

GLENDALE HIGH SCHOOL

SENIOR HANDBOOK

SENIOR SURVIVAL GUIDE
2009-10

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Glendale Website:

<http://sps.k12.mo.us/ghs/>

Check "[Senior Space](#)" and "[Scholarship Bulletin](#)" links weekly

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As a senior, this is an exciting time full of questions about your future. While we cannot predict if you will like your college roommate, or if you will have to take all 8:00 am classes, we hope this handbook will give you some useful information that will answer many questions about your senior year and help you with the decisions you will face about your future after high school. We know that each senior will come to the college process in his/her own way. We do not expect students to proceed lockstep through this process. However, we do expect students to take control of the process. We hope this handbook will help you do just that.

**Glendale High School
SENIOR CALENDAR
2009-10**

"You can fear the future or you can embrace it. The choice is yours."

-Author Unknown

Aug 7	ACT Registration deadline for September test www.actstudent.org
Aug 12	1:00pm - 3:00pm Seniors pick up schedules
Sept-May	College reps visiting GHS during lunch; Visits announced on PA and on GHS website
Sept 12	ACT Test
Sept	Counselors will meet with seniors to discuss plans & goals for post-high school. (Valuable info will be provided.)
Sept 17	Senior Parent Meeting, 5:45 - 6:15 pm, Auditorium Open House, 6:30 pm; begin in Main Gym
Sept 18	ACT Registration deadline for October test www.actstudent.org
Sept 25	Senior Picture Deadline ~ See school's web page for a downloadable PDF with all of the picture specifications, instructions, and deadline or obtain a hard copy available in the main office.
Sept 29	P/T Conferences, 3:50-7:00 pm
Oct 6	College & Career Fair, 4:30-7:30 pm; University Plaza
Oct 24	ACT TEST
Nov. 1	Students who wish to participate in NCAA Division I or Division II sports must be certified as eligible. Apply online at www.ncaaclearinghouse.net
Nov 6	ACT Registration deadline for December test www.actstudent.org
Nov 11	Senior Class Meeting, 10:00 am
Dec 12	ACT TEST
Dec23-Dec31	Winter Break; Classes resume Jan 4
Jan 5	ACT Registration deadline for February test www.actstudent.org
Feb 6	ACT TEST
March	Look for Senior letter with updated information in the mail
March 5	ACT Registration deadline for April test www.actstudent.org
Mar 22-26	Spring Break
April 1	Student Senior Meeting, 2 nd block
April 10	ACT TEST
April 30	PROM
May 7	ACT Registration Deadline for June test, www.actstudent.org
May 11	Senior Recognition Program, 7:00 pm, GHS Auditorium
May 13	Memories Video/Assembly, 2 nd block
May 13 & 14	Senior Finals
May 17	Commencement, 7:00 pm; Hammons Student Center Project Graduation (Details to come later)
June 12	ACT TEST

SENIOR YEAR PLANNING

Your senior year is your opportunity to strengthen your skills and broaden your experiences, in school and out, to prepare for all of the challenges ahead. A successful senior year can help launch you on the path to a successful future. Make the most of your senior year:

- Maintain a challenging course load. You should take the most rigorous courses available.*
- Stay active and involved. Continue involvement in activities, sports, volunteer work, etc.*
- Take advantage of internships or career-focused jobs.*
- If you have excelled at high school classes, consider taking a college class.*

August

- Register to take the September 13, 2008 ACT

September

- Begin and maintain a college calendar of all admission and financial aid deadlines
- Review your transcript in detail and check credits for graduation. Your course selection says volumes about your ability, motivation and maturity. *Tempting as it may be, taking an easy course load your senior year sends the wrong message about you to colleges.*
- Attend Senior Parent Meeting, Sept 17, 5:45 pm (before Open House begins)
- Register for ACT as soon as possible, whether you are taking for the first time or retaking. The September 12 or October 24 test dates are your best choice. If you haven't already, make a list of colleges that interest you and request information from them. Make sure you and your parents are on the same page. Iron out any area of disagreement before the search process gets too far along. Keep a folder on every school in which you are interested.
- Look at admission application deadlines. Develop a calendar with parents.
- Begin checking for special scholarship opportunities on GHS website, <http://sps.k12.mo.us/ghs/>, in Guidance Office and on the daily announcements.
- Counselors will present information in your English class or in small groups. Sign up to see your counselor if you have further concerns.
- If you haven't already, make plans to visit the colleges of interest to you.
- Consider volunteering or getting involved in a service project. (This can help make you "stand out from the crowd" in your application.)
- Preparing yourself for college involves several factors:
 - ◆Seriously think about your long-term goals. While many students change career directions and majors several times in their undergraduate years, knowing yourself will be very helpful.
 - ◆Read the newspaper or news magazine, and watch the national news on TV. Stay informed about local, national and international events.
 - ◆Develop a study schedule that works for you. Developing disciplined study habits now will make the adjustment easier when you get to college where there is no one to tell you to study.
 - ◆Have a POSITIVE attitude and believe in yourself.

