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COLLEGE/CAREER PLANNING TIMETABLE

12TH GRADE

FIRST SEMESTER

1. Complete a resume/personal data form for counselor's use.
2. Begin serious planning on where you will continue your post-secondary training. If you have not already done so, check college admission test requirements, noting dates and deadlines given in catalogs or handbooks. If you did not take any admission tests during your junior year, it is highly recommended that you test early in your senior year. The first tests are given in October and have a September registration deadline.
3. Attend a College Day/Night Program and any career programs in your area. Take advantage of the opportunity to have your questions answered by representatives. These programs are usually held early in the fall. The date of this year's College Night is **Nov. 28 Rex, Buxler Building**.
4. If possible, visit the campuses of your choice. AISD allows three school days for such visitation. Prior arrangements must be made with your assistant principal.
5. Each high school campus has a Career Information Center with an assistant to help you with career/college/financial aid information. Please utilize this very valuable resource as you make your plans.
6. Obtain any available financial aid forms and scholarship applications from your counselor and discuss financial resources with your parents. The financial aid forms are available in January and must be accompanied by the parents' income tax information when mailed for processing. Investigate all scholarship possibilities and be sure to get information on deadlines.
7. During Christmas vacation, contact graduates of your high school who are attending colleges in which you are interested. Get their impressions of the colleges.

SECOND SEMESTER

1. In January/February, obtain and submit scholarship applications to the appropriate source.
2. Return any supplementary materials requested by colleges. Make a photocopy of completed application forms prior to mailing them.
3. In writing, inform your counselor of your finalized post-secondary plans, scholarships, and awards. Update your personal/college file.
4. If planning to attend a Texas public college/university, take the THEA unless you are exempt (see p. 10).
5. Request that your final high school transcript be sent to the college you plan to attend. (See the counselor clerk.)
6. Request information regarding summer orientation activities if you have not received this material.

CAREER INFORMATION CENTERS

Each high school campus has a Career Information Center staffed by an assistant whose job it is to help students use many different resources to clarify career goals and to provide the post-secondary planning assistance necessary to begin realizing these goals.

A computerized career guidance program, E-Guidance, is available to students through the Centers. The interactive software enables students to use information about themselves such as aptitudes, interests, and values, to begin developing a profile of themselves in relation to career possibilities. The program contains comprehensive information and descriptions of occupations. Both national and Texas data give students employment outlooks, salary information, and education requirements. This program also allows students to prepare for ACT and SAT tests.

In addition, the program contains extensive information about 4,000 colleges, trade and technical schools, and graduate schools. Over 800 undergraduate majors are described as well as many sources for securing either public or private financial aid. Local scholarship data is also available.

In addition to assisting students with the E-Guidance program, the assistants are available to give students forms for Financial Aid, AISD's General Scholarship form for many local scholarships, and SAT/ACT testing. College catalogs and videos are available for check-out. Assistance is also available with internet searches dealing with career, college, and financial aid information.

Contact either the CIC assistants or your counselor for information about assistance that you can receive.

CAREER PLANNING WEB-SITES

Occupational Outlook Handbook	www.bls.gov/oco
USA JOBS	www.usajobs.opm.gov
Employment Guide	www.employmentguide.com
Monster Board	www.monster.com
US News & World Report	www.usnews.com (click Career Guide under Money)

TRADE and TECHNICAL SCHOOLS/COLLEGES

Who Should Attend

Students who do not desire to pursue a four-year program leading to a college degree can obtain a marketable skill in two years or less.

Admission Requirements

The first requirement for admission to most schools is a desire to learn. Generally, accredited private, trade, technical schools, and junior colleges require a high school diploma or GED. Some schools require certain placement tests given on their own campuses as a screening process for specific programs. Check requirements of the school you plan to attend.

How to Choose A School

The best way to check out a school is to visit it yourself. Choose a day when classes are in session. Talk to students to see if they are happy with their training. Look around at the buildings and equipment to

see how they compare with the catalog description. If possible, talk to graduates to see what they think of the school.

Trade and technical schools emphasize placement of their graduates. Because the reputation of a good placement rate is essential for a school to thrive year after year, be sure to get information about the placement rate.

College Selection

Choosing a college should be a step-by-step process designed to fit your needs. You should never choose a college just because that is where your best friend is going. Some of the things you need to think about before choosing a college are:

1. Location – Believe it or not, separation anxiety is one of the top stress factors that affect the college bound. Wanting to get away from home is O.K., but think carefully before you get too far away. Most students go to school within a four-hour radius of home.
2. Size – Are you more comfortable in a small school setting or would you do just as well in an English class of 300? Be true to yourself. Where would you fit in more comfortably?
3. Size of Community – Once again, are you comfortable in a metropolitan area or is a small or medium size community your style?
4. Cost – With the rising cost of a college education, it is certainly a major determining factor in where you can attend school.
5. Admission Requirements – Have you met admission requirements for the college of your choice? Look in the college catalog, visit the college website, and/or see your counselor for specific requirements.
6. Fields of Study – What colleges offer the field of study you are most interested in? Again, college catalogs, websites, and/or your school counselor are good resources in obtaining this information.
7. Private or State – Are you interested in a private or state institution? Even though private schools and out-of-state schools cost considerably more than state schools, many institutions are well endowed and have extensive financial aid resources. Do your homework--look into some of these opportunities.
8. Other Criteria – Other criteria in choosing a college might be extracurricular activities, honors programs, special needs programs transfer of credits, etc.

