



ADDITIONAL FAIR RESOURCES

HERE ARE A FEW MORE RESOURCES TO TRY AND ANSWER YOUR QUESTIONS!

WWW.MONTANACOLLEGES.COM/RESOURCES

JOB & COLLEGE INTERVIEWING TIPS



SOURCE THANK YOU TO:

University of Montana
Office of Career Services
406.243.2022
careers@umontana.edu



RESEARCH

Before spending hours searching the internet for questions and "right" answers, read the job description and research the organization or school. Consider how your skills, knowledge, and personality fit with the organization.

BODY LANGUAGE & TONE

Pay attention to your nonverbal communication. Crossing your arms in front of you might mean you are feeling defensive. Good eye contact is important. Don't scratch that itch under your arm, play with your hair, or fidget. Be aware of your posture—sit up straight with your shoulders back—it will make you look and feel more confident.

DRESS

Let basic good taste be your guide for interview dress. Research to learn about the expectations of the organization or school for which you are interviewing. Remember that you will have one chance to make a first impression.

STAR METHOD

The **STAR** method is used to answer questions where you need to explain how you reacted, performed, or used a specific skill in the past.

Situation/Task: Explain the specific situation you were involved in and/or task you were completing. This should be brief.

Action: Talk about how you reacted or what you did. Be specific about skills/abilities you used.

Result: Discuss how the situation resolved and what you learned/what can be applied in the future.

PRACTICE

There are common interview questions you can practice to prepare yourself for the real interview. Be ready to explain your strengths, weaknesses, and the relevance of your past work experiences and education.

- Tell me about yourself.
- Why do you want to work/go to school here?
- Describe a time when you had a conflict with a coworker or group member.
- Where do you see yourself in five years?
- How would a former supervisor describe you?
- Describe your greatest strengths.
- Tell me about a time when you failed.
- If you were a superhero, who would you be? Why?
- Why should we hire you?
- Do you have any questions for me? (Have 2-4 questions prepared for the interviewer)

ARE YOU CONSIDERING COLLEGE ATHLETICS?

NCAA ATHLETICS

The National Collegiate Athletic Association (NCAA) is an organization dedicated to providing a pathway to opportunity for college athletes. More than 1,100 colleges and universities are members of the NCAA. [The organization] support[s] nearly half a million college athletes that make up 19,500 teams.

"Guide For The College-Bound Student Athlete" -- www.ncaapublications.com

QUESTIONS TO ASK AT COLLEGE FAIRS:

- How would the time demands of being on a sports team effect the ability to pursue [my intended academic major] or [my academic life]?
- What resources are available to student-athletes?
- Would I have time to pursue outside interests in the offseason?
- Who can I contact to learn about being recruited for your [sport]?

ATHLETIC RECRUITMENT

Do you want to be seen by college coaches but don't know where to start?

Visit www.ncaa.org/playcollegesports for FAQ's, full pamphlets, tips, and contact information to help guide you in this process. It is never too early to ask questions! Any coach at your high school can likely help you get started!

ACADEMIC ELIGIBILITY

As a high school student, you must meet certain requirements and register with the NCAA Eligibility Center, to participate in Division I or II college athletics through the NCAA. Visit www.eligibilitycenter.org to register for a Profile Page or Certification Account. If your grades don't meet this criteria, there are still many opportunities for you. Ask College Fair Reps about opportunities and seek help from your counselors!

TIP: Submit your SAT/ACT scores to the NCAA Eligibility Center using **code 9999**.

TIP: At the end of Junior Year, ask your counselor to submit an official transcript to the Eligibility Center for you.

NAIA ATHLETICS

What is the NAIA Eligibility Center?

The NAIA Eligibility Center is responsible for determining the NAIA eligibility of first-time student-athletes. Any student playing NAIA championship sports for the first time must meet the eligibility requirements. Students must have their eligibility determined by the NAIA Eligibility Center, and all NAIA schools are bound by the center's decisions.

Who needs to register?

Every student interested in playing championship sports at NAIA colleges for the first time needs to register and receive an eligibility determination.

