
College and Career Information

Logan-Rogersville High School

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Presentation Contents

- ▶ **Self Inventory**
- ▶ **Choosing a College**
- ▶ **Factors to Consider**
- ▶ **College Visit**
- ▶ **Timeline for Juniors**
- ▶ **Timeline for Seniors**
- ▶ **Frequently Asked Questions RE: College Application/Admission Process**
- ▶ **Application/Admission Process**
- ▶ **Tips for Completing Your Application**
- ▶ **Admission Plans**
- ▶ **College Fair**
- ▶ **Missouri College/Universities Coursework Requirements**
- ▶ **myspace/facebook**
- ▶ **Recommendation Requests**
- ▶ **Resumes**
- ▶ **Missouri Connections**
- ▶ **College Admission Essay**
- ▶ **College Admission Interview**
- ▶ **ACT Testing**
- ▶ **ACT Benchmark Scores**

Presentation Contents

- ▶ Remedial Coursework
- ▶ SAT Testing
- ▶ CLEP- College Level Examination Program
- ▶ Graduation Requirements
- ▶ College Preparatory Studies Certificate
- ▶ A+ Program Information
- ▶ Scholarships
- ▶ Scholarship Websites
- ▶ Bright Flight
- ▶ NCAA – National Collegiate Athletic Association
- ▶ Financial Aid
- ▶ FAFSA (Free Application for Federal Student Aid)
- ▶ Financial Aid Facts
- ▶ How Colleges/Universities Award Aid
- ▶ Financial Aid Websites and Contact Numbers
- ▶ Armed Services Recruiters
- ▶ Six Ways to Get A Job Interview
- ▶ 50 Questions to Expect During an Interview
- ▶ Web Resources (Varied)
- ▶ Counseling Department Websites
- ▶ Counselor Contact Information

Self-Inventory

Decision regarding options after high school:

- College
- Armed Services
- Workforce

➤ **If attending College is in your immediate plans:**

- Why attend college?
- Analyze your interests and values.
- Identify career and personal goals.
- Identify academic strengths and weaknesses.
- Consider the influence of family and friends.
- Prepare for a career and expand learning.
- Increase your earning power.

Self-Inventory Continued

➤ If the Armed Services is in your plans:

What Branch of Service?

Do you plan a career in the Military?

Are you joining the Military so you can gain benefits to attend college?

➤ If joining the Workforce is in your plans:

What type of job?

Do I need further training?

What do I need to earn to meet my living expenses?

What are my long term career goals?

Choosing a College/University is not Easy!

- **College –**
Is an institution that offers educational instruction beyond high school in a two or four year program.
- **University –**
Is an institution that grants degrees in a variety of fields and is composed of a number of schools or colleges, each which encompass a general field of study. Universities are typically much larger than colleges.
- **Research, Comprehensive or Liberal Arts-**
 - **Research** colleges and universities emphasize research. These often are larger schools with extensive graduate programs. Examples would include the University of Missouri in Columbia and Washington University in St. Louis.
 - **Comprehensive** schools offer both undergraduate and graduate programs in a wide array of academic disciplines. They generally base their focus on outcomes, for example helping a student accomplish their career goal. They tend to serve a wide array of needs for their regional communities like graduate programs and continuing education. Examples would include St. Louis University, Truman State University, and Southeast Missouri State University.
 - **Liberal Arts** colleges tend to emphasize undergraduate education. They also tend to primarily be private and often smaller in enrollment numbers. These colleges feel students are best served for their futures by having a broad based education in a variety of subject areas. Examples are William Jewell College and Rhoades College.

Choosing a College/University is not Easy!

➤ **Junior/Community Colleges**

These two year institutions provide academic programs that lead to an Associates Degree. Students can then transfer to a four-year institution to get their Bachelor's Degree if they so choose.

➤ **Technical School**

This two-year institution offers terminal occupational programs intended to prepare students for immediate employment in the field. These schools may also offer one-year certificate programs in certain crafts and clerical skills.

➤ **Trade School**

It offers specialized training in a specific work field such as cosmetology, computer technology, medical or dental technology, culinary arts, or drafting.

➤ **Military School**

There are federal military academies that prepare officers for the Navy, Army, Air Force and Marines. To be admitted requires a U.S. Senator or Representative to nominate and recommend you.

