



## **I. INTRODUCTION:**

The transition from high school to college is a very exciting time in life, and is filled with many challenges and opportunities. However, it can also be a difficult time because there are so many choices and deadlines to make within a short time span.

The process of selecting a college is very personal. You need to consider: your goals, values, strengths and weaknesses, and reasons for going to college. Then, prioritize and write down the criteria you will use in choosing which colleges to explore.

One of your best resources while making your college decision is the Upward Bound Academic Services Coordinator. The Coordinator knows the various steps in the admission process and can help you establish a logical approach. Just as important, the Academic Services Coordinator can help you better understand yourself, your abilities, interests, and needs.

Begin by drawing up a list of questions that will affect your plans.

Here are some of the questions that you and the Upward Bound Academic Services Coordinator may wish to address:

1. Am I interested in a liberal arts institution or a technical institute with more specialized training? Do I want a two- or four- year institution?
2. Do I want to stay near home, or am I prepared to visit my family only a few times each year? Am I interested in a certain locale? Urban, small town, or rural?
3. Do I want to attend a small or large institution? Am I interested in a diverse student body?
4. Have my grades been good enough to be considered by a very selective school? Do I want a demanding academic environment? Do I plan to go to graduate school? Am I comfortable with a curriculum that offers a great deal of independent study? Does my learning needs require more specialized facilities?
5. Do I prefer on or off-campus housing? Am I interested in fraternities or sororities? How important are intramural or intercollegiate sports? Do I want a campus that offers many social/cultural events?
6. How important will costs be in my final choice? What kind of financial assistance will I need? Are opportunities for part-time jobs important? What qualifications do I have for scholarships?

Discuss the answers to these questions with your UB Academic Services Coordinator in relation to your academic “profile” (courses, grades, rank-in-class, test scores, activities). Using the information from these discussions, you and your UB Academic Services Coordinator can begin to develop a list of colleges that



meet your criteria. Your school counselor is also a great resource for you to utilize in your college search. Make an appointment or call today!

Remember, the Upward Bound staff is dedicated to helping you fulfill your college and career plans. Your UB Academic Services Coordinator can assist you with personal assessment, academic enhancement, career identification and college admission. UB also has college guide books, catalogues, financial aid information and computer resources to aid you in your endeavor. All of this support is designed to make your college search easy, efficient and effective.

Finally, should you need more information on any of the topics discussed in the Senior Handbook, we invite you to visit our website for copies of the Senior Handbook and Bridge information at <http://www.salina.k-state.edu/upwardbound/>

You may also call the Academic Services Coordinator, Brad Spielman, toll free at 1-800-248-5782 or email him at [bspielmn@k-state.edu](mailto:bspielmn@k-state.edu).

#### **PROGRAM CONTACT INFORMATION:**

##### **Website Address:**

<http://www.salina.k-state.edu/upwardbound/>

##### **Mailing Address:**

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##### **Staff Email:**

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**The road to college lies before you. It's time to begin your journey!**

\*Some information in the Senior Handbook was adapted from "The College Planning Guide" from Bridgewater-Raritan High School Department of Guidance Services and the Fairfax County Public Schools junior-senior handbook.



## Senior Bridge Scholarship 2008

The Upward Bound-Salina Program is very proud to be able to offer each qualifying graduating senior a summer scholarship. The summer after graduation from high school each qualifying Upward Bound senior will be given the option of coming to K-State at Salina to complete six credit hours of college level classes.

The Summer Bridge Scholarship Program is held for the six-week period corresponding with the regular university summer school calendar. Upward Bound will provide room and board, tuition and fees, books, supplies, and tutoring. Bridge participants live in the residence hall with another Bridge participant of their own choosing as a roommate or with another university student.

**Bridge Scholarship students will NOT participate with Upward Bound non-bridge summer students.** This is to encourage you to establish yourselves as college students while you have the support of the Upward Bound staff to help you with unexpected stresses you may face during this transition period.

<p style="text-align: center;"><b>The following items MUST BE COMPLETED to qualify for the Bridge Scholarship</b></p>
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- **Read and Follow your UB SENIOR HANDBOOK**
- **Complete ACT and submit results to K-State at Salina**
- ACT Code for Kansas State is 1428
- **Complete application for admission** to K-State at Salina by *November 1, 2007* (You must do this to take summer courses during the Bridge program)
- You can apply for admissions on-line at [www.k-state.edu/admit](http://www.k-state.edu/admit) or apply with a paper copy (Upward Bound will waive the \$30.00 admission fee)
- **Apply for Kansas State University scholarships** on-line at [www.k-state.edu/sfa](http://www.k-state.edu/sfa) or apply with a paper copy
- **Submit Free Application for Federal Student Aid (FAFSA)** by *March 1, 2008*
- K-State's federal code is 001928 (Financial Aid)
- **Attend school meetings** with UB Academic Services Coordinator
- **Attend UB Holiday Party and compete in Presidential Classroom** at K-State at Salina
- **Attend Campus Visits** sponsored by UB
- **Ask Questions**

The Bridge Scholarship goal is to assist you in successfully completing a maximum of six college credit hours with grades of B or above. This 3.0 grade point average will give you a “jump start” or “bridge” as you begin your college career in the Fall of 2008.



You are in **NO WAY obligated** to attend Kansas State University. The Bridge Scholarship program is only hosted at K-State at Salina during the summer after your senior year. We will help you transfer the Bridge Scholarship college credits to any college or university and assist you with transition to the college or university of your choice.

**Good luck with your senior year. We are looking forward to seeing you this summer on campus as college students. If you have any questions about the Bridge Scholarship or your senior year, contact us at anytime!**

### **POINT SYSTEM**

Students must qualify for the bridge program by obtaining **at least 120 points**.

**Those students who have below 120 points or do not attend or complete mandatory items will not be eligible to receive the Bridge scholarship.**

Priority will be given to students with the highest number of points. You are responsible for tracking your own points. In the event of a tie in points, applicants must submit an essay to be judged by independent judges to decide the applicant awarded the Bridge scholarship. Upward Bound will also keep an official record of points obtained.

- **Participate in Presidential Essay competition-Mandatory**
- **Financial Aid workshop: attendance-Mandatory**
- **Bridge Orientation-Mandatory Attendance**
- **Submitted application for admission to K-State by November 1, 2007 deadline-Mandatory**
- **Admitted to K-State by April 15, 2008-Mandatory**
- **In the case of a tie in points-Bridge Scholarship essay-submitted-Mandatory**
- Submitted Free Application for Federal Student Aid by March 1, 2008 deadline (5 points)
- Submitted Scholarship applications: per application and copy sent to UB (5 points per application)
- Scholarships received: per scholarship awarded and proof on file with UB (5 points per award)
- Overall GPA: 4.0 – 3.6 (10 points), 3.5—3.0 (7 points), 2.9—2.5 (5 points), 2.4—2.0 (3 points)  
Below 2.0 (0 points)
- Advance Placement class taken: each class (5 points)
- Upward Bound SGA position: each year an office is held (5 points)
- Admittance to higher education and acceptance letter sent to UB (15 points)
- Advising: 100% attendance (15 points), 99-80% attendance (10 points), 79%-60% (0 points), 59% and below (0 points)
- Campus Visit: each visit attended (10 points)
- Holiday Event: attendance (15 points)
- Presidential Classroom Essay: submitted on time (10 points)
- Bridge Scholarship application: submitted, complete, & deadlines met (15 points)
- ACT Score: 36-27 (10 points), 26-21 (5 points)



ACTIVITY	POSSIBLE POINTS	YOUR POINTS
Attend Bridge Orientation At K-State at Salina	<b>Mandatory</b>	
Submitted application for admissions to K-State by Nov. 1, 2007	<b>Mandatory</b>	
Admitted to K-State by April 15, 2008	<b>Mandatory</b>	
Attended Financial Aid Workshop at K-State at Salina	<b>Mandatory</b>	
Participated in Presidential Classroom Competition	<b>Mandatory</b>	
Presidential Classroom Essay Submitted by deadline	10 pts	
Attended Holiday/Spring Event At K-State at Salina	15 pts	
Complete ACT and submit results to K-State University	<i>ACT Score 36-27</i> 10 pts <i>ACT Score 26-21</i> 5 pts	
Submitted Free Application for Federal Student Aid (FAFSA) by March 1, 2008	5 pts	
Submitted Scholarship applications and sent copies to UB	<i>per application copy</i> 5 pts	
Scholarships Received copy of confirmation letter sent to UB	<i>per award letter copy</i> 5 pts	
High School <u>Cumulative</u> GPA	<i>4.0-3.6</i> 10 pts <i>3.5-3.0</i> 7 pts <i>2.9-2.5</i> 5 pts <i>2.4-2.0</i> 3 pts <i>Below 2.0</i> 0 pts	
Upward Bound SGA position	<i>each year office held</i> 5 pts	
College acceptance letter sent to UB	15 pts	
School Advising Session Attendance	<i>100 % attendance</i> 15 pts <i>99-80 % attendance</i> 10 pts <i>79-0 % attendance</i> 0 pts	
Campus Visits -UB sponsored or submit letter confirming visit if not UB sponsored	<i>each visit</i> 10 pts	
Bridge Scholarship Application submitted by deadline	15 pts	
Advanced Placement (AP) Class	<i>each class</i> 5 pts	
Bridge Scholarship Essay	<b>To be submitted <u>ONLY</u> if there is a tie in points. UB will notify you if needed.</b>	



## II. PREPARING FOR POST-SECONDARY EDUCATION:

### STEP 1: COLLEGE PREPARATION

If you're planning to go to college, it's important to take the right classes in high school. Almost all colleges will require students to meet certain college prep curriculum standards. Colleges are looking for diversity and rigor in your high school academic record. If you want to be admitted to a selective college, you should be taking demanding high school courses.

