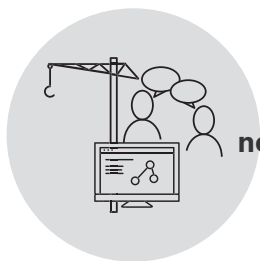


Get educated,
gain experience,
get a career,
get paid.

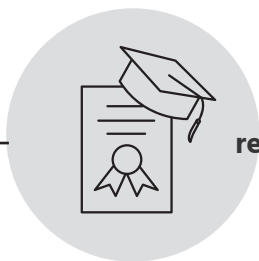
This book will help you figure out how to get the education you need to get the career you want.



need

Careers

are good paying jobs that provide a family living wage and opportunities for growth.



requires

Education

Associates Degree
Licenses
Certifications
Apprenticeships
Military
Bachelors Degree
Masters Degree
Doctorate Degree

Who this book is for

This book was designed for young people experiencing housing instability or those who or those who don't have a fixed, regular, or adequate place to sleep. **The McKinney-Vento Homeless Assistance Act** provides services for and protects the rights of students experiencing **homelessness**. Connect with a McKinney-Vento liaison or identify someone at your school or in your community that can help you find any additional resources.



is found by



Money

is essential for educational and living expenses. There are many ways to get money you'll need to go to college.

Self Advocacy & Support

Finding people and services that can support you will help you get into school and succeed.

How this book was made

This book was designed with feedback from current high school students and informed by current college students that are experiencing or have experienced housing and food instability. Money, housing, support, and careers were the top 4 areas that students wanted and needed more information when thinking about college.

Own your future, choose your adventure

This resource was designed to give YOU the reader the power to decide what information you need and when you might want to read it. Advocate for yourself to get the support you need. Throughout the handbook you will find highlighted **FLIP TO** sections. The color-coded **FLIP TO** tabs show you where you can flip to another tabbed section that will go more in-depth about the topic you are reading.

Don't know what something means?

Glossary terms can be found in the black section at the back of this book.

You can
afford
to go to
college.

This section includes information on:

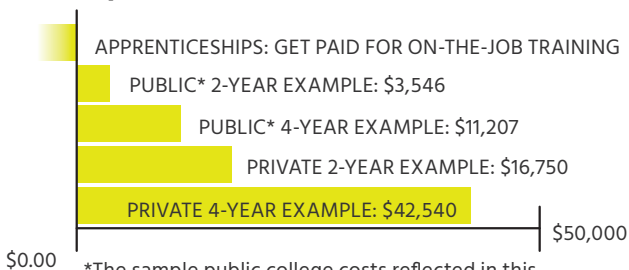
Cost of Attending School	01
Completing FAFSA/WASFA as an independent student	03
Types of financial aid	05
Scholarships	06
How the financial aid process works	08
Budgeting	11
Making money while going to school	12
Emergency Fund	12

Money

You can afford college.

The cost of college is different at every school. Usually, community and technical colleges cost less, while 4-year colleges or universities cost more. A public college located in a state where they live will likely be the cheapest option because the college will provide a resident tuition rate that is cheaper than an out-of-state rate. If you want to go to a school outside of Washington, check out the **Western Undergraduate Exchange (WUE) program** where students can get in-state tuition in other states. Sometimes private colleges or universities can be a cheaper alternative than a public out-of-state school. **Apprenticeships** on the other hand allow you to **earn money** while you learn a specific trade.

Examples of Tuition Costs for 1 Year of Education



*The sample public college costs reflected in this graph are based on in-state tuition for 1 year.

Apprenticeships

Apprenticeships allow you to earn money while you learn a specific trade. These programs combine classroom style learning with on-the-job training supervised by a professional. Some examples of different skills you can learn are construction, healthcare, or culinary arts. Similar to going to college, it will take several years to be fully trained. But unlike college, as an apprentice you will earn money while learning your specific skill.

This type of education offers time with experienced professionals, higher pay for skilled trades, quick advancement opportunities and certificate opportunities. To learn more about apprenticeships and the different types of colleges visit: <https://www.wcan.org/college-knowledge/#download-materials>.

Cost of Attendance

Colleges will estimate the **cost of attendance** or COA by adding together items such as tuition, fees, on-campus housing and meals, transportation, books and supplies and other living expenses. While the cost of attendance for college can be a scary, large number there are ways to reduce the cost. As a student, you should always be thinking, "How can I lower my COA?". Some ways to reduce the cost is by living with multiple roommates, purchasing used books/utilizing **open educational resources (OER)** at your school, signing up for the lowest priced meal plan, or taking public transportation to class.

How do I pay for it?

All students who are planning to go to college use multiple sources of money. One of the largest resources of money is called **Financial Aid**. The term Financial Aid includes scholarships, grants, work study, and loans.

The amount of money that you can get from financial aid depends on how much money you need to help pay for school. Some of your financial aid money awarded will go directly to the college (to pay for classes and class fees) while some will pay for other bills such as rent, food, and transportation.

To get the most or any amount of financial aid you will need to complete the Free Application for Federal Student Aid (FAFSA) or the Washington Application for State Financial Aid (WASFA) every year starting on October 1st of your junior year of high school until you graduate from college.

- » **Complete the FAFSA** by visiting <https://fafsa.ed.gov/>. For more detailed information on how to complete the FAFSA see <https://www.wcan.org/wp-content/uploads/college-knowledge-fafsa-english.pdf>
- » **Complete the WASFA** if you are not eligible for the federal financial aid because of immigration status. For more information on how to complete the WASFA visit <https://readysetgrad.wa.gov/wasfa>

- » **FAQ Students Experiencing Homelessness:** <https://studentaid.ed.gov/sa/sites/default/files/homeless-youth.pdf>

If you are currently experiencing housing instability - check out some tips on filling out the FAFSA/WASFA.

- » When you complete the FAFSA/WASFA, you will be asked whether you are homeless or at risk of becoming homeless and “unaccompanied” (meaning not with your parents). Answer the question and continue with the application.
- » Look for the question: “On or after X date, were you homeless or were you self-supporting or at risk of becoming homeless?” When you answer “yes” to this question, more questions will open asking you to answer yes/or who or what agency determined your homeless status. Depending on the person or agency you choose, another set of questions will open and ask for the number of people in your household to determine independent status. By answering these questions, you will be able to submit the FAFSA/WASFA without providing information about your parents because you are stating that you are not with your parents.
- » Provide a mailing address where you can reliably receive mail. If you don’t have one, check with your McKinney-Vento Liason for options.

- » **Every year you will be required to provide a verification letter to the Financial Aid office of your housing status.** This letter can be completed by the school district homeless liaison, the Director of HUD/RHYA transitional/shelter, or your McKinney-Vento liaison or counselor. **Make sure to receive verification of your status before leaving school your senior year.** Any of these people can help you stay verified annually.