NAIA Checklist

https://www.playnaia.org/d/NAIA_EligibilityCenter_PSA_Checklist.pdf

Guide For College Bound NAIA Athletes

https://www.playnaia.org/d/NAIA_GuidefortheCollegeBoundStudent.pdf



**DO YOU HAVE MORE
QUESTIONS ABOUT
COLLEGE ATHLETICS?**

CONTACT INFORMATION / FAQs

NCAA Eligibility Center
877-262-1492 (toll-free)
www.eligibilitycenter.org

NAIA Eligibility Center
816-595-8300
<http://www.naia.org/StudentAthletes.dbml>



WHAT IS WUE & WICHE?

SAVE THOUSANDS PER YEAR!

We all know how good "50 percent off!" can feel, whether for a hamburger, a sweater, or even aluminum siding. But for college? Such steep discounts seem few and far between.

Yet students and families may gain a 50 percent – or greater – discount on out-of-state tuition at 160 public colleges and universities across 16 western U.S. states through the Western Undergraduate Exchange (WUE). Though WUE is now celebrating its 30th year, it remains one of higher education's best-kept secrets.



160 WUE SCHOOLS ACROSS THE WEST

WUE is a regional discount-tuition program. Qualified residents of any of 16 Western U.S. states or territories can pay no more than 150 percent of undergraduate resident tuition at participating out-of-state schools. Since many institutions set out-of-state tuition rates 300 percent higher (or more) than resident tuition, this represents a steep discount—\$9,000 on average for each of 40,000+ students enrolled this year in participating WUE colleges and universities.

MONTANA REAPS THE BENEFITS

In Montana alone, 1,044 undergraduates saved \$6.1 million on tuition through WUE last year. You can be considered for the discounted WUE tuition rate thanks to Montana's membership in the Western Interstate Commission for Higher Education (WICHE). Established by U.S. Congress in 1953, WICHE was formed to support states, students, and institutions throughout and beyond the American West, and WUE is one of several WICHE programs that increase student affordability and access.

LEARN MORE

Visit www.wiche.edu/WUE to search a database of participating WUE schools and majors, eligibility requirements, and application tips.

For general questions about WUE, read our FAQ at www.wiche.edu/WUE. If you still have questions, call 303-541-0270.

"Affording my college studies in speech pathology would be difficult without my WUE scholarship. Thank you!"— *Paige, Montana resident, Idaho State University, Speech Pathology*



MORE QUESTIONS ABOUT WUE/WHICHE?

**Contact the schools
you're interested in
directly.**

**For a full list of
WUE schools, visit:
www.wiche.edu/WUE**



NEED HELP WITH CHOOSING A CAREER PATH?

ABOUT "PATHWAYS"

Montana Career Pathways helps you learn about career options that are in demand in Montana, and the types of activities you can engage in to prepare for your next step after high school graduation. In 2017, Montana completed a major overhaul of its career pathways program, from individual pathway agreements between one college and one high school (Big Sky Pathways), to statewide pathways scalable to all high schools and connected to all MUS colleges.

WHAT INFORMATION DOES MONTANA CAREER PATHWAYS OFFER?

The Montana Career Pathways site allows you to explore the variety of options for careers that are in demand in the state. We have organized information to give students, parents, teachers, and counselors big picture information in a variety of popular career areas including: advanced manufacturing, agriculture, business management, design and construction, education, finance, health professions, hospitality and tourism, human services, information and computing technology, marketing, STEM, transportation, and welding/fabrication.

For each career area we provide a wide variety of information about career options in Montana including:

- trending careers
- the types of degree or credentials required by various careers,
- projected workforce demand,
- and projected earnings

The site also includes ways explore careers while in high school through:

- work-based learning, industry-recognized credentials, and other school or community-based activities
- high school classes that are valuable to check out a career area
- dual enrollment classes available in high schools across the state to get that head start on a degree or certificate
- direct links to the colleges that offer programs in that career area

Details:

www.mus.edu/BigSkyPathways/clusters.asp

MONTANA CAREER INFORMATION SYSTEMS (MCIS)

MCIS is your one stop, comprehensive college and career advising resource, and it's free for Montanans!

MCIS allows you to explore your interests and see what career fits you, to find out about occupations and what they are really like, to get an idea of what kind of income you'll need to support the lifestyle you want, and it even projects the number of job openings annually in Montana for a given career. You can also find information about colleges, scholarships, build a resume, and plan your high school courses using the imported pathways!

