Texas High School Preparing for SENIORYEAR 20224

A THS Academic Center Publication for Juniors





Dear THS Student and Parents:

We have compiled this detailed "Preparing for Senior Year" in order to help you as you embark on your Junior year at Texas High School. Please review it carefully and use the information as a resource guide – whether you plan on choosing college or pursuing a career as your next step in life. Inside these pages you will find comprehensive information about college applications, entrance requirements, and suggestions and timelines as you begin this process.

Please use this guide for planning and reference, but always confirm testing and application deadlines with your respective colleges and testing agencies.

Students, make the most of your years at Texas High School and become a part of the activities happening on the campus and contribute to the spirit and traditions of THS. The proud 133 year history of our school has produced some of the finest and brightest citizens that this city, our nation, and the world have ever known. And we fully expect students from the Class of 2024 to be added to our prominent list of Texas High School alumni.

The THS College and Career Center and Academic Center are here to help you as you chart your course through high school and beyond. Please let us assist you with any questions or concerns you may have. We are all a part of the Tiger family.

The Junior Year Experience

The junior year of high school often doesn't get the respect it deserves. The junior year is one of those middle years lost between the fear and excitement of the first year of high school and the joy and bravado of the senior year of high school. In the hierarchy of importance, however, the junior year deserves a high ranking because of its pivotal nature.

If you are in or approaching your junior year in high school -- or know someone who is -- this is the notebook for you. In the junior year of high school you will make critical decisions that could have a major impact on the next five years or beyond of your life as you start narrowing lists of colleges and career paths. The good news is that all these critical activities high school juniors must attempt to accomplish can be boiled down into five major topics -- and that's what this notebook is about.

Here are the five critical issues that high-school juniors must deal with to increase their chances of success in college and career.

1. Classes and Grades. The junior year selection of classes -- and the grades you receive in them -- is very important because it is the last full year of grades that college admissions will review when you apply at those institutions. You will want to stick to a tough regimen of college-prep classes, including some advanced-placement or dual-credit classes, if possible. Don't go crazy with the courses and overload yourself, but the courses and grades you receive in your junior year are very important.

Some of the teachers you have for classes in your junior year may also play an important role for you in your senior year -- when you ask them to write you a letter of recommendation for college -- so plan on spending some of the time in your junior year getting to know at least a few of your favorite teachers on a more personal level.

2. Standardized Tests. The junior year, from start to end, is filled with standardized tests. Early in the year, you may take the PSAT. This test, which measures critical reading and math problem-solving, is important for three reasons. First, it's a good indicator and excellent preparation for the SAT test that you may take at the end of your junior year. Second, your score may qualify you for a select group of merit scholarships. Third, it's one of the first chances you have to begin requesting information from colleges.

You will also be required to pass the State of Texas Assessment of Academic Readiness (STAAR) in order to meet state requirements for graduation. You will also need to review with your advisor to ensure you have passed all of the required STAAR-EOC assessments for your graduation plan in order to meet state requirements for graduation. You will want to score a level 3 on all assessments, if possible.

Throughout your junior year, you should schedule the ACT and/or SAT -- the basic standardized tests that many colleges use as part of their admission criteria. While some colleges have transitioned to a test-optional admissions policy, a strong ACT/SAT score will still benefit you for admissions and scholarship decisions. Colleges will require some type of entrance exam scores (ACT/SAT/TSIA) for class placement as well once you actually enroll in classes.

In May 2023, if you have been taking advanced placement classes, you may take the AP Placement Tests. These tests are designed to test your knowledge of the subject at college level, with the results recommending that you receive advanced placement or college credit for the subject. More than 90 percent of the colleges and universities in the United States recognize these exam grades.

The Junior Year Experience

3. College Planning. The junior year is THE time to get organized for handling the onslaught of college material that will be coming your way -- in the mail, in your email, and from college fairs and visits to your high school. The whole college search can be a little unnerving, a bit daunting, so just relax and take your time during this year and the summer that follows to really focus on finding the right mix of colleges for you. Ideally, by the end of your junior year you'll have a list of no more than 5 to 10 colleges.

Numerous print and online resources (including each college's Website) can help you learn more about colleges, including important information like majors and minors, academic quality and ranking, accreditation, job and graduate-school placement rates, costs, and financial aid. You should attend the Texas High School College Night scheduled in October and meet with over 70 college representatives. The junior year is also a good time to start investigating where the people you respect and admire attended college.

Many students just get a big box and start dumping all the mailed materials they receive into the box, but it probably makes sense to develop some sort of filing system so that the information from the colleges on your short list is easy to find when you need it.

4. Career Research. Your career choice(s) may have a big impact on the list of potential colleges you consider, so it's important to at least try narrowing down career possibilities. How do you discover possible career paths? Conduct research, take career assessments, talk with your family and other adult family friends, meet with your teachers, academic advisors and Bettie Stark to evaluate your likes and dislikes.

If at the end of this self-reflection and research you are still unsure, that's okay too. In that case, you may be looking at more comprehensive universities that offer a wide range of majors and minors. And if you conclude this step with a concrete career concept, then you can start narrowing down college possibilities.

Finally, remember that this research is purely preliminary. As you move to your senior year and then into college, many more career options will arise that you'll probably at least consider.

5. Portfolio Development. It is never too soon to begin documenting your education, experience, and accomplishments. Start by listing all your high school accomplishments, including your coursework, academic or athletic accomplishments, awards and honors, and any other achievements. Next, review any and all of your work experiences, including part-time jobs and volunteering or community service, and describe those experiences using action verbs. Showcase any leadership positions you have held. If you have room, include hobbies and interests.

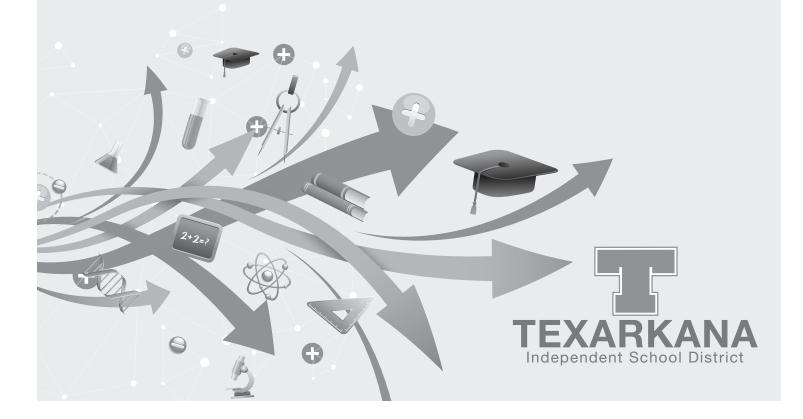
Developing a resume is a pretty easy task once you have brainstormed most of the key content. The next step is simply designing (or borrowing) a nice layout and printing it out. If possible, avoid using a template as the format for your resume.

The final step is developing a portfolio that demonstrates the kind of student you are. A portfolio can include copies of your resume, awards and other certificates, letters of recommendation and/or a references list, samples of your work, and any other tangible proof of your accomplishments.

Texas High School Preparing for SENIGRYEAR 2024

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THS ACADEMIC CENTER



Academic Advisors Grades 9–12

A-FIM	Jennifer Cannon
FIN-LAE	Patty McDonald
LAF-ROB	Dolores Schandua
ROC-Z	Jennifer Guffey
(based on stu	udent last name)

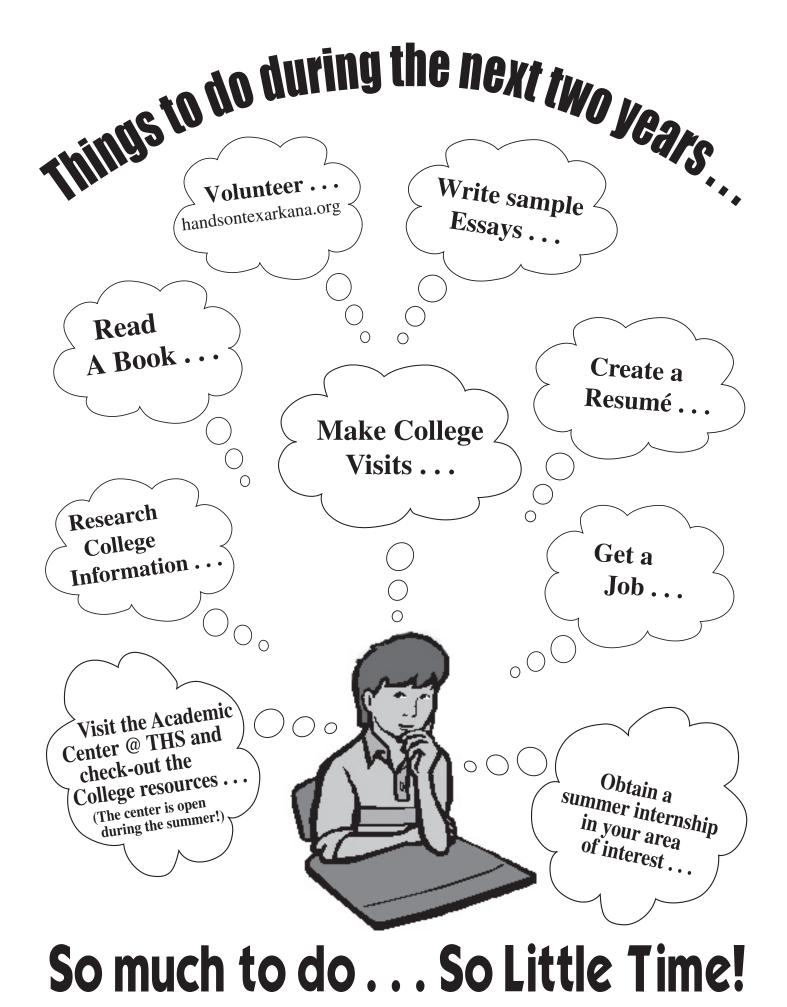
Registrar Crystal Martinez

Associate Principal of College & Career Readiness Bettie Stark

Assistant Principal for Student Advancement Charlotte Leon

Administrative Assistant of College & Career Readiness Laura Fuller

> Academic Center Hours 8:00 a.m. to 4:00 p.m. Phone: 903.794.3891 Fax: 903.791.2998



September 2022

- Develop goals for grades and actions plans for junior year.
- Consider Independent Research.
- ACT test date September 10
- Register for PSAT scheduled for Wednesday, October 12.
- Register for the October 1 SAT.
- Register for the October 22 ACT. It is not too early to take the ACT; you can use your best score for college applications.
- LISTEN TO TIGERVISION for announcements for college representative visits.
- Visit the Academic Center and Bettie Stark's office often. Verify:
 - Selected courses are on target for college admissions
 - Check GPA
 - Check class rank
- Begin to look for community service and volunteer hours. Keep a good record including dates / times and contact person.
- Set a goal for grades and develop an action plan for junior year.
- Use a daily planner to schedule study time and other events. Make this a habit.
- Become involved or continue to be involved in clubs and organizations.
- Develop leadership skills.
- Begin talking about your college plans to family and friends and explore career options. You do not need to know what your college major will be, or what specific job you want; the important thing is to keep your options open.
- Look into overnight & weekend college visitation programs juniors can schedule two college days to visit campuses.
- Planwhenyouwilluseyourcollegevisitationdays. Studentsreceivetwodaysduring their junior year and two additional days during their senior year.
- Explore the different sources of information on college and careers available to you. Start your research using Naviance, the school library, visiting the Academic Center, or the College & Career Resource Center. The web also provides unlimited information on colleges and universities. Start thinking about what is important to you in a college is it small class size, location, diversity of the student body, quality of instruction, or all of these.
- Join the Class of 2024 Advising/College & Career Google Classroom to stay updated on important announcements.

