

**COLLEGE
RESOURCE
INFORMATION**

TABLE OF CONTENTS

- Section 1. GUIDANCE INFORMATION**
2. TRANSCRIPT REQUEST
 3. COLLEGE BOARD TESTS DATES
 4. COLLEGE VOCABULARY
 5. **GROUND RULES FOR FINANCIAL AID PLANNING**
 6. **FAFSA (Free Application for Federal Student Aid)**
 7. **PREPARING FOR COLLEGE COSTS**
 8. FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM
 9. The State Student Financial Aid Database (SSFAD) Application Process
 10. COLLEGE INTERNET SITES
 11. COLLEGE ADMISSIONS CALENDAR
 12. The Portfolio
 13. FACTORS TO CONSIDER IN SELECTING COLLEGES
 14. SOME MISTAKES IN COLLEGE SELECTION
 15. SOME *POSITIVE* STEPS TO TAKE
 16. WRITING COLLEGE ESSAYS
 17. NCAA Clearinghouse Preview
 18. STEPS FOR COLLEGE BOUND ATHLETES
 19. TEN THINGS EVERY PARENT SHOULD KNOW ABOUT THE
COLLEGE ADMISSIONS PROCESS
 20. WORDS OF WISDOM
 21. HELPFUL HINTS WHEN YOU GET TO COLLEGE

COLLEGE RESOURCE INFORMATION

Section 1

College Counselors:

Mrs. Griselda Bain	Ext 282	gbain@floridachristian.org
Mr. Jim Arnold	Ext 221	jima@floridachristian.org
Mrs. Janet Mattern	Ext 251	janetm@floridachristian.org
Mr. Ed Riggan	Ext 232	edr@floridachristian.org
Mr. Daryl Safreed	Ext 644	dsafreed@floridachristian.org
Mrs. Diana Frometa	Ext 677	dfrometa@floridachristian.org

Requesting Transcripts for College:

1. Transcripts for each college costs \$5.00 per college
Additional transcripts for 1st semester and final transcripts are included in this cost.
2. To request a transcript: Forms (see included form) can be picked up in the main school office or from the records office. It is necessary to request each time a transcript is to be sent. It is NOT automatic.
3. The Records Office (Miss Pichs) must be notified as to where you want your final transcript sent. Please notify her at **Extension 225**.
4. NCAA Clearinghouse:
Transcripts are no charge and copies remaining after application is sent must be given to the records office for transcripts to be sent after the final grades.
Registration for the NCAA Clearinghouse can be done online at:
www.ncaaclearinghouse.net

College Board Exams registrations can be picked up in the office or students can register online.

SAT registration: www.collegeboard.com

ACT registration: www.act.org

FLORIDA CHRISTIAN SCHOOL
CEEB NUMBER 101052

Section 3

**COLLEGE BOARD TESTS DATES
2008 - 2009**

SAT TESTREGISTRATION

September 9
September 26
November 5
December 26
February 10
March 31
May 5

TEST DATE

October 4
November 1
December 6
January 24
March 14
May 2
June 6

ACT TESTREGISTRATION

August 12
September 19
November 7
January 6
February 27
May 8

TEST DATE

September 13
October 25
December 13
February 7
April 4
June 13

**SCHOOL CODE
101052**

www.collegeboard.com online registration for the SAT

www.act.org online registration for the ACT

www.ncaaclearinghouse.net online registration

Section 4**COLLEGE VOCABULARY**

Accreditation: Recognition of a college or university by any of the regional or national accrediting bodies, indicating that the institution as a whole has been judged to be meeting its objective.

ACT: American College Testing – standardized college entrance exam that measures knowledge and skills in English, Math, Reading, Science Reasoning and the application of these skills to future academic tasks. www.act.org

Aid Package: A combination of aid (possibly including a scholarship, grant, loan, and work) determined by a college financial aid office.

AP: Advance Placement

Campus-Based Aid: Financial assistance for students and their families administered by a college. Funds, regardless of their source, are awarded to students by the college's financial aid office, and not by a state, federal, or private agency.

Candidates Reply Date: A policy among subscribing institutions that permits students to wait until May 1 to choose, without penalty, among offers of admission / financial aid.

College Board: A national nonprofit membership association whose mission is to prepare, inspire, and connect students to college and opportunity. The College Board administers the PSAT/NMSQT, SAT, SAT II, subject tests, the Advanced Placement Program (AP), CLEP, the College Scholarship Service, CSS/Financial Aid Profile, and Next Step College.

CEEB code: College Entrance Examination Board – Florida Christians's code is **101052**

College Calendar: Common systems of instruction time.

Common Application: An application used by as many as 165 colleges and universities. The student completes one application and then mails copies to whichever colleges he or she chooses from the list of participating schools. This is available at www.commonapp.org.

CSS/Financial Aid PROFILE: College Scholarship Service. A unit of the College Board that assists post secondary institutions and scholarship programs in the equitable distribution of financial aid funds. This service is used by some colleges, universities, and private scholarship programs to award their own financial aid funds. Students pay a fee to register and send reports to institutions and programs that use it.

Credit by examination: Academic credit granted by a college to entering students who have demonstrated proficiency in college-level studies through examinations such as those sponsored by the College Board's AP and CLEP programs.

College Vocabulary (continued)

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

Early Action: An application process which permits students to make application to an institution or preference and receive a decision during the senior year, well in advance of the normal response dates in the Spring. The candidate is not committed to enroll at that particular institution.

Early Decision: An application process in which a commitment is made by the student to the institution that, if admitted, the student will enroll. Only a student who can make a deliberate and well-reasoned first choice decision should apply under an Early Decision plan because the institution will require a non refundable deposit well before May 1.

Expected Family Contribution (EFC): The total amount that you and your family are expected to pay toward college costs from your income and assets. The amount is determined by a need analysis of your family's overall financial circumstances.

ETS: Educational Testing Service

FAFSA: Free Application for Federal Student Aid. www.fafsa.ed.gov A form you must complete to apply for federal student aid. In many states, completing the FAFSA is the way to establish your eligibility for state-sponsored aid programs. There is no charge to you for submitting this form, which is available online and may be filed any time after January 1 of the year for which you're seeking aid.

