

Bedford High School
Class of 2012
SENIOR GUIDE



The Senior Guide is prepared by the guidance department and intended for both students and parents. The first pages discuss graduation requirements and general senior information. Pages 4 - 5 would be helpful to students planning to enter the work force. The rest of the handbook covers college planning and decision making. Students and parents are welcome to make appointments to discuss the particulars in this handbook.

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GRADUATION CHECKLIST

To be considered a senior, you must have earned 20 credits by the beginning of your senior year.

Class of 2012 students planning to graduate from Bedford should complete the following graduation checklist immediately. If you cannot answer all the items, please make an appointment to see your counselor as soon as possible to review your transcript. You may also review your transcript on HAC.

I have earned _____ credits in grades nine through eleven.

I have made up required classes due to failures/or lost credit due to poor attendance.

I will need to earn _____ credits senior year to complete my graduation requirements.

SUBJECT REQUIREMENTS:

Listed below are the courses required by the Board of Education for a student to graduate from Bedford High School. Check whether you have completed or need to complete each requirement.

A MINIMUM OF 27½ CREDITS ARE REQUIRED FOR GRADUATION.

SUBJECT	REQUIRED	COMPLETED			NOT COMPLETED
		9	10	11	12
Michigan Merit Curriculum					
ENGLISH	4 CREDITS				
MATH (Algebra 1, Geometry, Algebra 2, + 1 additional math course during senior year)	4 CREDITS				
SCIENCE (Biology, Chemistry or Physics, and one additional science credit)	3 CREDITS				
ECONOMICS	½ CREDIT				
US HISTORY & GEOGRAPHY	1 CREDIT				
WORLD HISTORY & GEOGRAPHY	1 CREDIT				
CIVICS	½ CREDIT				
PHYSICAL EDUCATION	½ CREDIT				
HEALTH	½ CREDIT				
ON-LINE LEARNING EXPERIENCE	1 CREDIT				
VISUAL, PERFORMING, OR APPLIED ARTS	1 CREDIT				
ELECTIVES	10 ½ CREDITS				

Students planning to attend college may need to take academic courses beyond the Bedford High School minimum requirements. Requirements vary among colleges. For specific guidelines, visit the website of the college(s) you are interested in, contact the admission's office, or meet with your high school guidance counselor. A **suggested college preparatory core curriculum** includes College English or AP College English senior year, 2 credits of the same foreign language, and an additional credit of science beyond Bedford High School's requirements.

In order to participate in the graduation ceremony, a student must:

Have completed all requirements, earned a valid MME score, and earned 27½ credits.

Do not allow your grades and efforts to slip during your senior year. Colleges and employers do request your final grades and can withdraw your acceptance or employment offer. If you do not meet graduation requirements, it is possible to earn additional credits through summer school, the Open Door Alternative High School, and/or correspondence courses.

SENIOR EXPENSES: Senior year can be expensive. Most expenses are optional or can be worked out (be creative!) according to your budget. It helps to plan ahead to prioritize your funds.

Item	Cost	Is it necessary?
Graduation Cap and Gown	@ \$40	It is necessary if you plan to participate in graduation ceremony.
Senior Pictures	Varies	Optional
Graduation announcements	Varies	Optional
ACT retake	@\$40	Optional if you want to improve your score.
College application fees	@ \$40 per application	Optional; most community colleges do not have an application fee.
Yearbook	@ \$75	Optional
Spirit wear (Senior t-shirts, Big Ball shirts, Relay shirts, Etc.)	@ \$10 per shirt	Optional
AP Test fees	@ \$90 per test	This is an option only if you take an advanced placement course.
Prom	@ \$100 per couple bid	Optional

SUMMER SCHOOL

You have the potential to earn one credit in most summer schools. See your counselor for location, dates, prices, and classes offered. You are responsible for your own registration.