Still confused? Need assistance?

Call the National Center for Homeless Education (NCHE) helpline at (800) 308-2145.

What money is available?

Let's talk about four types of money that will help you pay those college bills and avoid getting you in debt. The Washington **Workforce Education Investment Act** and **federal grants** are a form of gift aid, usually based on financial need. A grant does NOT need to be repaid, unless, for example, you withdraw from a school and owe a refund.

Lower income students generally have a higher chance of getting more money. **File the FAFSA or WASFA early to get the most amount of grant money!**

An example of a grant to explore is The Opportunity Grant program. It helps low-income students complete up to one

year of college credits and a certificate in a high-wage, high-demand career. You may receive funding for tuition and fees up to 45 credits, funding for required books and supplies up to \$1,000, tutoring, career advising, college success classes, emergency child care and transportation. For more information and to see if you qualify visit: <https://www.startnextquarter.org/default.aspx>

I did talk to a lot of financial aid directors who helped me find more information on scholarships. I told them my story – foster youth and being homeless; I never had a mindset of going to college. They literally sat down with me and helped me find scholarships and support programs.

Scholarships

— A current college student

Another way to pay college bills are **scholarships**. Scholarships are awarded to students to help them pay for college. Community organizations, colleges, religious institutions and private companies are all examples of places that give out scholarships. In addition to the FAFSA or WASFA you will have to complete a separate applications for most scholarships.

Scholarship resources for students experiencing homelessness:

- » **SchoolHouse Connection Youth Leadership and Scholarship Program:** <https://www.schoolhouseconnection.org/youth-leadership/scholarship-program/>
- » **Passport to Careers:** <https://www.wsac.wa.gov/passport-foster-youth>
- » **College Board Scholarship Search:** <https://bigfuture.collegeboard.org/scholarship-search>
- » **Horatio Alger Association:** <https://scholars.horatioalger.org/scholarships/about-our-scholarship-programs/>

For more information about scholarships visit:

<https://www.wcan.org/wp-content/uploads/college-knowledge-chapter-4-english.pdf>

Work Study

The third option available to help pay for college is through **work study**. Work study allows a student to work on-campus or with approved off-campus employers to earn money to pay for college expenses. **FLIP TO CAREERS PAGE 34**

Loans

While there are several options to apply for money that you do not have to repay, you may find that you still need additional dollars in order to pay all college expenses or living

expenses. This is where you may want to consider taking out a loan. A loan is money you can borrow and repay over time, with interest added in most cases. You can choose to fully or partially accept the different types of loans offered or decline them entirely.

Subsidized loans: The government pays the interest while you are in college. If you qualify, this is your best option.

Unsubsidized loans: Interest gets added to the amount you borrow as soon as you begin college.

I applied for financial aid, now what?

You will receive a different financial aid award letter from each college you apply to. You most likely will not know which school will fit in your budget until you review ALL of your financial aid award letters. Check with your school to see when financial aid award letters get released. All colleges have different timelines for this process.

01: **Review the awards** and compare them against the expenses you need to cover. Some expenses listed in your cost of attendance (COA) will be billed by the college (tuition, room and board for dorms, etc.) while others (such as books and personal expenses) are estimates.

- 02: **Inform the college** of any changes and/or private scholarships since submitting your FAFSA or WASFA.
- 03: **Accept the financial aid awards** for the college you're planning to attend. Accept grants, scholarships and work study before loans to reduce your debt after college. Avoid private loans and credit cards, if possible. Make sure you know about the deadlines for accepting your financial aid offer.
- 04: **Contact the financial aid office** at the college if you have questions. **FLIP TO SUPPORT PAGE PAGE 30**

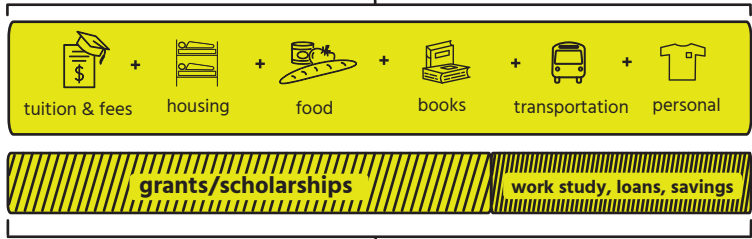
If you need additional assistance with your financial aid, have questions, or need to make adjustments, it is strongly recommended that you make an appointment with the financial aid office. Tell them your situation and see if there are any resources or accommodations they might recommend.

Be an advocate. You will be facing hard times. Stand up for yourself. Talk to the people that you need to talk to. Save a lot. It's going to be a challenge.

— student with multiple certifications

How does financial aid pay for college?

This is the cost of going to college for 1 year (cost of attendance)

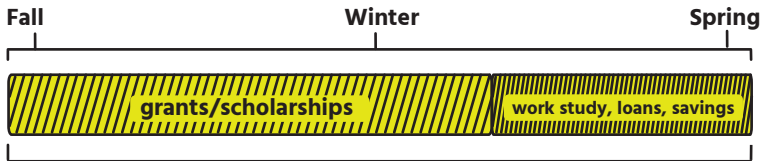


This is your financial aid award for 1 year

How does financial aid disbursement work?

Disbursement is the way that the financial aid office provides funding to pay educational and living expenses.

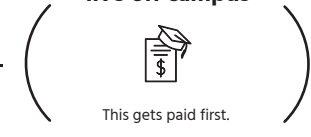
Disbursement happens 2 or 3 times a year depending on a semester or quarter system.



live on campus

or

live off campus



Any money left, pays for these.

Any money left, pays for these.

10



This is where budgeting is really important. Unless you are working and earning additional cash, you will need to budget your refund for the entire term and adjust your living expenses to make it all work.

Budget? What budget?

- 01: **First, make a list of your income** (financial aid refund, part-time job, etc.) and a list of your expenses focusing on your needs for the term.

EXAMPLE NEEDS/EXPENSES:

- » Housing
- » Food
- » Text Books
- » Transportation (gas, insurance, bus pass, etc.)

Add up both lists

- 02: Subtract your expenses from your income for the entire term. If you have any money left over after subtracting all necessary costs - consider saving money for emergencies. If you don't have enough money, see if there are items in your needs/ expenses column that can be changed.

- 03: **Save, save, save:**
- » Buy used books, borrow class textbooks from the library, or ask your professor if you can use a previous edition of the textbook

- » Limit eating out in restaurants
- » Take advantage of on-campus activities (and free food)
- » Take the bus instead of driving. Some colleges give free or reduced priced bus passes for students who qualify.

There's an app for that!

For day-to-day spending you can track your money by using free phone apps such as Mint, DollarBird, or Penny. Most of these apps will provide you with overall spending habits which will help you budget and save your money. Remember that expenses and income change all the time, so be flexible!

How do I make more money?

