

# **College Success Starts Here!**

## **Web Site Worksheet**


Created by Jessamine County Adult Education  
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Secondary Education

This worksheet may be photocopied for the use of any person using the  
“College Success Starts Here” web site: <http://www.collegesuccessky.com>. It may also  
be downloaded as an Adobe Acrobat PDF file at  
[http://www.collegesuccessky.com/insidehead\\_6.htm](http://www.collegesuccessky.com/insidehead_6.htm).

College Success Starts Here!  
Web Site Worksheet  
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 First things first! Open the Web browser on your computer. Into the Address line of your Web browser, type [www.collegesuccessky.com](http://www.collegesuccessky.com)

## Introduction

Welcome to College Success Starts Here! This guide will help you work through this web site. You can go through this whole guide at once, or you can stop at any time and start again later where you left off. You can also skip sections you don't need and go right to areas that interest you.

Why did we make this web site? Good question! We made this web site so you can have an easier time getting the information you need to go to college. For many people, going to college is the next step after getting a GED or high school diploma. College can be a wonderful experience, and statistics show that a college education can help you earn a lot more money. If you already have a job, college can help you get a better-paying job. But the most important reason is that going to college can help you learn to do something you really want to do and then get a job doing that.

This worksheet is organized into 4 sections:

1. Your Career
2. Institutions (Schools)
3. Assessments
4. Financial Aid

These are the same as the 4 areas you see on the web site home page on your computer screen.

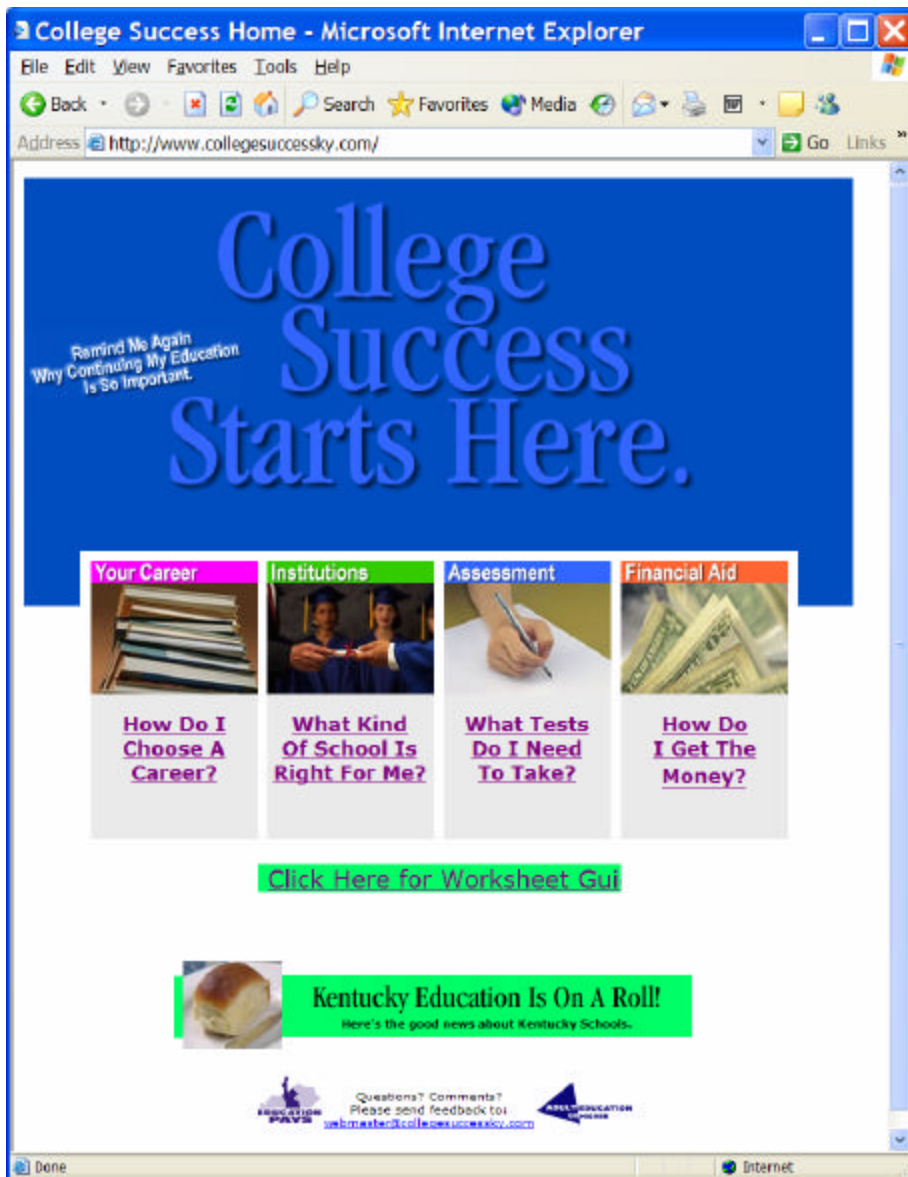
We also encourage you to watch the video, *Road Map to College Success*. This video provides a good overview of the college application and financial aid process and also spotlights 3 colleges in the Central Kentucky area .

