

# SENIOR HANDBOOK CLASS OF 2017



## BHS Student Services

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Fall 2016

Dear Senior,

Congratulations! You are now a senior. This will be one of the busiest years yet. Admission testing, admission applications, scholarships, financial aid, etc., all involve completing seemingly endless forms, answering the same questions over and over, writing essays and most importantly - BEATING DEADLINES. So get busy, get organized, and get going!

There are many things to consider as you work on your post-high school plans. The purpose of this booklet is to give you some assistance as you work through this process. Whether you are planning on entering the military, joining the workforce or going on to college, there are many things that you need to be doing this year. Decisions that you make during this time can impact you for a lifetime. So plan carefully and draw on all of the resources that are available to you.

Find some time to thoroughly look through the information that is contained in this handbook. Discuss it with your parents and keep it in a safe place to use as a reference.

If you are choosing college, a Dean at a prominent University said, *"A student's most important year of college is his/her senior year in high school."*

We wish you the best this year and beyond, and welcome any questions you may have or any assistance you may require.

Sincerely,

BHS Student Services Department

## SENIOR PLANNER

### **SEPTEMBER:**

- Make decisions regarding post-secondary education.
- Visit your school counselor to see if you are on track for college.
- Continue college search and acquire admission applications to selected colleges.
- Work on college applications and outline essay topics.
- Organize your calendar with deadlines.
- Finalize resume. Develop and organize a scholarship folder.
- Register online for the ACT. (Deadline for Oct. 22 ACT test is Sept. 16.)
- Contact colleges you hope to attend and arrange on-campus visits.
- Check the college's scholarship website and apply for scholarships that you are interested in and qualified for.
- Early Graduation deadline for 1<sup>st</sup> term.

### **OCTOBER:**

- Complete FAFSA - New opening date is October 1<sup>st</sup>.
- Apply to colleges with early admission application deadlines by November.
- Continue the college application process and visit schools.
- Attend the "College Fair" Oct 10 at St. Ambrose.

### **NOVEMBER:**

- Registration deadline for the Dec. 10 ACT, is Nov. 4.
- Early Graduation deadline for 2<sup>nd</sup> term.

### **DECEMBER:**

- Continue to apply for scholarships.
- College applications should be completed by Christmas.

## **JANUARY:**

- Reminder - Complete FAFSA on line.
- Early Graduation deadline for 3<sup>rd</sup> term.
- Register online for the ACT. (Deadline for Feb. 11 ACT test is Jan. 13.)

## **FEBRUARY:**

- Many local scholarships become available during this month. Check the website or stop by the Student Services Center.

## **MARCH:**

- Continue to apply for scholarships.
- FAFSA application should be completed.
- Register online for the ACT. (Deadline for Apr. 8 ACT test is Mar 3.)

## **APRIL:**

- Notify Student Services of any scholarships that you have been awarded. This will be used for the Senior Awards Ceremony in May.
- Register online for the SAT. (Deadline for May 6 SAT test is Apr. 7.)

## **MAY:**

- Attend senior awards ceremony.
- Remember to thank scholarship donors, teachers and others who have helped you.
- Register online for the ACT. (Deadline for June 10, ACT test is May 5.)

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*Whichever route you take, be certain what you are doing in high school will get you where you want to be when you leave high school.*

## EARLY GRADUATION

Early graduation is an option for seniors at the end of each term. All graduation requirements and financial obligations must be met by the end of the chosen term. Follow the steps below if you are interested in graduating early.

1. Meet with your counselor at the beginning of the school year to share your intentions to graduate early and to be sure all courses required for graduation are complete. Your counselor will go over the important deadlines.
2. Complete the early graduation form with your parent(s)/guardian(s) and make sure all outstanding fees are paid. The completed form should be returned to your counselor by the appropriate deadline.
3. Three days before the end of your final term, pick up your senior checkout sheet from the registrar in the main office.
4. Return your senior checkout sheet to your counselor on the last day. Make sure you tell your counselor if you will be attending the graduation ceremony in May.