To start tracking a pathway to your desired future, visit:
<https://mtcis.intocareers.org/materials/portal/home.html>



**DO YOU HAVE MORE
QUESTIONS?**

Visit:

[www.mus.edu/mcp/
index.html](http://www.mus.edu/mcp/index.html)



NAVIGATING THE COLLEGE FAIRS | TIPS & ADVICE

ENGAGING WITH COLLEGE REPRESENTATIVES

Making the most out of your time at college fair involves asking questions and engaging the tabling representatives in meaningful conversation.

What are the “non-negotiables” in your desired college experience? In other words, are there certain pieces that must be in place for you to consider a particular college? This may be location, availability of a major, athletics, academic services, multicultural support services, public transportation, on-campus housing, or anything else that you know would be vital in your college experience. Talk with parents, guardians, counselors, teachers, mentors or friends for different perspectives on the questions you should be asking to narrow down a good fit!

Think about your particular situation and let your “non-negotiables” guide your conversations. There is a college for everybody, and these fairs provide opportunities to search for schools that provide the support you need. The representatives are here to help you, and to be honest about whether they feel their school would be a good fit. It is up to you to ask thoughtful, specific questions, in order to get the information you need to make a confident decision! Best of luck!

TIPS!

- Pick up fair flyers and a bag at the door for all of the materials you collect.
- Visit schools that match or are the closest match to your search criteria. Be adventurous.
- Talk to many different schools – including those you’ve never heard of!
- Ask the college representative to scan your barcode. This will allow the representative to follow up with you directly—and quickly.
- Ask the same questions to each college representative you visit. It will help you compare answers and refine your question-asking skills.
- TAKE NOTES! Write down what you find most interesting about each college.

ASK YOURSELF!

- Do I want to attend a large, medium, or small school?
- What major do I wish to study?
- Do I want to attend an urban, suburban, or rural school?
- Do I want to attend a two-year, four-year, single-sex, or religiously-affiliated school?
- Do I want to participate in athletics, clubs, fraternities, sororities, or special programs such as study abroad?
- Is there an aspect of my identity that is important to me? Would joining a community of similar individuals help my transition to college?

...AND REMEMBER: WE KNOW THIS PROCESS CAN BE COMPLEX, BUT WE ARE HERE TO HELP YOU THROUGH IT!

WWW.MONTANACOLLEGES.COM



DO YOU HAVE MORE QUESTIONS?

See the *Montana Guidebook to Higher Education* for tips, tools, personality quizzes, college profiles, & so much more:

www.montanacolleges.com/guidebook



GET PREPARED FOR WHAT'S UPNEXT!

ABOUT

Better Make Room's text messaging tool—UpNext—walks students through the college application process. Real near-peer mentors and college advisors provide reminders and answer questions about applying for college, receiving federal student aid and even paying back student loans after graduation.

WHAT IS UPNEXT?

Students who sign up will receive personalized text messages with guidance, encouragement, and information about applying for college, filling out the FAFSA, important deadlines, and more. Students can respond to text messages and get real-time responses.

WHY DO IT?

College can be an exciting time, but it can also be intimidating. Between applications, filling out the FAFSA, enrolling, and more, it's easy to lose track of important deadlines or feel lost. Once in college, it can be even harder to keep track of all this and feel encouraged. UpNext gives students support, practical tips, and reminders that help them get into college and graduate.

HOW TO OPT IN?

Students can sign up to receive texts throughout their senior year and into their freshman year of college. To sign-up, visit the link below and click the "Student-Sign Up" Button

VISIT ONLINE

www.bettermakeroom.org/up-next/



DO YOU HAVE MORE QUESTIONS?

Opt-In to UpNext Text Messages:

<https://www.bettermakeroom.org/up-next/>

Utilize other tools developed by

Better Make Room:
<https://www.bettermakeroom.org/tools/>



THE COMMON APPLICATION | TIPS & BEST PRACTICES



DO YOU HAVE MORE QUESTIONS?

CONTACT INFORMATION

appsupport@commonapp.net

Connect with [#commonapp](https://www.instagram.com/commonapp)

www.commonapp.org/ready



ABOUT

There is no need to repeat your applicant details for every college on your list. Enter your information one time and use it to apply to multiple schools. Over 750 colleges accept the Common Application! After you have an account, our system alerts you when important dates are approaching. Manage deadlines and view progress in one dashboard.

