

SENIOR PLANNING GUIDE



2022 - 2023

SCHOOL COUNSELING OFFICE

Ms. Gerri Chesney, School Counselor – Gr. 10-12 A-J

Ms. Julie Talmage, School Counselor – Gr. 10-12 K-Z

Mr. Greg Henderson, School Counselor – Gr. 9

Mrs. Melanie Prescott, Registrar

Mrs. Beverly Vollrath, Secretary

FIRST AND FOREMOST, REMEMBER THAT:

“It’s not so much what you do for a living, but how you feel when you are doing it.”

THE SCHOOL COUNSELING STAFF IS HERE TO ASSIST YOU IN ANY WAY THAT WE CAN.

Please book an appointment with your counselor and check out all the resources available to you at:

<https://www.mtbluersd.org/hs/school-counseling/counseling>

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I. OPTIONS

UPON GRADUATION, YOU BASICALLY HAVE FOUR OPTIONS TO CONSIDER:

- A. ENROLL IN COLLEGE
- B. ENLIST IN THE MILITARY
- C. GET A JOB
- D. INTERIM YEAR PROGRAM PRIOR TO COLLEGE

THOUGH THERE ARE VARIOUS COMBINATIONS
OF THE OPTIONS LISTED ABOVE,
THE TOP THREE WILL BE ADDRESSED PRIMARILY
IN THIS PLANNING GUIDE.

II. THE COLLEGE APPLICATION PROCESS

"From hair design to Harvard it's all college, and all for you – all you need is a plan..."

A. SENIOR PLANNING CALENDAR

September

- **Make an appointment to meet with your school counselor.**
- Continue research on colleges.
- Create family calendar to keep track of all college relevant dates and activities.
- Determine applications and financial aid information.
- Do an internet scholarship search.
- Schedule college visits if you have some priority schools selected.
- Check out the Google Senior Calendar for virtual college visit information.
- Check out Class of 2023 (A-J) OR (K-Z) Post-Secondary Planning on Google Classroom

October

- File **FAFSA** ASAP after 10/1/22
- **Make an appointment to meet with your school counselor.**
- Begin to finalize college choices.

- Schedule college visits and watch the Sr. Google Calendar for college rep visits and watch for upcoming information on the Class of 2023 Google Classroom.
- Financial Aid presentations will be offered to seniors & their parents in October.
- Determine/acquire college applications – begin process of drafting application.
- If applicable, prepare early decision and early action applications.
- If needed, start requesting teacher recommendation letters.
- Begin drafting application essays.
- **Start completing senior information packet.**
- **CSS Profile (required for many private colleges)** begins accepting registrations October 1st – <https://www.collegeboard.org/>
- Check **ALL** colleges to which you plan on applying for required financial aid forms.
- Registration deadline for November 5th **SAT** is 10/07
- 10/01 - **SAT** test date
- **ASVAB** – Test date is October 26th, sign up in JMG Rm F208 or in the School Counseling Office. Testing will be from 8:45am – 12:45 pm in the Forum.
- 10/22 - **ACT** test date

November

- Have you started your **FAFSA** yet?
- **Make an appointment to meet with your school counselor.**
- Continue college visits, watch the Sr. Google Calendar for college rep visits and upcoming information on the Class of 2023 Google Classroom.
- If applicable, send early decision and early action applications.
- **Complete at least one application by Thanksgiving. Be mindful of Early Decision & Early Action Deadlines.**
- Check scholarship information on the high school website <https://www.mtbluersd.org/hs/school-counseling/scholarships>
- Continue work on college applications and essays.
- Complete senior information packet and bring it to Mrs. Vollrath.
- **Registration deadline** for the December 3 **SAT** is 11/03
- **Registration deadline** for the December 10 **ACT** is 11/04
- 11/05 – **SAT** test date
- **UMAINE (Orono) application deadline for academic scholarship eligibility is December 1.**

December

- WANT MONEY? File your **FAFSA**!!
- **UMAINE (Orono) application deadline for academic scholarship eligibility is December 1.**
- **12/07 – MBHS DEADLINE: For all transcripts requested to be mailed prior to December break – including all January 1 application deadlines.** Bring **all** completed material (senior packets, secondary report forms, counselor recommendation forms, etc.) necessary to the counseling office by this date.
- Check application and merit scholarship deadlines.
- Continue college visits and watch the Sr. Google Calendar for college rep visits and watch for upcoming information on the Class of 2023 Google Classroom.
- Continue scholarship research and check our website <https://www.mtbluersd.org/hs/school-counseling/scholarships> for more information, see Mrs. Prescott in School Counseling for assistance.
- Turn in any college mid-year report requests to Mrs. Vollrath.