The majority of students work while they go to college. **In the 2017-18 school year, 38% of community and technical college students received need-based financial aid; and 46% worked while attending college.** To help with your search for a job, many community colleges and universities have career centers with staff that have connections to recruiters or off-campus organizations that are hiring. In addition to being a good place to find a job, career center staff are also available to help you create a good resume and assist you through the application process. **FLIP TO**

CAREERS PAGE 33

Did you know that one of the best places to work is AT college? On-campus work may be the best and most flexible job option. College campus employers are usually very understanding about your education commitments and will often work around your class schedule. Examples of jobs at a college are working the info desk at the student center, helping deliver mail, or serving as a resident advisor. (One of the perks of being a resident advisor is free housing on campus!)

For some this might be the first time that you have this much money given to you at one time or this might be the first time that you really have to think about how much you are spending.

What if I need money in an emergency?

Life can be unpredictable and because of that you may have to figure out how to pay for unexpected needs. **Colleges understand unexpected needs, so many of them offer different types of emergency aid to support students.** Check with your financial aid office to see if they offer emergency funding. Emergency funding is provided to students who are experiencing unexpected financial hardships that block them from being successful at school and hinder degree attainment. Aid comes in a variety of forms that include grants, loans and/or campus resources.

Examples of what emergency aid can be used for are:

- » Emergency medical/ dental costs
- » Housing and living expenses
- » Family emergencies

This will not be an easy process, but if you advocate for yourself and stay connected to your support network, getting an education beyond high school can be a reality for you.

You can
find stable
housing.

housing

This section includes information on:

Types of housing available	14
How to pay for housing with financial aid	15
Map of colleges offering housing, food, and support resources	16
Food and housing contact for community colleges	21

Housing

Where am I going to live?

Housing and food, other than tuition, can be one the largest expenses that students need to consider. Most 4-year universities have traditional residence halls (dorms) on campus. In addition to residence halls, many colleges and universities also offer both on and off campus apartments. Some colleges will offer apartment style housing for students who have families who will be living with them while they attend college.

While not all 2-year community or technical colleges offer on-campus living options, some of the colleges in this state do offer shared apartments and residence halls. For a list of 2-year community and technical colleges that offer housing visit:

<https://www.sbctc.edu/our-colleges/student-life/student-housing.aspx>

What types of housing are available?

Here are some examples of housing options. Costs of living are dependent on campuses and locations. Calculate the costs of all options so that you know which one fits in your budget.

Dorms

Single occupancy dorm

Double occupancy room

Triple occupancy room

- » Sometimes colleges require students to live in a dorm their first year.
- » Sometimes dorms require a meal plan
- » Paid through financial aid disbursement

- » Often for families and Juniors and Seniors
- » Meal plan can be optional
- » Often farther from campus
- » Paid through financial aid disbursement

Apartment style housing

Single occupancy room

Double occupancy room

Triple occupancy room

Apartments

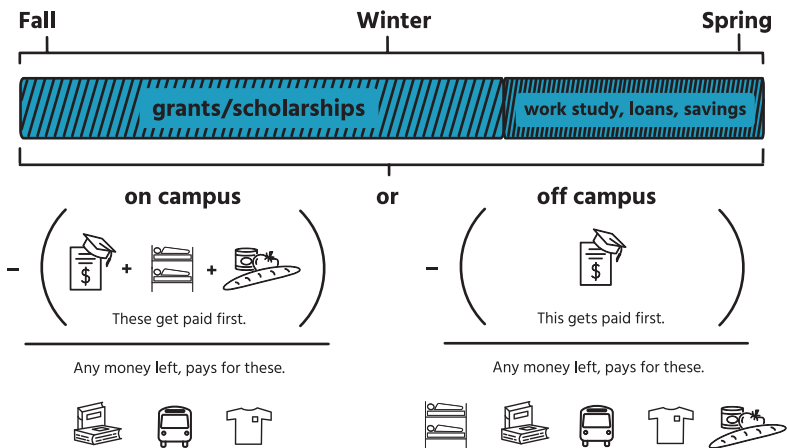
Single occupancy room

Double occupancy room

- » Owned by the college/ university or privately owned
- » Often off-campus
- » No transportation or meals included in the cost
- » You pay rent monthly and pay a down payment

Check out your school’s estimated cost of attendance (COA) on their website or Financial Aid Award Letter. Look for the line that says “on-campus room and board” or “rent/utilities/food.” This is the amount the school estimates it will cost for you to live (in a dorm or an apartment owned by the college) and eat for a school year.

Financial Aid disbursement for housing, food, transportation and living expenses happens 2 or 3 times a year, depending on a semester or quarter system.



Housing Bill Payments: For many colleges housing is considered a direct cost to the school and the amount you pay depends on your housing choices.

What housing, food, and emergency funds are available?

If you do not have the money to cover the expenses outlined in your financial aid award letter many schools offer additional resources. The icons on the map highlight SOME of the colleges that offer specific supports to students.

Check with any college you are thinking of attending about housing, food, and emergency fund options. **FLIP TO SUPPORT PAGE 24** for a list of questions you might want to ask.

Lists are handy.

Here's a list of colleges that offer food, housing, and/or emergency services.

Services Available



Food pantries available on campus



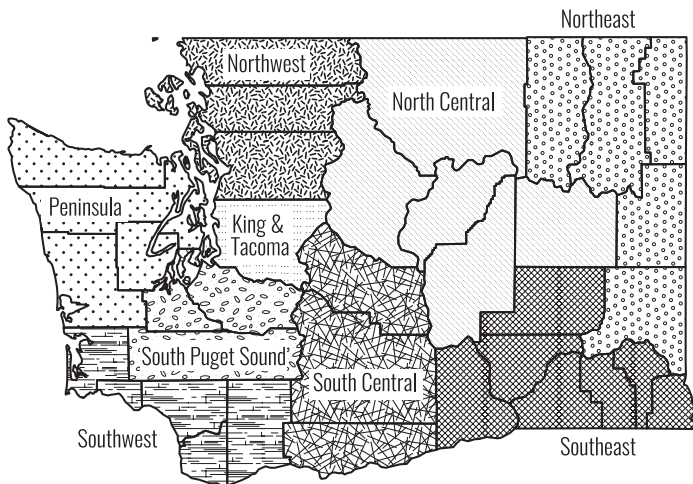
Housing supports available on campus (emergency rent, year-round housing, etc.)