FILLING OUT THE COMMON APP

- Gather necessary materials (transcript, list of activities, etc.)
- Enter your high school information correctly
- Utilize a school counselor
- Answer all required questions (starred*)
- Preview each section of the application as you complete it

RECOMMENDATION PROCESS

- Complete FERPA Release Authorization
- Double check each college's recommendation requirements
- Ask your counselor how your school submits recommendation forms
- Talk with your recommenders before assigning them as such
- Double-check that you entered recommender names / email addresses correctly

GETTING STARTED

- Create your account using an email address you check often
- Use your legal name when filling out your registration information
- Make note of your Common App ID (CAID)
- Bookmark "apply.commonapp.org"
- Download the Common App onTrack mobile app

ANSWERING COLLEGE SPECIFIC QUESTIONS

- Understand each college's requirements (testing policies, writing requirements, etc.)
- Select a start term and admission plan, and then set deadlines
- Keep track of deadlines

MORE RESOURCES

- Visit the Solutions Center for questions regarding your application or e-mail appsupport@commonapp.net
- Check with your counselor for questions about the process
- Contact the Admissions Office at colleges to which you are applying to ask college-specific questions

SOURCE: <http://www.commonapp.org/resource/tips-and-best-practices>

DISABILITY SERVICES | ADVICE & TIPS

WHAT TO DO FOR ACADEMIC ADJUSTMENT?

When you are investigating a college, find the contact people for the Disability Services office. Then, ask the questions that are relevant to you.

You must inform the school that you have a disability and need an academic adjustment. Unlike your school district, your postsecondary school is not required to identify you as having a disability or to assess your needs.

Your postsecondary school may require you to follow reasonable procedures to request an academic adjustment. Ask what those procedures are so you can follow them! Begin by asking questions at the college fairs, to get a sense of whether a school will meet your specific needs.

KNOW YOUR DISABILITY

How does it limit your ability to participate in general activities? What types of accommodations will help reduce barriers so that you can participate?

For Example: "I have a reading disability, so I need to hear my textbooks and tests."

BE PROACTIVE!

Register with the Disability Services office as soon as you begin your first year. Don't wait until you need help.

For Example: Accommodations aren't retroactive. If you wait until you are failing a class to register with D.S., it may be too late to go back and retake tests, or submit homework.

ASK QUESTIONS

- What kind of assistive technology do you have for reading textbooks?
- Where do I go to take tests if I need extra time?
- Are there areas on campus that are not wheelchair accessible?
- Do you have captioned videos?
- What kind of documentation about my disability should I bring to your office?

SOURCE:

"Students With Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities", Office of Civil Rights.

<https://www2.ed.gov/about/offices/list/ocr/transition.html>



DO YOU HAVE MORE QUESTIONS?

CONTACT INFO:

Customer Service Team
Office for Civil Rights
U.S. Department of Ed.
Washington D.C., 20202-

1100
Call: 1-800-421-3481
E-mail: ocr@ed.gov
Website: www.ed.gov/ocr



START COLLEGE IN HIGH SCHOOL WITH DUAL ENROLLMENT!

WHAT IS DUAL ENROLLMENT?

Dual enrollment allows high school students to take college classes at a significantly discounted rate. Students may take classes at their high school, on a college campus, or online.

WHO IS ELIGIBLE?

Montana high school juniors or seniors ages 16 and older. Younger students may enroll by requesting to participate. Some types of courses require specific ACT/SAT scores, a placement exam, or the completion of prerequisite courses.

HOW DO I ENROLL?

How you participate in dual enrollment often depends on whether you take the class in your high school, online, or on-campus. Like standard college students, dual enrollment students must apply, register for classes, and pay tuition. The deadlines and details vary by campus. To learn more about the process, connect with your high school counselor or reach out to a campus dual enrollment coordinator.

WHAT ARE THE COSTS?

Dual enrollment classes are offered at a steeply discounted rate, about \$50 per credit with no fees. This is about 1/5th of what you would pay for the same course as a traditional student. Some colleges even offer dual enrollment classes for FREE. Depending on the type of course, student may need to pay for textbooks or pay special course fees associated with that course.

WHERE CAN I TAKE DUAL ENROLLMENT?

All Montana University System colleges and community colleges in the state offer dual enrollment opportunities. Courses may be taught on-site in your high school, on a college campus, or online through the college. You can find out more about course options on our website.

DO DUAL ENROLLMENT CREDITS TRANSFER?