- 12/03 – **SAT** test date
- 12/10 – **ACT** test date

January

- Can you say **FAFSA**?? Need help? Mrs. Vollrath can help you book an appointment to meet with our Financial Aid professional, Jennifer Hutchinson to assist with filing.
- Continue college visits and watch the Sr. Google Calendar for college rep visits and watch for upcoming information on the Class of 2023 Google Classroom.
- Complete applications and submit. Be sure to complete the transcript request form and give it to Mrs. Vollrath.
- Early decision and early application responses arrive.
- Continue scholarship research. Local scholarships begin to come in. Check the scholarship page on our website <https://www.mtbluersd.org/hs/school-counseling/scholarships> for more information, see Mrs. Prescott in School Counseling for assistance.
- Registration deadline for the February 11 **ACT** is 1/6

February

- Make sure all necessary college applications and financial aid applications are submitted – double check those deadlines!
- Review SAR (Student Aid Report) from the FAFSA and make any necessary corrections.
- Continue scholarship search, <https://www.mtbluersd.org/hs/school-counseling/scholarships> for more information, see Mrs. Prescott in School Counseling for assistance.
- Mid-Year grade reports including S1 grades are sent to colleges by your counselor.
- **Colleges DO look at mid-year/second semester grades...keep those grades up!**

March

- Continue scholarship research, <https://www.mtbluersd.org/hs/school-counseling/scholarships> for more information, see Mrs. Prescott in School Counseling for assistance.
- Make sure all financial aid forms have been sent.
- **Review and print SAR** (Student Aid Report) from the FAFSA and make any necessary corrections. **You will need this for many scholarships.**
- Keep active in school and engaged in your academics.

April

- Review SAR (Student Aid Report) from the FAFSA and make any necessary changes. **Print the corrected version.**
- Review college acceptances and financial aid awards with your parents and counselor.
- Apply for local scholarships, <https://www.mtbluersd.org/hs/school-counseling/scholarships> for more information, see Mrs. Prescott in School Counseling for assistance.
- Make your choice of school and mail your deposit by May 1. **You should submit a deposit to one school only. Be sure to email your confirmed college**

information to Mrs. Vollrath. This will ensure your college will get your “official” final high school transcript.

- Continue scholarship research. Check for local scholarships weekly.

May

- Notify other colleges, to which you have been accepted, that you will not attend.
- Apply for local scholarships, <https://www.mtbluersd.org/hs/school-counseling/scholarships> for more information, see Mrs. Prescott in School Counseling for assistance.
- Complete college housing application and mail with any required fee.

June

- **Sunday, June 11th – Graduation!!**
- All Final high school transcripts will be sent to the college you indicate on the required Senior Survey by the end of June. *Colleges may send out an email blast requesting this from you, please know that Mrs. Vollrath will have them mailed out by June 23rd.*

Congratulations to the



and good luck in your future endeavors!

B. COLLEGE SEARCH ASSESSMENT

1. **Have you:**

- ◆ Met with your school counselor last spring or yet this fall? If not, book an appointment soon to do so - but you don't have to wait. Please schedule an appointment at any time.
- ◆ Start planning for life after high school. Find colleges & careers via this website <https://bigfuture.collegeboard.org>
- ◆ Researched various schools that offer programs in which you are interested?
- ◆ Talked with parents, friends, and teachers about possible future plans?

