What are the online resources I can use to find employment? How do I prepare for a job interview? How do I transfer to get a Bachelor's degree? What do I include in a resume and cover letter? What should I expect during my first year of employment? Who should I include on my list of references? How can I use networking to get a job? What salary can I expect when I graduate? How do I determine my long-range career goals? What are my credit hours? How will I pay for college?

How will I ever choose between so many colleges? Why should I visit colleges? How do I choose a major? How will I know which school is right for me? Where should I start preparing for college? When should I start applying to college? Which standardized test should I take? What's the difference between the ACT & SAT? Do I have to take them?

This guide provided by Ivy Tech Community College-Southwest, Indiana.
HELPFUL LINKS TO WEBSITES

www.testprepreview.com
(Practice Entrance Exams)

www.transferIN.net
(Find out if your college courses are transferable at the Core Transfer Library. Transfer Indiana)

www.learnmoreindiana.org
(Learn More Indiana)

www.fafsa.ed.gov
(Free Application for Student Aid-FAFSA from the U.S. Department of Education)

www.pin.ed.gov
(If you want to sign your FAFSA online, you will need a pin.)

www.studentaid.ed.gov
(Free student financial assistance information provided by the U.S. Department of Education)

www.triptocollege.com
(A step by step guide through the college planning process)

www.finaid.org
(FinAid - A guide about financial aid)

apps.collegeboard.com/cbsearch_ss/welcome.jsp
(General guide on planning/finding a college, how to apply, paying for college, etc.)

www.fasweb.monster.com
(Finding money for college)

www.srnexpress.com
(Scholarship Resource Express Network-A resource for financial aid)

www.gocollege.com
(GoCollege: The Collegiate Websource - An overview website on college selection, financial aid, testing, etc.)

www.act.org
(Information on the ACT college entrance exam)

www.collegeboard.com
(SAT exam)

ope.ed.gov/security
(Information about the crime rates on campuses)

securityoncampus.org
(Information about safety on campuses)
You have many options to choose from, so it’s never too early to start thinking about your education after high school.

We hope you will find this College Planning Guide a useful tool in planning your success. In it you will find:

- Senior Year Calendar ................................................. 2
- Junior Year Calendar .................................................... 3
- Career Planner .............................................................. 4
- College Planner ............................................................ 4
  - The Process ............................................................... 5
  - Tips for Researching Colleges ................................. 6
  - The Cost ................................................................. 7
  - Tips on Applying for Financial Aid ......................... 8
  - Financial Aid Made Easy .................................. 8
  - The Selection ......................................................... 9
- College Application Record ......................................... 9
- College Research Sheet .............................................. 10
- College Comparison Worksheet ............................... 11
- Making the Final Decision ....................................... 12

Brought to you by your high school and
Ivy Tech Community College of Indiana.
This is a general guide to college search activities during your senior year. You should check with your school’s counseling office for more information, additional events and specific dates!

SEPTEMBER
• Review graduation, college, apprenticeship, and armed services admission requirements.
• Check with your counselor regarding dual-credit classes offered. These high school courses may also offer college credit.
• Finalize the list of colleges to which you want to apply. Your selections should include at least one college that will definitely accept you.
• Check with your counselor to determine whether you should re-take the ACT or SAT and the deadlines. If so, register immediately.
• Meet with college representatives when they visit your school.
• Arrange a college visit with the admissions office at the colleges where you are applying. The college visit is very important in the college selection process.

OCTOBER
• Attend the Greater Evansville College Fair.
  Be aware of your high school rank and grade point average. Contact your high school counselor for information about additional college fairs in your area.
• Complete the application forms for admission to colleges.
• Meet with college representatives when they visit your school.
• Begin researching scholarship opportunities.
• Re-take ACT and/or SAT if you have registered to do so.

NOVEMBER
• Continue to complete applications for colleges. Check deadlines.

DECEMBER
• Review all admissions procedures with the colleges where you have applied. Check with the admissions office if you have any questions about your application.

