

Name _____

ID _____

Year of Graduation _____

Grade 9 Checklist for Career and College Planning

www.collegeincolorado.org

Register for the College Opportunity Fund

- **only do this step if you have not completed it in the past**
- **YOU MUST HAVE YOUR SOCIAL SECURITY NUMBER TO DO THIS.**
If you do not, skip to the next step.

- Click on the white “College Opportunity Fund” tab at the top on the right.
- Read the screen then click “Apply for COF” at the bottom of the screen.
- Then click where it says “Apply for the Stipend” and fill out the form.
- You will need your Social Security Number to complete this step.
- You can proceed without entering your Driver’s License Number when it asks for one but you will have to send this in when you get one.

(from the Confirmation Page) USER ID: _____
Password: _____

Log On to your College In Colorado Account

- Return to www.collegeincolorado.org
- Click on “Log On” in the top right corner.
- You should have created an account last year. Your username and ID should be:
Username = first initial, last name, birth month, birth date (thawk0713)
Password = student ID #
- **If you know your username and password, you can log-on, then skip to the next page.**

****Don’t remember your log in? Never done this before?? There are two ways to proceed.
You can either retrieve it using your email address or create a new a new account.

Retrieve Log-in using email

OR

Create an Account

- Click on Log On in the top right corner
- Click on Can’t Log On?
- Click on “Yes, search for my password”
- Enter the information in Option 1 or 2 and then click submit.
- Your information will be emailed to you, check your email

- Click on “Create an Account” in the top right corner.
- Fill in the blanks on the form.
- If you do not have an email account, leave that blank but click in the box below it so that College in Colorado can create an email address for you.
- Make sure you find (School Name) High School for the school you attend.
- Your graduation date will be 05/2011.
- **When creating your username and password, you MUST use this format:**

Username = first initial, last name, birth month & date
Password = (SCHOOL NAME) ID #
Example: Tony Hawk, born May 10th =
Username = **thawk0510** Password = **426977**

Username: _____

Password: _____

Answer to security question: _____

Email address you used to create your account: _____

If you did not enter one, your new email address will be _____@collegeincolorado.org.

Your username

Career Cluster Finder

- Click on the orange PLAN tab at the top.
- Click on “Explore Career Options”.
- Scroll down and click on Choices Planner.
- Click “Access Choices Planner”.
- If this is the first time you have been to Choices Planner, you will need to click on “Create a Portfolio” and fill out the information requested. Then click on www.collegeincolorado.org and follow the directions at the top of this box again.
- Once you are in Choices Planner, you will see a blue “Work” section and a purple “Learn” section. In the “Work” section, click on “Cluster Finder.”
- Start the survey and follow the prompts on the screen, clicking “Continue” at the bottom.
- When you are done, click on “See Your Top Clusters” to see your results.
- Click on the name of the Cluster to find out information to answer the questions below.

Career Cluster #1: _____ Add to Portfolio
Career Cluster #2: _____ Add to Portfolio

Click on the name of your top career cluster and look for the following information.

Career Cluster: _____
Summary: _____

Employment Outlook: (Are job opportunities in this Cluster growing or declining? Explain)

On the left, click on Careers. Then sort the careers by Education Level.

List 1 career in this Cluster that requires:

Professional/graduate degree: _____

Careers requiring Bachelor’s degree: _____

One or two years post secondary training: _____

High school diploma or GED: _____

High school not completed (but preferred): _____

What Pathways could you choose to go into that are part of this Cluster? (right side)

- _____
- _____

Pick one of these Pathways and click on it.

What salary range can you expect in this Career Pathway? _____

Review and Update Your Choices Planner Portfolio

- In Choices Planner, click on the green “Your Portfolio” tab at the top.
- In the “Things You Saved Section”, make sure that you have saved any of the Careers, Clusters and Pathways that you want to keep for next time (to move something from the “Viewed Today” side to the “Saved” side, click on it and then click “add to your portfolio”).

Add an Advisor

- Click on the orange PLAN tab at the top.
- On the left, click on “Add an Advisor”. Click “Go” and once (SCHOOL NAME) shows us, click “Continue”.
- Select your counselor from the drop down menu.

Name of person you added as an advisor: _____

Research Higher Education Opportunities and Admissions Requirements

- Click on the orange PLAN tab at the top.
- Scroll down and click on “Higher Education Opportunities and Requirements”
- Read this screen and find the information below.

1. How many years must one study beyond high school to earn...
- ...Aa Technical Certificate? _____
- ...an Associate’s Degree? _____
- ...a Bachelor’s Degree? _____
- ...a Graduate or Professional Degree? _____

2. According to the **Higher Education Admission Requirements**, what high school coursework is required to get in to a Four-Year College or University in Colorado?

English: _____ years

Math: _____ years

Scienc: _____ years

Social Studies: _____ years

Foreign Language: _____ years

Academic Elective: _____ years

What is an example of an Academic Elective? _____

3. What are two reasons one might choose to attend a Community College (2-year school)?
- _____
 - _____

Log on to your (School Name) Student Portal

- To go to the (SCHOOL NAME) Website, simply type (SCHOOL NAME) in the internet address bar at the top.
- On the left side, go to the Student section then click on Student Portal.
- If this is the 1st time you have ever done this, your Username is your (SCHOOL NAME) ID # and your password is your birthdate and should be 6 numbers (061291).
- You will be forced to enter your old password (your birthdate) and choose and new one. Pick your ID number or your last name or something you know you will remember.

Username: _____ Password: _____

Check your grades by clicking on Schedule on the left and then on the name of each class.
Fill in your current grades below:

Class: _____	Grade: _____
Class: _____	Grade: _____
Class: _____	Grade: _____
Class: _____	Grade: _____
Class: _____	Grade: _____
Class: _____	Grade: _____
Class: _____	Grade: _____

Review (School Name) Graduation Requirements

Look at the Box Sheet on the back of this page. Use it to find out the following information:

How many semesters of each subject must you pass in order to graduate from (SCHOOL NAME)?

English _____ semesters = _____ years

Other Academic Elective

Social Studies _____ semesters = _____ years

_____ semesters = _____ years

Science _____ semesters = _____ years

PE/ROTC/Dance

Math _____ semesters = _____ years

_____ semesters = _____ years

World Lang _____ semesters = _____ years

Art _____ semesters = _____ years