

Career Centers

Each high school has a Career Center serving students, parents and staff as a resource for college, scholarship, career and educational information. The Career Centers are open all day, Monday through Friday. The local paraprofessional expert, the College/Career Specialist, may also be contacted by phone.

Career Center Services:

- College information and exploration
- College admission testing requirements and opportunities
- University prep educational plans including the HBUHSD Academic Recognition Program
- High school list of university approved courses for the current school year
- Career exploration and goal setting
- Registration information and forms for ACT, SAT 1, and SAT 2 (college admission exams)
- Scholarship file (increased opportunities filed throughout the senior year)
- Financial Aid information, Federal and California grants
- Regional Occupational Program (ROP)
- Military information, all services and service academies
- Apprenticeship information
- Vocational/Trade School information
- Surveys and tests for aptitudes, interests, and work values
- Job Board

Career Centers are used by students, parents and staff in several ways:

1. Classes are brought to the Career Center/Computer Labs for specific assignments often related to goal exploration, educational plans, careers and career center resources.
2. Groups are invited to the Career Center for presentations (such as college or career speakers). These opportunities may be announced to students by several methods, including principal's newsletters, the daily school bulletin, and bulletin boards.
3. Parents and students use the resources of the Career Center and support of the College and Career Specialists to obtain information for possible career options, college or trade school decisions, and high school educational planning.

Career Center Staff:

1. The College/Career Specialist coordinates the activities and resources of the Center and serves as the high school, college, and career paraprofessional in these areas:
 - **College Information**
 - Requirements/college catalogs/college contacts
 - Admission applications
 - Registration materials:
 - ACT (College admission test)
 - SAT 1 (College admission test)
 - SAT 2 (Subject area exams)
 - **Scholarships**
 - A scholarship file is maintained by the College/Career Specialist in the Career Center
 - **Financial Aid for Colleges or Trade/Technical schools**
 - Forms are available for senior year application
2. The ROP (Regional Occupational Program) Career Specialist is responsible for ROP information. Remember ROP enrollment requires that the ROP course must be *additional to a full day in high school courses*.