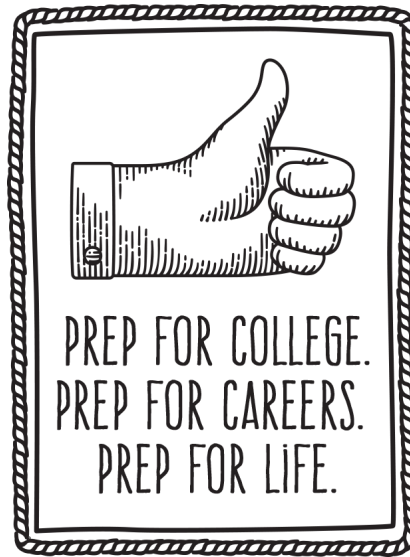




**SENIOR
ESSENTIALS
2022**

Transforming learning to inspire ALL students in an ever changing world



What's included in this resource?

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Timeline 3

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**Senior Year
August 2021**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------------|--------|---------|---------------------------|----------|-------------------------------------|---|
| 1 College Applications Open | 2 | 3 | 4 | 5 | 6 9/11 ACT Registration Deadline | 7 |
| 8 | 9 | 10 | 11 First Day of School | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 SAT |
| 29 | 30 | 31 | | | |  |

Important Information:

- ★ Your Senior Year Begins
- ★ August 1 - Apply Texas and Common Application open
- ★ Deadline to register for August 28 SAT - July 30
- ★ Deadline to register for September 11 ACT - August 6
- ★ SAT - August 28
- ★ Develop goals for grades and actions plans for senior year
- ★ Watch for announcements for college representative visits
- ★ Check deadlines for additional ACT test dates - ACTstudent.org
- ★ Check with your counselor to review your updated transcript
- ★ Develop a plan to focus on maintaining or increasing your GPA
- ★ Review list of 4 - 8 colleges and universities
- ★ Create a master list with application fees and deadlines

- ★ Review requirements for fee waivers of application fees and assessments
- ★ **IT IS YOUR RESPONSIBILITY TO KEEP UP WITH DEADLINES AND BE AWARE OF COLLEGE AND SCHOLARSHIP OPPORTUNITIES**
- ★ Keep your grades up! Stay active in organizations. Many colleges and universities will receive your first semester grades for admission consideration. **STUDY!**
- ★ Register for SAT School Day with Mark Schroeder.

NOTES:

**Senior Year
September 2021**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------------------------|---------|-----------|----------|---|---|
| | | | 1 | 2 | 3 10/2 SAT Deadline 10/5 ACT Registration Deadline | 4 |
| 5 | 6 Labor Day | 7 | 8 | 9 | 10 | 11 ACT |
| 12 | 13 AP Registration Opens | 14 | 15 | 16 | 17 10/23 ACT Deadline | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | |  |


Important Information:

- ★ ACT - September 11
- ★ Register for SAT School Day - limited space
- ★ Register for the October 2 SAT - registration deadline is September 3
- ★ Register for the October 23 ACT - registration deadline is September 17
- ★ Begin registering for AP exams on Total Registration - opens September 13
- ★ Continue to search the web for scholarships - College Board, Fast Web, others
- ★ Check with coaches and Mark Schroeder if you intend to participate in athletics at the collegiate level - register with NCAA Clearinghouse
- ★ Register for the November 6 SAT - registration deadline is October 6

- ★ Use a daily planner to schedule study time and other events; make this a habit
- ★ Continue to be involved or continue to be involved in clubs and organizations
- ★ Look into college visitation programs – seniors can schedule two college days to visit campuses; check for availability with colleges/universities
- ★ WATCH for announcements for college representative visits, scholarships, and senior information
- ★ Visit the Counseling Center and Mark Schroeder’s office often
 - Verify:
 - ★ Selected courses are on target for college admissions
 - ★ Check GPA
 - ★ Check class rank
- ★ Continue seeking out community service and volunteer opportunities; keep a good record including dates / times and contact person
- ★ Ask people for recommendation letters. Ask for letter 2-3 weeks in advance – do not wait until the last minute; provide resume to the person writing the recommendation letter; if the letter must be mailed directly to the college or university, be sure to provide a stamped, addressed envelope
- ★ Apply to Vernon College or Midwestern State for ‘ALL IN’ campaign
- ★ Request any transcripts you need for college applications through the registrar’s office
- ★ If you are Dual Credit students request transcripts from Vernon College or Midwestern State University
- ★ FAFSA opens October 1. Review checklist for FAFSA at studentaid.gov/h/apply-for-aid/fafsa

NOTES:

**Senior Year
October 2021**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|-----------------|------------------------|---|----------|---------------------|-----------|
|  | | | | | 1 FAFSA OPENS | 2 SAT |
| 3 | 4 | 5 School Day ACT | 6 11/6 SAT Registration Deadline | 7 | 8 | 9 |
| 10 | 11 NO SCHOOL | 12 NO SCHOOL | 13 School Day SAT | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 ACT |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Important Information:

- ★ FAFSA opens October 1 - You and your parents should complete the FAFSA; The Free Application for Federal Student Aid is the baseline form to complete any financial aid applications. Be sure to use studentaid.gov/h/apply-for-aid/fafsa; check your Student Aid Report (SAR) and make corrections; ensure you update the list of schools to receive information. ALL seniors are required to complete the FAFSA regardless of post-secondary plans; waivers in the counseling center
- ★ SAT - October 2

- ★ Register for the November 6 SAT - registration deadline is October 8
- ★ Meet with Mark Schroeder to develop a college research and financial aid plan
- ★ Continue searching for scholarships
- ★ Attend local or On-line College and Career Fairs
- ★ Deadline to register for AP exams - November 5
- ★ ACT - October 23
- ★ Register for the December 11 ACT - registration deadline is November 5
- ★ Register for the December 4 SAT - registration deadline is November 5
- ★ Continue to work on goals for grades and action plans for junior year. Use a daily planner to reassess your schedule
- ★ Research colleges and universities weighing each college's pros and cons
- ★ College representatives will schedule visits in the fall. Find out what schools are visiting and plan to attend these information sessions; do not be afraid to check out schools
- ★ Brainstorm for your college essays early; Develop skills in writing essays. Students must sharpen their writing skills for college testing and scholarship applications
- ★ Attend college planning and financial aid workshops
- ★ Review career plans and decide what type of post-secondary school/action is best for you
- ★ Continue to work on college applications and check for deadlines; make a goal to apply to four or more colleges
- ★ Continue searching for and working on scholarship applications
- ★ Request recommendation letters and transcripts
- ★ Ask your principal, teachers, or counselor to complete any recommendation forms for your college application at least one month before the application is due; provide a resume to the person writing your recommendation form; if the form must be mailed directly to your college, be sure to provide a stamped, addressed envelope
- ★ Submit applications for early decision/early action college programs prior to the due date

NOTES:


**Senior Year
November 2021**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|------------------------------------|------------------------------------|--|---|---|
| | 1 Begin 3rd Grading Period | 2 | 3 | 4 | 5 AP Registration Deadline 12/4 SAT Deadline 12/11 ACT Deadline | 6 SAT |
| 7 | 8 | 9 | 10 | 11 Veteran's Day NO SCHOOL | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 Thanksgiving Break | 23 Thanksgiving Break | 24 Thanksgiving Break | 25 Thanksgiving Break | 26 Thanksgiving Break | 27 |
| 28 | 29 | 30 | | | |  |

Important Information:

- ★ Register for the December 11 ACT - Deadline is November 5
- ★ Register for the December 4 SAT - Deadline is November 5
- ★ SAT - November 6
- ★ Register for Spring 2022 Dual Credit courses with Vernon College or Midwestern State University
- ★ Reassess grades and goals.
- ★ Ask yourself:

**Senior Year
December 2021**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------|---|
| | | | 1 | 2 | 3 | 4 SAT |
| 5 | 6 STAAR Retest | 7 STAAR Retest | 8 STAAR Retest | 9 STAAR Retest | 10 STAAR Retest | 11 ACT |
| 12 | 13 | 14 | 15 | 16 | 17 End of 1st Semester | 18 |
| 19 | 20 Christmas Break | 21 Christmas Break | 22 Christmas Break | 23 Christmas Break | 24 Christmas Break | 25 |
| 26 | 27 Christmas Break | 28 Christmas Break | 29 Christmas Break | 30 Christmas Break | 31 Christmas Break |  |

Important Information:

- ★ SAT - December 4
- ★ ACT - December 11
- ★ STAAR-EOC re-test in December at Burkburnett High School. If you have not been successful on any subject test required for graduation, you should plan to re-test. No pre-registration required. Students will receive notices for scheduled start time
- ★ Register for the February 12 ACT - registration deadline January 7
- ★ Continue reassessing your grades and goals. Discuss you 2nd semester schedule with your counselor
- ★ Request scholarship information and applications with early deadlines. It is never too early since some scholarship and grant applications must be received during your junior year. Utilize www.fastweb.com by completing the on-line profile. Use scholarship search engines through the College Board as well.

**Senior Year
January 2022**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|-------------------------------------|-----------|----------|--------------------------|----------|
|  | | | | | | 1 |
| 2 | 3 No School | 4 Begin 4th grading period | 5 | 6 | 7 2/5 ACT Deadline | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 Martin Luther King Holiday | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Important Information:

- ★ February 5 ACT - registration deadline January 7
- ★ Register for School Day ACT
- ★ March 12 SAT - registration deadline is February 11
- ★ Begin thinking about a summer job, academic summer programs, or internship
- ★ Reassess your goals and ensure you use a daily planner for your schedule
- ★ Include your academic and personal accomplishments from the first half of your senior year in your portfolio

- ★ Ensure you update list of schools to receive information from your Student Aid Report if you have not included current college choice on the original form
- ★ Continue to focus on your grades. You may have been accepted to a college or university; however, some acceptances are contingent upon successful completion of the 2nd semester!
- ★ Continue to check for scholarship and college opportunities in the Counseling Center
- ★ Listen for and read posted information for scholarship announcements

NOTES:

**Senior Year
February 2022**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|----------------------------|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 3/12 SAT Deadline | 12 ACT |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 4/2 ACT Deadline | 26 |
| 27 | 28 | | | | |  |

Important Information:

- ★ ACT - February 12
- ★ Prepare for ACT School Day
- ★ Register for the March 12 SAT - registration deadline is February 11
- ★ Check admission decision due dates and applicable fees
- ★ Complete housing applications and pay deposits
- ★ Continue to check college and scholarship opportunities in the Counseling Center
- ★ Check deadlines
- ★ College and universities will communicate important information to you via email and student portals - please be sure to check weekly for announcements and posted deadlines; start a habit of checking your email 1-2 times per week


**Senior Year
March 2022**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | |  |

Important Information:

- ★ Registration deadline for April 9 ACT is March 4
- ★ Begin applying for summer jobs, summer academic programs and summer intern programs
- ★ SAT - March 12
- ★ Continue to check for scholarships
- ★ Ensure housing deposits have been made
- ★ Check your school portal and emails for information from your colleges

**Senior Year
April 2022**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--------|---------|-----------|----------|--------|----------|
|  | | | | | 1 | 2 ACT |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Important Information:

- ★ If you have not used your two college days, consider using visitation days to colleges to schedule your orientation.
- ★ ACT - April 2
- ★ Respond to college acceptance notices; make final plans for college
- ★ Inform Mark Schroeder or the Counseling Center of any scholarship offers and college acceptance decisions

**Senior Year
May 2022**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|--|--|--|---|
| 1 | 2 STATE Assessments US Government AP Exam | 3 STATE Assessments Calculus AB AP Exam | 4 STATE Assessments English Lit AP Exam Physics AP Exam | 5 STATE Assessments US History AP Exam Computer Science AP Exam | 6 STATE Assessments 6/4 SAT Deadline 6/11 ACT Deadline Chemistry AP Exam | 7 |
| 8 | 9 STATE Assessments | 10 STATE Assessments Spanish AP Exam | 11 STATE Assessments English Language AP Exam | 12 STATE Assessments Computer Science Principles AP Exam Statistics AP Exam | 13 STATE Assessments Biology AP Exam | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | |  |

Important Information:

- ★ Check your college student portals
- ★ Register for summer orientation sessions for the school where you plan to enroll
- ★ Accept your admissions offer by May 1



COLLEGE / CAREER PLANNING



1] Explore College and Career Options

2] Organize Plans and Information

3] Apply to College/Technical Schools and for Scholarships

Take responsibility for your future!