## How to Use This Worksheet

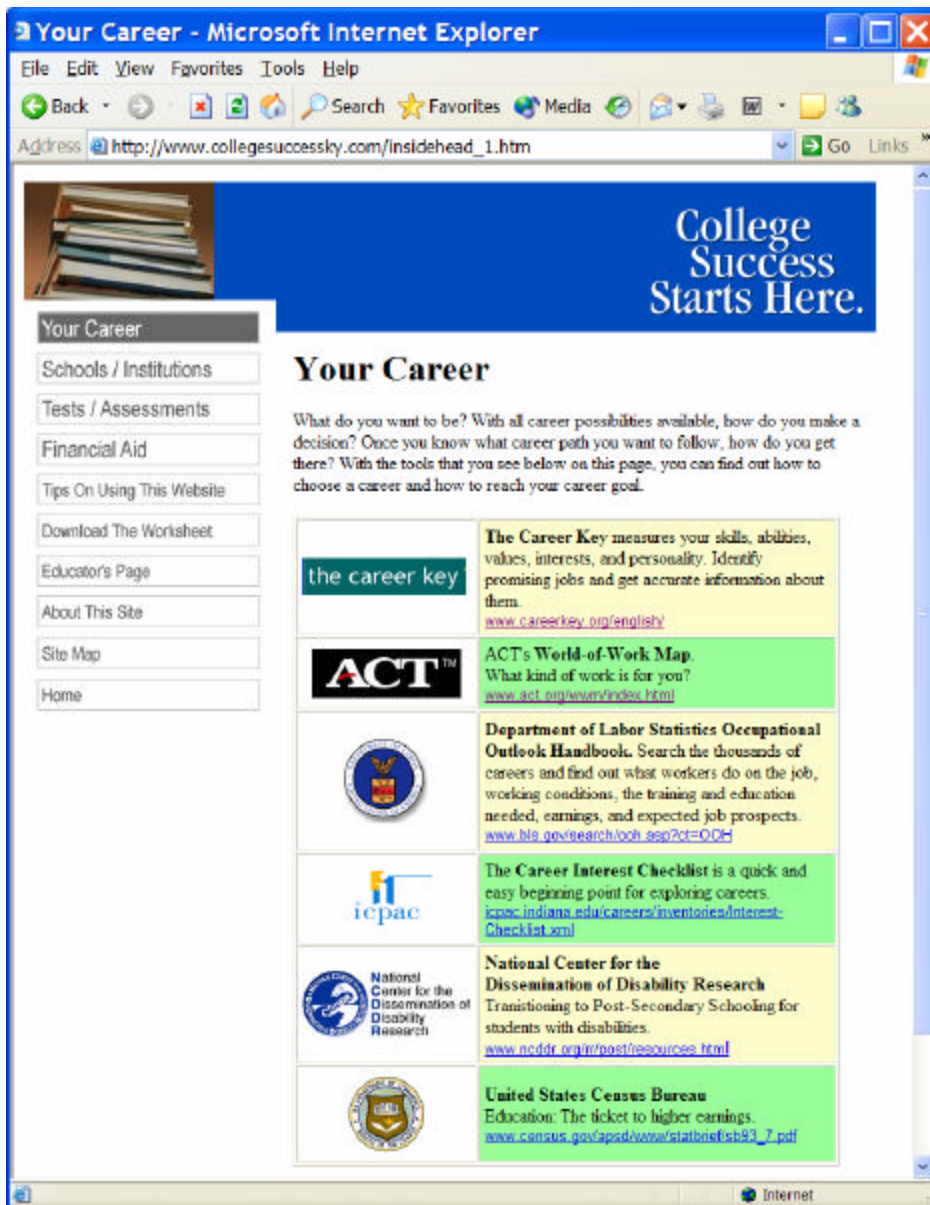
This worksheet is designed to be used with the College Success Starts Here web site in any order you want to use it. There are pages to accompany each section with space for you to take notes about what you find.

