A Step by Step Guide for Parents

Preparing for College

Sauk Valley Community College
ENGLISH-SPANISH

GLOSSARY

high school: escuela secundaria, escuela superior, escuela preparatoria (México)

community college: institución postsecundaria de dos años

associate degree: grado asociado; título universitario de dos años

associate of applied science: título universitario de dos años en ciencias

associate of arts: título universitario de dos años en letras o artes

bachelor’s degree: título universitario (de 4 años)

bachelor of science: título universitario en ciencias

bachelor of arts: título universitario en letras o artes

master’s degree: grado de maestría

doctorate: doctorado
# TABLE OF CONTENTS

8th Grade
Getting Ready for High School.........................................................1

9th Grade
How To Help Your Freshman ............................................................2

10th Grade
How To Help Your Sophomore ..........................................................3

11th Grade
How To Help Your Junior .................................................................4

12th Grade
How To Help Your Senior ...............................................................5

Parents as Career Coaches
Three Roles as Career Coach ..............................................................6

Effective Communication
Speaking to be Understood .................................................................7

Sauk Valley Community College
Programs of Study ...........................................................................8

What to consider when building a college schedule? .........................9

Financial Aid .....................................................................................10

How to get started at Sauk Valley Community College ......................11

Other Educational Opportunities at SVCC ........................................12

Higher Education Glossary ...............................................................13

SVCC Phone Numbers .......................................................................14

Community Services & Resources .......................................................15
Bilingual Contacts

Acknowledgements .............................................................................16

F.U.S.E .............................................................................................17
1. The grades that a student earns in eighth grade are important in determining placement in high school courses.

   While the grades earned in eighth grade are not used in calculating GPA (Grade Point Average), they are used in determining eligibility for Math, English and Science courses in high school.

2. Students who have developed good study skills in earlier years are much better prepared for high school.

3. Eighth grade students generally select their freshman courses in the spring. Since freshman courses and grades become part of the high school record, it is important to choose courses carefully.

4. High school students who become involved in extra-curricular activities enjoy high school more and usually have greater academic success.

   Parents: Helping your child find something they can be involved in during high school and possibly beyond could be one of the greatest things you can do for your child.

5. Colleges and scholarship committees like to see students who are “well rounded” and active. It is not too soon to think about college, earning good grades and participating in extra-curricular activities.
9TH GRADE

HOW TO HELP YOUR FRESHMAN

Grades earned and courses taken this and subsequent years become part of a permanent transcript which follows the student all of his/her academic life. A good GPA (Grade Point Average) will help in entering college, getting scholarships, and finding a high-paying career.

Success in school correlates to success in life.

1. Know what courses your freshman student is taking. Pay attention to homework, attendance, and grades.

   Make sure that you see all progress reports and report cards. Do not assume that someone will contact you if there is a problem. Provide encouragement and support, making certain that your son or daughter understands that freshman grades are very important.

2. Provide a quiet place, desk, lamp, chair and a set time for your child to study.

3. Encourage extra-curricular activities at school. Sports, church, scouting, and community volunteer work will help your child develop skills and leadership ability.

4. Near the end of the freshman year, make certain your child has selected the most appropriate courses for the next year.

5. Encourage your child to use the summer to read for pleasure or to learn new skills.

6. Add to, or start a college savings account.
10th Grade
How to Help Your Sophomore

Students should be developing skills and learning about themselves, their abilities, and their interests, in addition to working hard in school.

1. Know what courses your student is taking, pay attention to his/her homework, attendance, and grades.

2. Encourage activities that develop leadership abilities and skills.
   
   This might be as simple as turning off the TV for a given time to spend time doing homework or reading for pleasure.

3. Start to explore and discuss college options.
   
   Gather information, make informal visits to colleges, and go to college and career fairs. Discuss your son or daughter’s aptitudes, interests and abilities with him/her and begin to view these in terms of possible college majors and career options. Attend COLLEGE NIGHT at SVCC on the 1st Tuesday of November. More than 80 different representatives from colleges, universities, vocational-technical schools, and the military will be on hand to answer questions about their institutions and respective programs to prospective college students and parents. A general presentation on Federal Financial Aid is offered as well.

4. Near the end of the 10th grade, make certain your student has selected the most appropriate courses for the junior year. Update the awards and activities file.
11TH GRADE
HOW TO HELP YOUR JUNIOR

The junior year is a time for students to seriously begin examining their post-secondary options, take college tests, make college visits, and start searching for scholarships.