EXPLORE



In order to find a career that's good for you, you must first take a look at what you're good at, what activities you enjoy and what is important to you.

Step 1: Take a self-assessment test to help you identify your interest.

Step 2: Investigate your career choices

- Investigate careers
- Talk to people knowledgeable in your interested career
- Get some related experience

Step 3: Choose a career in subjects you like and do well in. See Samples below:

English

Actor/Actress
Advertising Manager
Broadcaster
Court Reporter
Editor
Journalist
Lawyer
Paralegal
Reporter
Salesperson
Teacher/Professor
Writer/Author

Foreign Language

Flight Attendant
International Business
Linguist
Nurse
Peace Corps Worker
Social Worker
Teacher Professor
Tour Guide
Translator
Travel Agent

Science

Biologist
Chemist
Chiropractor
Dentist
Environmentalist
Forester
Geologist
Nurse
Paramedic/EMT
Physician
Teacher/Professor
Veterinarian

The Arts

Actor/Actress
Architect
Artist
Composer
Dancer/Choreographer
Fashion Designer
Film Producer/Editor
Illustrator
Music Therapist
Musician
Photographer
Sound Engineer

Math

Accountant
Bank Teller/Manager
Carpenter
Computer Programmer
Electrician
Financial Planner
Insurance Agent
Real Estate Agent
Appraiser
Stockbroker
Surveyor
Systems Analyst
Teacher/Professor
Website Developer

Social Studies

Anthropologist
City Manager
Correction Officer
Economist
Geographer
Historian
Lawyer
Lobbyist
Minister/Priest
Newscaster
Paralegal
Politician
Teacher / Professor

Step 4: Education Choices: Career & Technology Education; Community & Technical Colleges; Career & Trade Schools; Colleges and Universities; Military; Apprenticeships; On-the-Job Training



College Admissions Criteria



Colleges and universities may use information from some and/or all of the areas listed below to help determine admission of an applicant.

- ★ ACT/SAT score
- ★ TSI Scores
- ★ Strength of curriculum
- ★ GPA (grade point average)
- ★ Rank
- ★ Activities/Awards
- ★ Letters of Recommendation/References
- ★ Essays
- ★ Interviews

Selecting the right school...



There are more than 4,000 colleges and universities in the United States. Every school has positive and negative aspects. When you begin your college search, you should look at schools that can meet your needs.

1. The first step is to decide “What do I want from a college?” Make a list of your goals. Some excellent resources that you can utilize during this process are your parents, teachers, and counselors.
2. Make a list of important factors that will affect you:
 - Is financial assistance available?
 - Are scholarships or work study opportunities available?
 - What is the distance from home?
 - Do I want to stay close to home or go far away?
 - Is the school in an urban area or a small town?
 - Is the college large or small?
 - Is it a two or four year school?
 - Do my grades, scholastic ranking, and test scores meet the expectations of the school?
 - Is housing available—dorm or off-campus?
 - Are cultural activities available?
 - What programs, groups and facilities are available?
3. Gather as much information as possible about the schools you are most interested in. A manageable number is around six to eight. Write, call, or email the school for information. Check with the Counseling Center or Mark Schroeder for college information. When registering for the SAT or ACT, indicate whether you wish to be included in Student Search and Educational Opportunity Service. If you participate you will receive information from schools who match your interests.
4. Select a school that is a good match for you. Pick schools that offer curriculum which best suits your talents. To help avoid mismatching, be sure to work with a college advisor on campus. Know how your ACT/SAT scores fit in with entrance requirements. Knowing which schools best fit your ACT/SAT scores is a good guideline of how well you may succeed in those schools.
5. Visit the schools. This is the best way to experience prospective colleges. Many schools give tours in the summer. An even better way to experience campus lifestyle is to visit in the Fall. You will gain knowledge of where students study, eat and sleep, see what they wear, and you will be able to attend classes and take part in campus activities. When you visit a school you will be more likely to choose a college that is matched to your needs. A checklist is included in this resource listing things to consider during a campus visit.

College and University Search

| | |
|---|--|
| <p>Community/Junior Colleges www.utexas.edu/world/comcol/alpha/ www.ecola.com/college/twoyear/ www.ed.gov/offices/OVAE/CLO/index.html www.mcli.dist.maricopa.edu/cc/ www.gseis.ucla.edu/ERIC/eric.html www.league.org</p> | <p>Religiously Affiliated Institutions www.nadeducation.adventist.org/main.html www.accunet.org www.christiancollegesearch.com www.gospelcom.net/cccu/ www.elca.org/dhes/colleges/college.html www.hillel.org/hillel/Hillel_Schools_New.nsf/ www.nccaa.org</p> |
| <p>College Rankings www.100hot.com/directory/education/college.html www.library.uiuc.edu/edx/rankings.htm www.usnews.com/usnews/edu/college/corank.htm</p> | <p>College / Universities www.nacacnet.org/MemberPortal/ForStudents/OnlineResources/coll_univ_lists.htm www.collegiate.net/infoa1.html www.yahoo.com/Education/Higher_Education/Colleges_and_Universities www3.dist214.k12.il.us/guidance/collegehp.htm www.clas.ufl.edu/CLAS/american-universities.html www.globalcomputing.com/university.html www.utexas.edu/world/univ/state www.braintrack.com www.ecola.com/college/ www.fihe.org www.naicu.edu/member/index.shtml</p> |

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Preparing for a College Visit

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A. Arrange your college visit:

1. Contact College Admissions at least one week in advance to arrange your visit.
2. Allow at least one full day at each college.
3. Before you visit research information about the college. Review the school’s website.
4. Know key information about Burkburnett High School.

For example: BHS is a four-year public high school with an enrollment of approximately 925 students. Course offerings include Advanced Placement, Dual Credit, and Career & Technology courses.

5. Be Prepared! Take a copy of your transcript, your resumé, and your list of activities. Know what classes you are taking and plan to take. Be prepared to state clearly what your objectives are in attending college—particularly their college.

B. During the college visit:

1. “Put your best foot forward” - Dress for success. Be well groomed. Conduct yourself appropriately. Be polite; use your best manners. Admissions officers often make notes that are kept in your file. Make sure that the impression you leave is the BEST ONE POSSIBLE. A campus visit allows admissions the chance to put a face with a name.
2. Be proud—you are representing Burkburnett High School!
3. Ask informed questions.
4. Take the opportunity to talk with current students.
5. Talk to Financial Aid Officers.
6. Get names of all people with whom you visit.
7. Ask the admissions officer you visited with for a letter on college letterhead stating that you were at the college on a specific date. Bring the note to the BHS attendance office to be excused for your college visit day.

C. After the visit:

1. Make notes of the information you have learned while it is fresh in your mind.
2. Discuss with your parents their reactions along with pros and cons of the college.
3. Write thank you notes to the Admissions Officer and to any other staff or faculty who interviewed you or extended courtesies to you during your visit.
4. Review your impressions and evaluations.
5. Begin ranking the colleges on your list.
6. A reasonable number of colleges to apply to is 3-5. Be sure to include a “safety school” if you choose to apply to a selective or highly selective university.

.....

Campus Visit Checklist

.....



Things you should not miss when you are visiting a college campus. Print and take this page with you!

- Take a campus tour
- Interview with an admissions representative
- Talk to a financial aid officer and get financial aid forms
- Attend group information sessions in the admissions office
- If possible, sit in on a class that interests you
- Talk to a professor—particularly in your subject of interest—investigate your possible major
- If you are an athlete, interview with the coach of the sport you play
- If you are an athlete, ask to attend a sports practice
- Spend the night in a residence hall with a current student
- Look at bulletin boards posted in the dorm to see what daily life is like
- Try to see another dorm
- Read a student newspaper or other publication
- Check out the food options on campus. Eat the food
- Talk to a student—ask why he/she chose the college
- Ask a student what he/she likes the most about the school
- Ask a student what he/she likes the least about the school
- Ask a student what he/she does on weekends
- Talk to a student about dorm/housing options
- Talk to students about safety at the school
- Walk through the library
- Check out recreational facilities, i.e. gym, pool, track, tennis courts, etc.
- Get information on clubs, interest groups, Greek life, athletics
- Attend a cultural event if possible
- Attend an athletic event if possible
- Walk or drive around the neighborhood surrounding the school
- Go to the college bookstore
- Walk around the campus by yourself
- IMAGINE.....yourself at this school for the next four years!!!

.....

College Comparison Worksheet

.....

| List Colleges to Compare | COLLEGE | COLLEGE | COLLEGE |
|---------------------------------|----------------|----------------|----------------|
| | _____ | _____ | _____ |
| LOCATION | | | |
| Distance from Home | _____ | _____ | _____ |
| SIZE | | | |
| Enrollment | | | |
| Physical Size of Campus | _____ | _____ | _____ |
| ENVIRONMENT | | | |
| Two-year or Four Year | | | |
| Urban or Rural | | | |
| Location and Size of | | | |
| Nearest City | | | |
| Co-Ed, male, female | | | |
| Religious Affiliation | _____ | _____ | _____ |
| ADMISSION REQUIREMENTS | | | |
| Deadlines | | | |
| Assessments | | | |
| Average Test Scores | | | |
| GPA / Rank | _____ | _____ | _____ |
| ACADEMICS | | | |
| Major Offered | | | |
| Special Requirements | | | |
| Accreditations | | | |
| Student / Faculty Ratio | | | |
| Typical Class Size | _____ | _____ | _____ |
| COLLEGE EXPENSES | | | |
| Tuition / Room / Board | | | |
| Estimated Budget | | | |
| Application Fee / Deposits | _____ | _____ | _____ |

List Colleges to Compare

COLLEGE

COLLEGE

COLLEGE

HOUSING

Residence Hall

Food Plan

FACILITIES

Academic

Recreational

Other

ACTIVITIES

Clubs / Organizations

Greek Life

Athletics

Intramurals

Other

CAMPUS VISITS

Timeline

Special Weekend

Opportunities

FINANCIAL AID

Deadlines

Required Documents

Percentage Receiving Aid

Scholarships

NOTES:



College Admission and Application Glossary



Terms you need to know to help you get into college.

ACT [American College Test]:

One of the most common college entrance exams. The exam consists of four sections including math, science, English, and reading. There is also an optional writing section. Students should consider taking the assessment for the first time after they have completed Algebra I/Geometry.

Admission :

Getting accepted into a college.

Application/Acceptance/Admission :

The application is what is required in order to be considered by a college. Students should apply prior to the deadline. Students should make sure they complete all of the college's required forms and submit all required documents including academic records, test scores, and letters of recommendation. Students may also be required to have an interview. Depending on how good the application is, they may gain acceptance to the institution. Admission is the status granted to an applicant who meets the entrance requirements of the institution. Many colleges nationwide have different requirements and Application/Acceptance/Admission policies, so make sure of the specific criteria necessary at the schools to which you are applying.

Candidate's Reply Date Agreement (CRDA) :

Any college subscribing to this agreement will not require students to notify the school of the decision to accept admittance (or to accept an offer of financial aid) before May 1st of the year the applicant applies. The purpose of the agreement is to give students time to hear from all of the colleges they applied to before having to make a commitment to any one of them.

College Level Examination Program (CLEP) :

This is for students who want to get college credit by taking proficiency tests in selected courses. If they score high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution's policies toward CLEP tests can be found in the college's website.

Common Application:

College admission application accepted at 600+ colleges/universities. Students can apply simultaneously to two or more colleges. Thus, saving hours of work by using this standardized online application. www.commonapp.org

Cost of Attendance :

What it costs to attend a specific college, including tuition & fees, room & board, books, transportation, personal expenses, and all other necessary expenses associated with going to that college.

Deferred Acceptance:

Student's application is not accepted or rejected, it is deferred. An admission decision is postponed until the student submits additional information. Students can improve their admission chances by providing improved grades, test scores and/or an impressive letter of recommendation.

Early Action (EA) :

An admission application option that allows a high school student who just entered his/her senior year of high school to file for early admission to his/her top choice college (or colleges). However, in this case, the student is *not* committed to accepting admittance to a particular college, even if he/she gets accepted to his/her top choice school. Early action plans allow a student to decide if they wish to accept an offer of admission until May 1st.