Factors to Consider in Choosing a College

- **Location**
 - Distance from home
 - Transportation issues
- **Environment**
 - Type of school
 - School setting
 - Co-ed, Male, Female
 - Religious affiliation
 - Safety
- **Size**
 - Enrollment size of college/university
 - Physical size of campus
- **Academics**
 - Majors or educational program offered
 - Special requirements
 - Accreditation and reputation of institution
 - Student-faculty ratio
 - Typical class size

Factors to Consider in Choosing a College

- **College Expenses**
 - Tuition
 - *Public Colleges*
 - *Private Colleges*
 - *Room and Board*
 - Application fees and deposits
 - Other
 - *Personal expenses*
 - *Transportation*
 - *Books and supplies*
- **Housing**
 - Residence hall / Apartment requirements
 - *Availability*
 - *Types and sizes*
 - *Food plans*
- **Facilities**
 - Academic
 - Recreational

Factors to Consider in Choosing a College

➤ **Activities**

- Clubs, organizations
- Sororities/Fraternities
- Athletics, intramurals

➤ **Admission Requirements**

- Application fees and deadlines
- Deadlines
- Core courses (college preparatory curriculum)
- Tests required (ACT, SAT, Compass, etc.)
- GPA / Class rank
- Special requirements (essay, portfolio, etc.)

Finding the Right College or University

- It is important during the college search process to find an institution that you are compatible with and feel comfortable attending. Try to match your abilities and needs with the college/universities requirements and expectations. Do NOT choose a school just because your friend is going there; your parent is an alumni or because it is inexpensive or close to home. Attending college is an investment in your future; as such you should select the institution that will best prepare you for your chosen career.

- Please take all the following into consideration when seeking a college “match” .
 - **Type of Institution**
 - **Majors Offered**
 - **Academic Demands**
 - **Instructors**
 - **Size of Enrollment**
 - **Campus Facilities**
 - **Extra-Curricular Activities**
 - **Assistance**
 - **Special Programs**
 - **Cost**
 - **Geographic Location**

College Visit

The visit should enable you to:

- Meet with an admissions counselor to obtain an idea of what to expect.
- Get a feeling for the academic and social atmosphere.
- See the facilities to be used for studying, living and recreation.
- Talk with current students.
- Appraise the community in which the college is located.

College Visit

The following is a list of suggestions to help in the preparation of a college visit:

- Schedule in advance; make arrangements with the Admissions Office by writing or phoning **WELL IN ADVANCE**.
- Ensure you complete a College Visit Day Form (available in counselor's office). Note: this form must be turned into the attendance office two days prior to your college visit.
- If possible, you should inform the college of your special areas of interest when making the appointment. This information will help the admissions staff to plan a more meaningful visit.
- Read the college catalog and review basic concerns before leaving for the visit. Be prepared to ask questions that may be important to you.
- Try to visit the college or university while school is in session. It is not recommended that you visit during Christmas break, Spring break or summer sessions.
- Meet with an admissions representative and financial aid representative. Remember, your interview with the admissions counselor is a two-sided affair. You may be asked questions concerning courses that you are currently taking, ACT scores, your approximate class rank, extra-curricular activities, special awards and significant interests and experiences, both in and outside of school.
- Give thought to how you dress and present yourself.

College Visit

Plan to spend at least a half a day (or preferably a full day) at each College you plan to visit.

- In addition to making a tour of the campus, you should try to:
 - *Sit in on a class*
 - *Have a meal on campus*
 - *Browse in the library*
 - *Talk to other students besides the tour guides*
 - *Spend some time in the student center or campus union*
 - *Read copies of the school and local newspapers*
 - *Stay overnight, preferably in the residence hall if possible.*

- Keep notes of your visit(s). Do not rely on memory, particularly if other college visits are to follow.

- It benefits you to write thank you notes to all of the school officials who gave their time to you.

College Visit – Talk with Students on Campus

Visit the schools you're interested in to determine which best meet your needs. Ask questions to help make your decision. The following are examples of questions you may ask that would make your college visit more productive.

When you talk to students, ask them....

- How easy is it to register for classes? How often are classes closed due to over enrollment?
- Are faculty members interested in their students and accessible outside of class?
- Are campus jobs readily available?
- Is the library a good place to study and do research?
- How safe is campus? What security features are in place?
- Does the college offer evening and weekend activities?
- Are you taught by professors or graduate assistants?

College Visit – Monitoring Class

If you monitor a class, ask yourself....

- Are students interested in the class and the subject area?
- Do the class discussion and materials intellectually challenge you?
- Is there a good rapport between the professor and students?
- Would you feel comfortable as a student in this setting?
- Are you comfortable with the class size?

College Visit – Tour of Campus

As you tour campus, ask yourself or someone at the college...

- How does the campus "feel" to you? What are your initial reactions?
- What is the general atmosphere on campus? Serious? Party? A good balance? Do students seem to take pride in their campus?
- Is the library adequate in your area of interest? Would you want to spend a lot of time there? Do many students seem to be using the library?
- Are there fraternities/sororities on campus? What percent of students belong? What impact do these organizations have on student life as a whole? When is rush?
- What are the residence halls like? Are the residence halls pleasant and quiet enough to study in?
- Are freshmen required to live on campus? Is campus housing provided for all four years? How is housing assigned?
- Is off-campus housing available for upper classmen?
- How many students live in a room/suite? Are dorms single-sex or co-ed? Do you have a choice?
- Are there restrictions on decorating? May students have microwaves, refrigerators or hot plates in dorms?