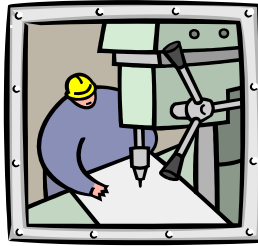
See your counselor for further questions.

AFTER HIGH SCHOOL OPTIONS:

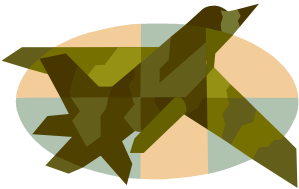
Attend a 2 or 4-year college:



Participate in a 2-year/technical certificate or degree program:



Join the Military:



Full time work:



## COLLEGE CHOICE FACTORS

Deciding which colleges to apply to, much less which to attend, is a significant life choice that will affect you for years. What are your values? What kind of environment do you want to live in? These and other questions will help guide you to select the proper school.

### **Location**

How far away from home would you like to go to school? 10 miles/ 2,000 miles?

### **Size of College**

Would you prefer to attend a school with a large enrollment (30,000 or more students), or a small one (around 1,500 students), or something in the middle? How large would you like the physical size of the campus to be?

### **Environment**

Would you rather attend a community college or other 2-year institution, or a 4-year university? An urban, suburban, or a rural school? Is the location and size of the nearest city important to you? Do you prefer a co-ed or single-gender school? Does the school's religious affiliation make a difference to you?

### **Admissions/Requirements**

At what schools do you have a high enough GPA, class ranking, and test score to be admitted?

### **Academics**

Which schools offer the major(s) you that are considering? What kind of student-faculty ratio and typical class size are you looking for, and which schools offer them?

## **College Expenses/Financial Aid**

Does your college choice match your financial ability? How expensive a school can you afford to attend? Consider tuition, room and board, and other expenses including the application fee, deposits, etc. How many students receive financial aid at the schools you are considering?

## **Housing/Facilities**

Would you rather live on campus in a dorm or commute to school from home? What type of academic, medical and recreational facilities should your college have?

## **Activities**

What kind of clubs and organizations (including fraternities and sororities) do you want your college to offer? What types of athletic activities (including intramural teams) should be offered by the school you choose to attend?

## **Special Programs**

Do you need a school with services or programs for the learning disabled? Have you thought you would like to study abroad? Do you plan to continue your ESL studies in college? Are you looking for an honors program?





## COMMUNITY COLLEGE

Community Colleges, also known as 2 year colleges, are regionally accredited post-secondary institutions at which the AS or AA (associates of art or science) is the highest credential awarded.

### **Community Colleges offer:**

- a 2 year *General Education Curriculum* which is transferable to a 4 year bachelors program. Local community colleges such as Scott or Kirkwood have 2 plus 2 agreement with almost all Iowa Colleges.
- they also offer occupational-technical programs that prepare students for employment. Lengths vary but most are 1 or 2 year programs.
- open admissions to those with a high school diploma or equivalent.

### **Some of the wonderful features that attract most students are:**

- annual tuition and fees can be 1/2 the cost or more of a 4 year college
- ability to live at home and save on room and board
- advising on class scheduling
- smaller classes
- greater accessibility to instructors

Most community colleges offer a full range of counseling and career services designed to help students make the most of the educational opportunities.

## MILITARY

Military service is a wonderful option for career preparation. The various branches of the armed services compete with industry, colleges, trade and technical schools for recruits.

I. Young people are attracted to the military for various reasons including

- travel
- the need for employment
- a sense of civic duty and service for our country
- occupational training
- educational opportunities

II. The Armed Forces consists of 4 major branches

- Army
  - Navy
  - Air Force
  - Marines
- (there is also the Coast Guard and the Air National Guard/Reserve)

III. Each branch of the military has its own mission and character, its own incentives, bonuses and recruitment strategy. All service branches require:

- high school diploma
- physical exams/drug screening/criminal background check
- the need for recruits in the area in which the enlistee has applied
- ASVAB (Armed Services Vocational Aptitude Battery) test

IV. Most active-duty programs range from 3 to 6 years.

Enlistments are typically 3 to 4 year commitments.