October 2022

- Continue to work on goals for grades and action plan for junior year. Use a daily planner to reassess your schedule.
 - Research colleges and universities weighing each college's prosand cons. College representatives will schedule visits in the fall. Find out what schools are visiting and planto attend these information sessions; do not be a fraid to check out schools you have never heard of.
 - Develop skills in writing essays. Students must sharpen their writing skills for college testing and scholarship applications.
- SAT test date October 1.
- PSAT test date October 12.
- Register for the November 5 SAT.
- ACT test date October 22.
- Register for the December 10 ACT. Deadline November 4.
- Attend Texas High School College Night on October 18.

November 2022	 SAT test date November 5. Reassess grades and goals. Ask yourself: Which courses do I need to spend more time studying? Is there an area where I can use my time more wisely? STUDY! Your junior year is one of the most important years that colleges will be considering. Remember, many admissions decisions will be made before your final senior year grades are complete, so make your junior year count! Talk to your parents NOW about financing college. Remember that federal financial aid will be determined based on income two (2) years PRIOR to when you enter college. For example, if you will attend school in the fall of 2024, income information for financial aid will be based on your parents and your 2022 federal taxes. Consider more community service, as you will find more opportunities during the holidays. Remember to schedule the time on your calendar. Continue researching colleges and universities. Develop test taking skills by utilizing free Naviance ACT/SAT test prep and writing essays. Register for the December 3 SAT. Register for the December 10 ACT.
December 2022	 Continue reassessing your grades and goals. Discuss your 2nd semester schedule with your academic advisor. Talk to your academic advisor or Bettie Stark about taking the SAT and ACT. You may want to take both tests as you may have stronger results on one test over the other. Continue researching colleges and universities. Begin to think seriously about choices of career. Remember that many choices will be available within a field of study or major at college, so keep your choices broad. Request scholarship information and applications with early deadlines. It is never tooearly since some scholarship and grant applications need to be received during your junior year. SAT test date December 3. ACT test date December 10. Register for the March 11 SAT. Register for the February 11 ACT. Deadline is January 6.
January 2023	 Begin thinking about a summer job or internship. Include your academic and personal accomplishments from the first half of your junior year in your portfolio. Consider your possible career options and begin matching your options to the colleges you are considering. Reassess your goals and ensure you use a daily planner for your schedule. Makeplansforyousenior course schedule. Attend AP/DC workshop to determine which courses would benefit your future plans.

February 2023	 Narrow down college choices to 5-10 but continue to research colleges. ACT test date February 11. Register for the March 11 SAT. Register for the April 15 ACT. Deadline is March 10.
March & April 2023	 Begin applying for summer jobs and summer intern programs. Begin researching financial aid including loans, scholarships, and grants. SAT test date March 11. Register for the May 6 SAT. Deadline is April 7. Research community service opportunities during the summer. If you have not used your two college days, consider using visitation days to colleges you might be considering. ACT test date April 15. Register for June 3 SAT. Deadline is May 4. Register for the June 10 ACT. Deadline is May 5.
May 2023	 Advanced Placement Tests, May 1 – 12 Finalize your list of courses that you plan to take during your senior year. Your responsibility is to make sure you have completed all courses required for your graduation plan – High School Plan, Recommended, or Distinguished. Register for summer school if you have failed or lost credit in a required course. Research and gather information for at least five colleges or universities you are interested in attending. Plan with your family the colleges or universities you would like to visit this summer. Consider visiting a variety of school – a "reach" school, "probable admittance" school, and a "safety" school. Make arrangements for summer community volunteer activities, internships, and learning programs. Meaningful summer activities demonstrate commitment and responsibility. SAT test date May 6. Include your academic and personal accomplishments of your junior year in your portfolio. Register for the July 15 ACT. Deadline is June 16.
June 2023	 SAT test date June 3. ACT test date June 10. Register for the July 15 ACT. Deadline is June 16 Contact colleges and universities to schedule summer tours. Start the reading list of "required reading" for your senior year: English IV: MacBeth, Canterbury Tales Prologue, Beowulf, poetry, literature circle books, mystery stories English IV AP: Lord of the Flies, How to Read Literature Like a Professor, Hamlet, Song of Solomon, Heart of Darkness, Beowulf, Canterbury Tales Prologue, Poisonwood Bible, poetry, literaty choice novels English IV DC: Steps to Writing Well and Perrine's Story and Structure: an Introduction to Fiction

July 2023	 STAAR-EOC re-test in June at Texas High School. If you have not been successful on any subject test required for graduation, you should plan to re-test this summer. No pre-registration required. Students will receive notices for scheduled start time and students should report to the Texas High School Grand Foyer on the scheduled date. Visit colleges and universities with your family. Be sure to get names of admissions and financial aid officers that you meet during the visits. Don't forget – write a follow-up thank-you note to the admission/financial aid personnel that you visit. Check with the colleges and universities you are interested in attending – do they require the ACT or the SAT subject tests? Create a resume for use with college applications and letters of recommendation. Develop an organizational system and calendar to organize college and scholarship deadlines. If portfolios, audition tapes, writing samples, or evidence of other talents are required for admissions/scholarships, begin developing this information now. Register for the September 9 ACT. Deadline is August 4, 2023 (anticipated). Review your senior schedule with your academic advisor.
August & September 2023	 August 16 (anticipated) – Your Senior Year Begins! Review list of 4 - 8 colleges and universities. Create a master list with application fees and deadlines. Review requirements for fee waivers of application fees and assessments. IT IS YOUR RESPONSIBILITY TO KEEP UP WITH DEADLINES AND BE AWARE OF COLLEGE AND SCHOLARSHIP OPPORTUNITIES. Keep your grades up! Stay active in organizations. Many colleges and universities will receive your first semester grades for admission consideration. STUDY! Consider Independent Research. ACT test date September 9 (anticipated). Register for the October 7 SAT (anticipated). Register for the October 7 SAT (anticipated). Register for the October 21 ACT (anticipated). For some colleges, the October or December ACT is the last one they will accept for admissions/ scholarship consideration. Look into overnight & weekend college visitation programs – seniors can schedule two college days to visit campuses. LISTEN TO TIGERVISION for announcements for college representative visits, scholarships, and senior information. Visit the Class of 2024 Advising/College & Career Google Classroom frequently for important announcements. Visit the Academic Center and Bettie Stark's office often. Verify: Selected courses are on target for college admissions Check GPA Check class rank Continue looking for community service and volunteer hours. Keep a good record including dates/times and contact person. Attend the Texas High School College Night in October.

August & September 2023 (CONT)	 Ask people for recommendation letters. Ask for letter 2-3 weeks in advance - do not wait until the last minute! Provide your resume to the person writing your recommendation letter. If the letter needs to be mailed directly to the college or university, be sure to provide a stamped, addressed envelope. Request any transcripts you need for college applications from the academic center, or online through the Academic Advising Google Classroom. Transcript requests will be filled within 48 hours of the request. Search the web for scholarships. Check with NCAA Clearinghouse on-line if you intend to play sports in a Division I college or university. Attend college planning and financial aid workshops. Review career plans and decide what type of post-secondary school is best for you. Brainstorm for your college essays early. Begin working on college applications and check for deadlines. Make it a plan to apply to four or more colleges.
October 2023	 You and your parents should complete the FAFSA which is a graduation requirement. The Free Application for Federal Student Aid is the base line form to complete any financial aid applications. Be sure to use www.fafsa.ed.gov. Continue working on college and scholarship applications. Some schools have priority deadlines as early as November 1. Continue searching for scholarships. Request recommendation letters and transcripts. Ask your principal, teachers, or academic advisor to complete any recommendation forms for your college application at least one month before the application is due. Provide a resume to the person writing your recommendation form. If the form needs to be mailed directly to your college, be sure to provide a stamped, addressed envelope. SAT test date October 7 (anticipated). Register for the November 4 SAT (anticipated). ACT test date October 21 (anticipated). Register for the December 9 ACT, Deadline is November 4, 2023 (anticipated). Submit applications for early decisions/early action college programs. Meet with Bettie Stark to develop a college admission and financial aid application plan. Contact financial aid offices to ensure appropriate forms are submitted timely. Finalize portfolios, audition tapes, writing samples, or other evidence of talent, if required for admissions. Inquire about Advanced Placement Exams for registration deadlines.
November 2023	 SAT test date November 4 (anticipated). Continue working on college and scholarship applications. Be aware of deadlines. Many schools have December 1 deadlines for admissions and scholarships.

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November : 2023 (CONT) .

- Register for the December 2 SAT (anticipated).
 - Remember Texas High School and the academic center will be closed for the Christmas break. Before you leave for the break, request all transcripts, recommendation letters, and pick up any ACT/SAT packets and documentation you may need before January.
 - Completeand submityour collegeand scholar ship applications. Besure to keep a copy for your records.
- Remain focused on grades to increase mid-year GPA and class rank.

December 2023

- Discuss your 2nd semester schedule with your academic advisor.
- SAT test date December 2 (anticipated).
- ACT test date December 9 (anticipated).
- Register for the February 10 ACT.
- Registration deadline is January 12, 2024 (anticipated).
- STAAR-EOC re-test in December at Texas High School. If you have not been successful on any subject test required for graduation, you should plan to re-test. No pre-registration required. Students will receive notices for scheduled start time.
- Colleges and universities will communicate important information to you via email. They may also require you to set-up a student account within their portal. Be sure to do so and start a habit of checking your email and student portal 1-2 times per week.
- Make sure you and your parents have completed the FAFSA online at www.fafsa.gov. One to 2 weeks after submission, you should receive your Student Aid Report (SAR). Log into your account to review your SAR and also see if any additional information is required.