College Visit – Tour of Campus

As you tour campus, ask yourself or someone at the college...

- Are there dorm regulations? Quiet hours? Are study facilities provided?
- What is the cafeteria like? Where are the dining facilities located? What hours do they serve? Are students required to buy meal contracts? Are options provided?
- Are the facilities adequate in your area of interest?
- Are there good athletic facilities? Intercollegiate athletics? Intramural sports?
- How do I get athletic and event tickets?
- Is a car required (or allowed) for students to be able to fully participate in campus life? How do I apply for a parking permit? What transportation is available in the area?
- Do the majority of students leave campus on the weekend? What do students do on a typical weekend?
- Are there religious organizations available to suit your needs?
- What clubs and student activities are available? Where do I get information about them?
- What cultural opportunities are available? On campus? In the community?
- Do you like the town or city?
- Is the town supportive of the college and campus?
- Do campus posters publicize activities that interest you?

College Visit – With Admissions Representatives

- **When you talk to admissions representatives, ask them....**
- What are the admissions requirements?
- Does the college accept advanced placement credit or credit by exam?
- Is there an honors program?
- What scholarships are available? Are there merit-based scholarships?
- Are there opportunities for co-op programs?
- Are there opportunities for undergraduate research?
- Where is the Career Center and what does it offer?
- How does the college prepare graduates for professional positions?
- What kinds of services are available for students with learning or physical disabilities?
- What academic support services are available?
- Are there counseling services available?
- Does the academic program fit your interests?

College Visit – With Admissions Representatives

When you talk to admissions representatives—ask them....

- What is the average class size?
- What is the freshmen class size?
- Are classes taught by professors or graduate assistants?
- Are lectures live or videotaped?
- Does the college offer a freshmen summer orientation program?
- Will you have access to computers and other special equipment?
- Where are the students from?
- Is the campus diverse?
- Can you study abroad?
- What percentage of the student population is in-state?
- What internships and career planning and placement services are available?
- In the field of study you are interested in, what is the placement rate and approximate salary range.
- What new programs or facilities will be available in the near future?

College Visit – With Financial Aid Representative

When you talk to a financial aid representative, ask them...

- What is the deadline for filing for scholarship applications and the FAFSA (Free Application for Federal Student Aid)?
- Are academic and departmental scholarships available?
- What is an estimate of my financial aid package?
- What are some suggestions for financing college?
- Including living expenses, what is the total cost for one year?

After your College Visit

When your visit is over, ask yourself...

- How did you feel about the academic demands and atmosphere?
- Were the students the kind of people you'd like to get to know?
- Did you like the social atmosphere?
- Are you comfortable with the size of the college and the average class size?
- Did you like the location and the city or community that the college or university was located in?

Timeline for Juniors

- Register and take College Entrance exams (ACT/SAT) in Spring semester
- Begin visiting with college representatives
- Visit College campuses
- Prioritize your college choices
- Ensure you have met high school preparation criteria for the colleges of your choice – check “College Handbook (Appropriate year 20____)” to verify you are on track
- Challenge yourself as a junior, it will benefit you by allowing you an easier transition to college

Timeline for Seniors

- Make sure you are completing a College Preparatory Curriculum- challenge yourself your senior year
- Visit Colleges/Universities
- Take college entrance exams (ACT/SAT)
- Narrow your college choices
- Apply for admission to Colleges by November 1st of senior year
 - ***If you complete application online-after you have submitted application notify counseling office to submit your official transcript to the college of your choice.***
 - ***If you complete a paper application – complete application with your application fee made out to college or university. The counseling office will check your application, counselor will complete sections they are responsible for and the counseling office will send the application to the college of your choice with your official high school transcript attached.***
- Apply for scholarships
- Apply for Financial Aid (FAFSA) –cannot apply until January 1st of senior year.
- Make final college/university selection
- Notify colleges you are not attending

Frequently Asked Questions About The College Application Process

➤ **Where can I get a college application?**

It is recommended that you complete applications on-line. Go to the college/university website, then go to “How to Apply”, “Prospective Students”, “Admissions” or a similar page. In addition, you can get applications from your high school’s Guidance and Counseling Department, a college representative or at a college fair. You may also call, write or e-mail the school requesting an application. These addresses and numbers can be found in your school’s Guidance and Counseling office in the “College Handbook”. Contact information can also be found on college web sites.

➤ **What do I need to remember when filing out an application?**

The application that you send is the college’s first and only impression of you. Ensure that you either type or print clearly, in ink, the information requested on the application. Also make sure that the application is filled out correctly. Errors will delay the admissions process. It is a good idea to photocopy the application and practice filling it out BEFORE you fill out the real one.