Emergency funding available on campus







Designated support staff available on campus




Peninsula




Grays Harbor College, Aberdeen    



Olympic College, Bremerton  

Peninsula College, Port Angeles  



Peninsula College, Studio 121 















Northwest

Bellingham Technical College, Bellingham   































Cascadia College, Bothell  

Edmonds Community College, Lynnwood   

Everett Community College, Everett  


- Northwest Indian College, Bellingham 
- Skagit Valley College, Marine Technology Center  
- Skagit Valley College, Mount Vernon    
- Skagit Valley College, Whidbey Island  
- Washington State University, Everett 
- Western Washington University, Bellingham  
- Whatcom Community College, Bellingham  

King and Tacoma

- Bellevue College, Bellevue    
- Bellevue College, North Campus 
- Eastern Washington University, South Seattle 
- Green River College, Auburn  
- Highline College, Des Moines   
- Lake Washington Institute of Technology, Kirkland   
- North Seattle College, Seattle 
- Renton Technical College, Renton  
- Seattle Central College, Seattle  
- Seattle Pacific University, Seattle 
- Seattle University, Seattle 
- Shoreline Community College, Shoreline   
- South Seattle College, Georgetown Campus 
- South Seattle College, Seattle  
- University of Washington Bothell, Bothell 
- University of Washington Seattle, Seattle  



South Puget Sound

Bates Technical College, Tacoma   

Centralia College, Centralia  

Clover Park Technical College, Lakewood    


Clover Park Technical College South Hill, Puyallup 

Pacific Lutheran University, Tacoma  

Pierce College Fort Steilacoom, Lakewood  

Pierce College, Puyallup  

Saint Martin's University, Lacey 


South Puget Sound Community College, Lacey 

South Puget Sound Community College, Olympia  

Tacoma Community College, Tacoma    

The Evergreen State College, Olympia 

University of Puget Sound, Tacoma 

University of Washington Tacoma, Tacoma 



Southwest

Clark College, Vancouver    

Grays Harbor College, Raymond 




International Air and Hospitality Academy, Vancouver 

Lower Columbia College, Longview    

Washington State University Vancouver, Vancouver 

North Central

Big Bend Community College, Moses Lake  

Wenatchee Valley College, Wenatchee    

South Central

Central Washington University, Ellensburg  


Heritage University, Toppenish 

Perry Technical Institute, Yakima 

Yakima Valley Community College, Yakima 

Northeast

Eastern Washington University, Cheney 

Glen Dow Academy of Hair Design, Spokane 

Gonzaga University, Spokane 

Spokane Community College, Spokane   

Spokane Falls Community College, Spokane  

Washington State University, Pullman  

Washington State University, Spokane 


Whitworth University, Spokane 

Southeast

Columbia Basin College, Pasco  

Walla Walla Community College, Walla Walla   

Washington State University Tri-Cities, Richland 

Whitman College, Walla Walla 

This is a comprehensive list of colleges based on information gathered in 2019. Information may change at any time.

It's always a good idea to call or visit a campus's Student Services or Financial Aid Offices to ask about resources available.

For more information on programs that help students,

FLIP TO SUPPORT PAGE 26

More housing and food resources:

SNAP Benefits: You can apply for basic food assistance if you are over 18 by applying online: <https://www.washingtonconnection.org/home/>

Washington Information Network (211) A resource for people to call for human service information and other assistance to meet their transitional housing needs.

For food, housing or emergency support at community and technical colleges in Washington state contact:

Joe Holliday, Director of Student Services by email at jholliday@sbctc.edu or by calling 360-704-4334.

You have
support.

support

This section includes information on:

Things to think about when exploring college options	22
Tools to help you explore college options	24
Things to ask an admissions counselor	24
Support programs on college campuses	26
Community supports	30
How to apply to college	31

Support

Get the help that you need to get to college.

Did you know that there are over 60 different colleges to choose from in Washington and over 3,770 different colleges in the country? That's a lot of choices! If you're about to graduate from high school or just beginning to think about what life after high school could look like, we want you to know that searching for the right college for you takes a little bit of time. Don't freak out! There are tools, resources, and people that can help you choose the best college for you.

By thinking about your future early, you can:

- » Search for the **school pathway that best supports your needs** (academic, emotional, financial)
- » Learn what **questions to ask admissions counselors**
- » Map out a regional network of community organization or **resources that will help you**

Sometimes hearing stories and getting recommendations can be the best kind of support. Think about talking to people that have been to college that can give you advice. You can talk to:

- » Your high school counselor
- » Your McKinney-Vento liaison
- » Friends, family members, mentors and who have been college
- » College Admissions Office

How do I find a college that works for me?

Top five things to think about:

01: Type of College: Determines the entrance requirements, costs and how long it will typically take you to complete your education. There are technical, 2-year colleges, 4-year colleges, apprenticeships, and tradeschools available

02: Cost of Attendance: The amount of money that it will cost to pay for in or out-of state tuition, college fees, books, transportation and housing **FLIP TO MONEY PAGE 10**

- 03: **Programs Available:** Specific subject areas, majors, or required classes that are offered. Many of these programs will lead to specific career pathways **FLIP TO CAREERS PAGE 38**
- 04: **Support Programs:** Offices, services, and programs at colleges that support students' overall health and wellness, provide counseling for challenging situations and help navigate emergencies (housing, food, finances)
- 05: **Location:** The distance from home, typical weather, or urban or rural cities. Choosing a closer or farther location can impact housing supports

I got my GED at Seattle Central, it was something I was comfortable with, it was something I knew, it made sense, it was easily accessible.

— A former Seattle Central student

Any tools to help narrow my choices?

WA State College Map

<https://www.wcan.org/college-map>

College Search Step-by-Step

<https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/college-search-step-by-step>

College Navigator

<https://nces.ed.gov/collegenavigator/>

What questions should I ask?

Asking the right question(s) can help you determine if a school offers the best services that you may need to take advantage of and will provide you with a complete view of what the college has to offer. Remember, YOU get to choose the best place for YOU!

Here are some questions you can ask an admissions counselor or other college staff member as you research where you want to go.

Financial Aid:

- » Does the financial aid package cover the college's health insurance program?
- » Do youth experiencing homelessness need to do anything in addition to completing the FAFSA to be considered independent students at your school?

- » What is your FAFSA priority deadline?
- » Are there any forms other than the FAFSA that need to be filled out in order to receive financial aid?
- » Do you offer emergency aid? What types of aid do you offer?

Housing:

- » Are there year-round housing options available?
- » If I'm currently experiencing housing instability, do I have access to year-round housing even if I'm not an upper-class student or 21?
- » Is family housing available (for married students and/or those with children)?

Counseling Center Office:

- » Is there mental health counseling on campus?
- » Is it free?
- » Is there a limit on treatment?

Disability Resource Office:

- » If I have a disability, how can I access these services and what are the costs?
- » Can financial aid cover any expenses related to testing for a learning disability?

Service Providers in the Area:

- » How do students affiliate with a program like the Educational Opportunity Program or TRiO on your campus?
- » Are there other programs and resources that would be beneficial to youth experiencing housing and/or food insecurity?

If the staff member can't answer your question, you need to ask "Who can?" "Where should I go?"