1. Continue to monitor your student’s course work and grades.

2. Continue to encourage your son or daughter to be involved in activities and to develop leadership skills.

3. Talk about attending SVCC and possible college transfer options. Consider the following: location, available majors, size, reputation, cost, competitiveness, and facilities. Attend COLLEGE NIGHT at SVCC on the 1st Tuesday of November.

4. Have your son or daughter register for the ACT and/or the SAT in the spring.

5. Make college visits. Determining the 4-year transfer institution, prior to entering Sauk, will help students select classes guaranteed to transfer. Sign up at your school for DISCOVER SAUK, a campus visit program designed to give potential students information about Sauk Valley Community College. It is an event primarily for incoming first-year students, but anyone is welcome.

6. Carefully select courses for the senior year and investigate Dual Credit/Dual Enrollment possibilities. The Dual Credit/Enrollment program provides the opportunity for high school students to jump start their college education by enrolling in college level courses while still in high school.

7. Start checking into scholarships.

8. Help your son or daughter choose meaningful activities for the summer months. Consider job shadowing in a career field of interest to your student.

9. Put money in to your college savings account.
12TH GRADE
HOW TO HELP YOUR SENIOR
The senior year isn’t a time to slack off. Grades and activities are part of the permanent record. Awards and scholarships are announced.

1. Continue to monitor your son or daughter’s academic progress.

2. Consider Sauk Valley Community College’s Dual Credit/Dual Enrollment option.

   **Dual Credit:** Students are concurrently enrolled in high school and college while taking some college classes for *high school and college credit.*
   
   **Dual Enrollment:** Students are concurrently enrolled in high school and college while taking some college classes for *college credit only.*

3. Have your son or daughter sign up for the ACT as results need to be available early for college enrollment.

4. Obtain and complete college applications in the fall. *If you have not done so already, attend COLLEGE NIGHT at SVCC in November. SVCC requires an Information Form which can be found at [www.svcc.edu](http://www.svcc.edu) or by calling the Admissions office at 815-835-6273.*

5. Apply for financial aid and all appropriate scholarships.

6. Make the decision about the transfer institution, if possible.

   Encourage your student to take advantage of opportunities for campus visits. *Sign up at your school for DISCOVER SAUK, a campus visit program designed to give potential students information about Sauk Valley Community College. It is an event primarily for incoming first-year students, but anyone is welcome.*
Parents as Career Coaches
Three Roles as Career Coach

Listener

- Provide non-judgmental listening and honest feedback.
- Initiate conversations on career plans.
  - Talk with your student about the courses and activities she or he is enjoying and how your student is doing. Remember to ask if their interests have changed.
- Listen, respond and ask questions.
  - Your willingness to listen will keep you in the loop.
- Help your student clarify ideas, priorities and concerns.
  - Give feedback on specific abilities you see in your student to help develop a solid sense of self.

Advocate

- Encourage involvement in extracurricular activities.
  - Extracurricular activities provide the opportunity for students to gain valuable skills such as leadership, planning, organization, and time management.
- See the situation from your student’s perspective.
  - Empathize with your student on the difficulty of the process and the number of decisions they have to make.
  - Remember what it was like when you were their age.
- Encourage your son or daughter to avoid procrastination and to begin the career planning process early.
  - Support your student’s exploration of new areas of study and interests.
  - Encourage your student to take advantage of all resources available to them.
  - Be prepared to support your student through the ups and downs of the career search process.

Network Resource

- Help your student develop contacts for information, advice, and assistance in career planning and job searching
- Refer your student to colleagues, friends, neighbors, family, and community members with experience related to his or her interests.
- Offer encouragement and help them learn how to approach people and ask for this kind of information.
- Suggest your student make connections with faculty.
  - Faculty are available to help students with questions about course materials or academic progress.
  - Students need faculty to write letters of recommendation for scholarships and college applications.
  - Suggest a part-time job or job-shadowing.

Adapted from: Capital University Career Services www.capital.edu/careers
Effective Communication
Speaking to be Understood

EFFECTIVE COMMUNICATION IS THE FOUNDATION OF A STRONG FAMILY

Good Communication Helps Families
- Respond to challenges easier
- Resolve conflicts better
- Support each other more effectively

Good Communication Requires
- Trust
- Mutual respect
- Openness
- Willingness to really listen

Four Rules for Effective Speaking
- **Honesty:** It may be hard to communicate our true feelings and thoughts. However, people will be more apt to listen and believe us if we are open and honest.
- **Use I-Messages:** Using “I” to state feelings expresses ownership and shows responsibility for our feelings without blaming others. I-messages are a way of showing respect for the listener by focusing on the feelings caused by the behavior.
- **Be specific:** General statements are confusing.
- **Use Constructive Criticism:** Constructive criticism makes suggestions about how a situation can be improved. When we criticize without suggesting an alternative, the listener may feel hurt, helpless, and frustrated.