➤ **Will I have to write an essay with every application?**

Some applications are short and require only basic information. Others such as private colleges and universities require more information, many times in the form of essays and letters of recommendation. Keep a copy of all essays that you write so that you are able to use them again on other applications.

Frequently Asked Questions About The College Application Process

➤ **Should I send letters of recommendation with each application?**

Some schools require letters of recommendation, but most do not. If they are requested remember the following tips:

Ask an appropriate individual (teacher, counselor, coach or employer) if they would be willing to write a letter in your behalf.

- Provide the person with a resume (resumes are covered later in this presentation)
- Provide this person with a stamped, addressed envelope.
- Give the person 1-2 weeks advance notice from when you need the letter.
- Check back 1 – 1 1/2 weeks later to see if it has been written/sent.
- Personally thank each individual who provides you with a recommendation letter.

Note: If a letter or recommendation is not specifically required, do not submit letters of recommendation

➤ **How much does it cost to apply to college?**

Most colleges require a non-refundable application fee ranging from \$20-\$50. this can become an expensive endeavor as you apply to more colleges or universities. Check with colleges and universities that may waive the application fee if you do a campus visit, apply on-line or apply before a certain deadline date.

ACT fee waiver (free/reduced lunch) allows admission fee waiver at many colleges/universities. See your counselor for more information.

Frequently Asked Questions About The College Application Process

➤ **How many schools should I apply to?**

The number of schools that people apply to differ, 3-5 is most common. Pick at least one school that you are confident that you will be accepted to as a safety school. Pick another one that is “a long shot”, a dream school. And then select schools in-between these two categories. Do not dismiss expensive schools because of their price. Many times private schools have more aid to offer and sometimes their financial aid packages may be better than a public school.

➤ **Once I am admitted is there anything else I have to do?**

Yes, apply for financial aid and housing. You must also arrange to have a final transcript and a copy of your immunization records sent before you leave for school. The counselor's office will provide you with a form to complete prior to graduation that will require this information. You should also plan on registering for a time to attend an orientation to prepare you for your college experience. Students who attend orientation have an easier time transitioning into college.

Frequently Asked Questions About The College Application Process

➤ **Should I mail my application directly?**

Most counselors want to check it for errors before you send it and they usually will send it with your official high school transcript. When the high school sends out your application and official high school transcripts they will also indicate in your cumulative file the date and where they sent your transcripts.

➤ **What is an official transcript?**

A transcript is a copy of your permanent record, which contains your semester grades, your G.P.A. (Grade Point Average), and Class Rank. In addition, it will show your ACT, SAT, PLAN, EXPLORE, PSAT, MAP, Stanford and EOC (End of Course) exam scores (as applicable). High school attendance for 9th-12th grade will also be listed. The transcript is only official when your high school seal and/or appropriate administrative signature is placed upon it and sent directly to the college or university. Some colleges and universities require that official score reports for ACT and SAT be sent from the testing agency.

➤ **When should I plan to apply?**

The earlier you apply for college the better. Begin sending in your applications in September of your senior year and try to mail all of them by the 1st of November. Some colleges will have early deadlines, so be sure to send it by the requested date in order to have the best chance at admission and financial aid.

Application/Admission Process

It is the student's responsibility to know and meet all the requirements and deadlines for the colleges and universities to which they may apply

About the Application

- This is your first direct form of communication with the college and/or university. The number of colleges/universities you apply to may depend on several factors:
 - **Admission requirements**
 - **Programs**
 - **Cost of application fees**

- It is recommended that you apply to at least 2-3 schools, if you have not made a final decision. In determining acceptance, colleges use a number of items in their decision making process:
 - **Objective criteria (ACT, course work, GPA, etc.)**
 - **Subjective criteria (essays, interviews, recommendations)**
 - **Extra criteria (activities, honors, community service)**

Application/Admission Process

The following may be elements to consider with the application process:

- What is required of each application?
 - Application Form
 - Essay(s)
 - Resume of activities, leadership, community service, etc.
 - Recommendation(s) – Teacher, Counselor, Other
 - Official Transcript
 - Standardized Test Scores
 - Peer Evaluation
 - Residency Form
 - Honors Program Application
 - Is there a separate scholarship application?
 - Do I have to file the FAFSA (Free Application for Federal Financial Aid)?
 - Is the CSS Profile required for financial aid consideration?
 - Application fees?
- When is each part due?
- How must every element be submitted? Paper copy? On-line? All in one packet? What should I submit, and what should the counselor's office submit?
- How will I know when the application has been received?

