

# Nevada State GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs

## Student Handbook



*DREAM ★ BELIEVE ★ ACHIEVE*

2012 - 2018



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*Student's Name*

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*My School*

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*My SPIF*  
*(Student-Parent Involvement Facilitator)*

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*My GEAR UP Ambassador(s)*

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# Get Started Today

## *So now you're in middle school...*

You're growing, learning, and having fun. High school graduation seems a long way off. But it's really just around the corner. The choices you make in middle school will help you succeed in high school... and in college. It's time to start thinking about your future.

Middle school is the time to decide what you like to do and who you want to be. Until now, you haven't been able to choose many of your classes. In high school, things are different. You'll have more freedom, more choices... and more challenges. So start in middle school. The decisions you make will have a big impact on your college and career options.

The Nevada State GEAR UP Handbook outlines four steps and activities to help you decide what course options and programs are right for you. This handbook is not going to tell you what to do with your life, but it will help you figure out what to do next and who can be a guide or mentor. *DREAM* about tomorrow, *BELIEVE* in yourself today, and take the steps to *ACHIEVE* your goals.



# Learning & Earning

*One of the best things you can do is complete your high school education and, after that, continue on to college.*

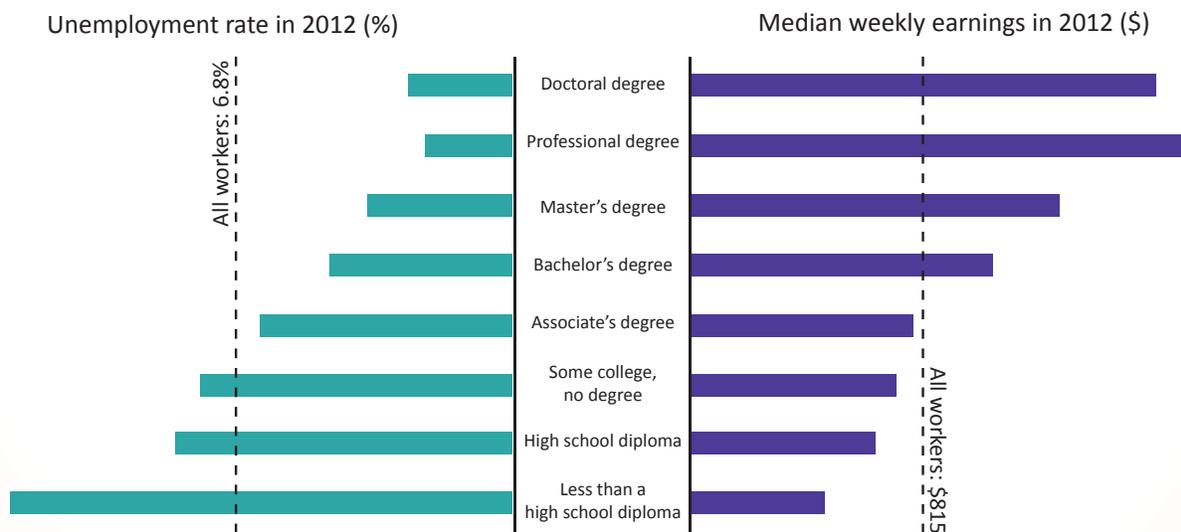
Education prepares you for the changing world. But more than that, it prepares you to get the most out of your life. Education helps you expand your horizons and try new things. And a college education comes with even more benefits.

## College graduates

- live longer, healthier lives
- are more likely to stay employed
- are more likely to enjoy their work
- can change careers more easily
- earn \$20,000 a year more, on average, than high school graduates

So whatever your life interests and goals, think about earning a college degree. It may be the most important step you take on the road to life success!

### Education Pays!



# Step 1

## Who are you? And what do you want? *No one expects you to know yet, but there are things you can do to explore your life choices!*

Instead of trying to decide exactly what you want to be, start thinking about your interests, abilities, values, and goals and how they may influence your career choices. Even if you already know what you want to do, it's still a good idea to go through this section and think about your interests in greater detail.

To help you think about your own interests, abilities, values, and goals, visit your school counselor and talk about your ideas for the future. You can also talk to a GEAR UP professional (like your SPIF or Ambassador), parent, family member, teacher, or friend.



**DREAM ★ BELIEVE ★ ACHIEVE**

# Define Yourself

**Think about it...** *There's a BIG difference* between a 12-year-old and an 18-year-old. That's comparing a child to an adult... *So you can only imagine how much you'll change* and grow between 7th grade and college! As you grow and change, *your interests, abilities, values, & goals* may grow and change too. As the years go by, *keep track* of the things that **DEFINE** you with this worksheet.

*Here are some things to think about with some examples:*

**Interests:** What do you enjoy?  
(Playing sports, reading books, or building things.) \_\_\_\_\_

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**Abilities:** What do you do well?  
(Writing, speaking, listening, singing, solving math problems, or planning events and programs.) \_\_\_\_\_

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**Values:** What core beliefs are important to you? (Achievement, family, helping others, or independence.) \_\_\_\_\_

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**Goals:** What do you want to achieve?  
(Graduate from college, have a family, or travel the world.) \_\_\_\_\_

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# Step 2

## Have you ever heard of *interest inventories?*

They're short surveys that help you discover your *interests* and *abilities*. All Nevada students have access to the Nevada Career Information System (NCIS). NCIS allows you to *explore careers, colleges, degree programs*, and so much more. NCIS uses interest inventories to help *guide* you as you *explore* your future. Visit [www.nvcis.intocareers.org](http://www.nvcis.intocareers.org) to check it out!

As a GEAR UP student, you have access to a special program designed just for you and your school! It's called

## Career Cruising™

Career Cruising allows you to plan for your future classes, find jobs suitable to your personality, and follows your academic progress every step of the way.

Visit the website [www.careercruising.com](http://www.careercruising.com)

Ask your GEAR UP Representative for more information on how to log on to Career Cruising™ and use the worksheet to guide you along the way!



# Explore Your Options

7<sup>th</sup> Grade

8<sup>th</sup> Grade

9<sup>th</sup> Grade

10<sup>th</sup> Grade

11<sup>th</sup> Grade

12<sup>th</sup> Grade

Record important things you learn  
from Career Cruising™ year-by-year.

Keep track of your  
Career Cruising™  
login information:

School Info: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

# Career Pathways

## What's the best job in the world?

The best job in the world is the one that's right for you. With hard work and planning, you can earn a living doing exactly what you like! It's important to know what jobs and career pathways are like in the real world, and what opportunities will be available in the future.

### Why not you?

In the last section you learned about exploring your interests. The next step in finding a career you'll love is matching your abilities, interests, and needs with different career pathways and jobs.

**Business, Management, & Finance**

**Sample Jobs:**  
Accountant, Business Owner, Stock Broker, Office Manager, Salesperson, Secretary, Store Manager

**What They Do:**  
Management professionals usually work on budgets and accounts. These jobs often require a two- or four-year college degree.

**What I Want to Do:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Remember!

Log on to **Career Cruising™** to explore career pathways.

[www.careercruising.com](http://www.careercruising.com)



## Engineering, Science, & Technology

### Sample jobs:

Air Traffic Controller,  
Architect, Computer  
Scientist, Electrician,  
Engineer, HVAC  
Technician, Mechanic

### What They Do:

Science and technology workers design buildings, improve technology, and can conduct scientific research. Workers also operate heavy equipment. Educational requirements vary.



## Education, Social & Health Services

### Sample jobs:

Social Worker,  
Firefighter,  
Cosmetologist,  
Doctor, Teacher,  
Travel Agent,  
Police Officer

### What They Do:

Human service workers need excellent communication skills to work with different types of people. Educational requirements vary widely.



## Researching Careers

The Bureau of Labor and Statistics also has information about specific jobs. Every two years the bureau publishes the Occupational Outlook Handbook. This handbook tells you what workers do on the job, how much training and education is needed for the job, and how many jobs will be available in the future.

[www.bls.gov/audience/students.htm](http://www.bls.gov/audience/students.htm)

*If you don't have Internet access,* many public libraries have copies of the Career Guide to Industries and the Occupational Outlook Handbook for you to use. You can also talk to your school guidance counselor. They can usually give you information about careers in your city, town, or nearby areas.

# Career Alphabet

Think about the *career pathways* we've discussed.  
Write *at least one* career that starts with each of the  
following letters (i.e., A = astronaut).

|   |       |       |       |
|---|-------|-------|-------|
| A | _____ | _____ | _____ |
| B | _____ | _____ | _____ |
| C | _____ | _____ | _____ |
| D | _____ | _____ | _____ |
| E | _____ | _____ | _____ |
| F | _____ | _____ | _____ |
| G | _____ | _____ | _____ |
| H | _____ | _____ | _____ |
| I | _____ | _____ | _____ |
| J | _____ | _____ | _____ |
| K | _____ | _____ | _____ |
| L | _____ | _____ | _____ |
| M | _____ | _____ | _____ |
| N | _____ | _____ | _____ |
| O | _____ | _____ | _____ |
| P | _____ | _____ | _____ |
| Q | _____ | _____ | _____ |
| R | _____ | _____ | _____ |
| S | _____ | _____ | _____ |
| T | _____ | _____ | _____ |
| U | _____ | _____ | _____ |
| V | _____ | _____ | _____ |
| W | _____ | _____ | _____ |
| X | _____ | _____ | _____ |
| Y | _____ | _____ | _____ |
| Z | _____ | _____ | _____ |

**Bonus:** Circle 3 careers that reflect your interests and you would like to learn more about. Then research them or interview someone with that career.