Having trouble understanding some of the terms used around computers and web sites? Turn to page 19. You'll find a glossary of words concerning computers and navigating web sites.

The web site itself is easy to use. Once you click on one of the 4 main buttons on the first page (the home page), you will go to that section of the web site. Here is a picture of the home page:



After you click on one of the four sections, you will go to a different part of the web site. Let's say you click on the first section, "Your Career". This is what you would see:



Each section has different buttons you can click to go to different web sites. On the left side of each page of the College Success Starts Here web site, there is a menu of buttons to connect you quickly to different parts of the site.

**Special Note:** When you click on a button to go another web site, then a new browser window will open. This means that the "back" button on the new browser window will not work to get you back to the College Success Starts Here web site. You need to close the new browser window or click on a browser button on your tool bar at the bottom of the screen to go back.

## Area 1: Your Career



From the Home Page, click on the "Your Career" link.  
From anywhere else in the web site, click on the "Your Career" button on the left.

First, you need to know why you want to go to college. In other words, what kind of job do you want? If you already know, then you can skip ahead to any of the other sections (Schools, Assessment, Financial Aid). A lot of people have a really hard time figuring out what kind of work they want to do. It's OK to be unsure right now. To help you answer that question, we've included some Career Guides. A Career Guide helps you determine what you like to do, what you're good at, and what kinds of jobs you might be interested in. We've provided six career guides. You can visit one or all six. As you visit each one, make a note of which jobs interest you. *On page 9, we've put a table where you can make your notes.*

Here are some guidelines for using each of the six sites listed:

**The Career Key** – This site helps identify your interests and what careers might be good for you. After you click on this site, click on "Take the Career Key" near the top of the page. You will see a list of jobs. Click on the box to the left of every job that interests you. When you are done, click the "Continue" button at the bottom of the page. You will be asked some questions about what you like to do. You should answer "True", "Mostly true", or "Not true" to each of the questions by clicking the circle to the left of each answer. When you are done, click the "Continue" button at the bottom of the page.

You will now be asked some questions about your abilities. Answer these questions – with "True", "Mostly true", or "Not true" – and then click the "Continue" button. Next you will answer some questions about how you see yourself. After you click "Continue," you will be asked about what you value. Answer these questions and click "Continue." Now you will be given your test scores in the following six areas: realistic, social, investigative, enterprising, artistic, and conventional.

Click the word "next" on the bottom right. You will be given some possible careers related to your top-scoring area. Click the word "next" again. You will be able to click on any of the personality areas and see jobs related to that type. You can then select those jobs that you might be interested in. At the bottom of the screen you will see buttons for the other personality areas. After selecting jobs for one type, click on other personality buttons to see the jobs listed there. When you are done selecting all your possible careers from any of the six personality areas, click the "Done" button at the bottom right. Now you will see a little report of all the jobs you selected. You can then click on the names of those jobs and get a link to the Department of Labor Occupational Outlook Handbook. We'll explore that site further in this section.