People who join the reserves are on active duty through basic training and job training.

V. The number one purpose of the military is to defend the United States of America, not to provide education and training.

There are some full-time educational programs that include full pay, allowances, tuition and/or related fees. Some programs allow enlisted personnel to take college courses that, together with additional military training, enable them to become commissioned officers. Apprenticeship programs are structured into Army, Navy and Marine training programs. Armed services enlistees train in the mechanical and technical areas. Apprenticeship accreditation can cross over to the civilian world of work. The ROTC is one such program that offers scholarships for students in college to take specified courses.

- The 4-year program leads to an entry level commission and bachelor degree.
- ROTC scholarships pay tuition, required fees, textbooks and provide an allowance for each month a student is academically enrolled.

## VOCATIONAL AND TECHNICAL SCHOOLS

The purpose of a career or vocational-technical education is to prepare a high school graduate to obtain and hold a job. The relationship between education and work is important. The more you invest in your education, the more valuable you are to your employer and the more you will earn!

A good high school education is critical to whatever field you wish to enter. Employers want you to:

- be able to read and write well
- communicate effectively with other people
- get along with other people and your co-workers
- be able to think and reason in safe acceptable creative ways

Career educators state that high school graduates really need to continue their education and get a degree. It is no longer an option.

Vocational-Technical schools provide:

- hands-on educational experience
- classrooms that represent actual job experiences
- instructors who are experienced in the subject area
- assistance when entering the workforce once your training and education are complete

Visit the vocational or trade school of your choice and take time to:

- speak to students who are attending classes
- visit during class time
- ask students why they chose that institution
- ask students their opinion of their education

Students with a vocational-technical education will have the advantage when the time comes to learn new skills. Their training will provide them with basic thinking and problem-solving skills that make it possible to absorb new technologies.

## THE COLLEGE APPLICATION

The college application is your opportunity to make a good impression on the colleges to which you are applying. **However, it is essential that you honestly represent yourself.** The college application process begins in earnest in the fall of your senior year. You should follow these guidelines:

- Get the applications. Colleges prefer online application. See your counselor for help.
- If you are able to, make a copy of the applications before you fill them out. Practice on the copy.
- Organize your personal records, such as the résumé and/or activity sheet. This will help you determine what information you want to include on your application.
- Some applications will require assistance from your counselor.
- Pay specific attention to the application deadlines. Allow enough time for the Student Services Center to process its part of the application and send your transcripts. Check with your counselor for procedures and timeline for processing transcripts and applications.
- Make a draft of all required essays. Allow time to let them rest before you put them in the final form.
- Read the directions carefully and obey all instructions.
- Complete applications one at a time, rather than working on all of them in bits and pieces.
- Type or print neatly.
- Answer all questions. Use N/A (not applicable) if the question does not apply.
- Select references wisely. Use those who personally know you, your academic record, your strengths and your accomplishments.
- Make a copy of each application for your records and maintain a file.

College decisions letters (accepting or denying your application) vary. Some will alert you by a certain date while other colleges mail decision letters as soon as they process your application. Colleges must have a decision to you by April and you will have until May 1 to choose from colleges offering admission. You should inform your counselor when you receive a response to an application.