Three Roadblocks to Communicating Spoken Messages
- **Judging:** Passing judgment on what another person says can shut down communication.
- **Offering Solutions:** Trying to solve another’s problems too quickly discourages further communication. We should try to avoid giving orders, making threats, advising, moralizing, and probing.
- **Avoiding the Other Person’s Concerns:** Many times we try to dismiss the feelings of others as a way to avoid dealing with them. We use humor, make logical arguments, lecture, or offer general reassurance to avoid further discussion.

Remember
We communicate in different ways, both verbally and non-verbally. One of the most basic skills we need for successful communication is the ability to speak so people will want to listen to us.

ROADMAP TO A BRIGHTER FUTURE
Now that your child is on the road to a good education, keep the communication channels open, express that you value their education, and that you want to help them succeed and make positive choices.
SVCC’S PROGRAMS OF STUDY

- University Transfer Degrees
- Career Programs
- Certificates Programs

Transfer degrees are designed for students interested in pursuing a bachelor’s degree beyond SVCC. Students complete at least 64 credits of transferable coursework. Because each university has its own unique requirements, students are urged to see a counselor or academic advisor to determine the degree and individual coursework required for transfer. SVCC participates in the Illinois Articulation Initiative (IAI). Transfer degrees include:
  - A.A. - Associate in Arts
  - A.S. - Associate in Science
  - A.F.A. - Associate in Fine Arts
  - A. E. S. - Associate in Engineering Science
  - A. A. T. - Associate in Arts in Teaching

Associates in Liberal Studies (A.L.S.) - individualized to meet the needs and interests of the student. It allows for the combination of both transfer and career courses. While not intended to be a transfer degree, the A. L. S. degree recognizes completion of two years of college.

Career programs are designed to prepare students for the workforce. This degree is referred to as an Associate in Applied Science (AAS). The term “applied” indicates that these degrees are designed to train students in a particular field so that, once completed, students can seek employment.

These degrees require at least 64 credits of coursework. Coursework consists of general education course requirements and SVCC degree requirements. Refer to the SVCC College Catalog for more information.

Certificates These programs are a collection of courses centered around a specific area. Certificates are designed to prepare students for advancement in an employment situation. These programs range from 2 to 46.5 semester hours and are designed to be completed in less than two years.

For information regarding the courses needed for a particular degree or certificate, students are encouraged to consult the SVCC college catalog and/or meet with a counselor.
WHAT TO CONSIDER WHEN BUILDING A COLLEGE SCHEDULE?

Part-time is defined as registering for 11 credit hours or less.

Full-time is defined as registering for 12 credit hours or more.

REMEMBER:

• Students must consider their work schedules and the time available to devote to study.

• Some students must register "full-time" for health insurance purposes or to receive a full-time Pell grant.

• Students planning to finish their "two-year degree program" in two years who don't want to attend summer terms, will need to plan to be full-time each term to complete a 64-hour degree within two years.

• Based on their placement scores students may be required to take additional course work (Developmental Courses) to prepare for college level courses which might lengthen their degree completion.
FINANCIAL AID

What does college cost?
College costs can include tuition, books, room and board, personal expenses, fees, transportation, and daycare expenses.

How can I pay for college?
The Federal and State Government as well as the college sponsor programs to help students pay for college. These programs are called Financial Aid.

There are basically four categories of financial aid:

1. **Grants** - money that is awarded to the student based on financial need. Grants do not have to be repaid.

2. **Loans** - money that must be paid back.

3. **Scholarships** - money that is awarded based on academic achievement, outstanding talent or skill, and/or financial need. Scholarships do not have to be repaid.

4. **College Work-Study** - a job through the college where the student will get paid for work completed. Work-study dollars do not have to be repaid.

