634-3200 www.shawneecc.edu

Kishwaukee College (NIU)
21193 Malta Road, Malta, IL 60150
815-825-2086 www.kishwaukeecollege.edu

Southwestern Community College (SIUE)
2500 Carlyle Road, Bellville, IL 62221
618-235-2700 www.swic.edu

Lake Land College (EIU)
5001 Lake Land Blvd., Mattoon, IL 61938
217-234-5253 www.lakelandcollege.edu

Spoon River Community College (WIU)
23235 North County 22, Canton, IL 61520
309-647-4645 www.spoonrivercollege.net

Lewis & Clark Community College (SIUE)
5800 Godfrey Road, Godfrey, IL 62035
618-466-7000 www.lc.edu

Triton College
2000 5th Avenue, River Grove, IL 60171
708-456-0300 www.triton.edu

Lincoln College (ISU)
300 Keokuk Street, Lincoln, IL 62656
217-732-3155 www.lincolncollege.edu

Waubonsee Community College
Rt. 47 at Waubonsee Dr., Sugar Grove, IL 60554
630-446-7900 www.wcc.cc.il.us

Testing Information

SAT

If you would like to retake the SAT, you will need to sign up through the SAT website:

<http://collegeboard.org>

- Dates and cost are listed on the SAT website.

ACT

If you would like to take the ACT, you will need to sign up through the ACT website:

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

- Dates and cost are listed on the ACT website.