January 2024

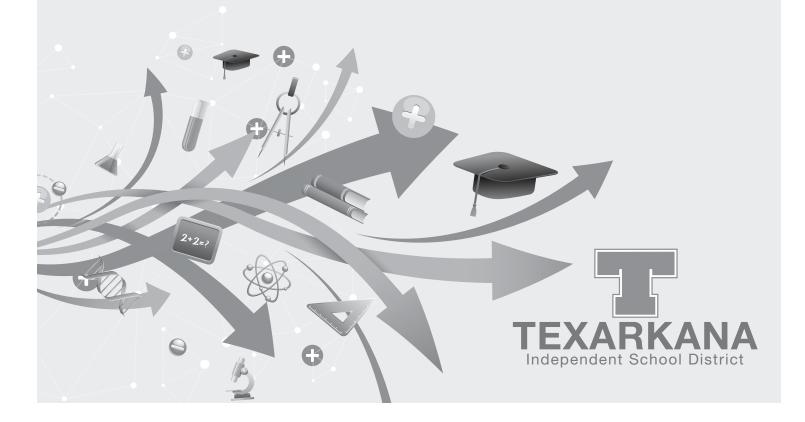
- Include your academic and personal accomplishments from the first half of your senior year in your portfolio.
- Keep your grades up. You may have been accepted to a college or university; however, some acceptances are contingent upon successful completion of the 2nd semester!
- Continue to check for scholarship and college opportunities in the College & Career Center and the Class of 2024 Advising/College & Career Google Classroom.
- Listen to TIGERVISION and read posted information for scholarship announcements.

February 2024	 ACT test date February 10 (anticipated). Register for the March 9 SAT (anticipated). Register for the April 13 ACT (anticipated). Check admission decision due dates and applicable fees. Complete housing applications and pay deposits. Continue to check college and scholarship opportunities in the College & Career Center and in the Class of 2024 Advising/College & Career Google Classroom. Check for deadlines. Research Advanced Placement exams and what scores colleges will accept for credit. Check your Student Aid Report (SAR) and make corrections. Ensure you update list of schools to receive information.
March 2024	 SAT test date March 9 (anticipated). Register for the May 4 SAT (anticipated). Register for the April 13 ACT (anticipated). Apply for local scholarships through the Class of 2024 Advising/College & Career Google Classroom. Most deadlines are the first week in April.
April 2024	 Respond to college acceptance notices. Make final plans for college. Inform Mrs. Stark or Mrs. Fuller in the College & Career Center of all scholarship offers and college acceptance decisions. ACT test date April 13 (anticipated). Register for summer orientation sessions for the school where you plan to enroll.
May 2024	 SAT test date May 4. (Anticipated) Take Advanced Placement tests. Have your final transcript sent to the college of your choice. Fill out the request in the Academic Center, or online through the Class of 2024 Advising/College & Career Google Classroom. It is not too late to start the college admissions process. You can still gain admissions to some colleges. Do not forget to say thank you to your parents, teachers, administrators and others who have helped you through your college selection process. Write thank you notes for local scholarships you were awarded.

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COLLEGE





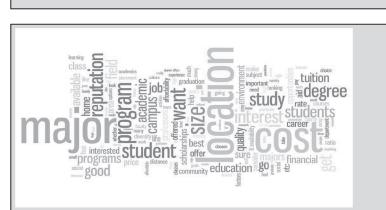
TAKE RESPONSIBILITY FOR YOUR FUTURE!

Beginning your College & Career Planning



Every student at Texas High School has access to Naviance, a college and career planning software. This tool has a wealth of resources including:

Several career interest and strength & weakness surveys are available which can guide students to matching careers. Detailed information about careers including courses of study and salaries are also available.



The Naviance College SuperMatch tool allows students to easily search for colleges based on various criteria from location, school size, academics, student life opportunities, diversity, cost, and athletics, just to list a few!

EER EXPLORATION

Naviance Test Prep includes <u>6 full</u> <u>length ACT and SAT practice tests</u>, plus numerous lessons, tips, and other resources to help students improve their test scores.



Students can access Naviance by logging into their school gmail account, then under the Google Apps menu, click the "Naviance - Student" icon.

EXPLORE

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

- Step 1: Take a self-assessment test to help you identify your interest.
- Step 2: Investigate your career choices
 - Research careers
 - Talk to people knowledgeable in your interested career.
 - Get some related experience
- **Step 3:** Choose a career in subjects you like and do well in. See samples below.

English

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

The Arts

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

Foreign Language

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

Math

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

Science

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

Social Studies

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

Step 4: Education Choices

- Career & Technology Education
- Community & Technical Colleges
- Career & Trade Schools
- Four Year Colleges
- Military
- Apprenticeships
- On-the-Job Training

College Admission Criteria

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

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

Selecting the Right School

More than 4,000 colleges and universities are in the United States. Every school has positive and negative aspects

When you begin your college search, you should look at schools that can meet your needs.

1. The first step is to decide "What do I want from a college?"

Make a list of your goals.

Some excellent resources that you can utilize during this process are your parents, teachers, academic advisors and counselors.

2. Make a list of important factors that will affect you:

Is financial assistance available? Are scholarships or work study opportunities available? What is the distance from home? Do I want to stay close to home or go far away? Is the school in an urban area or a small town? Is the college large or small? Is it a two or four year school? Do my grades, scholastic ranking, and test scores meet the expectations of the school? Is housing available—dorm or off-campus? Are cultural activities available? What programs, groups and facilities are available?

3. Gather as much information as possible about the schools you are most interested in. A manageable number is around six to eight.

A good place to start is the College Super Match within Naviance.

Write, call, or email the school for information.

Check with the Academic Center for college information.

When registering for the SAT or ACT, indicate whether you wish to be included in Student Search and Educational Opportunity Service. If you participate you will receive information from schools who match your interests.

4. Select a school that is a good match for you.

Pick schools that offer curriculum which best suits your talents.

To help avoid mismatching, be sure to work with an advisor on campus.

Know how your ACT/SAT scores fit in with entrance requirements.

Knowing which schools best fit your ACT/SAT scores is a good guideline of how well you may succeed in those schools.

5. Visit the schools

This is the best way to experience the prospective colleges. Many schools give tours in the summer. An even better way to experience campus lifestyle is to visit in the Fall. You will gain knowledge of where students study, eat and sleep, see what they wear, and you will be able to attend classes and take part in campus activities. When you visit a school you will be more likely to choose a college that is matched to your needs. A checklist is attached listing things to consider during a campus visit.

Preparing for a College Visit

A. Arrange your college visit:

- 1. Contact College Admissions at least one week in advance to arrange your visit.
- 2. Allow at least one full day at each college.
- 3. Before you visit, research information about the college. College catalogs and bulletins are available for your use in the THS Academic Center. Other resources are:

Naviance-Student under the Google Apps Menu

www.goapplytexas.org www.c3apply.org www.collegeboard.org

www.collegeforalltexans.com

- 4. Know something about Texas High School. For example: THS is a four-year public high school with an enrollment of approximately 1700 students. Course offerings include Advanced Placement, Dual Credit, and Career & Technology classes.
- Be Prepared! Take a copy of your transcript, your resumé, and your list of activities. Know what classes you plan to take your Senior year. Be able to state clearly what your objectives are in attending college—particularly their college.

B. During the college visit:

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

C. After the visit:

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

Campus Visit Checklist

Things you <u>should not miss</u> when you are visiting a college campus. Take this page with you!

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

College Comparison Worksheet

	College Name				
Location ▼ distance from home					
Size ▼ enrollment ▼ physical size of campus					
Environment ▼ type of school (2-year or 4-year) ▼ school setting (urban, rural) ▼ location & size of nearest city ▼ co-ed, male, female ▼ religious affiliation					
Admission Requirements ▼ deadline ▼ tests required ▼ average test scores, GPA, rank					
Academics ✓ your major offered ✓ special requirements ✓ accreditation ✓ student-faculty ratio ✓ typical class size					
College Expenses ▼ tuition, room & board ▼ estimated total budget ▼ application fee, deposits					
Housing ▼ residence hall requirements ▼ food plan					
Facilities ▼ academic ▼ recreational ▼ other					
Activities ▼ clubs, organizations ▼ Greek life ▼ athletics, intramurals ▼ other					
Campus Visits ▼ when ▼ special opportunities					
Financial Aid ▼ deadline ▼ required forms ▼ percentage receiving aid ▼ scholarships					

College Application Checklist

COLLEGE NAME:

Address:

Phone Number:

Application Deadline (Regular):

Application Deadline (Early):

Financial Aid Deadline: Housing

Deadline:

Completed	
Access and complete College Application & Admission Information.	
Request high school transcript with test scores from the THS Academic Center. Request high school transcript from Texarkana College if applicable.	
Request letters of reference. (send thank you notes to your references).	
Complete & sign application.	
Write essays (Proofread!).	
Make copies of your application materials.	
Mail application, supporting material and the application fee.	
Mail college financial aid form (if necessary).	
Admission letter arrives. Note acceptance and dates for scholarship and admission.	
Financial aid award letter arrives.	
Send deposit and housing form.	

Understanding College Application Plans Which one is for me?

Regular Admission:

The student will apply by a deadline (usually mid-winter), and receive the decision by April 1. You must then make your decision and notify the college by May 1.

Rolling Admission:

Student will apply by a deadline and usually receive an admission decision within six weeks. Many public colleges and universities use this method of application.

Early Action (EA): Non-binding

Student will submit application by an early fall date (usually in November). The college will notify you of an admission decision in December or January. The student has the right to wait until May 1st before notifying the college of their decision. This is a non-binding application. Early action allows you to have the security of knowing you have been accepted to college, and gives you the ability to compare admission and financial aid offers from other schools before replying with a decision.

Early Decision (ED): Binding

Early decision is binding! When using this application you must be sure the college you are applying to is where you plan to attend. Because the ED pool is extremely competitive, only the strongest students (best grades & ACT/SAT scores) should consider applying under this plan.

You will submit an application in early fall, with notification from the college in December or January. By using Early Decision, and being accepted, you are making a commitment to attend that school. Because there are other regulations associated with Early Decision, please see your academic advisor if you are considering applying to a college or university under the ED plan.