Tips for Completing Your Application

- **Read the Directions-** and follow them explicitly.
- **Complete the application NEATLY.** Do not wrinkle the admission application. Type or use black ink to fill it out. It is recommended that you make a copy of the original and fill it in with pencil to practice. There must be no spelling errors and correct grammar is a must. Make a copy of everything before submitting them to the college and/or university.
- **Proofread, Proofread, Proofread**
- **Keep a copy of all documents that you submit-** This includes when you apply on-line.
- **Applying on-line-** A number of colleges and universities now have their applications online. Please check the college and/or university web site to determine if you can apply online. You should apply on-line as long as you are comfortable with the computer. Here are some recommendations if you do choose to apply on-line:

Tips for Completing Your Application

- Always print a copy of what you are going to submit **BEFORE** you actually submit it.
- Make certain that you print out the directions and **READ THEM BEFORE** you complete the application.
- Print out the “checklist” that colleges offer for the steps that you must complete after you submit the on-line application. This will include the list of additional documentation you submit or that The Counseling Department must submit in order to complete your application for admission.
- If essays are required, it is recommended that you **NOT SUBMIT** your essays on-line. Rather, you submit your essays as a supplemental item with your official transcript. It is difficult to know what your essay will look like when it is uploaded by the college and printed out from their on-line application. You want to ensure that your essay is presented in the best light possible.

Tips for Completing Your Application

- **Additional Pages-** If you need to use additional pages to answer any question on the application, be sure to put your name and the other identifier you are using at the top of EVERY additional page. The identifier could be your social security number, your address, or a number assigned to you by the school.
- **Application Fee-** Be sure to securely attach your application fee to your application.
- **Signature-** Be sure to sign your application and the waiver statement on all forms you will be using to request a recommendation.
- **Photographs-** If an application requests a photo, know it is always optional.

Admission Plans

Rolling Admission

- The application process in which an institution reviews applications as they are completed and renders admission decisions to students throughout the admission cycle.

Regular Decision

- The application process in which a student submits an application to an institution by a specified date and receives a decision within a reasonable and clearly stated period of time, but not later than April 15th.

Early Action

- The application process in which students submit an application to an institution of preference and receive a decision well in advance of the institution's regular response date. Students who are admitted under Early Action are not obligated to accept the institution's offer of admission or to submit a deposit until the regular reply date (not prior to May 1st).

Open Admissions:

- The policy of some colleges of admitting virtually all high school graduates, regardless of academic qualifications such as high school grades and admission test scores.

Admission Plans

Early Admission

- Admitting students of superior ability into college courses and programs before they have completed the standard high school program.

Early Decision

- The application process in which students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. Should a student who applies for financial aid not be offered an award that makes attendance possible, the student may decline the offer of admission and be released from the Early Decision commitment.

Wait List

- An admission decision option utilized by institutions to protect against shortfalls in enrollment. Wait lists are sometimes made necessary because of the uncertainty of the admission process, as students submit applications for admission to multiple institutions and may receive several offers of admission. By placing a student on the wait list, an institution does not initially offer or deny admission, but extends to a candidate the possibility of admission in the future, before the institution's admission cycle is concluded.

Deferred Admission

- The practice of some colleges of allowing an accepted student to postpone enrollment for one semester or one year.

College & Career Fair

Students and parents from any Southwest Missouri school are welcome to attend the College & Career Fair...

- For up to date information on the College & Career Fair go to: www.springfieldpublicschools.mo.org/ each fall and look for and/or search: College & Career Fair
- Any Junior or Senior planning to attend college should **DEFINITELY** attend
- Have the opportunity to visit with **college representatives** from approximately **100 colleges**
- The College Fair is sponsored by High School Counselors Springfield Public Schools
- All Logan-Rogersville High School Juniors and Seniors are encouraged to attend

Missouri Colleges/Universities Coursework Requirements as of 2010

SEE “COLLEGE HANDBOOK CURRENT YEAR” FOR INFORMATION ON OTHER COLLEGES YOU MAY BE INTERESTED IN ATTENDING

<u>COURSES</u>	<u>MSSU</u>	<u>MSU</u>	<u>DRURY</u>	<u>SBU</u>	<u>EVANGEL</u>	<u>WILLIAM JEWEL</u>	<u>UNIVERSITY OF MISSOURI</u>
English	4	4	4	4	3	4	4
Social Studies	3	3	3	2	2	3	3
Math	3	3	3-4	3	2	3-4	4
Science	2	2	3	2	1	3	3
Fine Arts	1	1	0	0	0	1	1
Foreign Language	2	1	2	0	0	2-3	2

NOTE:

*All colleges listed require ACT and/or SAT to be completed

*Many colleges have a sliding scale for ACT and class rank.

*Please note these coursework requirements are subject to change

myspace/facebook Accounts and E-Mail Addresses

- Colleges and work places are now looking to see if potential students and/or employees have a “myspace” or “facebook” account. Please recognize what you put on the internet can go anywhere and can also affect your admission to college and/or employment. College and universities are reporting that they are denying admission based on what they have found on myspace or facebook.
- When you list your e-mail address on a college application, please recognize how it may look. For example:

lrshotbabe@hotmail.com
lrhsstudmuffin@hotmail.com

These are not e-mail addresses that you want on a college or work application. If you are wanting to keep a “special” e-mail address then we recommend that you create a new account to use on college and/or work applications so that you will be taken seriously at the college and university level as well as in your search for employment.