Sources of information are:

1. *School counselor*
2. *College catalogs/websites*
3. *Compendium of Texas Colleges*
4. *“College Day”*
5. *Campus visit*
6. *Student currently enrolled in college*
7. *College alumni*

College Admission

Information regarding college entrance requirements is available in the counseling center and in the Career Information Centers. It is your responsibility to obtain this information. Do not wait until the last minute to apply to the college of your choice. By the fall of your senior year, you should have narrowed your choices to no more than three schools.

Legislation allows students graduating in the top 10% of their class to be granted automatic admission to college. See your counselor for additional information.

Once you have made a decision regarding your college choice(s), you will need to begin the admission process. (Use the check list provided on page 18 to keep track of your activities.)

Steps in Applying for College

1. Consider the size, location, cost, admission requirements, curriculum, family tradition, physical facilities, extracurricular activities, honors programs, transfer of credits, etc.
2. Obtain applications: a) admissions; b) housing; c) financial aid. See the list of addresses on pages 14-15 and the sample letter on page 16. Many colleges prefer students to apply online.
3. Check to make sure you qualify for admission (GPA, SAT/ACT scores, and class rank).
4. File applications:
 - If an essay is required, type or write it in ink, using correct spelling and punctuation. You may want to ask your English teacher to proofread it. Make the best impression possible. There may be a non-refundable processing fee.
 - Housing – A deposit is usually required. At some universities housing is limited. Be aware of any deadlines for the housing application.
 - Financial aid – See page 11.
 - Letters of recommendation – Request these early. Provide the person writing your recommendation with a stamped envelope addressed to the college. Two weeks notice is appreciated.
5. Meet all deadlines. It is a good idea to mark these dates on your calendar.
6. Keep a copy of all correspondence with the college.
7. Sign and return the letter of acceptance. Notify other colleges that have accepted you of your intent to decline.
8. In May, request a copy of your final transcript (Academic Achievement Record) from the high school registrar or counselor clerk. The final Academic Achievement Record will have on it the state seal showing which program you followed for graduation: Minimum, Recommended, or Distinguished Achievement Program. Your final grades and rank in class will be included.
9. Register for and take the THEA if you are attending a public college or university in Texas (see p. 10).
10. Many colleges in Texas use the Texas Common Application. This application can be filled out once and submitted to as many Texas colleges as needed at one time. The application can be accessed online at www.applytexas.org

Selective colleges include those that admit fewer than one-third of their applicants. Example list of colleges with the most selective admission procedures are Amherst, Cornell, Princeton, *U.S. Air Force Academy, Brown, Dartmouth, Rice, *U.S. Coast Guard Academy, California Institute of Technology, Duke, Stanford, *U.S. Military Academy, Harvard, University of Pennsylvania, *U.S. Naval Academy, Columbia, MIT, Yale and Trinity.

*Also requires a congressional nomination. If you did not begin the application process in your junior year, you should do so immediately if you have taken the SAT or ACT.

Military Service

The military offers training in a variety of vocational fields. The Armed Services Vocational Aptitude Battery (ASVAB) is required testing for military service and may be taken at your high school free of charge.

A high school graduate who enlists in any one of the U.S. Armed Services (Air Force, Army, Coast Guard, Navy, Marine Corps) will have the opportunity to select a military occupational specialty. The military services invest great amounts of money in formal and “on-the-job-training” for each of the hundreds of occupational specialties.

In a four-year enlistment, for example, a person can receive the equivalent of a junior college education in occupational areas such as business management and administration, communications (electronic) technology and operations, police science, fire protection technology, nursing, restaurant management, purchasing, accounting, physical therapy assisting, and many others.

In some occupational areas such as engineering and nursing, the military services will send a person through four or more years of college, if that person will agree to an extended period of enlistment. The Army and Navy have programs to aid a person as a civilian through nursing training (four-year college program), if the person will serve an extended enlistment as an officer.

In addition, high school seniors may apply for ROTC scholarships to attend any university offering ROTC programs. These scholarships may include room, board, and tuition.

The statements above only hint at the opportunities for learning while earning in the U.S. Armed Forces. Students may get specific information by talking with their high school counselors or with local recruiting officers of each service.

Athletics in College

In Order to participate in athletics and receive athletically-based financial aid, you must register with the NCAA Initial-Eligibility Clearinghouse and meet eligibility standards. If you wish to register on-line with the Clearinghouse, you must have a valid US Social Security Number and a VISA or MasterCard. The PDF version is found at www.ncaaclearinghouse.net under Prospective Student Athletes.