**ACT World of Work** – This is a circle diagram which groups jobs into different general areas. You begin by looking at the outer ring and clicking on an area that interests you. NOTE: As you pass over an area with your mouse, you will notice an explanation box pop up on the left. Each box gives you some more detail on that area. Once you click on an area, that part of the circle will expand and you will be able to choose from several jobs. Click on a job, and an explanation of that job will open up. At any time, you can get back to the whole circle by clicking on “World-of-Work Map Home” in the upper left hand corner of the screen.

**Department of Labor Occupational Outlook Handbook** – This site gives very detailed descriptions of a lot of jobs. You will find out what education each job usually requires, what the working conditions are like, and how much money you might make. You can search in one of 3 ways:

1. A-Z Index – Click on any letter and there will be an alphabetical listing of jobs starting with that letter.
2. Search OOH – Enter the name of a job in this box and then click the search button to the right of the box. You will then see a list of jobs that are exactly like the one you chose or very similar.
3. General Groups on the right of the screen – These jobs are grouped by area or industry. For example, if you know you want to work in construction, but you’re not sure if you want to be a roofer or a carpenter, you can click on “Construction” on the right and find all the jobs for that field.

**ICPAC Career Interest Checklist** – This web site is run from Indiana. You will first be asked to provide some simple information to use the site: the type of user, your zip code, and a country phone code (only for people outside the United States). This information lets you stay anonymous. Once you enter your information, click the “OK” button at the bottom. Now you will see the Career Interest Checklist. You check off as many interests as you want by clicking on the box to the left of each one. If you click one by accident, then click the box again to make the check mark go away. When you are done, click the “Submit” button at the bottom. Be sure you click lots of things; if you don’t click enough you will get a message to go back and add more. The computer needs lots of information to work right. Once you do that and click “Submit”, you will get a summary of your interests and what category they fit into, such as “Artistic” or “Social”. At the bottom you will see a list of jobs that may interest you. When you click on one, you will get a summary of that job.

**NCDDR (National Center for Dissemination of Disability Research)** – This is a page of links to other web sites for people with disabilities and for minorities. There is a lot of information on financial aid, scholarships, and other programs.

**U.S. Census Bureau** – This is a link to an article entitled “Education: The Ticket to Higher Earnings.” Here you will find some statistics about how people with higher education typically earn more money. NOTE: This article is in PDF format. This means that the computer you are using must have a program called Adobe Acrobat Reader for you to use this file. Ask your Adult Education staff if you have any questions or problems.

# Career Guide Notes

for \_\_\_\_\_

Name of Site	My Interests	My Career Choices
The Career Key		
ACT World-of-Work Map		
Dept. of Labor Occupational Outlook Handbook		
ICPAC Career Interest Checklist		
NCDDR – National Center for Dissemination of Disability Research		
U.S. Census Bureau		

Now, look at the notes you took when you visited the Career Guides. Pick one or more interest from each site you visited and list them here:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Now pick one job from each site you visited and list them here:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Now look at this list and pick the 3 jobs that interest you the most. List them here in order, with the most interesting being number 1:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Why list 3 choices? Sometimes, once you start taking classes for a particular career, you might realize that a certain job is not what you really want to do. It's OK to change your mind after you've given something an honest try. This way you have more options.

**Now go to Area 2: Schools/Institutions.**

## Area 2: Schools/Institutions

OK, now you have a better idea of what your interests are and what careers you might want. Now let's look at how you can study for those careers at different colleges.



From the Home Page, click on "Institutions".  
From anywhere else on the web site, click on the "Schools/Institutions" button on the left.

There are 3 main kinds of colleges:

- Community Colleges
- Public Universities
- Technical/Vocational Colleges

**What's the difference between different kinds of colleges?** Here is a brief description of each kind:

- Community College – This kind of college offers a 2-year degree program (called an Associate's Degree) as well as classes you can take without being in a program. Depending on what you want to study, you might start with classes here and then move on to a university. Or you might take classes for only a short period of time.
- Public University – This kind of college offers mostly 4-year degree programs (Bachelor's Degree). Additionally, most universities have advanced degree programs (Master's and Ph.D.).
- Technical/Vocational College – This kind of college offers certificate, diploma, and associate's degrees in specific occupational skills.