OPEN DOOR ALTERNATIVE HIGH SCHOOL

Open Door Alternative High School is a non-traditional senior high school program based on the premise that there are legitimate differences in people and in the way they learn. The program's primary purpose is to help students who have experienced failure or very little success in their previous educational experience. It is designed for 16-20 year old students working toward a diploma. Enrollment is limited. An admission waiting list will be maintained. Students are selected through an application/referral procedure. Students may be assigned to the program only at the start of each term.

CORRESPONDENCE COURSES

Correspondence courses are classes students pay for and complete work on their own. You may earn a maximum number of 3 ½ elective correspondence credits to make up credit for failed classes or credits lost due to attendance. Correspondence company and course selection must be approved by the principal and counselor. Please see your counselor for more information if you are behind in credits.

VOTER REGISTRATION

You are eligible to vote as of your 18th birthday. Sign up at the Township Hall on Jackman Road.

SELECTIVE SERVICE REGISTRATION

All young men MUST register for the draft within 30 days of their 18th birthday. Young men may now register on-line with selective service at www.sss.gov.

MILITARY OPPORTUNITIES-IF YOU PLAN TO ENLIST IN THE MILITARY:

1. Think about whether you want this for a short period of time or as a career.
2. Recruiters frequently are available in the counseling office or cafeteria to talk with you. Check with your counselor and listen to announcements for details.
3. The military offers the Armed Services Vocational Aptitude Battery (ASVAB) to high school seniors and juniors without charge. This test is used to assess learning capabilities of

individuals to give them the job opportunities that they will be able to excel in. The ASVAB is also a good aptitude test for various types of civilian training.

4. Military Academy-if you are interested in attending one of the military academies, the application process should be initiated in the spring of your junior year.
5. Investigate ROTC, Reserves, and National Guard for other opportunities.
6. Before you make any final decisions, discuss your ideas with your family and counselor.

STUDENT ATHLETES AND NCAA CLEARINGHOUSE

If you are an athlete who wishes to participate in athletics at an NCAA Division I or II institution, you must be certified by NCAA Clearinghouse. Eligibility is determined by your GPA in core classes and your ACT or SAT scores. Go to www.eligibilitycenter.org and click on "NCAA College-Bound Student-Athletes" to start the process. There is a fee. Test scores must be sent directly to the Eligibility Center from ACT or SAT. The Eligibility Center test code is 9999.

EMPLOYMENT CHECKLIST: Seniors planning to go directly from high school to a job or career training should complete the following checklist between September and June.

1. What are your skills and interests? Use www.careercruising.com to complete an inventory. The User ID is bshs and the password is monroe.
2. Consider taking classes after graduation on a part-time basis at a community college or a vocational/training school. Community colleges will accept all high school graduates.
3. Temporary Employment Services can be useful to graduates interested in trying a variety of work experiences in such areas as light industry, clerical, and computers. These agencies can offer you an opportunity to view first-hand various career options and companies, and you can earn money while doing it.
4. Commercial employment agencies are another possible route to a job. Use only those agencies that charge no fees until after they have found you a job and that company has hired you.
5. Read the want ads in the newspapers. Call about the jobs that sound like a job you can do.
6. Look into on-the-job training or apprenticeship program possibilities through Bedford High School vocational teachers or counselors, local businesses, want ads, and friends and relatives.
7. Network your need for a job with your most valuable contacts—friends, parents, relatives, neighbors, former employers and people with whom you/your parents have done business.
8. After applying for a job, check back frequently and remind the employer that you are still interested in employment with his company. Be pleasant, but persistent.
9. Call to arrange job interviews. Be prepared with application information including at least three personal references. Include addresses, phone numbers, and job title/relationship to you and several copies of your resume. Appear on time at the interview looking neat and dressed appropriately. Follow up the interview with a thank-you note and a phone call.

THE INTERVIEW: The employer's first opportunity to assess a candidate's qualifications.

1. Assemble in order all papers you need. Have them in a folder.
2. Learn something about the company. Have questions ready that you want to ask the employer.
3. Know what you have to offer.
4. Know why you want to work for the firm where you are applying.
5. Arrive early for the interview. Go alone.
6. Dress conservatively and appropriately.
7. Take your own pen with you.