Early Admission :

Some colleges accept certain students with exceptional abilities who have only completed their junior year, but who have not completed high school. These students are enrolled in college as full-time students.

Early Decision (ED):

This is a good plan for applicants who know exactly which college they want to attend and are confident that they will be accepted. An early decision application is initiated by the student who is then notified of the college's decision earlier than usual (generally by the 15th of December of senior year). Keep in mind that by submitting an early decision application, you are automatically agreeing to accept the school's offer of admission.

Gap Year:

Once students have been admitted to a college, they can postpone starting their studies for a specified period of time (usually one year). Students should ensure they apply for a deferral *before* beginning your studies. Taking a gap year before college will allow students to perform better when they do attend college. This is due to many reasons, but the main factor is that having a year of time off between the end of high school and the beginning of college may cause students to take their education more seriously.

GED [Tests Of General Educational Development]:

A series of five tests offered by the state education system that gives adults, who did not complete high school, an opportunity to qualify for a high school equivalency certificate. The tests are administered at centers outside the United States and to members of the armed services through the US Armed Forces Institute.

Open Admissions:

The college admissions policy that admits high school graduates and other adults generally without regard to conventional academic qualifications, such as high school grades, admissions test scores, and high school subjects taken. Virtually all applicants with high school diplomas or their equivalent are accepted.

Pre-ACT:

The Pre-ACT is a practice test for the ACT assessment exam. The Pre-ACT is offered in the sophomore year of high school.

PSAT:

The Preliminary SAT/National Merit Scholarship Qualifying Test (**PSAT/NMSQT**) is a standardized test administered by the College Board and cosponsored by the National Merit Scholarship Corporation (NMSC) in the United States. Approximately 3.5 million students take the **PSAT/NMSQT** each year. This is the assessment that identifies National Merit Scholars. A practice version of the SAT can be taken during the freshman and sophomore years.

Rolling Admissions:

An admissions procedure by which the college considers your application as soon as all the required credentials, such as school record and test scores, have been received.

Room & Board:

The fees charged by a college for a dorm room (or other living facility) and meals during the school year.

SAT [Scholastic Aptitude Test]:

One of the most common college entrance exams required for admission to many colleges. The SAT is made up of three sections: Critical reading, math and writing.

SAT Subject Tests:

The collective name for 20 multiple choice standardized tests given on various topics. Students usually select the test(s) according to the entrance requirements set by the school that they have applied.

Selectivity:

Colleges have varying levels of selectivity. Colleges with open admissions generally accept any high school graduate until spaces are filled. Selective colleges admit students with high GPAs and good test grades.

TOEFL [The Test of English as a Foreign Language]:

A test colleges require for those who come from countries whose official language is not English, in order to determine whether or not they can speak, write, understand, and study in Standard American English.

Tuition:

How much college courses cost. Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

Waitlisted:

Waitlisted students may be reconsidered if not enough accepted students enroll. Submitting improved grades, test scores and/or additional information may improve chances of acceptance.

Withdrawal:

Students may withdraw from courses during a semester, which means they will no longer be registered in that course and will be exempt from coursework and credits without penalties or a failing mark. There are deadlines for withdrawal and students must follow the established procedures, which are specified in the college catalog and class schedule. Written approval from a university official must be secured, and some fees must be paid.



College Application Mistakes



Senior year is hectic, but students shouldn't let it affect the quality of their college applications. Students must take their time, pay attention to detail and plan ahead so they can meet the deadlines. The following information includes some of the most common mistakes on college applications.

1. Misspellings and grammatical errors

This is a big pet peeve of admissions people. If students misspell words on something as important as the application, it shows that either they don't care or they aren't good at spelling. Some students even misspell their intended major. Students shouldn't stop with a spell check; they should proofread for grammatical errors, too. Students should always ask for someone to review their work.

2. Applying online, but the application isn't submitted

If students apply online, they should receive confirmation that the college or university received the application. Confirmation could be an email message, a Web page response or a credit card receipt. Students should follow through and make sure that their application has been received.

3. Forgotten signatures

Students should ensure they sign and date the form - e-signature with online applications. Often students overlook that part of the application. Students should check that all responses are completed.

4. Not reading carefully

For example, if the form asks what County a student lives in, students shouldn't misread it as Country and write United States.

5. Listing extracurricular activities that aren't

Activities make the list include sports, the arts, formal organizations and volunteer work. Students should understand that talking on the phone and hanging out with friends doesn't make the cut. Students should ensure their activity information is accurate. Colleges may check with the high school concerning a student's participation.

6. Not telling Mark Schroeder or their counselor where they applied

Students should let their counselor know which colleges they are applying, and ask the counselor[s] to review their high school transcript before sending it to colleges. Students should always check for errors on their transcripts.

7. Writing illegibly

If any documents are written by hand, students must understand that first impressions count. Students must take their time and use their best handwriting. It will make a better impression.

8. Using an email address that friends might laugh about, but colleges won't

Students should always create a professional email address to use for college and scholarship applications. They should keep the fun email address for friends, but select an address using the student's name for college admissions.

9. Not checking your email regularly

If students give an email address, the college will use it. Students don't want to miss out on anything because they forgot to read their email. Students should consistently check in their SPAM box.

10. Letting Mom or Dad help you fill out your application

Admissions people know if parents help. Adults and students have two different styles of writing which may make the admissions essay sound more like a 45-year-old than a 17-year-old. It's fine to get advice, but students do the work themselves.

*www.actstudent.org/college/mistakes.html



Tips for Writing a College Essay



1. Start early.

The more time you have, the less stress you'll have. You'll have plenty of time to give the essay your best effort.

2. Be yourself.

Take a moment to think about what interests you, what you love to talk about, what makes you sit up and take notice if it's mentioned in class or on TV, then write about it. One of the biggest mistakes students make is "writing what they think others want to hear, rather than about an issue, event, or person that really had significance for them," says Richard M. Fuller, dean of admission and financial aid at Hamilton College (NY). An essay like that is not just boring to write-it's boring to read.

3. Be honest.

You're running late (see #1), you can't think of what to write-and someone emails you a heartwarming story. With just a tweak here and there, it could be a great essay, you think. It's what you would have written if you'd just had enough time. Don't be fooled! College admission officers have read hundreds-even thousands-of essays. They are masters at discovering any form of plagiarism. Adapting an email story, buying an essay from some Internet site, getting someone else to write your essay-admission people have seen it all. Don't risk your college career by taking the easy way out.

4. Take a risk.

On the other hand, some risks can pay off. Don't settle for the essay that everyone else is writing. Imagine an admission officer up late, reading the fiftieth essay of the day-yours. Do you want that person to nod off because he or she has already read ten essays on that topic? "The danger lies not in writing bad essays but in writing common essays-the one that admission officers are going to read dozens of," says Scott Anderson, associate director of college counseling at Mercersburg Academy (PA). "My advice? Ask your friends what they are writing-and then don't write about that!"

5. Keep in focus. This is your chance to tell admission officers exactly why they should admit you. Unfortunately, some students try to list every single reason-their stellar academic record, their athletic prowess, their community service-all in a page or two. When that happens, the essay looks like a grocery list. Instead, read the essay question carefully and jot down a few ideas. Then choose the one that looks like the most fun to write about. Stick to that main theme throughout the essay. You don't have to list all your achievements-that's what the rest of the application is for. Use the essay to help the admission officers get to know you as a person.

6. Write and rewrite.

Don't try to write a masterpiece on your first try. It's not possible-and all that pressure is likely to give you writer's block. For your first draft, write anything that comes to mind about your topic. Don't worry too much about grammar or spelling. Just get it down on paper (or computer screen). Then let it "rest" for a few hours or a few days. When you come back to the draft, look for ways to make it more focused and better written. Some people are "fat" writers: they write

long, wordy first drafts that need to be shortened later. Others are “skinny” writers: they write short and simple first drafts and then need to add details or examples to “flesh out” the skeleton. Either way, don’t be afraid to make major changes at this stage. Are there details that don’t really relate to the topic? Cut them. Do you need another example? Put it in. Here are two other things to try:

1. Remove the introductory and concluding paragraphs, and then see if your essay seems stronger. These paragraphs are often the most likely to have unnecessary detail.
2. Go through the essay and cut out every “very” and every “many.” Words like these are vague, and your writing is often stronger without them.

7. Get a second opinion.

Even best-selling novelists ask other people to read their manuscripts before they’re sent to the publisher. When you’ve rewritten the essay to your satisfaction, find someone who can give you advice on how to make it even better. Choose a person you respect and who knows something about writing—a favorite English teacher, a parent, a friend who writes for the school paper. Ask them to tell you what they like best about your essay—and what you can do to improve it. Criticism of your writing can be tough to hear, but try to listen with an open mind. You don’t have to make every change suggested—after all, it’s your essay and no one else’s—but you should seriously consider each suggestion.

8. Proofread. Finally, you’re ready to send your essay. Not so fast! Read it over one more time, looking for those little errors that can creep in as you write or edit. If you’re using a computer, also run a spell check. Sometimes, it can be difficult to catch minor typos—you’ve read the essay so many times that you see what should be there rather than what is there. To make sure you catch everything, try reading your essay out loud or having someone else read it out loud to you. Another strategy is to read the essay backward, from the last sentence to the first. That makes it just unfamiliar enough for errors to stand out.

9. Don’t confuse applying online with sending e-mail.

Applying online is just as serious as applying “the old-fashioned way.” It may feel like you’re sending email, but you’re not. “One thing I’ve often seen is that students who apply online submit sub-par essays,” says Palmer Muntz, director of admission at Oregon Institute of Technology. He has found that essays submitted online tend to be much shorter than those submitted on paper. In addition, students often use email language—no capitalization, or abbreviations such as BTW or “thanx”—which are not appropriate to a formal document. Make sure that you put as much effort into an online essay as you would if you were sending it snail mail.

10. Don’t expect too much from an essay.

The application essay is important, but it’s not the only thing that is considered. “Can [the essay] make a difference in getting the ‘thin versus thick’ envelope? Absolutely,” says Fuller. “But that is the exception rather than the rule.” That’s because admission officers look at the whole package—your academics, extracurricular activities, standardized tests, and other factors. A great essay rarely makes up for a weak academic record. On the other hand, a mediocre essay won’t necessarily consign your application to the “deny” list. So make your essay as well-written as you can, but don’t put so much pressure on yourself that the rest of the application fades in importance.

*Written by Jennifer Gross -

www.nacacnet.org/MemberPortal/News/StepsNewsletter/tips_college_essay.htm.



Understanding College Application Plans



Which one is for me?

Regular Admission

This is the most common option among colleges and universities. The majority of regular admission deadlines occur between December 1 and March 15. Most students find out if they are accepted in March or April.

Rolling Admissions

This plan is often used by less selective colleges. Students are evaluated for admission soon after their application files are completed. Colleges with rolling admission have final application deadlines. Complete your college application early in the admission season, since later applicants may be up against fewer open spaces than earlier applicants. This is particularly true at very popular or more selective state institutions.

Early Action

Used by some Ivy League and other selective institutions, early action plans require you apply to the college or university early, usually between late October and late November of your senior year of high school. As an early action candidate, you will most likely be notified of your acceptance, denial, or deferment by mid-December.

Restrictive Early Action

Some institutions have adopted single-choice early action policies that restrict applicants from applying early action or early decision to another college or university. If accepted under this plan, students have until May 1st to accept or turn down the offer of college admission.

Early Decision

If you decide to apply early decision, you must abide by the deadline, which is usually at least six weeks earlier than the regular deadline. The majority of early decision deadlines occur between mid-October and mid-November. Students are then notified of the institutions' decisions by mid-to-late December. With admission under this plan, if you get in, you must accept the offer at once. You are bound to that school and will need to withdraw all other college applications. Only use this option if you are 100% sure you want to go to that school.



Understanding College Applications



What You Need to Know About Different College Applications

Not only can choosing a college be confusing and overwhelming, once students finalize college choices they have another decision to make:

- ★ Which college application should they use?
- ★ Does it matter which application students submit?
- ★ How do they know which application is the best one for the colleges they apply to?

Each of these application choices has similar components. Some colleges accept all of them and students are free to choose which one they submit. If students are applying to a college with multiple application choices, you may want to contact the college and see if they have a preference. However, most admissions officers will tell you that the application you choose will not give you an advantage or be a disadvantage; so, choose the one that provides the best means of selling yourself to the college.