College Admission Terms

- **Common Application (Common App)**: College admission application accepted at 600+ colleges/universities. Students can apply simultaneously to two or more colleges. Thus, saving hours of work by using this standardized online application. <u>www.commonapp.org</u>
- **Deferred Acceptance**: Student's application is not accepted or rejected, it is deferred. An admission decision is postponed until the student submits additional information. Students can improve their admission chances by providing improved grades, test scores and/or an impressive letter of recommendation.
- **Selectivity**: Colleges have varying levels of selectivity. Colleges with open admissions generally accept any high school graduate until spaces are filled. Selective colleges admit students with high GPAs and good test grades.
- **Waitlisted:** Waitlisted students may be reconsidered if not enough accepted students enroll. Submitting improved grades, test scores and/or additional information may improve chances of acceptance.

*Top 10 College Application Mistakes

Senior year is hectic, but don't let it affect the quality of your college applications. Take your time, pay attention to detail and plan ahead so you can meet the deadlines.

Following are some of the top responses from counselors and admissions staff who shared the most common mistakes on college applications.

- 1. Misspellings and grammatical errors—This is a big pet peeve of admissions people. If you misspell on something as important as the application, it shows that either you don't care or you aren't good at spelling. Some students even misspell their intended major. But don't stop with a spell check. Proofread for grammatical errors, too.
- 2. Applying online, but the application isn't submitted—If you apply online, you should receive confirmation that the college or university received it. Confirmation could be an email message, a Web page response or a credit card receipt. Follow through and make sure that your application has been received.
- **3.** Forgotten signatures Make sure you sign and date the form. Often students overlook that part of the form if it's on the back. Check that all spaces are completed.
- **4. Not reading carefully**—For example, if the form asks what County you live in, don't misread it as Country and write United States.
- 5. Listing extracurricular activities that aren't—Those that make the list include sports, the arts, formal organizations and volunteer work. Talking on the phone and hanging out with friends don't make the cut. Make sure your activity information is accurate. Colleges may check with your high school.
- 6. Not telling Bettie Stark or Academic Advisor where you've applied—Let your recruiter know which colleges you're applying to, and ask him or her to review your high school transcript before sending it to colleges. Sometimes transcripts have errors.
- **7. Writing illegibly**—First impressions count, so take your time and use your best handwriting. It will make a better impression.
- 8. Using an email address that friends might laugh about, but colleges won't—Select a professional email address. Keep your fun address for friends, but select an address using your name for college admissions.
- **9.** Not checking your email regularly—If you've given an email address, the college will use it. You don't want to miss out on anything because you didn't read your email. Check in your SPAM box.
- **10. Letting Mom or Dad help you fill out your application**—Admissions people know if your parents help, whether you have two different styles of handwriting or your admissions essay sounds more like a 45-year-old than a 17-year-old. It's fine to get advice, but do the work yourself.

*Top 10 Tips for Writing a College Essay

- 1. Start early. The more time you have, the less stress you'll have. And you'll have plenty of time to give the essay your best effort.
- 2. Be yourself. Take a moment to think about what interests you, what you love to talk about, what makes you sit up and take notice if it's mentioned in class or on TV. Then write about it. One of the biggest mistakes students make is "writing what they think others want to hear, rather than about an issue, event, or person that really had significance for them," says Richard M. Fuller, dean of admission and financial aid at Hamilton College (NY). An essay like that is not just boring to write-it's boring to read.
- 3. Be honest. You're running late (see #1), you can't think of what to write-and someone e-mails you a heartwarming story. With just a tweak here and there, it could be a great essay, you think. It's what you would have written if you'd just had enough time. Don't be fooled! College admission officers have read hundreds-even thousands-of essays. They are masters at discovering any form of plagiarism. Adapting an e-mail story, buying an essay from some Internet site, getting someone else to write your essay-admission people have seen it all. Don't risk your college career by taking the easy way out.
- 4. Take a risk. On the other hand, some risks can pay off. Don't settle for the essay that everyone else is writing. Imagine an admission officer up late, reading the fiftieth essay of the day-yours. Do you want that person to nod off because he or she has already read ten essays on that topic?

"The danger lies not in writing bad essays but in writing common essays-the one that admission officers are going to read dozens of," says Scott Anderson, associate director of college counseling at Mercersburg Academy (PA). "My advice? Ask your friends what they are writing-and then don't write about that!"

5. Keep in focus. This is your chance to tell admission officers exactly why they should admit you. Unfortunately, some students try to list every single reason-their stellar academic record, their athletic prowess, their community service-all in a page or two. When that happens, the essay looks like a grocery list.

Instead, read the essay question carefully and jot down a few ideas. Then choose the one that looks like the most fun to write about. Stick to that main theme throughout the essay. You don't have to list all your achievements-that's what the rest of the application is for. Use the essay to help the admission officers get to know you as a person.

6. Write and rewrite. Don't try to write a masterpiece on your first try. It's not possible-and all that pressure is likely to give you writer's block. For your first draft, write anything that comes to mind about your topic. Don't worry too much about grammar or spelling. Just get it down on paper (or computer screen). Then let it "rest" for a few hours or a few days.

When you come back to the draft, look for ways to make it more focused and better written. Some people are "fat" writers: they write long, wordy first drafts that need to be shortened later. Others are "skinny" writers: they write short and simple first drafts and then need to add details or examples to "flesh out" the skeleton. Either way, don't be afraid to make major changes at this stage. Are there details that don't really relate to the topic? Cut them. Do you need another example? Put it in. Here are two other things to try, suggested by college counselor Marti Phillips-Patrick.

- 1. Remove the introductory and concluding paragraphs, and then see if your essay seems stronger. These paragraphs are often the most likely to have unnecessary detail.
- 2. Go through the essay and cut out every "very" and every "many." Words like these are vague, and your writing is often stronger without them.
- 7. Get a second opinion. Even best-selling novelists ask other people to read their manuscripts before they're sent to the publisher. When you've rewritten the essay to your satisfaction, find someone who can give you advice on how to make it even better. Choose a person you respect and who knows something about writing-a favorite English teacher, a parent, a friend who writes for the school paper. Ask them to tell you what they like best about your essay-and what you can do to improve it.

Criticism of your writing can be tough to hear, but try to listen with an open mind. You don't have ton make every change suggested-after all, it's your essay and no one else's-but you should seriously consider each suggestion.

8. **Proofread.** Finally, you're ready to send your essay. Not so fast! Read it over one more time, looking for those little errors that can creep in as you write or edit. If you're using a computer, also run a spell check.

Sometimes, it can be difficult to catch minor typos-you've read the essay so many times that you see what should be there rather than what is there. To make sure you catch everything, try reading your essay out loud or having someone else read it out loud to you. Another strategy is to read the essay backward, from the last sentence to the first. That makes it just unfamiliar enough for errors to stand out.

- 9. Don't confuse applying online with sending e-mail. Applying online is just as serious as applying "the old-fashioned way." It may feel like you're sending e-mail, but you're not. "One thing I've often seen is that students who apply online submit sub-par essays," says Palmer Muntz, director of admission at Oregon Institute of Technology. He has found that essays submitted online tend to be much shorter than those submitted on paper. In addition, students often use e-mail language-no capitalization, or abbreviations such as BTW or "thanx"-which are not appropriate to a formal document. Make sure that you put as much effort into an online essay as you would if you were sending it snail mail.
- **10. Don't expect too much from an essay.** The application essay is important, but it's not the only thing that is considered. "Can [the essay] make a difference in getting the 'thin versus thick' envelope? Absolutely," says Fuller. "But that is the exception rather than the rule."

That's because admission officers look at the whole package-your academics, extracurricular activities, standardized tests, and other factors. A great essay rarely makes up for a weak academic record. On the other hand, a mediocre essay won't necessarily consign your application to the "deny" list. So make your essay as well-written as you can, but don't put so much pressure on yourself that the rest of the application fades in importance.

*Written by Jennifer Gross - www.nacacnet.org/MemberPortal/News/StepsNewsletter/tips_college_essay.htm.

*U.S. News and World Report Best National University Rankings 2022

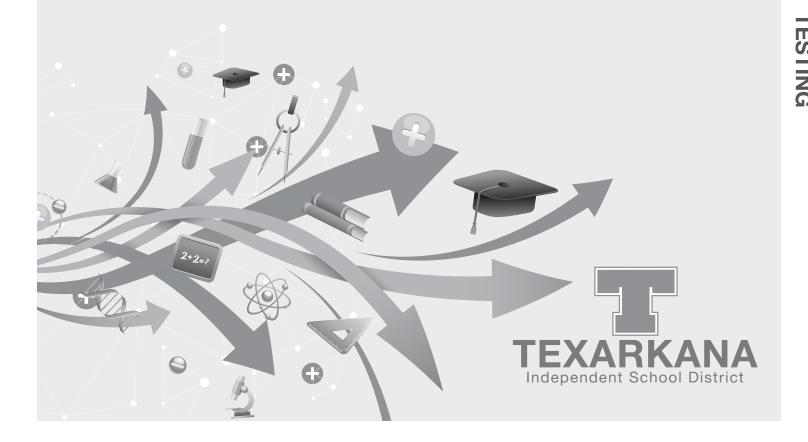
RANKING	UNIVERSITY/COLLEGE Princeton University	STATE NJ
2	Columbia University	NY
2 2 5	Harvard University	MA
2	Massachusetts Institute of Technology	MA CT
5 6	Yale University Stanford University	CA
6	University of Chicago	IL UA
8	University of Pennsylvania	PA
9	California Institute of Technology	CA
9	Duke University	NC
9	Johns Hopkins University	MD
9	Northwestern University	IL
13	Dartmouth College	NH
14	Brown University	RI
14 14	Vanderbilt University	TN MO
14	Washington University in St. Louis Cornell University	NY
17	Rice University	TX
19	University of Notre Dame	IN
20	University of California - Los Angeles	ĊĂ
21	Emory University	GA
22	University of California - Berkeley	CA
23	Georgetown University	DC
23	University of Michigan - Ann Arbor	MI
25	Carnegie Mellon University	PA VA
25 27	University of Virginia University of Southern California	CA
28	New York University	NY
28	Tufts University	MA
28	University of California - Santa Barbara	CA
28	University of North Carolina - Chapel Hill	NC
28	University of Florida	FL
28	Wake Forest University	NC
34	University of California - San Diego	CA
34 36	University of Rochester	NY
36	Boston College University of California - Irvine	MA CA
38	Georgia Institute of Technology	GA
38	University of California - Davis	CA
38	University of Texas-Austin	TX
38	College of William and Mary	VA
42	Boston University	MA
42	Brandeis University	MA
42	Case Western Reserve University	OH
42 42	Tulane University	LA WI
42 47	University of Wisconsin - Madison University of Illinois - Urbana Champaign	
48	University of Miniois - Orbana Onampaign	GA
49	Lehigh University	PA
49	Northeastern University	MA
49	The Ohio State University	OH
49	Pepperdine University	CA
49	Purdue University	IN
49	Villanova University	PA

Students who have high grade point averages and high ACT/SAT scores are encouraged to consider looking at "highly competitive" colleges and universities. More information can be obtained on these schools in the Texas High School academic center from your academic advisor or Bettie Stark.