## **THE ONLINE COLLEGE APPLICATION**

With the advancement of technology, applying online to college is becoming commonplace. In fact, most colleges state that the online application is the preferred method of applying since it allows for a seamless entry of student data into their computer systems and reduces errors. **Students need to remember that the same rules and guidelines apply for the online application as the paper version.** Following is a list of suggestions to assist students with the online application process:

- As with the paper application, accuracy and thoroughness count.
- Remember to print a copy of the online application for your records.
- Read ALL directions carefully before beginning the process.
- Some applications allow for the creation of an account so the application can be filed in stages; others require that it be completed and submitted in one session. Allow sufficient time for either process.
- Submit only those online applications that are on secure web sites. There is too much confidential information being transmitted to do otherwise.
- Remember to notify your counselor when you submit an online application.
- Online applications require that a transcript be sent separately. Be sure to download any forms necessary for that process.
- Make certain that any required secondary school forms be printed out so you can submit them to your counselor along with your transcript request.
- Remember that required application fees must either be paid by a credit card online at the time of submission or that a check must be sent separately to the college through postal mail. Without this, the application is incomplete.
- Check to see how you will be notified that the college receives the online application. Follow up if that verification is not received in a timely manner.

## TRANSCRIPT REQUESTS

You can request your transcript from Mrs. Henson or Mrs. Goodall in the Student Services Center two ways:

- (1) Through the Student Services website. Click on request transcripts link and follow the directions.
- (2) Stop in the Student Services Center and complete a transcript request form. **Please allow at least 48 hours for a transcript request to be processed.** Be aware of application deadlines and allow plenty of time for mailing.

Once a transcript is requested and mailed, it could take up to 8 weeks for the college to process. You will continue to get requests from the college.

The first 3 transcripts requested to be mailed and the final transcripts are free for each student. All additional transcripts asking to be mailed are \$2.00 a copy. Transcript fees are charged to your school fees which need to be paid by the end of the school year.

An official transcript includes:

- ALL courses and grades that a student has taken while in high school. Any ACT or SAT score. GPA and class rank. Attendance Record.

## COLLEGE VISITATION

Seniors and juniors are excused to visit a college or technical school they are considering attending. Two college visits per year will be excused providing the parent notifies the Attendance Office a minimum of ten days prior to the day of the college visit.

Verification from the admissions office of the date of visit must be provided to the Attendance Office upon return. If a student needs more than two college visits, the principal will need to authorize the additional visit.



## SCHOLARSHIPS

Scholarships are forms of aid that help students pay for their education, and unlike college loans, do not have to be repaid. The fact is, there are thousands of scholarships; however, most of these scholarships have very specific eligibility criteria (e.g., a student must go to a particular college, be in the top 5% of his/her class and have an ACT of at least 28; or a student must belong to a particular ethnic group, race, religion, have overcome a great obstacle, have great leadership skills, a specific major, etc.).

## SCHOLARSHIP SEARCH

Any scholarship information that is sent to our Student Services office is posted on the Scholarship link on the BHS Student Services Center. This includes all of the Bettendorf Foundation Scholarships. Applications for scholarships can be printed from the Student Services website. Refer to the Scholarship section on page 23 to find website addresses.

Other important places to search for scholarships are:

- The colleges to which you are applying. **This is a source of many awards!**
- Clubs or organizations to which you or your parents may belong.
- National Scholarship Search Engines (links on the BHS Student Services website and are listed in the back of this handbook).

It is the student's responsibility to check the website frequently and request any necessary scholarship information. **Note: The Bettendorf Foundation Scholarships are not available until after February 1<sup>st</sup>.**

## WRITING THE COLLEGE ESSAY

When the college essay is required as a part of the admissions process, it is important to give serious effort to its composition. Probably no other piece of admissions criteria receives as much attention or generates as much discussion. Here is the opportunity to reveal your intelligence, sense of humor, maturity, sincerity, enthusiasm, and writing ability.

**Areas of Evaluation** - in general, colleges look for the following:

1. Skill in using standard written English
2. Depth of insight as reflected in content and substance and ability to reflect true feelings or opinions about a subject
3. Creativity and uniqueness evidencing fresh and original viewpoints

**Essay Directions** -be careful to address what the directions request:

1. Discuss something that has significantly contributed to your growth as a person.
2. Assess your uniqueness as an individual; tell something about yourself not learned from other application information.
3. Address your particular opinions or feelings on a specific topic.
4. Reflect on your goals and aspirations by explaining how your education at that college will help you meet them.