How do I get Financial Aid?
You must complete a form called the Free Application for Federal Student Aid (FAFSA). A new form comes out every year. It is available after January 1st and it can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

For more information, please visit SVCC’s Financial Aid Department, email: fa@svcc.edu, or call (815) 835-6339.
HOW TO GET STARTED AT SAUK:

STUDENT REGISTRATION
___ Complete the Student Information Form
___ Submit an official copy of your transcripts (high school, GED, College/University)
___ Complete the Free Application for Federal Student Aid (FAFSA) on the web (www.fafsa.ed.gov)
___ Complete Placement Testing
___ Meet with a counselor
___ Register for classes
___ Pay tuition & fees or explore our Deferred Payment Plan option

BEFORE SEMESTER BEGINS:
___ Access your Sauk Online Access to Records (SOAR) account to become familiar with the menu options, view/update your personal information, verify your major each semester, register online/drop classes, view your schedule, etc.
___ Purchase all required books
___ Find out about available scholarships and apply prior to deadline
___ Review job postings for work study employment, if interested
___ Look for all Class Schedules online to view available classes: www.svcc.edu
___ Inquire about Sauk’s cafeteria Punch-a-Lunch card (in the Business Office), if interested
___ Make sure to attend a Sauk Preview Session to become familiar with the Sauk campus and learn what it takes to be a successful student.

FIRST WEEKS ON CAMPUS:
___ Familiarize yourself with the Student Parking Regulations
___ Attend SaukFest (Welcome to Sauk Event)

THROUGHOUT THE SEMESTER:
___ Attend all of your classes; study hard, have fun, and have a desire to succeed!
___ Seek help if encountering problems
___ Make an appointment to see your academic adviser for personal and academic needs
___ Get involved in different clubs/organizations and intramural activities
___ Attend a student success workshop(s) to strengthen your study skills
___ Attend all general home athletic events FREE with your SVCC ID card
___ Keep in contact with family and friends (Call, write, email and stay in touch)
___ Sign up for a Fitness Center class to workout
___ Make sure you stay connected to your Sauk email!
___ Work on your resume. Be sure to make additions every semester!
OTHER EDUCATIONAL OPPORTUNITIES AT SAUK:

**Business and Community Education** - provides classes for personal development, professional training, or just fun! For more information please contact 815/835-6212.

**Adult Education** - assists adults 17 years of age or older in acquiring knowledge and skills necessary to earn a GED®, to improve English language skills, and to transition to higher education or vocational training.

**Free Classes**
- Basic Education
- English as a Second Language (ESL)
- Knowledge & Skill
- Career Training
- College Readiness

For Adult Education classes, please call 815-835-6312.

**Project VITAL** - works one-to-one with adults who want to improve their reading and writing skills or, in some cases, need to learn to understand and speak English as a second language. Contact Project VITAL at (815) 835-6241 to:

- Refer a non-reader or ESL student
- Be a volunteer tutor or advocate
- Obtain brochures and posters
- Schedule a presentation
- Borrow a video regarding literacy
**Associate Degree:** A degree usually awarded by a community college that represents two years of lower-division college study (freshman-sophomore years). A minimum of 64 credit hours are required to complete an Associate degree at SVCC.

**Associates in Liberal Studies:** are designed to meet the needs and interests of the student. It allows for the combination of both transfer and career courses.

**Bachelor of Arts or Bachelor of Science Degree (BA, BS):** A college or university awards these degrees to a student who has completed a 4-year program (usually 120-124 credit hours) in a specific major

**Career programs** prepare a student for entry level occupations upon program completion.

**Certificate programs** are designed to teach you skills to gain employment in a new profession or to improve your knowledge in your current profession. They are short programs that can be completed fairly quickly.

**Credit (Semester) Hour:** Unit used to measure progress toward a degree or certificate. Generally, the number of credit hours per course is equivalent to the number of contact hours per week.

**Developmental Courses:** Students that score below the specified level on the English/reading/math sections of the placement test will be required to take course(s) designated by the College.

**Elective Course:** An elective is a course a student may take that is not specifically required in a major but will count toward graduation. Students should consult a counselor or academic advisor about electives appropriate for their major.

**Prerequisite:** A course which must be completed before students are allowed to register for a more advanced course. Information concerning prerequisites is noted in the college catalog and semester schedule.

**Transcript:** A transcript is an official copy of a student’s academic record, which may be obtained from the Office of Admissions and Records. It typically includes courses taken, grades earned and grade point average (GPA).
SVCC PHONE NUMBERS

For Questions About... Call:

Admissions, Records and Enrollment Services 815/835-6378
Athletics 815/835-6234
Bookstore 815/835-6304
Business Office 815/835-6267
Counseling/Advising 815/835-6354
Dislocated Workers Center 815/835-6371
Learning Resource Center-LRC (Library) 815/835-6247
Learning Assistance Center-LAC 815/835-6293
Recruitment 815/835-6421
Retention 815-835-6368
Special Needs 815/835-6246
Student Activities/Cross Cultural Services 815/835-6432
Student Financial Assistance 815/835-6339
Student Support Services 815/835-6243
Veteran’s Services 815/835-6390
Wellness Center 815/835-6336
General Information/Switchboard 815/288-5511

Dial “0” for Extensions not listed.