Use the sheet on the next page to guide you.

# Informational Interview

Select someone working in an interesting occupation to interview. Spend at least 20 minutes talking with the individual and gathering information about his or her career and the occupation. Suggested questions are listed below. You can add questions related to your interests and concerns.

Interviewee Name \_\_\_\_\_ Occupation \_\_\_\_\_

1. How long have you worked in this occupation? \_\_\_\_\_
2. What other occupations did you work previously? \_\_\_\_\_
3. Do you primarily work with people, data, things, or ideas? \_\_\_\_\_
4. What do you like most about your job? \_\_\_\_\_
5. How did you get started in this line of work? \_\_\_\_\_  
\_\_\_\_\_
6. What personal qualities do you feel are needed to succeed in this line of work? \_\_\_\_\_  
\_\_\_\_\_
7. What type of training is needed for this occupation today? \_\_\_\_\_  
\_\_\_\_\_
8. What changes in your occupation have you seen occur? \_\_\_\_\_  
\_\_\_\_\_
9. What are the most frequently recurring problems on your job? \_\_\_\_\_  
\_\_\_\_\_
10. What type of technology do you use? (computer hardware, software, etc.) \_\_\_\_\_  
\_\_\_\_\_
11. What advice do you have for someone interested in a career like yours? \_\_\_\_\_  
\_\_\_\_\_
12. Additional Questions: \_\_\_\_\_
13. Answer: \_\_\_\_\_
14. Answer: \_\_\_\_\_
15. Answer: \_\_\_\_\_

# Degrees & Programs

| DEGREE/PROGRAM    | JOB DESCRIPTION   | HOW LONG?  |
|-------------------|---|--|
| CERTIFICATE       | <p>Some certificates prepare you for entry-level professional jobs, like legal assistant or secretary. Others add to the education you already have and increase your existing job skills.</p> <ul style="list-style-type: none"> <li>• Bookkeeper</li> <li>• Daycare Worker</li> <li>• Medical or Dental Assistant</li> <li>• Automotive Repair Technician</li> </ul>                    | <ul style="list-style-type: none"> <li>• 1-2 years of higher education.</li> </ul>  |
| APPRENTICESHIP    | <p>Apprenticeship programs combine classroom study with on-the-job training. Apprentices or trainees learn skilled trades.</p> <ul style="list-style-type: none"> <li>• Electrician</li> <li>• Firefighter</li> <li>• Stone Mason</li> <li>• Welder</li> </ul>  | <ul style="list-style-type: none"> <li>• 2-3 years of higher education</li> </ul>  |
| ASSOCIATE DEGREE  | <p>Associate degrees often concentrate on skills you need for a specific career, like electronics or early childhood education. With some associate degrees you can transfer to a four-year college.</p> <ul style="list-style-type: none"> <li>• Human Resource Specialist</li> <li>• Dental Hygienist</li> <li>• Engineering Technician</li> <li>• Licensed Vocational Nurse</li> </ul> | <ul style="list-style-type: none"> <li>• 2 years of higher education</li> </ul>   |
| BACHELOR'S DEGREE | <p>Bachelor's degrees require general and specific courses. Usually, students choose one or two subjects to study in-depth. These subjects are called majors or areas of concentration.</p> <ul style="list-style-type: none"> <li>• Architect</li> <li>• Accountant</li> <li>• Writer</li> <li>• Teacher</li> </ul>  | <ul style="list-style-type: none"> <li>• 4 years of higher education</li> </ul>   |

*Now that you've researched some careers that match your interests, figure out what kind of education you'll need to get there.*

| DEGREE/PROGRAM  | JOB DESCRIPTION   | HOW LONG?  |
|---|---|--|
| <p style="text-align: center;"><b>MASTER'S<br/>DEGREE</b></p>     | <p>Master's degree students usually have a Bachelor's degree, some work experience, and the desire to continue studying a specific subject. Masters programs build on what you already learned in your undergraduate classes and they help you advance in your career.</p> <ul style="list-style-type: none"> <li>• Physical Therapist</li> <li>• Marriage and Family Counselor</li> <li>• Physician's Assistant</li> <li>• School Principal</li> </ul>   | <ul style="list-style-type: none"> <li>• 6 or 8 years of higher education</li> </ul>  |
| <p style="text-align: center;"><b>PROFESSIONAL<br/>DEGREE</b></p> | <p>Professional programs require advanced study of a specific profession like veterinary science, law, or social work. To work in these career fields, you often have to pass a state or national exam.</p> <ul style="list-style-type: none"> <li>• Doctor</li> <li>• Lawyer</li> <li>• Veterinarian</li> <li>• Social Worker</li> </ul>   | <ul style="list-style-type: none"> <li>• 7-9 years of higher education</li> </ul>    |
| <p style="text-align: center;"><b>DOCTORAL<br/>DEGREE</b></p>     | <p>Doctoral degrees are the highest degrees offered by colleges. They are awarded in broad subjects like history, biology, and music. These programs can take many years to complete. Doctoral candidates must research an original topic, write a long research paper, and defend their research in front of a panel of experts.</p> <ul style="list-style-type: none"> <li>• College Professor</li> <li>• Economist</li> <li>• School Superintendent</li> <li>• Biomechanical Engineer</li> </ul> | <ul style="list-style-type: none"> <li>• 8-10 years of higher education</li> </ul>  |

*Some jobs require four-year college degrees or more, while others require two-year degrees, certificates, or apprenticeship training.*

# Public Colleges in Nevada

## FOUR-YEAR COLLEGES

The logo for the University of Nevada, Las Vegas (UNLV) features the letters "UNLV" in a bold, red, serif font.

*University of Nevada,  
Las Vegas*  
[www.unlv.edu](http://www.unlv.edu)

Nevada's academic colleges and schools offer more than 180 undergraduate programs. It is the state's largest comprehensive doctoral-degree granting institution with more than 28,000 students. UNLV provides traditional and professional academic programs for a diverse student body.

Location: Las Vegas



*University of Nevada, Reno*  
[www.unr.edu](http://www.unr.edu)

UNR offers more than 70 undergraduate majors and 150 academic programs. More than 91 percent of classes are taught by faculty members and the student-to-faculty ratio is 17:1. At the University, undergraduate students have the opportunity to participate in a diverse range of research projects, working closely with faculty mentors.

Location: Reno



*Nevada State College*  
[www.nsc.nevada.edu](http://www.nsc.nevada.edu)

Nevada State is a 4-year college dedicated to outstanding teaching, mentoring, and advising on a personal level. NSC offers bachelor degrees in Business, Education, Nursing, Visual Media and Computing, Biology, Environmental Science, Psychology, English, History, Integrated Studies, Law Enforcement and more.

Location: Henderson

## TWO-YEAR COLLEGES



*College of Southern Nevada*  
[www.csn.edu](http://www.csn.edu)

The College of Southern Nevada offers two-year associate degrees, one-year certificates of achievement in more than 200 career fields, university transfer preparation, select bachelor's degrees, and skill training to secure employment or professional development.

Location: Las Vegas & Henderson Campuses



*Great Basin College*  
[www.gbcnv.edu](http://www.gbcnv.edu)

Great Basin College serves five counties in northeastern Nevada and offers select bachelor degrees, two-year associate degrees and one-year certificates of achievement.

Location: Elko



*Truckee Meadows Community College*  
[www.tmcc.edu](http://www.tmcc.edu)

Truckee Meadows Community College offers more than 100 associate degrees and certificate of achievement programs ranging from automotive technology to nursing to paralegal.

Location: Reno



*Western Nevada College*  
[www.wnc.edu](http://www.wnc.edu)

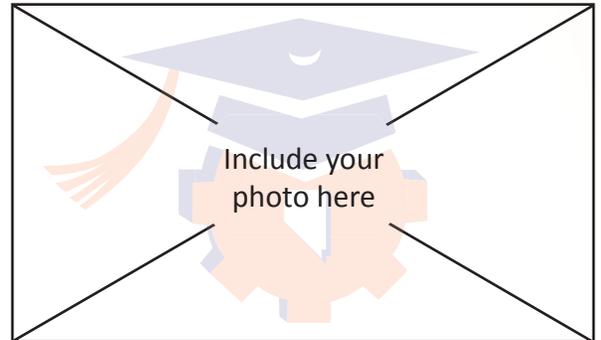
Western Nevada College is located in Carson City and offers more than 50 associate degrees or certificate of achievement programs, as well as a Bachelor of Technology.

Location: Carson City & Fallon Campuses

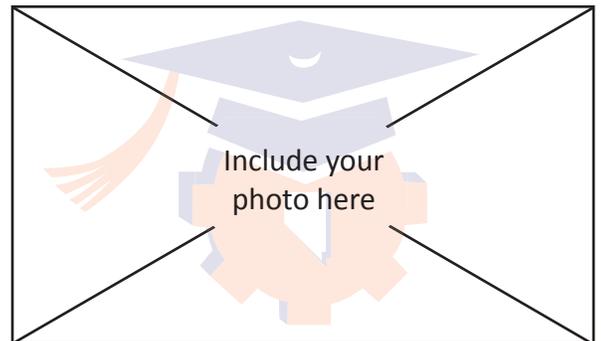
# College Visits Scrapbook

As a *GEAR UP* student, you will have *multiple opportunities* to visit *college campuses* and *see what they're all about*. Each of the *7 public colleges* in Nevada have *something special to offer*. Whenever you visit a college, use your *scrapbook* to track *memorable moments*.