You must meet academic eligibility requirements. The specific requirements can be found in the THE GUIDE FOR COLLEGE-BOUND STUDENT ATHLETES that can be viewed and downloaded at www.ncaaclearinghouse.net under Prospective Student Athletes. The guide lists specific course, grade and SAT/ACT score requirements for Division I and Division II colleges. Be sure to read the question and answer section of the guide.

Remember, in order to participate in athletics and receive athletically-based financial aid, you must register with the NCAA Initial –Eligibility Clearinghouse and meet eligibility standards. Meeting NCAA academic rules does not guarantee your admission into a college. You must still apply for admission to that college.

College Entrance Exams

Most colleges require that students take a college entrance exam.* Standardized college admission tests assist colleges in evaluating students who come from various sections of the country and schools with diversified marking system and standards. Most colleges require students to take either the American College Test (ACT) or the College Entrance Examination Board’s Scholastic Aptitude Test (SAT I). Some colleges will also require additional achievement tests (SAT II) in certain subject areas. Scores should be sent to the student’s high school as well as to college student is planning to attend.

To register online for the ACT, go to (www.act.org) or SAT (www.collegeboard.com). A limited number of paper registration packets are available in the counseling center. Your scores will be sent to you four to six weeks after you have taken the tests. Both the ACT and SAT are given at West Texas A&M University and Amarillo College. The ACT is \$29. The optional Writing fee is \$12. The late registration fee is \$18.

If you have any questions, be sure to see your counselor for help. It is recommended that you take your ACT or SAT at the end of your junior year; however, if you did not do so, plan to take the test you need early in your senior year.

The following is the college entrance exam schedule for 2006-07.

ACT

2006-2007 Test Date *	Regular Registration Postmark Deadline	Late Registration (fee required) Postmark Deadline
*September 16, 2006	August 18, 2006	August 19-25, 2006
October 28, 2006	September 22, 2006	September 23-Oct. 6, 2006
December 9, 2006	November 3, 2006	November 4-16, 2006
February 10, 2007	January 5, 2007	January 6-19, 2007
April 14, 2007	March 9, 2007	March 10-23, 2007
June 9, 2007	May 4, 2007	May 5-18, 2007

*The September 25, 2006, test date is available ONLY in Arizona, California, Florida, Georgia, Illinois, Indiana, Maryland, Nevada, North Carolina, Pennsylvania, South Carolina, Texas, and Washington

SAT

SAT Reasoning Test and SAT Subject Tests

Test Date	U.S. International Registration Deadline	Late Registration Deadline (U.S. only)
October 8, 2006*	September 7, 2006	September 14, 2006
November 5, 2006	September 30, 2006	October 12, 2006
December 3, 2006	October 28, 2006	November 9, 2006
January 28, 2007*	December 22, 2006	January 4, 2007
April 1, 2007	February 24, 2007	March 8, 2007
May 6, 2007	April 3, 2007	April 12, 2007
June 3, 2007	April 28, 2007	May 10, 2007

Test fee for the SAT is \$41.50. The late registration fee is \$20.00 (in addition to test fee). For fee information on SAT II and other services, please see the Test Bulletin

*West Texas A&M University accepts either the SAT or ACT. Students attending Amarillo College are not required to take the ACT or SAT: however, high scores on the ACT and SAT could result in earned college credit. Also the Sybil B. Harrington Merit Scholarship, as well as many others, requires a SAT or ACT Score on their Application.

My high school college code # is 440-125 .

SAT or ACT???

Consult your college catalog to find out if your college choice(s) requires the SAT I or ACT. Most colleges will accept either and both exams serve as good predictors of academic performance in college when used in conjunction with other measure of students' readiness for college-level work.

SAT I: The SAT Reasoning Test, better known as the SAT, is a three-hour and forty-five-minute test that measures critical reading, writing, and mathematical reasoning skills.

Scores: Reported on a 200-800 scale for each of the 3 sections

Cost: \$41.50

Register: www.collegeboard.com

Scoring: One point is added for each multiple-choice question answered correctly. Omitted questions receive no points. For multiple-choice questions answered incorrectly, 1/4 point is subtracted. No points are subtracted for incorrect answers to the SAT math questions requiring student-produced responses.

ACT: Designed to measure academic achievement in the areas of English, math, reading, and science reasoning

Scores: English (25%), Math (25%), Reading (25%), Science Reasoning (25%) from 1-36
Composite (average) from 1-36

Cost: \$29.00 (Writing test is an additional \$14) TOTAL= \$43.00

Register: www.act.org

Scoring: You should guess even if you don't have any idea; points are not deducted for wrong answers. Career interest is included.

Students with Disabilities

If you are a student with disabilities, contact AISD for information on agencies whose responsibility it is to assist you with your career plans. That assistance could be on-the-job- training, placement in a vocational training program, or information on appropriate college programs. Every public college/university has someone in charge of coordinating services for disabled students. If you visit a prospective college, make an appointment with that official.