The table below lists a typical college-prep course load. The specific classes listed here are examples of the types of courses students can take. Resource: [www.ed.gov/pubs/prepare/pt2.html](http://www.ed.gov/pubs/prepare/pt2.html)

<b>English</b> —Four years Types of classes: <ul style="list-style-type: none"> <li>• American Literature</li> <li>• Composition</li> <li>• English Literature</li> <li>• World Literature</li> </ul>	<b>Science</b> —Two to four years Types of classes: <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Earth Science</li> <li>• Physics</li> </ul>
<b>Mathematics</b> —Three to four years Types of classes: <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Algebra II</li> <li>• Calculus</li> <li>• Geometry</li> <li>• Precalculus</li> <li>• Trigonometry</li> </ul>	<b>History</b> —Two to four years Types of classes: <ul style="list-style-type: none"> <li>• Civics</li> <li>• Geography</li> <li>• U.S. History</li> <li>• U.S. Government</li> <li>• World History</li> <li>• World Cultures</li> </ul>
<b>Challenging Electives</b> —One to three years Types of classes: <ul style="list-style-type: none"> <li>• Communications</li> <li>• Computer Sciences</li> <li>• Economics</li> <li>• Psychology</li> <li>• Statistics</li> </ul>	<b>Visual and Performing Arts</b> —One year Types of classes: <ul style="list-style-type: none"> <li>• Art</li> <li>• Orchestra/Band</li> <li>• Drama</li> <li>• Music/Chorale</li> </ul>
<b>Foreign Language</b> —Two to four years	

You can check the Kansas Board of Regents (KBOR) website for your particular schools approved pre-college preparatory curriculum. Go to [www.kansasregents.org](http://www.kansasregents.org) and click on the qualified admissions tab, then Approved Curricula and type in your school name to view the KBOR requirements for your school. Admission to a Kansas college requires at least a 2.0 COUPLED WITH the pre-college curricula KBOR lists on the website.



More competitive colleges will expect students to take advantage of the most challenging course load each year at their high school. A challenging course load means going beyond the minimum by taking honors classes or advanced placement courses where appropriate. Remember, to be the best you can be. Challenge yourself, and you will succeed! A college wants to see the student has grown academically throughout their high school career. They also want to know about interests, accomplishments, and future goals. No one single factor will determine your acceptance or rejection to a college. You should take courses appropriate for you, it is better to do well in a demanding college preparatory class than excellent in a lower level course that doesn't challenge your abilities.

## What Counts Most with Admission Directors?

Criteria	Degree of Importance		
	<u>Considerable</u>	<u>Model</u>	<u>Limited</u>
Grades in College Prep Courses	82%	12%	3%
Class Rank	42%	35%	15%
Grades in All Subjects	41%	44%	12%
Test Scores	20%	40%	25%
Counselor Recommendations	20%	50%	23%
Teacher Recommendations	20%	50%	23%
Essay	15%	35%	28%
Interview	14%	31%	37%
Work/Extra-Curricular Activities	6%	38%	43%
Personal Recognition	1%	12%	41%

### ❖ Survey of Members of the National Association for College Admission Counseling

- Keep in mind that colleges have other priorities that impact student admission such as minority recruitment, geographical location, talents, athletes, and diversity of student body.
- A total SAT score of 900 to 1050 is a match for 90% of all four-year colleges.
- A total ACT score of 19-23 is a match for 90% of all four-year colleges. **You need a score of at least a 21 on the ACT to be admitted to a public four year institution in the state of Kansas.**
- Some colleges may require additional Achievement Tests. Tests are offered in English composition, math, social studies, and foreign languages.



## **STEP 2: DEFINE YOUR COLLEGE PRIORITIES**

- Majors and educational programs
- Type of school and degrees offered
- Admission policy
- Location and size
- Costs and financial aid
- College affiliation and accreditation
- Campus activities
- Support services
- Program Location

After you've identified college characteristics important to you, it is time to solicit advice, do some research and acquaint yourself with some important resources.

### **Refer to College Guidebooks**

College guide books can be extremely useful in identifying colleges, especially when you have decided on geographic location and the curriculum you will study. Use these reference guides to begin to develop your list of prospective colleges. Bear in mind however, that there are two basic types of college guides: the objective, factual guides and the subjective, anecdotal guides. The former provides necessary information and is generally quite reliable, but rarely give you a personal feel for a college. The latter frequently give you a sense of the intangibles of a college or of college life but may be biased or inaccurate. You should therefore use both to get the most comprehensive overview.

### **Use Computer Software and the Internet**

Computer software can save you time and effort in the college search and application process. You can use software to give you additional information on a particular college or help you find other colleges that have the characteristics you selected. College selection programs may be found at Upward Bound, your school counselor's office, or community library, or you can access some of them directly via the Internet. Some packages may be purchased, if you prefer, at bookstores and computer stores.

On-line services are available for registering for the ACT, and sending the Free Application for Federal Student Aid (FAFSA). You can review entire college catalogs, access college applications including the Common Application, and send applications electronically to colleges. Many colleges also provide you descriptions of their institutions on CD-ROM and copies of their application on disk.

Some college selection software and information systems have a variety of components which allow you to do the following: 1) conduct a personalized search for colleges that meet your criteria 2) tour colleges



interactively to sample majors, student life, and activities 3) access college catalogs 4) send inquiries to colleges and receive responses 5) apply to the college on-line.

**Upward Bound resources include the following computer and hard bound materials:**

Discover: A career guidance and information system available online. Students registered and completed some of the surveys this summer. Log on at [www.act.org/discover/login](http://www.act.org/discover/login). If you have forgotten your login and password, please contact the UB Academic Services Coordinator.

NEFE: High School Financial Planning Program-a free publication

Self-Directed Search by John L. Holland-students completed during the summer component

“Occupational Outlook Handbook” by the U.S. Department of Labor

“FISKE Guide to Colleges” by Edward B. Fiske

“Getting into the ACT” by ACT

NELA: “Paying for College” workbook (given to seniors during the summer component)

NELA: “Start Now: Saving for College” workbook (given to seniors during the summer component)

A vast array of pamphlets, handouts, and online resources covering topics from college selection, financial aid, scholarships, high school and college course selection, costs of attending college, tax breaks, campus visits, essay completion, etc.

**Other available computer software programs from outside sources are:**

**Program**

**Publishers**

Coin 3  
College View  
Expan  
Peterson’s College Selection Service

Coin  
The College View  
The College Board  
Peterson’s Guides

**Refine Your List**

After following defining your priorities and developing a preliminary list of colleges which fulfill your requirements, you should contact your UB Academic Services Coordinator or school counselor. At this



time, you'll need to reduce your list to a more workable number for further investigation. In order to do this, take the following steps if possible:

1. Send for literature such as view books, catalogs and application packets to get comprehensive information on particular schools.
2. Review audio-visual material from colleges if available. This includes CD-ROM, computer disks, videos, laser discs, etc. This is a good way to get a sense of the general atmosphere on campus.
3. Make informal visits to different kinds of college campuses. Attend Campus Tour Days, Open Houses, Financial Aid Workshops, etc.
4. Attend college fairs, college nights, and individual meetings with college representatives. The following questions are a sample of important areas to discuss:
  - What programs of study does the college offer?
  - Is the location of the school rural, urban or suburban? Is public transportation available?
  - How many students attend the college full-time/part-time?
  - What is the average class size for freshmen?
  - What are the admission criteria?
  - What are the application deadlines?
  - How much is tuition? How much is room and board?
  - What types of financial aid are available? What scholarships are available, academic and/or athletic?
  - What counseling services are available? What tutoring or other support services are available?
  - What is unique about the college?
  - What percentages of students graduate in four years/five years?
  - What percentage of freshmen return for sophomore year?



Below is a sample letter requesting information, an application, and a campus visit to a selected college. You can modify this sample letter to suit your specific needs.

Your Street Address  
City, State ZIP Code

Date

Office of Admission  
Name of College  
Street Address  
City, State ZIP code

**Sample Letter**

To Whom It May Concern:

I am a student at *(name of high school)* and will graduate in (month, year).

Please send me an application for admission and information about (name of the college). I would like a general information bulletin, college costs, and program descriptions. I am considering *(name of program)* as my major field of study.

My parents and I also want to investigate all possible sources of financial aid. Please send us an application form, instructions about how and when to apply, and any other information that might be helpful.

In addition, I am interested in visiting your campus, taking a campus tour, and meeting with an Admissions Counselor. I would also like to meet with an advisor in *(name of department)*, if possible. Please advise me of a time on *(month, day)* that would be convenient. Thank you.

Sincerely,

*(Your signature)*

Typed or printed Name



### **STEP 3: THE CAMPUS VISIT**

**AFTER** using the resources list in this handbook and visiting the college websites to research your selections; narrow down your college choices, and then you will be ready to visit the remaining college campuses on your list. Taking a campus tour will allow you to experience the campus first-hand. What is the atmosphere like? Do you feel comfortable there? The impressions you gather on your campus visit will help you decide if you and the institution are indeed a good match. In general, the college visit usually consists of three parts: a guided campus tour, an interview, and exploration on your own. Each part of the tour can be a valuable source of information and insight if you have done your research and are properly prepared.

Tips: Plan to visit the college when school is in session, and plan not to visit more than two colleges in one day. If possible, you may want to arrange to stay overnight in a residence hall and eat at the cafeteria. Allow enough time to see everything that is of interest to you such as the library, cafeteria, laboratories, residence halls, classrooms, athletic facilities, etc. Plan to drive around the campus and the surrounding area to see what it is like, and check on public or school sponsored transportation. Talk with students, faculty, admissions personnel, and campus security. Take a notebook and a bag to record answers to your questions, your observations about the college, and collect literature about varying topics. Ask relevant questions, dress comfortably but appropriately, everything counts! Remember, the people you talk to during your visit will later decide the outcome of your admissions application.

#### **How to Arrange a Campus Tour**

Arranging a campus tour is easy. Simply call the Admission Office and ask when tours are offered. Confirm your visitation date, time, and meeting location over the phone. Ask if you can schedule time to speak with an admission counselor at the conclusion of your tour or visit. You may also want to make arrangements to sit in on a class, stay overnight in the dormitory, or meet with faculty members in your area of interest, and other support faculty such as coaches, instructors, advisors, etc.