October

- Narrow colleges of interest to less than five. Research these thoroughly. (Go to <http://www.careercornerstone.org/pdf/usnwracolplan05.pdf> for a planner organized to help you compare characteristics of different schools during your research.)
- Attend College Fair, Oct 6, University Plaza.
- All high-school athletes wishing to compete in Division I or II college sports must register with the NCAA Initial-Eligibility Clearinghouse. Information about the Clearinghouse can be found in the Guide for the College-Bound Student-Athlete at www.ncaaclearinghouse.net. The Clearinghouse maintains and processes all of the initial-eligibility certifications. See the website for the eligibility standards. If you have further questions about NCAA eligibility, you may call the NCAA Initial-Eligibility Clearinghouse at 877/262-1492.
- Begin preparing applications with great care.
- MOST institutions recommend applications for admissions be submitted by Oct.
- (Go to <http://www.careercornerstone.org/pdf/usnwracolplan05.pdf> for an "application organizer" that will help you see at a glance what is done, what needs to be done, and deadlines.)
- More college planning/paying for college information is available at: <http://www.dhe.mo.gov/> .
- Begin requesting teacher recommendations. Ask at least 10 school days prior to deadline.
- File early decision or early action applications before Dec 1.
- Continue checking for special scholarship opportunities.
- Research deadlines for colleges' institutional scholarship by visiting their websites or reviewing their literature.
- If you are not planning to attend college, see your counselor and begin procedures for other post-high school opportunities.

November/December

- Continue to search and apply for scholarships. Many scholarship deadlines fall on or around Dec 1.
- Be sure to apply for scholarships in time to meet application deadlines.
- Pick up FAFSA registration details from the Guidance Office before winter vacation begins.
- Start gathering identity and financial documents necessary to complete FAFSA. (Visit FAFSA on the Web for a list of required documents.) www.fafsa.ed.gov
- Both student and parent should request a Department of Education PIN number at www.pin.ed.gov. The PIN serves as an electronic signature for FAFSA on the WEB and significantly reduces processing time. If you are applying for regular decision admissions and for financial aid, some selective colleges require you to fill out the CSS/Financial Aid PROFILE. Visit www.collegeboard.com to learn more about the PROFILE service and how to submit the application.
- Early decision and early action responses should arrive this month. *Read the award letter carefully.*
- Financial award letters may arrive with the early admissions. If you have questions about the financial aid award, contact the institution's financial aid office directly. Make sure you understand the terms and conditions of the award before making a final commitment.
- Financial planning information is available at: <http://www.dhe.mo.gov/> .

January

- Parents should file financial aid forms (FAFSA) as soon as possible after Jan 1. Applying early improves the chances of receiving aid from as many resources as possible. Be sure to complete

the financial aid application for each college.

- Male students who will be 18 at the time they complete the FAFSA are required to register with Selective Service to be eligible for federal and state aid. www.sss.gov
- Continue to apply for scholarships.
- Participate in Financial aid informational meetings provided in the area.