Federal Work-Study Program: A federally sponsored campus-based program. Participating colleges provide employment opportunities for students with demonstrated need.

Financial Aid Package: The total financial aid award offered to you. It may be made up of a combination of aid that includes both gift aid (which doesn't have to be repaid) and self-help (work-study and /or loans).

Financial Need: The difference between the cost of attending college and your expected family contribution (efc)

Grade Point Average: An indicator of the student's overall scholastic performance. The GPA is computed by multiplying the number of grade points earned in each course (generally, A=4, B=3, C=2, D=1, F=0) times the number of course hours/credit hours, then dividing the sum by the total number of course hours/credit hours carried. Most colleges/universities will re-calculate the high school GPA for admission purposes.

Grants: Awards based on financial need that do not require repayment. Grants are available through the federal government, state agencies, and educational institutions.

College Vocabulary (continued)

Honors Program: Any program offering opportunity for superior students to enrich their educational experience through independent, advanced, or accelerated study.

Majors: The subject of study in which the student chooses to specialize; a series or related courses, taken primarily in the junior and senior years.

NCAA Clearinghouse: Agency which processes academic qualification forms for all Division I and II athletics. www.ncaa.org or www.ncaaclearinghouse.net

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.

PLAN: Standardized test given to 10th graders to help guide them in their post secondary planning and preparation. It includes an interest inventory, a study skills assessment, and educational/occupational planning section, and a student needs profile. www.act.org

Profile: The financial aid form now used by many private colleges. www.collegeboard.org

PSAT/NMSQT: Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualification Test – pre test for SAT. www.collegeboard.org

Rolling Admission: Admission on a rolling basis. Decisions are usually mailed 5 to 6 weeks after the application is received. No commitment on the part of the student is implied. The student has until May 1st to commit (i.e., State Universities and some small liberal arts colleges)

SASE: Self-addressed stamped envelope.

SAT I: A three and one-half hour test including writing, math, and critical reading components. Use as a college admission test. www.collegeboard.org

SAT II: One-hour, primarily multiple-choice tests that measure achievement in specific subject areas. Used by some colleges as a placement tool.

Scholarship or grant: A type of financial aid that doesn't have to be repaid. Grants are often based on financial need. Scholarships may be based on need, on need combined with other criteria, or solely on academic merit.

SSR: Secondary School Report. This form is a part of the college application. Students submit all SSR's to the records office. We send these to the colleges along with the student's transcript and any letters of recommendation that are required.

Student Aid Report: The information you will receive approximately 3-6 weeks after your FAFSA has been processed. It will report the information from your application and , if there are

College Vocabulary (continued)

no questions or problems with your application, your SAR will report your Expected Family Contribution (EFC).

SUS: State University System for the State of Florida.

TEFL: Test of English as a Foreign Language

Transcript: The official record of high school or college courses and grades, generally required as part of the college application.

Wait List: A term used by institutions to describe a process in which they may initially delay offering or deny admission. Rather, the institution extends the possibility of admission in the future. Colleges offer admission to wait list candidates if insufficient numbers of regularly admitted candidates accept their offers of admission.

Work-study Programs: Jobs that allow students to earn money toward their education while they are enrolled in school. (Students can sometimes get jobs related to their program of study.) Students who qualify must have shown financial need.

Section 5

Ground Rules for Financial Aid Planning

RULE #1: Time is money!

Experts suggest that parents start saving for college somewhere between the time they decide on a name for the baby and the start of middle school.

RULE #2: It's never too early to begin saving and planning, but it's never too late to develop strategies and options if your savings aren't sufficient.

Virtually all colleges have financial aid professionals on staff to help you bridge the gap between your resources and the cost of attending those institutions. With a small investment of time and a little perseverance, families can successfully negotiate the process and find resources to make the college of choice affordable.

RULE #3: The responsibility of paying for college begins with you and your family.

While help comes from colleges and universities as well as federal and state governments, you are a partner in the effort to cover the costs of your higher education. You are expected to contribute an amount calculated by the federal government and/or the institution you're attending as a fair share based on your family financial situation.

RULE #4: Understand the types of financial aid.

Financial aid includes three different types of programs. A **grant** or **scholarship** is free money that doesn't have to be repaid and may be awarded by the school, the state or the federal government. **Work-study** gives you the opportunity to work on campus for money that can be used to help pay college costs (or to provide you with spending money). **Loans** provide resources that have to be repaid, usually with interest.

RULE #5: The cost of a college degree is an investment in the future.

An investment is money spent to earn a financial return - and one of the benefits of a college education is higher lifetime earnings potential. When you add to that some of the more subjective benefits such as broadened perspectives and interests, expanded knowledge, and friendships, college begins to look like one of the best, most reliable, and high-yield investments you can make.

Just as you might borrow to make an investment in a home, you may need to take out a loan to pay for college. The Federal Stafford Loan is likely to be part of your financial aid package. Other loans (the Federal Parent Loan for Undergraduate Students [FPLUS], the Federal Perkins Loan and alternative loans) may also be available to help you meet the cost of your college education.

For information on federal loan options, visit www.studentaid.ed.gov. For information

about alternative loans, contact the college you plan to attend for a list of lenders.

RULE #6: Start a scholarship search.

Start looking for outside scholarships now. Visit scholarship search sites (see College Internet Sites) to discover scholarships for which you might qualify. Some scholarships are only awarded to high school juniors, so the sooner you start looking, the better.

RULE #7: Be aware of scams.

Be aware of scams that offer to find you scholarships and financial aid for a fee. You should never pay for a scholarship or financial aid search. High school and college counselors (as well as the internet) will help you do this **early** and easily and at no cost.

RULE #8: Get to know the FAFSA (Free Application for Federal Student Aid).

See the next section

RULE #9: Be aware of financial aid forms and deadlines.

Once you decide where you're applying for admission, find out what financial aid forms and deadlines each college has. Does the school require and financial aid paperwork in addition to the FAFSA? Is there an absolute deadline for filing the FAFSA and other required materials? Requirements may vary from one college to another, and it is your responsibility to make sure that you know the rules.