In addition to seeing and hearing about programs and facilities, tours offer at least three other benefits: first, the opportunity to ask the tour guide any questions; second, the chance to exchange information with others on the tour; and third, the opportunity to meet students who may be your future classmates.

#### **Campus Considerations**

Consider the following as you tour the facilities of each campus you visit:



### **Majors/Academic Reputation**

1. Are you looking for an institution that offers a particular major?
2. Do you need a school that offers pre-professional programs such as pre-law, pre-medicine, or pre-veterinary paths?
3. Is the institution accredited or certified above what other institutions are required to offer?
4. Are you looking for an institution that has a reputation for being academically challenging?
5. Do you think you will need an institution that offers strong academic support?

### **Size**

1. Have you always thought you would attend a big football/basketball game?
2. Do you like the idea of a small school where it is easy to get to know everyone, including the professors?
3. Do you learn better in a small classroom setting or a larger lecture style setting?
4. Have you thought about starting at a smaller institution and then transferring to a larger one?

### **Cost**

1. Have you and your family discussed how much you can afford to spend on college?
2. Will you be living at home, in the residence halls, or in an apartment?
3. Would you be willing to take a job on campus to help pay for college expenses?

### **Campus Facilities/Life**

1. Are you looking for an institution where most students live on campus or will you be commuting?
2. Do you want to have a car on campus?
3. Do you need handicapped accessibility?
4. Are sororities and fraternities functioning on campus?
5. Does the institution offer community service or other volunteer opportunities?

### **Library**

1. What are the hours?
2. How extensive are the resources?
3. Are tutoring services available?



### **Laboratories/Studios**

1. Are there sufficient computer labs?
2. Are there foreign language labs?
3. Are labs equipped with state-of-the-art technology?
4. Are there art studios, music studios, dance studios?
5. Are students given an email address?
6. Is there an additional charge for internet access or use?

### **Theatre**

1. What is the size and scope of the theatre?
2. Are productions open to non-theatre majors?
3. How many productions are scheduled each year?
4. Is there a campus repertory company, choir, band, or orchestra?
5. Are rehearsal/practice rooms available?

### **Athletics/Clubs**

1. Do you intend to play a sport?
2. What intercollegiate and intramural sports are offered?
3. What student clubs and organizations are available on campus?
4. What professional clubs or organizations are available on campus?
5. What if I want to start a club or organization that isn't offered?
6. How do I join a club or organization?
7. What other ways can I get involved on campus?
7. In what athletic division does the college participate?
8. Are athletic scholarships available?
9. What are the facilities for men and women?
10. What is the cost of athletic game tickets?

### **Housing**

1. Where are the residence halls located on campus?
2. Are rooms singles, doubles, triples or suites?
3. Are residence halls coed or single-sex?
4. Where do freshmen live?
5. How are roommates selected?
6. What are the residence hall rules?



7. Are there quiet study hours?
8. Is there a visitation policy for guests?
9. Are there sufficient rooms for all interested students?
10. Can freshmen live off-campus?
11. Are there fraternity or sorority houses?
12. Is housing guaranteed for four years?

### **Dining**

1. Where are the dining halls located?
2. What are the hours of operation?
3. Are there apartment-style dorms where students do their own cooking?
4. What types of meal plans are available?
5. How important is the quality of food to you?
5. Can special diets be accommodated?
6. Are there restaurants on or near the campus?

### **Support Services**

1. What types of additional support services are available?
2. Is tutoring available? Is there a fee?
3. What opportunities are there for work study or on-campus jobs?
4. Is there a career center? What services do they offer?
5. Do you have Student Support Services program (SSS) on your campus? Who is the director?
6. Is additional academic advising available beyond my assigned advisor if I need it?

### **Health Services**

1. Are clinical facilities available on-campus?
2. During what hours are doctors and nurses available?
3. Are counseling services available to students?
4. Is there a charge for medical care?
5. What hospitals are near the campus?

### **Security**

1. Is the campus patrolled by an effective security staff?
2. Are parking lots and walkways well lit?
3. What are the campus crime statistics?
4. Is there a safety escort service?
5. Are there emergency call buttons located on campus?



You should take along the following college comparison sheet and fill it out as you progress through your campus visits.

<b>College Comparison Form</b>				
<b>Name of College</b>				
Environment				
Location				
Climate				
Enrollment/Size				
Public/Private				
Available Housing				
Extracurricular Activities				
<b>Expenses</b>				
Tuition				
Room & Board				
Travel/Misc.				
<b>Admissions</b>				
College Entrance Exams/Scores				
GPA Minimum\Class Rank				
Admission Deadline				
Financial Aid Availability				
College Prep Requirements				
<b>Curriculum</b>				
Major of Interest Offered				
Degrees Offered				
Special Support Services Provided				
Career Placement				
Other Personal Criteria				
Misc. Notes				



## STEP 4: THE INTERVIEW

The purpose of a college interview is for you to discover what is unique and distinct about a college. The interview also gives the admissions personnel a chance to learn what makes you stand out from the crowd and what your special talents and interests are. Most colleges state the interview, whether individual or group, is to be an information exchange wherein the applicant (and parents) may have questions answered and doubts relieved. Therefore, it is essential that you be prepared with questions to ask and issues to discuss.

Direct your questions at topics **YOU** care about – availability of faculty, accessibility to computers, campus activities, food, social life, community relations, transportation, campus safety and security, facilities, residence life, clubs and organizations, support services, medical services, or anything else that you want to know. Please note, many colleges are not requiring interviews due to an increasing number of applicants and the decreasing number of personnel available to interview applicants. Be sure to ask if an interview will be part of your campus visit and/or admissions process and what type of format the interview will be given. There are three types of interviews: alumni, group, and personal.

1. Many colleges recruit alumni to interview potential students. At the conclusion of the interview, the alumni send evaluation reports to the admissions office for review along with your other credentials and observations the interviewer recorded.
2. Group interviews are for a group of students and parents visiting the college where an admissions representative gives a brief overview of the college, curricular offerings, campus activities, and costs associated with attending their school. This is followed by a question and answer session. Group interviews are informational rather than evaluations of your particular credentials.
3. Personal interviews are comprised of admissions personnel and evaluate you personally, rather than provide information about the college. The importance of a personal interview varies among schools, but a strong interview will only increase your chances of acceptance into the college.

On some campuses, an interview is required as part of the evaluation process. In this situation, you may be asked several thought-provoking questions. Examples of routine questions include:

- What is one of the best books you've read?
- Describe some events that have had a major impact on your life.
- Discuss one of the best teachers you've had.



- What are your favorite classes and why?
- How would you describe yourself as a person?
- What are your personal strengths and weaknesses?
- What is the most significant contribution you've made to your high school?
- What are your favorite activities outside of class?
- What unique qualities can you bring to the college?
- Why are you considering this institution?

Give careful thought to your responses. Don't be afraid to be humorous, but be professional and polite. Let the interviewer know how your answers relate to your educational goals, abilities, and interests.

You should have an unofficial copy of your high school transcript reflecting the courses you've taken through your senior year, grades achieved, rank in class and grade point average, ACT scores, Advanced Placement grades, etc. Be ready to discuss and explain any unusual aspects of your record – good or bad! Have a list of all your activities and major accomplishments typed up and ready to distribute. Whenever possible, toot your own horn! **This is the time to brag about yourself and your accomplishments!**

Finally, your demeanor and dress should be nice and respectful; however, do not try to impress the interviewer with your vocabulary or wardrobe. Dress neatly but comfortably. Be honest and relaxed. Remember, the interviewer wants to see the real you!

**GOLDEN RULE:**

DON'T FILE AN APPLICATION FOR ADMISSION  
TO A COLLEGE WHICH YOU WOULD NOT  
GLADLY ATTEND IF OFFERED THE CHANCE.  
MAKE SURE YOU HAVE VISITED THE CAMPUS  
BEFORE APPLYING!



## What Do Colleges Look For?

- ✓ Strength of program, college-prep course schedule
- ✓ Standardized test scores (ACT, SAT)
- ✓ Academic record (GPA)
- ✓ School and leadership positions, organizations, and activities
- ✓ Community and Volunteer leadership positions, organizations, and activities
- ✓ Letters of recommendation
- ✓ Special interests and talents
- ✓ Internships and previous job experience
- ✓ Resume
- ✓ Portfolio (if needed)
- ✓ Learning differences
- ✓ Diversity

### STEP 5: THE APPLICATION PROCESS

The college application is your opportunity to make a good impression on the colleges to which you are applying. The college application process should begin in the fall of your senior year, if you haven't started yet. **Contact the Upward Bound Academic Services Coordinator to inquire about waiving application fees!** Please contact the Academic Services Coordinator well in advance of the application deadline, the waiver process can take a long time, and it is up to each individual college to accept or deny a waiver request from Upward Bound.

### Develop an Application Plan and Record Deadlines and Timelines

- Registering for and completing the ACT
- Getting applications
- Completing applications
- Taking college entrance exams
- Requesting transcripts
- Requesting recommendations
- Writing essays
- Requesting and scheduling interviews
- Applying for scholarships
- Attending financial aid workshops
- Applying for financial aid
- Arranging college visits
- Notifying colleges you will NOT attend of your decision



### Filling Out the Application:

1. Obtain the college applications from the college(s) of your choice, download them from the internet, or apply online.
  - [www.mit.edu:8001/people/cdemello/geog.html](http://www.mit.edu:8001/people/cdemello/geog.html) -contains College/University home pages in alphabetical order
  - [www.commonapp.org](http://www.commonapp.org) -Common Application online-used by approximately 230 colleges and universities. You can apply online or download a hard copy of the application to complete.
2. Make copies of the applications BEFORE you fill them out. Practice on the copy BEFORE you fill out the actual application.
3. Organize your personal records, resume, essays, and activity sheets. This will help you determine what information you want to include on your application to make a good impression, but be honest about the information you include.
4. Read the instructions carefully and obey all the directions. **Pay attention to the deadline dates! Allow enough time for your school counselor to send your transcripts. Check with your high school counselor for the timelines and procedures they may need to process your transcripts and applications.**
5. Complete all applications one at a time and start with the most simple applications first and work your way up to more difficult applications. Save the most important applications for last.
6. Type or print neatly. Most colleges will offer an application online, making it easier for your application to be typed and present a neatly prepared application.
7. Answer all questions. Use N/A for not applicable if the question does not apply to you or your situation.
8. Choose your references for letters of recommendation carefully. Use people who know you personally, your academic record, your strengths, and accomplishments. References should have known you at least one year and/or have had direct experience with you in an academic or job environment.
9. Make a copy of each completed application and maintain a file for your records.
10. Notify your UB Academic Services Coordinator and high school counselor when you have been notified of acceptance into your preferred college(s).



