



WELCOME TO THE CAREER CENTER

CAREER EDUCATION TECHNICIAN-GAYLE JACKSON

HOURS: 9:30 AM - 4:00 PM (Lunch 12:30pm-1:00pm)

MONDAY-FRIDAY (when school is in session)

EMAIL: gjackson@tusd.net

PHONE: (209) 830-3370 ext. 3056

WORK PERMITS:

- If you are a student between the ages of 12-17 and are employed, the State of California requires that you have a work permit on file with your employer. To be eligible, you must maintain a minimum 2.0 GPA and have 15 hours or less of Saturday School hours. For further information, instructions, and forms, visit the counseling page of the West High website: <https://westhigh.tracy.k12.ca.us/academics-programs/counseling>.
- To help maintain confidentiality and keep your social security number safe, submit completed work permit applications to the Career Ed Tech by email for official work permit processing. Official and signed work permits are returned to the student by email. Student prints and signs the official work permit and submits to their **employer**.
- If you are interested in work experience classes for high school credit, see Mr. Lawrence, Work Experience teacher, in room P-17 to see if you meet the requirements for the course. Follow up with your counselor to change your schedule if approved. Update your work permit with the Career Tech to reflect work experience enrollment.

JOB OPPORTUNITIES:

- The Career Center posts job opportunities on the Career Center News and Scholarships Remind App, counseling page of the WHS website, and in the student bulletin as they are received. It is the student's responsibility to locate a job utilizing the various resources available. The Career Center does not place students in jobs.

COMMUNITY SERVICE OPPORTUNITIES

- Tracy Unified School District does not have a Community Service requirement for graduation. However, some West High programs have a CS requirement such as AVID, SEA, Leadership, and FFA. The Career Center provides log sheets and posts community service opportunities for students and encourages students to perform service to our community. Keeping track of your hours is helpful for college and scholarship application requirements. Log sheets **are not** turned in to the Career Center.

COLLEGE INFORMATION:

- Our local colleges are UC Merced, CSU Stanislaus, and San Joaquin Delta College-reps from these institutions are available to assist students at WHS regarding **ALL** UCs, CSUs, and California Community Colleges.
- Apply for 4 year universities and colleges the first semester of Senior Year (UC application opens Aug. 1st each year, CSU opens October 1st each year). Submission period for UC application opens October 1st and CSU application opens November 1st. The deadline to submit for both UC and CSU apps is November 30th. Apply for Community Colleges late fall or early spring-varies by college.
- **BE SURE YOUR COUNSELOR REVIEWS ALL COLLEGE APPLICATIONS BEFORE YOU SUBMIT!**
- Private universities have various fall and spring application openings and deadlines. The best way to determine dates for private universities is to visit their websites. Common App is used for many private institutions. It's a one stop shop where you can store your information and then apply directly from Common App.
- The Career Center arranges for college admissions reps to visit our campus in the fall and spring each year either in person or virtually. Listen for announcements in the student bulletin or visit the counseling page of the WHS website for a calendar of events.
- Start researching and visiting colleges as early as freshman year. There are many college fairs locally with several institutions providing information in one place. Colleges and Universities also have virtual tours and admissions information on their websites.

CAREER INFORMATION:

- What career are you interested in? How much money do you want to make? What schooling do I need? Am I suited for this job? Answers to these questions and more can be found by doing a search on the internet. To help guide you, there is a “Resources for Planning Your Future-Career, College, Military” handout on the counseling page of the WHS website.

SAT and ACT INFORMATION:

- The SAT and ACT are college entrance exams. College Board is your site for SAT and ACT is its own entity. The ACT tests includes Science content while SAT does not. Most colleges will accept either SAT or ACT scores. It is advised that you visit the websites of the colleges/universities you are interested in to see if they require test scores as many institutions have changed requirements and no longer uses these tests for admissions purposes.
- When do I take these tests? There is a practice PSAT10 given in sophomore year. This provides you with an idea of what the official SAT will be like. Counselors recommend the official SAT and ACT tests are taken at the end of junior year. If you are unhappy with your score or feel like you could do better, you have four additional opportunities to take these tests during fall of senior year. Colleges/universities will accept scores through the December SAT and ACT test dates of senior year.
- Juniors may also want to take the PSAT/NMSQT in fall of Junior Year. This qualifies juniors for the National Merit Scholarship program. See College Board for more specific information.
- SAT and ACT fee waivers are available to qualified students. If you think you may qualify, review the fee waiver requirements on the counseling webpage. There are limits on the number of times you can take these tests with a fee waiver.

SCHOLARSHIP INFORMATION:

- Most scholarships advertised through the Career Center are for seniors, however, there are occasions when we get scholarships for grades 9 and up. In fall of senior year, most scholarships are on a nationwide basis. In spring of senior year, our local Tracy clubs and organizations will offer scholarships for graduating seniors. Scholarships are posted as they are received on the counseling page of the WHS website and sent out on the CC News & Scholarship Remind App.
- Be sure to read all scholarship instructions and take note of the deadlines!! Be sure you meet the requirements to apply.
- Many free scholarship search websites are available that can help in your search. You can create a profile and then scholarships are sent to you based on your selections. Visit the scholarship section of the counseling page of the WHS website for more details. Also check the website of the college you plan to attend for the scholarships they offer as well.
- Never pay money to apply for scholarships! You can apply for free!

FINANCIAL AID INFORMATION:

- October 1st of senior year the FAFSA (Free Application for Federal Student Aid) opens for students to apply for federal (and state) financial aid. The California Dream Act is also available at this time.
- FAFSA and Dream Act workshop is held sometime during October to assist parents and students with applications. Workshop information will be announced in September.
- Cal Grant aid will be determined from the submitted FAFSA. There is not a separate application for Cal Grant. However, you will need to create an account with Cal Grant once the FAFSA is completed. Instructions will be provided to you with your FAFSA email correspondence.
- Never pay money to apply for FAFSA! This application is free.

US MILITARY INFORMATION:

- Recruiters from the various US Military Branches: Army, Navy, Air Force, Marines will visit West High or virtually throughout the year. This information is posted on the counseling page of the WHS website.