Sauk Makes It Possible… You Make It Happen!
**COMMUNITY SERVICES & RESOURCES**

**BILINGUAL CONTACTS**

*Our community offers a variety of resources to assist families. From healthcare to shelter, these resources enable many to fulfill their goals in life. For a more detailed list please visit the Sauk Valley Area Resource Directory.*

<table>
<thead>
<tr>
<th>Resource</th>
<th>Programs &amp; Contacts</th>
<th>Phone Number</th>
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| **Illinois Department of Human Services** | Laura Hernandez  
Food stamps, Medical card (Kid Care), TANF - Cash assistance. | 2605 Woodlawn Rd., Suite 1  
Sterling, IL 61081  
815/632-4046 |
| **Sauk Valley Area Resource Directory** |  
http://www.svcc.edu/community/services-directory/index.html | |
| **Sauk Valley Community College** | Ana Salgado  
- Cross-Cultural Coordinator salgado@svcc.edu  
Provides interpreting Services, connection with all Sauk’s on-campus resources, connection with community resources, on-campus club ALAS (Association of Latin American Students), and FUSE Program (Families United for a Strong Education). | 173 IL Rt. 2  
Dixon, IL 61021  
815-835-6432 |
| **Tri-County Opportunities Council** | Laura Crawford  
Head Start Program  
815/535-0684  
Monica Perez & Angie Arellano  
Low Income Home Energy Assistance Program (LIHEAP)  
815/625-7830  
Provides assistance with electric and gas bills  
Ben Garcia  
Weatherization Program  
815/625-7830  
Provides home weatherization services for eligible low-income households.  
Loraen Romo  
Transitional Housing  
815/625-6470  
Provides decent, safe affordable housing for the low-income clients. | 405 Emmons Avenue, P.O. Box 610  
Rock Falls, IL 61071  
815/625-7830  
1-800-323-5434 |
| **Whiteside County Health Department** | Nancy Vock  
Provides interpreting Services: medical clinic, dental clinic, behavioral health, family planning, public health programs. | 1300 W. 2nd St.  
Rock Falls, Ill.  
815/626-2230 |
| **Whiteside County Regional Office of Education** | Theresa Hooper & Deborah Jacobs  
Whiteside County Family Literacy Partnership Family Class  
(English as a Second Language & GED)  
Benni Mendoza & Enedina Juarez-Batten  
Whiteside County ROE Truants' Alternative Program | 1001 W. 23rd Street  
Sterling, IL 61081  
PH: 815/625-1495 |
| **YWCA** | Raquel Herrera  
- Immigrant Family Resource Program rherrera@ywssauk.org  
Provides assistance to immigrant families in applying for public benefits, providing Spanish translation and interpretation services, and connecting families with resources and other services as needed.  
Stela Belmonte  
Domestic Violence Program’s Latina Caseworker  
Provides counseling and support to survivors of domestic violence. | 412 First Avenue  
Sterling, IL 61081  
815/625-0333 |
We hope that the *Step by Step Guide for Parents* can assist you in helping your child be successful. Your support and guidance in his/her education are important to your child.

For specific information or individual questions regarding your son or daughter’s needs, contact your son or daughter’s high school guidance office or call Sauk Valley Community College at (815)288-5511.

The following resources were used in the compilation of this guide.

**Acknowledgements**


University of Illinois Extension
FUSE is a bilingual program offered to Hispanic/Latino English Language Learners’ families with children from fourth grade to high school seniors.

Sauk Valley Community College’s Cross-Cultural Services, the U of I Extension, and the YWCA of the Sauk Valley’s Immigrant Family Resource Program collaborate to assist families in setting higher educational goals and improving their quality of life.

The long-term goal of this project is to improve the educational outcomes for Latino Students so they can advance from ESL to GED and be able to complete college level courses and inspire their children to set higher educational goals.

The FUSE program was funded through grants from the Illinois Community College Board and the Illinois State Board of Education and funded 100% through Carl D. Perkins Career and Technical Education Improvement Act of 2006.
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