2. **If you have answered "No" to any or all of the questions above, please schedule an appointment with your school counselor as soon as possible.**

3. **Some factors to consider in the college search:**

- ◆ What kind of college do I want to attend?
Liberal Arts, University, Technical or Community College, etc.
- ◆ What size of college do I want?
Colleges range in size from a few hundred or less to 50,000 students plus.
- ◆ Where do I want to attend?
Close to home? Far away? Maine? New England?
- ◆ Location?
Rural? Urban? In between?
- ◆ Program offerings?
Does the school have the academic program that I want?
And what if I don't know what I want?
- ◆ Admissibility/Selectivity
Will I be accepted for admission?
- ◆ Reputation of the college or specific program within
Utilize evaluative resources - ratings, placement rates of graduates, alumni, faculty, school counselor, etc.
- ◆ Atmosphere
Your own sense of "FEEL" for the school. This is where a visit to the college is critical.
- ◆ Student Life/Athletics/Music/Activities and Clubs
Any that you may be interested in could be very important to your comfort level and academic success.
- ◆ Cost
Though not an absolute factor, it is one to be considered when choosing colleges to which you may apply. Cost (with financial aid package) will most likely be a factor when deciding which college to attend.
- ◆ Other factors
May be numerous - but paying attention to all the above will give you a good start in your search.

C. COLLEGE VISITS AND INTERVIEW

1. Once you have narrowed your list to between approximately three and seven schools, you need to schedule visits and possibly interviews. Your school counselor can assist you in making these arrangements.
2. Visiting a school and touring the campus will allow you to evaluate the institution as well as give admissions folks an opportunity to get to know you as a candidate for admission.
3. Check and make sure if an interview is required or recommended. Regardless, be sure to at least meet with an admissions counselor who can answer your questions about the school. **Be sure and have a copy of your transcript with you when you meet with admissions.**
4. **Meet and visit with admissions representatives from schools in which you have an interest when they come to MBHS.** Be prepared with questions that you may have regarding the college or a particular program. College admissions representative visits will be posted in the “Class of 2023 Post-Secondary Google Classroom and will be on the daily announcements the week prior to a college visit. Seniors may also access their Senior Calendar – via their Google Calendars.
5. **Visiting A College:**

Why? There is absolutely no substitute for the actual experience of being on a college campus. Only when you visit can you see for yourself the physical characteristics of the institution, the students, faculty, and the facilities. You can get a personal feel for the school, and an intuitive sense of how you will fit in.

When? Schools you are very seriously considering should be visited in the spring of the junior year, during the summer, or early in the fall of the senior year. Though summer visits are sometimes attractive due to family vacation time, it is preferable to visit a school when it is in session, during the spring or fall, so that you can see how things are with full student enrollment and the complete extent of student activities.

How? Visits can be arranged through the admissions office of the college. Most colleges offer an Open House Day – which can usually be found on the admissions page of the college website. Your school counselor can also help with arranging visits if you need assistance. Check the college website for tour opportunities and information sessions.

What? What type of visit you have at a particular school will depend on their visitation structure. Most schools will provide either an individual or group information/question and answer session, followed by a tour of the campus. If possible, an individual interview with an admissions counselor and a classroom visit or two in addition to the tour is preferable. Some schools will require you to have an interview, either there on campus during your visit, online, or with a local alumnus representative. For Fine and Performing Arts students, a portfolio presentation or audition may be required. It is important to check with the school well in advance regarding what type of visitation opportunities are available and if an interview is required.

What To Bring Primarily – an inquisitive, alert, and positive attitude. Be an informed visitor. Do your homework and have specific questions ready for which you would like answers regarding that specific school. Remember also that your presence on campus contains a duality in that the admissions office may be evaluating you as a potential candidate, but you are also evaluating them as a consumer. You and your parents will be spending quite a bit of money over the next two to four years at any given college, and you want to be as sure as you can that you make a well-informed decision. Additionally, it is a good idea to bring with you an unofficial transcript in case admissions personnel request specific academic information about your high school experience.

What to Wear? Dress nicely, but comfortably. Be sure to wear comfortable shoes that you can walk in easily.

6. Financial Aid:

When you visit a school, it is a good idea to also schedule a stop by the financial aid office. Though you will certainly need more specific information if you eventually decide to attend a particular school, here are some basic questions that are good to ask when you are there:

- a. What is the comprehensive fee at your college/university? The comprehensive fee includes the total cost of the school, including tuition, room and board, books, and fees.
- b. What percentage of your student population receives financial aid, and more importantly, what is the percentage of grants (monetary gift aid) vs. loans?
- c. Does your institution meet the full financial need of the student/family? And if not, what is the average “unmet need” of students receiving financial aid?
- d. What financial aid application forms do you require? FAFSA, CSS profile, other?
- e. What is your policy on handling local scholarships? If you receive local scholarship money at graduation, most schools will allow the use of that money to replace unmet need first, followed by loan money, followed by work study. However, some schools have been known to take local scholarship money to replace their own institutional grant money, which makes your local scholarship not count for anything at all. It is good to ask.
- f. What is the average indebtedness of your graduates?
- g. Are financial aid packages consistent from year to year?