JANUARY
• Attend Financial Aid Night held at your school, if it is offered.
• Obtain Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov or from your counseling office.
• Submit forms as soon as possible. Make copies of all materials submitted.
• Direct financial aid questions to the financial aid office at the college where you have been admitted or call 1-800-433-3243.
• Request that mid-year grades be sent to colleges that require them.
• Don’t forget to apply for scholarships!

FEBRUARY
• Attend College Goal Sunday for assistance with financial aid forms, held at Ivy Tech Community College of Indiana. College Goal Sunday is free to students and parents and is open to everyone.
• Mail financial aid form (FAFSA) by February 15 to beat the March 10 deadline to be eligible for state financial aid.
• Make a copy of the FAFSA.
• Complete and submit all scholarship applications.

MARCH & APRIL
• Keep your counselor informed as you receive scholarship awards.

MAY
• Arrange with your high school to have your final transcript sent to the college to which you have accepted admission.
This is a general guide to college search activities during your junior year. You should check with your school’s counseling office for more information, additional events and specific dates!

**SEPTEMBER**
- Check to make sure you are taking all the high school courses required for admission to college.
- Share with your parents the information given to you by your counselor during the classroom presentation.
- Register through your counselor for the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT).
- Study PSAT/NMSQT Student Bulletin.

**OCTOBER**
- Attend the Greater Evansville College Fair. Meet personally with college representatives and get your questions answered. Be aware of your high school rank and grade point average. Contact your high school counselor for information about additional college fairs in your area.
- Take the PSAT on the scheduled date.
- Meet with college representatives when they visit your school.

**NOVEMBER & DECEMBER**
- Visit college websites or write to colleges for information and catalogs. Spend some time studying the college materials available through your counseling area.

**JANUARY**
- Select your “senior” year courses. Review your selections with your parents. Be sure to take academically challenging courses to best prepare yourself for college.

**FEBRUARY**
- If you are weak in math or have not completed at least Geometry and Algebra II, you should take the ACT (which is ¼ math) instead of the SAT (which is ½ math). The SAT now has an essay requirement. Most colleges and universities will accept either test. Check each particular college you are considering to see which test is required.
- Register for the ACT and/or the SAT. Students who plan to meet early application & dates for private colleges and universities should take the SAT and/or ACT now.

**MARCH**
- Arrange a college visit with the admissions office at the colleges where you are applying. The college visit is very important in the college selection process.

**APRIL**
- Study the practice tests for the ACT and SAT—they are very helpful in preparing you for these 3½–hour tests.
- Complete the FAFSA4caster at www.fafsa4caster.edu.gov, a new federal student aid web product designed to assist high school juniors and their families plan for education beyond high school.

**MAY & JUNE**
- Take the ACT and/or the SAT if you have registered for the test.
- Visit colleges during the summer.

**JUNE & JULY**
- Attend a summer program offered by a college.
**CAREER PLANNER**

Planning your career goals in advance will help you enter and succeed in a career.

My career goals are:

Junior: ________________________________

Senior: ________________________________

My interest, skills and knowledge supporting my career goals are:

Additional skills and knowledge I will need to fulfill my career goals are:

I will obtain the additional skills and knowledge I need by taking part in the following educational activities:

Extracurricular activities that could assist me in learning more about my chosen career include:

If you are interested in career counseling or college counseling, see your high school counselor. Ivy Tech (Career Services) offers career counseling to all high school students free of charge.

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**COLLEGE PLANNER**

Planning your college goals to coincide with your career goals is critical to success.

In order to pursue my career, I will need a degree, certification and/or specialized training in: __________

What factors in selecting a college are important to me?

Location: ________________________________

Two or four years: __________________________

Type of campus: ____________________________

Size of classes: ____________________________

Cost: _____________________________________

Scholarships/aid: ___________________________

Student life/activities: ______________________

Internet classes: ____________________________

Transfer credits: ____________________________

My reasons for attending college ranked in order from 1 to 10, 1 being most important:

I want to go: ______________________________

Parents: __________________________________

Friends: __________________________________

Earn more $: ______________________________

Meet new people: __________________________

Athletics: __________________________________

Fun: ______________________________________

Like school: ________________________________

Develop a skill: ____________________________

Get away from home: _______________________

I will look for more information about the following colleges: ________________________________

www.ivytech.edu/evansville
Choosing a college can and should be an exciting and challenging task. Steps for college selection include, but are not limited to the following:

1. Complete the Career Planner and College Planner section of this book.
2. Collect information about the colleges you are interested in attending.
3. Record the information in the College Research Sheet.
4. Consider college costs and financial aid.
5. Apply to the colleges you would like to attend.