### **The Online Application:**

Technology has made applying online commonplace. Some colleges will even state the online application is preferred over other methods of application since it allows direct entry of student data into computer systems and reduces errors. The same guidelines listed above apply for the online application as for the paper version. Here are some suggestions for completing the online application.

1. Accuracy and thoroughness do count.
2. Print a copy for your records.
3. Read ALL the directions carefully.
4. Some applications allow you to create an account so you can file the application in stages. Other online applications will require you to complete it in one sitting. Be sure you allow plenty of time to complete the online application in one sitting if it is required, you do not want to submit an incomplete application!
5. Online applications require transcripts to be sent separately, be sure to download any forms necessary for the process.
6. Make sure required high school forms can be printed out and submit them to your counselor along with a transcript request.
7. Application fees must either be paid by credit card online at the time of submission or a check must be sent separately to the college by U.S. mail. Without this fee, the application is incomplete.
8. Check to see how you will be notified once the college receives the online application. Follow up if you do not receive verification in a timely manner (usually two weeks is plenty of time).

### **Three Stages of College Application Process:**

Stage 1: Applying-this should be completed during the first semester of your senior year. The application Process includes visiting colleges, making numerous decisions, taking tests, completing applications and meeting deadline dates.

Stage 2: Waiting-Once your applications have been sent; replies should begin to arrive and should be received by early April, depending on the individual policy of each college.



Stage 3: Deciding-this involves discussing, revisiting colleges if needed, and reviewing financial aid packages and scholarships. Most colleges will want to be notified of your decision to attend or not attend by May 1<sup>st</sup>. NACAC lists colleges taking applications after May 1<sup>st</sup>, at [www.nacac.com](http://www.nacac.com)

**Remember to contact the Upward Bound Academic Services Coordinator well in advance of the application deadline date(s) to inquire about an application fee waiver.**

### The Applicant Folder

1. **Application** – The application includes biographical information such as your birthday and your parents' names. Frequently you will be asked to write an essay(s), which are intended to acquaint the admission committee with your experiences, strengths and weaknesses, and writing ability. Some schools will ask you to write on a specific topic, other will ask you to write about your goals, interests, or future plans. If asked to write a personal statement, you should write about yourself clearly, interestingly, and as honestly as you can. The essay may contain family responsibilities, financial needs, travel experiences, and special circumstances that need to be taken into consideration. Contact your UB Academic Services Coordinator if you need suggestions, ideas, or are having difficulty getting your essay started.

**Academic Record** – Regardless of a college's admission policy, the most important factor in an applicant's folder is the academic record in secondary school. Your specific courses and the grades you received are the two most important aspects of your high school record or transcript.

Most colleges require class rank and/or GPA to assist the admission office in making decisions.

2. **Test Scores** –Any college that requires the Scholastic Assessment Test (SAT I) or American College Test (ACT) will use the scores in its admission process. How much emphasis is placed on test results depends on the college's policy. It is important to remember that test scores are a part of the total applicant profile. At most institutions, test scores alone do not exclude a student from admission, nor do scores alone guarantee admission. Remember, you need at least a score of 21 or better on your ACT to be eligible for admission to a Kansas public post-secondary institution.
3. **School Recommendation** – The official recommendation or statement prepared by your school counselor is also a very important part of the folder. The counselor should address your personal strengths and/or special circumstances that may impact your admission. The Upward Bound Academic Services Coordinator can also speak to these areas, and would be willing to include additional recommendations or references for your applicant folder, please contact the UB Academic Services Coordinator or your school counselor at least two weeks in advance of the deadline date to request a recommendation.



4. **Teacher/Coach Recommendations** – These tell the readers of your application about your classroom performance in terms that are not represented by grades. Teachers may comment on the type of contributions you make in class, the written and oral work you have presented, and your potential for success at a particular college. Choose a teacher who can refer to your academic strengths, athletic or artistic ability, and/or leadership talent. Again, allow plenty of time for the person to complete the recommendation.
5. **Activities** – Although your academic credentials are the primary factor in determining admission, your record of involvement in activities can be a significant supporting credential. Mere membership is not the important factor; it is, rather, the level of involvement and accomplishment that is important. It is better to be involved in one activity and to be a significant contributor to that activity than to be involved superficially in several organizations. Be a leader!

## The Admission Folder: What's In It?

<u>Application</u> <ul style="list-style-type: none"><li>• Birth date</li><li>• Parent's name(s)</li><li>• Contact info.</li></ul>
--

<u>Academic Record</u> <ul style="list-style-type: none"><li>• GPA</li><li>• Class Rank</li><li>• Courses</li></ul>
---

<u>Admission Test Scores</u> <ul style="list-style-type: none"><li>• ACT</li><li>• SAT</li></ul>
--

<u>Recommendations</u> <ul style="list-style-type: none"><li>• Teacher</li><li>• Counselor</li><li>• UB Staff</li></ul>
---

<u>Additional Info.</u> <ul style="list-style-type: none"><li>• Essay</li><li>• CLEP tests</li><li>• Area of interest</li></ul>
---

<u>Achievements</u> <ul style="list-style-type: none"><li>• Honors</li><li>• Activities</li><li>• Recognition</li></ul>
---

### **Kansas Colleges and Universities Qualified Admissions Requirements are:**

- ❖ A composite score of 21 or better on the ACT or a score of 980 on the SAT  
OR
- ❖ A class rank in the top one-third of your graduating class  
OR
- ❖ A 2.0 GPA WITH a pre-college curriculum (check the KBOR website for the required curricula for your school).



**More About the Essay:**

As previously stated, many colleges require an essay(s) as part of the application. Think of the essay as a vehicle for conveying your “personal side” to the college.

Your essay is a chance for you to “talk “ with anyone that reads your application and makes a judgment about your acceptance into the college. It is a chance for you to explain why you should be admitted and what special circumstances may be a factor for your admission.

Basic steps to prepare an essay include: **1.** Make a rough draft of each essay. **2.** Make sure your essays answer the questions, but interpret the topics in your own style. **3.** Check for spelling and grammatical errors. **4.** Have someone proofread your work, but don’t let someone else write your essays! You may want several people to edit your essay for accuracy, a teacher(s), parent(s), school counselor, and/or UB Academic Services Coordinator would be good resources. Once again, be sure to request this task well in advance of the deadline date.

<b>DO</b>	<b>DO NOT</b>
Write clearly, if it sounds vague, rewrite it.	Be redundant, repeat yourself
Use words in your normal vocabulary	Use words you can not define or pronounce
Express yourself, don’t try to impress	Begin your essay with, “My name is…”
Check all spelling and grammar before submitting	Stray from the original topic
Be specific, use details, describe	Use slang words or phrases
Let the first draft sit awhile before reading it again	Focus on one meaningful thing in your life, not the entire history

**Sample Essay Questions**

1. Since our knowledge is limited to the information provided, tell us anything you think we should know?
2. What do you see as an important event in your life and why do you view it as such?
3. Who are the people who have influenced your personal development and in what ways were they influential?
4. What prominent person (past or present) do you particularly admire? Why?
5. What idea has most influenced your life? Explain.
6. What is the most critical moral, ethical, or social problem facing America?
7. Describe your ideal of the honorable person. Feel free to use examples.
8. Discuss briefly one or two extracurricular, work or community activities that have meant the most to you.
9. Write a brief essay of 200-500 words on any topic of direct personal importance to you.



10. If you were given the opportunity to spend an evening with any one person, living, deceased, or fictional, whom would you choose and why?
11. Please cite and discuss a literary quotation or brief passage that has special meaning to you.
12. Write a personal essay of 250-500 words. Use this essay to help us learn more about you—your experiences, values, or interests. You might describe a person or event that has been especially influential in your life; you might write about your goals for the future; or you may write about anything you feel will enable us to know you better.
13. Describe a situation in which your values or beliefs caused conflict with someone you respect. How was the situation resolved?
14. Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
15. Describe a character in fiction, an historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you and explains that influence.
16. I will be an asset to \_\_\_\_\_ College/University because...
17. What is your favorite word and why?
18. The Honor System is an important element of student life at our college. The Committee on Admissions would like to know your views about honor.

#### Additional Resources:

Writing Your Application Essay by Sarah Myers McGinty  
Essays That Worked edited by Boykin Curry and Brian Kasbar  
The Best College Application Essays by Mark Alan Stewart  
The Elements of Style by Strunk and White  
<http://www.commonapp.org/tips.htm>

#### **The Decision Process**

The most important concept to keep in mind when assessing admission criteria is the level of selectivity at the college in question. The more applicants a college has for each place in its entering class, the more selective the college can be. At highly selective colleges (more than three applicants for every place in the class), virtually all of the application folders contain outstanding credentials. Consequently, the applicant whose folder contains some weakness in relation to the general qualities of other applicants will stand out on the basis of that weakness.

At less selective colleges, the admission criteria generally are geared toward presentation of the most positive application folders relative to the other applicants. That's not to say that the highly selective colleges select their classes by merely rejecting the poorest students. Rather, the highly selective colleges simply use the same search as everyone else, except the student with weaknesses rarely gets the chance to be reviewed a second or third time for admission.