**Tips for Composing the Essay** - using these tips will help develop an essay that conveys your personal qualifications:

1. **DO NOT WAIT UNTIL THE LAST MINUTE TO WRITE YOUR ESSAY!**
2. Make lists of your qualities as you know them (particularly any you know the college seeks), aspirations and goals, activities, honors and awards, personal or academic shortcomings you are trying to overcome, persons or courses which have influenced you and any specific strengths of the college (if you know them) and how you wish to benefit from them.

3. Write a draft, making sure to address the criteria and content indicated by the college of choice.
4. Put your draft aside for 24 hours and read again.
5. Make corrections in sentence construction, grammar, punctuation and spelling. Read aloud what you've written to help you locate any rough spots you'll wish to rework.
6. If possible, let someone else, whose opinion you respect, read and evaluate your paper.
7. Rewrite the essay, revising it with your evaluation in mind. Put it aside again and repeat the process until you're satisfied.
8. Type your essay unless a handwritten version is requested. Proofread for any errors. Make it look as perfect as you can.
9. Make a photocopy for your own files.
10. Follow instructions for mailing your essay and do so on time!

### **LETTERS OF RECOMMENDATION**

When requesting a letter of recommendation, please follow these helpful hints.

1. Ask a teacher, counselor, administrator, employer, and/or a clergy who know you well and can recommend you positively. Ask for your letter to be printed on letterhead stationary, if it applies.
2. Plan ahead to meet your timeline. **Allow at least 2 to 3 weeks** for the completion of your letter. This person possibly has other letters to be written ahead of yours. Do not request last minute recommendations.

3. Request your letter of recommendation personally and give the writer a copy of your resume or Senior "Brag" sheet. Ask the individual to personalize the recommendation as much as possible.
4. If the letter needs to emphasize a special accomplishment or skill such as leadership, community service, fine arts, etc., indicate the emphasis to the person writing the recommendation.
5. Let the person know who they should return the letter to: you, your counselor or directly to the scholarship sponsor. If it is to be sent directly to the sponsor, be sure to supply an addressed stamped envelope. If it is to be returned to you, many will put in a sealed envelope.
6. It is recommended that you do not photocopy letters of recommendation. Current date and most recent academic data, plus an original signature, should be included in the recommendation.

**Be sure to thank those individuals in writing,  
for their time and effort.**

## *FINANCIAL AID*

**Note:** There will be a Financial Aid Night for senior parents on Monday, September 12, 2016 in the Bettendorf Performing Arts Center to discuss Federal and State Financial Aid Programs.

The Free Application for Federal Student Aid (FAFSA) will determine your eligibility for these Federal Student Aid Programs:

- Federal Pell Grants
- Federal Supplemental Educational
- Opportunity Grants (FSEOG)
- Federal Subsidized and Unsubsidized Loans
- Stafford Loans
- Federal Perkins Loan
- Federal Work Study (FWS)

In many cases, the FAFSA may also be used to apply for student aid from other sources, such as your state or college.

You can not apply for Federal or State Financial Aid until October 1.

## ACT/SAT

Four-year colleges require the scores for either the ACT or the SAT as part of the student's application. Most all colleges will accept scores from either test; however, some colleges prefer scores from one or the other. Students should check the college's website for information regarding which test a college might prefer. Students may take these tests as many times as they want, and colleges will generally use the highest score.

### **So what is the difference between the SAT vs. ACT?**

#### ACT

The ACT is an achievement test, measuring what a student has learned in school. The ACT has up to 4 components: English, Mathematics, Reading, Science, and an optional Writing Test. The ACT is scored based on the number of correct answers with no penalty for guessing.

#### SAT

The SAT is more of an aptitude test, testing reasoning and verbal abilities. The SAT has 3 components: Critical Reasoning, Mathematics, and a required Writing Test. The College Board introduced a new version of the SAT in 2005, with a mandatory writing test. The SAT has a correction for guessing. That is, they take a small percent off for wrong answers.