February/March

- *Avoid Senioritis.* Senior grades can be crucial to your admission (including 3rd and 4th quarter grades, especially for those on waiting lists or on the cusp of admissions). All acceptances are conditional until colleges deem your final grades have met their standards.
- Watch deposit deadlines for housing.
- Colleges will begin notifying students of admission status and financial aid.
- If financial aid is not adequate, call the specific institution's financial aid office. The first offer is not necessarily firm! Perhaps you can provide special circumstances that exist.
- Participate in Financial aid information nights scheduled by local colleges.
- Many priority financial aid deadlines fall in February. Applications received by the priority deadline are given the highest consideration.
- The Student Aid Report (SAR) should arrive two to four weeks after the FAFSA is submitted. The Expected Family Contribution (EFC) figure is printed on the front page at the upper right. If the SAR has not been received four weeks after submitting the FAFSA, call 1-800-4-FED-AID. If there are any errors on the SAR, make corrections and mail back immediately. If you provided valid email address, you can view and make corrections online.
- Continue to apply for scholarships. Apply! Apply!
- Begin looking for summer jobs or internships.

April

- April 15 - Most colleges will have notified you by this date.
- Apply...Apply...Apply for scholarships!
- Hit the books for next month's AP Exams. AP scores will determine how much credit is granted—college credit for AP exams can mean big savings. *Do not count on this unless you have first checked the procedures at your institution.*

May

- Colleges have an acceptance reply deadline of May 1 (excluding early decision candidates), which you must confirm with an acceptance letter and deposit.
- If you are taking AP exams, make sure scores will be sent to your final-choice college.
- If a gap still remains between the cost of attendance and the financial aid offered, families should seriously pursue alternative payment methods.
- Attend Senior Recognition Night, May 17.
- Complete the semester with good attendance and academic standing.
- Make request for final transcript as directed by counselors.

June

- Prepare for final transition to college.
- Finalize your housing plans.

TIPS FOR COMPLETING COLLEGE APPLICATIONS

In an admission report from the Massachusetts Institute of Technology's Education Council the following reminder was given to future applicants:

"The application folder is your single opportunity to influence the admissions process. Approach each aspect of the application as an opportunity. Devote time and thought to each of the various portions."

As you think about your folder circulating among an admissions committee, consider the following:

- Be aware that along with your application, colleges review:
 - Your academic transcript for grades 9-11, as well a list of your senior classes. Special attention is given to your grades, your grade pattern, your overall grade point average, the courses you have taken and your class rank.
 - ACT/SAT performance can be helpful in supporting your academic record. (Check your colleges' requirements.)
 - Some consider extracurricular activities, recommendations, the applicant's personal essay, personal interview, alumni connections, and personal strengths.
- Read every word of the directions *before* you even print your name.
- Make a copy to use as a worksheet.
- If you choose to use online applications:
 - Always print a copy of your application prior to sending it.
 - Give a copy to your counselor with the forms she needs to complete.
 - Avoid filing online the week before the application deadline. This is the most risky time to file because of volume and likelihood of system failure.
 - When applying online with a credit card, payments can take weeks to reach a school. Print out a voucher and pay by check if this option is available.
 - Always call or email the college within 14 days to verify receipt of your online application.
- Essays should be error-free, thoughtful, logical and organized. Use comfortable vocabulary. Be yourself. The essay should say something the rest of the application doesn't say ~ elaborate on a talent, an interest, and thoughts on a world or local problem, a personal accomplishment. Stay within the length limit for the essay.
- Use specific examples when describing your interests and achievements. Explain your involvement ~ why things you chose to discuss are important to you. It is better to emphasize the degree of involvement in a few activities than a long list of superficial interests.
- Typing or printing is acceptable. In some cases, you will be required to write an essay in your own handwriting. Neatness and legibility are obviously essential. (Use blank ink when printing.)
- Proofread. Spelling errors are unacceptable.
- Xeroxed copies (clear ones) are perfectly acceptable, but sign each one individually. Your name should be on each page or article submitted in addition to the application.
- Proofread again!

The Etiquette of Asking for a Recommendation

1. Ask the teacher in person.
2. Ask in such a way that the teacher is free to decline your invitation if he/she feels a strong, positive letter is not possible. ("Would you be willing to write a college letter of recommendation for me?")
3. Ask the teacher as soon as possible: Oct. 1 for early applications and Oct. 15 for regular applications, at the latest. You do not have to have a finalized list before you ask. Ask your teachers to write a letter for you and then attach a copy to whatever form(s) you eventually provide.
4. *Make sure you fill out the student section of the form before giving the form to the teacher.*
5. You may help the writer by suggesting a theme or focus for the letter and providing a list of your activities.
6. Provide a resume for your counselor and others from whom you request a letter of recommendation. (See page 12 for a sample resume.)
7. Make sure you provide a form and a stamped, addressed envelope for each letter you want sent.
8. Write a note of thanks to the writer of your recommendation(s).
9. When you hear from the colleges, make sure you inform the teachers who wrote for you the results of your application. Remember that they have something invested in your college process.
10. Above all, remember that writing a good letter of recommendation requires a significant amount of time, time that is above and beyond the call of duty. Make sure that you stay on top of deadlines and paperwork, so that you do not make unnecessary work for the teacher, and so that writing of the recommendation is as uncomplicated as possible.