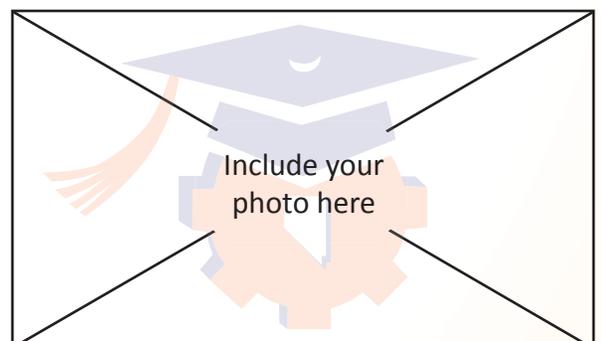
Date of visit: \_\_\_\_\_  
College I visited: \_\_\_\_\_  
Memorable moments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Date of visit: \_\_\_\_\_  
College I visited: \_\_\_\_\_  
Memorable moments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Date of visit: \_\_\_\_\_  
College I visited: \_\_\_\_\_  
Memorable moments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SMART Goals

Goals give you a sense of direction — an idea of where you're headed. When you're focused on a SMART goal, you are less likely to get off-track.

SMART goals challenge you to get things done on time. They also help you track your progress and record your achievements. Not-so-SMART goals can be unclear and unrealistic. To be sure your goals are SMART, stick to these basic rules:

**S** **PECIFIC:** For example, instead of saying “My goal is to be a doctor,” try “I will earn an M.D. degree by my 30th birthday.” Be specific about what you want to accomplish and when you plan to finish.

**M** **EASURABLE:** With a SMART goal, you can set up milestones along the way to measure your progress. If your goal is simply to get a degree, how will you know when you've reached the goal? A degree could mean two, four, or even eight years of study. A SMART goal would be, “I will have an Associate degree by 20, and a Bachelor's degree by 23.”

**A** **MBITIOUS AND ACHIEVABLE:** Make sure your goals are reasonable. If you set a goal that is too high, you might get discouraged and give up. If your goal isn't challenging enough, you could miss out on a sense of achievement when you complete it. Decide what stands between you and your goal and what information and help you will need. Allow plenty of time to get information and overcome any challenges.

**R** **ELEVANT:** SMART goals are those that are important to you. It is easy to let other people set goals for you based on what they want you to do. But goals set by others can be difficult to reach if they don't lead you to the path you choose.

**T** **AILORED:** Your interests change as you grow older. Goals that fit you now may not suit you later. Don't be afraid to change your mind or make mistakes. You may want to adjust your goals because your life and interests change.

# Goal Setting

Now that you've learned about how to set *SMART goals*, *List 4 goals* in each area. Then *rank them* in order of importance from 1-4.

My School Goals:

|       |             |
|-------|-------------|
| _____ | Rank: _____ |

My Education Goals:

|       |             |
|-------|-------------|
| _____ | Rank: _____ |

My Career Goals:

|       |             |
|-------|-------------|
| _____ | Rank: _____ |

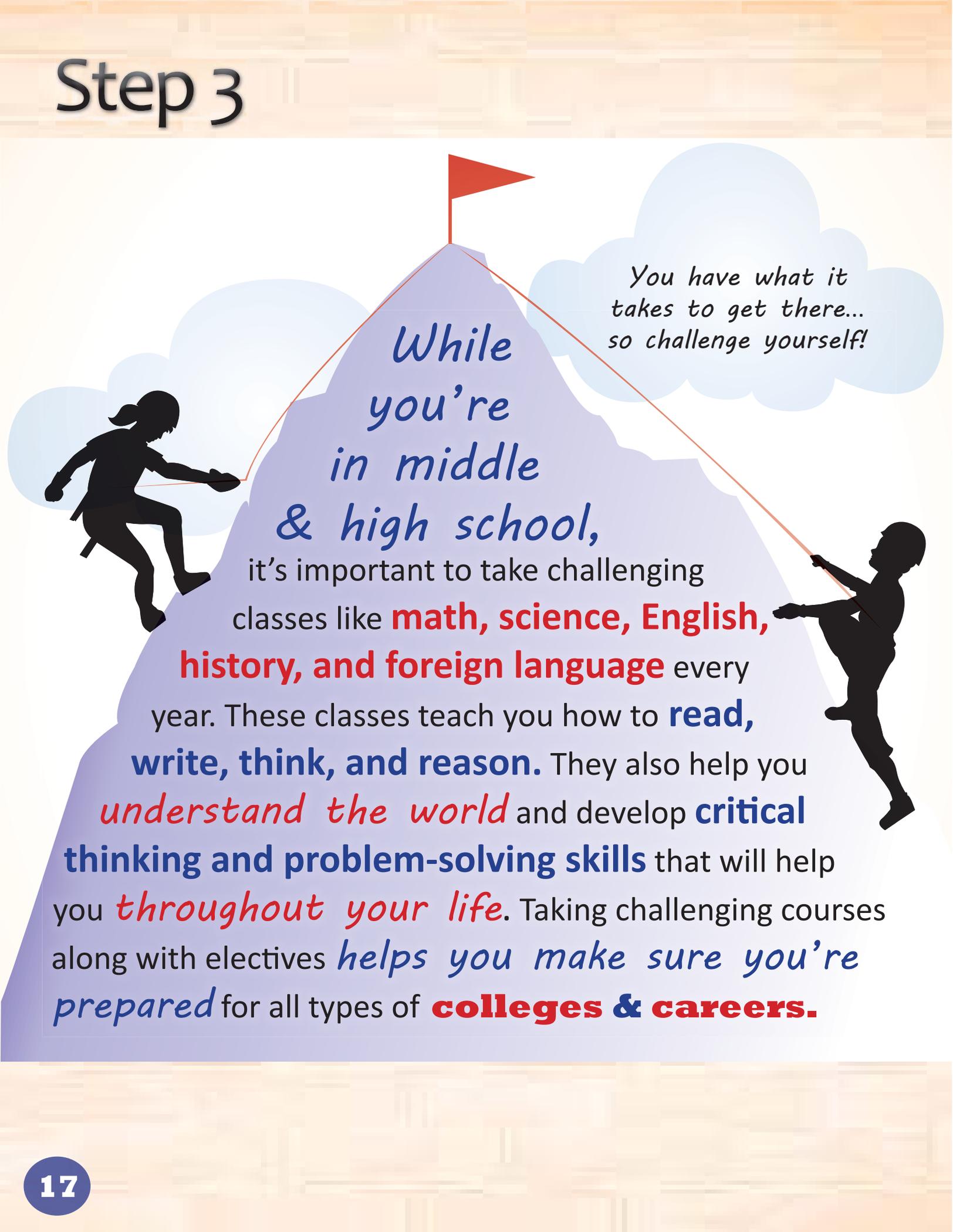
Personal Growth Goals:

|       |             |
|-------|-------------|
| _____ | Rank: _____ |

Long-Range Life Goals:

|       |             |
|-------|-------------|
| _____ | Rank: _____ |

# Step 3



*You have what it takes to get there...  
so challenge yourself!*

*While  
you're  
in middle  
& high school,*

it's important to take challenging classes like **math, science, English, history, and foreign language** every

year. These classes teach you how to **read, write, think, and reason.** They also help you

*understand the world* and develop **critical thinking and problem-solving skills** that will help you *throughout your life.* Taking challenging courses along with electives *helps you make sure you're prepared* for all types of **colleges & careers.**

# Make It Happen

*Did you know* that colleges can look back at your middle and junior high school classes? To keep all of your options open for high school and beyond, you should *start taking challenging classes NOW!*

## 7<sup>th</sup> Grade

- Say out loud: “I am going to college”
- Strive for A’s and B’s!
- Focus on improving math and English skills
- Take a foreign language
- Take courses needed for the college preparatory track in high school
- Seek help from a tutor to complete college preparatory coursework
- Look ahead – Create a pathway that will lead to college
- Check out what’s new at [GoToCollegeNevada.org](http://GoToCollegeNevada.org)
- Visit a college campus with the whole family
- Become familiar with college terms such as bachelor’s degree, undergraduate, financial aid, tuition, professor, degree plan, and full-time student status

## 8<sup>th</sup> Grade

- Say out loud: “I am going to college”
- Be sure to take algebra in 8th grade – It is a jump start on math in high school!
- Take a foreign language
- Take the ACT EXPLORE assessment test to measure the skills and knowledge needed for college success
- Become involved in leadership programs at school such as student government, theatre, JROTC, or athletic teams
- Talk to a counselor about Magnet Schools and Career & Technical Academies (CTA) for high school. These schools have specialized programs in aviation, performing and fine arts, communications, law preparatory, veterinary and medical sciences, computer animation and engineering
- Explore college and career information resources available online – Start at [careercruising.com](http://careercruising.com) or [GoToCollegeNevada.org](http://GoToCollegeNevada.org)
- Think about college budget and expenses – Tuition, books, and housing costs