Students with documented disabilities may be eligible for special accommodations in taking the SAT/ACT. Students should refer to the Test Bulletins for information. To be eligible to take the test with accommodations, the student must: 1) have a disability that necessitates testing accommodations, 2) have documentation on file at school (IEP, 504 Plan, or evaluation by a qualified professional that states the diagnosis and need for accommodations), and 3) be receiving accommodations for classroom test and/or standardized tests provided by the school. Students not receiving accommodations at school who think they may be eligible for special accommodations and students with temporary disabilities should refer to SAT and ACT Testing Services information.

Special accommodations available include special test editions (Braille, large type, cassette) and extended testing time. For other accommodations refer to SAT and ACT Testing Services information.

Know your TSI status **THEA**

Students entering any Texas public community college or university are required to take the THEA, or other test approved by the Texas Higher Education Coordinating Board. The THEA is designed to ensure that all students attending public colleges and universities in Texas have the reading, mathematics, and writing skills necessary to perform effectively in college-level coursework. It is not used for admission purposes but is used for course placement; remedial college courses will be required for those students who do not pass the THEA. Students must take the THEA before enrolling in a public college or university in Texas. This includes high school students who are taking dual credit courses. Registration forms, study guides, and administration dates are available in the counseling center, as well as information on other tests which may substitute for the THEA.

The test dates for the 2006-2007 school year listed below. Deadlines for registration are approximately one month before the test date.

Test Date	Regular Registration Deadline	Late Registration Period		Emergency Registration Period	
		By Internet	By Phone	By Internet	By Phone
10/21/06	9/22/06	9/22/06-10/11/06	9/25/06-10/11/06	10/11/06-10/18/06	10/12/06-10/18/06
3/03/07	2/02/07	2/02/07-2/21/07	2/05/07-2/21/07	2/21/07-2/28/07	2/22/07-2/28/07
4/21/07	3/23/07	3/23/07-4/11/07	3/26/07-4/11/07	4/11/07-4/18/07	4/12/07-4/18/07
6/16/07	5/18/07	5/18/07-6/06/07	5/21/07-6/06/07	6/06/07-6/13/07	6/07/07-6/13/07
7/28/07	6/29/07	6/29/07-7/18/07	7/02/07-7/18/07	7/18/07-7/25/07	7/19/07-7/25/07

The fee for regular registration is \$29.00. Late registration is by phone only and requires an additional \$20 fee.

Colleges are permitted, under certain circumstances, to offer a substitute test for the THEA. Check with your counselor or with the college for information.

THEA EXEMPTIONS

A law exempts you from being required to pass the THEA if you make appropriate scores on any of the following test:

TAKS – 2200 in math and/or 2200 with writing sub-score of at least 3 in English/Language Arts (ELA) – all students not previously exempted for dual credit.

Scholastic Assessment (SAT): Total score equal to or greater than 1070, with a score of at least 500 verbal and 500 math (These scores can be used for up to five years).

American College Test (ACT): Score equal to or greater than 23, with the score on each part equal to or greater than 19. (These scores can be used for up to five years.)

To approve your exemption, your college needs appropriate documentation:

- For SAT or ACT, your college must receive official SAT or ACT scores sent directly from the testing company (be sure to indicate the correct college code when you register for the test).
- For TAKS, your scores are printed on a label affixed to your official high school transcript. Your high school must send your transcript to the college you will attend.

Other exemptions include:

- Within the last two years, you graduated from a public high school or an accredited private high school in any state with the recommended curriculum and a minimum grade point average of 3.5 on a 4.0 scale.
- Be stationed in Texas serving on active duty as a member of the armed forces of the United States.

FINANCIAL AID

If meeting the costs of college education is a problem for you and your family, money is available from several sources, including state and federal governments, private sources, such as corporations or unions, and colleges. This assistance may be in the form of:

1. Scholarships/Fellowships - These vary in amount and are awarded on the basis of achievement, talent, and personal qualities. Scholarships are gifts and do not have to be repaid. Basically, there are 4 kinds of scholarships.
 - Academic – Generally based on a student’s cumulative grade-point average for grades 9-12, but often college entrance exam scores can be combined with GPA or used alone to determine scholarship eligibility. Most academic scholarships are offered by the college, especially the private colleges.
 - Talent – Art, music, drama, etc. An audition, performance competition, or portfolio probably will be required. Talent scholarships are issued by the individual department of the college.
 - Athletic – The high school coach and the college coach generally confer about students who are candidates for athletic scholarships.
 - ROTC – (see p. 6)
 - Miscellaneous – Memorial scholarships, trust funds, community organizations, honorary (no financial aid), professional organizations, employers, unions, and such. Most high schools publish a yearly list of these scholarships; ask the high school counselor.
2. Grants – These vary in amount and are awarded to students based on financial need and ability to maintain satisfactory progress in a course of study. Grants are gifts and do not have to be repaid. (Pell Grants, Educational Opportunity Grants – SEOG).