RULE #10: Compare the financial aid packages from different colleges.

When you receive financial aid packages from the colleges where you have been admitted, place them side by side for comparison. First compare the cost of attendance for each institution, including tuition, room and board, books and transportation. Then compare the amounts and types of awards that are being offered by each college. What are the requirements to renew your aid each year? How does the difference between cost and aid at each institution compare? Does the investment required by your first-choice institution match the expected experience and outcome?

RULE #11: Be aware of the May 1 deadline.

Remember that May 1 of your senior year is the National Reply Date. Nearly all institutions expect students to make an enrollment decision by this date by submitting a tuition deposit and accepting financial aid awards.

RULE #12: Remember this is a process.

Section 6

FAFSA (Free Application for Federal Student Aid)

1. Get to know the FAFSA. It's the basis for virtually all need-based financial aid (federal, institutional and state). You can't get any need-based assistance without it. You can find the form and information about it online at www.fafsa.ed.gov. (Note: The FAFSA is free. If submitting the form online requires a fee, you are not using the official FAFSA site.)
2. The parents' financial information, in conjunction with the students', will be used to determine what the federal government says you can afford for a year of college. This is your Expected Family Contribution (EFC). Colleges subtract the EFC from their cost of attendance to figure out how much financial aid you will be awarded.
3. Things to remember about the FAFSA.
 - a. The student and the parents (if you are a dependent student) each need a Personal Identification Number (PIN) to apply online. You can apply for them now at www.pin.ed.gov. Parents can use the same PIN for multiple children.
 - b. You must file early. Financial aid tends to be awarded on a first-come, first-serve basis. If you file too late, you may miss out on money for which you would have been eligible otherwise.
 - c. You can't file any earlier than January 1 of your senior year, but you should file as soon as possible after that date. Don't wait until your parents file their tax returns. Fill out the FAFSA with your best estimate and go back and update the information later.
 - d. In order to be eligible for state grants and scholarships, many states have FAFSA filing deadlines. To find your state's deadline, visit www.fafsa.ed.gov.

Section 7

Preparing for College Costs

1. **Collect** as much information as possible. Catalogs from colleges, federal government brochures, state education department publications, bank and credit union information and Web sites on the Internet provide extensive information on college-preparatory courses, college savings strategies, college costs, financial aid programs, and private sector scholarship opportunities.
2. **Coordinate** the information and develop a timetable for getting the most out of your own resources. Understand what colleges cost today, anticipate that those costs will continue to increase, and at least estimate what share of those costs you might be expected to pay. If you're starting the planning process several years before that first tuition bill is due, you have a number of options to consider in terms of savings and investment strategies. You also have time to explore need and non-need scholarship opportunities to get an idea of what supplemental funds may be available.
3. **Consider** all of your options and opportunities. Time can be your most important advantage if you have even modest resources to invest in the available options: prepaid tuition plans, 529 college savings programs, Education IRA savings plans.
4. **Communicate** with college financial aid offices and with private-sector scholarship programs. Find out in advance what their requirements and application deadlines are; get a sense of what typical college financial aid packages or private scholarship awards may consist of and whether they're renewable.
5. **Copy** all scholarship applications and financial aid documents you submit and keep them on file so that you can refer to them if any questions arise or duplicate them if necessary. No matter how reliable the postal service and electronic communications systems are, sometimes things you've sent get lost in the mail, don't arrive by fax, or disappear on their way via e-mail. Don't risk having to start over from scratch if that should happen.

Section 8**FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM****Initial Eligibility Requirements****2008**

The Bright Futures Scholarship Program offers two awards for high school students who earn an academic diploma.

The Florida Medallion Scholars Award (FMS)

Award: 75% of Florida public college tuition and fees or the equal dollar amount applied to an eligible Florida private college. **Florida Medallion Scholars who enroll in and attend Florida public community colleges as associate degree-seeking students will receive funding for an amount equal to 100% of tuition and fees (including lab fees up to \$300 per semester).**

GPA: 3.0 weighted average (based on Florida Scholarship Program Weighting System). 15 credits are used to calculate the GPA (4 English, 3 Science, 3 Math Algebra 1 and above, 3 Social Studies, 2 Foreign Languages in the same language. May use up to 4 additional credits from courses in the academic areas listed above and/or AP courses to raise the GPA.
(NOTE: GPA'S ARE NOT ROUNDED)

Test Scores: Best composite score of 970 SAT or 20 ACT.

The Florida Academic Scholars Award (FAS)

Award: 100% of Florida public college tuition and fees plus \$600 or the equal dollar amount applied to an eligible Florida private college.

GPA: 3.5 weighted GPA on the 15 academic credits. Same course as used for FMS.
(NOTE: GPA'S ARE NOT ROUNDED)

Test Scores: Best composite score of 1270 SAT or 28 ACT.

Community Service: 75 hours, as approved by the district or private school. This applies to Florida Academic Scholars Award **only**.

**College Guidance submits ALL paperwork for the Bright Futures Scholarship
(Students are responsible to register online at www.FloridaStudentFinancialAid.org)**

SEE UPDATED BROCHURE FOR CURRENT INFORMATION
(Available in the office)

Section 9**The State Student Financial Aid Database (SSFAD) Application Process****Overview**

Each Florida Financial Aid Application contains a series of questions to collect information to determine potential eligibility for participation in state-funded programs and a certification section authorizing OSFA to certify program evaluation information.

Applicants are encouraged to complete and submit their application online via the www.FloridaStudentFinancialAid.org web site.

The Florida Financial Aid Application applies **only** to scholarships, grants and loans administered by OSFA. It does not include scholarships and grants offered by private organizations or other entities in the State of Florida. Students must **still** complete the “Free Application for Federal Student Aid” (FAFSA) in order to be considered for Federal scholarship, grant or loan programs.

Florida Bright Futures Scholarship Program applicants must complete the Florida Financial Aid Application. At the time of application submission, they must also answer a felony question.

The applicant must provide their Social Security Number for the application to be valid. Please check and double check that you have supplied your correct Social Security Number and correct Birth date in correct form.