Don't be afraid to talk to your teachers. That's where I was lacking –I didn't know that I could just simply have a conversation with them like a normal human being and that things would be fine, and I could get my grades made up, or simply retake a test later. Talk to your instructor. Even if you don't want to. Just do it.

— a community college student

Are there programs that help students like me?

The resources listed are only a small sample of the resources on a college campus. These offices were **recommended and regularly used by actual college students experiencing homelessness.**

Basic Food Employment and Training (BFET)

Provides support to individuals receiving federal food assistance from the Department of Social and Health Services (DSHS):

- » Funding to pay for tuition, fees, and required textbooks when pursuing approved professional-technical training.

- » Coordination with DSHS in the provision of childcare.
- » Educational advising and planning, including the development of an education plan that lists the courses required each quarter to obtain the training goal in the most efficient manner.
- » Advising to address barriers to academic/personal success.
- » Employment assistance.
- » Assistance in navigating college resources and services.

Find out if you qualify for BFET by visiting: <https://www.washingtonconnection.org/home/>.

Many community colleges want you to get the skills and education you need to find a stable career at a competitive salary, and offer programs and resources to eligible students. To see if your college offers a BFET program visit: <https://www.sbctc.edu/colleges-staff/programs-services/basic-food-employment-training/bfet-coordinators.aspx> OR <https://www.startnextquarter.org/>

Counseling Center Office

These offices on campus offer multiple options for students seeking help coping with stress and mental health concerns. Some colleges provide group or individual counseling for students who would like to explore personal issues with

a therapist. Many offices also provide online resources and workshops that you may choose to attend.

In terms of mental health and any problem you may be experiencing – reach out. There is that shame with that, but you have to reach out. The people on campus are there to help you. Even if they can't help you - like the counseling services at my school - they were still able to refer me to counseling services that could. Even if it doesn't work out in the beginning they will help you 'cuz that's what they are there to do."

— a university student

Disability Resource Office

An office on-campus committed to supporting and sustaining an inclusive campus and help students grow to be confident, self-advocating, engaged members of society, who use their unique talents to enrich the communities they live in. This office can support you by offering course readings in alternative formats, advocating for academic adjustments for students, or even negotiating extra time on tests.

TRiO Program Resources or Student Support Services

These programs provide opportunities for academic development, assist students with basic college requirements, and motivate students toward the successful completion of their postsecondary education.

Supports may include:

- » Academic tutoring
- » Assistance with financial aid applications and issues
- » Mentoring
- » Education and counseling services designed to help with financial literacy

WA Colleges with TRiO or Student Support Services:

Bellevue College	Northwest Indian College
Bellingham Technical College	Peninsula College
Big Bend Community College	Pierce College (Fort Steilacoom)
Centralia College	Seattle Central College
Columbia Basin College	Skagit Valley College
Eastern Washington University	South Seattle College
Edmonds Community College	Tacoma Community College
Everett Community College	University of Washington
Evergreen State College	Washington State University (Pullman, Spokane, Tri-Cities, Okanogan)
Grays Harbor College	Walla Walla Community College
Green River College	Wenatchee Valley College
Heritage University	Whatcom Community College
Highline College	Yakima Valley College
Lake Washington Institute of Technology	
Lower Columbia College	

Financial Aid Office

This resource on campus helps students and families understand financial aid and helps fund educational expenses through grants, scholarships, student employment, loans, or a combination of different types of financial aid. Staff members are regularly available during office hours to respond to questions you might have about paying for college.

Designated Support Staff

This person is the main contact for Passport to Careers student support related questions, including academic services for scholars.

Where can I find other resources in the community?

2-1-1

A free and confidential service that helps people find local resources they need. It is an easy-to-remember number for people to call for health and human service information and referrals.

National: <http://www.211.org/>

Washington State: <https://win211.org/about/2-1-1-in-washington/>

United Way

Your local United Way connects you with emergency assistance and important income supports to help solve crisis.

<https://www.unitedway.org/local/united-states/washington>

You can
have a
good
paying job

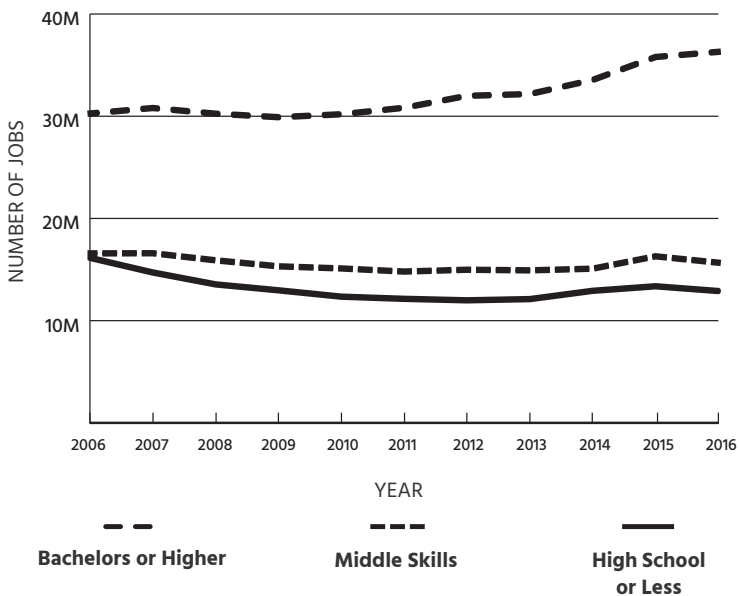
This section includes information on:

3 pathways to good jobs	33
The connection between education and experience	35
Gaining professional experience while in college	36
Education paths to different jobs	38

Careers

How can going to college help me get a career?

According to the Center on Education and the Workforce there are 3 potential paths to good jobs (<https://cew.georgetown.edu/cew-reports/3pathways/>) Jobs are considered good if they pay a minimum of \$35,000 for workers 25-44 and at least \$45,000 for workers 45-64.