The Texas Grant Program and Texas B-on-time provides grants to cover tuition and fees to Texas public universities, community colleges and technical schools. To be eligible, a student must have successfully completed the Recommended or DAP graduation program and have financial need as determined by the completed Free Application for Federal Student AID (FAFSA).

3. Jobs/Work study - Schools may offer employment on the campus through various work programs, or they may have a placement service to help you find a job in the community.
4. Loans – Educational loans are available to qualifying students, usually at low-interest rates, and are to be repaid after graduation. Some loans require filing the Federal Financial Aid Form. To gain more information, see your school counselor, the financial aid office at the school you wish to attend, your parents’ places of employment, businesses, unions, community organizations, and military recruiting offices. (Perkins, Stafford, PLUS, SLS).

Changes are constantly being made in financial aid, especially in government programs. Therefore, it is also a good idea to consult references such as the *Minnie Stevens Piper Compendium of Texas Colleges* and *Financial Aid Calendar* for any additional financial aid forms for the college(s) you want to attend. FINANCIAL AID WORKSHOPS WILL BE OFFERED IN MID-YEAR:

Feb 1, 2007	7:00 pm	AHS-Cafeteria
date	time	location

Application for scholarships and other financial aid are to be made during the student’s senior year.

You should contact the college financial aid office immediately after you have applied for admission. Give them information about yourself (rank, SAT/ACT scores, possible major) and ask for help in locating appropriate financial aid. No matter whether you go to a four-year school, two-year school, private school, public school, vocational school, or community college, there are some generalities that apply to all.

APPLY EARLY! BE ACCURATE AND COMPLETE! MEET DEADLINES!

The counselors will be in your classrooms from time to time to give you information. Take notes! We will also be sending out newsletters with more information. Read them! Share them with your parents. Listen to the daily announcements about scholarship and financial aid opportunities. And, finally, see your counselor on a regular basis.

Other Ways to Generate College Dollars

College credit can be earned for what you have learned in high school.

- Advanced Placement Exams: Students may take exams in specific subjects in May of each year that, depending on the student’s score and college agreement, may result in college credit for that subject. Most students taking these tests have been enrolled in Advanced Placement preparatory classes for the school year. The teachers of these courses have registration information; a fee is charged for each exam; however, state funds have been made available to districts to help students.
- SAT II: These achievement tests are part of the SAT program and are required for entrance into some colleges. The 5 general areas for testing include English, math, social studies, science, and foreign language (*for specific test subjects, see the SAT Registration Bulletin*). Some colleges will grant credit for high scores on these exams. You may register for up to 3 tests on the same day. Consult your SAT Registration Bulletin for information.

- The College Level Examination Program (CLEP): The CLEP tests are designed to measure knowledge equivalent to that gained in introductory college courses. Many of these tests may be taken at Amarillo College. Check your college catalog to see what tests your college choice will accept. Register by contacting the test site; a fee is charged for this exam. There may also be an additional computer use fee charged by the site.
- Dual Credit Agreement: Dual credit refers to the practice of awarding academic credit at both the high school and college level for a course completed at one institution. AISD and Amarillo College have such an agreement for designated courses. Requirements and forms for application may be obtained from the counselors' office; all costs associated with taking courses for credit at Amarillo College must be paid by the student. Also remember that an "Incomplete" or failing grade in a dual credit course may affect a student's ability to receive federal financial aid for college.
- Tech Prep: Tech Prep provides students with focused non-duplicative curricula in certain technical fields which allow students to receive credit from 4 or more junior colleges for some of their high school work. Credit is awarded upon acceptance into the specified fields at the junior college.
- College Departmental Scholarships: Academic departments at some colleges offer scholarships for students majoring in their particular subject. Consult the department chairman and/or financial aid office of the college for information.

Amarillo Independent School District Scholarship Information On-Line

Follow these 3 easy steps to access scholarship information on-line.

1. Go to www.amaisd.org and click on Programs and Services (listed on the left of the home page)
2. Click on Scholarship Information
3. Scroll down to your school and click.

You can find Lists of Scholarships, Scholarship Instructions and Scholarship Web Links.

How Financial Aid Works

You don't have to be poor to qualify for financial aid, but you do have to show you have need. *Need* is the difference between what it costs to attend a college and what you and your family can afford to pay.

$$\begin{array}{r}
 \text{What It Costs To Attend} \\
 - \text{What Your Family Can Pay} \\
 \hline
 = \text{Financial Need}
 \end{array}$$

You are usually eligible for financial aid that is equal to your demonstrated financial need. Since the costs of education vary among institutions, you can expect to be eligible for different amounts of aid at different colleges.

Some students don't apply for financial aid because they think they don't qualify or that aid isn't available. But more than five million students are getting some outside help this year alone.

In fact, if you get all the financial aid you are eligible for, you might pay the same to go to a high-cost college as you would to go to a lower cost one. Even if your family is relatively affluent, you may qualify for aid if educational costs are high.