Here's a comparison of the different types of college applications:

The Common Application

In 1975, the Common App was introduced as an undergraduate college admissions application offering students the ability to complete just one application for multiple colleges. Students are then able to send this one application to any college that is a Common App member. Currently, there are nearly 700 member colleges.

The Common App consists of several components: the college essay, recommendation letters, an extracurricular activities list, optional supplemental questions, standardized test scores, and the high school transcript. It is an online application that offers students the capability to complete and edit their application before submitting it to multiple member colleges. The Common App now has a “rollover” feature that allows students to open an account anytime during high school.

The Coalition Application

The Coalition App, developed by the Coalition for Access, Affordability and Success has close to 90 member colleges. Three of the member colleges – the University of Florida, the University of Maryland-College Park, and the University of Washington-Seattle – will only accept the Coalition App. This is the only application that requires member institutions to meet a set of standards. All member institutions must have a graduation rate of 70 percent or more in six years, and they must offer need-based financial aid.

The goal of this application is let students work in a platform that helps them organize a portfolio early in high school. Students can begin preparing for their applications at any grade in high school and store all components of the application online in a virtual “locker.” Students can also collaborate with mentors during their high school career by sharing materials in their locker. Students will then be able to add these items to their application and submit them with the application.

The Universal Application

The Universal Application is another option when applying to any of the 34 member colleges. The Universal College App only requires schools to be accredited and uphold the National Association for College Admission Counseling’s guidelines. Similar to the Common App and the Coalition App, students only need to complete the application once and use the same application for any of the participating colleges. Many of the colleges that accept the Universal Application will also accept the Common App.

College Specific Applications

Some colleges, especially private ones, offer a separate application specific to their institution. Applications are usually linked to the school’s website.

System-Shared Applications

Some state college systems share a general application that students can submit to all the colleges within the state system. New York, California, and Texas are examples of this type of application. Students can apply to multiple schools within the colleges’ system using one application. If a student stays within this system of colleges, it makes sense to use this application type. However, if a student is applying to more colleges outside the system, they would most likely use the Common App. **The Texas application is www.ApplyTexas.org**

Completing an application – even starting an application – can be intimidating.

Here are some for starting and completing a college application:

1. Start early

Getting an early start allows for plenty of time and lowers anxiety.

2. Be honest

Always represent yourself in the best way possible, but make sure it's truthful.

3. Write a draft of essay in a separate document before completing the application

Many students find the essay to be the most time consuming part of their college application, so it may be helpful to start with the essay first.

4. Brainstorm essay before writing anything

Jotting down ideas on paper to help express thoughts.

5. Know your grammar. Spelling, punctuation, and proper grammar are important

Students want to make sure the application is polished. Have someone review it if possible.

6. Answer one question at a time

No need to fill out the application all at once. Work on one question at a time – it will seem much easier.

7. Read the questions carefully

This seems obvious, but students should make sure they fully understand the questions asked and answer them to the absolute best ability.

8. Make a list of activities, involvement, employment, and community service

Think through each of your high school years – remember how you were involved. Don't let any opportunity slip, no matter how small.

9. Anytime something is “optional” in the application, strongly consider doing it

Sometimes it's those optional items that can set students apart from the rest.

10. Walk away

Once the application is completed, walk away from it for a few days. Don't think about college or the application. Then, come back to it several days later with fresh eyes and review it one last time before submitting.



Soft Skills



Ensure Your Hard Skills Shine

Stand out from the crowd.

To get, and keep, a job you typically need many technical skills. Dentists must know how to fill cavities. Secretaries must type 100+ words per minute. Accountants must be certified.

Beyond the technical skills, though, which dentist do you go to? The one who is pleasant and takes time to answer your questions; or the one who treats you like a number in a long line of numbered mouths? Which secretary do you retain when times are lean? The one whose attitude is positive and upbeat, and who is always willing to help; or the one who is inflexible and has a hard time admitting mistakes? Likewise, think about accountants. The one who has a great work ethic and encourages his colleagues is the one who will, most likely, excel in his position and organization. In these situations, and all the others like them, it's the soft skills that matter.

While your technical skills may get your foot in the door, your people skills are what open most of the doors to come. Your work ethic, your attitude, your communication skills, your emotional intelligence and a whole host of other personal attributes are the soft skills that are crucial for career success. With these soft skills you can excel as a leader. Problem solving, delegating, motivating, and team building are all much easier if you have good soft skills. Knowing how to get along with people – and displaying a positive attitude – are crucial for success.

The problem is, the importance of these soft skills is often undervalued, and there is far less training provided for them than hard skills. For some reason, organizations seem to expect people to know how to behave on the job. They tend to assume that everyone knows and understands the importance of being on time, taking initiative, being friendly, and producing high-quality work. Assuming that soft skills are universal leads to much frustration. That's why it's so important to focus as much on soft skills development as you do on traditional hard skills. Studying takes you on a path towards acquiring hard skills – the specific technical skills you must do your job effectively. While these are the skills you'll list on your resume, today's employers seek more than this. Increasing importance is being placed on soft skills – personal attributes that enable you to interact well with other people.



Here are the reasons why soft skills are more important than ever:

1 – HARD SKILLS ARE USELESS WITHOUT SOFT SKILLS

In most jobs, technical skills alone are not enough to be truly effective. A salesperson with an unrivalled knowledge of their product and market will have little success if they don't have the interpersonal skills needed to close deals and retain clients. A business manager must be able to listen to employees, have good speaking skills, and be able to think creatively. All careers require at least some soft skills to make the hard skills valuable.

2 – SOFT SKILLS ARE HARDER TO LEARN

Hard skills aren't necessarily hard to acquire. They can be easily taught, and can be learned and perfected over time. Soft skills are more challenging to develop, since they have little to do with knowledge or expertise, but are closely linked with a person's character. It takes conscious effort, ongoing practice, and a commitment to self-development to improve your soft skills. Hard skills may look impressive on your resume, but the soft skills are what will set you apart from the many candidates who have similar expertise to you.

3 – THE MODERN WORKPLACE IS INTERPERSONAL

Skills such as listening, collaborating with others, presenting ideas and communicating with team members are all highly valued in the modern workplace. Strong soft skills ensure a productive, collaborative and healthy work environment, all vital attributes for organizations in an increasingly competitive world.

4 – CUSTOMERS DEMAND SOFT SKILLS

The modern market offers consumers an unlimited number of choices through technologies such as the internet and smartphones. For these consumers, convenience and low prices are easy to come by, so customer service is often what influences the choice to use a particular business. The ability to communicate efficiently and effectively with customers is therefore a vital factor in an organization's success.

5 – THE FUTURE WORKPLACE WILL RELY ON SOFT SKILLS

Automation and artificial intelligence will result in a greater proportion of jobs relying on soft skills. Thanks to cutting-edge technology, tasks that require hard skills are continuing to decline, making soft skills key differentiators in the workplace.

Developing Goals

Five Rules to Set Yourself Up for Success

Have you thought about what you want to be doing in five years? Are you clear about what your main objective is at the moment? Do you know what you want to have achieved by the end of today?

If students want to succeed, they must set goals. Without goals students lack focus and direction. Goal setting not only allow students to take control of their life's direction; it also provides a benchmark for determining whether students are actually succeeding.

To accomplish goals, students must know how to set them. Goal setting is a process that starts with careful consideration of what one wants to achieve, and ends with a lot of hard work to actually do it. In between, there are some very well-defined steps that transcend the specifics of each goal. Knowing these steps will allow students to formulate goals that they can accomplish.

Here are our five golden rules of goal setting:

1. Set Goals That Motivate

When students set goals, it is important that the goal motivates the individual: this means making sure that the goal is meaningful, and that there is value in achieving the goals. If students have little interest in the outcome, or the goals are irrelevant, then the chances of someone putting in the work to make them happen are slim. Motivation is key to achieving goals.

Set goals that relate to the high priorities in life. Without this type of focus, students can end up with far too many goals, leaving too little time to devote to each one. Goal achievement requires commitment, so to maximize the likelihood of success, one needs to feel a sense of urgency and have an "I must do this" attitude. When one doesn't have this, they risk putting off what is needed to make the goal a reality. This in turn leaves the individual feeling disappointed and frustrated, both of which are de-motivating.



2. Set SMART Goals

If goals are to be powerful, they should be designed to be SMART. There are many variations of what SMART stands for, but the essence is this – goals should be: specific, measurable, attainable, relevant, and time bound.

Specific Goals

Goals must be clear and well defined. Vague or generalized goals are unhelpful because they don't provide sufficient direction. Remember, goals must show the way. Make it easy to get where you want to go by defining precisely where you want to end up.

Measurable Goals

Include precise amounts, dates, and so on in goals so to measure the degree of success. If the goal is simply defined as "To reduce expenses" how will that show success? Without a way to measure success where would the celebration comes with knowing the goal is achieved.

Attainable Goals

Make sure the goals set can be achieved. If goals are set with no hope of achieving, the results will only demoralize and erode confidence. However, resist the urge to set goals that are too easy. Accomplishing a goal that one doesn't have to work hard can be anticlimactic. By setting realistic yet challenging goals, a balance can be met. These are the types of goals that require students to "raise the bar," and they bring the greatest personal satisfaction.

Relevant Goals

Goals should be relevant to the direction students want life and career to take. By keeping goals aligned with this, students will develop the focus they need to get ahead and do what is wanted.

Time-Bound Goals

Goals must have a deadline to allow when it is time to celebrate success. When students work on a deadline, the sense of urgency increases and achievement will come that much quicker.

3. Set Goals in Writing

The physical act of writing down a goal makes it real and tangible. Students have no excuse for forgetting about it. As they write, students should use the word "will" instead of "would like to" or "might." Post goals in visible places as a reminder every day of what it is should be accomplished.

4. Make an Action Plan

This step is often missed in the process of goal setting. Students become so focused on the outcome that they forget to plan all of the steps that are needed along the way. By writing out the individual steps, and then crossing each one off as they are completed, students will realize that they are making progress towards the ultimate goal.

5. Stick With It!

Goal setting is an ongoing activity, not just a means to an end. Build in reminders to keep on track, and make regular time-slots available to review goals. The end destination may remain quite similar over the long term, but the action plan set can change significantly. Make sure the relevance, value, and necessity remain high.

As students consider their lives for the next 5 - 10 years, they should consider developing five goals including the following:

1. Home and Family

Home and family goals should be considered for five years after a student graduates high school. Imagine 2026.

Family goal setting is a way to focus on a positive vision of the future - the type of future that resembles the person you want to be and the type of family that you want to belong to. Setting family goals is a way to discuss goals with family, offering encouragement and support. Sharing dreams and the values that are important helps to develop goals.

2. Community and Service

This goal should be considered for what students could do while in high school to give back to the community. Many colleges and universities will ask you how you provided community service while attending high school.

3. Hobbies and Recreation

Everyone has different personal interests, and students should have hobbies to satisfy those interests. Hobbies that satisfy natural interests can reduce stress and help maintain that balanced lifestyle that everyone is so eagerly chasing.

4. Career

Students will want to consider careers they have researched. Remember, all goals can change and people will change careers several times during their lifetime. Setting a career goal is about deciding where students want to head in their careers, and noting the steps needed to reach that point.