Section 10**COLLEGE INTERNET SITES****Test Prep**www.collegeboard.orgwww.act.org**College Admission**

College View

www.collegeview.com

Kaplan

www.kaplan.com

Common Application

www.commonapp.org

College Link

www.collegelink.com

Princeton Review and Apply

www.review.com/college

Preparing your child for college (handbook from US Department of Education)

www.ed.gov/pubs/prepare/

College Xpress

www.collegeexpress.com

Embark

www.embark.com

W. W. News

www.usnew.com

FACTS

www.facts.org**Financial Aid / Scholarships**www.fafsa.ed.gov

FAFSA Application

www.collegeboard.org

College Board

www.finaid.org

most complete financial aid site on the Internet

www.fastweb.com

Internet's largest free scholarship search

www.sallimae.comwww.scholarships.comwww.embark.comwww.collegenet.comwww.absolutelyscholarships.comwww.supercollege.comwww.gocollege.comwww.fastaid.comwww.scholarstuff.comwww.colleges.comwww.free-4u.com/scholarships1.htm**Athletics**www.ncaa.orgwww.nflhs.com

financial aid for athletes

www.CampusChamps.org

Information about athletic scholarships and financial aid

www.athleticaid.com

Scholarship, financial aid, college search for athletes

Careers

Occupational Outlook Handbook	www.stats.bls.gov/ocohome.htm
University Career Centers	www.rpl.edu/dept/cdc/carserv
The Monster Board (job and career information)	www.monsterboard.com
Military Career Guide Online	www.militarycareers.com

Selective Service Registration

www.sss.gov

Under federal law junior and senior boys are required to register for the Selective Service within 30 days of their 18th birthday or as soon as they turn 17.

Section 11**COLLEGE ADMISSIONS CALENDAR****Freshman Year (9th Grade).**

- * _____ Academics must be **top** priority. College may seem far away, but its not to early to get on the right track. Find out about some colleges you may be interested in and the kinds of courses they require. Take your academics seriously. High grades are important. Develop good study habits and time management skills. Challenge yourself.
- The grades you earn in the ninth grade will be included in your final high school GPA. This is important for admission and scholarships. A low ninth grade GPA seriously impacts the GPA on your final transcript
- Build your vocabulary by increasing your reading. Extend your studying time each night and develop excellent study habits. Read! Read! Read! Write! Write! Write!
- Begin to look at the college information available in this material and in the school library.
- Investigate summer enrichment programs.
- Visit college campuses as part of family vacations.
- Have at least one serious talk with your parents about your future, your plans, and what expectations they might have for you.
- Pre-College counseling with Mrs. Mattern begins in 9th grade, where you will be introduced to a program on line called, “Family Connections,” from Naviance. Together, we will begin to customized your 9th through 12th grade academic, college and career plans, with an extensive personality and career assessment. Through these assessments, we will be able to explore career options and fit your individual strengths, and personality and much, much more.
- Get involved with extra curricular activities, both school and non-school sponsored.
- You need to begin working towards accumulating 80 hours of community service before graduation. Any community service you have participated in, during the summer prior to entering into 9th grade, will apply.

Sophomore Year (10TH GRADE)

- Academics continue to be the top priority.
- Continue to strive to attain the highest grades possible. Stretch yourself. Look at yourself realistically. An honest self-evaluation must be made considering your academic achievements, leadership skills, talents, abilities and community service.
- Your college applications require your high school to recommend you, and the school's recommendation is very important. What can be said about your contribution to the life of your school, your class, and your community? Are your grades good enough to make you an interesting candidate for college? What can be said about your effort and industriousness? What can be said about your relationship with your peers and with adults? If the answers to these questions are less than you desire, then you still have time to do something about improving them. But, this first semester of your sophomore year must begin that effort - you cannot wait until your senior year. Seek extra help if necessary. Get involved in school and community activities. Colleges look favorably on leadership positions and / or active involvement in one or two extracurricular activities.
- Colleges will be looking at your records of grades, test scores, and activities throughout your high school years. While you may not know which college you would like to attend, the secret is to be aware that doors can close early for those who believe they can wait until his/her junior and senior year before getting serious about their grades and record of extracurricular activities.
- Become familiar with the general college entrance requirements.
- You will also be required to take the PLAN examination in October. The PLAN is a practice assessment for the ACT that determines study habits, academic progress, and interests. The ACT assessment includes 4 curriculum-based tests that measure student's educational development in English, mathematics, reading, and science reasoning. The test is a total of 2 hours and 50 minutes. Most colleges accept the ACT. Many students perform better on this type of test than the SAT and it is strongly recommended to give yourself the option of sending the scores which best demonstrate your strengths. Students need to find out which test, SAT or ACT, the college of the choice requires.
- Read, read, read. Read as many books as possible.
- Work on your writing skills – you will need them no matter what you do.
- Talk more extensively with your parents about college and financing a college education.
- Continue to explore interests and careers that you think you might like.

Sophomore Year (10TH GRADE)
(Continued)

- Begin to zero in on the type of college you would prefer (two-year or four-year, small or large, rural or urban).
- Write to colleges and ask for their academic requirements for admission or seek this information via the internet.
- If possible visit some college campuses.
- Keep putting some money away for college. If possible get a summer job.
- Continue to build your portfolio with materials about going to college, selecting a college, summer opportunities, etc.

Junior Year (11th Grade)

- It is imperative to make certain your grades are as high as possible and that you select the strongest academic class load. Be realistic! Some colleges will place heavy emphasis on the Junior year grades when evaluating your transcripts. Be certain to stretch yourself and take AP when eligible.
- Check your class rank. Even if your grades haven't been that good so far, it's never too late to improve. Colleges like to see an upward trend.
- Make sure that you have a social security number.
- Begin and maintain a college file of all scored reports, PLAN, PSAT, SAT, ACT, SAT/ACT information, College Guide and supplements, copies of mailed applications, etc. Don't throw anything away! File all College materials by College/University as soon as you receive and read them. Be prepared to receive an enormous amount of mail from Colleges, financial aid and scholarship information.
- If you are interested in any of the U.S. Academies you need to apply for a pre-candidate application.
- Attend local college fairs. You will be notified of the dates.
- Attend presentations made by visiting college representatives to the local area. You will be notified in your English classes.
- Many college representatives will be visiting our campus and would like to speak to our students. Whenever possible, juniors will be allowed to attend.
- Have a discussion with your parents about the colleges in which you are interested. Examine financial resources, and gather information about financial aid.
- Be aware that any offers for scholarships and /or financial aid, that require money, are generally a scam.
- The PSAT will be administered to all Juniors the 3rd Wednesday of October. Students will automatically be registered for this test by the school. This is the qualifying exam for the National Merit Scholarship competition.
- Take an ACT **and** SAT in the Spring. Repeat the one you score best on to increase your chances for scholarships and college admission.
- You are strongly recommended to take the January, February or March SAT 1 and ACT test. Be rested as much as possible the day before and the day of the test. Get to bed early, and get up in time to reach the test center relaxed and with some time to spare.

