



Higher Education Basics

Quick Reference Card

The Basics of Higher Education

Higher education is post-secondary schooling at colleges and universities, aiming for degrees like bachelor's, master's, and doctorates, indicating levels of expertise.

Types of Higher Education Institutions

Universities:

Large, diverse advanced degrees.

Community Colleges:

Accessible, two-year degrees.

Technical and Vocational Schools:

Career-specific training.

Colleges:

Smaller, undergraduate-

Liberal Arts Colleges:

Holistic, critical thinking education.

Costs and Funding

Tuition is the primary college cost, covering instruction, faculty salaries, and academic resources. Additional fees include:

- Mandatory Fees  
- Course Fees    
- Housing and Meal Plans   

Scholarships and Financial Aids are fantastic ways to offset tuition and fees. They come in various forms, from:

1

Scholarships:

Financial awards given to students on various criteria.

2

Grants:

Need-based and don't require repayment

3

Work-Study Programs:

Provide part time jobs on campus to help cover educational costs.

How to Write a College Essay

Here is how to write a college essay that is compelling, unique, and highlights your **personality, experiences, and aspirations**.

- ✓ Create an Engaging Introduction.
- ✓ Get a Clear Structure.
- ✓ Show Your Voice and Revise.



The Application Process

What is a College Admissions Test?

College admissions tests help colleges assess their readiness for higher education. This includes:

• SAT (Scholastic Assessment Test):

A standardized test with Reading, Writing, Math sections, & optional Essay, scored from 400 to 1600.



• ACT (American College Testing):

Consists of four sections (English, Math, Reading, Science) and an optional Writing part, scored from 1 to 36 with a composite score option.



Importance of Picking a Major

Your **choice of major** is not just about selecting a subject to study; it is about shaping your educational path and future career. Here is why it matters:



Your major leads to specialized knowledge.



Majors affect career paths and provide broad industry skills.



Passionate study enhances college motivation.



A major fosters intellectual growth.

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Student Housing Options



On-Campus Housing:

Live conveniently close to classes and campus activities.



Off-Campus Housing:

Experience independence and explore the surrounding community.



Commuting from Home:

Save on housing costs while staying in a familiar environment.



Temporary Housing:

Short-term options for transitional or emergency needs.

Your housing choice can significantly impact your college experience, so take the time to consider your:

- Housing options
- Budget
- House preferences

Campus Resources

Colleges provide resources to support your college journey. Here is a quick look at key campus resources to enhance your academic experience.

- Academic Support
- Career Services
- Health and Wellness
- Financial Aid and Scholarships
- Campus Life and Activities



Study Tips for College

With the right strategies, you can make the most of your academic experience. Here are effective study tips for college to help you grow and succeed:



1. Use a planner and prioritize task.
2. Create a productive study space.
3. Take notes during lecture.
4. Stay organized.
5. Take breaks.
6. Seek help when needed.
7. Practice self-care.
8. Stay motivated.

Post College Steps

Internships:

These are temporary, skill-based work, with pay or academic credit.



Co-op Programs:

These are the extended paid work-study cycles with immersive learning.

Short-term work	Time	Multiple work terms
Temporary work experience	Structure	Long-term partnerships
May include academic credit	Credit	Often for academic credits
Work could be paid	Compensation	Often paid

Tip: Find internships and co-ops by using college career services, searching on job boards like LinkedIn, and networking with professors and Alumni.

Job Search Strategies

Whether you are a recent graduate or a professional looking to switch careers, here are some proven methods to help you simplify your search.

1. Explore internships and co-ops programs.
2. Leverage Career Services.
3. Build your professional network.
4. Develop an online portfolio or website.
5. Engage in volunteer work or part-time jobs.
6. Tailor your resume and cover letter.
7. Set job alerts on search engines.
8. Practice interviews with mentors.
9. Attend networking events in your field.



Job Search Engines

- LinkedIn
- Indeed
- Glassdoor
- Internships.com
- CareerBuilder

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Harassment
Safety
Security



Customer Service

Customer Care
Customer Service Basics



Diversity

Bias
Diversity in HR
Inclusion



Google

Calendar
Chrome
Classroom
Docs
Drive
Forms
Gmail
Sheets
Slides



HR

Hiring
HR
Talent Management



Leadership

Leadership
Management
Project Management



Microsoft

Access
Excel
OneDrive
OneNote
Outlook
PowerPoint
Teams
Windows
Word



Sales & Marketing

Marketing
Sales



Technology

AI
Computer Basics
CRM
Mac
Software



Training

Course Authoring
Instructional Design
Train the Trainer



Wellness

Mental Health
Personal Growth
Relationships
Well-Being
Work/Life Balance

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"So impressed with your features and ease of use!"