High School Pathway

This pathway starts off with workers in lower-paying positions and eventually work their way up to managers, supervisors, and other positions in the fields of construction, retail, food services, and office support. **While this pathway still provides good paying jobs, the number of good jobs has declined by 1.8 million since 1991.**

Middle Skills Pathway

This pathway is made up of workers with certificates, certifications, licenses, associate's degrees, and some college coursework. **Workers in this pathway are transitioning from traditional blue-collar jobs to more skilled technical jobs, with good jobs growing by 3.5 million since 1991.**

Bachelor's Degree Pathway

This has become the top pathway to a living wage job. These jobs include the majority of professional and technical jobs held by doctors, lawyers, engineers, accountant, computer programmers, and journalists among many others. **56% of all good jobs, due to demand are requiring a bachelor's degree with good jobs growing by 18.2 million since 1991.**

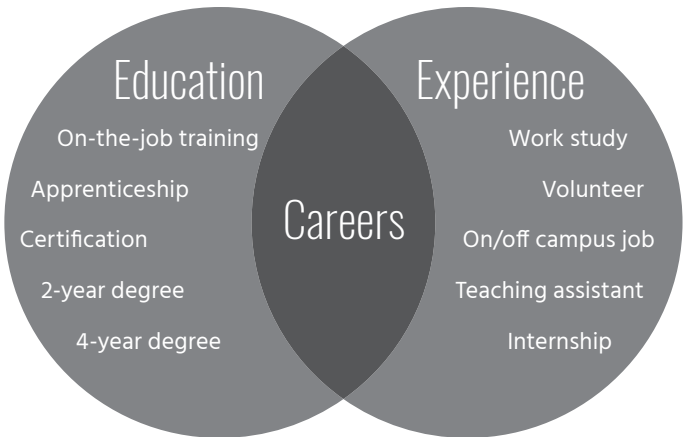
For more detailed information on specific job, major, and state earnings check out this interactive map: <https://cew.georgetown.edu/earnings/>

Getting a job/career is a mixture of a lot of different factors.
Going to college can help you:

Learn required knowledge or skills needed for a career

Gain professional experience required to get that job

Meet people who know of jobs and can connect you to them
– this is called networking!



What professional experience can I gain while I go to college?

It's going to be hard to balance classes, homework and exams all while working part-time. But, by working on-campus and/or accepting a work study position, you can gain valuable work experience.

Work study

- » Part-time jobs for students with financial need
- » Allows students to earn money to help pay for their college expenses
- » You will earn at least federal minimum wage, but may earn more depending on the type of work.
- » Work study is available for both full or part-time students and can be on or off-campus.
- » In order to access work study funds, you'll need to accept the work study award from your financial aid award letter.

On-campus jobs

- » Wide range of positions including barista, teaching assistant, library attendant, recreation manager, campus tour guide, front desk assistant, and event caterer
- » Offers flexible work schedule that works around school schedules

How do I know what education I need to get a career?

Career Clusters show you different education paths such as on-the-job training, apprenticeships, certifications, 2-year or 4-year programs that will teach you the knowledge, skills, and information you need to get a certain career.

By exploring different pathways, career clusters, and available jobs, you may **discover where your interests and passion are** and what type of education you may need to look into to get you a well-paying career that you enjoy. Each college option offers different pathways to meet a job's requirements. Not every college offers courses in each of these clusters, which is why it is important to find either a specific apprenticeship or a couple of colleges that offer a few programs or certifications that you are interested in. **Keep in mind not all careers require a bachelor's degree.**

On average, people change jobs 11-15 times in their lifetime.

— <https://www.bls.gov/news.release/pdf/nlsoy.pdf>



**Agriculture,
Food and Natural
Resources**



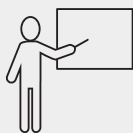
**Architecture
and
Construction**



**Arts,
Technology and
Communication**



**Business
Management and
Administration**



**Education and
Training**



Finance



**Government
and Public
Administration**



Health Science



**Hospitality and
Tourism**



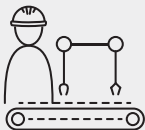
**Human
Services**



**Information
Technology**



**Law, Security,
Public Safety
and Corrections**



Manufacturing



Marketing



**Science,
Technology,
Engineering
and Math**



**Transportation,
Distribution and
Logistics**



Agriculture, Food and Natural Resources

People in this cluster ensure that we are managing our food and natural resources. Careers can focus on the production, processing, marketing, distribution, financing, and development of food, fiber, wood products, natural resources and other plant and animal products.

Education Options:

Certificate:

Green industry Careers

Apprenticeship:

farmer

rancher

Meat processor

2-year/4-year programs:

agriculture scientist

teacher or banker

agriculture financial manager

veterinarian

Possible Careers:

Agriculture bankers

Commodity traders

Plant pathologists

Agronomists

ARS Scientists

Agriculture mechanics

Ranchers

Farmers

Production supervisors

Natural resource specialists

Biochemists

USDA Graders

USDA Inspectors

Meat processors

Wholesale food purchasers

Irrigation specialists

Horticulture specialists

Landscapers

Turf managers

Agriculture education teachers

Forest geneticists

Extension specialists

Veterinarians



Architecture and Construction

These careers focus on designing, planning, managing, building and maintaining buildings, parks and other human made settings for activity.

Education Options:

Apprenticeships:

Construction
Landscape technician
Plumber

2-year programs:

construction management
architectural drafting
design

4-year programs:

architecture
design

Possible Careers:

Architectural and civil drafter or engineer
Environmental designer
Residential or commercial carpenter
Construction worker
Systems configuration manager
Electrical design engineer
Electrician
HVAC/HVACR technician
Building services technician
Painter
Sheet metal technician



Arts, Technology and Communication

Careers in these fields work to design, produce, exhibit, perform, write, and publish multimedia content that includes performing arts, journalism and many entertainment industry positions.

Education Options:

On-the-job education:

actor
artist
dancer
graphic designer
set designer
musician

Credential:

graphic designer

2-year programs:

drama
music
art
radio
TV broadcasting

4-year programs:

communications
graphic art
composition
vocal performance
drama/theater
education
art
music, radio, TV or film production

Possible Careers:

Video or web producer
Film maker
Graphic designer
Television studio producer
Stage designer
Publisher
Radio broadcaster
Fashion/apparel designer or
illustrator
Interior designer
Home furnishing coordinator
Textile designer or chemist
Curator or gallery manager
Costume designer



Business Management and Administration

People in these career fields focus on planning, organizing, directing and evaluating how businesses operate and try to help them work better.

Education Options:

2-year degree

administrative management
office management
human resources
management or business
finance

4-year degree

auditing
accounting
business management
market analysis
advertising

Possible Careers:

Chief executive officer
Entrepreneur
Controller
Adjuster
Budget, cost or systems analyst
Marketing manager
Human resources manager
Training and development specialist
Executive assistant
Wholesale or retail buyer
Retail salesperson
Meeting and convention planner
Bookkeeper
Office manager
Receptionist



Education and Training

Careers in this field make a life-long impact on others. Careers in this field consist of teaching, planning and administration in schools, colleges, technical institutes and businesses.

Education Options:

Certification

Child Development Associate (CDA)
certification

Apprenticeship

Childcare site coordinator
Educational Paraprofessional
Instructional Assistant

2-year degree

early childhood education

4-year program

education
education administration

Possible Careers:

Superintendent, principal or
administrator
Teacher or instructor
Preschool or kindergarten teacher
Clinical, developmental or social
psychologist
Social worker
Counselor
Teacher assistant
Parent educator
Child care worker
Coach
Recreation worker
Sign language interpreter



Finance

These careers focus on planning, services for financial and investment planning, banking, insurance and business financial management. Finance-based careers are available in many different organizations.