Until recently, colleges in the Midwest required the ACT, while the SAT was the test of choice for schools in the Northeast and on both coasts. Now, however, most schools accept both.

Important information when registering for ACT/SAT tests:

- Both are online registration. ACT: [www.actstudent.org](http://www.actstudent.org). SAT: [www.collegeboard.org](http://www.collegeboard.org). (links can be found on the BHS Student Services website).
- Both require a photo of the student to be uploaded.
- BHS High School code is #160-385
- BHS ACT test center code is 175280
- BHS SAT test center code is 16110

### **ACT Test Dates 16-17**

**(all tests @ BHS)**

September 10, 2016

October 22, 2016

December 10, 2016

February 11, 2017

April 8, 2017

June 10, 2017

### **SAT Test Dates 16-17**

**(\* @ BHS)**

October 1, 2016

November 5, 2016

December 3, 2016

January 21, 2017

March 11, 2017

\*May 6, 2017

June 3, 2017

### **SAT Subject Test**

The SAT Subject Tests are required by the more competitive schools. The SAT Subject Test focuses on a student's knowledge in individual subject areas: english, math, science, history and foreign languages. There are a total of 18 subject tests offered in these areas and students generally choose two or three. Students should check to see if any of the colleges they are considering require SAT Subject Test for admission or placement. Information and registration materials are available in the Student Services Center and online at [www.collegeboard.com](http://www.collegeboard.com)

## NCAA CLEARINGHOUSE

If you may possibly participate, or be recruited to participate in an athletic program by a Division I or II college/university as a college freshman, you must register and be certified by the NCAA Initial-Eligibility Clearinghouse.

To be certified by the Clearinghouse, you must:

1. [www.eligibilitycenter.org](http://www.eligibilitycenter.org) is the website to utilize when applying for the Clearinghouse. BHS core courses, which are acceptable for eligibility to the Clearinghouse, are listed on this website. You will also find Division I and II requirements on this site.
2. Division II requirement: you must earn a GPA of at least 2.0  
Division I requirement: eligibility is determined by a combination of GPA in core classes and ACT or SAT scores.
3. Complete 16 core academic courses as indicated on the NCAA website.
4. Earn a satisfactory score on the ACT or the SAT. Scores must be sent directly to the Clearinghouse from ACT or SAT.
5. Apply on line. There is a fee.
6. Graduate from high school.

We recommend that you register for the Clearinghouse early in the senior year. Your counselor is available to help with this process.



## College Resources

ACT	<a href="http://www.actstudent.org">www.actstudent.org</a>
SAT, SAT Subject Tests and AP Exams	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
Campus Tours	<a href="http://www.campustours.com">www.campustours.com</a>
Collegeview Search	<a href="http://www.collegeview.com">www.collegeview.com</a>
Peterson's Guide to Colleges	<a href="http://www.petersons.com">www.petersons.com</a>
COLLEGENET	<a href="http://www.collegenet.com">www.collegenet.com</a>
NCAA Eligibility Guide	<a href="http://www.eligibilitycenter.org">www.eligibilitycenter.org</a>

## Financial Aid Information

FAFSA	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
Financial Aid Estimator	<a href="http://www.finaid.org/calculators/finaidestimate.phtml">www.finaid.org/calculators/finaidestimate.phtml</a>
Iowa College Aid Commission	<a href="http://www.iowacollegeaid.org">www.iowacollegeaid.org</a>
College Savings of Iowa	<a href="http://www.collegesavingsiowa.com">www.collegesavingsiowa.com</a>
Managing College Cost	<a href="http://www.managingcollegecost.com">www.managingcollegecost.com</a>

## Scholarships

Bettendorf School Foundation	<a href="http://foundation.bettendorf.k12.ia.us">http://foundation.bettendorf.k12.ia.us</a>
Community Foundation Scholarships	<a href="http://www.cfgrb.org">www.cfgrb.org</a>
Fastweb Scholarship Search	<a href="http://www.fastweb.com">www.fastweb.com</a>
SchoolSoup Scholarship Search	<a href="http://www.schoolsoup.com">www.schoolsoup.com</a>
Other local scholarships can be found on our BHS Student Services website	<a href="http://bhs.bettendorf.k12.ia.us/bhs/index.html">http://bhs.bettendorf.k12.ia.us/bhs/index.html</a>

## APPENDIX A

### Top Ten Tips for Winning Scholarship Applications

Ever wonder what the folks who award the scholarships want to see? FastWEB has polled scholarship providers across the country, asking for their tips on applying for scholarships.