THINGS TO DO AT AN INTERVIEW:

1. Be prompt, neat, and polite. Speak clearly and confidently. Have good eye contact.
2. Ask questions.
3. Listen to the other person.
4. Be honest and sincere.
5. Follow instructions.
6. Act interested. It makes up for inexperience.

DO NOT DO THE FOLLOWING AT AN INTERVIEW:

1. Criticize yourself or anyone else. Speak softly or mumble.
2. Present an extreme appearance.
3. Become impatient or emotional.
4. Arrive unprepared.
5. Make promises you can't keep or say things you don't mean.
6. Chew gum, smoke or slouch in your chair.

HOW DID THE INTERVIEW GO? Make each interview a learning experience.

1. What points did I make that interested the employer?
2. Did I present my qualifications well?
3. Did I learn all I need to know about the job?

AFTER THE INTERVIEW:

Follow up with a phone call, return visit, or thank you note. It is an important gesture when applying for job opportunities and shows maturity, dedication and professionalism. It is also important to contain information not in the interview (such as transcripts, added suggestions or considerations). Make sure your letters are original and well written, with no spelling or grammatical errors. It is better to not send a letter than to send one that is poorly written.

RESUME: A resume is a brief summary of your personal history and experience submitted with a job application. Follow the sample below as a guide for your own resume.

Personal Information: Give first name, middle initial, last name
List street address, city, state, and zip
Give complete phone number where you can be reached

Career Goal: State the kind of job you would like in relationship to your talents

Education: Name of school, city, and state
"Graduated 2012" or "Will graduate June 2012"
List courses related to the job you want.

School Activities: List clubs, sports, and groups to which you belong, offices held, special honors or awards. This section shows an employer that you are the kind of person who puts out extra effort.

Interests and hobbies: List interests such as music, sports, photography, cars, reading, sailing, etc. Be specific. Your interests help to describe you. If you have interests similar to the employer, you may have an edge on getting the job.

Work experience: List paid jobs and volunteer work. Babysitting, yard cleaning and incidental jobs may be listed. Volunteer work and work at home shows responsibility.

Employer's Information: List company, organization or family name
Street address, City, State, and Zip code
Area code and telephone number
List your job title/duties
Dates of Employment: From month/year to month/year

References: Do not list references on the resume. You may have available a list of three or four names of people who can tell employers good things about you. Include first and last names, title, complete address, area code and phone number. Before you use a person's name, you should ask for permission to do so. Good references include teachers, school counselors, ministers, family friends, neighbors, or other prominent adults you know.

Remember www.careercruising.com will format your information into a professional resume.

MEDFORD H. BEDFORD

1234 Jackman Road
Temperance, MI 48182
(734) 850-6000

CAREER GOAL: To gain work experience leading towards management position.

EDUCATION: Bedford High School
8285 Jackman Road
Temperance, MI 48182
Graduation Date: June 2012

SCHOOL ACTIVITIES:
Marching Band: Summer 2009 - present
Junior Class Student Council Representative
Golf Team: 8/09-present

INTERESTS AND HOBBIES:
Listening to music and playing baseball.

WORK EXPERIENCES:
McDonalds
3350 W. Sterns Road
Lambertville, MI 48144
Food Prep., Supervisor 10/10 - present

Maple Grove Golf Course
6360 Secor Road
Lambertville, MI 48144
Lawn Maintenance 7/10 – 9/10

REFERENCES: Available upon request.

COLLEGE CALENDAR AND FINANCIAL AID CHECKLIST

All students planning to attend college should review the following checklist. For schools in Michigan, you should turn in your application(s) to your counselor by **November 1st** of your senior year. This is not an absolute deadline, but it is highly recommended. Allow a **minimum of ONE WEEK** for the counselor to process it. A check must accompany your application if requested by the college. Remember, some applications are \$30.00 or more (and are usually **non-refundable**) so be selective. For out-of-state schools, deadlines for applications vary. Since these schools require more detailed counselor and teacher recommendations, you should check the deadline for each school to which you are applying and turn in the forms to your counselor and teachers at least one week before the deadline. **This is your responsibility! If you choose to do an on-line application, remember to print the transcript request and counselor page. Give these items to your counselor to send with your official school records.**

A NOTE ABOUT SCHOLARSHIP SEARCH AND FINANCIAL AID COMPANIES: Please be wary of any company that charges you a fee for financial aid information or scholarship searches. Information is provided to you for **free** through financial aid nights at Bedford High School and Monroe County Community College, through your counselor, and through the internet.