Your dual enrollment classes are recorded on an actual college transcript. All Montana University System dual enrollment courses are accepted by all MUS colleges and universities. Dual enrollment credits are also widely accepted nationally by other accredited colleges and universities. National research on credit transfer has shown that dual enrollment is more likely to be accepted by public higher education institution than Advanced Placement or International Baccalaureate.

WHY TAKE DUAL ENROLLMENT?

Dual enrollment offers a lot of advantages for students. Dual enrollment allows the opportunity to save time, save money, and lets you ease into college-level classes.

**MORE
QUESTIONS?**

Visit
[www.MUS.edu/
dualenroll](http://www.MUS.edu/dualenroll)



ARE YOU A HOME-EDUCATED STUDENT?

WHAT TO KNOW ABOUT GETTING INTO COLLEGE

Entrance requirements are established by each college. It is important to contact them early to find out what they are. Over the past many years, the number of colleges seeking homeschool students has increased. The issue of student transcripts has become less of a factor.

In Montana, all public universities are part of the Montana University System. The U-System and its policies are under the direction of the Montana Board of Regents. Below is a partial list of requirements:

- Graduation from a high school accredited by the state accrediting agency or a passing score on an approved high school equivalency exam such as HiSET or GED. Students who complete their secondary education through home schooling or at unaccredited secondary schools may be admitted as long as they have satisfactorily performed on the ACT or SAT test.
- MSU Academic Requirements:
 - A 2.5 cumulative grade-point average (on a 4.0 scale), OR
 - ACT Composite score of 22, OR
 - SAT Combined Critical Reading/Mathematics/Writing score of 1540 (prior to March, 2016), OR
 - SAT Total Score of 1120 (after March 2016), OR
 - Rank in the upper half of the graduating class-- AND --
 - Successful completion of a College Preparatory Curriculum. (There are exemptions available in Montana. Check with the college registrar for more information)

SOURCE & Additional information can be found at:

http://catalog.montana.edu/undergraduate-admissions/#admit_as_u

SCHOLARSHIPS

Plan ahead! The SAT and ACT scores are primary tools used by those choosing students to award scholarships. During Junior year in high school, you should plan to also take the PSAT exam. All these exams are given only at certain times of the year. It is very important to contact a participating college to make arrangements in advance.

Another source of scholarship information is Montana Office of Public Instruction. The majority of the scholarships are available to public and non-public students. In the past, there have been several homeschooled students that have been awarded the Montana Presidential Scholarships.

If you are considering scholarships, plan your search prior to your Freshman year. Scholarships for Freshman are much easier than other years. Freshman scholarship winners will discover it is easier to win scholarships that will renew for the following years to come.



**DO YOU HAVE MORE
QUESTIONS?**

Contact:
Montana Coalition of
Home Educators

www.mtche.org



WHAT QUESTIONS TO ASK @ THE COLLEGE FAIR?

ASK THE
RIGHT
QUESTIONS

ACADEMICS

- I am really interested in (subject/topic). Do you have a major that will allow me to explore that?
- I am interested in [major/program]. Does your campus offer a program like this?
- What opportunities are available for internships? Undergraduate research?
- Do you have an honors program?

APPLICATION DEADLINES

- What is your priority application deadline?
- Do you have a merit scholarship?
- What is your merit scholarship deadline?

STUDENT LIFE

- I would be interested in being involved in campus culture, can you describe some popular [activities/community involvement projects/hobbies] that students enjoy/partake in on campus?
- What's your most popular annual event for students?
- I really enjoy _____. Do you have a club or organization that I could join at your school?
- Can you describe the dining hall and meal plan options?
- How long does it take to walk from one end of campus to the other? How do students get around campus (walk, bike, drive)?
- What kind of transportation is available to the downtown area (if applicable)? Is it feasible to attend your school without a car?
- I identify as/with _____. Does your campus have any related initiatives or communities that I could become a part of?
- Does your campus have an Instagram or Snapchat (or other) account I can follow?
- In what ways is your student body diverse?

CAMPUS SERVICES

- Do you offer free counseling services?
- Does your campus offer any additional services or support for students with (unique circumstance)?

TUITION & AID

- What is your tuition?
- Do you offer scholarships and financial aid?

ALUMNI LIFE/SUPPORT

- Who hires your graduates?
- What starting wages can I expect with _____ career or major?

DO YOU HAVE MORE QUESTIONS?

See the *Montana Guidebook to Higher Education* for tips, tools, personality quizzes, and Montana academic programs:
www.montanacolleges.com/guidebook





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