Financial aid is awarded by the federal government, states, colleges, and private agencies. If you file the Free Application for Federal Student Aid to apply for federal aid you will receive a Student Aid Report (SAR). The SAR displays your estimated family contribution used to determine federal aid eligibility. The Federal Government makes the information from the Free Federal Application available to institutions.

To apply for federal financial aid, complete the Free Application for Federal Student Aid (FAFSA). All students must complete the Free Application for Federal Student Aid to apply for federal student aid programs. For some colleges and states, this is the only form you will be asked to complete. The forms are available in counselor's offices after January 1. The FAFSA may be on-line on the computer at the high school's Career Information Center. Check with the CIC Assistant for information.

Students should be aware that their eligibility to receive federal financial aid is affected if they drop, fail, or receive an "Incomplete" in a college course, including dual credit courses. Federal guidelines state that students must have an 80% college course completion rate or lose their eligibility for financial aid until successfully completing 12 hours of course work.

Many colleges, state agencies, and private scholarship programs will *also* ask you to complete additional information, which collects information about your family not included on the free federal form. This information is used to determine eligibility for state, institutional, and private funds. Check with your college to determine which additional information form to use - if one is needed. Be sure to report your name, address, and social security number accurately.

Some colleges and programs also will want you to complete their own application. Check with each institution and program to make sure you know exactly what forms to file. Financial aid offices at our local colleges are available for assistance even if you do not plan to attend that particular college.

***Partial List of Texas
Colleges/Universities
(with Title IV Codes)***

Private Schools

Abilene Christian University-ACU Station 8483, Abilene 79699 (003537) www.acu.edu
Austin College - 900 North Grand, Sherman 75090 (003543) www.austinc.edu
Baylor University - P. O. Box 97028, Waco 76798 (003545) www.baylor.edu
Hardin-Simmons University - Box 16075, Abilene 79698 (003571) www.hsutx.edu
Howard Payne University - 1000 Fisk Ave., Brownwood 76801 (003575) www.hputx.edu
Lubbock Christian University - 5601 West 19th Street, Lubbock 79407-2099 (003586) www.lcu.edu
McMurry University - S. 14th & Sayles Blvd., Abilene 79697 (003591) www.mcm.edu
Our Lady of the Lake University of San Antonio - 411 Southwest 24th Street, San Antonio 78207
(003598) www.ollusa.edu

Rice University - Fin. Aid Dept. MS-P. 0. Box 1892, Houston 77251 (003604) www.rice.edu
St. Edwards University - 3001 South Congress Ave., Austin 78704 (003621) www.stedwards.edu
St. Mary's University of San Antonio - One Camino Santa Maria, San Antonio 78228 (003623)
www.stmarvtx.edu
Southern Methodist University - SMU P.O. Box 750196, Dallas 75275 (003613) www.smu.edu
Southwestern University - University Ave., Georgetown 78626 (003620) www.southwestern.edu
Texas Christian University - P.O. Box 30787, Fort Worth 76129 (003636) www.tcu.edu
Texas Lutheran College -1000 West Court, Seguin 78155 (003641) www.txlutheran.edu
Trinity University -715 Stadium Drive, San Antonio 78212 (003647) www.trinity.edu
University of Dallas - 1845 East Northgate Drive, Irving 75062-4799 (003651) www.udallas.edu
University of St. Thomas - 3800 Montrose Boulevard, Houston 77006 (003654) www.stthom.edu
Wayland Baptist University -1900 West 7th Street, Plainview 79072 (003663) www.wbu.edu
Lamar University - POB 10007, Beaumont 77710 (006360) www.lamar.edu
Texas A&M University - 6300 Ocean Dr., Corpus Christi 78412 (000366) www.tamucc.edu
Texas A&M University - POB 1675, Galveston 77553 (006835) www.tamug.edu
University of Texas-Dallas - POB 830688, Richardson 75083 (006897) www.utdallas.edu

Public Universities/Colleges

Angelo State University - 2601 West Ave North St., San Angelo 76909 (003541) www.angelo.edu
East Texas State University - East Texas Station, Commerce 75429 (003565) www.etbu.edu
Midwestern State University - 3410 Taft Blvd, Wichita Falls 76308 (003592) www.mwsu.edu
Sam Houston State University - P. 0. Box 2328, Huntsville 77341 (003606) www.shsu.edu
Southwest Texas State University - 601 University Dr, San Marcos 78666 (003615) www.swt.edu
Stephen F. Austin State University - P. 0. Box 13052, SFA Station, Nacogdoches 75962 (003624)
www.sfasu.edu

Public Universities/Colleges (continued)