**THE PROCESS**

Complete the Career Planner and College Planner found on page 4. Talk about your goals with parents, counselors or others who will support you in your efforts. Feel free to revise these sections as you go through the process of selecting your college and discovering what you want to do when you graduate from high school.

Collect information about the colleges you are interested in attending using a number of resources. The Internet is a great way to get information about the colleges you are considering, but it is only one resource available to you. Your school counseling office has information, guides and publications that can assist you. In addition, there are opportunities throughout the school year to meet with college representatives to visit and obtain more information on the schools you are considering.

Utilize the College Research Sheet found on page 10. Make copies of these sheets as needed. You will use these Research Sheets to determine which colleges you will apply to and, eventually, which college you will attend.
RESEARCH RESOURCES:
The Internet
Individual College Viewbooks and Catalogs
The College Handbook (College Board)
Index of Majors (College Board)
Barron’s Profiles of American Colleges
Peterson’s Annual Guide to Undergrad Studies
The College Cost Book (College Board)
The Gorman Report
Chronicle Two-year College Data Book
Chronicle Four-year College Data Book

THE COLLEGE VISIT
Your visit to a campus is very important. It is a great way to determine if that college meets your needs and if it is the right fit for you.

Before visiting a campus:
1. Contact the Admissions Office.
2. Prepare a list of questions.
3. Look through the website/read the literature you already have.

During your campus visit:
1. Look at the academic areas. Are the class rooms adequate? Are the lab facilities in your major of interest up-to-date?
2. What is the typical class size?
3. Are the library facilities sufficient?
4. Does the college offer job placement services and career advising?
5. What are the grading procedures and requirements?
6. Is the campus appealing? Clean and orderly?
7. What is the campus housing like?
8. What kinds of meal plans are available?
9. What student clubs or activities does the college have?
10. Do the athletic and recreational areas suit you?
11. Ask about campus safety and crime statistics.
Considering the cost of college and how you will pay for it is critical. The cost of college includes:

- Tuition and fees
- Books and supplies
- Housing
- Food
- Transportation
- Activities
- Personal care
- Fun

There are several ways to pay for college, including: family, financial aid, scholarships and employment.

Financial aid is money to help you pay for college. It includes grants, low-interest loans and part-time employment. Financial aid sources and regulations are changing. Regardless of your situation you may be eligible for financial aid. To be eligible, you must complete the Free Application for Federal Student Aid (FAFSA) which can be found at www.fafsa.ed.gov.

Filing a FAFSA is required to be eligible for:

- Federal Grants
- State Grants
- Work-Study Programs
- Student Loans
- Parent Loans

Scholarships are offered by colleges, employers, civic groups, community and service organizations, churches and religious organizations, local businesses and other groups. Scholarships have a variety of requirements, submission deadlines and applications. Although your counseling office can assist you in locating many available scholarships, you should research all available sources. Note: some scholarships may require the FAFSA form.

Employment while in college is not uncommon. In addition to work-study programs which allow you to work at the college you attend, most college’s have a career services area which can help put you in touch with employers in the area.

College aid may come in the form of grants from some colleges. Application is made by filing the college’s financial aid application.

In addition to the above listed sources of aid, students may find assistance through the U.S. Military and through college’s that offer Cooperative Education. Cooperative education is a program where students work in business or industry every other semester. Contact the college admissions office for information for these programs.
Financial aid can be used to cover many college expenses, including tuition, books and supplies. Your counselor will have information to assist you with filing the Free Application for Federal Student Aid (FAFSA). Here are a few things to keep in mind when applying for financial aid.