Sample Resume Format

**YOUR NAME
YOUR ADDRESS
YOUR PHONE NUMBER
YOUR SOCIAL SECURITY NUMBER**

Educational Background

Glendale High School, 2727 S. Ingram Mill Rd., Springfield, MO 65804 (If you have attended other high schools also list them with dates you attended.)

College and Career Plans

Basic Educational Statistics

Your GPA:

Your Class Rank:

Your Graduation Date:

Your ACT/SAT score:

Academic Achievements

Examples: Honors and AP classes enrolled in; research projects completed; special academic contests, etc.

Awards, Achievements, and Honors

Academic Awards; Leadership Awards; Music Awards; Sports Awards, etc.

Extracurricular Activities

Clubs, Sports, etc.

Religious Activities (if applicable)

Church membership, nursery worker, youth group, etc.

Community Service

Christmas baskets, blood drive, etc.

(Go to <http://www.careercornerstone.org/pdf/usnwrcolplan05.pdf> for another example of a Personal Profile Resume'.)

ADMISSIONS POLICIES

Colleges and universities have varying admission practices. Information pertaining to the policy of a prospective school will be found in its publications. Some of the most frequently mentioned practices are:

- ❖ **EARLY DECISION (ED)** Students who have demonstrated sound academic ability apply for admission to their first choice college during the summer or very early in their senior year. Notification of admission is given usually in Dec or Jan. Restrictive policies vary with each school and must be checked carefully to see if early decision works to the individual's advantage. This plan is binding. If you apply ED, you also sign a commitment to attend if accepted and withdraw all other applications. You should apply under an ED plan only if you know that you can make a well-reasoned, first-choice decision.
- ❖ **EARLY ACTION (EA)** This plan does not require a commitment to matriculate. There are certain schools that have single choice early action (Stanford, Yale, and Harvard). If you apply to those schools, you must adhere to their restriction about applying early to other schools. This plan allows the applicant to compare admissions and financial aid offers.
- ❖ **WAIT LIST** This process allows institutions to initially delay an offer or deny admission. If on a wait list you are extended the possibility of admission in the future.
- ❖ **REGULAR DECISION** This is a plan in which institutions review most of their applications before notifying the majority of candidates of their admission. Colleges set a deadline for completing applications and respond to completed applications by a specified date.
- ❖ **ROLLING ADMISSIONS** This application process allows colleges to review applications as they are received and offers decisions to applicants as soon as the application has been processed.
- ❖ **DEFERRED ADMISSION** High school seniors are guaranteed admission to college a year after graduation.
- ❖ **OPEN ADMISSION** Students are accepted upon application (usually community colleges). Some programs in these same schools may have more selective admissions.

QUESTIONS TO ASK COLLEGE REPS

Each year college representatives visit Glendale to talk with students. The representative with whom you visit may be the same one who will process your application and participate in your admission decision. College reps will occasionally be available outside the cafeteria during all lunch periods. These visits will be posted on the GHS website and in and regularly announced on the PA. Make arrangements to meet with the reps that you wish to see.

Admission

- o Am I eligible for admissions?
- o What tests are required?
- o What are the deadlines?
- o What high school course preparation is needed?
- o What academic demands can I expect to find? How intense is the academic atmosphere (avg. hours spent studying, library full on weekends, avg. SAT, ACT scores)?
- o What high school credits in advanced courses qualify you for advanced placement? What scores are needed?
- o What percentage of students return after their freshman year?

Cost

- o How much will it cost?
- o What kind of financial aid is available and how do I apply?

Majors and study programs available

- o Does the school offer the major I want?
- o Is the school strong in science, fine arts, the humanities, my areas?
- o How many students are in my area of interest?
- o What courses are included in a typical freshman program?
- o If I am undecided, will I have the chance to explore some areas of interest?
- o Does the school have any kind of internship program, co-op, etc.?