Sul Ross State University - East Hwy. 90, Alpine 79831 (003625) www.sulross.edu
Tarleton State University - P. 0. Box T249 Tarleton Station, Stephenville 76402 (003631) www.tarleton.edu
Texas A&M University - Box 115 Station 1, Kingsville 78363 (003639) www.tamuk.edu
Texas A&M University - The Pavilion, College Station 77843 (003632) www.tamu.edu
Texas Southern University - 3100 Cleburne St., Houston 77004 (003642) www.tsu.edu
Texas Tech University - P. 0. Box 4349, Lubbock 79409 (003644) www.ttu.edu
Texas Woman's University - P. 0. Box 22628, Denton 76204 (003646) www.twu.edu
University of Houston - 4800 Calhoun - Dept. SFA, Houston 77204 (003652) www.uh.edu
University of North Texas - P. 0. Box 13525, Denton 76203 (003594) www.unt.edu
University of Texas at Arlington - P. 0. Box 19199, Arlington 76019 (003656) www.uta.edu
University of Texas at Austin - P. 0. Box 7758, Austin 78713 (003658) www.utexas.edu
University of Texas at El Paso - 202 W. Union Bldg., El Paso 79968 (003661) www.utep.edu
University of Texas at San Antonio - 6900 North Lp 1604 West, San Antonio 78249 (010115) www.utsa.edu
West Texas A&M University - WTAMU Box 939, Canyon 79016 (003665) www.wtamu.edu

Public Community or Two-Year Colleges

Amarillo College - P. O. Box 447, Amarillo 79178 (003540) www.actx.edu
Clarendon College - Box 968, Clarendon 79226 (003554) www.clarendoncollege.edu
Frank Phillips College - Box 5118, Borger 79007 (003568) www.fpc.cc.tx.us
South Plains College - 1401 South College Avenue, Levelland 79336 (003611) www.spc.cc.tx.us
Blinn College - 902 College Ave., Brenham, TX 77833 (006043) www.blinn.edu

Some Regional Colleges/Universities

Colorado State University - Fort Collins, Colorado 80512 www.colostate.edu
Colorado, University of - Regent Drive, Boulder, Colorado 80309 www.colorado.edu
Colorado, University of - P.O. Box 7150, Austin Bluffs Parkway, Colorado Springs, Colorado 80933-7150
www.uccs.edu
Colorado, University of - 1200 Larimer Street, Denver, Colorado 80204 www.cudenver.edu
Eastern New Mexico University - Portales, New Mexico 88130 www.enmu.edu
New Mexico State University - Box 30001, Department 3A, Las Cruces, New Mexico 88003 www.nmsu.edu
Oklahoma State University - Stillwater, Oklahoma 74078 www.okstate.edu
Oklahoma, University of - Norman, Oklahoma 73019 www.ou.edu
Panhandle State University - Goodwell, Oklahoma 73939 www.opsu.edu
Southwestern Oklahoma State University -100 Campus Drive, Weatherford, Oklahoma 73096

Information from a College

17 Sycamore Street
Anyplace, Texas 79109

Director of Admissions
USA University
Collegetown, Arizona 85201

Dear Sir or Madam:

I am a student at Anyplace High School and plan to graduate in May 2005. Security number is 000-00-0000. I am interested in attending USA University and would appreciate any information you can send me that would help me prepare an application.

I would like to receive a copy of your latest college catalog, an admission and housing application form, and forms for all types of financial aid available at your institution. I am considering a career in _____ or _____ and would be grateful for any information about grants, scholarships, and work-study programs in those fields. My SAT/ACT scores are _____ My high school average is _____.

Thank you very much for your assistance. I look forward to hearing from you.

Sincerely,

John Doe

Sample Worksheet for Use in Compiling Resume' or Personal Data Sheet

Your Name
Your Street Address
Your City and State and Zip Code
Your Phone Number, Including Area Code

Purpose: State the purpose of your request. Do you need a letter of recommendation for college, financial aid, full-time employment or summer employment?

Education: List any special courses you have taken that are relative to your chosen college, a specific type of financial aid, or business. Include honors classes; higher level math/science classes; business classes, etc. Also mention the type of diploma you intend to receive and your approximate class ranking these clubs/organizations.

Educational Awards/Honors: Remember, include the grade level and specify what the award/honor was for. You may include any awards or honors for grades 9-12.

School Activities/Awards: List any school clubs/organizations that you have been involved with. Be sure to specify any offices or special duties that you may have held in these clubs/organizations.

Sports Activities/Awards:

Outside Activities/Awards: Remember to include involvement in your community and church as well as any volunteer work or specific club or cultural activities. Work experiences count here as well.

Employment Experience: List specific jobs you have held. Include the place of employment, the date, and your position.

Goals for the future: Identify some of your long-term goals, especially as they relate to your college career or job placement.

Hobbies/Special Interests:

Information which may be applicable in cases of financial aid requests:

If you are applying for financial aid, include specific reasons that show why you are a likely candidate: family situation; number of brothers/sister, other family members currently attending college; special hardship conditions, etc.

*Note: Compile information such as that indicated in boldface type, in a file. Your counselor will have a form to assist you in this process. You can easily update information as the year goes on with very little effort. Keep a current copy on file in the counselors' office and run extra copies to hand out to individuals from whom you request recommendations.