*www.usnews.com/usnews/edu/college/rankings/rankindex_brief.php

Texas High School Preparing for SENIGRATEAR 2024

A THS Academic Center Publication for Juniors



What are ACT/SAT Exams?

ACT: A college entrance exam. Students receive scores in English, Reading, Math and Science, along with a composite (average) score. There is also an optional Writing test. See <u>actstudent.org</u> for test dates.

SAT: A college entrance exam. The SAT provides two section scores: an evidence based Reading and Writing score, and a score in Math. There is also an optional Essay Test. See <u>collegeboard.org</u> for test dates.

Common ACT/SAT Questions

• Should you take the ACT or SAT?

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

• How do you sign up?

You can sign up for the ACT at <u>actstudent.org</u> and for the SAT at <u>collegeboard.org</u>. Both the ACT and SAT are administered on Saturday mornings and both take three to four hours. Scores are available two to four weeks after the test.

• When should you take the ACT and SAT?

You should take the ACT and/or SAT in the spring of your junior year. If you want to improve your scores, you can retake the test(s).

• How should you prepare?

Free test prep resources and practice tests are available and at <u>collegeboard.org</u> or <u>actstudent.org</u> and within your Naviance account under your Google Apps menu. Test prep materials can also be found in bookstores and library.

Test Dates 2022-23 & 2023-24

THS School (CEEB) Code 446-970 You MUST USE this code, for THS to receive your scores for your transcript. Texas High School is a test site for ACT and SAT Test code is - 222390

ALL Test Dates are anticipated and subject to change. Visit www.actstudent.org and www.collegeboard.com for current information.

August 5, 2022

ACT

Test Date (*anticipated)

Registration Date Late Registration

September 10, 2022 October 22, 2022 December 10, 2022 February 11, 2023 June 10, 2023 July 15, 2023 September 9, 2023* October 21, 2023* December 9, 2023* February 10, 2024* April 13, 2024* June 8, 2024*

August 27, 2022

October 1, 2022

March 11, 2023

August 26, 2023*

October 7, 2023*

March 9. 2024*

May 4, 2024*

June 1, 2024*

November 4, 2023*

December 2, 2023*

May 6, 2023

June 3, 2023

November 5, 2022

December 3, 2022

September 16, 2022 November 4, 2022 January 6, 2023 March 10, 2023 May 5, 2023 June 16, 2023 August 4, 2023* September 15, 2023* November 3, 2023* January 12, 2024* March 1, 2024* May 3, 2024* June 7, 2024* August 19, 2022 September 30, 2022 November 11, 2022 January 20, 2023 March 24, 2023 May 19, 2023 June 23, 2023 August 18, 2023* September 29, 2023* November 17, 2023* January 26, 2024* March 15, 2024* May 17, 2024* June 21, 2024*

Any 11th or 12th grade student who meets economic guidelines for free or reduced lunch is eligible for four fee waivers for the ACT and two fee waivers for the SAT.

SAT

Test Date (*anticipated) Registration Date Late Registration

July 29, 2022 September 2, 2022 October 7, 2022 November 3, 2022 February 10, 2023 April 7, 2023 May 4, 2023 July 28, 2023* September 1, 2023* October 6, 2023* November 3, 2023* February 9, 2024* April 5, 2024* May 3, 2024* August 16, 2022 September 20, 2022 October 25, 2022 November 22, 2022 February 28, 2023 April 25, 2023 May 23, 2023 August 8, 2023* September 12, 2023* October 17, 2023* November 14, 2023* February 20, 2024* April 23, 2024* May 21, 2024*

Test Practice Websites

"Naviance - Student" under your Google Apps Menu www.testprep-online.com www.actstudent.org www.collegeboard.org www.khanacademy.org



*Educational Talent Search ACT Test Taking Strategies

*Compliments of Texarkana College, Educational Talent Search

By the time you have reached the end of your Junior year you have mastered the bulk of the information necessary to do well on the ACT test. What can, therefore, make the difference is the way you take the test.

Because the test yields a score on the number of correct responses (no penalty for incorrect or guessing), the more opportunity you have to find questions you can answer, the higher your potential score. This calls for some real study in test taking strategy.

Here's a list of key strategies to give you a higher score on the ACT test:

- 1. Get a normal night's rest, eat normally, and exercise normally. Practice breathing deeply for stress release.
- 2. Bring at least two #2 pencils with good erasers and a good watch with the alarm turned off.
- 3. Do the practice tests, repeatedly, and memorize the instructions for each section and the types of questions within the sections.
- 4. Know the time-frames for each test so you can pace yourself.
- 5. Make use of the fact that within the Reading and Science Reasoning tests, the questions within each section move from easy to difficult in ease of answering.
- 6. In the Math test the easier questions are scattered throughout the test. Locate and answer the easy questions first.
- 7. Watch the way you mark your answers on your answer sheet to be sure you are marking a response to the right question.
- 8. Make notes to yourself in the test booklet, especially for items to which you wish to return.
- 9. If you must guess, narrow your choices down to two and increase the odds of a correct answer. Don't blindly guess.

Strategies for the Specific Tests:

A. English

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

B. Mathematics

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

C. Reading

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

D. Science Reasoning

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

E. Use of Calculators

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

ACT scores exempting students from Texas Success Initiative (TSI) requirements:

- Composite 23
- English 19
- Math 19

Complements of Texarkana College Educational Talent Search

ACT at a Glance

ACT English Test 75 items, 45 minutes

Content/Skills	Number of Items
Usage/Mechanics	40
Punctuation	10
Grammar and Usage	12
Sentence Structure	18
Rhetorical Skills	35
Strategy	12
Organization	11
Style	12
Total	75

ACT Reading 40 items, 35 minutes	Test
Content Area	Number of Items
Prose Fiction	10
Humanities	10
Social Studies	10
Natural Sciences	10
Total	40

ACT Mathematics Test 60 items, 60 minutes

Content Area	Number of Items
Pre-Algebra	14
Elementary Algebra	10
Intermediate Algebra	9
Coordinate Geometry	9
Plane Geometry	14
Trigonometry	4
Total	60

ACT Science Test 40 items, 35 minutes

Content Area	Format	Number of Items
Biology	Data Representation	15
Earth/Space Sciences	Research Summaries	18
Chemistry Physics	Conflicting Viewpoints	7
Total		40

ACT Writing Test

The Writing Test is an optional 40-minute essay test that measures writing skills emphasized in high school English classes and in entry-level college composition courses. The test consists of one writing prompt that describes two points of view on an issue, and students are asked to write a response about their position on the issue.

ACT Noncognitive Components

- High School Course/Grade Information—To increase the usefulness of ACT results, the High School Course/Grade Information questionnaire asks students about the courses they have completed or plan to take in high school and the grades they have received.
- ACT Interest Inventory—The 72-item ACT Interest Inventory helps students explore personally relevant career options.
- Student Profile Section—The Student Profile Section (SPS) collects responses about students' educational and vocational aspirations, plans, abilities, accomplishments, and needs.

ACT Writing Test Requirements

ACT offers a 30-minute Writing Test as an optional component to the ACT for students testing within the United States.

The ACT Writing Test complements the English Test. The combined information from both tests tells postsecondary institutions about students' understanding of the conventions of standard written English and their ability to produce a direct sample of writing.

Why the ACT Writing Test Is Optional

"By offering the ACT Writing Test as an option, we are providing a flexible solution rather than imposing a single approach on all students and institutions."

- Richard Ferguson, Chief Executive Officer, ACT

Because postsecondary institutions have varying needs, we offer the ACT Writing Test as an option.

• Postsecondary institutions are making their own decisions about whether to require the results from the ACT Writing Test for admissions and/or course placement purposes.

• Students will decide whether to take the Writing Test based on the requirements of the institutions they are considering.

Students are not required to take a test that they do not need to take, thus incurring unnecessary expense, and institutions have the freedom to require the tests that best meet their information needs.

*www.act.org/aap/writing/index.html

To find out which Colleges/Universities require the writing test, please check with the colleges/universities you are interested in attending.

2022 PSAT/NMSQT $^{\circ}$ Quick Reference

 $\mathbf{\hat{\nabla}}$ CollegeBoard

15b-10421

	A comprehensive assessment program that measures college readiness and provides students with the tools they need to start planning for the future.
	 Used by National Merit Scholarship Corporation as an initial screening of entrants in its annual competitions for recognition and college scholarships (typically, entrants are in their third year of high school).
at	Measures skills in three academic areas: reading, writing and language, and math.
What	 Rigorously developed by experts and content specialists, with comprehensive reviews and analyses to ensure that test questions are fair for all students.
	An integral component of the SAT Suite of Assessments, a series of assessments that also includes the SAT [®] for 11th- and 12th-graders, PSAT [™] 10 for 10th-graders, and PSAT [™] 8/9 for eighth- and ninth-graders.
	A low-cost solution for schools and districts interested in measuring performance, improving outcomes, and building a college-going culture.
	Improves teaching and learning: A consistent online reporting portal allows educators to analyze data and visualize results across all of the tests in the SAT Suite of Assessments and prescribe interventions when students are ahead or behind. Scores are available in specific content areas, tied to state standards and benchmarks, and indicate whether students are on target for college.
	Increases participation in the Advanced Placement Program [®] (AP [®]): The online AP Potential [™] tool identifies students likely to succeed in AP, helping educators expand access to challenging courses.
Why	Supports college and career planning: Students receive an interactive score report with answer explanations, their projected SAT score, and feedback on their readiness for 20+ AP [®] courses.*They will also connect to resources that allow them to search for colleges and explore majors and careers.
	Khan Academy: Students get free SAT [®] practice powered by Khan Academy. After receiving their PSAT/NMSQT scores, they will receive a unique SAT study plan based on their performance. Khan Academy practice can also be used to prepare for the PSAT/NMSQT [®] because of the close alignment of the tests (khanacademy.org/sat).
	 Provides entry into scholarship programs: The PSAT/NMSQT provides entry into the National Merit[®] Scholarship Program conducted by National Merit Scholarship Corporation and increased access to other scholarship and recognition programs.
	Ordering: Each school identifies a PSAT/NMSQT Coordinator to order tests online at collegeboard.org/school.
>	Fees:The 2022 test fee is \$18 per student. Fee waivers are available for eligible juniors.
How	Services for Students with Disabilities: The College Board must approve all accommodations prior to testing. For more information, visit collegeboard.org/ssd.
	 Administration: The test is administered annually in schools, and takes approximately 2 hours and 45 minutes (plus 45–50 minutes for administration activities).
When	 2022 test dates are Wednesday, Oct. 12 (Recommended Test Date), and Tuesday, Oct. 25 (Alternate Test Date).
	 Approximately 3.8 million students take the PSAT/NMSQT each fall.
Who	Primarily 10th- and 11th-graders.
	Typically, students must test in the 11th grade to qualify for scholarships and recognition, but testing in the 10th grade provides early feedback while there is still time to plan and prepare.
Where	For more information about the SAT Suite of Assessments, visit collegeboard.org/sat-suite.