**VERY IMPORTANT!** You *do not* have to sign up for a 2-year or 4-year degree right away. Most colleges let you take one class at a time and do not require you to commit to a particular program for a long time. It's important to remember that you will learn a lot about yourself when you start going to college. You may change your mind about some of your career goals, and that's OK. In fact, most people change their minds 2 or 3 times during their time at college.



Click on [technical or vocational college](#) or [two-year or four-year college](#) for a longer description.

We've included links on this page to the 3 colleges here in the Central Kentucky area that are examples of those 3 kinds:

- Lexington Community College
- EKV (Eastern Kentucky University)
- Central Kentucky Technical College



If you want information on other colleges around the state, click on [Other Kentucky State-Supported Schools](#) or [More School Choices](#).

### **Which colleges should you apply to?**

This question depends on a number of factors: the programs available, the cost, the size and location of the school, and so on. This is where you get to do some research. We've included 2 links to each college on this page. The Home Page link will take you to the main page for that school. From there, you can click on other buttons on their web site to get the information you're looking for. The Admissions Page link will take you directly to the part of that college's web site to apply.

Keeping track of information about colleges is very important. In the *Transition Project Handbook* we've included a copy of a form developed by the Kentucky Higher Education Assistance Authority (KHEAA) to help you do this. This is called "School Evaluation" and is in the Miscellaneous section of the *Handbook*. You can photocopy this form as many times as you need to for all the schools you look at.

## Notes on Applying to Colleges

Nowadays there are lots of ways to apply to college. Most colleges have a button you can click on to have the paper forms sent to you, others have the forms available on-line that you can print out and then fill out, and some allow you to type in all the information on the web site and then submit the application. How you do it is up to you. If you do apply on-line, then you will need to create a Login or Username and a Password. Here's a table you can use to keep track of your usernames and passwords:

College Name	Username or Login	Password

***NOTE: Keep your passwords secret! If you write your passwords down, keep this paper in a safe place.***

**Now go to Area 3: Tests/Assessments.**

## Area 3: Tests/Assessments



From the Home Page, click on the "Assessment" link.  
From anywhere else in the web site, click on the "Tests/Assessments" button on the left.

### What is an assessment?

Almost every college you go to will require some kind of assessment or test before you are admitted. There are different purposes to different kinds of tests. Some schools will require that you get a minimum score on an assessment (usually the ACT, SAT, and TOEFL) before they will accept you. Other schools just want to give you an assessment to see where your math, reading, and English skills are (this is usually the COMPASS). For example, your assessment may show that your math skills need work. In that case, some colleges have a developmental math class that you can start out with.

There are 2 main assessments used by colleges in Kentucky: the ACT (American College Test) and the COMPASS (Computerized Adaptive Placement Assessment and Support System). Additionally, across the country and in Kentucky many colleges accept the SAT (Scholastic Aptitude Test). The TOEFL (Test of English as a Foreign Language) is the English assessment most used by colleges when accepting students whose native language is not English.

We've included links to the home pages for these four tests. Here are some pointers on what you can find at each site:

**COMPASS** – This assessment covers reading, writing, math, and English as a second language. When you go to this page, on the left you will see some choices. The most interesting is "Sample Questions". Click here and you will see some examples of questions like what you'll see on the COMPASS.

**ACT** – This assessment covers English, math, reading, and science. Click on this link and you can get information on test dates, what scores mean, and test preparation tips. Under Test Preparation, you can click on Sample Questions. At the bottom of the screen is a link to Frequently Asked Questions (this is also known as a FAQ). Clicking here is usually a good place to go because many people have already had the same questions you do, and these common questions (and their answers!) are collected here.