Education Options:

2-year program

accounting,
business statistics
principles of economics
investments
electronic financial services

4-year program

Finance
international business
Accounting
information systems
operation management

Possible Careers:

Accountant
Auditor
Development officer
Financial analyst
Treasurer
Controller
Economist
Budget analyst
Personal financial advisor
Tax preparer
Investment advisor
Loan officer
Debt counselor
Actuary
Underwriter
Insurance appraiser
Bank teller



Government and Public Administration

People in these careers perform government jobs at the local, state, and federal levels. Careers in this cluster could be jobs in national security, foreign service, taxation, politics, and government policies and laws.

Education Options:

On-the-job training

administrative role or as a member of the armed forces

2-year program

public administration,
healthcare administration
human services management
political science

4-year program

political science
public administration
national security
public policy
revenue

Possible careers:

Elected official (city council, mayor, governor, etc.)
City manager
Lobbyist
Legislative assistant
Military member (Army, Navy, Marine Corps, Air Force, Coast Guard)
Foreign service, diplomatic or consular officer
Planner
Census clerk
Federal aid coordinator
Tax examiner
Internal revenue agent or investigator
Auditor
Bank examiner
Election supervisor
Cargo or border inspector
Child support officer
Court administrator
City, county or court clerk
Guardian ad litem



Health Science

This cluster is one of the largest and fastest growing job markets in the country. These careers promote health and wellness, and treat injuries and tackle disease. Careers can include health informatics, nursing, support services, collecting and formatting data, biotechnology research and development.

Education Options:

Certification Program

Nurse assistant
Dental assistant

2- year program of study

Nursing
medical assisting

4-year program of study

Registered Nurse
Doctor
Medical scientist

Possible Careers:

Physician
Surgeon
Nurse
Dentist
Scientist
Hospital administrator
Health unit coordinator
Nutritionist or dietician
Medical or public health researcher
Medical lab technician
Physician or medical assistant
Nursing assistant
Dental assistant
Transcriptionist
Physical therapist
Occupational therapist



Hospitality and Tourism

Careers that focus on travel, encouraging and helping others to experience the world. Careers in this field can include management, marketing of restaurants and hotels, operating attractions and recreation events, and any other travel related services.

Education Options:

Apprenticeship

restaurant manager
travel consultant

2/4-year programs

Hospitality
Tourism

Possible careers:

Restaurant, food service, lounge, casino, coffee shop, or catering owner, operator or manager
Hotel, motel, resort, or bed and breakfast owner, operator or manager
Tour company owner, operator or manager
Meeting and convention planner
Interpreter or translator
Tourism and travel services marketing manager



Human Services

These career fields like to work with people, families, and general human needs. Jobs in this career cluster could include counseling, mental health services, family and community services, personal care, and consumer services

Education Options:

2-year program

human services
substance abuse counseling
career counseling
early childhood education
culinary arts
community services

4-year program

social services,
Sociology
teaching
psychology

Possible Careers:

Child care worker
Child, family or school social worker
Director of childcare facility
Preschool teacher
Parent educator
School counselor
Sociologist
Social services worker
Personal or home care aide
Leisure activities counselor
Recreation worker
Consumer credit counselor
Personal financial advisor
Consumer goods or services retailing
representative or buyer
Cosmetologist, hairdresser or
hairstylist



Information Technology

People that work in IT can work in a large diversity of places, organizations, and sectors. Careers could include technical and professional careers related to design, development, support, and managements of computer hardware, computer software multimedia, and systems integration services.

Education Options:

Certifications

CompTIA

Cisco Certified Network Associate

Microsoft Certified Solutions Expert

2-year/4-year programs

information technology

computer science

Management information systems

Possible careers:

Web designer or webmaster

Network administrator or technician

Telecommunications technician

Data communications analyst

Security or database administrator

Application integrator

Computer or game programmer

Software applications architect

3D animator

Virtual reality specialist

Graphic artist

Help desk specialist

Technical writer



Law, Security, Public Safety, and Corrections

These career fields like to work with people, families, and general human needs. Jobs in this career cluster could include counseling, mental health services, family and community services, personal care, and consumer services

Education Options:

On the job training

Paralegal
firefighter
police officer
Security
corrections officer

2-year program

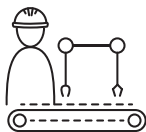
fire protection and prevention
paralegal services
criminal justice
administration of justice

4-year program

Law
corrections management
legal management
Government,
criminal justice
criminal psychology
public safety
national security

Possible Careers:

Judge
Attorney
Paralegal
Court reporter
Police officer
Correctional officer
Probation/parole officer
Immigration and customs inspector
Firefighter
Rescue worker (EMT, paramedic)
Emergency dispatcher
Loss prevention specialist
Information systems security
specialist
Certified security officer
Park ranger



Manufacturing

People in this career field like to see how products and machines work and care about the materials used and time spent on various products. Careers can be technical or professional and focus on how technology and materials come together to make products such as cars, food, or computers.

Education Options:

On-the-job training

manufacturing plants

2-Year Programs

manufacturing technology

technical systems

electrical technology

industrial technology maintenance

4-Year Programs

aerospace manufacturing

Manufacturing

Engineering

fabrication technologies

Possible careers:

Engineer in design, industrial, aerospace, quality, logistical, safety or manufacturing

Medical appliance manufacturer

Microchip manufacturer

Precision inspector, tester or grader

Technician in automated

manufacturing, laser, biomedical

equipment, lab, quality control, safety coordination



Marketing

Marketing careers represent nearly 1 in 4 jobs in the U.S. Careers in this cluster focus on ways to engage and encourage people to spend their money at specific companies or organizations.. All types of businesses, including non-profits, colleges, and for-profit companies, use marketing to help promote their products and services.

Education Options:

2-year programs

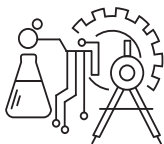
- sales and marketing
- marketing management
- marketing applied science
- advertising

4-year program

- Marketing
- business marketing
- sales and marketing
- advertising and marketing
- online marketing

Possible Careers:

- Manager of sales or information
- Researcher
- Sales specialist
- Demonstrator or product promoter
- Wholesale or retail buyer
- Distributor
- Public relations manager or specialist
- Marketing communications or promotions manager or specialist
- Community relations manager or specialist
- E-marketer
- Marketing consultant
- Fashion or interior designer
- Merchandise displayer and window trimmer



Science, Technology, Engineering and Math

These career fields use a person's ability to solve problems using science, technology, engineering, and math. Careers may consist of conducting research or developing technology solutions for everyday problems. Some sample professional fields can include alternative energy, nanotechnology, and mechanical engineering.