*Feedback is not available for eighth-grade and younger students. Feedback for ninth-grade students is only provided for AP European History and AP World History.

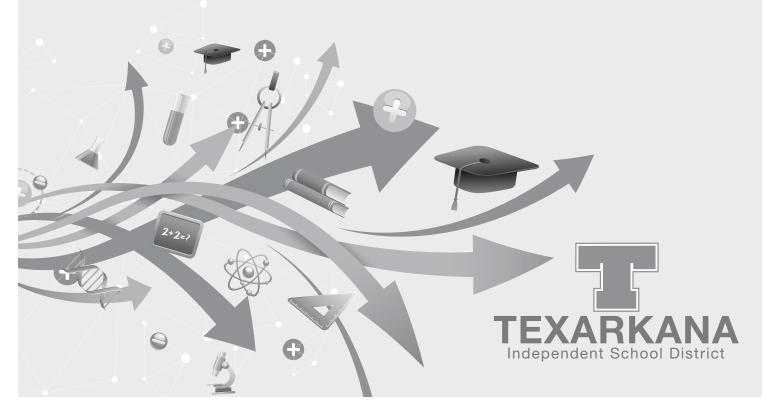
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The SAT Reasoning Test

QUICK FACTS	Category	SAT
Reading Test	Total Testing Time	3 hours (plus 50 minutes for the Essay [optional])
All Reading Test questions are multiple choice and based on passages. Some passages are paired with other passages. Informational graphics, such as tables, graphs, and charts, accompany some passages—but	Components	 Evidence-Based Reading and Writing Reading Test (65 min.) Writing and Language Test (35 min.) Math (80 min.) Essay (optional) (50 min.)
no math is required. Prior topic-specific knowledge is never tested. The Reading Test is part of the Evidence-Based Reading and Writing section.	Important	 Focus on the knowledge, skills, and understandings that research has identified as most important for college and career readiness and success
Writing & Language Test All questions are multiple choice and based on passages. Some passages are accompanied by informational graphics, such as	Features	 Greater emphasis on the meaning of words in extended contexts and on how word choice shapes meaning, tone, and impact Rights-only scoring (no penalty for guessing)
tables, graphs, and charts—but no math is required. Prior topic knowledge is never tested. The Writing and Language Test is part of the Evidence-Based Reading and Writing section.	Essay	 Optional and given at the end of the SAT; postsecondary institutions determine whether they will require the Essay for admission 50 minutes to write the essay Tests reading, analysis, and writing skills; students produce a written
Math Test		analysis of a provided source text
Most math questions will be multiple choice, but some—called grid-ins—ask you to come up with the answer rather than select the answer. The Math Test is divided into two portions: Math Test–Calculator	Score Reporting	 Scale ranging from 400 to 1600 Scale ranging from 200 to 800 for Evidence-Based Reading and Writing; 200 to 800 for Math; 2 to 8 on each of three dimensions for Essay Essay results reported separately
and Math Test–No Calculator. Some parts of the test include several questions about a single scenario.	Subscore Reporting	Subscores for every test, providing added insight for students, parents, admission officers, educators, and counselors

Texas High School Preparing for SENIGRATEAR 20224

A THS Academic Center Publication for Juniors



6 SIGNS THAT YOUR SCHOLARSHIP IS

SUNK

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"THE SCHOLARSHIP IS GUARANTEED OR YOUR

MONEY BACK."

NO ONE CAN GUARANTEE THAT THEY'LL GET YOU A GRANT OR SCHOLARSHIP. REFUND GUARANTEES OFTEN HAVE CONDITIONS OR STRINGS ATTACHED. GET REFUND POLICIES IN WRITING— BEFORE YOU PAY.



"You Can't Get This Information

ANYWHERE ELSE."

THERE ARE MANY FREE LISTS OF SCHOLARSHIPS. CHECK WITH YOUR SCHOOL OR LIBRARY BEFORE YOU DECIDE TO PAY SOMEONE TO DO THE WORK FOR YOU.



"MAY I HAVE YOUR Credit Card or Bank Account Number to Hold

THIS SCHOLARSHIP?" DON'T GIVE OUT YOUR CREDIT CARD OR BANK ACCOUNT NUMBER ON THE PHONE WITHOUT GETTING

ON THE PHONE WITHOUT GETTING INFORMATION IN WRITING FIRST. IT MAY BE A SET-UP FOR AN UNAUTHORIZED WITHDRAWAL.



"WE'LL DO ALL

THE WORK." Don't be fooled. There's no way around it. You must apply for scholarships or grants yourself.



THE SCHOLARSHIP WILL COST SOME

MONEY.

DON'T PAY ANYONE WHO CLAIMS TO BE "HOLDING" A SCHOLARSHIP OR GRANT FOR YOU. FREE MONEY SHOULDN'T COST A THING.



"YOU'VE BEEN SELECTED" BY A 'NATIONAL FOUNDA-TION' TO RECEIVE A SCHOLARSHIP, OR "YOU'RE A FINALIST" IN A CONTEST YOU

NEVER ENTERED. BEFORE YOU SEND MONEY TO APPLY FOR A SCHOLARSHIP, CHECK IT OUT. MAKE SURE THE FOUNDATION OR PROGRAM IS LEGITIMATE.



NEED MONEY FOR COLLEGE? CHECK WITH YOUR SCHOOL GUIDANCE COUNSELOR OR LOCAL LIBRARIAN FOR FREE INFORMATION ABOUT CURRENT SCHOLARSHIPS BEFORE YOU PAY SOMEONE FOR THE SAME—OR SIMILAR—SCHOLARSHIP LISTS. TO FIND OUT HOW TO SPOT, STOP AND REPORT A SCAM, CONTACT THE FEDERAL TRADE COMMISSION TOLL-FREE 1-877-FTC-HELP OR AT WWW.FTC.GOV.

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Money For College

Money for college comes from many different sources. The majority of financial aid will be distributed by the colleges/universities to which you apply. Do not limit your college applications only to the schools that you and your parents can afford. Many highly competitive, private institutions have large amounts of financial aid available for students due to the donations of alumni and corporate sponsors.

Grants:	Federal Aid that does not have to be paid back. It is based on need.
Scholarships:	Typically based on achievement or talent. You may be required to maintain a set grade point or meet certain requirements. If you maintain those requirements, a scholarship is free.
Stafford/Perkins Loans:	Low interest rate loans which are disbursed through your college. (This money must be paid back.)
Federal Work-Study:	A program which provides part-time jobs for students with financial need to help them defray expenses. Jobs are usually on campus.
Private Aid Loans:	Loans made by private lenders (banks, corporations) to pay for the cost of education. (This money must be paid back.)
Financial Aid Package:	The total money for college which you will be offered from the colleges to which you applied. This information will come in your award letter. May include some or all of:
	Scholarships Grants Work Study Loans

Steps To Apply For Financial Aid

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

- 1. Complete the Free Application for Federal Student Aid (FAFSA) online. Complete online by:
 - 1. Apply for a PIN (Personal Identification Number) at www.pin.ed.gov.
 - 2. Fill out FAFSA online at www.fafsa.ed.gov

FAFSAs should be completed as soon as possible after October 1st of your senior year. Toll Free Helpline 1-800-433-3243

- 2. You will receive your Student Aid Report (SAR)
 - a) If you completed the application on line, you should receive your SAR within 5 days.
 - b) If you completed the paper copy, you should receive your SAR in about two weeks.
- 3. Check your SAR carefully.

If any answers are incorrect, correct and re-submit your SAR.

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

Financial Aid Resources

Air Force ROTC Scholarship http://www.afrotc.com/

American Student Assistance www.asa.org/

Arkansas Department of Higher Education http://scholarships.adhe.edu/

Association for Financial Counseling and Planning Education www.afcpe.org

Cappex www.cappex.com

Chase Manhattan Bank www.chase.com/student-loans/servicing/student-loan-servicing

Discover Bank Student Loan Corporation www.studentloan.com

College Board www.bigfuture.collegeboard.org

College For All Texans www.collegeforalltexans.com

College Savings Plans Network http://www.collegesavings.org/

College Scholarship Search http://www.college-scholarships.com/

COLLEGEANSWERGUY www.collegeanswerguy.com

CollegeNET www.collegenet.com

COLLEGEPREP 101 www.collegeprep101.com

CollegeScholarships.Com http://www.collegescholarships.com/

Discover Card Tribute Award Scholarships www.discover.com/student-loans/college-planning/scholarships eStudent Loan https://www.estudentloan.com/

> FastWeb www.fastweb.com

FinAid http://www.finaid.org/

Financial Aid Supersite http://www.financialaidsupersite.com/

Free Application for Federal Student Aid (FAFSA) http://www.fafsa.gov

> Fundsnet Online Services http://www.fundsnetservices.com/

Gates Millennium Scholars Program http://www.gmsp.org/

International Education Financial Aid http://www.iefa.org/

> Jack Kent Cooke Foundation http://www.jkcf.org

National Association of State Student Grant and Aid Program http://www.nassgap.org/

> National Association of Student Financial Aid Administrators www.nasfaa.org

National Council of Higher Education Resources http://www.ncher.us/

> National Young Arts Foundation www.youngarts.org/

> > Navient https://www.navient.com

NerdScholar http://www.nerdwallet.com/nerdscholar/scholarships/

Sallie Mae http://www.salliemae.com/

The Sallie Mae Fund and NACAC Present: Mission Possible: The toolkit that helps you plan and pay for college.