Large public institutions and community colleges are likely to have different admission policies. Some large schools determine admission by entering applicant data (i.e., GPA, rank-in-class, test scores) into a computer formula. The computer recommends what students to admit and deny; the admission committee then studies the applications and the computer recommendations before making decisions. On the other hand, some large institutions read applications and determine admission in the same way smaller schools do.

There may be different admission standards for individual colleges within one university (for example, the college of architecture at Kansas State University), in which case your application will be considered with others applying to the same individual college. Keep in mind that some state schools give preference to state residents and in some cases must admit state residents if they apply by a certain date.

**NO EXCUSES:**

I CAN'T AFFORD TO GO TO COLLEGE.  
NO ONE IN MY FAMILY HAS GONE TO COLLEGE.  
MY FAMILY/FRIENDS NEED ME AT HOME.  
I NEED TO WORK TO HELP MY FAMILY FINANCIALLY.  
I AM AFRAID....

### **Choosing the College You Will Attend**

If you have completed the admission process carefully and have chosen colleges which you like with a clear understanding of how your credentials compare to those of other applicants, you will be faced with the following decision at the end of the process: Which college do you choose now that you have been admitted to more than one of those to which you applied? Don't panic! Trust your instincts and return to the list of criteria and your college comparison form you completed during your search. **Choose the one college, which you like best and send in the tuition deposit.** Once you determine a college has offered you admission is no longer a school you will attend, notify that college of your decision, so that they are able to offer your place to someone else.

### **STEP 6: THE FINANCIAL AID PROCESS**

The actual cost of attending college consists of the tuition and fees charged by an institution less the amount of financial aid awarded to the individual. How is financial aid awarded?

1. The Free Application for Federal Student Aid (FAFSA) **must** be completed before any federal, state or campus-based aid can be awarded. Students should obtain a copy of the FAFSA from their high school counselor's office or UB Academic Services Coordinator after December 1st of the senior year.



2. The FAFSA should be submitted to the Federal Processor after January 1st and no later than April 15th of the senior year. If exact personal financial information is not available when completing the FAFSA, families should **use estimates**. Delays in submitting the form may affect your financial aid award.
3. The Federal Processor uses information from the FAFSA to compute the Expected Family Contribution (EFC). Family savings, assets, and income are taken into account. The Federal Processor uses Federal Methodology to determine EFC.
4. The Federal Processor sends this information to the federal and state government and up to six institutions where the student has applied for admission. The student is informed of the analysis through the Student Aid Report (SAR). Please note the Federal Processor does not award funds.
5. The federal government uses the Federal Needs Analysis for determining eligibility for the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Perkins Loan, the Federal Stafford Loan and Federal Work-Study funds. Scholarship awards are not always dependent on financial need.

Some colleges may ask you to verify information on the FAFSA by providing them with a copy of your income tax forms. In cases of divorce or separation, a college may also ask for financial information from the non-custodial parent. Individual colleges may take into consideration the income or assets of the non-custodial parent when awarding their own institutional funds.

Shortly after you receive an acceptance letter from a particular college, a Financial Aid Package will be mailed to you. This package will list the initial cost of tuition, fees, and on campus room and board at the institution and if they will be reduced by any grants, loans or scholarships you are receiving from the college or federal government. The final cost of attendance should be clearly marked. In comparing financial aid papers from different colleges, it is important to note not only how financial costs compare, but also how much the student and parent will have to borrow in the form of loans. It is also important to know whether the financial aid awarded by the college is renewable for subsequent years and whether a certain level of satisfactory progress is necessary to renew the award.

If the financial aid award at the college you most want to attend is insufficient to meet your needs and you have included all of your scholarships in the cost, it may be useful to contact the Financial Aid Office at that specific institution to see if personal circumstances warrant reconsideration. Parents may also apply to their local bank for a Parents Loan for Undergraduate Students (PLUS), to help meet college costs.



## Applying for Financial Aid

Applying for financial aid is a separate and vital part of the college application process. Your family may need assistance meeting the annual cost of tuition, books, fees, room, and board. The following steps will help you organize the financial aid application process:

- ❑ Begin researching scholarships in the spring of your junior year. Look for scholarship information in the counselor's office, UB Academic Services Coordinator's office, and run a scholarship search on the Internet. Also, utilize the Upward Bound website and information for scholarship resources.
- ❑ Continue to investigate scholarship opportunities throughout your senior year.  
Let your school counselor and know you are interested in locating scholarship money.
- ❑ Find out what forms your college(s) requires and what the deadlines are.
- ❑ Pick up the necessary financial aid forms from the counselor's office or the internet.
- ❑ Attend a financial aid workshop put on by your school and/or UB for an explanation of the financial aid process and for directions on filling out the FAFSA.
- ❑ Complete and return CSS Profile application in the fall if applying to a college using this system.  
<http://profileonline.collegeboard.com/>
- ❑ Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1.  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- ❑ Review the Student Aid Report (SAR), which will arrive about six weeks after you file the FAFSA.  
Make corrections if necessary.
- ❑ Carefully compare financial award letters when they arrive in the spring. Once you have decided which college to attend, notify the financial aid office of your decision to accept all, part, or none of the financial award.

A trip or telephone call to the college financial aid office should provide you with the following information:

- ❑ What percentage of your demonstrated need will be met.
- ❑ What the college's loan default rate is. This affects the amount of federal funds the colleges will have available.
- ❑ Whether the composition of the financial aid package changes from year to year,
- ❑ i.e. does the loan component increase significantly?
- ❑ What tuition payment plans are available.

A good resource for financial aid is [www.finaid.org](http://www.finaid.org).



## **Financial Aid Vocabulary**

Award Letter-Notification of the terms and requirements of the financial aid package offered by a college.

College Scholarship Service (CSS) Profile-A financial aid application, in addition to the FAFSA, required by some schools for dispensing institutional funds.

Cooperative Education-A program that allows students to alternate college studies with salaried work experience off-campus.

Cost of Attendance (COA)-The annual cost of attending college that is used to determine a student's financial need; includes tuition, books, fees, room and board, transportation and out-of-pocket expenses; also referred to as the student expense budget.

Dependent Student-An unmarried student under the age of 24 who has no dependents and who has access to parental support.

Estimated Family Contribution (EFC)-The total amount a student and his or her family are expected to pay toward college costs from their income and assets.

Federal Methodology-A formula established by Congress that evaluates the expected family contribution.

Federal Work-Study Program-A federally sponsored campus-based program that provides employment opportunities for students with demonstrated need.

Financial Aid Package-The total financial aid award received by the student.

Financial Need- The amount by which a student's family contribution falls short of covering the student expense budget.

Free Application for Federal Student Aid (FAFSA)-A form distributed by the federal government for use by students applying for federal financial aid programs; may be mailed or filed electronically using FAFSA on the Web.

Gift Aid-Student financial aid, such as scholarships and grants, which does not have to be repaid and does not require a student's being employed.

Grant- A financial award that does not have to be repaid.



Independent Student- A student who is not dependent on parental support and meets one of several conditions established by the federal government.

Institutional Methodology-A formula used to determine eligibility for college money.

Loan-Money borrowed that must be paid back with interest.

Scholarship-Monetary gifts based on need and/or merit that do not have to be repaid.

Self-help Aid- Student financial aid, such as loans and jobs that requires repayment or a student's being employed.

Simplified Needs Test-A formula used by families whose total adjusted gross incomes are under \$50,000 and who are eligible to file a 1040EZ, 1040A, or no tax return at all.

SREB Academic Common Market-An agreement among sixteen states which enables students to receive a waiver for out of state tuition for certain specific majors not offered in their home state.

Student Aid Report (SAR)-A report produced by the U.S. Department of Education that outlines information provided on the FAFSA, requests corrections and reports the expected family contributions.

Student Expense Budget0The annual cost of attending college that is used in determining a student's financial need. It includes tuition, books, fees, room and board, transportation and out-of pocket expenses.

Tuition Payment Plan-A method of payment offered by colleges, banks, insurance companies, and financial management organizations.

## **Scholarships**

Another primary source of money for college is scholarships. Merit scholarships are generally awarded by colleges and universities based strictly on an applicant's academic achievement. Typically, the college considers the student for a merit award at the time of application and financial need is not a factor.

Scholarships are awarded to students based on their academic record, leadership ability, talents, or need for financial assistance. Since colleges award many scholarships, students should apply to the colleges directly for information and applications. Other sources of scholarship aid are your parents' employers, labor unions, civic and religious organizations, professional associations, and other private groups. Renewable scholarships will have continuing eligibility requirements, such as maintaining a certain level of academic or athletic performance, or showing evidence of continuing financial need. The local Chamber of



Commerce may have a list of businesses, civic and professional groups such as Elks, Jaycees, Kiwanis, Lions and Rotary Clubs which offer substantial awards for students in their community. You need to ask and obtain a copy of this list from your local Chamber of Commerce. Specific details on national, state, and local scholarships are available from your school counselor and UB Academic Services Coordinator. You need to check with BOTH of these people on a regular basis, they may have different scholarship information from one another.

Free online scholarship searches:

- [www.fastweb.com](http://www.fastweb.com)
- [www.collegefunds.com](http://www.collegefunds.com)
- [www.ed.gov](http://www.ed.gov)
- [www.findcollegeaid.com](http://www.findcollegeaid.com)
- [www.gocollege.com](http://www.gocollege.com)
- [www.schev.edu](http://www.schev.edu)
- [www.srnexpress.com](http://www.srnexpress.com)
- [www.collegenet.com/mach25](http://www.collegenet.com/mach25)
- <http://12.47.197.196/usnews/scholarships.cfm>
- <http://content.sciencewise.com/newscholarship/scholarships3.cfm>
- [www.wiredscholar.com/paying/content/pay\\_scholarship\\_search.html](http://www.wiredscholar.com/paying/content/pay_scholarship_search.html)
- [www.collegeboard.org/fundfinder/html/ssrchttop.html](http://www.collegeboard.org/fundfinder/html/ssrchttop.html)
- [www.scholarships.salliemae.com/](http://www.scholarships.salliemae.com/)

### **Scholarship Scams**

According to the Federal Trade Commission, be cautious about scholarship scams! Be aware of the following statements:

“The scholarship is guaranteed or your money back.”