**BE PROFESSIONAL SO THAT YOU DO NOT AFFECT YOUR
FUTURE CAREER OPPORTUNITIES**

Recommendation Requests

Most private colleges, competitive public schools and some employers will **request at least one letter of recommendation from a teacher or counselor.** Colleges are looking for personal insights about applicants, not a reiteration of grades and test scores. The colleges want these letters to give insight into how you learn, how you contribute to the classroom, school and community and what your attributes and aptitude are for learning.

The recommendation is a shared responsibility between the student and the person they request the recommendation from. The following guidelines will help in the recommendation process:

- **Choose carefully-** Most competitive colleges prefer letters from teachers of college prep courses (English, Advanced Math, Science, History or Foreign Language) particularly those who taught you in your junior year. Make sure the individual's you ask have not just positive things to say but can also address how you have grown as a student, ways in which you have gone beyond what is required, and how you have used the material to enhance the learning environment for everyone. It is okay to ask a teacher from a class where you did not earn an "A" especially if the teacher can address how you challenged yourself, overcame obstacles or worked to achieve the material.

Recommendation Requests

- **Request politely-** Make personal contact in a quiet and one-on-one setting. Do not e-mail or ask in a crowded hallway during the change of classes. Give the individual plenty of time, which means at least two weeks prior to when you will need your recommendation letter. It is advisable if you know you will need a recommendation letter, to request it at the beginning of the school year and then follow-up closer to the time the letter is required. It is okay for an individual to write a recommendation letter without knowing exactly to whom it might go. They can always add additional comments later if they feel it is necessary for a particular college or university.
- **Discuss specifically-** Be clear about what you are asking. This is an academic recommendation. If you wish the individual to touch on any specific points, you should be clear in your request.
- **Supply comprehensively-** Give each individual a copy of your resume, a statement of why you are interested in this school, a summary of your plans for college and your career goals. If the teacher is planning on mailing the letter directly to the college/university, provide them with a self-addressed, stamped envelope using the high school's address as the return address and/or request that they bring the letter to the counselor's office to be enclosed in your admission packet.

Recommendation Requests

- **Follow-up-** Check up periodically. Ask the individual to let you know when they have mailed the recommendation letter and/or turned in the recommendation letter to the counselor's office. **Note: the letter should not be returned to you but should either be mailed or given directly to the counselor's office.**
- **Thank graciously-** Write a thank you note to the individual who provided you with a recommendation letter, expressing your appreciation.
- **Inform immediately-** As a matter of courtesy, inform the recommendation source of the college's decision.

Resumes

A resume is an additional way to promote your high school accomplishments. A resume should include:

- **Academics**
 - GPA
 - Class Rank
 - ACT/SAT Scores
 - AP or Dual Credit Coursework
- **Academic Awards/Honors**
- **School Activities**
- **Extra-curricular activities**
- **Community Service/Volunteer Experience**
- **Work Experience**

Resume – Example

Resume

A resume is an additional way to promote your accomplishments. A resume should include your grade point average, ACT/SAT scores, extra-curricular activities, volunteer experience, job history, and honors or recognitions you have been awarded.

Sample Resume

David B. Doe
222 Main Street
Rogersville, MO 65742
(417) 753-0000

Logan-Rogersville High School
4700 S. State Hwy 125
Rogersville, MO 65742

Resume – Example

Academics

Cumulative GPA: 3.9394/4.00 or 10.8333/11.00
Class Rank: 15/130
Composite ACT score: 28
SAT: V-630 M-660
Dual Enrollment MSU 12 hours

School Activities

Logan-Rogersville Student Council

President

Junior Class Treasurer

FBLA (Future Business Leaders of America)

Foreign Language Club

STAT (Students Taking Action Together)

- Organized Stat Outback for student body
- Completed 12 hours of Community Service with Wildcat Closet

Grade Level

12

11

9, 10, 11, 12

9, 10, 11, 12

11, 12

Resume – Example

Academic Awards/Honors

Academic Hall of Fame	Upon Graduation
College Preparatory Studies Certificate	Upon Graduation
Academic Letter	10, 11, 12
Principal's Club	9, 10, 11, 12
A Honor Roll	9, 10, 11, 12

Community Service/Work Experience

TATU (Teens Against Tobacco Use) - 10 hours	11, 12
Community Blood Drive – 8 hours	12
The Kitchen Inc., Missouri Hotel – 2 hours	10, 11, 12
Apple Market (part-time employment 10 hours per week)	11, 12

Missouri Connections

- Each year we have students at LRHS go on the Missouri Connections system to update their resumes. This will provide you with a resume you can use for recommendations, college/university applications and/or the workforce.
- You would have initially selected a **User Name** when you logged on to Missouri Connections.
- The password would be wildcats and your graduation year- **wildcats10** (i.e., for Class of 2010).