# Step 4

## High School: Freshman

### 9<sup>th</sup> Grade

- Say out loud: “I am going to college”
- Get involved in leadership activities at school and stay involved until graduation
- Visit [GoToCollegeNevada.org](http://GoToCollegeNevada.org) and [www.college.gov](http://www.college.gov) regularly for college planning tips
- Follow the Nevada College Readiness Standards – High school coursework should include algebra or geometry, English, social studies, biology, and a foreign language during freshman year
- Know the eligibility requirements for the Nevada Governor Guinn Millennium Scholarship – Visit <https://nevadatreasurer.gov/MillenniumScholarship.htm>
- Explore careers and education paths needed – Nevada Career Information System is a free and interactive website, visit [nvcis.intocareers.org](http://nvcis.intocareers.org) or [careercruising.com](http://careercruising.com)
- Talk to a counselor about high school diploma options – Honors, Advanced Placement, and International Baccalaureate
- Explore the opportunities offered at community college high schools and dual credit programs – A student may graduate high school with college credits completed
- Become familiar with college admissions requirements of various colleges – Attend a college fair
- Set a goal for a high GPA – Each college has different GPA requirements and academic scholarships
- Draft a resume that includes activities, awards, community service, and other unique educational experiences – This is a helpful tool for writing scholarship applications. Keep track of your resume on [www.careercruising.com](http://www.careercruising.com)
- Increase family involvement in high school, such as attending open houses, sporting events, fairs, and all GEAR UP events together
- Meet with high school counselors and teachers regularly about academic progress
- Understand the federal financial aid process, visit [www.college.gov](http://www.college.gov)
- Continue to contribute to a college savings plan, visit [nevadatreasurer.gov/CollegeSavings.htm](http://nevadatreasurer.gov/CollegeSavings.htm)

# Planning Ahead

## 10<sup>th</sup> Grade

- Say out loud: “I am going to college”
- Prepare for the Nevada High School Assessment
- Explore all high school diploma options – Honors, Advanced Placement, and International Baccalaureate
- Continue to meet with a counselor and GEAR UP ambassador to discuss high school course selections with college admissions requirements in mind
- Coursework should include geometry or algebra II, English, social studies, chemistry, and a foreign language during sophomore year
- Research college requirements and application deadlines
- Take the ACT PLAN, a practice test for the ACT
- Take the PSAT/NMSQT – A student who scores high and meets other academic performance criteria may qualify for the National Merit Scholarship Program, visit [www.nationalmerit.org](http://www.nationalmerit.org)
- Become familiar with community college requirements and offerings, the ACCUPLACER test may be taken for placement in math, English, or reading, visit [www.collegeboard.com/student/testing/accuplacer](http://www.collegeboard.com/student/testing/accuplacer)
- Enroll in Honors courses in high school
- Enroll in AP (Advanced Placement) courses in high school – A student may ultimately receive college credit with a qualifying AP exam score
- Keep updated on the requirements for the Nevada Governor Guinn Millennium Scholarship, visit <https://nevadatreasurer.gov/MillenniumScholarship.htm>
- As college funds continue to grow, investigate federal, state, and private financial aid options, visit [www.college.gov](http://www.college.gov) and [studentaid.ed.gov](http://studentaid.ed.gov) for more information
- Visit local college and university campuses, take visitor tours, and ask others about their college experiences

**Remember:**

*You don't have to complete these steps right now.  
Keep this handbook as a reference!*

# Planning Ahead

## High School: Junior

### 11<sup>th</sup> Grade

- Say out loud: “I am going to college”
- Prepare for the Nevada High School Assessment
- Meet with a counselor about coursework that should include algebra II or advanced math, physics, social studies, and English during junior year
- Maintain A’s and B’s – The Nevada Governor Guinn Millennium Scholarship requires a high GPA
- Explore dual credit opportunities; take a recognized college course and earn both high school and college credit – Ask a counselor for more information
- Take Honors or AP (Advanced Placement) courses in high school – AP courses are equivalent to college level courses; a qualifying score may earn a student college credit
- Create a list of potential colleges – Send emails to request additional information
- Last chance to take the PSAT/NMSQT in the Fall of 11th grade to prepare for the SAT and qualify for the National Merit Scholarship Program
- Prepare for the ACT or SAT – Review books and attend test prep workshops
- Register for the ACT or SAT in advance and talk to a counselor for information on registration fees and/or waivers
- Attend college fairs and sessions with college representatives and GEAR UP ambassadors and sign up for tours of Nevada colleges and universities
- Become familiar with college funding and financial aid, visit [www.college.gov](http://www.college.gov) and [studentaid.ed.gov](http://studentaid.ed.gov) for detailed information
- Complete the “FAFSA4caster” to learn about the financial aid process and get an early estimate of eligibility for federal student aid at [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov)
- Expand your research on federal, state, and private scholarships
- Identify community based scholarships from your local church, community center, and other non-profits
- Plan senior year classes and make sure they meet the college and career preparatory coursework

## 12<sup>th</sup> Grade

### August to December:

- Say out loud: “I am going to college”
- Create a calendar with various tasks and deadlines associated with the application process
- Meet with a counselor to review transcripts and check college admissions requirements
- Start the college admissions process – Set aside plenty of time to draft, edit, and rewrite application essays
- Seek scholarships – Keep an updated resume, test scores, transcripts, and secure letters of recommendation from counselors, teachers, coaches, or employers using [careercruising.com](http://careercruising.com)
- Stay updated on the requirements for the Nevada Governor Guinn Millennium Scholarship, visit <https://nevadatreasurer.gov/MillenniumScholarship.htm>
- Register for the ACT or SAT
- Keep track of all college application deadlines
- Develop a preliminary college budget; include tuition, housing, books, meals, and transportation
- Complete the “FAFSA4caster” to calculate an estimated financial aid package at [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov)
- Gather documents needed to complete the Free Application for Federal Student Aid (FAFSA) – Social Security Card, Driver’s License (if any), Tax Returns, W–2’s (once received) and current bank statements visit, [www.fafsa.gov](http://www.fafsa.gov)

### January:

- Complete the Free Application for Federal Student Aid (FAFSA) starting January 1<sup>st</sup> – Submit no later than February 1st for priority consideration, a Student Aid Report (SAR) is then sent to interested colleges
- Request 7th semester high school transcripts be sent to applied colleges

### February:

- Verify the SAR was received by interested colleges and check all the information is accurate – Make any corrections at [www.fafsa.gov](http://www.fafsa.gov)
- All financial aid packages are based on the SAR report; this includes Federal Pell Grants, work study, and need-based scholarships. If any special circumstances affect the family’s financial situation, alert each college’s financial aid office

# Planning Ahead

## High School: Senior

- Register for Advanced Placement exams, if applicable

### **March:**

- If required, send copies of the completed FAFSA to any scholarship programs
- Organize and file all correspondence from interested colleges

### **April:**

- Review all college acceptance letters
- Review financial aid award letters – Be sure to understand the terms and conditions applied to each type of aid offered
- Decide on one college to attend and send tuition deposit if applicable – Give notice to colleges not attending
- Secure on- or off-campus housing and meal plans and keep track of contract deadlines and deposits needed
- If on a college waiting list, contact admissions office regularly

### **May:**

- Verify all AP Grade Reports have been received by the selected college – Inquire about college credit
- Study hard for high school final exams – They still count!