1. Financial aid is offered to supplement what the family is able to pay for college costs. Students are also expected to save money to help with college expenses.

2. With one form, the FAFSA, you can apply for federal aid, state aid, and aid from the colleges you are considering, which can be found at www.fafsa.ed.gov.

3. A college financial aid application may be required in addition to the FAFSA. You should contact the college directly to determine their requirements.

4. When a student files a FAFSA, the family’s income is analyzed and the student’s need is determined.

5. To be eligible for a State Student Assistance Commission of Indiana Award, your FAFSA should be received by March 10.

6. Many families will be responsible for some, if not all, of the student’s college expenses.

7. Students who are eligible for financial aid may be offered a combination of grants, loans and employment awards as the means of assistance in meeting their need.

8. Colleges will not award aid to a new student until they are admitted. Apply early to the college of your choice.

HELP WITH FAFSA WEBSITE!
Go to http://www.fafsa.ed.gov/
Click on “Fill out a FAFSA”
Select 2007-2008 FAFSA, click “Next”
Answer “Do you want to sign your application now by using your PIN?”

YOU HAVE TWO OPTIONS:
- Use your FAFSA PIN. If you have not received a PIN from FAFSA, you can apply for one now. To apply click on “Register for Your PIN” Follow the instructions and your PIN will be e-mailed to you in the next few days.
  OR
- Sign using a signature page. You will print a signature page at step 7. Sign the page (and parent signature if you have to claim parent’s taxes), then mail signature page to the address given half way down on the page.

When beginning a FAFSA you will create a password.

KEEP RECORD OF YOUR PASSWORD!
If you must stop your application before completing you will need this password to start on your application where you stopped.

Now you will begin the 9 FAFSA steps.
1. Info About the Student
2. Student Status
3. Student’s Finances
4. Parent’s Info
5. Schools to Receive Results
6. Review FAFSA Info
7. Signatures (use pin or print signature page)
8. Submit Student’s FAFSA
9. FINISH

Your FAFSA is NOT COMPLETE until you see: “FAFSA on the Web Submission Confirmation”
Each time “Print this Page” comes up on the screen, PLEASE PRINT THE PAGE to keep for your records.
Applying to the colleges you would like to attend and waiting to be accepted is an exciting, nerve-wracking time.

Key points to consider when applying are:

- Some programs fill quickly, so apply as soon as possible
- Follow all the instructions on the application form carefully
- Understand the admittance/testing requirements for each college
- Make copies of all forms for your records
- Turn the application into your counseling office with the application fee
- Track your applications with the College Application Record
- Wait to hear back from the colleges

### COLLEGE APPLICATION RECORD

<table>
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<tr>
<th>COLLEGE</th>
<th>DATE APPLICATION SENT</th>
<th>DATE TRANSCRIPT SENT</th>
<th>DATE FAFSA SENT</th>
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1. ADMISSIONS:
   Class Standing Requirement: ________________________________
   Required Entrance Exams: ACT ______ SAT ______ Either ______
   Application Deadline ________________________________

2. AFFILIATIONS:
   ______ Public
   ______ Private (religious emphasis)
   ______ Coed
   ______ All men
   ______ Private (no religious emphasis)
   ______ All women

3. COST:
   Tuition is based on credit hour and fees are additional. To calculate the tuition and fees you will need to factor in both. For example, assume the tuition is $100/credit hour and the fee is $50 per semester. If you are taking 12 credit hours you would pay $1,250 per semester for tuition and fees.
   
   Tuition & Fees/year $ ________________________________00
   Room & Board/year $ ________________________________00
   Books & Supplies $ ________________________________00
   Transportation $ ________________________________00
   Miscellaneous $ ________________________________00
   Total Cost/year $ ________________________________00

4. SIZE:
   ______ Under 2,000 Students
   ______ Under 20,000 Students
   ______ Under 10,000 Students
   ______ Over 20,000 Students

5. INFORMATION ON AVAILABLE MAJORS:
   My Possible Majors Degrees Offered?
   ___________________________________________ YES NO
   ___________________________________________ YES NO
   ___________________________________________ YES NO

