



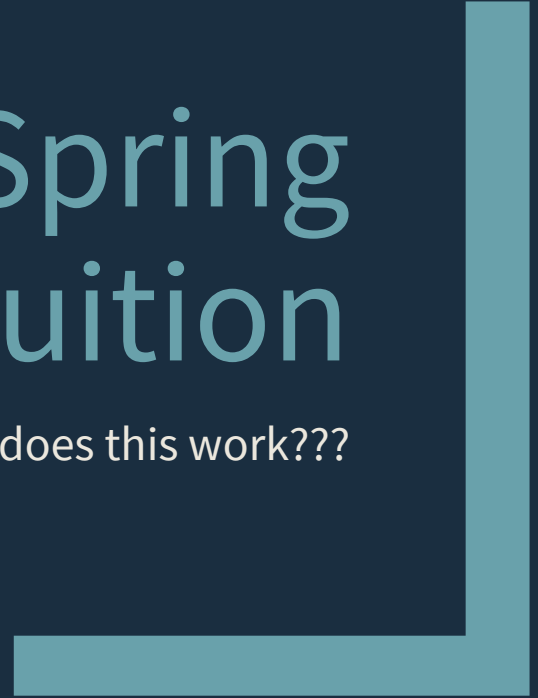
# TOPS College Success Workshop

# Inclusion Activity: Want\$ & Need\$



# Refund Checks & Spring Semester Tuition

How does this work???



# Understanding Credit



# What is credit?

- Credit = your reputation as a borrower and your borrowing history
- Credit will be considered when you want to: open a credit card or take out a loan for a car, house, or anything else, and might be checked by potential landlords or employers
- Your credit score will determine **whether you can borrow, how much you can borrow, and how much interest you will be charged**
  - *This becomes important when you want to buy a car or a house, or take out a loan*

# What is my credit score?

Your credit score is determined by factors such as:

- Payment **history**
- How much **debt** you owe
- How **long** you've had credit
- Number of credit **inquiries** you have
- **Types** of credit you have

Credit scores range from 300-850, with anything **above a 700** considered to be good, and **above an 800** is great.

# Credit tips to follow

- Don't rely on your credit card for purchases
- If you're opening a credit card, do your research
- Use your card wisely-**pay off your balance in full each month**
- Watch your credit limit-stay **below 30%** of your maximum balance
- Know the **terms** of your credit cards or loans
- Remember-you have to **pay** to borrow money

Looking for information about your credit? Find out whether your bank has resources. Otherwise, [creditkarma.com](https://www.creditkarma.com) is one free website that provides credit information.

**MAIN COLL AGENCIES**

<b>Address:</b> PO BOX 123 ANYTOWN, PA 10000 (555) 555-5555	<b>Account Number:</b> 0123456789	<b>Original Creditor:</b> TELEVISE CABLE COMM.
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**Status:** Collection account. \$95 past due as of 4-2012.

<b>Date Opened:</b> 01/2005	<b>Type:</b> Installment	<b>Credit Limit/Original Amount:</b> \$95
<b>Reported Since:</b> 04/2012	<b>Terms:</b> NA	<b>High Balance:</b> NA
<b>Date of Status:</b> 04/2012	<b>Monthly Payment:</b> \$0	<b>Recent Balance:</b> \$95 as of 04/2012
<b>Last Reported:</b> 04/2012	<b>Responsibility:</b> Individual	<b>Recent Payment:</b> \$0

**Your statement:** ITEM DISPUTED BY CONSUMER**Account History:**  
Collection as of 4-2012**Accounts in Good Standing****5****AUTOMOBILE AUTO FINANCE**

<b>Address:</b> 100 MAIN ST E SMALLTOWN, MD 90001 (555) 555-5555	<b>Account Number:</b> 12345678998....
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**Status:** Open/Never late.

<b>Date Opened:</b> 01/2006	<b>Type:</b> Installment	<b>Credit Limit/Original Amount:</b> \$10,355
<b>Reported Since:</b> 01/2012	<b>Terms:</b> 65 Months	<b>High Balance:</b> NA
<b>Date of Status:</b> 04/2012	<b>Monthly Payment:</b> \$210	<b>Recent Balance:</b> \$7,984 as of 04/2012
<b>Last Reported:</b> 04/2012	<b>Responsibility:</b> Individual	<b>Recent Payment:</b> \$0

**6****Accounts in good standing:**

Lists accounts that have a positive status and may be viewed favorably by creditors. Some creditors do not report to us, so some of your accounts may not be listed.

**Type:**

Account type indicates whether your account is a revolving or an installment account.



Trivia Time!



# Budgeting and Saving Money

Creating a plan that works for you!