Junior Year (11th Grade)
(Continued)

Remember to bring all the necessary materials (outlined in the application packet). You will not be permitted in the testing center without your ticket of admission and verification that you are the person named on that ticket. Tickets of admission should be received within two weeks of the test. When the ticket is received, be sure to double check the computer-coded information included. It is extremely important that all information be accurate. The registration packet will identify acceptable documents of verification needed to gain entry to the test. Listen carefully and follow all directions, both verbal and written. Be certain you have the approved calculator.

- Consider whom you will ask to write your recommendations. Think about asking teachers who know you well and will write positive letters about you. Letters from a coach, activity leader, or an adult who knows you well outside of school are also valuable.
- Request applications from schools you're interested in by mail or via the Internet.
- Practice filling out college applications, and then complete the final application forms or apply online through the Web sites for the colleges in which you're interested.
- Consider visiting colleges during Spring Break.
- Use the Library resources! Be visible!
- If you haven't familiarized yourself with the web sites recommended on the college page in this book, please do so.
- It is important to do your best academic work and strive for the highest grades possible!
- Set up summer visits and interviews.
- Plan a productive summer! Visit Colleges!!
- Read all mailings from Colleges thoroughly. Save these for your files. Do not throw anything away.
- Double check all Graduation and Bright Futures requirements.
- Continue to develop your Portfolio.

Senior Year (12th Grade)

- No more gnashing teeth or wringing hands over the college dilemma! The time has come to translate frustration and anxiety into **ACTION**. It will not be nearly as hard as you thought it would be. Remember, we are involved in this together. Pray about your decision. This is one of the most important decisions you make in your life and God knows you better than anyone. He has the perfect match for you.

August - December

- Classroom visit with final instructions and completion of a state application.
- To male students: you must register for selective service on your eighteenth birthday to be eligible for federal and state financial aid.
- Students complete all State University System (SUS) applications. Do online if possible.
- Attend college fairs when held.
- Begin completing applications and drafts of essays. Go over your essays with your English teachers before turning them in. Do not procrastinate.
- Make calendar showing application deadlines for admission, financial aid, and scholarships.
- Consider using the Common Application if applying to more than one college that uses it. These can be downloaded from their web site.
- Remember - you can apply “on-line”, but you must notify the records office to send your transcript and the appropriate paperwork.
- Give recommendation forms to the teachers you have chosen, along with stamped, self-addressed envelopes so your teachers can send them directly to the colleges. Be sure to fill out your name, address, and school name on the top of the form.
- Register for October, November, or December SAT and ACT if appropriate. Be sure to request (either by mail or online) that your test scores be sent to the colleges of your choice.
- Remember your first quarter grades and first semester grades are vital and your last chance to improve your GPA. Your college acceptance (s) may very well depend on what you do the first semester of your senior year.
- In December the FAFSA (Free Application for Federal Student Aid) form arrives in the Office. All students applying for any Scholarship or Federal Financial Aid must file this

Senior Year (12th Grade)
(Continued)

form as soon as possible after January 1. This is a critical step in the financial aid process and early submission increases your chances of stronger financial packages.

- Study! Study! Do your best on your 1st semester exams

January - June

- Continue to do your best academic work. All College acceptances are **provisional** until the final transcript is received in June. They expect those grades to continue in the same manner on which your admissions acceptance was based.
- Decisions mailed out to students: Though schools may request that accepted student must commit prior to May 1st, all schools must grant up until May 1st to any student who, in writing, requests an extension of any earlier response date. If a student does not request this extension and otherwise does not communicate with a school which has offered admission, the offer of admissions may be withdrawn.
- **MAY 1: Notification Deadline.** You must notify the college you plan to accept their offer of admission or you will be removed from their list. Acceptance must be confirmed with a deposit.
- Notify schools by letter if you decline their offer.
- AP Exams are in May. Your teachers will discuss these with you in the appropriate course.
- Complete and refine your Portfolio.
- **GRADUATION!!!!!!**

Section 12

THE PORTFOLIO

The Guidance and Counseling Department has implemented personal portfolios in the 9th through 12th grade English classes. These personal portfolios will benefit your children if they are considering getting a part time job throughout high school, provide critical information for and during the college application process, as well as, in the life long career process.

Suggested Portfolio Artifacts

1. Resume' and cover letter
2. Letters of recommendations and testimonials
3. Writing samples (ex: poems, essays, short stories)
4. Documentation record of community service projects
5. Newspaper articles about yourself and or groups you are affiliated with
6. Copies of awards and Certificates (Do Not use Originals)
7. Log of Books read
8. Problem solving scenarios
9. Work samples: pictures of art projects, science projects, demonstration of technology skill on a disk, you may also want to keep for future reference a video of any project, student performance, work tasks, talent or event you have participated in. This would not be in the portfolio, but could be used at a later date in a person to person interview.
10. Personal information: Copies of drivers license, social security card, birth certificate. High school transcripts, SAT, ACT, PLAN, and PSAT test scores.
11. Special Hobbies: List your hobbies and or you may want to include pictures of your hobbies.

Never put your original documents, such as personal documents , certificates and awards in your portfolio, only copies of these documents. Only use original information upon request. Original documents should never leave your possession. Keep them in a fire proof and water proof locked metal box when not in use.