Education Options:

2-Year Programs

- Pre-engineering
- integrated mathematics
- integrated technology
- integrated science

4-Year Programs

- Engineering
- Microbiology
- Biotechnology
- Bioengineering
- applied technology
- Architecture
- civil engineering
- applied mathematics

Possible Careers:

- Biologist or microbiologist
- Chemist
- Biochemist or biophysicist
- Mathematician
- Statistician
- Engineer: Aerospace, industrial, biotechnology, chemical, marine, materials, civil, petroleum
- Engineering manager
- Atmospheric or space scientist
- Geoscientist or materials scientist
- Surveying and mapping technician
- Hydrologist
- Architect
- Naval architect
- Architectural or civil drafter
- Materials lab and supply technician
- Quality technician
- Nuclear equipment operation or monitoring technicians
- Technical writer
- Post-secondary education vocational teacher



Transportation, Distribution and Logistics

Careers in this cluster focus on the planning, management, and movement of people and products by road, air, rail and water. Careers can focus on transportation planning and management, logistics, and equipment and facility maintenance.

Education Options:

On-the-job training

- commercial truck driver
- motor pool mechanic

2-Year Programs

- motor fleet safety
- vehicle systems
- aircraft power technologies
- Transportation
- power systems

4-Year Programs

- urban design
- transportation technologies
- transportation engineering
- marine science
- transportation logistics

Possible careers:

- Engineer: Aerospace, flight, railway, industrial health and safety, marine
- Transportation manager
- Air traffic controller
- Airline pilot
- Urban or regional planner
- Logistician
- Shipping and receiving supervisor
- Storage and distribution managers
- Operations technician
- Industrial equipment mechanic
- Electrician
- Fleet manager
- Auto or auto body mechanic
- Vehicle and system inspector
- Railroad safety inspector
- Longshore worker
- Ship, tugboat or ferry pilot
- Cargo and freight agent
- Health and safety manager
- Marketing manager
- Sales representative
- Flight attendant

Glossary

Admissions Counselors: College representatives (sometimes called admissions advisors) who can provide you with information about colleges and review student applications.

Apprenticeship: A program that allows you to learn a specific skill while you work in a related field and earn money.

Financial Aid Award: An offer from a college or career school that states the type (loans, institutional aid, grants, scholarships and work-study) and amount of financial aid the school is willing to provide if you accept admission and register to take classes at that school.

Cost of Attendance: The total amount it will cost you to go to college each year. This can include tuition and fees, on-campus room and board (or a housing and food allowance for off-campus students); books, supplies and transportation.

FAFSA: Free Application for Federal Student Aid, the standard form students must complete to apply for federal and state need-based assistance/and programs and, in some circumstances, campus-based assistance/aid. Learn more at fafsa.gov

Financial Aid: Any grant, scholarship, loan or work study (paid employment) offered to help you meet your college expenses.

Federal Grants: A form of gift aid, usually based on financial need. A grant does not need to be repaid, unless, for example, you withdraw from a school and owe a refund.

Homelessness: The McKinney-Vento Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.” The act provides examples of children who would fall under this definition:

- » Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- » Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- » Children and youth living in emergency or transitional shelters
- » Children and youth abandoned in hospitals
- » Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- » Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- » Migratory children and youth living in any of the above situations

Networking: Interactions, relationships, and connections with people who can learn about your interests and help you gain insights into careers and professional goals you might be interested in.

McKinney-Vento Liaison: A school/district staff member that helps to provide educational supports for homeless children and youth. For more information visit: <http://www.k12.wa.us/HomelessEd/default.aspx>

Scholarships: Money awarded to you based on criteria such as academics, athletics, community service or financial need to help pay for education expenses. Scholarships generally do not have to be repaid.

Tuition: The price colleges or universities charge for credits/classes, this pays for things like the instructor and classroom space. Every college has different tuition costs.

WASFA: Washington Application for State Financial Aid, the application available to eligible undocumented students for the State Need Grant and the College Bound Scholarship. Learn more at readysetgrad.org/WASFA

Work Study: A financial aid program (federal or state) that allows a student to work on-campus or with approved off-campus employers to earn money to pay for college expenses.

Workforce Education Investment Act: Financial assistance/aid programs funded and administered by the state to help the state's lowest-income undergraduate students pursue degrees, hone skills, or retrain for new careers by helping to pay college costs.

Online Resources

ACT Fee Waiver: <http://www.act.org/content/dam/act/unsecured/documents/FeeWaiver.pdf>

California State University Homeless Youth Resources: <https://www2.calstate.edu/impact-of-the-csu/student-success/basic-needs-initiative/Pages/campus-resources.aspx>

College Knowledge Resources: <https://www.wcan.org/college-knowledge/#download-materials>

College Scorecard: <https://collegescorecard.ed.gov/>

FAFSA Support: <https://studentaid.ed.gov/sa/sites/default/files/homeless-youth.pdf>

Homeless Students Guide: <https://www.affordablecollegesonline.org/homeless-students-guide/>

Job Earnings by State: <https://cew.georgetown.edu/earnings/>

SAT Fee Waiver: <https://collegereadiness.collegeboard.org/pdf/sat-fee-waiver-student-brochure.pdf>

Single Stop: <http://singlestopusa.org/locations/>

Western Undergraduate Exchange (WUE) Program: <https://www.wiche.edu/wue>

College preparation checklist

Pick 3 colleges

<hr/> Reach: your dream school – might not get accepted but worth applying <hr/>	<hr/> Solid: pretty good chance of getting accepted <hr/>	<hr/> Safety: definitely getting accepted, good backup <hr/>
<hr/> Program of interest	<hr/> Program of interest	<hr/> Program of interest

What I need to apply to my colleges: check the box if the college requires it for admission and add a due date in the blank provided.

ACT/SAT	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
personal statement/essay	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
activities list/resume	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
letter of recommendation	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
transcripts	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
fee waivers	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

FASFA/WASFA Deadlines

Each school may have different FASFA or WASFA deadline. The sooner you fill out your financial aid application, the more aid you could receive.

<hr/> Reach college FASFA/WASFA deadline	<hr/> Solid college FASFA/WASFA deadline	<hr/> Safety college FASFA/WASFA deadline
---	---	--

Scholarships

Sometimes you can apply for different scholarships based on the school.

I'm applying for these scholarships:

1.	_____	_____	_____
	due by: _____	due by: _____	due by: _____
2.	_____	_____	_____
	due by: _____	due by: _____	due by: _____
3.	_____	_____	_____
	due by: _____	due by: _____	due by: _____

Application Deadlines

_____	_____	_____
Reach college application deadline	Solid college application deadline	Safety college application deadline

Deposit Deadlines

_____	_____	_____
Reach college application deadline	Solid college application deadline	Safety college application deadline

Housing option and application deadlines

_____	_____	_____
Reach college type of housing deposit: \$ _____	Solid college type of housing deposit: \$ _____	Safety college type of housing deposit: \$ _____
deadline: _____	deadline: _____	deadline: _____

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