Social Life

- o What is the dorm life like?
- o What extracurricular activities are available?
- o Is the college a part of the surrounding community or set apart from it as a self-contained unit?
If rural, how far to the nearest town and how do students get there?
- o What method of transportation do students use to get around campus?

Housing

- o How difficult is it to get on-campus housing?
- o Do all freshmen live in dorms?
- o What is the cost?
- o How do I apply? Is it a separate process from the admission application?

GHS TRANSCRIPT REQUEST PROCEDURE

The majority of Glendale seniors will apply to one or more colleges/universities. Many seniors will apply for multiple scholarships. We, in the Guidance Office, have an efficient system for managing applications, but the system requires you to follow the guidelines described below. **NOTE:** Our office must mail Official Transcripts to the requesting institution. *We will not give Official Transcripts to a student or parent.*

1. You must submit your college or scholarship application to the Guidance Office at least 10 school days before the mailing deadline to allow time for processing. NOTE: Unless otherwise stated in application directions, it is best for all application materials and attachments to be mailed together as one package.
2. Students who register with the NCAA Clearinghouse for D-I and D-II athletic competition must print off two forms from the website bring them to the student's counselor. Transcripts will be submitted with these forms at the time of initial application, and again with a final transcript upon graduation.
3. If the college requires a counselor or teacher recommendation, give 10 school days notice. Supply a stamped envelope addressed to the college admissions office. Don't hold up your application waiting for recommendations, unless your college requires everything to be mailed together. Do not ask for recommendations unless the college or university has specifically requested it.
4. Schedule a meeting with your counselor if you need him/her to write a recommendation letter for you. Provide a resume.
5. Review essay questions and any other questions you may have with your counselor.
6. When you are satisfied that your application is exactly as you want the college to see it, or when you have finished an online application:
 - ✓ Obtain a Transcript Request form from the Guidance Office (See sample, p. 16)
 - ✓ Be sure to give all necessary information
 - ✓ Attach your application fee
 - ✓ Paper clip the Transcript Request form on top of all materials submitted
 - ✓ Submit your materials to the Guidance Secretary or your counselor.
7. Don't wait until the last minute! The sooner you submit your application, the better!
8. Be sure to notify your counselor about the status of your application as you hear from colleges.
9. If you get a note from a college saying that a piece of your application is missing, DON'T PANIC. In all likelihood, it is at the office and simply hasn't been entered into the system yet. Check with your counselor about the date on which the material was sent, and give the college a few days to sort the mail before you call. Usually, time takes care of the problem ~ but if it doesn't, let us know and we can help.

(This is a sample Transcript Request form.)

TRANSCRIPT REQUEST			
Student Name: _____		Date: _____	
(Print Only)			
Counselor:		(Check One)	
(Check One)			
<input type="checkbox"/> Patterson (A-D)	<input type="checkbox"/> White(Le-Roo)	<input type="checkbox"/> I NEED to see my Counselor	
<input type="checkbox"/> Ewing(E-La)	<input type="checkbox"/> Meadows(Rop-Z)	<input type="checkbox"/> I DO NOT need to see my Counselor	
An official transcript will be mailed to the college location(s) and address listed below.			
<u>School Name and Address</u>		<u>Check those that apply to each college listed</u>	
1. _____	_____	<input type="checkbox"/> Online application completed	
_____	_____	<input type="checkbox"/> Paper application attached	
_____	_____	<input type="checkbox"/> Registration fee attached	
_____	_____	<input type="checkbox"/> Transcript only request	
2. _____	_____	<input type="checkbox"/> Online application completed	
_____	_____	<input type="checkbox"/> Paper application attached	
_____	_____	<input type="checkbox"/> Registration fee attached	
_____	_____	<input type="checkbox"/> Transcript only request	
3. _____	_____	<input type="checkbox"/> Online application completed	
_____	_____	<input type="checkbox"/> Paper application attached	
_____	_____	<input type="checkbox"/> Registration fee attached	
_____	_____	<input type="checkbox"/> Transcript only request	
Additional information that counselor needs to know about this application:			
For office staff only:	_____ C Rec'd	_____ AA Rec'd	_____ Envelope
	_____ Return to C	_____ AA Mailed	_____ Check
	_____ C Mailed	_____ AA return to C	
Holding: _____			

Remember:

- Request your official transcript no later than 10 school days prior to the application deadline.
- You may turn in the request form to our Guidance Secretary, Mrs. Feind. You do not have to wait to see your counselor.