Place in your portfolio what is important to you concerning any achievements, projects or life experiences.

Helpful web sites:

- www.ivyessays.com – good site on essay writing help
- www.florida.echoices.com – career interest profile, occupational search
- www.truecareers.com – cover letters, resume writing
- www.facts.org – shows every college in the state of Florida and you can access online applications for each college.

Section 13**FACTORS TO CONSIDER IN SELECTING COLLEGES**

This is a valuable tool for a family discussion during the initial phase of selecting which colleges to visit and learn more about. Check those categories that will be important to you in your selection. The initial problem facing the prospective college student is selecting four or five realistic choices from among hundreds of colleges.

GENERAL

- _____ 1. **Reputation.** Age? Tradition? Campus atmosphere? (Collegiate, preppie, nonconformist, intellectual, religious, strong sense of community)
- _____ 2. **Distance from home.** Weather; Travel needs?
- _____ 3. **Cost.** Public? Private? Merit Scholarships? Availability of jobs on and off campus? Ability of college to meet full need? Endowment, if private?
- _____ 4. **Appearance.** Functional? Campus beauty? Urban? Modern architecture? Traditional?
- _____ 5. **Need for access.** Religious? Museum? Lessons? Training? Airports? Relative? Medical? City? Small town?
- _____ 6. **Safety.** Need? Response to need?
- _____ 7. **Disability.** Handicap accessible in dorms, classrooms, buildings?
- _____ 8. **Graduation and Retention rates?**

ACADEMIC PROGRAM

- _____ 1. **Degrees offered.** Liberal Arts? Engineering? Nursing? Business? Fine arts? Teaching Certification?
- _____ 2. **Curriculum choice.** Required courses? Languages? Core requirements? Grading options?
- _____ 3. **Special programs.** Junior year study abroad? College exchange? Washington semester? Semester at sea? Off campus programs? Internships? Cooperative Education Programs?
- _____ 4. **Academic calendar.** January term? Semesters? Trimesters? Exam schedule?

- _____ 5. **Teaching.** By professors? Teaching Assistants? Graduate students? Student/teacher ratio? Lecture? Discussion?
- _____ 6. **Availability of courses.** Ease of access to arts courses or other popular classes? Ability to graduate in four years?
- _____ 7. **Support services.** Peer tutoring? Writing centers? Computers? Math labs? Study skills center?
- _____ 8. **Academic reputation.** Excellence all around? Specific to major? Relaxed? Stressful? Challenging? Graduation and retention rates?
- _____ 9. **Availability of faculty.** Percentage of gender? Teaching oriented?
- _____ 10. **Quality of faculty.** PhD's? Tenured? Published? Involvement in student's lives? Reputation for good teaching? Involved in research?
- _____ 11. **Class size.** Introductory classes? Advanced classes? Honors programs?
- _____ 12. **Presence of graduate students.** An asset? A liability?

STUDENT BODY

- _____ 1. **Level of academic quality.** Interest in academic life? Commitment to learning? Study on weekends?
- _____ 2. **Goals.** Pre-professional? Graduate school bound? Grade conscious? Commitment to the public good? Interest in teaching?
- _____ 3. **Diversity.** Geographic? International? Cultural? Socioeconomic? Male to female ratio?
- _____ 4. **Level of school activity involvement.** Students actively involved in activities? "Suitcase school?" Fraternity driven? Popularity of particular activities? Intramural? Radio station? Television station?
- _____ 5. **Social life.** On campus? Off campus? Number of options?

CAMPUS SERVICES

- _____ 1. **Safety.** Escort service? Access to dorms? Locked doors?
- _____ 2. **Health facilities.** Medical care? Counseling? Dental? Hospital?
- _____ 3. **Career center.** Job placement? Graduate school counseling?

- _____ 4. **Library.** Adequate? Dependent upon other libraries? Social or study atmosphere?
- _____ 5. **Residence facilities.** Dorm options? Off campus? Single sex? Quiet dorms? Condition? Presence of adults or advisors? Specialized dorms?
- _____ 6. **Dining facilities.** Choices? Quality of food? Ability to respond to restrictions? Options on number of meals per week?
- _____ 7. **Orientation.** Summer program? Early fall? Adequate?
- _____ 8. **Academic advising.** By department? Assigned? Student's choice? Easily available? Reputation?
- _____ 9. **Athletic facilities.** For athletes only? Non-varsity athletic facilities? Condition? Quality? Use?
- _____ 10. **Religious services.** On campus? Nearby? Actively attended?
- _____ 11. **Art.** Dance? Ceramics? Sculpture? Printmaking? Drawing? Painting?
- _____ 12. **Music.** Singing groups? Orchestra? Jazz? Informal groups? Availability of lessons? Practice rooms?
- _____ 13. **Internship.** When? How arranged? Easily available?
- _____ 14. **Community service organization.** Well run? How active? Supported by general population?
- _____ 15. **Theater.** Productions per year? Major? Minor? Opportunities for a non-major to participate?

Section 14

SOME MISTAKES IN COLLEGE SELECTION

1. **Losing sight of your main reason for going to college**, and giving too much weight to trivial factors too early in the process. Once you find several colleges that meet your most important requirements, then you may let whims and trivial preferences help you choose among them.
2. **Being passive.** Don't let someone else decide for you, take control of the process.
3. **Applying to colleges you don't really intend to go to**, just to make your parents proud of you or to impress your classmates.
4. **Believing that the harder a college is to get admitted to, the better it must be.** No college is best for everyone; your task is to find the ones that seem best for you.
5. **Procrastinating.** Don't apply to many colleges indiscriminately so you can postpone thinking about which one to attend.
6. **Second-guessing** the admissions decisions of colleges you want to attend, and deciding not to apply because you think you would not be accepted.
7. **Expecting to find one college that is perfect in every way** – the one and only best choice for you.

Section 15

SOME *POSITIVE* STEPS TO TAKE

1. Make a list of your educational objectives in order of importance.
2. Make a list of your personal requirements in order of importance.
3. Make some decisions about where you might be willing to make compromises.
4. **Listen** to all opinions on an institution, but do **not** let yourself be swayed by any one opinion in particular.
5. Keep an open mind and be as flexible as possible.