“You can’t get this information anywhere else.”

“I just need your credit card or bank account number to hold this scholarship.”

“The scholarship will cost money.”

“You’ve been selected by a national foundation to receive a scholarship” or “You’re a finalist” in a contest you never entered.



## Senior Year Scholarship Calendar

\*It is a good idea to keep a separate scholarship calendar filled in with particular scholarships and deadline dates so you don't miss a deadline. Your school organizer or even notebook paper with a calendar drawn on it, posted where you see it daily, works great!

### Federally-Funded Programs

#### Federal Pell Grants

- Largest need-based student aid program
- Awarded to undergraduate students with extreme financial need
- Dollar range set annually by Congress
- Does not have to be repaid

#### Federal Supplemental Educational Opportunity Grants (FSEOG)

- Awarded to undergraduates with extreme financial need
- Priority goes to those students receiving Pell Grants
- Amount of award depends on available funds
- Does not have to be repaid

#### Federal Work-Study (FWS)

- On and off-campus employment

<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>
Research scholarships, discuss findings w/counselor and UB Academic Services Coordinator	Follow-up information from your scholarship search, and apply for scholarships with first semester deadlines	Complete remaining scholarship and sponsor applications with first semester deadlines	Check with your school counselor for any available local or national scholarship opportunities	Begin completing remaining scholarship and sponsor applications with second semester deadlines	Finish remaining scholarship and sponsor applications with second semester deadlines
<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Receive results of aid from your applications	Receive results of aid from your applications	Receive results of aid from your applications	Graduate from High School- Yeah!	Take a break!	<b>Start the process over!</b>



- Awarded to students who demonstrate financial need
- Amount earned may not exceed demonstrated need
- Salary must be at least minimum wage
- Does not have to be repaid

#### Federal Perkins Loans

- Low interest rate loan
- Awarded to students with exceptional financial need
- Repayment begins nine months after graduation

#### Federal Stafford Loans - Subsidized

- Variable interest rate loan
- Awarded to students who demonstrate financial need
- Federal government pays interest on loan while student is in school and for a six-month grace period after graduation
- Repayment begins six months after graduation

#### Federal Stafford Loans - Unsubsidized

- Variable interest rate loan
- Available to students who do not qualify for a subsidized Stafford Loan
- Student responsible for paying interest during school and deferment period
- Repayment of principal and interest begins six months after graduation

#### PLUS Loans (Loans to parents)

- Variable interest rate loan
- Available to parents for the full cost of education less any other student aid received
- Repayment begins within 60 days of loan disbursement

#### Hope Scholarships

- Tax credit of up to \$1500 available to eligible taxpayers who file a tax return and owe taxes
- Students must be enrolled at least half-time and not have completed two years of undergraduate study

#### Lifetime Learning Credit

- Tax credit of up to \$1000 available to eligible taxpayers who file a tax return and owe taxes
- Students must be enrolled at least halftime in an eligible program and have completed at least two years of college.

### **Special Programs**

#### Reserve Officer Training Corps (ROTC) Scholarship

- Offered by Army, Navy, Marine Corps, Air Force
- One- to four-year scholarships available



- Pays for tuition within limits, books, fees and a monthly allowance
- Obligation of service, some of which may be active duty
- Highly competitive, Interview required
- Applications available from recruiters in spring of junior year

#### Montgomery GI Bill

- Available to enlistees, either active-duty or reserve
- Service member contributes to an education fund; the Veteran's Administration contributes additional funds up to a specific dollar amount
- Funds obligated for college, vocational or job training, correspondence courses or flight training
- Benefits available only while on active duty or within ten years of discharge
- Unused benefits not refundable

#### SREB Academic Common Market

- An education agreement among sixteen states
- Enables students to receive a waiver of out-of-state tuition for certain specified majors at public institutions outside their home state
- List of majors and participating states available on the SREB web site ([www.sreb.org](http://www.sreb.org))
- Some degree programs offered electronically at in-state tuition rates

#### Americorps ([www.americorps.org](http://www.americorps.org))

- Federal program that provides volunteer services to communities in need
- Participants receive an education benefit of \$4725 per year for two years in addition to living allowance and medical coverage
- Education benefits must be used to pay off future or existing student loans

#### Cooperative Education (Co-op)

- Combines formal studies with an off-campus job related to the major
- Emphasis placed on learning rather than work
- Offered at 2-year and 4-year colleges
- Typically adds an additional year to the degree program
- Money earned defrays college costs
- Can become a source of employment after graduation

#### Internships

- A job that lasts a limited length of time
- Compensated flat amount, hourly rate, or non-paid
- Real advantage is experience
- Learn the working life of a company or organization
- Clarify expectations up front and seek a mentor
- Can launch you into the “real world”

Also – use the Internet! The most fruitful scholarship sites on the Internet are those with searchable databases; you enter personal information such as age, gender, class rank, field of study and end up with a



list of awards that fit your profile. If you do not know this information, ask your school counselor or UB Academic Services Coordinator to help you. By searching the databases listed below, you can find a full range of possible scholarship opportunities. Finally, be aware of scholarship scams. These usually come in the form of letters inviting you to pay a fee for a list of scholarship sources. The same information is available to you free – via your own computer and Upward Bound.

**Never pay a fee to obtain scholarship information, career counseling, financial aid, or college information! If you are in doubt call the UB Academic Services Coordinator BEFORE YOU SEND ANY MONEY!**

## Senior Year Plan

Your senior year is extremely important in planning for post-secondary options. Colleges want to see that seniors are continuing to challenge themselves with their curriculum and that they continue to perform well academically. Not only do first semester grades get reported to colleges, final grades are sent to the school you plan to attend. Colleges can and will revoke acceptances for a substandard senior year. Modifying your course schedule during the senior year can result in reversal of a college's decision. Completing applications accurately and on time is critical. The following is a suggested plan for the senior year.

# Senior Year Calendar

## September

- Be aware of all deadlines and timelines
- Sign up for Fall SAT I/SAT II or ACT.
- Meet with your school counselor to be sure that your list includes colleges appropriate to your academic and personal record. Discuss career and college plans.
- Review your personal records with your school counselor to ensure their accuracy.
- Write to the colleges still on your list and request applications.
- Plan visits to colleges (if you didn't get to them during the summer or if you want to return to a campus for a second time).

## October

- Take SAT I/SAT II or ACT if registered.
- Attend a regional college fair to investigate further those colleges to which you will probably apply.
- Begin to gather the information needed for applications.
- Line up your teacher and UB staff recommendations. Provide them with a resume and self-addressed and stamped envelope
- If applying for early decision, send in your application now.



### **November**

- Take SAT I/SAT II or ACT if registered.
- Have scores sent to college on your list.
- Be sure that first quarter grades are good.
- Continue filing applications to colleges.

### **December**

- Take SAT I/SAT II or ACT if registered. Have scores sent to college on your list.
- File your last college application
- Attend a financial aid workshop this month or the next.
- Consult your school counselor again to review your final list of colleges. Be sure you have all bases covered.
- If you applied for early decision, you should have an answer by now.

### **January**

- Take SAT I/SAT II or ACT if registered.
- Courses continue to count throughout the senior year.
- Obtain the FAFSA (Free Application for Federal Student Aid) if you plan to apply for financial assistance.

### **February, March, April**

- Remember to monitor your applications to be sure that all materials are sent and received on time.
- Enjoy your final year in high school but don't catch senioritis.
- Request transcripts to be sent to colleges you have been accepted to.

### **Before May 1st**

- Decide on the one college which you will attend. Send in your tuition deposit. BE PROUD – you've completed a difficult task.
- Notify the other colleges to which you have been admitted that you have selected another college.

### **May**

- Take CLEP, or Advanced Placement exams, if applicable.

### **June**

- Request that your counselor send your final transcript to the college you will attend.

**CONGRATULATIONS, YOU'VE MADE IT THROUGH HIGH SCHOOL;  
ENJOY YOUR GRADUATION AND LOOK FORWARD TO COLLEGE.**



**July**

- Look for information from the college about housing, roommate(s), orientation, course selection, etc.

**August and September**

- Pack for college. Have a great year!



## **Statement of Students' Rights and Responsibilities in the College Admission Process**

### **Your rights entitle you to:**

Receive full information from colleges and universities about their admission, financial aid, scholarship, and housing policies. If you consider early decision, obtain complete information from the college about its process and policy.

Wait to respond to an offer of admission and/or financial aid until you have heard from all the colleges and universities to which you have applied or until May 1st, whichever comes earlier.

If you think that your rights as a student have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date. In addition, you should ask your school counselor or UB Academic Services Coordinator to notify the president of your state or regional Association for College Admission Counseling.

If you need further assistance send a copy of any correspondence you have had with the college or university and a copy of your letter of admission to: Executive Director, NACAC, 1800 Diagonal Road, Suite 430, Alexandria, VA 22314.

### **Your responsibilities are to:**

Understand the admission, financial aid, and scholarship policies of the colleges and universities to which you plan to apply. This includes being aware of deadlines, restrictions, and other criteria.

Before you apply, you should understand the policies and procedures of each college or university regarding application fees, financial aid and scholarships, and housing. You should also be sure that you understand the policies of each college or university regarding deposits that you may be required to make before you enroll and the dates when refunds of those deposits are available.

Complete all material that is required for application, and submit your application materials on or before the deadlines.

Follow the process recommended by your high school and Upward Bound for filing college applications.

Arrange, if appropriate, for interviews and/or visits to colleges of your choice.



Notify each college or university who accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have heard from all the colleges to which you have applied or by May 1st, whichever is earlier. Also, if you are accepted under an early decision plan, which requires you to attend that institution, you must withdraw the applications submitted to other colleges or universities at the time of that acceptance and make no additional applications. If you are an early decision candidate and are seeking financial aid, the previously mentioned withdrawal of other applications presumes you have received notification about financial aid.