**SAT** – When you click on this link, be advised that this is a very "busy" looking site! It looks kind of confusing and has small print. But go here anyway, and look at the middle of the screen for a section called "All About the SAT". Underneath this heading you will see links to information about this test. Click on "SAT Prep Center" and you will find links to free sample questions and tests. Be sure that you click on the free ones! They're at the top of the page.

**TOEFL** – When you go to this site, you will see at the top of the page a bar called “Starting Points.” Click on Test Takers. This will take you to a page of information on where to take the TOEFL, how to register for it, and how to get free test preparation materials.

**How do you know which test to take?** Since every college has different requirements, the best thing to do is to contact the admissions office at the colleges you would like to apply to. They can give you accurate, up-to-date information. Call the admissions office as soon as you think about applying to the college. Most of these assessments are only offered on certain days, and you must register in advance. An admissions counselor can help you sign up for an assessment.

**What’s the difference between the SAT and the ACT?** Many people wonder what the differences are between these two tests. Click on the link at the top of the assessment page and you’ll find a list of what makes each test unique.

**Many people get very nervous about taking tests.** We’ve included some tried-and-true tips for helping your chances of doing well. Click on “Test-taking advice and tips” for more information.

### My Notes on Assessments

Name of Assessment	My Notes
COMPASS	
ACT	
SAT	
TOEFL	

**Now go to Area 4: Financial Aid.**

## Area 4: Financial Aid



From the Home Page, click on the “Financial Aid” link.  
From anywhere else in the web site, click on the “Financial Aid” button on the left.

Now we come to the question that most people ask first: “How do I pay for this?” You certainly don’t have to be rich to go to college. There are many ways to pay for the education you need to get a good-paying job. There are 3 main types of financial aid:

- Scholarships – This is money that is given to you to pay for college tuition and sometimes for other college-related expenses. A scholarship is usually awarded based on good grades. You do not have to pay back a scholarship.
- Grants – This is also money that is given to you outright for college and related expenses. Usually grants are awarded on the basis of financial need. You do not have to pay back a grant.
- Loans – This is money that is given to you during the time you’re taking college classes. After you graduate or stop going to school, you will have to start paying the money back. Most college loans charge interest, which means that you also pay an extra percentage of the amount of money you originally received. Different kinds of loans are paid back on different schedules. Sometimes loans can be deferred in whole or in part if you go to work in a certain field. Be sure to understand all the details of any loan you consider.

Trying to find all these sources can be time-consuming. That’s why we’ve included links to some of the most popular sites.

**FAFSA** – This is the Free Application for Federal Student Aid. The FAFSA is one of the most important documents you can complete when you’re searching for financial aid. The FAFSA is accepted by many lenders as an application for their loans. This web site is very complex, but it is well-organized into several steps. On the first page, you will see three main sections:

- Before Beginning a FAFSA
- Filling Out a FAFSA
- FAFSA Follow-Up

There are several steps within each of these sections, and there is a lot of information. The best thing to do is to start with the first section, “Before Beginning a FAFSA,” and then continue through the next two sections.

One of the most important things to remember about completing a FAFSA online is that you will have to create and apply for a Personal Identification Number (PIN). The

FAFSA web site provides the steps for getting a PIN. This PIN is very important; it acts like an electronic signature that you can use to sign for loans. Because this PIN is so important and powerful, you will want to keep it secret!

In the *Transition Project Handbook* you will find a copy of a pre-application worksheet that you can fill out before you complete the FAFSA online. This is in the Financial Aid section of the *Handbook*.

**KHEAA** – This is the Kentucky Higher Education Assistance Authority. KHEAA is a source of much financial aid information. Here you can find links and information about a wide variety of scholarships, grants, and loans for Kentucky college students. You will want to set aside plenty of time to explore this site.

**The Student Loan People** – This is a sister agency to KHEAA. Their goal is to provide the lowest-cost loans to Kentucky college students. When you go to this site, click on “Adult Learners.” This will open a page geared to the needs of students like you.

**Financial Aid 101** – This is a part of the KHEAA web site. This includes a checklist of the most essential things you need to know about applying for financial aid.