5. Education

Students must consider what type of training will best prepare them for the career they want to pursue. Educational goals relate to plans for education and training. Educational goals might include completing a certain type of degree. Educational goals might also include maintaining a sufficient grade point average (GPA) to qualify for a school's honors program or dean's list. Plans to study abroad, participate in research projects with a mentor professor or become certified in a specific skill fall under the category of educational goals. If you plan to earn multiple degrees; for example, complete a bachelor's degree in political science before transferring to another university to earn a law degree, this would be included under educational goals.

| College Application Checklist | |
|--|-----------------------|
| College / University name | |
| Admissions Mailing Address | |
| Admissions Phone Number Financial Aid Phone Number | |
| Admissions Email Address | |
| Application Deadline [Regular] | |
| Application Deadline [Early/Priority] | |
| Housing Deposit Deadline: | |
| ACTION ITEM | DATE COMPLETED |
| Access and complete College Application & Admission Information | |
| Request high school transcript with test scores from the BHS Academic Center. Request college transcript from Vernon College or Midwestern State University, if applicable | |
| Request letters of reference. (send thank you notes to your references) | |
| Write essays (Proofread!) | |
| Complete application | |
| Make copies of your application materials | |
| Send application, supporting material, and the application fee | |
| Send college financial aid form (if necessary) | |
| Admission letter arrives. Note acceptance and dates for scholarship and admission | |
| Financial aid award letter arrives; bring copy to the Office of College and Career | |
| Send deposit and housing form | |



TEST PREP



College Entrance Exams



ACT

This college entrance assessment contains multiple choice tests in four areas: English, mathematics, reading, and science. The ACT writing assessment is optional and does not affect the composite score. The ACT is a **predictable** assessment so students should prepare for the test. ACT uses the following benchmarks to determine college readiness:

Composite: 22 English 18 Math 22 Reading 22 Science 23

SAT

This college entrance assessment comprises two sections: Evidence-Based Reading and Writing and Math. The Evidence-Based Reading and Writing consists of two tests, one focused on Reading and one focused on Writing & Language. The Math section consists of a single test with two components - a no-calculator portion and a calculator-allowed portion. The SAT also includes an optional Essay. Some schools may require the Essay, so be sure to ask before you take the SAT.

Common ACT/SAT Questions

Should students take the ACT or SAT?

All colleges accept both ACT and SAT scores. Admission counselors often recommend that you take a practice test for both, and then spend all your time and energy preparing for the test you are likely to do better.

How do students register?

Students can sign up for the ACT at actstudent.org and for the SAT at sat.collegeboard.org. Both the ACT and SAT are administered on Saturday mornings and both take about three to four hours. Scores are available two to four weeks after the test.

When should students take the ACT and SAT?

You should take the ACT and/or SAT in the spring after they have completed Algebra I and Geometry to set a benchmark score and to receive information where their deficits lie. If students want to improve their scores, they can retake the assessment(s).

How should you prepare?

Test prep resources and practice tests are available at sat.collegeboard.org and actstudent.org. Test prep information can also be obtained from the College and Career office.



Texas Success Initiative [TSI]



House Bill 3 defines College Readiness as the level of preparation a student must attain in English Language Arts and mathematics courses to enroll and **succeed**, without remediation, in an entry-level general education course for credit in the same content area for an associate degree or a baccalaureate degree program.
[House Bill 3, Section 39.024a]

The Texas Success Initiative [TSI] was developed by the 78th Texas State Legislature and modified in 2013 under which all undergraduate students, who are not exempt, are required to take the TSI Assessment.

The basic skills tested are reading, writing, and mathematics. The writing component includes an essay. Students who do not meet minimum scores of a section of the TSI Assessment may be required to enroll in developmental course[s] in that area.

To enroll in Dual Credit courses, students must meet college readiness. Students could take the Texas Success Initiative [TSI] assessment and meet these benchmarks:

English Language Arts: 945+ with an essay score of 5

Math: 950+

TSI scores can be no more than five-years old

TSI Exemptions:

Students are exempt from TSI requirements if they meet the following:

ACT – composite score of 23+; English score 19+ - Math score 19+

ACT scores can be no more than five-years old

SAT – composite score of 1010; Evidence-Based Reading and Writing score 480+ - Math score 530+

SAT scores can be no more than five-years old

STAAR – Algebra 2 score of 4000+; English 3 score of 4000+

Students must request to take the Algebra 2 or English 3 through the counselor by the end of the 1st semester of the year taking the course

ACT vs SAT: A Guide to Choose the Right Test – or maybe take both?

Both the ACT and SAT are accepted by all US colleges and universities. Both the ACT and the SAT include core sections on Reading, Writing, and Math. Both tests include an optional essay, and neither penalizes for wrong answers.

ACT vs SAT...an important choice and an epic battle that most high school students must consider.

So how do YOU decide between the ACT and the SAT?

Students should consider their interests in school (literature, science, math) and outside of school (sports, dance, video games). They should consider how they feel about school and how they feel about standardized tests. Students must consider their strengths and weaknesses and their biggest worries about the college admissions process. Students should consider PSAT scores, PreACT scores, or practice test scores making their decision about which assessment to take more concrete. Students should consider where they plan to apply for college

If you are trying to decide if you should take the SAT or the ACT, you should understand the format and other information of the ACT and the SAT.

| Differences and Similarities between the ACT and the SAT | | |
|---|---|--|
| Category | ACT | SAT |
| Type of Assessment | content-based assessment | content-based assessment |
| Test Format | English 45 minutes / 75 questions Math 60 minutes / 60 questions Reading 35 minutes / 40 questions Science 36 minutes / 40 questions Essay [optional] 40 minutes | Reading 65 minutes / 52 questions Writing / Language 35 minutes / 44 questions Math without calculator 25 minutes / 20 questions Math with calculator 55 minutes / 38 questions Essay [optional] 50 minutes |

| | | |
|-------------------------------|---|---|
| Timing | 2 hours and 55 minutes to complete without the essay, and 3 hours and 35 minutes with the essay. Students should plan for 4-5 hours in the test center. | 3 hours to complete without the essay, and 3 hours and 50 minutes with the essay. Students should plan for 4-5 hours in the test center. |
| Time per Question | Overall, across sections, students have an average of 50 seconds per question | Overall, across sections, students have an average of 1 minute and 10 seconds per question |
| English versus Writing | All passages on the English section are at a relatively easy reading level; all questions are about the text | All passages on the Writing & Language section can vary in difficulty from early high school to early college; students will see a couple questions on tables and graphs connected to the text |
| Reading | four long passages (700-900ish words) always in the following order: Prose, Social Science, Humanities, and Natural Science; includes one set of paired passages for students to compare, but count these as a single passage; reading level is standard (about a 10th to 11th grade level) | five long passages (500 to 750 words); includes one set of paired passages for students to compare, but count these as a single passage; students will find a range from 9th grade to early college; use of a special question type called Command of Evidence. |
| Math | includes more questions basic math, Algebra and Geometry; trig knowledge assessed is at a very basic level; students can use a calculator on every single question; all multiple choice | Includes some questions on advanced math; all trig knowledge assessed at a very basic level; 80% of the questions are multiple choice and 20% grid-ins |
| Science | little actual science knowledge assessed; most questions assess ability to read tables and graphs, make assumptions about scientific situations, or evaluate scientific hypotheses | No discrete science section but emphasis placed on interpreting tables and graphs across all of the sections; knowing how to interpret data will be helpful |

| | | |
|-----------------------------------|--|--|
| Essay [optional] | students are given three different perspectives on a debatable issue and be asked to evaluate them and present their own perspective | students given a 650-700 word passage to read; students write an essay explaining how the author builds the argument in the passage; SAT doesn't care about student's opinion or arguments; wants student to evaluate the arguments in the passage |
| Test Style | straightforward; questions may be long but are not usually hard to decipher | questions are evidence and context-based to focus on real-world situations and multi-step problem solving |
| Score Comparisons | 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 | 1600 1570 1540 1500 1470 1430 1400 1360 1320 1290 1260 1220 1180 1140 1110 1070 1030 990 |
| Penalty for wrong answers? | Students do not lose points for incorrect answers | Students do not lose points for incorrect answers |
| Math Levels | Basic math, algebra I and II, functions, geometry, statistics and probability; no formulas are provided | Basic math, problem-solving and data analysis, algebra, geometry, and trigonometry; formulas provided |
| Which is easier / harder? | ACT will be easier if student is: *fast with work. *is generally one who doesn't run out of time on tests. | SAT will be easier if student: *is not a fast reader, but a good reader. *who understands reading when taking time; students will encounter more complex |

| | | |
|---------------------------------|--|---|
| | <p>*is one who likes science and is good at interpreting data and trends in graphs and tables and deducting the next step in the process.</p> <p>*one who understands the usefulness of the calculator</p> <p>The ACT is still a more straightforward test</p> | <p>passages but with slightly shorter passages and slightly longer time students have to answer questions</p> <p>*is good at mental math</p> <p>*is good at reading between the lines and finding traps</p> |
| Tends to be more popular | In public schools and schools in the Midwest and south; all four-year institutions in the US accept the ACT scores | In private schools and schools on the east and west coasts; all four-year institutions in the US accept the SAT scores |
| Offered When? | September, October, December, February, April, June, July; many schools offer the ACT and is administered on a different date from the national dates | August, October, November, December, March, May, June |
| More information | www.ACTstudent.org | www.collegeboard.org |

Should students take both the ACT and SAT?

Advantages to taking both tests

Some undeniable pros can be expressed by taking both the ACT and SAT. This practice can increase the chances of acceptance at top universities. According to a recent report in the *New York Times*, elite universities such as Princeton like to see college applications with scores from both tests, as it gives them more information to carefully consider in their competitive admissions process.

Of course, getting good scores on both tests can demonstrate ambition and diverse skills in the varied academic domains of the exams. Good performance on both tests demonstrates a dual strength in vocabulary and scientific reasoning; this kind of academic versatility can impress admissions representatives at top universities and mid-tier universities alike.

Disadvantages to taking both tests

One obvious disadvantage is just how time-consuming it can be to take two standardized tests instead of one. While some overlap exists between the skills and question types on the ACT and SAT, each exam has their own characteristics. To do well on both tests, students will need to take time to practice with authentic materials from both ACT and the College Board.

Remember, no school absolutely requires both exams. Moreover, these two tests are treated as equally valuable by almost every university in the United States. Therefore, students must ask themselves whether it's worth spending extra time excelling on both assessments.

Moreover, there's a risk of scoring poorly on both exams because students don't have the time you needed to focus on each exam. While two good test scores can be an asset, certainly one very good score is better than two scores that are mediocre or poor.

The Takeaway

Taking both the ACT and SAT can make students competitive candidates in their pool of college applicants. If students are thinking of taking two college entrance exams instead of one, they should carefully consider the amount of time needed to spend on preparation. If students feel they can only realistically do one or the other, don't worry, that's the route most students go. Odds of acceptance will still be good with an excellent score on your test of choice.



ACT/SAT Test Taking Strategies



Strategies for the ACT:

A. English - 75 questions; 45 minutes

1. Consider the writing style used in each passage when selecting your answers.
2. Consider the whole passage when answering questions.
3. Consider what aspects of the question and the underlined portion of the passage are included-what is being asked?
4. Note the different answer choices; be careful not to choose an answer which corrects one error but causes another one.
5. Look at the phrasing for some answer choices.
6. Read before and after the underlined portion to get a sense of the author's intent; it may mean another answer choice.
7. Re-read, substituting different answer choices for the underlined portions.

B. Mathematics - 60 questions; 60 minutes

1. Solve the problem first then look at the answers, it's faster and works better.
2. If the answer you obtained is not among the choices, re-read the problem. Have you missed important information? Are you answering the right question?
3. Equations can sometimes be changed into one of the answer choices.
4. Eliminate unreasonable answer choices before making a guess.
5. Is your answer reasonable?
6. If you have time check your work.

C. Reading - 40 questions; 35 minutes

1. Read the passage carefully.
2. Look for relationships between or among ideas (major ideas will be underlined in the passage).
3. Some answers are given explicitly in the test.
4. Some answers require you to think about implied meanings, such as conclusions, comparisons, or generalizations.
5. Refer back to the passage before answering questions.

D. Science Reasoning - 40 questions; 35 minutes

1. Read the presented scientific information and the questions carefully first before making answer choices (quick answers are often wrong).
2. Use your book margins to note conflicting perspectives, this may help in choosing a correct answer.
3. Identify the similarities and differences between viewpoints, not whether the viewpoints are correct, unless told specifically otherwise.
4. Read the material about experiments carefully; questions concerning flaws in the experiments or ways in which the experiments can be improved are likely.

E. Use of Calculators

1. Calculators are permitted only on the Mathematics Test.
2. No computers, devices with paper, models that make noise or have the ability to communicate with other calculators, or models requiring a power cord.
3. Calculators, which are four-function, scientific or graphing, can be used.
4. Bring your own calculator and extra batteries.
5. Generally the problems on the Mathematics Test do not require a calculator.
6. Try working the problem on scratch paper before using your calculator to do the computations.

Strategies for the SAT:

Tip 1: Eliminate 3 Wrong Answers

The most important rule to remember for the SAT is that there is only one correct answer for each question, and students should be able to eliminate all the others. This means that the number one strategy on the test is process of elimination. If students struggle with a question, they should try to find reasons to rule out most of the answers rather than reasons why certain options could work.