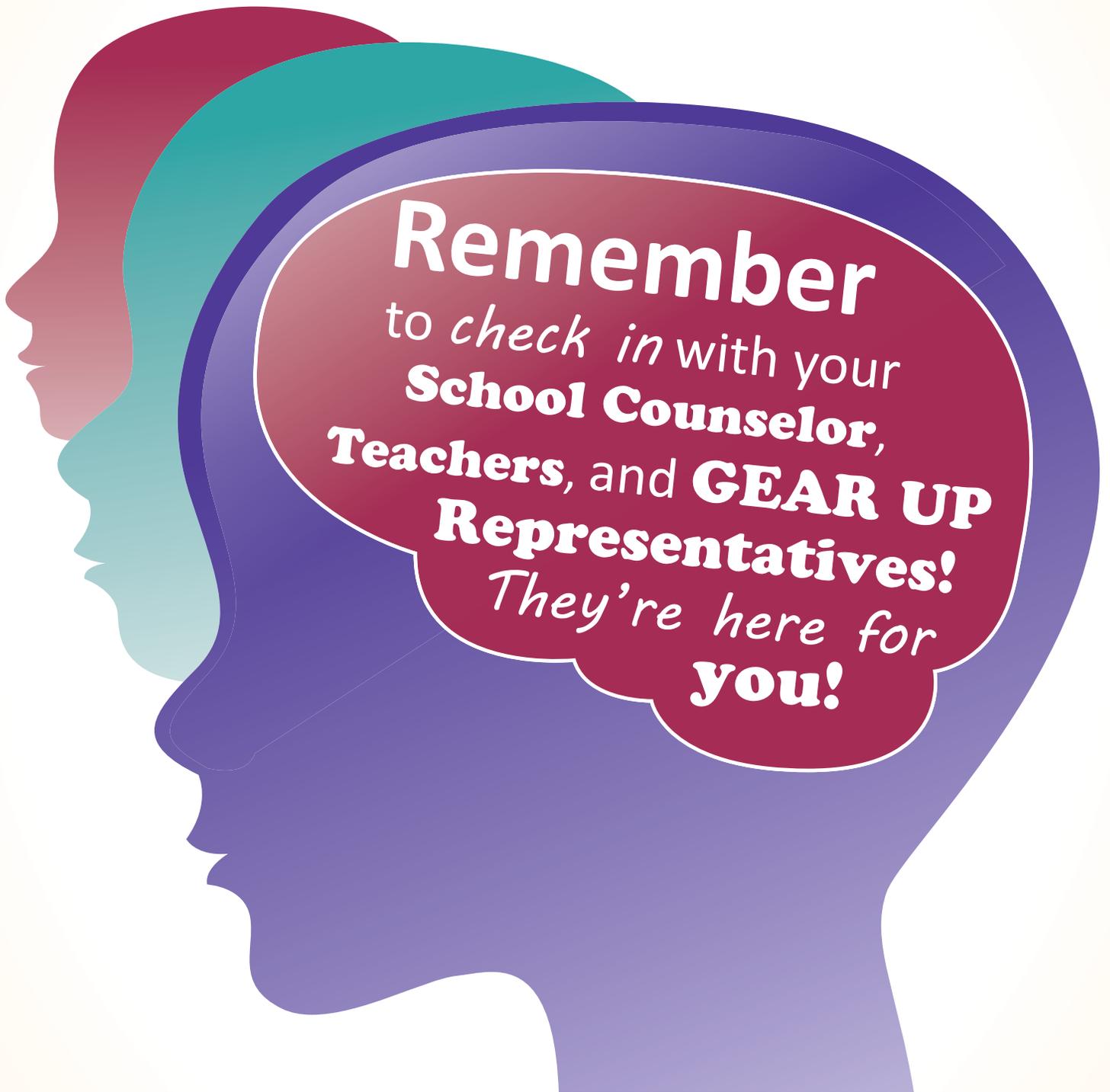
### **June:**

- Request final high school transcripts be sent to the selected college
- Notify the college of any private grants or scholarships received as this may affect the other financial awards
- Find out when payment for tuition, room, and board will be due
- Understand how financial aid will be disbursed and inquire if bill payment can be deferred until funds are available

### **July to August:**

- Seek information on course selection – Identify a college advisor
- Sign up for college orientation
- Pack for college and look forward to an interesting and rewarding experience!

# Stay On Course



**Remember**  
to *check in* with your  
**School Counselor,**  
**Teachers,** and **GEAR UP**  
**Representatives!**  
*They're here for*  
**you!**

# You Can Do It

If you want to go to college,  
**you can do it.**

*Money is an obstacle you can overcome.*

There are many ways to reduce the costs. Talk to people who have completed their degree and ask them how they paid for school. Scholarships are available for students. Scholarships are awarded for all sorts of reasons. Financial aid is available to help students and families pay for college.

## *STATE OF NEVADA'S GOVERNOR GUINN MILLENNIUM SCHOLARSHIP*

The Governor Guinn Millennium Scholarship provides financial support to Nevada's high school graduates who plan to attend a Nevada college or university. Students can view the latest program and eligibility requirements at

**[www.nevadatreasurer.gov](http://www.nevadatreasurer.gov)**

Schools submit eligible Millennium Scholars' names to the Office of the State Treasurer. Award notification packets are mailed the summer after high school graduation. Interested recipients must submit the Acknowledgement of Award. Students are eligible for a maximum award of \$10,000 for undergraduate coursework during the years following high school graduation.

Policy guidelines can be obtained by calling  
**1-888-477-2667.**

Also be aware of the National Merit Scholarship requirements: **[www.nationalmerit.org](http://www.nationalmerit.org)**

## *Nevada College Savings Plan*

The Nevada College Savings Plan (also known as a "529 Plan") is an innovative option to save for college each month. Open an account on behalf of a designated beneficiary. Contributions can be invested in Prepaid Tuition Contracts, which lock in tuition expenses at the current year's rate for future attendance, or contribute to professionally managed investment portfolios.

Visit **[www.nevadatreasurer.gov](http://www.nevadatreasurer.gov)** or call the Office of the State Treasurer at **1-888-477-2667**. Also contact a personal financial institution and inquire about college tuition savings plans they may offer.



*See You in  
College!*

# Glossary of Important Terms

# Glossary of

## A

**Academic Calendar:**

The structure of an educational institution's academic year. Colleges can choose quarter, semester, trimester, or four-one-four systems when structuring their academic year.

**Accreditation:**

Approval showing that a college/university has met certain standards in its education programs, services, and facilities set by a regional or national organization.

**Achievement Tests:**

Standard tests that are designed to measure a person's knowledge in specific content areas.

**Admission:**

Acceptance of students to enter or enroll in a school or program of study at a college or university.

**Admission Requirements:**

Conditions that applicants must meet in order to be admitted to an educational institution. In general, applicants must have a grade point average or test scores above a set level. Additional requirements are experience and references. Some colleges require an admission interview.

**Advanced Placement Program – AP:**

A service of the College Board that provides high schools with course descriptions in college subjects and Advanced Placement Examinations in those subjects. High schools teach the courses and give the examinations to interested students. Those who pass the exams are eligible for advanced placement, college credit, or both.

**Alumni:**

People who have graduated from a particular institution or school. Continuing services available to alumni often include career placement or job search assistance.

**American Opportunity Credit:**

Provides a tax credit to help offset the cost of tuition and books for college. Can only be used for the first four years of college. To qualify, a student or student's family must file a federal tax return and pay taxes.

**Applicant:**

An individual who is asking to be considered for a job or for admission to a college.

**Application:**

A written form for gathering information about an individual. This form is filled out when applying for a job or admission to a college.

**Application Deadline:**

The date that an application and application materials are due. Applications deadlines vary for admission, financial aid programs, private scholarship programs, and state and federal financial aid programs.

**Application Essay:**

A short paper written by applicants to some colleges or for some jobs. The purpose of a college application essay is to evaluate your values, your basic skills, and your ability to handle the academics of the school. Sometimes called a personal statement.

**Apprentice:**

A person of at least 16 years of age who learns a trade, generally in construction, by working under the supervision of a skilled worker. Classroom study of related technical subjects is usually included in the training.

**Apprenticeship Training:**

A formal on-the-job training program. Apprentices also receive classroom instruction. Apprenticeship programs usually last three to five years. During this time, apprentices work with a skilled worker to learn a trade, generally in construction. As they gain skill, apprentices work with less supervision. Apprenticeship training programs are usually registered with a state Department of Labor or Apprenticeship Agency.

**Associate Degree - AA, AS, AAS, and AOS:**

A degree that can be earned at two-year colleges and some professional-technical schools. The Associate of Arts (AA) or Associate of Science (AS) degree is granted after students complete a program of study similar to the first two years of a four-year college curriculum. The Associate of Applied Science (AAS) and Associate of Occupational Studies (AOS) degrees are awarded upon completion of a two-year technical or vocational program of study.

**Award Letter:**

The document a college uses to notify students about the financial aid they are eligible to receive. The award letter usually gives information on the types and amounts of aid offered. It gives students the opportunity to accept or decline the aid.

**Award Year:**

The college year in which financial aid will be received.

# Important Terms

## B

**Bachelor's Degree - BA, BS:**

A degree received after the satisfactory completion of four- or five-years of full-time study at a college or university. Sometimes called baccalaureate degrees, they are more often called either Bachelor of Arts (BA) or Bachelor of Science (BS) degrees. Policies concerning the awarding of BA and BS degrees vary from college to college.

**Benefits:**

Compensation given to employees in addition to their regular wages. Common benefits include health insurance and retirement plans. They also include paid vacation and sick leave. Also called non-wage compensation.

**Bursar:**

An administrator in charge of funds (such as tuition and fees) at a college or university.

## C

**Campus:**

The location and setting of a school, college, university, or corporation.

**Campus-Based Aid:**

Financial aid that is administered by a college or university. The university receives a fixed amount of money from the federal government. That money is then awarded to students with demonstrated financial need. Examples of campus-based aid are Perkins loans, Supplemental Education Opportunity Grants, and federal work-study programs. Unlike federal programs administered through schools such as Stafford loans, there is no guarantee that every eligible student will receive aid because funds are limited.

**Career Cluster:**

Groups of similar occupations and industries developed by the U.S. Department of Education as a way to organize career planning.

**Career Counselor:**

A trained individual who works with students and job seekers. The counselor can help people figure out what careers interest them, write a resume, and practice for a job interview.

**Career Exploration:**

Researching what you want to do for your career. It includes learning about your self, what you like and dislike. It also includes learning about occupations and the workplace. Once you have gained insight into both areas, use what you know about yourself to make decisions about what occupation(s) fit you. Then explore your decisions through job shadowing, volunteering, or an internship.

**Career Pathway:**

A progression of related courses and other educational experiences that develop a person's academic, technical, and employability skills. The career pathway begins with school course work and progresses through more advanced training and education.

**Career & Technical School:**

A school that provides training in skills used in specific occupations and technical fields. They may offer certificates, diplomas, or associate degrees depending on the program.

**Certificate or Diploma:**

An award for successful completion of a particular vocational or technical program (generally one or two years, but can be as short as a few days). Sometimes referred to as a diploma.

