



**WS  
OS** | **CAREER &  
TECHNICAL  
ORIENTATION GUIDE**

Opportunity Scholars, from left to right: Alisha, Luis, Iris



Rehema, Brian, and Alem  
Opportunity Scholars, left to right



## WELCOME TO CTS

### Hello and welcome to the **Career & Technical Scholarship (CTS)** orientation!

Congratulations on earning the **Career & Technical Scholarship**, and welcome to the WSOS community! We're excited to support you in your academic journey.

We are more than a scholarship! As an **Opportunity Scholar**, you'll gain access to more than just financial support.

**WSOS provides connections, advice, networking, mentorship, and career development resources to help you succeed in college and beyond.**

WSOS provides programming to **prepare for your professional career**. We'll share more information throughout this orientation!



## CTS ORIENTATION OVERVIEW:

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George | Opportunity Scholar



## Accessing your CTS information

To access details about being an **Opportunity Scholar**, look at the [Current Scholars](#) page on the WSOS website.

You will also use the [Scholar Portal](#) to see details specific to your account, such as your **upcoming disbursements** (scholarship payments sent to your school), **scholarship review date**, and scholarship expiration date.

If you can't find the information you need on the WSOS website or in your Scholar Portal, please **email us at [info@waopportunitiescholarship.org](mailto:info@waopportunitiescholarship.org)** or leave us a voicemail at **877-899-5002!**

“ This college experience has given me the gift of trusting in myself, knowing that the next step I make is gonna be my best step.

JoAnna | Opportunity Scholar

## FUNDING

As a Career & Technical Scholar, your scholarship **funding will be sent directly** to your school's financial aid office at the start of each quarter while you work towards earning your credential.

**CTS funds are flexible, so you can use your scholarship to pay for more than just tuition.**

Funding can be used for anything included in the cost of attendance, such as books, supplies, tools, housing, and transportation.



It can take up to **1 month** for your school's financial aid office to process your award and apply it to your account.



### CTS FLEXIBLE FUNDS CAN BE USED FOR:



books



supplies



housing



tools



transportation

# How to stay eligible for your scholarship

Now that you've been selected as an Opportunity Scholar, there are some **deadlines and details** you need to keep in mind to **stay eligible** and continue receiving your scholarship!

## ELIGIBILITY CHECKLIST

- ✓ **Remain enrolled in an eligible program.**  
All Scholars can change their area of study/program once during the lifetime of their scholarship. Additional program changes must be approved in advance by WSOS.
- ✓ **Remain enrolled in an eligible program at one of the state's 34 community and technical colleges or an approved apprenticeship sponsor.**
- ✓ **Enroll in at least one required course** for your program every quarter.
- ✓ **Meet satisfactory academic progress (SAP).** SAP is defined and determined by each college. Be sure to check with the financial aid office to see how your college uses GPA to calculate SAP.

*Note: If you plan to switch your program or school, submit a Program Progress Form so we can verify if you're eligible to continue receiving funding.*

- ✓ **Enroll in at least three credits during the fall, winter, and spring terms.**  
You will receive partial funding if you are not enrolled in 12+ credits:  
**3-5 credits:** Receive  $\frac{1}{4}$  of your scholarship funding for that term\*  
*\*Unless you are an apprentice. Apprentices taking three or more credits receive total funding.*  
**6-8 credits:** Receive  $\frac{1}{2}$  of your scholarship funding for that term.  
**9-11 credits:** Receive  $\frac{3}{4}$  of your scholarship funding for that term.



“ My experience with WSOS was wonderfully supportive. Having financial assistance and people to reach out to helped offset the stress of entering college.

Zach | Opportunity Scholar

# Maintaining your scholarship



**Gage and Emanuel**  
Opportunity Scholars,  
left to right

***Note:** Your form will not be approved if you are in an ineligible program or if you have not been making progress toward your degree. If your form is denied, you will be notified and withdrawn from the scholarship.*

## SCHOLARSHIP REVIEW DATE

Each Scholar has a Scholarship Review Date, which is a deadline to submit a [Program Progress Form](#).

The Program Progress Form asks questions about if you are still studying an eligible program and informs WSOS of how much **progress you've made** toward your credential. This allows us to predict how much more scholarship funding you need.