D. ADMISSIBILITY – TYPES OF ADMISSIONS SELECTIVITY

1. Three general categories:

- a. **Highly Selective** - Institutions that seek students with excellent academic records, test scores, and recommendations.
- b. **Selective** - Wide range of variance. Institutions seek students with excellent to very solid college preparatory backgrounds. Most like to see (very generally), college prep curriculum, “B” average or better, ranked in top 1/2 of class, and solid SAT scores when submitted or required.
- c. **Open Admission** - Institutions will accept students who have attained either a high school diploma or GED. They may also have specific academic prerequisites for certain programs within the school.

2. **Assessing your admissibility - What is considered?**

- a. Your transcript - what is and is not on it. Review with your school counselor.
- b. Your rank in class and GPA (Grade Point Average)
- c. How you present yourself via your written application, and sometimes in person (if interview is required and part of the application assessment)
- d. Evaluation by your teachers and school counselor (letters of recommendation).
- e. Your involvement as a student with your school and community.
- f. Your standardized test scores (as applicable).
- g. Demographics (location, ethnicity, diversity, etc.) are also sometimes considered.

3. **Types of admission acceptance:**

- a. **Regular Application Deadline** – An application deadline by which all applications must be received. All students are then notified of the admission decision at a uniform response date. With highly selective schools, this response date is usually around April 1st.
- b. **Rolling Admission** – Colleges using this type of admission evaluate the application as soon as all materials required have been received and notify the candidate as soon as a decision has been reached. Colleges using rolling admission make their admissions decisions continuously over a few months.
- c. **Early Decision** – Not to be confused with **Early Action**. This is a program for students who are certain that they want to attend a particular college and are willing to commit to that college if accepted early. In Early Decision, **the application deadlines are usually mid – November through January 1st**, and the candidate usually hears of the admission decision in January. Traditional Early Decision programs are what is called “**Binding**”, which means that if accepted, a candidate will withdraw all other applications from any colleges to which they have applied. Some colleges have a second round of early admission also. **Applying Early Decision is a serious consideration and should be discussed thoroughly with your parents and school counselor.**
- d. **Early Action** – This is similar to Early Decision, except that there is **no required commitment** to attend on the part of the candidate. The candidate just knows early whether or not they have been accepted.
- e. **Deferred Admission** – Once accepted, most colleges will allow an accepted candidate to defer or postpone enrollment for up to one year (there is often a fee associated with this option). Students who are considering taking a year off from college after graduating high school are strongly encouraged to apply to college while still in school, and then opt for deferred enrollment.
- f. **Wait List** – Competitive colleges sometimes offer to place a candidate on what is called a “Wait List.” This is done because colleges will accept more students than they can accommodate knowing that not all students accepted will enroll. If the number of accepted students who enroll drops below what the college has targeted for acceptance, then they will offer admission to candidates from the waitlist. If you are wait listed at a desired college, please see your school counselor.

4. **Admission and academic performance during the senior year**

Please remember that admissions decisions are contingent upon the successful completion of the candidate’s academic program during the **entire** senior year. If a student starts to perform poorly academically, he/she may receive a warning letter from the college(s) after mid-year grades are received. If the academic status does not improve, and the final transcript indicates failing or greatly diminished grades, it is not unusual to see the offer of admission rescinded.