MAKING THE MOST OF YOUR COLLEGE VISIT

NOTE: College visits must be approved by Miss Wise, Asst. Principal, one week prior to making the visit. Visit confirmation must be faxed to Glendale from the Office of Admissions with the name of the contact person that hosted the visit. DESE requires this visit to be recorded as an absence, however, the absence will not count against any attendance incentives at Glendale.

Visiting prospective colleges can be a big help in your college selection. Its value is in providing a first-hand impression for you and your family about people, programs and facilities. Your presence on the campus and your readiness to talk about yourself and your college plans are indications of your serious interest in the college. Seeking and exchanging information with college officials is all part of the process in the campus visit. (If you absolutely cannot travel, check if any schools offer virtual tours online.)

TIPS

- ❖ Discuss your initial ideas about college with your family and guidance counselor.
- ❖ Make a list of prospective colleges and write to them. Be specific concerning your interests.
- ❖ Contact colleges you plan to visit well in advance. Make appointments at least two or three weeks before your intended visit. Experts recommend that you visit during the academic year to get the feel of the campus in full swing.
- ❖ Research the colleges you plan to visit. Colleges want candidates who are educated about their campus programs and facilities.
- ❖ Take an unofficial copy of your transcript. Request a copy from the Guidance Office a few days prior to your visit.
- ❖ Evaluate your record so you are able to answer general questions about your academic performance in high school and your scores on standardized tests.
- ❖ If possible, arrive on campus in the afternoon and take a late afternoon guided tour. Plan on staying for dinner and spend the night in the dorm. Include a social, cultural, athletic or special event during your visit and attend some classes the next morning. You may also want to arrange to speak to faculty members or coaches in your field or sport of interest.
- ❖ Be prompt for tours and appointments.
- ❖ Pick up an application form, scholarship information and a campus map.
- ❖ Don't hesitate to discuss finances and ask about scholarship, loan and work opportunities.
- ❖ Campus "musts" to see: the library, academic facilities, living quarters, and talk to students when the official tour is over. It is important to get some idea about the kind of people you will live and work with on campus.
- ❖ Visit the neighborhood where the campus is located. Look for transportation facilities.
- ❖ Parents are always welcome on college campuses. Prospective candidates, however, should have an opportunity to interview alone with the college official. Parents are often invited in after the interview to ask questions and obtain further information.
- ❖ Remember the sunshine factor: a beautiful sunny day can make the campus seem terrific; a rainy day can dampen your and your interest. Try not to let the weather affect your judgment.

- ❖ Campus tour guides are not all alike: some are lively, interesting students who are reliable spokespersons for the school while others may not be as well-versed or informed. Don't judge a school solely by the one student tour guide. Meet many others students to get a true picture.
- ❖ Check to see which colleges require and which only recommend an interview. While on campus, try to schedule the interview. The interview is primarily for you to learn about the college and what life would be like for you as a student on campus.
 - ✓ Your interview may be with an admissions staff member, a student or alumnus.
 - ✓ Read the catalogue and do your homework about the school before the interview.
 - ✓ Dress comfortably and neatly...RELAX.
 - ✓ Know yourself. Going into an interview, it is essential that you have evaluated your personality, interests, abilities, skills and values.
 - ✓ Ask about your chances for admission; this is why it is important to bring a copy of your transcript or give the admissions officer an accurate profile of your high school record and test scores. Most admissions officers will be able to give you some idea of your chances of being admitted, but don't expect a definite answer. Usually that can only come later when the college has more complete information on you and its overall admissions competition for that particular year.
 - ✓ Remember: the interview can have a positive effect on your admission - rarely a negative one.
- ❖ After your visit, make some notes on your reactions to the college. They may be helpful later when you are trying to remember and evaluate each institution.
- ❖ If questions come up after the visit, don't hesitate to contact the people you have met.
- ❖ If you are definitely interested in the college, follow through by filing your formal application as soon as possible. If you are not interested, don't consider your visit a waste of time. Chances are you will have learned about the kind of college you do want, and about what other colleges are likely to expect from you.
- ❖ Send thank-you notes to those with whom you had appointments.