Confirm your intention to enroll and submit a deposit, if one is required, to only one college or university by its required notification date, usually May 1st.

If you are put on a waiting list by a college or university and are later admitted to that institution, you may accept the offer and send a deposit. However, you must immediately notify any other college or university where you previously applied of your intention to enroll elsewhere.



### **The College Bound Athlete:**

Scholastic achievement and athletic ability are the keys to securing athletic scholarships. When selecting a college, you'll want a good academic "fit" as well as a place to showcase your athletic talent. Athletes are much more attractive to colleges and universities when they are strong students as well. Also, the best students receive the most scholarship monies.

Prospective college athletes must be aware of the National Collegiate Athletic Association Clearinghouse. If you intend to participate in athletics at a Division I or II school as a freshman, you must be registered with and certified as eligible by the NCAA Initial-Eligibility Clearinghouse. This certification pertains only to whether you meet the NCAA requirements for participation in Division I or II athletics and has no bearing on your admission to a particular Division I or II institution. Obtain a copy of the [NCAA Guide for the College-Bound Athlete](#) to review the academic eligibility criteria. It is generally best to register with the Clearinghouse towards the end of junior year. Registration forms can usually be obtained from your school counselor.

An athletic resume is an excellent tool for communicating your interest in a college athletic program. During junior year, write letters to coaches at the institutions you are interested in attending. Your athletic resume and one or two of your most impressive "Press" items should be included with this letter. Be aware that college coaches cannot contact you in person only telephone until on or after July 1 of your junior year.

As a senior, maintain a strong academic record and be proactive in your college search. Respond to all requests from college coaches in a timely fashion and be sure to choose an institution that will prepare you for life both on and off the athletic field.

### Athletic Resources

National Collegiate Athletic association (NCAA)  
6201 College Boulevard  
Overland Park, Kansas 66211-2422  
(913) 339-1905

NCAA Initial Eligibility Clearinghouse  
2255 North Dubuque Road  
P.O. Box 4044  
Iowa City, Iowa 52243-4044  
(319)-337-1592  
<http://www.ncaa.orgncaa/>



NCAA Legal Services  
(913) 339-1906

National Association for Intercollegiate Athletics (NAIA)  
1221 Baltimore Avenue – Suite 1100  
Kansas City, Missouri 64150  
(816) 842-5050

National Junior College Athletic Association (NJCAA)  
P.O. Box 7305  
Colorado Springs, Colorado 80933  
(719) 590-9788



## **Post-Secondary Education Resources**

### **I. College Guide Books**

#### **Barron's Profiles of American Colleges**

#### **Barron's Guide to the Best, Most Popular and Most Exciting Colleges**

Barron's Educational Services, Inc., Woodbury, New York

#### **College Admission Data Handbook**

Louis Mazzani, Orchard House, Inc., Concord, Massachusetts

#### **The College Handbook**

#### **Index of Majors**

College Entrance Examination Board, New York, New York

#### **The Fiske Guide to Colleges**

Edward B. Fiske, Times Books, New York, New York

#### **The Insider's Guide to Colleges**

Yale Daily News Staff, St. Martin's Press, New York, New York

#### **The Internet Guide For Collegebound Students**

Ken Hartman, College Board, New York, New York

#### **The K & W Guide to Colleges for the Learning Disabled**

Marybeth Kravets and Imy F. Wax, Harper Perennial, New York, New York

#### **Lovejoy's College Guide**

Charles T. Straughn II and Barbara Sue Lovejoy Straughn, Monarch Press, New York, New York

#### **Lovejoy's College Guide for the Learning Disabled**

Charles T. Straughn II, Monarch Press, New York, New York

#### **Peterson's Annual Guide to Undergraduate Study**

#### **Guide to Four Year Colleges/Guide to Two Year Colleges**

Andrea E. Lehman, Peterson's Guides, Princeton, New Jersey



**Peterson's Guide to Colleges With Programs For Learning Disabled Students (2<sup>nd</sup> Edition)**

Charles T. Mangrum II and Stephen S. Strichart, Peterson's Guides, Princeton, New Jersey

**Ruggs Recommendations on the Colleges**

Frederick E. Rugg, Atascadero, California

**Paying for College**

The Princeton Review

**College Cost & Financial Aid Handbook**

The College Board

**Scholarships, Grants, Prizes**

Peterson's

**II. Internet Sites**

ACT.....	<a href="http://www.act.org">http://www.act.org</a>
Admissions Guides .....	<a href="http://apollo.gmu.edu/~jmilam/air95/admiss.html">http://apollo.gmu.edu/~jmilam/air95/admiss.html</a>
All Campus .....	<a href="http://www.allcampus.com">http://www.allcampus.com</a>
College Board .....	<a href="http://www.collegeboard.org/">http://www.collegeboard.org/</a>
College Choice.....	<a href="http://www.gseis.ucla.edu/mm/cc/home.html">http://www.gseis.ucla.edu/mm/cc/home.html</a>
College Comparisons.....	<a href="http://apollo.gmu.edu/~jmilam/air95/admiss.html">http://apollo.gmu.edu/~jmilam/air95/admiss.html</a>
College Edge.....	<a href="http://www.collegeedge.com/">http://www.collegeedge.com/</a>
College Guides.....	<a href="http://www.collegeguides.com/">http://www.collegeguides.com/</a>
College Net .....	<a href="http://www.collegenet.com/">http://www.collegenet.com/</a>
College Plan.....	<a href="http://collegeplan.org/">http://collegeplan.org/</a>
College Rankings.....	<a href="http://www.library.uiuc.edu/edx/rankings.htm">http://www.library.uiuc.edu/edx/rankings.htm</a>
College Town.....	<a href="http://www.ctown.com">http://www.ctown.com</a>
Dept. of Ed. Home Page .....	<a href="http://www.easi.ed.gov/index.html">http://www.easi.ed.gov/index.html</a>
Education Planning.....	<a href="http://www.niep.com/">http://www.niep.com/</a>
Eval. College Resources .....	<a href="http://www.sourcepath.com/">http://www.sourcepath.com/</a>
Go College.....	<a href="http://www.gocollege.com">http://www.gocollege.com</a>
Hillel .....	<a href="http://www.hillel.org/">http://www.hillel.org/</a>
Historically Black Colleges .....	<a href="http://www.smart.net/~pope/hbcu/hbculist.htm">http://www.smart.net/~pope/hbcu/hbculist.htm</a>
International Colleges .....	<a href="http://www.ies-ed.com/">http://www.ies-ed.com/</a>
Jesuit Colleges .....	<a href="http://www.ajcunet.edu/">http://www.ajcunet.edu/</a>
Kansas Board of Regents.....	<a href="http://www.kansasregents.org/">http://www.kansasregents.org/</a>
NACAC.....	<a href="http://www.nacac.com/">http://www.nacac.com/</a>



Peterson's .....	<a href="http://www.petersons.com/">http://www.petersons.com/</a>
Postsecondary Info .....	<a href="http://www3.dist214.k12.il.us/guidance/postsec.htm">http://www3.dist214.k12.il.us/guidance/postsec.htm</a>
Princeton Review .....	<a href="http://www.review.com/college/choose">http://www.review.com/college/choose</a>
Virtual Campus Tours .....	<a href="http://www.campustours.com/">http://www.campustours.com/</a>
Yahoo Education Site .....	<a href="http://www.yahoo.com/Education/">http://www.yahoo.com/Education/</a>

### III. On-Line Applications

Apply! .....	<a href="http://www.weapply.com/">http://www.weapply.com/</a>
College Link .....	<a href="http://www.collegelink.com/">http://www.collegelink.com/</a>
College Edge Web Apps .....	<a href="http://www.collegeedge.com/">http://www.collegeedge.com/</a>
Common Application .....	<a href="http://www.commonapp.org/">http://www.commonapp.org/</a>
Higher Ed. Info Center .....	<a href="http://www.heic.org/">http://www.heic.org/</a>
Peterson's .....	<a href="http://www.petersons.com/">http://www.petersons.com/</a>
Web Applications .....	<a href="http://www.heic.org/guide/cic/cicapply.htm">http://www.heic.org/guide/cic/cicapply.htm</a>

### IV. Financial Aid

CSS Profile .....	<a href="http://www.collegeboard.com/finaid/fastud/html/proform.html">http://www.collegeboard.com/finaid/fastud/html/proform.html</a>
FAFSA .....	<a href="http://www.ed.gov/offices/OPE/express.html">http://www.ed.gov/offices/OPE/express.html</a>
Fastweb .....	<a href="http://www.fastweb.com/">http://www.fastweb.com/</a>
Financial Aid .....	<a href="http://www.signet.com/collegemoney">http://www.signet.com/collegemoney</a>
Fin Aid Info .....	<a href="http://www3.dist214.k12.il.us/guidance/finaid.htm">http://www3.dist214.k12.il.us/guidance/finaid.htm</a>
FA Estimator .....	<a href="http://www.finaid.org/finaid/calculators/estimate.html">http://www.finaid.org/finaid/calculators/estimate.html</a>
Project EASI .....	<a href="http://easi.ed.gov/studentcenter/studentcenter.html">http://easi.ed.gov/studentcenter/studentcenter.html</a>
Sallie Mae FA Info .....	<a href="http://www.salliemae.com/">http://www.salliemae.com/</a>
Student Guide Dept. of Ed. ....	<a href="http://www.ed.gov/prog_info/SFA_StudentGuide/1998-9/index.html">http://www.ed.gov/prog_info/SFA_StudentGuide/1998-9/index.html</a>
Yahoo FA Info .....	<a href="http://www.yahoo.com/education/financial_aid/">http://www.yahoo.com/education/financial_aid/</a>