Tip #1: Apply only if you are eligible.

Read all the scholarship requirements and directions carefully and make sure that you are eligible before you send in your application. Your application won't make one bit of difference if you are not qualified to apply.

Tip #2: Complete the application in full.

Be sure to complete the entire application. If a question does not apply, note that on the application. Don't just leave it blank.

Tip #3: Follow directions.

Provide everything that is required, but do not supply things that are not requested - you could be disqualified.

Tip #4: Neatness counts.

Make a couple of photocopies of all the forms you receive. Use the copies as working drafts as you develop your application packet. Always type the application, or if you must print, do so neatly and legibly.

Tip #5: Make sure your essay makes an impression.

The key to writing a strong essay is to be personal and specific. Include concrete details to make your experience come alive: the 'who,' 'what,' 'where,' and 'when' of your topic. The simplest experience can be monumental if you present honestly how you were affected.

Tip #6: Watch all deadlines.

To help keep yourself on track, impose a deadline for yourself that is at least two weeks prior to the stated deadline. Use this 'buffer time' to proofread your application before you send it off.

Don't send the materials in late; the committee will refuse late applications. We do not allow extensions.

Tip #7: Take steps to make sure your application gets where it needs to go.

Before sending the application, make a copy of the entire packet and keep it on file. If your application goes astray, you can always reproduce it quickly. Make sure your name appears on all pages of the application. Pieces of your application may get lost unless they are clearly identified.

Tip #8: Give it a final 'once-over.'

Proofread the entire application carefully. Be on the lookout for misspelled words or grammatical errors. Ask a friend, teacher, or parent to proofread it as well.

Tip #9: Ask for help if you need it.

If you have problems with the application, visit with your counselor.

Tip #10: Remember: Your scholarship application represents **you!**

Your ability to submit a neat, timely, complete application reflects on you. It's your face to this organization. Take pride in yourself by submitting the best application you can.

## APPENDIX B

### GLOSSARY OF TERMS

**Acceptance:** Candidate is in; most colleges notify students by April. Student should reply if she/he will or will not attend the college.

**ACT Exam:** A college entrance achievement examination that is a predictor for your college success. It is required or recommended by many colleges as part of the admission process. The ACT measures educational development in English, Mathematics, Reading, and Science. An optional writing test is available. See your counselor if you have any questions.

**Advanced Placement:** Granting of credit and/or assignment to an advanced course on the basis of evidence that the student has mastered the equivalent of an introductory course. High schools implement the courses and administer the exams.

**Apprenticeship Programs:** During this process, the worker (apprentice) learns an occupation in a structured program sponsored jointly by employers and labor unions or operated by employers and employer associations.

**Associate Degree:** A degree granted after the satisfactory completion of a two-year full-time program of study or its part time equivalent. In general, the Associate of Arts (AA) or Associate of Science (AS) degree is granted after completing a program of study similar to the first two years of a four-year college curriculum.

**ASVAB:** This test shows your skills or various strong points that you may have in order for you to have a more successful life. This test is also given to determine people's ability to learn certain skills needed for every day life. This test is required for a career in the military.

**Bachelor's Degree:** A degree received after the satisfactory completion of a four or five year full-time program of study at a college or university.

**Community College:** Regionally accredited, post-secondary institutions at which the associate degree is the highest credential awarded. They offer comprehensive, technical, transfer, and continuing education or specialized curriculums.