COLLEGE VISITATION: Summer is a good time to visit different colleges. Make an appointment through the Admissions Office. Seniors who wish to make a college visit during the school year may do so twice without being counted absent. A College Visitation and Verification Form must be used prior to your visit. These may be obtained in the attendance office.

A NOTE ABOUT ACT AND SAT: ACT and SAT are both college entrance exams. Most colleges will accept either one; however, a few colleges have specific testing requirements such as the SAT II Subject Tests or ACT Writing Test. If you are unsure about the requirements of the college you are interested in, check the college website or see your counselor. SAT dates were not available at time of this publication. Please refer to www.collegeboard.com for the most current information.

SEPTEMBER

1. Register for the October ACT by September 16th if you would like to improve your scores. Many colleges require a certain score for admission in combination with grade point average.
2. **BEDFORD'S HIGH SCHOOL CODE NUMBER IS 233565. THE TEST CENTER CODE IS 176200.**
3. Pick up college applications from the counseling office or apply online. We have applications for most area state colleges. Out of state and private colleges may have to be individually requested.
4. Make appointments to hear college representatives when they visit throughout the school year. Check announcements for dates, times, and location.

OCTOBER

1. ACT Test date is **October 22, 2011.**
2. Complete college applications.
3. Investigate scholarship possibilities from local sources, parent's employment, your religious affiliation and colleges you are considering. Ask for scholarship recommendation letters from teachers. Give them an activity list or resume to assist them in writing the recommendation.
4. Register for the December ACT, if needed. (financial aid, sports, admittance)

NOVEMBER

1. Attend the college fair at Monroe County Community College.
2. Complete and send college applications by Thanksgiving.

DECEMBER

1. Go to www.fafsa.ed.gov and review the worksheet to determine what information is required.
2. ACT test date is **December 10, 2011.**
3. Ask your parents if the union, club, church, or other organizations to which they are members give educational financial assistance.

JANUARY

1. See your counselor to finalize college plans.
2. Attend a financial aid night. Check the counseling office for the latest information.
3. Ask parents to complete tax forms as soon as possible.

FEBRUARY

1. Send in your financial aid form before the deadline.
2. ACT test date is **February 11, 2012.**

MARCH – APRIL

1. Apply for local scholarships. Make note of deadlines.
2. Respond to college acceptances and the State of Michigan Scholarship notifications.
3. ACT test date is **April 14, 2012.**
4. Register for Advanced Placement tests if you want to take them.

MAY – JUNE

1. Review award letters you have received from various schools. Select the school you will attend. Notify the counseling office of any scholarships you have received by the first week of May; the information is needed for Awards Night.
2. Finalize contract with college you will attend.
3. Take AP Exams.
4. ACT test date is **June 9, 2012.**
5. **GRADUATE!**

CHOOSING A COLLEGE

College is more than a personal commitment to attending classes. It is a "way of life" for a period of 4-5 years. As such, it is important that you feel comfortable as a person and as a student. You should begin as soon as possible to learn more about what is actually involved in attending college. Use the following questions or the college comparison worksheet that follows to help in choosing a college.

UNDERSTANDING YOURSELF: A SELF-AUDIT

A self-audit is a technique used in learning what you personally expect from your college education. The first step is to answer basic questions about your own educational and career goals. As in all audits, individuals must adapt the list of questions to fit their own set of circumstances. However, there are some basic points to consider as you begin. Try to determine:

1. The characteristics of you as a student-your personality.
2. The characteristics of a college-its personality.

WHAT ARE MY EDUCATIONAL GOALS?