Section 16

WRITING COLLEGE ESSAYS

Goals of the Essay:

- * To help the reader get to know you - regard the essay as a window to your personality, values, and goals.
- * To illustrate your uniqueness.
- * To enable the reader to evaluate your writing.
- * To help the reader create a full (and hopefully memorable) picture of you.

How to Write:

- * Be certain you answer the question
- * Decide your message first
- * Spend as much time thinking as you do writing and brainstorm!
- * If you write about an activity or an experience, focus not on how good you are or what you have accomplished, but what it means to you
- * Don't ask yourself or anyone else "what should I write about?" The appropriate question is, "What should I tell them about me?" Don't ask, "Do you like it?" but rather "What do you think it says about me?"
- * Finally, ask yourself, "If college deans were to place me with roommates based on this essay, would they be able to choose compatible people? Would it give them enough to go on?"

YOUR ESSAY CAN BRING YOU TO LIFE FOR THE ADMISSIONS COMMITTEE

General Guidelines

- * Type, use a word processor or use very neat handwriting
- * Length – conform to guidelines; otherwise, one page single spaced or two pages double spaced is appropriate
- * Use your own voice – informal, conversational, not stilted
- * Avoid humorous essays unless you are good, but freely use humor
- * Watch spelling – there is no excuse for errors
- * Avoid overly familiar quotations or definitions
- * Travelogues, Outward Bound, Mountain School, Death – all need a personal fresh perspective; any topic can work if approached in a unique way
- * Don't repeat lists of activities
- * Don't let mom or dad or anyone else write the essay
- * Dialogue works
- * Think small – anecdotes and rich details work
- * Be free with format
- * Don't write about writing, SATs or the college process
- * Accentuate the positive – even in a painful experience
- * The first few sentences are critical and must engage the reader

Section 17

NCAA Clearinghouse Preview New Web Site and Services

During the summer and fall of 2002, the NCAA Clearinghouse will launch a new series of services to support prospective student-athletes. The key features of the new Clearinghouse services will include:

- * A new NCAA Clearinghouse Web site at www.ncaaclearinghouse.net You may access the new Clearinghouse Home Page directly or through links from the NCAA's Web site at www.ncaa.org.
- * From the NCAA Clearinghouse Web site, prospective student-athletes will be able to access information needed to understand the Division I and Division II eligibility requirements, register with the Clearinghouse and access individual Clearinghouse records.

General Information on the NCAA Clearinghouse Web site:

- * Links to the NCAA Web site
- * 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 - Secure PIN-protected login.
- * Registered Students - Update your registration (if necessary)
- * Registered Students - Check your certification status.
- * New toll-free phone numbers (domestic callers only):
Customer Service Line - 877/262-1492
24-hour voice response - 877/861-3003
- * New Clearinghouse customer service hours:
8 a.m. to 5 p.m. Central Time Monday through Friday

Section 18**STEPS FOR COLLEGE BOUND ATHLETES**

Step 1 – Meet with your coach to discuss college options (Div. I, II, III). Ask your coach / Athletic Director to write a brief letter to each college coach about your accomplishments, talents, leadership, etc.

Step 2 – Develop an Athletic resume. Be sure to indicate PSAT/SAT scores, GPA, for team sports indicate state / national ranking, speed, times, etc., also include awards, honors, and copies of newspaper clippings.

Step 3 – Develop a video tape of highlights from games and events.

Step 4 – You must take the initiative to personally contact each college coach!

Step 5 – Visit the colleges and make an appointment to see the facilities. Leave them your packet. Be sure to follow up with a thank you note. The coach may not have personal contact with you until you complete your Junior year, according to NCAA guidelines.

Step 6 – Early in your Junior year meet with your coach to plan strategy and develop your action plan.

Step 7 – Call / write for all college applications in June!!!

Step 8 – Summer is VERY IMPORTANT! Compete, compete, compete! Attend Sports Camp get a letter of recommendation from your summer camp coach – get to know him/her – this is an excellent opportunity to show motivation and ability. Play on summer teams.

Ask your coach and Athletic Director to write a brief letter to each college coach about your accomplishments, talents, leadership, etc.

Step 9 – (**SENIOR**) September or Senior year **repeat** Step 1 with an updated letter, resume and clippings.

Step 10 – Meet with Guidance Office and coach early in September to finalize college choices and fine tune strategy.

Step 11 – ***Early in September of your Senior year** – Complete NCAA Form

Step 12 – Check and double check the due dates for all college applications and request transcripts in a timely fashion.

Step 13 – Keep in contact with the coach - you can call him as many times as you like. Your phone calls to check to see if your application, video, SAT's, etc. have been received are very important. Show that you are motivated! Be persistent.

STEPS FOR COLLEGE BOUND ATHLETES (Continued)

Step 14 – Keep the Athletic Department and Guidance Department fully informed and updated!
Be patient for the long wait.

SPECIAL HINTS:

1. Ask your coach or Athletic Director to get the names of the coaches so that you can personalize each letter.
(Find out who the recruiter is for South Florida – contact him/her)
2. Get organized! Before September of your Senior year have your packets complete so you just need to update.
3. Don't wait for college coaches to contact you, you **must** be motivated enough to make the initial contact **and** follow up.
4. **BE REALISTIC IN YOUR REQUEST!** The competition is TOUGH.

Section 19

TEN THINGS EVERY PARENT SHOULD KNOW ABOUT THE COLLEGE ADMISSIONS PROCESS

1. RELAX – YOUR SON OR DAUGHTER WILL THANK YOU.

Much of the stress that parents feel in the admissions process is self-induced. Choosing colleges, applying, getting admitted, and deciding where to enroll isn't easy. There's a lot of work involved, and it's drawn out over a long period of time. The best way to avoid stress is to plan slowly and deliberately, using a calendar that builds in an ample cushion for time-sensitive endeavors.

2. MAKE A PLAN-OF-ACTION CALENDAR AND STICK TO IT!

Together with your son or daughter and his or her college counselor, construct an outline for the entire college admissions process, from initial browsing for information to deciding where to attend. Create an itinerary for visiting colleges and gathering your financial information for filing aid forms. Post the calendar in a handy location, touching base periodically with your child to monitor progress.