Tip 2: Understand Mistakes

Students should take the time to understand each mistake they make on practice questions, why they made it, and what they will do to avoid it in the future.

SAT Reading Tips - 52 questions; 65 minutes

Tip 3: Pay Attention to Connotation and Context

This tip is critical for answering tough questions in the Reading section. Students should look for words that indicate positive or negative connotation in the part of the passage that the question references. This can help students to eliminate at least a couple of choices even if they have no idea which of the remaining choices is correct.

Tip 4: Use Find the Evidence Questions as an Advantage

The SAT has questions that ask students to choose an excerpt from the passage that serves as the best evidence for the answer to the previous question. These new questions can help students tremendously in identifying mistakes and clearing up ambiguities.

Tip 5: Read Passages Strategically

Students should nail down a good passage reading strategy for the SAT before test day. This will save you time and stress later. There are a few methods students might use depending on how comfortable they are with the test and where they are in their reading comprehension skills.

Method 1: Skim the Passage First

Method 2: Skip Straight to the Questions

Method 3: Read the Passage in Full

Tip 6: Don't Ignore Passage Introductions

At the beginning of every passage on the SAT, there is a little italicized blurb giving students a bit of context about the passage and its author. This introductory blurb contains valuable information, and if students skip it, they could miss out on easy points.

Tip 7: Get Interested in the Passages

If students want to retain information as they are reading passages on the SAT, the best way to do it is to force themselves to engage with the material. They should treat this as a learning experience, not a chore, and they will find it much easier to remember what happened in the passage.

Tip 8: Look for Direct Evidence

Though questions on SAT reading may sometimes seem subjective, the reality is that students should be able to find direct evidence in the passage or chart they are referencing to support their answers.

SAT Math Tips - without calculator 20 questions, 25 minutes; with calculator 38 questions, 55 minutes

Tip 9: Focus on Filling Content Gaps First

If students have problems with basic math skills, it doesn't matter how many practice SAT questions are practices—students must fix those knowledge gaps before they can improve the SAT Math score.

Tip 10: Re-Solve Questions You Missed Before Looking at the Answer Explanations

This is the best way to make sure students truly understand how to solve questions they initially messed up on the Math section. It's one thing to read the answer explanation and say "oh, of course, that's how you solve it," but it's a completely different matter to work out the problem themselves.

Tip 11: Underline Key Parts of the Question

Students should use this tip on the math section if they miss questions by accidentally solving for the wrong value. They should underline what they need to find in the question so they don't get confused during the calculation process.

Tip 12: Memorize Formulas

Although the SAT math section does provide students with a list of formulas, they lose time and momentum by constantly turning back to reference them. It's best to have all the formulas memorized.

SAT Writing Tips - 44 questions; 35 minutes

Tip 13: Memorize Grammar Rules

The SAT Writing section has a specific standardized approach to grammar, so it's useful to memorize the rules to reduce confusion. Even if students think they are good at grammar, it's not always enough to just go by what looks right.

Tip 14: Be Careful with NO CHANGE Answers

If students notice that they are answering NO CHANGE for lots questions on the Writing section, they should go back and double-check answers. NO CHANGE will only be the answer for 25 percent or less of the questions where it's an option. If students choose it more than that, they may be missing something. Students should verify answers again before a commitment.

Tip 15: Skim the Paragraph Before Answering Rhetoric Questions

Unlike grammar questions, which only require reading through a couple of sentences at most to answer correctly, rhetoric questions challenge students to examine entire paragraphs or the passage as a whole to find the right answer. Examples of rhetoric questions are questions about sentence function, the logical sequences of sentences, and the author's style and tone.

Tip 16: If Both Answers Are Grammatically Correct, Pick the More Concise One

One of the skills SAT Writing tests is conciseness, or the use of as few words as necessary to convey meaning clearly. Being able to answer concision questions correctly requires knowing not just what the grammatically correct choice is, but which is the *best* grammatically correct choice.

SAT Essay Tips - one prompt; 50 minutes

Tip 17: Analyze, Then Write

Essay prompts on the new SAT asks students to analyze an argument presented in a passage. The graders want to see that students fully grasp the author's point and can write a clear explanation of how the students build the argument. Students should spend 10-15 minutes making sure they understand exactly what the author is saying and how they will outline their essay based on their analysis.

Tip 18: Use Specific Evidence

Students should just describe how the author builds the argument in their own words; they should prove their points with specific examples. When students first read through the passage, they should underline sentences or phrases that provide evidence of the author's persuasive techniques. They should use direct quotes to reinforce the most important points.

Standardized Assessment Practice Websites

www.onlinetestprep.com

www.actstudent.org

www.saab.org

www.collegeboard.com

www.khanacademy.org

ACT/SAT Websites for required Writing Assessments

To find out which Colleges/Universities will require writing assessment, first contact the institutions you plan to apply.

Information can be found via ACT/SAT resources as well.

ACT

<http://www.actstudent.org/writing/index.index.html>

SAT

http://www.collegeboard.com/pro/counselors/tests/sat/about/sat_require.html



FINANCIAL AID / SCHOLARSHIPS



Understanding Financial Aid



What Types of Financial Aid Are Available to Help with Paying for College?

The financial aid process often feels overwhelming. Indeed, between the jargon, the paperwork and all the deadlines, there's a lot to juggle and decipher. Before you begin to truly wade through everything, you first need to understand the aid options that exist.

TWO BASIC CATEGORIES OF FINANCIAL AID:

1. Grants and scholarships (gift aid that is based on merit or need and does not require repayment)
2. Self-help (loans and student employment)

FOUR SOURCES OF FINANCIAL AID:

1. Institutional (colleges and universities)
2. Private (corporations; community, religious, cultural and fraternal organizations; etc.)
3. State government
4. Federal government

TYPES OF FINANCIAL AID AVAILABLE:

Grants

The most desirable form of financial assistance, grants are gift aid and require no repayment. They are offered by both the federal and state government and are based upon financial need. The colleges or universities to which you apply may also have grant money available. Depending on your FAFSA results, financial aid offices will automatically consider you for many federal, state and institutional grants. One of the biggest federal grants, the Pell Grant, is for undergraduates only. The government employs a formula to determine if a family receives Pell Grant funds.

Loans

Student loans provide families with immediate access to funds to help cover the cost of attendance. While that might sound like a terrific opportunity, it's imperative to recognize these funds *must* be repaid, with interest, over a period of time. Therefore, while loans will reduce the immediate burden on your family, they do not reduce the true overall cost of your education.

The advantage of using a student loan, as opposed to other commercial loans that might be available, is that the interest charged on student loans may be subsidized by the federal government. Further, repayment is typically not required until after graduation. Of course, there are also unsubsidized loans where the interest accrues as soon as the funds are used. However, once again, you will not be required to begin repayment until after you leave school.

Finally, be aware that both subsidized and unsubsidized loans can vary in terms, length and repayment time.

Merit Scholarships

Colleges and universities often provide scholarships to students in their applicant pools who they deem academically talented. The amount awarded can vary greatly between scholarships; some might partially cover expenses whereas others might finance the total cost of attendance (aka tuition, fees, room and board, books, and even a stipend). Most of these scholarships are extremely competitive, requiring personal interviews and essays among other criteria.

Work Study

Work-study programs allow students to work on campus (or at an approved location) in jobs for which the federal government provides the payment. Hourly wages and positions vary at each school. Many campus offices such as athletics, the student center, career services, bookstore, residence halls, admissions and academic departments use work-study students.

Of course, even if you do not receive a work-study position, you can likely find campus employment. Many schools hire additional student workers who are not on the work-study program. You should contact the financial aid or student employment offices prior to the start of your first semester and ask about the various opportunities available. Each college has its own procedures for posting and hiring student workers, but it's definitely worth your time to inquire about the possibilities.

Beware of financial aid scams! You should never have to pay someone to find money for college! Contact your state financial aid or student aid agency for help if you need it. Not only will they offer you the best advice about the types of aid available to you, but they can direct you to various resources in your area. Lastly, talk to the financial aid officers at the colleges that interest you to determine what is available through the institution.



Free Application for Federal Student Aid [FAFSA]



Financial Aid assistance is based on need (or the family's ability to pay compared to the cost of attending college). Colleges and universities require that families fill out a FAFSA to be considered for any financial aid.

1. Complete the Free Application for Federal Student Aid (FAFSA) online. The application opens October 1 each and students and parents are encouraged to apply as early as possible to meet all deadlines. Complete online by: June 30

- ★ Apply for a PIN (Personal Identification Number) at www.pin.ed.gov
- ★ Complete FAFSA online at www.fafsa.ed.gov

FAFSAs should be completed as soon after October 1 as possible. Toll Free Helpline 1-800-730-8913.

2. You will receive your Student Aid Report (SAR)

- ★ If you completed the application online, you should receive your SAR within 5 days.
- ★ If you completed the paper copy, you should receive your SAR in about two weeks.
- ★ Check your SAR carefully. If any answers are incorrect, correct and re-submit your SAR.

3. If you designate colleges and universities on your FAFSA to receive your information, they will also receive a copy of your SAR. The individual institution will base your financial aid package on your SAR, and a financial aid package will be sent out to you from your college/university.

Why it Matters

Completing the FAFSA can be rigorous and time consuming, but it is the only way a student may be eligible to receive government-sponsored financial aid for college tuition and other college expenses. Financial aid offers may include Pell Grants, Perkins and Stafford Loans and eligibility to work in the Federal Work Study Program [FWSP].

Not every student will receive financial aid. If departments reviewing a student's FAFSA decide there is not a significant financial need, they may not offer the student grants or FWSP eligibility. However, even students who don't display financial need may be offered federal student loans to help pay for their education -- so they should still be encouraged to complete a FAFSA each college year.



Scholarships



College Application Guide

1. Begin the application process as soon as August prior to your senior year; check your school's application process which could include a college private online application, ApplyTexas, the Common Application, the Coalition Application and others.
2. Complete the FAFSA as soon after October 1 as possible [regardless of the financial ability to earn a PELL Grant]; complete the Free Application for Federal Financial Aid – the FAFSA – even if a family doesn't think it will qualify, since some scholarship applications require a submitted FAFSA for eligibility.
3. Focus on practicing now for a standout college essay – Think Outside of the Box
4. At the end of junior year, begin asking for recommendation letters – give the adult you ask plenty of time to write a strong letter – visit with them and talk about your goals and college choices where you are planning to apply
5. Review tuition costs
6. Visit with individual financial aid officers as you visit schools or ask specific questions via email with these individuals – get names and always communicate with the same individuals at each school.

What Types of Scholarships Are Available?

There are many types of college scholarships available. Some of these include:

- **Academic achievement:** Many scholarships are based on grades, GPA or other academic merits.
- **First generation:** There are specialized scholarships for those who are the first in their family to attend college. For instance, the majority of scholarships awarded by California nonprofit QuestBridge are given to high-achieving, first-generation students from low-income backgrounds.
- **Underrepresented groups:** Some scholarships are awarded based on students' backgrounds.

Tips for Conducting a More Selective Scholarship Search

Students should start by applying for easy scholarships and working their way up to more competitive ones. A more selective scholarship search also entails avoiding applications that charge a fee and taking the return on investment into consideration. **DO NOT PAY A COMPANY TO HELP YOU FIND SCHOLARSHIPS – we can find the scholarships free online and through search engines.**

When applying for college scholarships and trying to determine which are worth your time and effort, consider the amount of work required, the dollar amount and the level of competition for the scholarship.

Being selective in your search is perfectly fine – just be sure to begin your scholarship search early so you will have time to apply to those that truly suit you.

The scholarship search process has levels. As long as you begin early, you can start by applying for easy scholarships and work your way up to the more competitive ones.

Being selective does not mean only applying to large-dollar, well-known scholarships.

Small-dollar scholarships can add up.

1. Take it easy

Starting out with easy scholarships can be particularly helpful for students who are new to the scholarship search process. Easy scholarships have a short and simple application process, do not require an essay or project and have less competition with greater chances of winning.

Easy scholarships – even at \$500 per award – may be worth your time if your odds of winning are good. After all, that's \$500 that you don't need to repay after graduation.

These are just a few of the easier and more specific scholarships out there. Don't discount contests and sweepstakes as well, even if they are more widely offered. However, bear in mind that the easier the scholarship and the fewer requirements to enter, the less chance you have of winning.