High School-to-College Checklist

- ___ 1. Visit the High School Counseling Center and the Career Information Center to look over brochures, bulletin boards, guides, and catalogs. Choose three or four colleges which interest you.
- ___ 2. Write, call, or visit the website of each college for admission forms, as well as forms for financial aid/scholarships, and housing. Ask for catalogs.
- ___ 3. Familiarize yourself with the admission procedures for each college.
- ___ 4. Apply to take the appropriate entrance exam (SAT I or ACT, and, in some instances, SAT II). Check deadlines set by various colleges for reporting the entrance exam scores.
- ___ 5. Talk with your parents about the colleges which you are considering and the cost of attending each.
- ___ 6. Visit the campuses of the colleges which you are considering if at all possible. Tour dorms, talk with professors and admissions offices. Ask questions!

- ___ 7. Complete application forms for admission for colleges which you are considering. Adhere to deadlines!
- ___ 8. Request a transcript from the counselor clerk to be sent to the colleges which you are considering.
- ___ 9. Review finances with your parents. Decide if financial assistance is needed, and if so, complete necessary forms. Apply EARLY!
- ___ 10. Apply for academic or service scholarships, if applicable to your situation. Adhere to deadlines!
- ___ 11. Decide on housing (on-campus or off-campus). Send application and deposit. Adhere to deadlines! Consult your catalog for procedures.
- ___ 12. Request final transcript to be sent after graduation if required.
- ___ 13. Colleges award credit-by-exam in four or five different ways. Take advantage of this if possible. Exams must be taken prior to meeting class for the first time. Registration must be arranged early. The *CLEP (College Level Examination Program)* exams are available at local colleges and universities.
- ___ 14. If planning to attend a Texas public college, register for and take the THEA before enrolling.
- ___ 15. Sign up for the orientation program (if applicable) at the selected college. Adhere to deadlines!
- ___ 16. Be sure of date for arrival for both the orientation and the regular session. Register and pay fees.
- ___ 17. Familiarize yourself with the campus. Find rooms of your classes.

Glossary of Terms for College-Bound Students and Parents

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

ACT Assessment (ACT): the group of tests, administered by The American College Testing Program and required or recommended by many colleges as part of the admission process. They measure educational development in English, Mathematics, Reading, and Science Reasoning. They are given at specified test centers throughout the year.

Advanced placement: granting of credit and/or assignment to an advanced course on the basis of evidence that the student has mastered the equivalent of an introductory course.

College Calendars:

Traditional semester: Two approximately equal semesters

Early semester: Two semesters, first completed semester before Christmas.

Quarter: Three equal terms of about 12 weeks each

Trimester: Calendar year divided into three equal semesters, third semester replaces summer

school

4-1-4: Two equal terms of about 16 weeks each with a 4 week interim term

Career-oriented program: a group of courses which prepares students primarily for employment, often in a specific occupation. Such a program, which can last a few months or more than two years, may lead to a certificate, diploma, or associate degree.

College transfer courses: courses intended for transfer of college credit to bachelor's degree programs elsewhere.

Cooperative work-study education: a program in which the student alternates between full-time college study and full-time paid employment related to the area of study. Under this plan, the bachelor's degree often requires five years to complete.

Credit by examination: a program through which some colleges grant credit based on results of ACT scores or SAT Achievement scores, the ACT Proficiency Examination Program (PEP), the CEEB College-Level Examination Program (CLEP), or other examinations.

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

Early admission: admitting students of superior ability into college courses and programs before they have completed the standard high school program.

application (see next 2 pages for examples of the formats being used).

Financial Aid Form: a form used to collect information about the student's total family income, assets, and expenses, and to analyze the family's potential contribution toward college expenses.

Grade point average (GPA): an indicator of the student's overall scholastic performance. The GPA is computed by totaling the number of grade points earned in each course (generally, A=4, B=3, C=2, D=1, F=0) and then dividing the sum by the total number of courses carried.

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

Independent Study: an arrangement which allows the student to earn college credit through individual study, usually planned with and supervised by a faculty advisor.

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

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

Pell Grant: financial assistance, awarded by the federal government on the basis of need, designed to provide the "floor" of an aid package for post-secondary education. The grant may be used toward tuition, room and board, books, or other educational costs, and requires no repayment.

Preliminary Scholastic Aptitude Test (PSAT): a program designed to provide a practice test for juniors as a warm-up for the SAT.

Reserve Officers Training Corps (ROTC): Air Force, Army, and Navy programs on certain campuses which combine military education with baccalaureate degree study, often when financial support for those students who commit themselves to future service in the Armed Forces.

Scholastic Aptitude Test (SAT): a test of verbal and mathematical abilities given by the College Entrance Examination Board (CEEB) at specified test centers throughout the year. Required or recommended by Colleges as part of the admission process.

Title IV Code: college code numbers needed for Financial Aid Form (see pp. 14, 15).

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