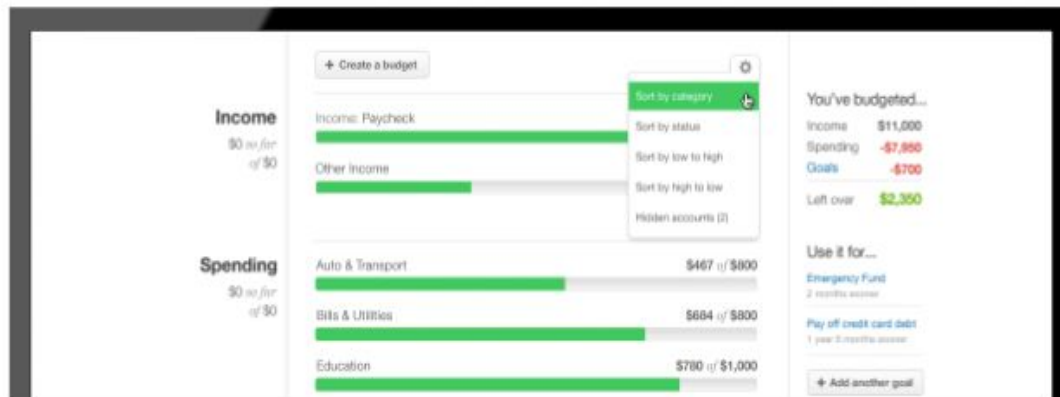
# Getting started...creating your budget

- Understand your finances-**know your income**
- Know the difference between **wants vs. needs**
- Note what **recurring costs and accounts** are charged to your cards and when they charge (Netflix, Venmo, utilities)
- **Check your bank account** & know where you stand
  - *Analyze your spending **each month** to check whether you are on track*
- **Cut back** on extra costs
  - *Find ways to be frugal, such as packing a lunch, or carpooling*
- Leave wiggle room for the **unexpected**
- Set financial **goals**
- **Plan** for large future costs (phone upgrade, vacation, TUITION!!)
- **Is your income larger than what you are spending???**

# mint.com for Budget Tracking

## Create budgets you can actually stick to

We calculate average spending by category with a click so you can easily create a budget based on spending patterns. See how much you're spending on what, year-to-year or month-to-month.



# Creating a Savings Plan

- Have a savings account
- Consider automatic transfers
- Work savings into your budget
- Make it a habit, even if you can only save a little bit each month
- Keep an emergency fund

Visit the UW Credit Union on the first floor for help setting up a savings plan!

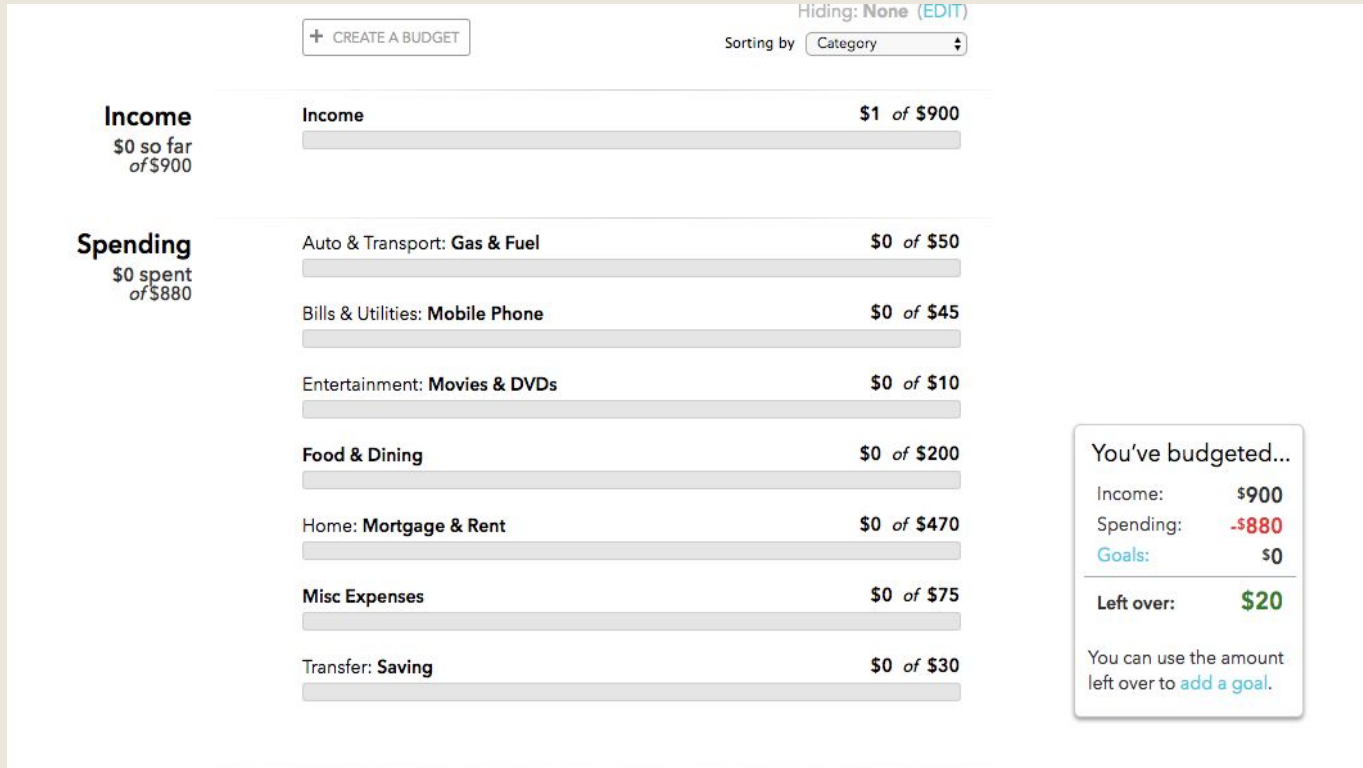
# Did you know?