- *** What areas of study are most appealing to me?
- *** How many years of college do I expect to complete (2 years, 4 years, or more)?
- *** Which colleges offer degrees in my area of career interest?
- *** How does my academic achievement compare to that of other applicants?
- *** What are my expectations from college?
- *** What challenges, difficulties or opportunities do I expect at college?
- *** Will this college or university provide the way of life I really am seeking? Will it assist me in reaching my educational goals?
- *** If I have not yet chosen a career or if I change my career choice, does this college or university afford an opportunity to explore options?

HOW DOES MY PERSONALITY FIT MY EDUCATIONAL GOALS? I WOULD MOST LIKE:

- *** A small college (under 10,000) or a large university.
- *** A college/university where most students are similar to me.
- *** A college/university where professors are interested in me.
- *** A campus where many different social/recreational events and activities are available to me.
- *** A campus within 100 miles from home.
- *** A campus which provides opportunities to meet people from other areas of the state or country.
- *** A small town or a large city?

WHAT DO I LIKE ABOUT SCHOOLWORK?

- *** In which subject areas do I do best?
- *** What kinds of teaching bring out my strongest efforts (lecture, discussion)?
- *** How do I feel about competition for grades when I am in class?
- *** How important are high grades to me?
- *** How important is frequent encouragement from teachers?
- *** How easy is it for me to ask for help from teachers or friends when I need it?
- *** Do I do best in large or small classes?

WHAT PERSONAL OR FAMILY CONSIDERATIONS MIGHT AFFECT MY DECISIONS?

- *** Will the cost of a particular college be an important part of my decision?
- *** Do I need to consider the availability of public transportation for traveling to and from campus?
- *** Will having my parent's approval of my choice be a factor to consider before selecting a college/university?
- *** Does it matter to my family/me if the school is public or private? Church affiliated?
- *** Will I need to find part-time employment while in college?
- *** Does the college offer a co-op (on the job training) program?
- *** How much financial aid is available from the college? How likely am I to get this financial aid? (Some private schools are so well endowed that the cost to the student becomes comparable to the cost of a Michigan public institution).

SOURCES OF INFORMATION ABOUT COLLEGES

1. The School Counselor can be a very helpful source of information about colleges/universities.
2. College Directories bring together descriptions of colleges across the country.
3. College Representatives – Talking with the college representative is one way to get information and ask questions about a school. Check the guidance office for scheduled college representatives' visits at BHS.
4. College Students and Alumni – Previous BHS students who are attending a college you are considering and college alumni can be very useful sources of information.
5. College Visits – A visit to a college campus is probably the best way to learn about it. Plan to visit when classes are in session, and the admissions office is open. Call ahead if you want information about guided tours, or if you want to meet with a faculty member in your particular field of interest.

WHAT SHOULD I ASK ON A COLLEGE VISIT?

1. What is the average class size for an introductory course?
2. Who does the teaching? (professors or graduate students)
3. How is the academic calendar year set up? (quarters or semesters)
4. How is admission to the college determined?
5. When is the application deadline? Is the deposit refundable?
6. Does the college have a Career Planning Program and/or facility?
7. What is the overall placement rate of the school? What is it in my intended major?
8. What are the school's basic costs (tuition, room, board and fees)? What is the estimate for books?
9. What kinds of financial aid programs are available? What forms should I fill out? Deadline? Does the school or its alumni offer any special scholarships?
10. Can I have a car on campus during my freshman year?
11. What types of college housing are there? Can freshmen live off-campus?
12. What about varsity and intramural sports?
13. What opportunities exist for part-time employment on campus? In the community?
14. Will I be assigned to a faculty advisor? How often will we meet?
15. Are there college placement tests for certain classes? When are they given?
16. What course of study is offered for _____ (your career choice)?