E. COMPLETING YOUR APPLICATION

1. College applications vary from simple and direct one-page informational forms to complicated, multi-faceted requests for an in-depth look at who you are both academically and personally.
2. Two primary concerns:
 - a. **Directions** – Many students find themselves in difficulty with the college application process because they don't carefully read, and follow, the application instructions. Another problematic issue is the failure to follow application directions and protocol of the MBHS school counseling office.
 - b. **Deadlines** – For college admissions and financial aid application, the deadlines are often very strict and unforgiving – if you miss them, you may miss out.
3. If an essay is required, have your English instructor or your school counselor (or both) proofread and review.
4. Refer to and follow College Application Quick Reference Tips handout (page 14).
5. You may want to consider using the **Common Application (must be online)**, which is utilized by many colleges and universities. You may then apply to several schools by completing only one application. **If you do use the Common Application, please see Mrs. Vollrath for the proper submission of materials to the school counseling office.** Before you begin to use it, please discuss your application options with your school counselor. The Common Application may simplify or complicate your process, depending on your particular situation. **For instance, if you are ONLY applying to schools within the UMaine system, it would be easier to use their system application using this link <https://umaine.edu/portal/>.** There are additional considerations and useful strategies regarding the use of the Common Application, so PLEASE come in and consult with your school counselor.
6. If you apply using a **specific college online** application, please remember:
 - a. To have a credit card available for the application fee – check with your counselor if you qualify for a fee waiver.
 - b. **Please check carefully to see if there are other forms (especially a Secondary School Report form, request for High School Transcript form or Teacher Recommendation form)** that you would need to print and bring to the counseling office or a teacher.
 - c. Print a copy of your application or confirmation email after you have completed and submitted it.
 - d. Check with the school to confirm that your application has been received electronically.

COLLEGE APPLICATION QUICK REFERENCE TIPS

1. FIRST AND FOREMOST - FOLLOW DIRECTIONS

Carefully read all instructions on your application prior to writing and follow them faithfully.

2. BE METICULOUSLY NEAT

Remember, the application is a reflection upon you. Regardless of if you apply online or with a paper application, it is extremely important that it be neat and legible.

3. CHECK YOUR SPELLING

4. USE A WORKING DRAFT

If using a paper application, write it out first in draft form, then complete a final copy for submission. Either photocopy the application or take an extra or two to work on prior to writing your final copy.

5. ASK QUESTIONS

If you are not sure about a question or section on the application, be certain to clarify before you complete it. Your school counselor will be happy to go over your application with you.

6. CHECK YOUR ESSAY

If an essay is a required part of your application, you may want to have your English instructor, or your school counselor read your final draft. Regardless, be sure that the essay communicates what you want it to communicate and is a clear and concise example of your writing style.

7. WATCH YOUR DEADLINES

Be sure to meet all deadlines--give yourself plenty of time to write your application. Don't wait until the last minute to start. Be sure to submit your application on time.

F. ADMISSIONS TESTING

1. Some four-year colleges and universities require that you take some type of admissions test. The most commonly required is the SAT. Many schools will substitute the ACT for the SAT and/or the SAT Subject tests. **Remember to check the specific admissions test requirements for each school to which you will apply.**
2. Free SAT Prep available via College Board. Admissions testing information, prep guides and registration materials are available in the School Counseling Office and are also on our MBHS website.
3. Register for these tests online at www.collegeboard.org for SAT and www.actstudent.org for ACT.

G. SCHOOL COUNSELING OFFICE FORMS AND PROCESS

1. In order for a college to review your application, you must also submit your official high school transcript. In order to have an official transcript sent with a letter of recommendation from your school counselor (almost all 4-yr colleges require a counselor letter), you must complete the senior packet, which includes the following forms from the school counseling office:
 - a. MBHS transcript request (golden rod)
 - b. MBHS extracurricular activities sheet (green)
 - c. Student background information sheet (blue)
 - d. 2 teacher input forms (pink) complete the top and ask a teacher that you WILL NOT be asking for a letter of recommendation to complete the form. The teacher will return the completed form to the School Counseling Office for counselor use only.

**All of the above listed forms are stapled together and located in the "senior packet".*

2. Transcript requests need to be received in the School Counseling Office at least two weeks prior to when your materials need to arrive at your college(s).
3. When you receive college acceptance letters, we ask that you either send a photo of the letter to bvollrath@mtbluersd.org or stop by the School Counseling Office so that we can make a copy and update your college log information in PS.
4. **If you are applying to a school that does NOT require a counselor letter of recommendation (i.e., community college, technical school, etc.), you only need to complete the Transcript Request Form, not the full "senior packet".**