The following are login instructions:

- Step 1: Go to www.missouriconnections.org
 - Step 2: Select Login in the upper left corner.
 - Step 3: Returning users may enter in their user name and password, and click Login.
- If you have difficulty accessing your Missouri Connections account, stop by the counseling office for assistance.

Writing a College Admission Essay

Your essay should reflect your **individuality** and your **special qualities**.

The most important advice is to find a topic about which you care. If you write honestly, your readers will have an opportunity to see your world through your eyes. Remember, colleges are looking for the essay to reveal your preferences, your values, and your thought process. Write your essay from your heart. Your life is not one-dimensional, and your application essay is one of the ways to make who you are come to life for a college.

Guidelines for Writing a College Admission Essay

- **Answer the question asked.** This is critical. Make sure you are answering what they are asking.
- **Apply the writing skills you already know.** This is the time to show the writing skills that have been honed through your years in high school. Start by jotting down ideas or a list of things you want to include. Develop a focus with a clear starting point, supporting information and a strong conclusion.
- **Write for impact.** Remember that your essay will be read quickly, so be emphatic, concise and vivid.
- **Use details!** Give specifics and examples, dig deep into yourself to reveal why you chose what you are writing about.
- **Be technically perfect.** PROOFREAD, PROOFREAD, PROOFREAD. Do a rough draft, then have it reviewed by your English teacher. Make edits and go through the review process again. Spelling, punctuation, grammar and structure errors are not acceptable.
- **Focus your essay.** Have one or two points to make. Do not try to cover your entire life or all of the problems of the world.

Guidelines for Writing a College Admission Essay

- **Write about yourself.** Tell something specific to you. Even if you choose to answer a question that does not seem to be personal, explain why this question was the one you chose when you wrote your essay.
- **Use your normal “voice”.** Put your thesaurus away. Use the first person but be careful of using “I” too often.
- **Have a “catch”.** Make an impact from the first sentence.
- **Type** your essay.
- **Follow the directions.** Do not write an essay that is significantly longer than instructed. Make sure you complete the essay in the space provided if they specify where the essay must fit.
- **Ready your essay aloud** to locate any rough spots.

College Admission Interviews

- **Prepare**
 - Write down questions to ask
 - Think of answers for questions you may be asked
 - Do research on the college/university
- **Listen and Relax**
 - Think of the interview as a conversation
 - Pay attention to what is being said
 - Respond accordingly
 - Ask questions
- **Eye Contact**
 - Eye contact tells the interviewer that you are sure of yourself
 - Eye contact verifies that you are interested in what the interviewer has to say
 - Eye contact indicates that you are serious about the interview
- **Promote Yourself**
 - You can talk about your accomplishments
- **Act Naturally and Be Honest**
 - Be yourself
 - Let the admissions officer see “the real you”

ACT Testing – American College Test

The ACT measures a student's aptitude in English, mathematics, reading and science reasoning

ACT registration on-line at www.actstudent.org or ACT packets are available in the Counselor's Office

The ACT Schedule of Registration:

<http://www.actstudent.org/regist/dates.html>

ACT Fees:

<http://www.actstudent.org/regist/actfees.html>

ACT Services for Students with Disabilities:

<http://www.act.org/aap/disab/>

ACT Standby Testing:

<http://www.actstudent.org/regist/standbytest.html>

ACT Test Center Locations, Dates and Codes:

<http://www.actstudent.org/regist/centers.html>

Logan-Rogersville High School Code: 262-815

ACT Test Prep Resources for Students

- **ACT Online Prep – Student Version**
Internet-based test prep directly from the makers of the ACT! Includes real ACT practice tests and practice for the optional Writing Test. Customized test prep focuses on individual student needs. Available at www.actstudent.org/testprep or through the ACT registration process.
- **The Real ACT Prep Guide –**
Includes three practice tests used in previous actual test administrations—each with an optional Writing Test—a review of important topics in English, math, science, and writing, and key test-taking strategies. All you need to know about the ACT is here! Order your copy at www.actstudent.org/testprep or through the ACT registration process. A copy of this resource is available for checkout in the LRHS Counseling Department.
- **Preparing for the ACT – FREE**
Describes the content of the ACT and includes test preparation suggestions and a complete practice test including Writing. Ask your counselor for a copy of this booklet or download it from www.actstudent.org/testprep
- **Online Sample Questions, Test Descriptions, and Test Tips - FREE**
Review sample questions online to help familiarize yourself with the ACT test. Five sets of questions are available for English, Mathematics, and Science Tests; four sets are available for the Reading Test. Together, these 19 sets make up one complete ACT. For each question, there are explanations of both correct and incorrect answers. To prepare for the optional ACT Writing Test, a sample writing test prompt is given with sample responses. Available at www.actstudent.org/testprep
- **Additional ACT Prep seminars**
Check LRHS Announcements or Counselor Corner Bulletin Boards for updated information on local ACT Prep seminars (fees will vary)