2. Know your big-name scholarships

Corporate-hosted and large-name scholarships probably ring a bell for most college-bound students. These scholarships are not only prestigious but also reputable, and they can be worth thousands or even tens or hundreds of thousands of dollars. Typically, they require more work and an impressive profile, and they can be fairly competitive.

Recipients can also reference these scholarships as accomplishments on their resumes, which may offer the students benefits beyond the monetary award, including a supportive network of fellow awardees as well as the scholarship committee.

These scholarships are a great fit for students with a competitive edge, a drive to succeed and outstanding grades and extracurricular involvement. They're not necessarily the easiest to apply to, but they offer large monetary awards to successful applicants.

In the world of scholarships, the **Coca-Cola Leaders of Promise Scholarship** is open to stellar community college students who are also Phi Theta Kappa members as well as heavily involved in their communities.

The famous RMHC U.S. Scholarship is open to ambitious high school seniors residing in participating Ronald McDonald House Charity chapter areas. To qualify, applicants must be younger than 21 years old, be a US resident and be eligible to attend a two- or four-year college, university or technical school.

3. Avoid scholarships that charge a fee

Students should never pay for a scholarship search or application fee. Even if the fee is small, scammers can collect thousands in application fees, doling out a small fraction of the proceeds and pocketing the rest of the money.

Legitimate scholarship providers and services will never require a fee – be sure to read the rules carefully when applying and run in the other direction if prompted for credit card information.

Don't worry, though – there are plenty of legitimate options and organizations that don't charge a fee to process your application.

4. Consider your return on investment

All students should consider their return on investment when searching for scholarships. Churning out essays may be easy for students with strong writing skills but the average 500-1,500 word essay may take a bit longer for others.

Strong writers should certainly submit their well-written essays, especially if they're confident they can win a scholarship available to a broad pool of applicants. They should also determine whether they can reuse any of those essays for more than one scholarship application, if the scholarship rules allow.

For example, the **NRA Civil Rights Defense Fund** offers a writing contest for grades K-12 on the theme of the Second Amendment. Although the age range is fairly broad, strong essay writers have a chance to win \$1,000 by competing against fellow students in their age group.

Financial Aid Resources

| | |
|---|--|
| Adventure in Education www.aid.org | Air Force ROTC Scholarship http://www.afrotc.com/ |
| American Student Assistance www.asa.org/ | Association for Financial Counseling and Planning Education www.afcpe.org |
| Cappex www.cappex.com | Chase Manhattan Bank www.chase.com/student-loans/servicing/student-loan-servicing |
| College Board www.collegeboard.com/paying | College For All Texans www.collegeforexans.com |
| College Savings Plans Network http://www.collegesavings.org/ | College Scholarship Search http://www.college-scholarships.com/ |
| COLLEGE ANSWER GUY www.collegeanswerguy.com | CollegeNET www.collegenet.com |
| COLLEGE PREP 101 www.collegeprep101.com | CollegeScholarships.Com http://www.collegescholarships.com/ |
| Discover Bank Student Loan Corporation www.studentloan.com | Discover Card Tribute Award Scholarships www.discover.com/company/corporate-responsibility |
| eStudent Loan https://www.estudentloan.com/ | FastAid http://www.fastaid.com/ |
| FastWeb www.fastweb.com | Federal Trade Commission: Scholarship Scams www.ftc.gov/bcp/conline/edcams/scholarship/ |
| FinAid http://www.finaid.org/ | Financial Aid Supersite http://www.financialaidsupersite.com/ |
| FirstGenerationStudent.Com http://www.firstgenerationstudent.com | Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/ www.studentaid.ed.gov/completestafafsa |
| Fundsnet Online Services http://www.fundsnet services.com/ | Gates Millennium Scholars Program http://www.gmsp.org/ |
| Hispanic Scholarship Fund | |

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|---|--|
| https://www.hsf.net/scholarship | |
| International Education Financial Aid http://www.iefaf.org/ | Jack Kent Cooke Foundation http://www.jackkentcookefoundation.org/ |
| Key Education Resources www.Key.com/educate | Merit Aid www.meritaid.com |
| National Association of State Student Grant and Aid Program http://www.nassgap.org/ | National Association of Student Financial Aid Administrators www.nasfaa.org |
| National Council of Higher Education Resources http://www.ncher.us/ | National Direct Student Loan Coalition http://www.directstudentloancoalition.org/ |
| National Young Arts Foundation www.youngarts.org/ | Navient https://www.navient.com |
| NerdScholar http://www.nerdwallet.com/nerdscholar/scholarships/ | Sallie Mae http://www.sallieme.com/ |
| The Sallie Mae Fund and NACAC Present: Mission Possible: The toolkit that helps you plan and pay for college. Saving for College http://savingforcollege.com | Scholarships & Grants http://www.scholarshipsandgrants.us/ |
| Scholarships.com http://www.scholarships.com/ | Student Guide: Financial Aid from the U.S. Department of Education www.studentaid.ed.gov/guide |
| Super College http://www.supercollege.com | Texas Guaranteed Student Loan Corporation http://www.tgslc.org/ |
| The ACT www.actstudent.org | TIAA-CREF Savings for College www.tiaa-cref.org/tuition |
| US Bank Student Loans www.usbank.com/studentloans | US Department of VA Education Service http://www.gibill.va.gov/ |
| United Negro College Fund http://www.uncf.org/ | |



COLLEGE ATHLETICS



College Athletic Requirements



Playing sports in college takes dedication, talent and commitment. College athletes must meet specific eligibility requirements.

The following are basic eligibility guidelines. For additional information visit their websites.

NCAA

Division I and II colleges can offer athletic scholarships. Division III (smaller, private colleges) cannot. A student athlete must meet NCAA's academic requirements in order to play a sport or receive a scholarship. Division III student athletes do not need to meet NCAA's academic requirements.

Division I or II student athletes must have a minimum GPA in a specified number of core courses, and must have the required SAT or ACT score. To initiate the eligibility process, athletes need to register with the NCAA Eligibility Center. The process should begin during an athlete's junior year.

www.eligibilitycenter.org

NAIA

NAIA colleges can award full or partial scholarships. A student athlete must meet two of the following three NAIA requirements for scholarship eligibility.

- 1) Have the required ACT/SAT score
- 2) Have an overall 2.0 GPA on a 4.0 scale
- 3) Graduate in the top half of his/her class.

NJCAA

Division I and II junior and community colleges can offer scholarships. There are no academic eligibility requirements for high school graduates.

www.njcaa.org



NCAA Clearinghouse



The National Collegiate Athletic Association

Anyone interested in playing college sports must register with the NCAA Clearinghouse.

- ★ Register during the fall of your junior year. NCAA recommends Online Registration but Mail-In Registration is accepted.
- ★ www.ncaaclearinghouse.net
- ★ NCAA Clearinghouse Eligibility Center
PO Box 7136
Indianapolis, IN 46207
877.262.1492
Fax: 317.968.5100

Have your counselor send your transcript at the same time you register. Your counselor must sign two release forms from the packet or from the website - one for the transcript sent at time of registration and one for the final transcript that will be sent upon graduation.

The key features of the Clearinghouse services include:

- ★ **IMPORTANT!** You may access the Clearinghouse Home Page directly or through links from the NCAA's Website at www.ncaa.org.
- ★ From the NCAA Clearinghouse website, prospective student-athletes are able to access information needed to understand the Division I and Division II eligibility requirements, register with the Clearinghouse and access individual Clearinghouse records.
- ★ Prospective Student-Athletes (Domestic) who are eligible for a waiver of the Initial-Eligibility Certification Fee may complete their Student Release Form (SRF) online. NOTE: to be eligible for a fee waiver, you must have already received a fee waiver for the ACT or SAT. Your counselor will also be required to submit an electronic fee waiver verification on your behalf (high school counselors with PIN access may submit waivers for eligible students from the High School Administrator section of the Clearinghouse website).
- ★ General Information on the NCAA Clearinghouse Website:
 - Links to the NCAA website
 - Core-course listings for high schools
 - Online version of NCAA Guide for the College-Bound Student-Athlete
 - Online information about Division I and Division II initial-eligibility requirements
 - Online Frequently Asked Questions (FAQs).
- ★ Prospective Student-Athletes:
 - Submit your Student Release Form (SRF) via the Web
 - Registered Students - Update your registration information (if necessary)
 - Registered Students - Check your certification status
- ★ Clearinghouse Customer Services

- Clearinghouse mailing address:
NCAA Clearinghouse • 301 ACT Drive • Box 4043 • Iowa City, IA 52243-4043
- Clearinghouse customer service hours: 8 am to 5 pm Central Time
Monday through Friday
Toll Free phone numbers (domestic callers only):
Customer Service Line - 877.262.1492
Fax Number: 319.968.5100



NAIA Eligibility Center



The NAIA Eligibility Center is responsible for determining the eligibility of first-time NAIA student-athletes. Any student playing NAIA sports for the first time must have their eligibility determined by the NAIA Eligibility Center, and all NAIA member schools are bound by the center's decisions. The website is www.playnaia.org.

What is the Eligibility Center?

It's your starting point for your NAIA college sports experience!

The National Association of Intercollegiate Athletics (NAIA) Eligibility Center is responsible for determining the eligibility of first-time NAIA student-athletes.

The NAIA has hundreds of campuses in the US and Canada offering:

- ★ Top-notch college sports for \$450 million in financial aid 60,000 athletes each year
- ★ A shot at playing in one of 23 national championships in 13 sports
- ★ \$450 million in financial aid
- ★ A first-class education, with a personal touch – the hallmark of small-college campus life

At PlayNAIA.org, prospective students can...

- ★ **Explore the world of NAIA college sports.**
Search free to see where NAIA colleges are located and which NAIA schools compete in your sport. Link to college websites, and check out the photo galleries and links to NAIA championships!
- ★ **Build your customized personal profile.**
What sports do you play? Where do you want to go to school? What size school? What academic programs or other activities are you interested in? Make sure NAIA coaches know who you are!
- ★ **Connect with NAIA college coaches and admissions officers.**
Send your custom profile to schools that match your interests. Put your name out there and get the conversation started!
- ★ **Register so you're ready to play NAIA college sports.**
Every student who plays in the NAIA for the first time must have their eligibility determined through the NAIA Eligibility Center.



RESOURCES

College Planning, Financial Aid and Scholarship Websites

| | |
|--|--|
| <p>College Planning, Standardized Testing http://www.actstudent.org http://www.collegeboard.com</p> | <p>College Applications http://www.applytexas.org</p> |
| <p>College Planning and Scholarships http://www.princetonreview.com http://www.collegeispossible.org</p> | <p>College and Career Planning http://www.ed.gov</p> |
| <p>Career Planning http://www.careeronestop.org http://careervoyages.com http://www.acinet.org http://www.bls.gov/oco/home.htm</p> | <p>Financial aid and Scholarships http://www.finaid.org http://www.cfsloans.com</p> |
| <p>College information and financial aid http://www.collegeanswer.com http://www.collegefortexans.com http://www.petersons.com http://www.ed.gov/students http://www.adventuresineducation.org</p> | <p>Resumes http://www.jobgusher.com</p> |
| <p>Financial Aid http://www.fafsa.ed.gov http://studentaid.ed.gov http://www.educaid.com</p> | <p>Scholarships http://www.fastweb.com http://www.srnexpress.com</p> |
| <p>Sports Eligibility http://www.ncaaclearinghouse.net</p> | <p>Test Prep http://www.actstudent.org http://www.collegeboard.com http://www.Kaptest.com</p> |