- Need help with taxes? Madison College offers **FREE tax assistance**
  - <https://madisoncollege.edu/vita>
  - *For an appointment, call the Accounting Lab at (608) 243-4310*
- Need more in-depth financial education? Visit the Madison College events calendar to learn more about **Financial Education Workshops** provided by the Enrollment Center (credit, debt payoff, banking, and more)
- Madison College students can set up a free account with **SALT**, a money management website for students
  - <https://madisoncollege.edu/salt>

# Other Money Tips

- SplitWise and Prism for splitting bills (if you live with someone)
- Acorns & Pocket Guard (similar to Mint)
- Unsplurge
- Use Excel or Google Sheets to plan and track spending
- Encourage friends and family to join in a “budgeting challenge”- try not to spend money for a week!

# Sample Budget





The end!



# Professional Communication

Writing Emails and Following Up



# E-mail: The Basics

- Have an **appropriate** email address
- Start with a **subject line**
- Include a **greeting!**
- **Introduce yourself** (if needed)
- **Grammar** is important
- Use proper **tone**
- DO NOT forget to **spell check!**
- Set up a **signature!**

# Compare the two:

Hey,

What sources should we use for the paper? Do u have time to meet today???

taylor

Hi Professor Peyton,

I am in your Sociology 100 class that meets on Tuesdays and Thursdays, and I have some questions regarding the paper due next Thursday.

When you asked us to use “adequate support” to back up our argument, I am not sure I understood what you meant. How many sources should we refer to?

Would you have time to meet sometime this week to discuss the paper further? I would love to run some of my ideas by you, as I am having trouble with this topic.

Thank you,

Taylor Jackson

# Using Social Media RESPONSIBLY

a guide to career-proofing your profile

In today's world, everyone has an internet presence. The question is, what does your presence say about you?

It may not seem important now, but future employers, among other professionals, can see what you post on Facebook, Twitter, and other internet profiles. Employers are increasingly dependent on the internet to tell a story about applicants. Your presence defines who you are, what you care about, and what you value. What message are you sending?



## 01 Do employers care?

As of 2015, 52% of employers admitted to checking the internet and social media sites to research job candidates.

Additionally, 35% of employers claimed to be less likely to consider candidates who did not have an internet presence.

## 02 What are employers looking for?



■ Qualifications (34.48%) ■ Professional Persona (32.18%)  
■ What Do Other People Say? (21.26%) ■ Reasons Not to Hire (12.07%)

### 03 So...what should I do?



Clean up your accounts-make sure you are posting appropriately! This includes pictures.



Hold yourself accountable-add someone you respect such as a family member you want to think highly of you.



Google yourself to find out what the internet is saying about you and your accomplishments.



Now, start building the positive. Share your accomplishments, and topics you are passionate about. You could do this on Facebook, or by creating a blog.



Create a LinkedIn profile to showcase your experiences and talents, and get endorsements from coworkers.

## 04 Wrap Up

Monitor your social media, and be the person you want to be known as! Avoid engaging in public shaming or social media disputes, and share appropriately. You will thank yourself in the future!



Statistics:

<http://resources.careerbuilder.com/hr-news/more-employers-checking-out-candidates-on-social-media>

Dear Professor **(insert professor's last name)**,

My name is **(insert your name)** and I am in your **(insert class name)** class. I hope that this emails finds you well.

I am writing because **(insert problem/issue)**. Is it possible to **(insert proposed solution/question)**.

Thank you so much for your time. Have a great rest of your day!

Sincerely,

**(insert first and last name)**

**(insert student ID number)**

**WWW. THEYOUNGHOPEFUL.WORDPRESS.COM**

**PINTEREST/TWITTER - @THEYOUNGHOPEFUL**