**College Transfer Courses:** Courses that transfer as college credit to bachelor's degree programs elsewhere.

**Deferred Admission:** The practice of some colleges to allow an accepted student to postpone enrollment for one year.

**Early Action:** Under early action, you follow an accelerated application process and apply by early October or November. Students are notified of a decision by mid-December; if accepted, students do not have to inform the institution of their decision until May 1.

**Federal Pell Grant:** Financial assistance, awarded by the federal government to undergraduate students on the basis of need. The grant may be used toward tuition, room and board, books or other educational costs. This money does not have to be repaid.

**Federal Work Study:** A federal financial aid program providing on and off campus work for college students.

**Free Application for Federal Student Aid (FAFSA):** The starting point in applying for financial aid in which information about the students total family income, assets and expenses, and analysis of the family's potential contribution toward college expenses is collected.

**Letters of Recommendation:** Letters that student's request of teachers, parents, friends, counselors, employers, etc. to support their applications for college admission and/or scholarships and employment. Most out-of-state colleges and universities require some form of recommendation (either a letter or a rating sheet.) Be considerate. Give the person at least two weeks to write a letter for you

**Loans:** Monies borrowed that must be repaid along with interest.

**Major:** The subject of study in which the student chooses to specialize and pursue in college; a series of related courses, taken primarily in the junior or senior years of college. This may be in any number of subject areas or fields. Scholarships are often associated with majors.

**Minor:** A secondary subject of study the student chooses to specialize and pursue in college.

**NCAA (National Collegiate Athletic Association):** If you are planning to enroll in college as a freshman and you wish to participate in Division I or II intercollegiate athletics, your initial-eligibility status must be determined by the NCAA Clearinghouse. You should apply for certification **after** your junior year in high school.

**Non-Traditional Career:** Occupations that require working in a field that has been traditionally dominated by 70% of the other gender. These jobs usually require post-secondary vocational or technical training. These jobs break the stereotypes of "men's work" and "women's work".

**Open Admissions:** The policy of some colleges of admitting virtually all high school graduates, regardless of academic qualifications such as high school grades and admission test scores.

**Reserve Officers Training Corps (ROTC):** Air Force, Army and Navy programs on certain campuses which combine military education with baccalaureate degree study.

**Resume:** An outline of your life from grades 9-12. It should contain important information about you, which will paint a picture for admissions and scholarship committees as well as for employers.

**SAT:** Achievement test of verbal, written and mathematical skills, which are given at specified test centers throughout the year. Required or recommended by colleges as part of the admission process as it is considered a predictor of college success. Check with the potential school which you are applying to see what tests are needed.

**SAT SUBJECT TESTS:** Tests a student's knowledge in individual subject areas: English, math, science, history, and foreign language. Usually required by more competitive colleges. Students generally take two or three subject tests.

**Scholarship:** A merit-based award for students with outstanding achievements; students with high grades and ACT or SAT scores; athletes; musicians; artists, etc. Many scholarships are available from corporations, community agencies, civic and military associations, and more. The competition for them is rigorous.

**Transcript:** Official record of high school or college courses, GPA and class rank. This is generally required as part of the college application. Transcripts are requested through the Student Services office. See Mrs. Henson or Mrs. Goodall.



APPENDIX C

**SENIOR BRAG & INFORMATION SHEET**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. List Honors and AP classes taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Extracurricular Activities/Letters, Awards, Sports, Band, etc received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Community Service/other significant activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What career choices are you considering, and to which schools will you apply? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List your strengths and weaknesses, as you perceive them. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What are the personal qualities you possess that make you a good college/scholarship candidate? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What are some of your hobbies and why do you enjoy them? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



8. List 3 people at school and in the community that you could request to write a letter of recommendation.

11. Are you the first in your family to attend college? Yes No

*Explain your family situation (optional).*

I hereby sign that the information I have provided above is true and honest. This information will be used to write letters of recommendation for college admission and scholarship recommendations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_