3. PLAN OUT YOUR TESTS

In this competitive admissions environment, standardized tests are becoming increasingly important. In addition to the SATs and ACTs, the most important tests for college admissions, there are many exams that are vital for getting accepted into the most selective universities. Students should plan to take some of these tests well before their senior year. The PLAN and PSAT tests will be given to all 10th and 11th graders respectively. Advanced Placement (AP) exams are administered in a variety of subjects. Passing the AP Test means that students are able to receive college credit or even pass out of certain college prerequisite courses. Students should take AP tests after they have taken AP courses.

4. DON'T CONTACT COLLEGE ADMISSIONS OFFICES FOR YOUR CHILD

Colleges track the contacts they have with prospective students and applicants. It doesn't look good if the college has spoken with you and has never had any contact with your child, the actual applicant!

5. KEEP COPIES OF EVERYTHING (Don't expect us to)

Set up file folders for each college to which your child is applying. Keep all correspondence within these folders. Document phone calls as well. Always get the names and titles of those with whom you have had contact. Quick and comprehensive access to all pertinent materials will pay off in the long run.

6. FILE ALL FINANCIAL AID FORMS AS SOON AS POSSIBLE AFTER JANUARY 1.

Do not wait for this year's income tax forms to be completed. Use last year's data, and file aid applications as soon as they become available. Financial aid officers can compile an estimated package that will closely reflect their final, updated package provided that family financial circumstances have not changed dramatically for the last tax year to the present.

7. BE ON THE LOOKOUT FOR SCHOLARSHIP OPPORTUNITIES FOR YOUR SON OR DAUGHTER.

Many employers, social clubs, and religious organizations offer scholarships. Be sure to check with these organizations early, before your child's senior year. A lot of these programs have selection calendars that do not mesh with the college admission calendar. Don't miss out due to lack of awareness.

8. VISIT YOUR CHILD'S TOP COLLEGE OPTIONS

If you can, visit all of the colleges where your child is applying. There is no substitute for a campus visit, and college-produced videos are not "the next best thing." And never stick strictly to a "packaged" admissions visit consisting of an information session/interview and a slide show or tour. Balance the experience by lunching on your own in the dining hall and browsing around campus. When you do visit, make sure that you allow enough time on campus for your son or daughter to explore on his or her own-the perfect time for you to meet with a financial aid officer.

9. BE AWARE OF NEW PRODUCTS THAT MAKE THE APPLICATION PROCESS EASIER

There's a new, free product on the market that all parents and students should know about. Apply! 99 is a CD-ROM that contains applications to more than 500 colleges and universities in the U.S. Instead of the time-consuming process of requesting applications, waiting to receive them and then tracking down typewriters to complete each application, students can now let a computer do the dirty work for them. In addition to the applications, Apply! 99 also allows students to visit college web sites on the Internet, get financial aid and student loans, and develop a list of colleges to apply to.

10. REMEMBER THAT YOU'RE NOT GOING TO COLLEGE; YOUR CHILD IS

There is no doubt that you should have some say in the matter, just remember to keep it in perspective. Parental input should focus on the mechanics of making a choice, not on the choice itself. Be frank and direct about any absolutes, such as financial limitations, but be low-key and reserved about the characteristics you think they want in a college. Think about helping your child choose the best college for him or her.

Section 20**WORDS OF WISDOM**

1. REGISTER ONLINE IF POSSIBLE
 - A. For each college/university – www.facts.org
 - B. For the SAT/ACT
 - C. For any scholarship
2. REGISTER AS EARLY AS POSSIBLE
3. MEET *ALL* DEADLINES
4. CONTINUE TO WORK FOR THE ENTIRE YEAR IN ALL YOUR CLASSES
5. MAKE SURE YOU FILL OUT THE *FLORIDA STUDENT FINANCIAL AID* APPLICATION
6. IF RECOMMENDATIONS ARE REQUIRED, ASK EARLY AND IN PLENTY OF TIME
7. PRINT OR MAKE COPIES OF ALL MATERIALS YOU FILL OUT
8. CHECK AND RE CHECK YOUR *SOCIAL SECURITY NUMBER* AND YOUR *BIRTH DATE*
9. BE VISIBLE IN THE LIBRARY – USE THE RESOURCE MATERIAL AVAILABLE
10. THE SCHOOL CODE IS **101052**. PUT THIS NUMBER ON *EVERY* SAT / ACT REGISTRATION.
11. **SEEK THE LORD’S GUIDANCE IN THIS AND ALL PROCESSES.**

Section 21**HELPFUL HINTS WHEN YOU GET TO COLLEGE**

1. **Go out of your way to make friends.** Some of them will last a lifetime.
2. **Do your work.** Procrastination will make you worry.
3. **Join an organization, at least one, during the first weeks of school.** It will enable you to make friends outside of class and the dormitory, and to pursue something you may be good at, such as journalism, music or sports.
4. **Remember, college professors are different from high school teachers.** They won't chase you for your work. Ask questions of your professors in and out of class. Find out their office hours and drop by to see them.
5. **Be honest with your roommate,** especially about the habits he or she may have that bother you. Remember, you have your habits too. Don't brood. Discuss your differences and similarities openly and early.
6. **Take care of your physical health.** Avoid staying up all night to talk or finish a paper. Plan your work. Watch your diet. Good nutrition helps reduce stress. Engage in some kind of physical exercise every day. Mental activity goes better when there is physical activity to complement it.
7. **Try not to indulge feelings of homesickness.** They are natural, but also a part of the normal process of breaking away and establishing your own independence. Write home or call; stay in touch, but remember, college is the period of greatest freedom that you will ever know. Making the most of it means that you realize that home is not utopia. It is an ever-decreasing part of the large world that is opening before you.
8. **Making the decision to go to college is a major step in your life.** At times the stresses of college life, may and can, become overwhelming. When in need of support for your personal, social and academic needs, consider seeking out assistance from the on-campus counseling services that are available to every student, or visit the web sites that you can go to for support, such as: www.ulifeline.org or www.healthyplace.com.