**GLENDALE HIGH SCHOOL
STANDARDIZED TEST DATES 2009-10
GHS SCHOOL CODE: 263283**

ACT TEST DATES	ACT REGISTRATION DEADLINES	SAT & SAT SUBJECT TEST DATES	SAT REGISTRATION DEADLINES
SEP 12, 2009	AUGUST 7, 2009	OCT 10, 2009	SEP 9, 2009
OCT 24, 2009	SEP 18, 2009	NOV 7, 2009	OCT 1, 2009
DEC 12, 2009	NOV 6, 2009	DEC 5, 2009	OCT 30, 2009
FEB 6, 2010	JAN 5, 2010	JAN 23, 2010	DEC 15, 2010
APR 10, 2010	MAR 5, 2010	MAR 13, 2010 (SAT ONLY)	FEB 4, 2010
---	---	MAY 1, 2010	MAR 25, 2010
JUN 12, 2010	MAY 7, 2010	JUN 5, 2010	APR 29, 2010

Online registration is preferred:

www.actstudent.org or www.collegeboard.com

FINANCING YOUR EDUCATION

The primary responsibility for paying a student's educational expenses belongs to the family. However, the choice of a college should not be determined by family finances alone. A student and family should choose a college based not only on finances, but on the student's desire and ability to attend that college. If the proper procedures are followed, a financial aid partnership of parents, student, government and university can become a reality.

FUNDAMENTALS

Basically, there are two types of financial aid: merit-based and need-based.

- Merit-based awards are typically given by a private institution, your college, or the government. These awards recognize your academic, athletic, musical and various other talents.
- Need-based aid is awarded according to your ability to pay for college. Colleges calculate your need using this formula:
 - Cost of Attendance
 - Your EFC (Estimated Financial Contribution on FAFSA)
 - Outside aid (scholarships)
 - = DEMONSTRATED NEED

You do not need to be poor to receive aid. There are funds available to help all students who demonstrate need. In order to receive financial aid you must ask for it, i.e., complete the forms and applications. And remember, if you apply for assistance early, you may be more successful in finding the aid you need.

HINTS

- o Keep copies of Everything
- o Open and read all mail
- o Use scholarship search engines
- o Apply for every scholarship, even if you don't think you will receive it

FAFSA (Free Application for Federal Student Aid)

You should fill out the FAFSA as soon as possible after Jan 1. Complete your income tax return before filling out the FAFSA. Institutions have different priority filing deadlines, so it may be necessary to estimate tax information to meet those dates. For answers to questions regarding the FAFSA, guidance is provided through FAFSA by phone or online, or you may wish to contact the specific institution to which you are applying.

Financing Methods (Financial aid usually comes in a "package" ~ a combination of the following methods.)

- ✓ Scholarships(monies you don't pay back)
- ✓ Grants(monies you don't pay back)
- ✓ Loans(monies you must pay back)
- ✓ Employment(money you earn)

Scholarships: Keep informed about ALL scholarship opportunities...Check with all sources: school counselor; employer; parents' employers; local organizations; web searches; and specific college admissions & financial aid offices.

- o Private scholarships - FREE Scholarship Searches are available via the WEB. (See pages of this handbook for a partial list of these websites.)
- o Many institutions offer "automatic" scholarships. Applications are screened upon admissions and monies are awarded if applicant meets criteria.

- o Information on institutional scholarships may be obtained by writing to the Director of Financial Aid or checking the college's website under "financial aid".
- o While there are thousands of scholarships, many of them have strict requirements or are so competitive that they are available only to a few students.

Grants: Application for grants is made through completing the FAFSA.

- o Pell Grants~ These grants range in amounts depending on a student's estimated financial need. Like all grants, this money does not require repayment.
- o Supplemental Educational Opportunity Grants

Loans: (Check in the Guidance Office for free resources.) Repayment, including interest, typically begins after a student graduates or leaves school. Be careful to note any special circumstances.

- o Perkins Loans
- o Stafford Loans
- o Parent Loan (Federal PLUS Loan)

Employment: Students may seek employment on their own while in college, or they may be eligible for Work-Study if financial need is demonstrated.

