

How to request a high school transcript

- Call your high school counseling office or registrar. Most requests are free.

The College Application Process

- Visit campus and ask questions!
- Students can complete an application on the website of the college. Many applications are completed via The Common Application found at www.commonapp.org.
- Once a college application is completed either online or via paper, request that your high school transcript be sent to the college by calling the counseling office or registrar at your high school.
- Talk to the college's financial aid office and complete the Free Application for Federal Student Aid (FAFSA).
- Be aware of deadlines! Missing a deadline may result in denial to the college and/or denial of funding to pay for college.
- Apply for scholarships! Ask the college what is available-most money will come directly from the college. Search for scholarships online: www.fastweb.com, www.scholarships.com, www.collegescholarships.org

Free Application for Federal Student Aid (FAFSA)

- <https://fafsa.ed.gov/>
- 1-800-4FED-AID (1-800-433-3243) for assistance completing the FAFSA
- The FAFSA needs to be completed each year in order for a student to receive federal funding for college. Be aware of deadlines set by each college.

GED

Where to learn more and how to start my GED?

- Go to <http://www.ged.com> to begin the GED testing process. On this site you can register, schedule the test, pay for the test, get results of the test, etc.
- GED test only available on computer. No paper test available.
- Four GED test subject areas can be scheduled on separate days, which we highly recommend, or all on the same day.
- Four content areas total 8 ¼ hours (timing as follows)
 1. Reasoning through Language Arts (RLA) (150 minutes including a ten-minute break)
 2. Mathematical Reasoning (115 minutes)
 3. Science (90 minutes)
 4. Social Studies (75 minutes)
- Each of the four content areas has a passing required score of 145.
- Retakes are permitted for each content area if the student does not achieve the passing score. They cost \$10 per test section. Two retakes are permitted before a 60-day waiting period must be observed, if necessary.
- Costs for the GED will be \$120.00 total or \$30.00 for each of the four (4) sections. If you are a first time GED test taker, you are able to receive a voucher for \$80 to offset the costs of the test. If using a voucher, the GED costs \$40.00 total out of pocket expenses or \$10 per test section. Test fees are paid online with a credit/debit card at www.ged.com, not at the testing center. For other GED testing questions contact Anne Bowman at (740) 364-2267 or abowman@c-tec.edu.

Adult Diploma Option

The Adult Diploma Program at C-TEC's Adult Education Center is a new opportunity for any resident of Ohio who is 22 years old or older, and does not already have a High School Diploma or GED credential. Learning is student-centered, self-paced and begins with a Career Pathway in mind. From student orientation, career counseling, assessment and enrichment classes, to technical training that leads to an

industry approved credential, this program is designed to provide support and promote success during and after graduation. Adult Diploma participants will receive their High School Diploma upon successful completion of the credential program, and acquiring the designated industry credential for their assigned program. The High School Diploma is issued by the State Department of Education.

While the program is offered at no cost to students, there are required commitments the student must fulfill to participate and continue enrollment in the programming.

1. Potential Adult Diploma students must sign-up for and complete a mandatory orientation through C-TEC's Aspire Program. Students will receive an introduction to the program and C-TEC's Adult Education Center. They will be assessed using the TABE test (Test of Adult Basic Education), to determine placement in the program, open OMJ and Ohio SAFE Accounts, complete enrollment paperwork and individually conference with an Aspire Instructor in regards to testing results, goal setting and career planning.
2. After successful completion of orientation, ADP students will be referred to an Aspire Enrichment class where students will receive instruction to prepare them to take and pass the Work Keys Assessment. In order to be accepted into one of the approved C-TEC Adult Diploma Courses, a student must pass each section of the Work Keys testing (Reading, Math and Locating Information). Each program offering has its own Work Keys minimum score for enrollment. There are several program options to choose from.

C-TEC (Career and Technology Education Centers) has identified the following programs as eligible Adult Diploma Courses:

<u>Program:</u>	<u>Total Clock Hours</u>
Administrative Professional	220
State Tested Nursing Aide (STNA)	80
CompTIA A+ Hardware and Software	120
CompTIANetwork+	60
Welding	160
Heating, Ventilation and Air Conditioning (HVAC)	175
Manufacturing Production Technician (C-TEC Edge)	120

IEP/504 Plan

If you were a student that received accommodations while in high school, contact your high school special education department or counseling office to obtain a copy of your Individualized Education Plan (IEP) or 504 Plan. Records of special education testing documents are also important to ask for (referred to as an ETR).

Registering with Selective Service

www.sss.gov

Men, citizens and non-citizen immigrants, living in America must register within 30 days of their 18th birthday. It's the law!

For men, age 18 through 25, to register online requires a valid social security number in our system. If you cannot register online because there is an error with your social security number, or you are an immigrant male, use the fillable registration form to complete, print, sign and date, and mail.

Note: Male students must register with selective service to receive federal funding for college. The FAFSA will be considered incomplete until registration with selective service is done.