### V. Scholarships

College Express .....	<a href="http://www.collegeexpress.com/">http://www.collegeexpress.com/</a>
College NET .....	<a href="http://www.collegenet.com/">http://www.collegenet.com/</a>
FastWeb .....	<a href="http://www.fastweb.com/">http://www.fastweb.com/</a>
Free Search .....	<a href="http://www.freschinfo.com/">http://www.freschinfo.com/</a>
Scholarship Info .....	<a href="http://www3.dist214.k12.il.us/guidance/scholarship.htm">http://www3.dist214.k12.il.us/guidance/scholarship.htm</a>



## VI. Loan Information

Amer. Student Asst. ....	<a href="http://www.amsa.com/">http://www.amsa.com/</a>
Student Loan .....	<a href="http://www.estudentloan.com/">http://www.estudentloan.com/</a>
Nellie Mae.....	<a href="http://www.nelliemae.org/">http://www.nelliemae.org/</a>
Sallie Mae .....	<a href="http://www.salliemae.com/">http://www.salliemae.com/</a>

## VII. Athletics

Scholar Athlete Info.....	<a href="http://www.hevanet.com/imbh/">http://www.hevanet.com/imbh/</a>
NAIA.....	<a href="http://www.naia.org/">http://www.naia.org/</a>
NCAA .....	<a href="http://www.ncaa.org/">http://www.ncaa.org/</a>
Univ. Sports Programs.....	<a href="http://www.universitysports.com/">http://www.universitysports.com/</a>

## VIII. Test Prep

College Adm Testing.....	<a href="http://collegeapps.miningco.com/msub20.htm">http://collegeapps.miningco.com/msub20.htm</a>
College Board On-Line.....	<a href="http://www.collegeboard.org/html/testdates000.html">http://www.collegeboard.org/html/testdates000.html</a>
College Power Prep.....	<a href="http://www.powerprep.com/">http://www.powerprep.com/</a>
ETS.....	<a href="http://www.brrsd.k12.nj.us/www.ets.org/">http://www.brrsd.k12.nj.us/www.ets.org/</a>
Kaplan Page.....	<a href="http://www.kaplan.com/">http://www.kaplan.com/</a>
Test Prep .....	<a href="http://www3.dist214.k12.il.us/guidance/testprep.htm">http://www3.dist214.k12.il.us/guidance/testprep.htm</a>
Web Ware SAT Skills.....	<a href="http://www.testprep.com/satmenu.html">http://www.testprep.com/satmenu.html</a>

## IX. Careers

About Work .....	<a href="http://www.aboutwork.com/">http://www.aboutwork.com/</a>
America's Job Bank.....	<a href="http://www.ajb.dni.us/">http://www.ajb.dni.us/</a>
Best Jobs USA .....	<a href="http://www.bestjobsusa.com/">http://www.bestjobsusa.com/</a>
Bureau of Labor Statistics.....	<a href="http://stats.bls.gov/">http://stats.bls.gov/</a>
Career Choices.....	<a href="http://www.umanitoba.ca/counselling/careers.html">http://www.umanitoba.ca/counselling/careers.html</a>
Career Exploration.....	<a href="http://www.umanitoba.ca/counselling/careers.html">http://www.umanitoba.ca/counselling/careers.html</a>
Career Information.....	<a href="http://www3.dist214.k12.il.us/guidance/careerinfo.html">http://www3.dist214.k12.il.us/guidance/careerinfo.html</a>
Career Magazine .....	<a href="http://www.careermag.com/">http://www.careermag.com/</a>
Career Questionnaire .....	<a href="http://www.tms.com.au/questionnaire.html">http://www.tms.com.au/questionnaire.html</a>
Career Resource Center .....	<a href="http://www.careermosaic.com/cm/crc/">http://www.careermosaic.com/cm/crc/</a>
Career Services Center.....	<a href="http://www.plattsburgh.edu/stuvc/careerservices/students/resume.html">http://www.plattsburgh.edu/stuvc/careerservices/students/resume.html</a>
Career Web .....	<a href="http://www.cweb.com/">http://www.cweb.com/</a>



Occupational Information ..... <http://www.umanitoba.ca/counselling/occupations.html>  
Self-Asses. Career Survey ..... <http://mois.org/moistest.html>  
Technology Careers ..... <http://www.ta.doc.gov/go4it/>  
The Career Interest Game ..... <http://www.missouri.edu/~cppcwww/holland.shtml>  
Trade & Vocational Schools ..... <http://www.overview.com/colleges/>  
What to do with Majors ..... <http://www.uncwil.edu/stuaff/career/majors.htm>

## **X. Study Skills**

Homework Helper ..... <http://tristate.pgh.net/~pinch13/>  
How to be a Student ..... <http://www.elee.calpoly.edu/~jbreiten/htbas.html>  
Learning Services ..... <http://www.uoguelph.ca/csdc/learning/homepage.html>  
Organ Testing Reading ..... <http://www.iss.stthomas.edu/studyguides/>  
Research Paper ..... <http://www.researchpaper.com/>  
Study Skills Self-Help Info ..... <http://www.ucc.vt.edu/stdysk/stdyhlp.html>  
Study Web ..... <http://www.studyweb.com/>  
The Virtual Reference Disk ..... <http://thorplus.lib.purdue.edu/reference/index.html>  
Writing Research Papers ..... <http://webster.commnet.edu/mla.htm>



## **Useful Terminology**

### **COLLEGIATE DEGREES**

<b>Associate Degree</b>	The degree awarded after the successful completion of a two-year program, usually at a junior or community college.
<b>Bachelors Degree</b>	The degree awarded after the successful completion of a four-year program of study at a college or university.
<b>Masters Degree</b>	The degree awarded at the completion of the first post-graduate program.
<b>Doctoral Degree</b>	The degree awarded after intensive study in a particular field such as Philosophy (Ph.D.), Medicine (M.D.), Education (Ed. D.) or Law (J.D.)

### **COLLEGIATE CALENDARS**

<b>Semester System</b>	The most common calendar, where the academic year is divided into two relatively equal periods of approximately 16 weeks.
<b>Trimester System</b>	A calendar which divides the academic year into three equal periods.
<b>Quarter System</b>	Similar to the Trimester System, but usually includes a fourth, summer session.
<b>4-1-4 System</b>	A system where students carry four courses during the fall session, one course during the “January Term” (sometimes in an off-campus situation), and four courses in the spring session.
<b>Three-Two Program</b>	A combined degree program at two cooperating institutions, the first three years at an undergraduate school and the final two years at an institution providing specialized study; degrees are awarded from both.

### **ADMISSION PLANS:**

<b>Matriculation</b>	Admission to a college as a degree candidate.
<b>Early Admission</b>	Admission to a college following completion of the junior year of secondary school.
<b>Early Decision</b>	A plan where students make application in early fall of senior year and notification is sent by mid-December; if accepted, a commitment-to-attend is



usually required along with withdrawal of other college applications. A Student may apply to only one college under Early Decision

**Early Action**

Similar to Early Decision except that if accepted, the applicant is **not**

**Early Notification**

committed to attend the institution and other applications may be made.

**Wait List/Alternate List**

A response to an applicant indicating that his/her application is acceptable, but the limit of accepted students has already been reached; wait listed students may be admitted after May 1, if space becomes available.

**Rolling Admission**

A procedure by which admission decisions are made on a continuous basis and sent within about 3-4 weeks after receipt of completed application material.

**ADMISSION DATES**

**College Notification Date**

The date by which colleges not using rolling admission notify applicants of the decision on their applications, usually by April 15.

**Candidate Reply Date**

The date by which applicants must reply to college offers of admission and submit a tuition deposit to secure a place in the freshman class, usually by May 1.

**TESTING TERMINOLOGY**

**Preliminary Scholastic Assessment Test (PSAT) and PLAN**

Two-hour tests usually taken in fall of junior year in preparation for SAT I or ACT. The PSAT score serves as the basis for selection of National Merit Scholars who receive public recognition and financial awards.

**Scholastic Assessment Tests**

A three-hour test given on specific dates throughout the year at testing centers and required by most colleges for admission. The scoring has two components: SAT I Reasoning Test



1) Verbal- which indicates an understanding of words, skill in dealing with word and thought relationships, the ability to read with understanding and discrimination

2) Math- which measures ability to handle numbers and do quantitative reasoning. Scores on each section range from 200-800.

**SAT II Subject Tests**

One-hour tests given in specific high school subjects and scored 200-800 to demonstrate level of accomplishment. A number of colleges may require these tests in addition to SAT I.

**American College Test (ACT)**

A four-part test consisting of English, Mathematics, Social Studies and Natural Science used largely by Midwestern, western, and southwestern colleges for admission. Individual and composite scores range from 1 to 36.

**Advanced Placement Examination (AP)** Subject-oriented college-level tests given in May and usually taken by high school students completing advanced placement courses; college credit usually granted based on scores (1 is low and 5 is high), enabling students to pursue further study in a field or shorten their college career.

**Test of English as a Foreign Language (TOEFL)**

An exam used in conjunction with or as a substitute for the SAT I or ACT for students whose native language is not English.

**College Level Examination Program (CLEP)**

A testing program by which students can usually earn up to 30 college credits by passing a battery of tests in English, Math, Science, Social Studies and Humanities or by taking intensive subject area exams.

**College Entrance Examination Board (CEEB)**

More commonly called the “College Board,” this organization regulates the Admission Testing Program which includes the Scholastic Assessment Tests and the Advanced Placement Tests.

**Educational Testing Service (ETS)** This organization creates, administers, scores and reports results of the Admission Testing Program of the College Board; ATP reports are cumulative, and a student’s report includes current scores and all SAT I and SAT II scores from up to five previous dates.

**Secondary School Code (SSC)**

The identification number of your high school used for CEEB and ACT tests.



**Test Center Code (TCC)**

An identification number used for College Board test sites.

**Student Descriptive  
Questionnaire (SDQ)**

A form used by the College Board to collect information about a student's interests, aspirations and activities; the SDQ response sheet is returned when a student registers for the SAT I or SAT II.

**Student Search Service (SSS)**

A program by which students' SDQ responses, PSAT, SAT I and SAT II scores are made available to colleges to allow them to directly contact by mail those students in which they might be interested.