**FSA (Federal Student Aid)** – This web site is run by the federal government. When you go to this site, you will see a picture with a series of yellow road signs. Each sign will be to a different section of the FSA web site. This site is very easy to use and can help guide you from deciding what you want to do, to what school you want to go to, to how to get the money.

**College KY** – This is a collection of links to financial aid, savings programs, scholarships, and other programs relating to affording college in Kentucky.

On the next page we’ve given you a tracking sheet that you can use to record information you find about potential financial aid. In the *Transition Project Handbook* there is a package evaluation sheet developed by KHEAA. This form is in the Financial Aid section of the *Handbook*.

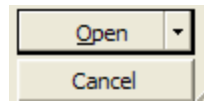


## Glossary of Computer Terms

(NOTE: Unless specified, these definitions are for Windows-based computers only.)

**Browser** – This is the computer program that lets you look at web pages. The most common browsers are Internet Explorer and Netscape Communicator.

**Button** – When you look at a web *page* or a computer screen, you will often see pictures on the screen that look like buttons. For example, some of them look like this:



These can be *clicked* with your *mouse* to “push” them and go to a different *page* or open a program. Not all buttons look like the ones you see above! When we’re talking about web *pages*, it is also common to refer to any kind of *link* as a button. This means that sometimes pictures or text will be called buttons.

**Click** – When you put the *mouse pointer* over something and push the left *mouse* button, then you “click” it.

**Home Page** – This is the main page for a business, college, government, or organization.

**Icon** – This is similar to a *button* or a *link*. Often an icon is a picture that *links* to another *page* when you *click* it.

**Internet** – This is a vast collection of networks that talk to each other with a special computer language. This is short for “Inter-connected Networks”.

**Link** – This is a kind of shortcut to another *web site* or another *page* within the web site you’re looking at. A link can be a picture or text. Very often the text will be underlined, *but not always!*

**Mouse** – This is the device that you use to move a *pointer* across the computer screen. The mouse usually has 2 buttons on top (left and right). (A Macintosh mouse will have only one button.) For this web site, you only need to use the left mouse button.

**Page** – Sometimes this is called a web page. A page is the screen of information you see at any one time. A *web site* consists of one or more pages. You can think of it like pages in a book, with the *web site* being the whole book.

**Pass Over** – When you move the *mouse pointer* across the screen, sometimes it will turn into a hand. This means that the text or picture under the hand is a *link*. You have “passed over” with the *mouse*.

**Pointer** – This is the arrow that appears on your computer screen. You move the pointer by moving the *mouse*.

**Task Bar** – At the bottom of the screen is a blue bar that keeps track of the programs and web *pages* you have open. You will see a series of *buttons* to the right of the “Start” *button*.

**Web Site** – This refers to one or more pages of information that you can view on the *World Wide Web*.

**World Wide Web** – This is a part of the *Internet*. Sometimes called the WWW or the Web, this consists of *pages* of information that are written and transmitted in special computer languages.

## Transition Project Tracking and Summary Page (To be completed by Adult Education staff/instructor)

Adult Education Program: \_\_\_\_\_

Name of Staff Completing: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Student's Entry Level: \_\_\_\_\_

First School of Choice: \_\_\_\_\_

First Career of Choice: \_\_\_\_\_

Date Started Worksheet: \_\_\_\_\_ Date Completed Worksheet: \_\_\_\_\_

Total time spent on worksheet: \_\_\_\_\_

Did the student complete a FAFSA? \_\_\_\_\_

Did an instructor work with the student on the worksheet? \_\_\_\_\_

If yes, name of instructor: \_\_\_\_\_

Did the student watch the *Road Map to College Success* video? \_\_\_\_\_

Did the student do the COMPASS online? \_\_\_\_\_

Did the student watch the COMPASS curriculum video? \_\_\_\_\_

Please offer any suggestions on how we can improve this process:

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*Please return a copy of this form, along with the Transition Project Invoice, to Janice Crane, Jessamine County Adult Education, 501 East Maple Street, Nicholasville, KY 40356.*