USEFUL WEB SITES

www.finaid.org – The Smart Student’s Guide to Financial Aid

www.petersons.com – Peterson’s Education Center

www.princetonreview.com – College and Career Exploration

www.collegeboard.com – SAT, AP, and PSAT test center. Plan, Find, Apply, and How to Pay for College.

www.actstudent.org – ACT: Test Prep, College Planning, Financial Aid, and Career Planning.

www.fastweb.com – Free Scholarship and College Search.

www.Michigan.gov/mistudentaid - Michigan Department of Education Parent & Student Financial Aid Resource Center

www.ed.gov - U.S. Department of Education.

www.college.gov- U.S. Dept. of Education resource for planning, preparing, and paying for post-secondary education.

www.fafsa.ed.gov - FAFSA on the Web.

www.zinch.com- Free college and scholarship search.

www.careercruising.com – Career, college and financial aid search. Resume builder. Username is bshs and password is monroe.

www.michigan.gov/careers - The Michigan Career Portal for education opportunities and career options.

www.eligibilitycenter.org - Prospective college student athletes need to have their eligibility certified by NCAA.

www.bedford.k12.mi.us- Current scholarships are listed under the high school counseling page of the BPS web site.

COLLEGE APPLICATION PROCEDURE:

Completing paper applications:

1. Ask your counselor for college application(s) of your choice. You can also print most college applications from their websites.
2. Neatly print (in ink) or type application information.
3. If letters of recommendation are required, allow your source enough time for thoughtful preparation. Think of people who can attest to your personal character, your academic ability, and your work ethic.
4. Sign and date the application. Proof read for spelling and blank spaces.
5. Return the applications with the required fee (check or money order payable to the school of your choice) to your counselor.

Allow 1 week for counselor processing. The counselors will make a copy of the official transcript and test scores. We will address the envelope and mail it for your. Many schools have quotas. It will be to your benefit to apply before Thanksgiving vacation!

Completing college applications online: Many colleges prefer you to apply on-line. If you choose to do this, you must print out the counselor portion of the application and the transcript request and give them to your counselor to complete. Your college application may not be processed or reviewed without your official transcripts received directly from the counseling office.

Transcripts requests: Colleges need your school records (transcripts of grades and test scores) to complete the application process. If you turn in a paper application, your counselor will send this along with your application. If you apply online, you should print and give your counselor the transcript request. ***You may also request a transcript by visiting the counselor page of the Bedford website. You will find a link to request transcripts through Secure Transcript. Transcripts are sent securely online to colleges, universities, and scholarship funds.***

Students may find it useful to complete the following chart to help in making their college decision.

COLLEGE COMPARISON WORKSHEET

COLLEGE NAME			
LOCATION <ul style="list-style-type: none"> distance from home 			
SIZE <ul style="list-style-type: none"> enrollment physical size of campus 			
ENVIRONMENT <ul style="list-style-type: none"> type of school (2yr/ 4yr) school setting (urban, rural) location & size of nearest city co-ed, male, female religious affiliation 			
ADMISSIONS <ul style="list-style-type: none"> deadline tests required average test scores, GPA, rank notification 			
ACADEMICS <ul style="list-style-type: none"> your major offered special requirements accreditation student-faculty ratio typical class size 			
COLLEGE EXPENSES <ul style="list-style-type: none"> tuition, room & board estimated total budget application fees, deposits 			
FINANCIAL AID <ul style="list-style-type: none"> deadline required forms % receiving aid scholarships 			
HOUSING <ul style="list-style-type: none"> residence hall requirement food plan 			
FACILITIES <ul style="list-style-type: none"> academic recreational 			
ACTIVITIES <ul style="list-style-type: none"> clubs, organizations Greek life athletics, intramurals 			
CAMPUS VISITS <ul style="list-style-type: none"> when special opportunities 			

If your college or employment application requires a recommendation, complete the following information. Please print a copy to assist the teacher or counselor in completing your recommendation.

Personal Data Form

Name: _____ Student ID #: _____ Phone #: _____

Parent/Guardian Name(s): _____

School Related Activities:

Community/Church Activities:

Employment:

Specific Interests and Talents:

Honors and Awards:

What is Unique about You? (Be descriptive):