H. LETTERS OF RECOMMENDATION

1. It is fairly standard practice for a college to request one letter of recommendation from your school counselor. Though the input that you provide to us through informational forms is helpful, it is also important that you let your counselor know of anything in particular that you would like addressed in a letter. The more often you meet with your counselor, the better your counselor will know you.
2. Some schools may request additional letters from one or two of your teachers, and also sometimes from individuals outside of your high school. Be sure to follow the admissions application request for letters of recommendation carefully, and **do not send more than are requested.**
4. When requesting letters of recommendation from faculty members or other professional people in the community, please allow them at least two weeks to complete their letter prior to any application deadlines. **Also, be sure to write a thank you note to show your appreciation.**

I. APPLICATION TIMELINE

1. Most importantly, follow the application submission deadlines listed in the application.
2. **Remember to allow the school counseling office staff at least two weeks prior to your deadline to complete and submit your material.**
3. A general target time slot to submit your applications is between Thanksgiving and January 31. Again, check your application submission deadlines carefully.
4. **Just because a deadline is “Rolling”, doesn’t mean that you should wait until later in the year to apply.** Be proactive and start the process your senior year only gets more busy as the school year goes along.
5. If you are considering an early decision or early action option, please see your school counselor early in the fall to discuss your plan and other early decision considerations.
6. Some technical programs within the Maine Community College system fill very quickly, especially in the Health Sciences. Please see your school counselor early to check on popular technical programs throughout the State.

J. FINANCING YOUR EDUCATION

1. The general philosophy held by most institutions of higher education is that the primary responsibility of financing a college education lies with the student and his or her family, as much as they are financially able. The difference between a family’s ability to pay and the total cost of the institution each year is deemed “financial need,” and is generally met through “financial aid.”
2. Financial need is met through a combination of financial aid programs including grants/scholarships, loans, and other self-help programs such as work-study. Financial aid is either need based, depending upon the family’s ability to pay, or merit based, which is dependent on academic or other types of talent.
3. The process for applying for financial aid occurs between October – February. Early application is encouraged. Assistance for completing this process is available. Please see your counselor for more information.
4. **If financial costs for college are a consideration for you and your family, it is suggested that you apply to at least one Maine public institution.**
5. **Many private colleges require the CSS Profile, a Supplemental Financial Aid Form.** The CSS profile may be filed starting October 1. Please check with your school counselor for more information. CSS Profile can be accessed using this link <https://cssprofile.collegeboard.org/>

K. HELPFUL WEBSITES

There are numerous and varied websites on the Internet pertaining to assorted post-secondary information. Listed below are some sites that we have found to be useful.

COLLEGE HOMEPAGE WEBSITES

The Choices360 (pg. 9) computer program also provides a direct link to each college or university in the database and is easily accessible. Below are some others:

COLLEGE SEARCH/EXPLORATION

www.Cappex.com

www.collegeboard.org

www.mccs.me.edu (Maine's community college website)

www.univcan.ca (Directory of Canadian universities)

TEST PREPARATION

www.actstudent.org/testprep/index.html (ACT)

www.collegeboard.org (SAT)

www.khanacademy.org (SAT math test) Free with College Board registration (SAT, PSAT)

www.number2.com

www.petersons.com

www.princetonreview.com (Princeton Review)

FINANCIAL AID

www.collegeboard.org

www.ed.gov

www.studentaid.gov/h/apply-for-aid/fafsa (Federal aid application website)

www.famemaine.com (Finance Authority of Maine-State financial aid programs)

www.finaid.org/

www.nasfaa.org/students_parents Resources for students and parents

www.salliemae.com

SCHOLARSHIPS

www.mtblueresd.org (<https://www.mtbluersd.org/hs/school-counseling/scholarships>)

www.cappex.com

www.famemaine.com

www.fastweb.com

www.goingmerry.com

www.mccs.me.edu

www.scholarshipcare.com

III. MILITARY ENLISTMENT

A. DECISION MAKING

1. Entering a branch of the US Military can be a very rewarding and positive experience. The military offers a wide variety of training and skill development, as well as many opportunities for continued education. The decision to enlist is one that should be considered very carefully as a career or job in the armed services is certainly not for everyone. Please discuss your thoughts about enlistment with your parents, your school counselor, and anyone else whose opinion you value.
2. There is a substantial amount of information located in the guidance office highlighting the opportunities available in the military.