**You can find your unique Scholarship Review Date in the “Scholarship Information” section of the Scholar Portal.**



### To complete the Program Progress Form:

- Work with a staff member** at your school or apprenticeship program (an academic advisor or another faculty member) to add details to the form.
- Submit it via the Scholar Portal**, and WSOS will review it.
- Once the form is reviewed and approved, your scholarship will be extended, and you will be **notified by email of these updates**.





# ANNUAL RENEWAL & GRADUATION PROCESS

You don't have to reapply for the scholarship. Instead, each May, you will submit an **Annual Renewal and Graduation Form** to renew your scholarship for the next year or to let us know that you're graduating.

This form asks you a few questions about your program to make sure you are still studying a **CTS-eligible program at a CTS-eligible college** or approved apprenticeship sponsor and helps determine how much more funding you will get.

You must also submit the upcoming year's **FAFSA** or **WASFA** every year.



**We will always send reminder emails about any critical upcoming deadlines or actions required, so do not unsubscribe from our emails!**

Please make sure that emails from WSOS are being sent to your **primary email address** and are not filtered to your email's spam folder.



Luis | Opportunity Scholar

# Programming & Resources

In addition to your funding, you get access to exclusive resources!  
These resources will support your professional growth, education, and job completion.

## SCHOLAR LEAD PROGRAM

The **Scholar Lead Program** for Career & Technical Scholars pairs you **with a Scholar who is further along in their academic journey**. Your Scholar Lead is there to **help you transition to your program and WSOS**.

They'll hold events with other Scholars to help you **build community** and can **connect you to on-campus and WSOS resources**. They're there to answer your questions and help you succeed!



You can **confirm your Scholar Lead opt-in status** or adjust your selection any time through the [Scholar Portal](#).

“The most helpful part about WSOS is the connections. My Scholar Lead also went to my school, and connecting with them was especially great in my first year at college.

As a first-generation college student, making connections that make you feel more at home makes all the difference.

Cas | Opportunity Scholar



Jasleen and Nayeli  
Opportunity Scholars,  
left to right





“ I’ve had outstanding mentors that became long-lasting friendships. My mentors provided many resources, tips and connections to be successful.

Additionally, I got to connect with people and organizations that will help me in my future career as a nurse.

Wendy | Opportunity Scholar

## SKILLS THAT SHINE MENTORSHIP PROGRAM

Another resource is the **Skills that Shine (or StS) mentorship program** for Career & Technical Scholars!

When you sign up for StS, you get to **select an industry professional to serve as your mentor.**

**Your mentor can help connect you to job and internship opportunities, expand your network, help you develop a resume, and support your job search.**

You can **sign up for the mentorship program in the spring quarter.** You’ll spend about four to six hours participating in the program throughout the quarter, meeting with your mentor three times.

You’ll receive a **mentorship guide** containing topics to discuss with your mentor and tips for communicating with them. You’ll discuss school, career goals, job search, networking, and more!



You’ll also take steps to prepare for your career, such as **developing a resume and cover letter.**

# More resources to support your CTS journey

## INDUSTRY INSIDER

Industry Insider provides **exclusive access to jobs, internships, observerships, shadowships, and other career experiences** from companies committed to reviewing applications from Scholars.

These opportunities help you **gain hands-on experience** as you prepare for your career. You'll receive information about these opportunities via email.

## RESUME REVIEW SERVICES

You can submit your resume via the Scholar Portal, and a WSOS Staff member will **review it and provide feedback** within two weeks! This is a great tool if you have an upcoming job application or want to update your resume.

## MONTHLY CTS NEWSLETTER

Every second Friday, you'll receive your monthly CTS newsletter via email from [ctssuccess@waopportunityscholarship.org](mailto:ctssuccess@waopportunityscholarship.org).

This will highlight scholarship reminders, WSOS and community opportunities, upcoming events, exclusive networking opportunities, additional funding applications, career preparation resources, academic support tips, and more!

**Check your email frequently, and never unsubscribe from our email list.**



If you unsubscribe or do not check your email regularly, **you will miss important updates and upcoming deadlines that may result in being withdrawn from the scholarship.** Being withdrawn means you would lose your scholarship and no longer receive funding from WSOS.

**Congratulations again, and welcome to the Opportunity Scholar community!**