**Certification:**

A voluntary process by which a non-governmental organization, such as a professional society or certifying agency, grants recognition to an individual who meets education and experience requirements. An example of an occupation with required certification is Certified Public Accountant (CPA). Certificates must be renewed every few years.

**College:**

An institution of higher education that offers 2-year or 4-year programs leading to an associate or bachelor's degree. Some colleges also offer courses leading to a master's or doctoral degree. Colleges are usually smaller and less research-oriented than universities.

**College Catalog:**

A publication sent to prospective students by colleges and universities. It provides information about the campus, professors, courses, and financial aid. Many schools have online catalogs.

**College Fair:**

An event where representatives from colleges, universities, and other postsecondary schools offer information to, and answer questions of, prospective students. College fair representatives are available to discuss admission and bachelor's degree requirements, campus life, and other school activities.

# Glossary of

**College Orientation:**

One or more days of activities, discussions, and events provided by a college or university. This session is held before the term begins and is designed to prepare new students for college life. Examples of discussion topics include financial aid, study skills, and registration for classes.

**Community College:**

A two-year college that usually is public and serves the residents of a local or regional area. Students receive associate degrees after two years of successful full-time study.

**Community Service:**

Volunteer work performed for the benefit of the public or an organization. Sometimes community service is required to graduate from high school.

**Commuter Student:**

A student who does not live on campus. Some commuter students live at home with their parents.

**Core Curriculum:**

A set of common courses required of all undergraduates no matter their choice of major. Examples of core curriculum courses include foreign language, math, and science.

**Cost of Attendance:**

The total cost for a student to attend a college for one academic year. Generally the cost of attendance includes tuition and fees, on-campus room and board (or a housing and food allowance for off-campus students), books and supplies, transportation, and personal expenses. Childcare, costs related to a disability, and other miscellaneous expenses may be factored in as well. The college determines these amounts based on the cost of living for the area and the costs associated with attending their school, such as tuition.

**Course Load:**

The number of credits a college student takes during a semester. A full course load in college is usually 12-15 credits.

**Cover Letter:**

A letter that is sent with your resume. It points out your skills and experience that relate directly to the job.

**Credential:**

A document that entitles a worker to authority or allows him/her to work in a particular field. Often a credential is a license or certificate.

**Credit:**

A unit used to measure the amount of schoolwork a student has enrolled for or completed. In a credit system, each course is assigned a specific number of credits. This number is usually based on the number of classroom meetings per week. Thus a course that meets for one hour on Monday, Wednesday, and Friday is a three credit course.

## D

**Degree:**

An academic title awarded to a student who completes the required courses.

**Dependent Student:**

A student who is under 24 years of age by December 31 of the year for which he or she is seeking financial aid. The student must also not meet one or more of the "Independent Student" criteria.

**Diploma:**

A document given to high school, college, or university graduates to show that they have completed the required courses.

**Distance Learning:**

Distance education is instruction that occurs when the instructor and student are separated by distance or time, or both. Several technologies are currently used to link the instructor and student. Many distance learning programs offer courses over the Internet. Students watch lectures by computer and submit assignments online or at a nearby testing center.

**Double Major:**

Any program of study leading to a degree in which a student completes two majors at the same time.

**Drop:**

An option to not continue enrollment in a course. The student receives a full or partial refund of tuition and fees when the drop (sometimes called withdrawal) is made by a certain date near the beginning of the term.

**Dual Enrollment:**

The practice of colleges allowing high school seniors to enroll part time in college courses while completing their senior year.

# Important Terms

## E

**Early Action Plan:**

Colleges and universities normally advise applicants of their acceptance or rejection in mid-April. With early action, schools notify applicants of their status at an earlier date (usually by the middle of December). To be evaluated for early action, applicants must submit their applications early in the fall. Early action is different from early decision because applicants may apply early action to several colleges. In addition, applicants are not required to commit to an offer of admission.

**Early Admission:**

The admission of high school students (usually juniors) of superior ability as full-time college students before they graduate from high school. Under early admission, high school juniors are allowed to skip their senior year and enroll in college. This is called early entrance.

**Earnings:**

The amount of money paid to a worker as wages, salary, or commission. Wages vary with the worker's experience, level of responsibility, and geographic area.

**Elective:**

A course that is not part of a major field of study, and is not included in general education requirements, but that still counts toward a degree. Students often choose electives that support or enhance their selected major.

**Entrepreneur:**

A person who organizes, manages, and takes the risks of running a business.

**Entry-Level Job:**

A position in an occupation at the beginning level. For example, in food service an entry-level job would be someone who chops the vegetables for the chef to use.

**Expected Family Contribution – EFC:**

The amount a student and his or her family are expected to pay toward the cost of attendance. It is calculated from the financial information provided by the student and his or her family, including the student's spouse.

**Extracurricular Activities:**

Activities such as sports or clubs that are not for credit, and are pursued for the student's enjoyment or personal growth.

## F

**Faculty:**

The teachers, professors, and instructors who teach and research at colleges and universities.

**FAFSA4caster:**

A federal website that allows you to get a head start completing the FAFSA. The information you enter into the FAFSA4caster can be transferred to the FAFSA when you apply, giving you a head start.

**Fees:**

In addition to tuition, most schools also charge fees. Some fees apply to all students; other fees apply only to students enrolled in certain courses or programs.

**Federal Family Education Loan Program – FFELP:**

Funds for FDSLP (Federal Direct Student Loan Program) are provided by private lenders such as banks and credit unions. The federal government guarantees these loans against default. FFELP includes the Federal Stafford Loan, the Federal Perkins Loan, and the Parent Loan for Undergraduate Students (PLUS).

**Federal Work-Study Program – FWS:**

A federally funded part-time employment program for undergraduate and graduate students. Eligibility is based on financial need. The earnings help students meet a portion of their educational expenses. The federal government subsidizes a portion of the student's salary. This makes it cheaper for employers to hire students who have demonstrated financial need.

**Fellowship:**

A cash or stipend award for graduate or professional students. The award is based on academic achievement or potential success in their field. Fellowships may also include a waiver of tuition costs. Fellowships do not have to be repaid.

**Financial Aid:**

Money awarded to students to help them pay for education. Aid is given as loans, grants, scholarships, or work-study. Some forms of financial aid need to be repaid after graduation.

**Financial Aid Administrator:**

Employee of the college or university in charge of administering financial aid. Also called financial aid advisors or financial aid counselors.

# Glossary of

**Financial Aid Package:**

An offer by an educational institution of one or more forms of financial aid, such as loans, grants, scholarships, and work-study. These funds are combined to produce a “package” to meet a student’s financial need.

**Financial Need:**

The difference between the cost of attendance and the student’s expected family contribution.

**First-Generation Student:**

A student who is the first person in their family to go to college or university.

**First-Time Undergraduate Student:**

A student who is enrolled in a program leading to a certificate or an undergraduate degree. The student has not previously completed a four-year degree.

**Fixed Interest:**

Interest rate that does not change. In a fixed rate loan, the interest rate is guaranteed to remain the same until the loan is paid off.

**Forgiveness Loan:**

A loan that may be repaid by a term of service, such as teaching or practicing medicine in a rural area. If the term of service is not completed, the loan must be repaid in full.

**For-Profit College or University:**

A school that is owned by a for-profit business. In addition to educating students, for-profit schools operate to make money for investors.

**Four-Year College:**

A college that grants a bachelor’s degree after a student successfully completes four years of full-time study. Some of these schools offer two-year programs that students can complete before transferring into a bachelor’s degree program, sometimes earning an associate degree. A variety of programs are available at these colleges. Some colleges offer graduate programs.

**Free Application for Federal Student Aid – FAFSA:**

A free financial aid application form used to determine financial need and eligibility for need-based federal financial aid. Applications are accepted after January 1. Early application is strongly encouraged.

**Full-Time Student:**

A student whose academic workload is at least 12 semester or quarter hours per term in a term-based program. In a credit system, 24 semester or 36 quarter hours per academic year qualifies as full time.

## G

**General Education Courses:**

Courses that are usually taken during the first two years of a four-year program. They may be required of students at a college, regardless of their major. While not a part of a student’s major course work, they are often prerequisites to those courses.

**General Education Development – GED:**

A series of five tests that adults may take through their state education system to qualify for a high school equivalency certificate. Many colleges accept satisfactory GED test results in place of a high school diploma.

**Grace Period:**

The period of time from the date a student borrower is no longer enrolled in college at least half time to the date loan repayment is scheduled to begin. The student does not need to pay the loan principal and interest during the grace period, but the student is responsible for any interest on an unsubsidized loan that collects during this period. In general, the grace period for student loans is six months.

**Grade Point Average – GPA:**

A system used by many colleges for evaluating the overall scholastic performance of students. The most common system of numerical values for grades is A = 4, B = 3, C = 2, D = 1, and E or F = 0. To find a student’s GPA, first multiply the number of hours given for a course by the student’s grade in the course to get a grade point for each course. Then add all grade points together for the term and divide by the number of hours of course work taken.

**Graduate Certificate:**

A certificate that is earned after a bachelor’s degree. In most cases, the program is shorter than a master’s degree program. A test may be required to complete.

**Graduate Management Admission Test – GMAT:**

A standardized test that measures the basic verbal, math, and analytical writing skills of MBA school applicants.