A quick summary of steps to Financial Aid:

1. File federal income tax forms as soon as possible (preferably in Jan) in order to provide accurate data on financial aid forms.
2. Complete the FAFSA which is required by all colleges. Colleges may require supplemental financial aid forms, such as the PROFILE. Contact the individual colleges to which you are applying. Forms are available in the Guidance Office around Winter Break.
3. Apply for federal and state funds by checking the appropriate boxes in FAFSA.
4. Tell each college if you are applying for financial aid. Usually this is done by checking the appropriate box on the application. A college may also have its own financial aid form for you to complete.
5. Check for scholarships for which you are eligible:
 - o from each college
 - o those posted in the Guidance Office, on the GHS website, and those announced at school
 - o Corporations where parents are employed
 - o Military
 - o various search engines
6. Begin your Stafford Student Loan application by checking appropriate boxes on the FAFSA.
7. If you have properly filled out the financial aid forms, you will receive a Student Aid Report in approximately 4-6 weeks (sooner if you apply online). It will give you your eligibility index for federal and state aid. You will be asked to sign an acceptance of the amount received, and the money will be sent to the college. Colleges will notify you of further grants/loans you are to receive in their financial aid "package".
8. Ask your counselor for assistance if you have general questions. Specific questions should be directed to the college financial aid offices or the financial aid agencies.

GUIDANCE OFFICE RESOURCES

The Guidance Office houses a variety of college and career reference materials that should be useful in helping students search for appropriate information. These resources may be checked out for your convenience.

- College Catalogs ~ A number of four-year and two-year college catalogs are available that contain descriptive information about the school, its faculty, its course of study, financial aid and admissions.
- Files ~ A collection of pamphlets & brochures are available that describe and promote their programs and campus activities.
- College Planning Books ~
 - ✓ Several books are available with updated profiles of colleges with current facts on admission, competitiveness, costs, financial aids, programs of study, student life, regulations, faculty, and student body profiles.
 - ✓ Guidebooks which include admission requirements, size, location, and campus setting, majors offered, and annual expenses.
 - ✓ Books on specific careers and listings of trade schools throughout the US.
 - ✓ Reviews of major labor market trends and the effect on college graduates. Job comparisons are included by subject majors and compensation for jobs requiring a degree.
 - ✓ "How to" books on writing college essays. Essays are required for many scholarships and some admissions.

HELPFUL WEBSITES

(Help with Financial Aid, Scholarship Searches, and other College Planning)

www.finaid.org (The Financial Aid Information Page)
www.missourimost.org (Missouri MO\$T Program)
www.ed.gov/inits/hope (Hope Scholarship & Lifetime Learning Tax Credits)
www.upromise.com/mohela (New ways to save for college)
www.studentaid.ed.gov
www.fafsa.ed.gov (FAFSA on the Web)
www.pin.ed.gov (get your PINs for the web-FAFSA)
www.fastweb.com (Scholarship search)
www.srnexpress.com (Scholarship search)
www.gocollege.com (Scholarship search)
www.wiredscholar.com (Scholarship search)
www.missouri.edu/~mufinaid (Scholarship search)
www.scholarships.com (Scholarship search)
www.ncaa.org/about/scholarships/.html (Sports scholarships & internships)
<http://qehon.ir.miami.edu/financial-assistance/Scholarship/black.html> (List of multiple minority scholarships)
www.act.org (Online registration for ACT)
www.collegeboard.org (College Board---also try .com)
www.ncaaclearinghouse.net (NCAA Clearinghouse) NOTE: Students intending to
www.dhe.mo.gov (Missouri Department of Higher Ed)
www.ed.gov (US Department of Education)
www.ed.gov/pubs/parents (Free publications to download)
www.petersons.com (Peterson's Education & Career Info)
www.skill-ed.com (Career & College information)
www.collegequest.com (College Search)
www.stats.bls.gov/oco/ocoiaab.htm (Career Info Occupational Outlook Handbook)
www.mapping-your-future.org (Career Planning)
www.onlinecollegefair.com (College Search)
www.missouriconnections.org (Career & College Search)
www.commonapp.org (Common Application online)
www.naacp.org (NAACP)
www.collegefund.org (Multi-cultural students)
www.nclad.org (Students with Learning Disabilities)
www.sss.gov (Selective Service)
www.militarycareers.com (Military Career Guide Online)