Multicultural Resources

Counseling and financial aid sources to assist students from ethnic and cultural backgrounds

| | |
|--|---|
| <p>American Indian College Fund collegefund.org</p> | <p>Historically Black Colleges and Universities www.smart.net/~pope/hbcu/hbculist.htm</p> |
| <p>American Indian Higher Education Consortium www.aihec.org</p> | <p>Historically Black Colleges and Universities Links eric-web.tc.columbia.edu/hbcu/index.html</p> |
| <p>American Institute for Managing Diversity www.aimd.org</p> | <p>Journal of Blacks in Higher Education www.jbhe.com</p> |
| <p>Black Collegian www.black-collegian.com/</p> | <p>Minority Scholarships and Fellowships www.sciencewise.com/molis</p> |
| <p>Black Excel: The College Help Network www.BlackExcel.org</p> | <p>National Association for the Advancement of Colored People www.naacp.org</p> |
| <p>Department of Education Office of Bilingual Education and Minority Languages Affairs www.ed.gov/offices/OBEMLA</p> | <p>Quality Education for Minorities qemnetwork.qem.org</p> |
| <p>Gates Millennium Scholars www.gmsp.org</p> | <p>Tribal Colleges, Native Studies Programs, and Indian Education www.nativeculture.com/lisamitten/education.htm</p> |
| <p>Hillel: Jewish Campus Life www.hillel.org</p> | <p>United Negro College Fund www.uncf.org/</p> |
| <p>Hispanic Association of Colleges and Universities www.hacu.net</p> | <p>Ventures Scholars Program www.venturescholar.org</p> |
| <p>Hispanic Scholarship Fund www.hsf.net</p> | |

Career Resources

| | |
|--|--|
| <p>America's Job Bank http://www.ajb.dni.us/</p> | <p>Jobtrak Corporation http://www.jobtrak.com/</p> |
| <p>Cal Career Center career.berkeley.edu</p> | <p>Kiersey Temperament Sorter www.advisorsteam.com/user/ktsintro.asp</p> |
| <p>Campus Career Center Worldwide http://www.campuscareercenter.com/</p> | <p>Mapping Your Future http://www.mapping-your-future.org/</p> |
| <p>Career Choices www.umanitoba.ca/counselling/careers.html</p> | <p>Monster.com http://www.monster.com/</p> |
| <p>Career Guidance Foundation http://www.cgf.org/</p> | <p>My Future http://www.myfuture.com/</p> |
| <p>Career Information www3.dist214.k12.il.us/guidance/careerinfo.html</p> | <p>National Clearinghouse for Professions in Special Education http://www.specialedcareers.org/</p> |
| <p>Career Intelligence Solutions http://www.obik.com/</p> | <p>Occupational Outlook Handbook www.bls.gov/oco/</p> |
| <p>Career Interests Game web.missouri.edu/~cpcwww/holland.shtml</p> | <p>Overview of College, Vocational Schools and Careers www.overview.com/colleges</p> |
| <p>Career View www.collegeview.com/career</p> | <p>Planning a Career http://www.adventuresineducation.org/</p> |
| <p>Career Web http://www.careerweb.com/</p> | <p>School-to-Work Internet Gateway http://www.stw.ed.gov/</p> |
| <p>ERIC Clearinghouse on Adult, Career and Vocational Education ericacve.org</p> | <p>JobBank USA http://www.jobbankusa.com/</p> |
| <p>Experience Network http://www.experiencenetwork.com/</p> | <p>What to Do With Majors www.uncwil.edu/stuaff/career/Majors/majors.htm</p> |



Armed Services Contact



| | |
|--------------------------------|--|
| United States Air Force | 4210 Kell Blvd Wichita Falls, Texas 76309 940.691.2258 |
| United States Army | 4210 Kell Blvd Wichita Falls, Texas 76309 940.696.1144 |
| Army National Guard | 3701 Armory Road Wichita Falls, Texas 76302 940.280.1069 |
| United States Marines | 4210 Kell Blvd Wichita Falls, Texas 76309 940.692.2373 |
| United States Navy | 4210 Kell Blvd Wichita Falls, Texas 76309 940.696.1144 |



RESUMES



Developing Your Resume



www.mappingyourfuture.org

The first impression one makes with a potential employer is usually on paper — through a resumé. A resumé is an opportunity to sell yourself. Here are some tips for preparing your resumé:

- ★ Keep it short — usually a one or two page summary of your education, skills, accomplishments, and experience.
- ★ Be neat; print your resumé on good quality paper.
- ★ Be honest about your skills and work experience.
- ★ Be concise and use action words and phrases when describing your experience.
- ★ Ask someone you trust to proofread your resumé before submitting it.

Be sure to include your name, address, phone number, email address, education, and work experience. Include volunteer/extracurricular activities and emphasize leadership experience. You may also want to include an objective [which states what type of position you are seeking], awards and honors received, and contact information for three references.

Some positions also require applicants to complete application forms. Be sure to meet the application requirements for the position you are seeking.

See also:

Top Resumé Questions

Skills for Any Resumé

100 Great Resumé Words

Common Resumé Mistakes

Cover Letters

Sample Resumés



Guide to Resume Writing



How to Prepare an Effective Resume

1. Resume Essentials

Before you write, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough resume.

2. The Content of Your Resume

- ★ Name, address, telephone, email address, web site address
 - All your contact information should go at the top of your resume.
 - Avoid Nicknames
 - Use a permanent address - Use your parents' address, a friend's address, or the address you plan to use after graduation.
 - Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
 - Add email address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.) - Include your web site address only if the web page reflects your professional ambitions.
- ★ Objective or Summary
 - An objective tells the sort of work you're hoping to do.
 - Be specific about the job you want. For example: to obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
 - Tailor your objective to each employer you target/every job you seek.
- ★ Education
 - New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section.
 - Your most recent educational information is listed first.
 - Include degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration
 - Add your grade point average (GPA) if its higher than 3.0.
 - Mention Academic Honors.

★ Work Experience

- Briefly give an overview of work that has taught you skills.
- Use action words to describe your job duties.
- Include your work experience in reverse chronological order—that is, put your last job first and work backward to your first, relevant job.
 - Include:
 - Title of position
 - Name of organization
 - Location of work (town, state)
 - Dates of employment
 - Describe your work responsibilities with emphasis on specific skills and achievements.

★ Other information

A counselor can advise you on other information to add to your resume.

You may want to add:

- Key or special skills or competencies
- Leadership experience in volunteer organizations
- Participation in sports

★ References

Ask people if they are willing to serve as references before you list their names; do not include your reference information on your resume. You may note at the bottom of your resume: “References furnished on request.”

3. Resume Checkup

You’ve written your resume. It’s time to have it reviewed and critiqued by a counselor.

You can also take the following steps to ensure quality:

★ Content:

- Run a spell check on your computer before anyone sees your resume.
- Get a friend to do a grammar review.
- Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be corrected.

★ Design:

These tips will make your resume easier to read and/or scan into a database.

- Use white or off-white paper.
- Use 8-1/2- x 11-inch paper.
- Print on one side of the paper.
- Use a font size of 10 to 14 points.
- Use non-decorative typefaces.
- Choose one typeface and stick to it.
- Avoid italics, script, and underlined words.
- Do not use horizontal or vertical lines, graphics, or shading.
- Do not fold or staple your resume.
- If you must mail your resume, put it in a large envelope.



Resume Writing - Action Words



- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- developed
- devised
- discovered
- doubled
- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- negotiated
- obtained
- operated
- organized
- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- staffed
- supervise
- taught
- tested
- trained
- used

[SAMPLE LETTER OF INTEREST]

YOUR NAME
Address
City, State, Zip Code
Telephone Number
Email Address

Date

Name of Person
Office or Title
Name of College/University
Address
City, State, Zip Code

Dear _____:

Based on my research in preparation for choosing a college, (name of college/university) has both an excellent reputation, and the types of academic and athletic programs I hope to pursue after graduation from high school. The enclosed resumé details my academic standing and football experience. I am currently a Senior with a GPA of _____ on a 4.0 scale, and taking college preparatory classes with an emphasis on _____. The strength and variety of courses offered at (name of college/university) provide several degree plans of interest to me, although I have not yet decided on a specific major area of study.

Equally important, your football program is of a primary interest to me. I believe my skills and abilities would fit well with your program, and enable me to contribute to the success of the (team name) while continuing to develop my football talents under your direction and style of play.

I would like to pursue all available means of financial aid, and I believe my academic standing should qualify me for scholarship assistance. Please send me information on your program, and any suggestions you may have on how to best prepare for attendance at (name of college/university) in the fall of (year of graduation). Your assistance and consideration are greatly appreciated.

Sincerely,

Your Name

Enclosure

[SAMPLE RESUME]

JOE ATHLETE
5535 Champion Drive
Burkburnett, Texas 76354
Phone: 903.794.2221
Email: big-hit@mylocker.com

PERSONAL INFORMATION

Date of Birth: 9/27/1985
Age: 18
Social Security Number: 111-11-1111

HIGH SCHOOL

Burkburnett High School
109 Kramer Road
Burkburnett, Texas 76354
940.569.1411

**GRADUATION DATE
ACADEMICS**

May 2021
3.28 GPA (4.0)
Top 25% in class of 305
SAT: 610 Math, 560 Reading/Writing - 1170 SAT Total
ACT; 19 Math, 19 English - 23 ACT Composite
National Honor Society Member

ATHLETIC INFORMATION

Height: 6'2" Weight: 230 lbs
Vertical Jump: 40"
Bench Press: 300 lbs.
Squat: 400 lbs.
40 Yard Dash: 4.40
Jersey Number: 32
Position: Offense - Fullback; Defense - Linebacker

HONORS

2018 District Football Champions
2019 State Football Champions
2019 2nd Team All District
Varsity Captain 2019
Varsity Team 2019-2021

COACHING REFERENCES

Mr. Joe Theismann, Athletic Director/Head Football Coach
Burkburnett High School
109 Kramer Road
Burkburnett, Texas 76354
940.569.1411

PERSONAL REFERENCES

Counselor, Teachers, Church Members, Etc.

[SAMPLE RESUME]

PERRY JAMESON

1515 Stanley Drive #62
Burkburnett, Texas 76354
perry.jameson@dbplanet.com
940.555.1938

OBJECTIVE

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Burkburnett High School 2017-2021
Graduation date: May 2021
GPA 3.85 Top 5% of class of 225

EXPERIENCE

Newspaper Staff Member, Burkburnett High School

- Aug 2019 - present - Features editor of campus newspaper
 - Aug 2017 - Aug 2020 - Researched information for news articles using library and Web sources; composed and edited informational articles, columns, editorials, and advertising copy
- Yearbook Committee Member, Burkburnett High School
- Aug 2019 - present - Editor-in-chief of yearbook staff; Leader of design and publication teams from initial layout through finished product
 - Aug 2020 - Aug 2021 - Yearbook staff member; Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

HONORS, AWARDS, AND MEMBERSHIPS

- US Media Association Scholarship recipient Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- 2020 Best High School Newspaper Design winner Midwestern State Regional Communications Contest, sponsored by the Communications Department, Midwestern State University.
- President of high school chapter of Future Communicators of America (FCA), 2020 - present
- Member, 2018 - present.
- Treasurer of National Honor Society, 2020 - present

[SAMPLE RESUME]

Emily Brown
1640 Riverside Drive
Burkburnett, TX 76354
940-555-1210 (tel)
940-555-1955 (fax)
ebrown@hilldaleinternet.net

Assistant Clerk

Three months experience as Assistant Systems Clerk at the Tannen Blood Center, contributing to a money-saving records reorganization praised by the healthcare industry. Frequently recognized for excellent organizational and problem-solving skills.

EXPERIENCE AND ACCOMPLISHMENTS

Troubleshooting and problem-solving skills

- Investigated and resolved visitors' computer problems at the Burkburnett Public Library
- Winner of the DMC Programming Contest, 2019

Excellent organizational skills

- Awarded "Volunteer of the Year" by the Burkburnett Public Library in 2020 for noted organizational skills
- Helped reorganized records system, saving the American Red Cross Center \$15,000 per year
- Organized various events for the Burkburnett High School Math Club; strong computer skills
- Earned "A" or "A+" in all computer classes
- Built personal computer from scratch

VOLUNTEER HISTORY

Burkburnett Public Library — Summer 2018, Summer 2029

Burkburnett, Texas

Computer assistant

American Red Cross — Spring 2019

Wichita County, Texas

Relief volunteer

SCHOOL ORGANIZATIONS

Burkburnett High School Math Club — 2019 - 2021

Vice-president — 2021

National Honor Society — 2020 - 2021

EDUCATION

Burkburnett High School 2017 - 2021

Graduation Date: 2021



CLOSING THOUGHTS

Why is a plan and focus necessary?

1. Research your options
2. Be organized
3. Meet Deadlines
4. Visit the counseling/college and career center often
5. Research scholarships
6. Maintain good grades
7. Make informed decisions
8. Say “thank you” to the people who have helped you along the way

If you do all of this, then you should have a wonderful senior year and a BRIGHT FUTURE!