> Saving for College http://saving forcollege.com

Scholarships & Grants http://www.scholarshipsandgrants.us/

Scholarships.com http://www.scholarships.com/

Student Guide: Financial Aid from the U.S. Department of Education www.studentaid.ed.gov/guide Super College http://www.supercollege.com

Texas Guaranteed Student Loan Corporation www.trelliscompany,org

The ACT www.actstudent.org

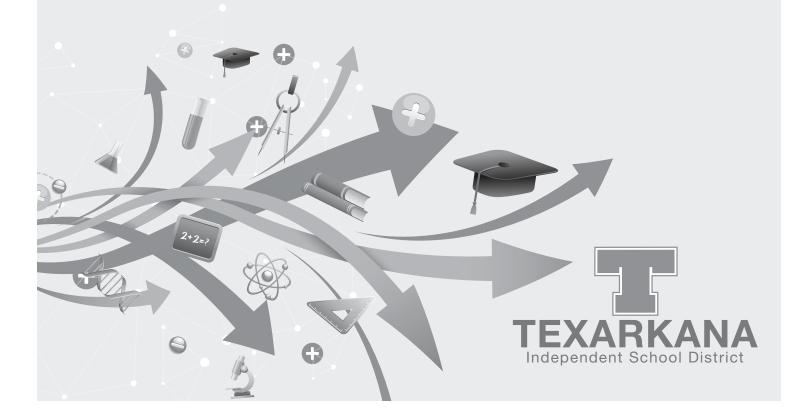
TIAA-CREF Savings for College www.tiaa.org/public/offer/products/529-educational-savings

U.S. Department of Veterans Affairs Education Service http:// www.gibill.va.gov/

> United Negro College Fund http://www.uncf.org/

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College Athletic Requirements

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

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

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

Division I or II student athletes must have a minimum GPA in a specified number of *core courses*, and must have the required SAT or ACT score.

To initiate the eligibility process, athletes need to register with the NCAA Eligibility Center. This should be done at the beginning of an athlete's junior year. <u>www.eligibilitycenter.org</u>

NAIA - NAIA colleges can award full or partial scholarships. A student athlete must meet **two** of the following three NAIA requirements for scholarship eligibility. 1) Have the required ACT/SAT score 2) Have an overall 2.0 GPA on a 4.0 scale 3) Graduate in the top half of his/her class.

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

NCAA Clearinghouse

The National Collegiate Athletic Association

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

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

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

*NCAA Clearinghouse Website and Services

*www.ncaaclearinghouse.net

The key features of the new Clearinghouse services include:

- **IMPORTANT!** New Eligibility Rules! You may access the Clearinghouse Home Page directly or through links from the NCAA's Website at www.ncaa.org.
- From the NCAA Clearinghouse website, prospective student-athletes are able to access information needed to understand the Division I and Division II eligibility requirements, register with the Clearinghouse and access individual Clearinghouse records.
- Prospective Student-Athletes (Domestic) who are eligible for a waiver of the Initial-Eligibility Certification Fee may complete their Student Release Form (SRF) online. NOTE: to be eligible for a fee waiver, you must have already received a fee waiver (not state voucher) for the ACT or SAT. Your high school counselor will also be required to submit an electronic fee waiver verification on your behalf (high school counselors with PIN access may submit waivers for eligible students from the High School Administrator section of the Clearinghouse website).
- Attention Canadian Prospects: Core course listings for each province are now listed on the Clearinghouse website under the following high school codes:

Alberta 998-004Quebec 998-001British Columbia 998-005Saskatchewan 998-002Ontario 998-003All others 998-006

General Information on the NCAA Clearinghouse Website:

- Links to the NCAA website.
- Core-course listings for high schools.
- Online version of NCAA Guide for the College-Bound Student-Athlete.
- Online information about Division I and Division II initial-eligibility requirements.
- Online Frequently Asked Questions (FAQs).

Prospective Student-Athletes:

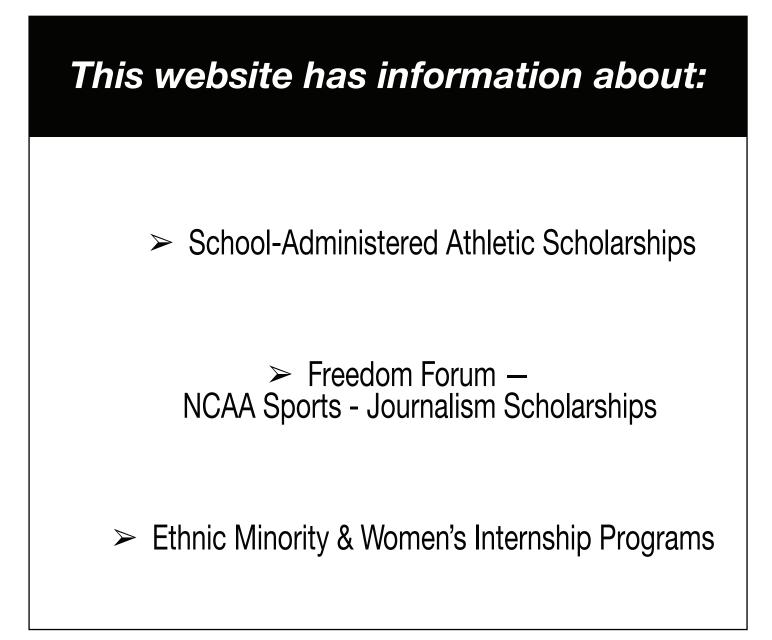
- Submit your Student Release Form (SRF) via the Web.
- Registered Students Update your registration information (if necessary).
- Registered Students Check your certification status.

Clearinghouse Customer Services

- Clearinghouse mailing address: NCAA Clearinghouse
 1802 Alonzo Watford Sr. Drive
 Box 7136
 Indianapolis, IN 46202
- Clearinghouse customer service hours: 9 a.m. to 5 p.m. Central Time Monday through Friday
- Toll Free phone numbers (domestic callers only): Customer Service Line - 877.262.1492
- Phone numbers (international callers): Customer Service Line - 317.917.6222
- Fax Number: 317.968.5100

NCAA Scholarships & Internships

http://www.ncaa.org/about/resources/ncaa-scholarships-and-grants



NAIA Eligibility Center

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

What is the Eligibility Center?

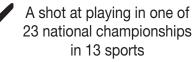
It's your starting point for your NAIA college sports experience!

The National Association of Intercollegiate Athletics (NAIA) Eligibility Center is responsible for determining the eligibility of first-time NAIA student-athletes and will begin taking registrations on September 1, 2010 for any student interested in playing NAIA sports for the first time in 2011-12 or after.

The NAIA has hundreds of campuses in the U.S. and Canada offering:



Top-notch college sports for 60,000 athletes each year



\$450 million in financial aid



A first-class education, with a personal touch

- the hallmark of small-college campus life

At PlayNAIA.org, prospective students can ...

Explore the world of NAIA college sports.

Search free to see where NAIA colleges are located and which NAIA schools compete in your sport. Link to college websites, and check out the photo galleries and links to NAIA championships!

Build your customized personal profile.

What sports do you play? Where do you want to go to school? What size school? What academic programs or other activities are you interested in? Make sure NAIA coaches know who you are!

Connect with NAIA college coaches and admissions officers.

Send your custom profile to schools that match your interests. Put your name out there and get the conversation started!

Register so you're ready to play NAIA college sports.

Every student who plays in the NAIA for the first time must have their eligibility determined through the NAIA Eligibility Center.

*National Association for College Admission Counseling

*www.nacacnet.org/knowledge-center/student-athletes/

Resources for the Student Athlete

American Sport Education Program http://www.asep.com/

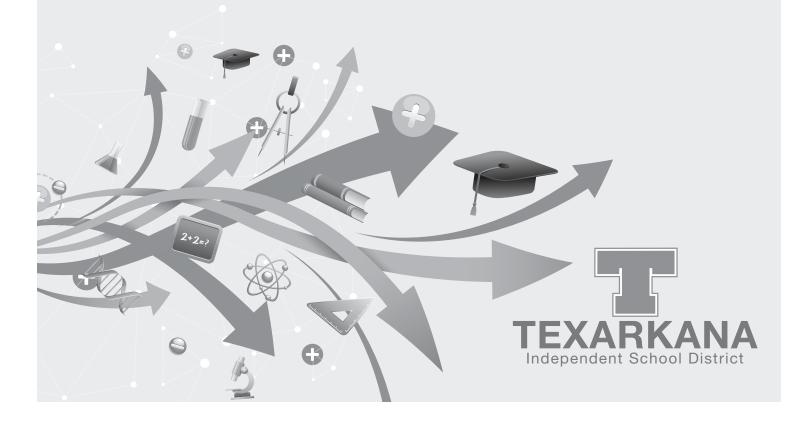
National Association of Collegiate Directors of Athletics www.nacda.com

> National Collegiate Athletic Association http://www.ncaa.org/

> > National Recruiting Network www.nationalrecruits.com

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College Planning, Financial Aid and Scholarship Websites

http://www.collegeanswer.com	College information and financial aid
http://www.collegeforalltexans.com	College information and financial aid
http://www.finaid.org	Financial aid and Scholarships
http://www.fafsa.ed.gov	Federal Application for Free Student Aid
http://www.fastweb.com	Largest Scholarship & College information website
http://www.ncaaclearinghouse.net	Sports eligibility
http://www.actstudent.org	College planning, ACT test registration and prep
http://www.collegeboard.com	College planning, SAT test registration and prep
http://www.applytexas.org	Texas College/University common application
http://www.educaid.com	Financial aid
http://www.Kaptest.com	Kaplan test preparation
http://www.princetonreview.com	College planning and Scholarships
http://www.acenet.edu	American Council on Education - Preparing and Paying for
http://www.cfsloans.com	College Scholarships and Funding
http://www.petersons.com	College planning and Financial Aid
http://studentaid.ed.gov	Website for Federal student aid
http://www.ed.gov	College and Career planning and financial aid
http://www.careeronestop.org	Careers
http://www.bls.gov/oco/home.htm	Occupational Outlook Handbook - Bureau of Labor Statistics
http://www.adventuresineducation.org	College plannings, Scholarships and College Cost Estimator, Sample Resumés

The Princeton Review

http://www.princetonreview.com

Information about:

Applying to college Scholarships Education costs SAT/ACT prep

*College & University Lists

LISTS OF UNIVERSITIES

www.bigfuture.collegeboard.org

www.globalcomputing.com/university.html

College Navigator www.nces.ed.gov/collegenavigator

National Association of Independent Colleges and Universities www.naicu.edu

INTERNATIONAL COLLEGES AND UNIVERSITIES

Australia Education Network www.edna.edu.au/

Canadian Universities www.univcan.ca/universities

Education International www.ei-ie.org

European Council of International Schools www.ecis.org

> General Education Online www.findaschool.org

International Student Resource Center www.InternationalStudent.com

Nova Scotia Department of Education and Culture www.international.ednet.ns.ca

> Study In Canada www.studyincanada.com

COMMUNITY COLLEGES

Texas Association of Community Colleges www.tacc.org/pages/texas-colleges

Community College Liaison Office https://ed.gov/communitycollege

League for Innovation in the Community College www.league.org

RELIGIOUSLY AFFILIATED INSTITUTIONS

Adventist Education Net adventisteducation.org

Association of Catholic Colleges and Universities www.accunet.org

Association of Jesuit Colleges and Universities www.ajcunet.edu

Council for Christian Colleges and Universities www.cccu.org

Evangelical Lutheran Church of America Colleges and Universities www.elca.org/resources/colleges-and-universities

> Hillel: Guide to Jewish Life on Campus http://www.hillel.org/college-guide

National Catholic College Admission Association www.catholiccollegesonline.org

RANKINGS

U.S. News and World Report College Rankings www.usnews.com/education

*Multicultural Resources

*www.nacacnet.org

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

American Indian College Fund collegefund.org

American Indian Higher Education Consortium www.aihec.org

Black Collegian www.imdiversity.com/channels/eon/the-black-collegian-online

> Gates Millennium Scholars Fund www.gmsp.org

Hillel: Jewish Campus Life www.hillel.org

Hispanic Association of Colleges and Universities www.hacu.net

> Hispanic Scholarship Fund www.hsf.net

Historically Black Colleges and Universities https://hbculifestyle.com/list-of-hbcu-schools/

Journal of Blacks in Higher Education www.jbhe.com

National Association for the Advancement of Colored People www.naacp.org

> Quality Education for Minorities www.qem.org

Tribal Colleges, Native Studies Programs, and Indian Education www.nativeculture.com/lisamitten/education.html

> United Negro College Fund www.uncf.org/

*Career Resources

*www.nacacnet.org

Campus Career Center Worldwide http://www.campuscareercenter.com/

Career Interests Game https://career.missouri.edu/career-interest-game/

ERIC Clearinghouse on Adult, Career and Vocational Education https://www.loc.gov/item/2001561959/

> U.S. Federal Employment Opportunities www.usajobs.gov

> > Jobtrak Corporation http://www.jobtracks.com

Kiersey Temperament Sorter www.advisorteam.com/user/ktsintro.asp

> Monster.com http://www.monster.com/

My Future http://www.myfuture.com/

Occupational Outlook Handbook www.bls.gov/ooh

Planning a Career http://www.adventuresineducation.org/

Armed Services Contacts

United States Air Force

101 Central Mall Texarkana, TX 75503 Ph: 903.223.7103

United States Air Force Reserve

Ph: 903.352.0366

United States Army

100 Central Mall Texarkana, TX 75503 Ph: 903.838.7507

Army National Guard

1420 S. Park Road Texarkana, TX 75503 Ph: 903.794.4041

United States Marines

2400 Richmond Road, Suite 102 Texarkana, TX 75503 Ph: 903.832.0106

United States Navy

102 Central Mall, Suite 102 Texarkana, TX 75503 Ph: 903.831.6522

Arkansas Army National Guard

4800 Airport Drive Texarkana, AR 71854 Ph: 870.772.4351

Texas High School Preparing for SENIGRATEAR 2024

A THS Academic Center Publication for Juniors



*Developing Your Resumé

*www.mappingyourfuture.org

The first impression you make with a potential employer is usually on paper — through your resumé.

A resumé is an opportunity to sell yourself. Here are some tips for preparing your resumé:

- Keep it short usually a one or two page summary of your education, skills, accomplishments, and experience.
- Be neat; print your resumé on good quality paper.
- Avoid nick names.
- Be honest about your skills and work experience.
- Use an email address that sounds professional.
- Be concise and use action words and phrases when describing your experience.
- Ask someone you trust to proofread your resumé before submitting it.

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

You may also want to include your objective (which states what type of position you are seeking), awards and honors you've received, and contact information for three references.

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

*HELPFUL HINT! Our Naviance software located under your Google Apps menu contains a resume builder tool that will help you create and format your resume.

See also: Top Resumé Questions Skills for Any Resumé 100 Great Resumé Words Common Resumé Mistakes Cover Letters Sample Resumés

*Your Guide to Resumé Writing

How to Prepare an Effective Resume

1. Resume Essentials

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

2. The Content of Your Resume

Name, address, telephone, e-mail address, web site address

All your contact information should go at the top of your resume.

- Avoid Nicknames
- Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation.
- Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
- Add your e-mail address. Many employers will find it useful.
 - (Note: Choose an e-mail address that sounds professional.)
- Include your web site address only if the web page reflects your professional ambitions.

Objective or Summary

An objective tells potential employers the sort of work you're hoping to do.

- Be specific about the job you want. For example: to obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor your objective to each employer you target/every job you seek.

Education

New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section.

- Your most recent educational information is listed first.
- Include your degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration
- Add your grade point average (GPA) if its higher than 3.0.
- Mention Academic Honors.

Work Experience

Briefly give the employer an overview of work that has taught you skills. Use action words to describe your job duties. Include your work experience in reverse chronological order—that is, put your last job first and work backward to your first, relevant job. Include:

- Title of position,
- Name of organization
- Location of work (town, state)
- Dates of employment
- Describe your work responsibilities with emphasis on specific skills and achievements.

Other information

A staff member at your career services office can advise you on other information to add to your resume. You may want to add:

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

References

Ask people if they are willing to serve as references before you give their names to a potential employer.

Do not include your reference information on your resume. You may note at the bottom of your resume: "References furnished on request."

3. Resume Checkup

You've written your resume. It's time to have it reviewed and critiqued by a career counselor. You can also take the following steps to ensure quality:

Content:

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

Design:

These tips will make your resume easier to read and/or scan into an employer's data base.

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

Your Guide to Resumé Writing - Action Words

Use action words to describe your experience and accomplishments. Here are some actions words to use:

- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- developed
- devised
- discovered
- doubled

- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- guided
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- negotiated
- obtained
- operated
- organized

- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- staffed
- supervise
- taught
- tested
- trained
- used

YOUR NAME

Address City, State, Zip Code Telephone Number Email Address

Date

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

Dear ____:

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

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

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

Sincerely,

Your Name

Enclosure

JOE ATHLETE 5535 Champion Drive

5535 Champion Drive Texarkana, Texas Phone: 903.794.2221 Email: big-hit@mylocker.com

PERSONAL INFORMATION	Date of Birth: 9/27/1985 Age: 28 Social Security Number: 111-11-1111
HIGH SCHOOL	Texas High School 4001 Summerhill Road Texarkana, Texas 75503 903.794.3891
GRADUATION DATE	May 2004
ACADEMICS	3.28 GPA (4.0) Top 25% in class of 305 S.A.T.: 610 Math, 560 Verbal - 1170 SAT Total A.C.T.; 11 Math, 12 Verbal - 23 ACT Total National Honor Society Member
ATHLETIC INFORMATION	Height: 6'2" Weight: 230 lbs. Vertical Jump: 40" Bench Press: 300 lbs. Squat: 400 lbs. 40 Yard Dash: 4.40 Jersey Number: 32 Position: Offences - Full Back Defense - Linebacker
HONORS	2002 District Football Champions 2002 State Football Champions 2002 2nd Team All District Varsity Captain 2003 Varsity Team 2001-2003
COACHING REFERENCES	Mr. Gerry Stanford, Athletic Director/Head Football Coach Texas High School 2112 Kennedy Lane Texarkana, Texas 75503 903.793.7731
PERSONAL REFERENCES	Counselor, Academic Advisor Church Members, Etc.

PERRY JAMESON



1515 Stanley Drive #62 Hometown, KS 66202 perry.jameson@dbplanet.com 913.555.1938

OBJECTIVE

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

EDUCATION

Completed three years at Hometown High School. Graduation date: May 2005. G.P.A. 3.85. Top 5% of class.

EXPERIENCE

Newspaper Staff Member, Hometown High School

- Aug 2004 present. Features editor of campus newspaper.
- Aug 2001 Aug 2004. Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Hometown High School

- **Aug 2004 present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- Aug 2003 Aug 2004. Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES

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

HONORS, AWARDS, AND MEMBERSHIPS

- U.S. Media Association Scholarship recipient Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- 2004 Best High School Newspaper Design winner Central State Regional Communications Contest, sponsored by the Communications Department, State University.
- President of high school chapter of Future Communicators of America (FCA), 2004 - present Member, 2003 - present.
- Treasurer of National Honor Society, 2004 present

Emily Brown 1640 Riverside Drive, Hilldale, CA 93505 760-555-1210 (tel), 760-555-1955 (fax) ebrown@hilldaleinternet.net

Assistant Clerk

SAMPLE RESUMÉ

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

EXPERIENCE AND ACCOMPLISHMENTS

Troubleshooting and problem-solving skills

- Investigated and resolved visitors' computer problems at the Hilldale Public Library.
- Winner of the DMC Programming Contest, 2004.

Excellent organizational skills

- Awarded "Volunteer of the Year" by the Hilldale Public Library in 2004 for noted organizational skills.
- Helped reorganized records system, saving the Tannen Blood Center \$15,000 per year.
- Organized various events for the Hilldale High School Math Club.

Strong computer skills

- Earned "A" or "A+" in all computer classes.
- Built personal computer from scratch.

VOLUNTEER HISTORY

Hilldale Public Library — Summer 2004, Summer 2005 Hilldale, CA Computer assistant

American Red Cross — Spring 2004 Florida Relief volunteer

Tannen Blood Center — Summer 2003

Hilldale, CA Assistant Systems Clerk

SCHOOL ORGANIZATIONS

Hilldale High School Math Club — 2003 - 2005 Vice-president — 2005

National Honor Society — 2003 - 2005

Clayton Middle School Library — 2000 - 2002 Student Librarian

EDUCATION

Hilldale High School 2003 - 2005 Graduation Date: 2007

Clayton Middle School 1999 - 2002

- 1. Research your options.
- 2. Be organized.
- 3. Meet Deadlines.
- 4. Visit the academic center often.
- 5. Research scholarships.
- 6. Maintain good grades.
- 7. Make informed decisions.
- 8. Say "thank you" to the people who have helped you along the way.

If you do all of this, then you should have a **wonderful senior year**

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