**Graduate Record Examination – GRE:**

A standardized test that measures basic verbal, math, and analytic skills of graduate school applicants.

# Important Terms

**Graduate Student:**

A student enrolled in an academic program of study above the bachelor's degree level at a college or university. Typically, these students are enrolled in master's or doctoral programs.

**Grant:**

A form of financial aid that does not have to be repaid or earned by working. Grants usually are based on financial need; however, academic merit may also be considered.

**Guarantee Agency:**

A state agency or private, nonprofit organization that administers federally-funded student loan programs. Guarantee agencies approve student loans and insure them against default.

## H

**Health Insurance:**

A benefit received by many workers and their families. Health insurance usually covers doctor visits, medication, hospitalization, and related medical care.

**Historically Black Colleges and Universities (HBCU):**

Nationally accredited college and universities established before 1964 whose primary mission was and is the education of African-Americans.

**Honors Program:**

An unusually challenging academic program for superior students that offers the opportunity for educational enrichment, independent study, or acceleration.

**Housing:**

The place students live while in college. There may be on-campus and off-campus housing options. The most common type of housing found on campus is a dorm. Some schools require students to live on-campus during freshman year.

## I

**Independent College:**

A college or university that is not supported by public money. Some independent colleges have a religious affiliation.

**Independent Student:**

A student who meets one or more of the following criteria: (a) be 24 years old by December 31 of the award year; (b) be an orphan or a ward of the court or a former ward of the court until age 18; (c) be a veteran of the U.S. Armed Forces; (d) be a graduate, professional, or married student; or (e) have legal dependents other than a spouse. A student may also be determined to be an independent student because of unusual circumstances documented by the financial aid administrator.

**Independent Study:**

An arrangement that allows students to complete some of their college or university program by studying independently instead of attending scheduled classes and completing group assignments. Students typically plan a program of study with a faculty adviser or committee. Students may report periodically to the committee and submit a final report for evaluation.

**Installment Plan:**

A plan for paying tuition where a student makes pre-arranged payments on tuition over a designated period of time.

**Institutional Loans:**

A student loan where the college or university is the lender and financing and payments are handled directly through the school.

**Intercollegiate Athletics:**

Sports played at the college or university level for which eligibility requirements have been established by a national association for collegiate athletics.

**Interdisciplinary:**

Programs or majors that combine knowledge from a number of subject areas. Such combinations could be biology and physical science or engineering and business.

**International Baccalaureate (IB):**

The International Baccalaureate (IB) program is an internationally recognized, rigorous pre-college course of study that offers 11th and 12th grade students an opportunity to earn the IB diploma. As with Advanced Placement (AP) exams, high scores on IB exams often entitle students to credit or advanced placement in college.

# Glossary of

**Internship:**

A program where a student works for an employer for a specified period of time. The student learns about a particular occupation and practices skills previously learned in the classroom. Internships may or may not include wages.

**Intramural Sports:**

Recreational sports organized within a college or university. Teams are usually open to all members of the student body, faculty, and staff. In NCIS information about intramural sports is found in the Sports topic in Schools.

## J

**Junior College:**

A two-year college that usually is public and serves the residents of a local or regional area. Students receive associate degrees after two years of successful full-time study.

## L

**Lab:**

Lab is short for laboratory. A site outside the classroom where further instruction takes place. A lab, whether it is a scientific laboratory, a hospital, or a child care center, will have the necessary equipment and conditions the student needs to apply or practice knowledge gained in the classroom.

**Law School Admission Test (LSAT):**

A standardized test that measures reading and verbal reasoning skills of applicants to law schools.

**Liberal Arts College:**

A college that focuses on cultivating general knowledge and reasoning skills rather than on specific career preparation. Most liberal arts colleges are private rather than public. They usually do not offer as many majors in scientific and technical disciplines as do universities.

**License:**

A document granted by a government agency that authorizes individuals to work in an occupation, activity, or business. Examples of occupations where workers must be licensed are social worker, doctor, and physical therapist.

**Lifetime Learning Credit:**

Provides a tax credit to help offset the cost of tuition for college or university. To qualify the student or student's family must file a federal tax return and pay taxes. This credit can be claimed for an unlimited number of years.

**Loan:**

An advance of funds (money) that the borrower must repay under specified conditions.

**Lower-Division Courses:**

Courses generally taken during the first two years of college in which students complete general requirements to obtain a degree from a college or university.

## M

**Major:**

The field of academic study in which a student specializes.

**Master's Degree:**

The first graduate (post-baccalaureate) degree in the liberal arts, sciences, and certain professional fields, usually requiring one to two years of full-time study.

**Matriculation:**

Enrollment at a college or university in a certificate or degree program.

**Medical College Admission Test (MCAT):**

A standardized test that measures problem solving, critical thinking, writing skills, and science knowledge of applicants to medical school.

**Mentor:**

An experienced person who supports, coaches, and guides a student in their specialized area of study.

**Mentorship:**

A mentor helps a student become accustomed to the rules, norms, and expectations of the major/educational institution.

**Merit-Based Aid:**

Financial aid that is dependent on academic, artistic, or athletic merit. This type of aid does not require demonstration of financial need.

# Important Terms

## N

**National Merit Scholarship Program:**

An academic scholarship contest administered by the National Merit Scholarship Corporation. Students who compete in this scholarship competition must take the PSAT/National Merit Scholarship Qualifying Test - NMSQT during their junior year of high school.

**National Merit Scholarship Qualifying Test – NMSQT:**

A standardized test that determines the winners of National Merit scholarships. This test is administered to juniors in high school and is also known as the Practice Scholastic Aptitude Test - PSAT.

**Need-based Aid:**

Financial aid that is dependent on a student (or a student's family) demonstrating financial need.

**Need-Blind Admission:**

Admission practice in which an applicant's ability to pay for school is not considered in the admission process. If a student has financial need, once accepted the college or university will offer them a financial aid package that meets their financial need.

**Needs Analysis Form:**

A form that is completed by the student and his or her family to determine the expected family contribution.

**Night School:**

Evening classes offered by a high school, college, or university for individuals who cannot attend school during the day.

**Noncredit Courses:**

Courses or activities that earn no academic credit toward a degree, diploma, or certificate.

**Non-Profit College or University:**

Most non-profit colleges are state universities and community colleges.

**Nontraditional Students:**

Describes students with any of the following characteristics: attending school part time, works full time while attending school, is single parenting, has dependents other than a spouse, or does not have a high school diploma.

## O

**Online Courses:**

Computer-based instruction where most of the information is given over the Internet. Courses may not require textbooks; all materials and communications are usually available online.

**Online College:**

An institution that teaches courses that lead to a degree entirely or primarily through online methods.

**Open Admission:**

The college admission policy of admitting virtually all applicants with high school diplomas or their equivalent.

**Out-of-State Tuition:**

Tuition rates for students who live outside of a state in which they are planning on attending college.

## P

**Part-Time Student:**

A student whose academic workload is less than 12 semesters.

**Personal ID Number (PIN):**

A unique number that helps to identify individuals when they attempt to access information. For example, students applying for the FAFSA must create a PIN number in order to access their FAFSA information in the future.

**Personal Statement:**

Similar to a college or university application essay. A short paper written by college applicants as part of the admission process.

**PhD:**

PhD is an abbreviation for Doctor of Philosophy. A PhD is a doctorate (or doctoral) degree usually based on three to six years of graduate study and a dissertation.

**Placement Test:**

An assessment test used by colleges and universities to determine students' academic skill level for appropriate class placement.

# Glossary of

**Postsecondary Education:**

Formal education or training after high school. This includes programs whose purpose is academic, vocational, and continuing professional education, as well as avocational or adult basic education.

**Praxis:**

Many colleges and universities require applicants to teacher education programs to take this standardized assessment. It has three categories of assessment, but schools usually require only the Praxis I which measures academic skills.

**Prepaid Tuition Plan:**

A state-government sponsored college savings plan that allows families to lock in current tuition rates for a child to attend college in the future by paying a lump sum or making periodic payments over a period of time.

**Principal:**

The actual amount of money borrowed or remaining to be repaid on a loan.

**Priority Deadline:**

A date established by colleges and universities by which students are encouraged to submit their application for financial aid in order to increase their chances of receiving campus-based aid.

**Private Career School:**

A privately-owned school that operates on a for-profit basis. Often a private career school provides short-term training in one area of training such as business, dental technology, or cosmetology. Programs usually last 6 to 24 months.

**Private College:**

A college, university, or career school that provides courses and is operated by a private individual or a non-governmental, for-profit, or not-for-profit organization.

**Profession:**

A type of occupation that requires a high level of education and usually a license or certificate.

**Professional Degree:**

Degree such as architecture, law, medicine, or dentistry.

**Professional-Technical School:**

A school that offers applied training in the knowledge and skills needed to prepare for work in trades or occupations that require a diploma or degree other than a bachelor's degree, master's or doctoral degree.

**Program of Study (Major):**

A specified series of courses which, when taken collectively, presumes the development of some prescribed knowledge or competency, leading to a degree, diploma, or certificate. Sometimes called a major.

**Proprietary School:**

A school operated by an individual, partnership, or corporation as a business, for profit.

**PSAT:**

A standardized test that determines the winners of National Merit scholarships.

**Public College or University:**

An institution supported partly or primarily by public money. State universities, community colleges, and public institutions.