B. MEETING WITH RECRUITERS

All Branches of the military, Air Force, Army, Marines, and Navy have offices located in the area. Additionally, all military recruiters schedule visits to MBHS during the year. If you would like to be in contact with a recruiter, please see your counselor. It is recommended that you speak with recruiters from all branches of the Armed Services when considering the military as an option. Again, there is more detailed information on the Class of 2023 Google Classroom.

US AIR FORCE Air Force Recruiting Office 270 Kennedy Memorial Drive, Ste. 9 Waterville, ME 04901 207-873-3523	US ARMY US Army Recruiting Station 270 Kennedy Memorial Drive Waterville, ME 04901 207-873-2594
US MARINES Permanent Contact Station Augusta 184 Main Street Farmington, ME 04938 207-622-0896	US NAVY Navy Recruiting Station 270 Kennedy Memorial Drive Waterville, ME 04901 617-753-3018
MAINE ARMY NATIONAL GUARD 9 Armory Drive Skowhegan, ME 04976 207-430-5565	US COAST GUARD 1041 Brighton Avenue Plaza Portland, ME 04102 207-761-4307
MAINE AIR NATIONAL GUARD 103 Maineiac Avenue Bangor, ME 04401 207-404-7700	

C. TAKING THE ASVAB (Armed Services Vocational Aptitude Battery)

1. The ASVAB is the entrance exam for all branches of the military. You must attain a certain score on the test in order to enlist, and your scores are also utilized to determine your qualifications for various jobs within the service. The ASVAB is administered regularly in Waterville and can be easily arranged through any recruiter. **The ASVAB will be administered at MBHS on October 26th, sign-ups are required, see Mr. Reynolds or Mrs. Vollrath to do so.**
2. For ASVAB practice guide go to <https://www.todaysmilitary.com/how-to-join/asvab-test>

D. ACADEMIES AND ROTC (Reserve Officer Training Corps)

1. The academies of the armed services (US Military Academy, Naval Academy, Air Force Academy and the Coast Guard Academy), are all highly selective four-year universities. Upon graduation, candidates receive an officer's commission in their respective branch.
2. Many four-year colleges and universities offer ROTC programs. Students who enroll in ROTC may also receive an officer's commission in a branch of the military upon graduation. These programs also offer scholarship opportunities for qualified candidates. Please see your counselor and recruiter for more information.

IV. ENTERING THE JOB MARKET

A. ASSESSING YOUR MARKETABILITY

1. If you plan on seeking employment right after graduation, take some time to assess exactly what skills you have attained over the past few years. Specific skills, such as mechanical, graphic arts production or word processing/clerical, are very important. Additionally, remember that employers are seeking individuals who have a diligent work ethic, communicate clearly (writing and speaking), and can get along well with others.
2. It is also important to write a clear and concise resume outlining your skills and work experience. You should also be able to write a very articulate letter of inquiry, as well as letters of application. Please see your English teacher, teachers in the Business Department, or your school counselor for assistance.

B. EXPLORING THE JOB MARKET

It may be helpful to take some time early in the year to arrange appointments with various employers in the area to speak with them about opportunities within their business, and to see what kind of employee they would consider to be highly qualified. Explain to them that you are not necessarily looking for a job currently, but that you are basically exploring the job market and seeking information. Please see your school counselor if you would like some assistance and direction.

Remember that the unskilled labor market has lessened considerably over the past few years, and that employers are demanding a higher skill level of their prospective employees. Please explore the potential for employment in your specific area of interest early on in your senior year. You may find that a technical college, business college, or similar program is attractive after all.

C. BEING PREPARED

Prior to seeking employment, have you:

- Written a resume? Become proficient at writing letters of inquiry and application?
- Assessed your skills and can communicate them clearly to a prospective employer?
- Thoroughly explored the job market? Researched and practiced interviewing skills?

For more information, additional assistance, career decision making, Maine job links or workshops, contact the Maine Career Center at 207-645-5800 or mainecareercenter.gov or check out Job Corps at 207-852-7639 or <https://www.careersystems.com/> or <https://www.jobcorps.gov/questions>

D. MONEY AND EDUCATION

On the next page you will see a graphic illustration regarding the relationship between money earned and educational level attained.