6. DO THE CREDITS/MAJOR TRANSFER? YES NO

7. IS THE SCHOOL ACCREDITED? YES NO
## COLLEGE COMPARISON WORKSHEET

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<th>COLLEGE</th>
<th>LOCATION</th>
<th>ADMISSION REQUIREMENTS</th>
<th>SIZE</th>
<th>OFFERS MY MAJOR</th>
<th>PUBLIC</th>
<th>PRIVATE</th>
<th>TOTAL ESTIMATED COST</th>
<th>TOTAL FINANCIAL AID</th>
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MAKING THE FINAL DECISION

If you are accepted by more than one college, you will have to decide which one to attend. This can be a difficult decision. THINK ABOUT WHICH COLLEGE WILL BE BEST FOR YOUR CAREER PLANS. Discuss your plans with your parents and counselor.

1. Review which college offers the best environment for your learning style.
2. Review which college had the characteristics which fit best with your priorities.
3. Determine which college offers you the best financial aid package.

Once you have made your final selection, return your acceptance letter. It is expected that you notify the other colleges of your decision not to attend.

Consider the following points carefully and consider them as guides for success in college.

1. Bring to school good study habits.
2. Bring to school a good high school record.
3. Be prepared to put in many long hours of study.
4. Spend time on campus.
5. Become a part of the school community.
6. Do not procrastinate.
8. Seek help when it is needed.
9. Limit social life by the needs of your study schedule.
10. Keep pursuing your goals and plans.

GOOD LUCK!!!!!
SAMPLE SCHOLARSHIP INQUIRY LETTER

This letter provides a sample format for inquiring about private student aid funds. Of course, you must first identify foundations and organizations which offer such assistance well in advance of any application deadlines. You can get help finding the names and addresses of private aid sources by conducting a scholarship search on the Internet or from a reference librarian in your public library or local school. Once you have obtained contact information you will need to customize this letter to reflect your own background and needs by replacing the bracketed boldface text below.

[YOUR STREET ADDRESS]
[YOUR CITY, STATE AND ZIP]
[DATE]

[MS. SUSAN B. A. DOLLAR]
[DIRECTOR OF BIG MONEY AWARDS]
[LOTS OF MONEY ORGANIZATION]
[P.O. BOX 9999]
[MONEYTOWN, USA 99999-9999]

Dear Ms. Dollar:

I am writing to inquire about any student financial assistance that the [Lots of Money Organization] may offer to college-bound students.

[Enter a concise paragraph about your background and goals. Try to show how you meet the requirements of the organization’s financial assistance programs. If this is a letter to find out if the organization offers aid, write a short paragraph about how your background and ambitions coincide with the mission of the organization and might qualify you for assistance that may be offered.]

I would greatly appreciate information about any student financial assistance available through your organization, including how I may apply for this assistance. Information about application forms and deadlines for the [20XX-XX] academic year would also be appreciated. If you require any further information, please do not hesitate to contact me by phone at [your area code and phone number] or via e-mail at [your e-mail address].

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

[YOUR NAME]
Use this checklist to plan what you need to do to apply for and receive financial aid. Duplicate this checklist for each school to which you are applying. Due to limited resources, student aid is often awarded on a first-come, first-served basis. Many of these checklist items have deadline dates so you should indicate the date by which you will need to complete each item. Check off each Action Item as you complete it. You can get help for many of these Action Items from each college’s Web site, your guidance or college counselor, or your local reference librarian.