## Q

**Quarter:**

An academic calendar period of about 11 weeks. Students make normal academic progress by attending three quarters each year.

## R

**Registrar's Office:**

The campus office responsible for student registration and compiling student records. This office corresponds with applicants and evaluates transcripts and other credentials.

**Registration:**

A student's enrollment.

**Regular Student:**

A student who is enrolled (or accepted for enrollment) in a postsecondary school to earn a degree or certificate.

# Important Terms

**Resident Tuition:**

Tuition rates for students who have lived where they are planning on attending college, most often applied to community colleges.

**Resume:**

A written summary of a job applicant's education and employment history.

**Rolling Admission:**

An admission procedure by which a college or university evaluates applicants on a first-come, first-served basis. Applicants are screened as soon as they submit all application materials. The school may consider applications on a weekly or monthly schedule. Applicants receive a notice of the decision a short time after application.

**Room and Board:**

Living arrangements at a college or university that include meals. The cost of room and board is usually calculated in a school's cost of attendance when determining need for financial aid.

## S

**Scholarship:**

A form of financial aid that does not have to be repaid or earned through employment. Scholarship usually refers to an award based on academic merit; however scholarships are also awarded for performing community service.

**Scholastic Aptitude Test – SAT:**

National college admissions tests.

**SAT I: Reasoning Test:**

A national college admissions test of developed verbal and mathematical reasoning abilities. Many colleges require students to take this test and submit their test scores when they apply for admission.

**SAT II: Subject Test:**

Tests in specific high school subjects that are used by some colleges and universities to help with decisions about admissions. These tests also may be used in course placement and exemption of enrolled freshmen from certain required courses.

**School:**

A person, firm, or institution whose primary purpose is to provide education or training in one or more specified program areas of instruction.

**School-based Learning:**

School-sponsored career learning activities that occur at a school, primarily in a classroom setting.

**Semester:**

An academic calendar period of about 18 weeks that makes up half of the usual academic year for schools that use this calendar system.

**Service Learning:**

In service learning programs students complete community service activities and may receive credit that can be used toward a diploma or a degree.

**Science and Mathematics Access to Retain Talent (SMART) Grants:**

Federal grants awarded to college juniors and seniors with demonstrated financial need majoring in specific technical fields or foreign languages deemed vital to national security.

**Specialized College:**

Schools that offer course work in one or two areas. These areas include teacher preparation, seminary/rabbinical, health sciences, engineering, business, Bible, art/music, and agricultural/technical.

**Specialized Technical School:**

Schools that offer short-term specialized training in technical areas. The programs usually last six to 24 months and few general classes are necessary.

**Sponsor:**

A sponsor provides scholarships, grants, or loan money.

**Standardized Tests:**

Tests that are exactly the same for all who take them. Testing conditions, including instructions and time limits, are the same for all students, though accommodations are available for those with disabilities. Examples of standardized tests are the SAT, ACT, and ASVAB.

**Stipend:**

A payment to a student, often for a scholarship.

**Student Aid Report – SAR:**

A report that indicates a student's financial need and eligibility for federal financial aid as determined by the information submitted on the Free Application for Federal Student Aid (FAFSA).

# Glossary of

**Student-Faculty Ratio:**

The ratio of full-time students per full-time teacher at a college or university.

**Student Loan:**

Money for educational purposes that can be borrowed from banks by students.

**Study Abroad:**

Programs where students go to school for some time in another country while making regular progress toward their degree or diploma.

**Subsidized Loan:**

A need-based loan, such as a subsidized Federal Stafford Loan or Direct Subsidized Stafford/Ford Loan. The federal government pays the interest on subsidized loans during the borrower's in-school, grace, and deferment periods.

## T

**Technical School/College:**

A school that specializes in teaching particular techniques, such as computer operation. At this type of college, technical training is mixed with general education classes. Programs are usually designed so that students can go right into a career after completing the program.

**Test of English as a Foreign Language – TOEFL:**

Test that evaluates the ability of a student whose native language is not English to communicate and understand English.

**Thesis:**

A research paper presented as usually the final requirement of a degree program. Thesis may be used interchangeably with dissertation when referring to doctoral degree studies.

**Trade School:**

A school specializing in applied skills. Also called a professional-technical school or a private-career school.

**Transcript:**

An official copy of a student's educational record.

**Transfer Student:**

A student entering a college or university after attending another institution.

**Transfer:**

Moving earned course credits from one college to another to complete a degree. When students transfer, they need to make sure official transcripts are sent from all previous institutions to the new school's office of admissions.

**Trimester:**

An academic calendar period of about 15 weeks. Three trimesters make up one year. Students normally attend two of the trimesters each year. In some schools, students can speed their progress by attending all three trimesters during a year; fall, spring, and summer.

**Tuition:**

The charge for attending a college or university class.

**Tuition Deposit:**

A nonrefundable deposit required of accepted students to reserve their place in a class at a college or university.

**Tuition Guarantee:**

A program sometimes offered by colleges or universities that guarantees a level of tuition throughout the course of study.

**Tuition Waivers:**

An award that will lessen the amount of tuition.

**Two-Year College:**

Many two-year colleges are community colleges that are public and serve the residents of a local or regional area. Students receive associate degrees after two years of successful full-time study.

## U

**U.S. Colleges and Universities (U.S. Schools):**

Two- and four-year colleges and universities throughout the United States.

**Undergraduate:**

A program that leads to a certificate or an associate degree or bachelor's degree.

# Important Terms

**Undergraduate Student:**

A student enrolled in a program leading to a certificate or an associate, bachelor's degree, or other undergraduate degree.

**University:**

An institute of higher learning that offers both undergraduate, (associate, and bachelor's) and graduate (master's and doctoral) programs. Compared to colleges, universities are usually larger, offer more courses and majors, and have more research facilities. Universities may be divided into a number of "colleges," such as the College of Education or the College of Business. Each college has several departments, and each department may offer more than one major.

**Unmet Need:**

The difference between a student's total available resources (including the expected family contribution) and the total cost for the student's education at a specific college.

**Unsubsidized Loan:**

A non-need-based loan, such as an unsubsidized Federal Stafford Loan or Direct Unsubsidized Stafford/Ford Loan. The borrower is responsible for paying the interest on an unsubsidized loan during in-school, grace, and deferment periods.

**Upper-Division College:**

Colleges that offer the last two years of undergraduate work, often in specialized programs leading to a bachelor's degree.

## V

**Verification:**

The process of confirming that information submitted on the student's financial aid application is correct.

**Virtual Tour:**

Many colleges and universities offer an online virtual tour of their campus.

**Vocational School:**

A school that trains people for a specific occupation or trade.

## W

**Waiting List:**

A list of students who meet admission requirements at a college or university but who will only be offered a place in the class if space becomes available. Also called a wait list.

**Webinar:**

An online educational presentation or seminar. Usually webinar participants can submit questions or comments, or otherwise communicate electronically with the presenter or other participants during the webinar.

**Weighted GPA:**

Some high schools award higher grades (for example, a 5 on a four-point grading scale) for more difficult AP, IB, and honors classes. A weighted GPA can be well above 4.0. Colleges rarely consider weighted grades.

**Withdraw/Drop:**

A student option for not continuing enrollment in a certain course. The student receives a full or partial refund of tuition when the withdrawal or drop is made by a certain date near the beginning of each term.

## #

**3-2 Degree Program:**

Colleges or universities that offer 3-2 degree programs may allow students to earn a bachelor's degree and master's degree in five years. The accelerated degree programs call for students to spend three years in undergraduate studies and two years in graduate studies. Alternatively, schools may allow students to earn two undergraduate degrees in five years. This means students may earn the first undergraduate degree in three years and the second undergraduate degree in the next two years. The programs may be available in numerous fields of study.

**4-1-4 Program:**

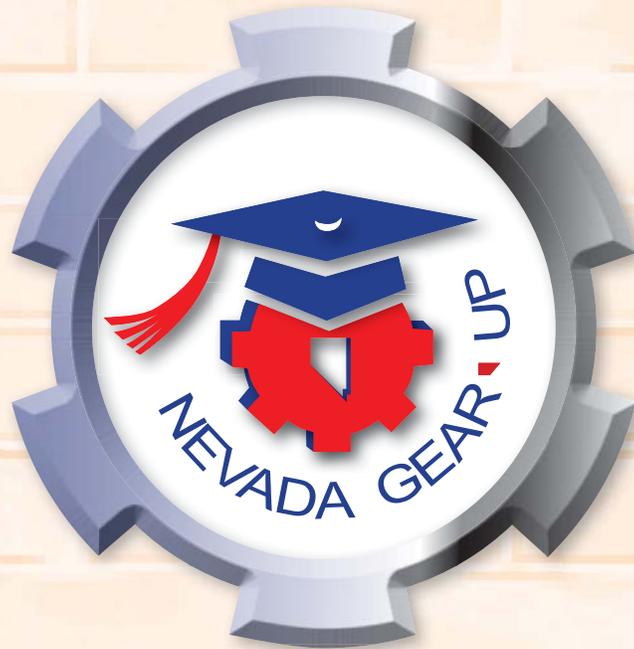
A variation of the academic calendar. This is a four-month term, a one-month inter-session, and a four-month term. The inter-session is used for intensive short courses, independent study, off-campus work, or other types of instruction.











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