<table>
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<th>✔ DUE DATE (IF ANY)</th>
<th>APPLICATION PROCESSING ACTION ITEM FOR: (SCHOOL)</th>
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<tr>
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<td>Request financial aid information and application forms from the school to which you are planning to apply. Request information regarding any need-based and non-need-based institutional grants and scholarships. When you receive this information, note all required application materials and their deadlines below.</td>
</tr>
<tr>
<td></td>
<td>Request information from your state regarding all state student aid programs for postsecondary education and any required application forms and materials. When you receive this information, note all required application materials and their deadlines, many of which appear in the checklist below.</td>
</tr>
</tbody>
</table>
|                     | Investigate private sources of financial aid for college. Check with your school and local libraries, local businesses and civic organizations, and your parents’ employer(s). Take advantage of free Internet scholarship search engines, such as:  
  - FinAid on the Web – www.finaid.org  
  - The College Board – http://apps.collegeboard.com/cbsearch_ss/welcome.jsp  
  - FastWeb – www.fastweb.com  
  - Scholarship Resource Network Express – www.srnexpress.com  
  - GoCollege: The Collegiate Websource – www.gocollege.com |
|                     | Check the following sources to verify the legitimacy of any financial aid consultants or search services you may use or hire and for tips on avoiding scholarship scams:  
  - Better Business Bureau: www.bbb.com |
|                     | Obtain a Personal Identification Number (PIN) for use throughout the federal aid process during and after college from the Department of Education’s PIN Web site at www.pin.ed.gov. |
|                     | File your Free Application for Federal Student Aid (FAFSA) as soon as possible on or after January 1, 2008. You may file the FAFSA electronically using FAFSA on the Web, which contains built-in edits to help prevent costly mistakes, at www.fafsa.ed.gov. You may also file a paper FAFSA, obtained from your high school counselor, public library, or any local college’s financial aid office. |

[ FORM CONTINUED ON THE NEXT PAGE ]
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<th>APPLICATION PROCESSING ACTION ITEM FOR:</th>
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<tr>
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<td>Complete and submit all institutional financial aid application materials before all deadlines.</td>
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<td>Apply for state financial aid before the application deadline and promptly reply to any requests for additional information.</td>
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<td>Promptly respond to any school requests for additional information or documentation, such as copies of federal tax returns, verification worksheets, or other forms.</td>
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<td>Review your Student Aid Report (SAR), which is sent to you via e-mail or postal mail after you file the FAFSA, for accuracy. If necessary, correct inaccurate items on-line at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> or on the paper SAR, if you receive one.</td>
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<td>Read all application materials and financial aid notifications. Most financial aid funds have conditions for receipt and renewal, such as earning a certain grade point average (GPA) or being enrolled full time. Details are important, so be sure to avoid costly mistakes!</td>
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<td>Promptly sign and return your financial aid award letter if your school requires your signed acceptance of the aid being offered. Contact the financial aid office if you have any questions about your award.</td>
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<td>Notify the financial aid office if you have applied for assistance, but no longer wish to attend the school.</td>
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<td>Complete the promissory note for any loan(s) you are offered and wish to accept. Before you sign the promissory note, make sure you read and understand all of your rights and responsibilities. Check with the financial aid office regarding any loan counseling you must complete before you may receive the loan proceeds.</td>
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<td>If you have been awarded Federal Work-Study (FWS) assistance, find out how students are placed in FWS positions and what FWS positions are available, including descriptions of job responsibilities and wages.</td>
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<td>Promptly notify the financial aid office of any outside or private scholarship, grant, or other types of student aid you have received or expect to receive.</td>
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<td>Keep copies of all application materials in your records for future reference.</td>
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<td>Other: __________________________________________________________</td>
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<td>Other: __________________________________________________________</td>
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Your education doesn’t have to cost a fortune, thanks to Ivy Tech Community College. With credits that transfer to four-year schools throughout Indiana and degrees that result in good-paying jobs, you can get a head start on your bachelor’s degree, or start your career in as little as two years—all at about half the annual cost of other schools.
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Ivy Tech is an equal opportunity, affirmative action community college and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.
What should I expect during my first year of employment?

How can I use networking to get a job?

What salary can I expect when I graduate?

Who should I include on my list of references?

How do I determine my long-range career goals?

How do I prepare for the interview?

How do I transfer to get a Bachelor's degree?

What are the online resources I can use to find employment?

How will I ever choose between so many colleges?

Why should I visit one application fee refundable?

How will I know which school is right for me?

Will I have to write an essay for my college application?

How do I start preparing for college?

When should I start thinking about colleges?

Which standardized test should I take?

What's the difference between the ACT & SAT?

Do I have to take them?

How will I pay for college?