ACT Benchmark Scores

EXPLORE, PLAN, and the ACT are the only assessments that provide benchmark scores as early indicators of readiness for college. Through collaborative research with postsecondary institutions nationwide, ACT has established the following College Readiness Benchmark Scores:

<u>College Readiness Benchmark Score</u>			
	<u>ACT</u>	<u>PLAN</u>	<u>EXPLORE</u>
➤ <u>English Composition/English</u>	18	15	14
➤ <u>Algebra/Mathematics</u>	22	19	18
➤ <u>Social Sciences/Reading</u>	21	17	16
➤ <u>Biology/Science</u>	24	21	20

Remedial Coursework in College

- It is essential that you work to achieve as high an ACT/SAT score as you are able to manage. Based on your test results, if they are too low they may indicate a need for you to take remedial classes in college.
- Remember if you have to take remedial classes they may not count for credits for graduation toward your degree.
- In addition, they will cost you additional money and will require you go to college longer.
- You are recommended to talk to the Admission Counselor at the college you are planning to attend to see what their guidelines are for English, Math and Science (ACT/SAT scores) regarding their recommendations for remedial courses.

ACT Websites

- www.act.org ACT's home page
- www.act.org/readiness ACT's College Readiness System
- www.act.org/aap ACT information related to content of ACT, test dates, test prep solutions, electronic registration, guidance for students, counseling information, research briefs, etc.
- www.actstudent.org ACT's home page for student-oriented information
- www.actonlineprep.com Demo link
- www.act.org/explore Information describing EXPLORE
- www.explorestudent.org Website designed for students who have or will take the EXPLORE test
- www.act.org/plan Information describing the PLAN
- www.planstudent.org A site for students about to take or who have already taken the PLAN
- www.act.org/essayview Learn about EssayView
- www.act.org/aap/disab ACT information on accommodations and National Center options for students with disabilities
- www.act.org/qualitycore ACT's new instructional improvement program
- www.act.org/ew/resources One-stop website for downloadable ACT resources
- www.act.org/discover Learn more about ACT's Internet-based comprehensive career planning program

ACT Websites

- www.act.org/workkeys ACT's job skills assessment system
- www.act.org/standard ACT's unique College Readiness Standards connect EXPLORE, PLAN, and ACT test scores with student skills.
- www.act.org/activity Sign up to receive Activity, ACT'S quarterly periodical that keeps you up to date on new developments at ACT.
- www.act.org/fane ACT's Financial Aid Need Estimator. Enables families to calculate their Expected Family Contribution
- www.act.org/research Data, ACT policy reports, information briefs and research
- www.act.org/news/data/06 National and State ACT scores
- www.actstudent.org/onlineprep ACT's internet based test prep program

SAT – Scholastic Assessment Test

The SAT is a test that measures a student’s mathematical and verbal reasoning abilities.

To register for SAT go on line at www.collegeboard.com

Logan-Rogersville High School Code: **262-815**.

Study guides include: The Official SAT Study Guide
The Official Study Guide for all SAT
Subject Tests

CLEP – College Level Examination Program

About CLEP

- **Shorten your path to a college degree — with CLEP!**
- The College-Level Examination Program® or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.

Why take CLEP exams?

- **By taking one or more CLEP exams in your strong subjects, you'll...**
- **Save time.** Get college credit for what you already know. Be rewarded for what you've learned through independent study, advanced high school courses, noncredit adult courses, or professional development.
- **Save money.** Compare the cost of a CLEP exam, currently under \$100 -- to hundreds — even thousands — of dollars in tuition. CLEP exams are free to military service members.
- **Make college more interesting.** Move right into advanced courses.
- **Graduate on time.** CLEP can help you to the finish line if you're a few credits shy of graduating.
- **Satisfy a proficiency requirement.** Demonstrate you've already mastered the content of, for example, a basic math or language course. Great for dual-degree candidates or students just a few credits shy of graduation.

For more information go to website: www.collegeboard.com/student/testing/clep/about.html

Graduation Requirements – Logan-Rogersville Diploma

The following graduation requirements become effective beginning with the Class of 2010. Graduation Requirements can be found at <http://www.logrog.net/HS/counselor/regulargraduationrequirements.pdf> on the Counselor website.

Due to the number of units required for graduation, all freshmen, sophomores and juniors are required to be enrolled in seven classes.

26 credits will be required from the following areas:

Language Arts (English I and II required)	4 credits
Social Studies (American History, and American Government Required)	3 credits
Mathematics	3 credits
Science (Unified Science & Biology I required)	3 credits
Practical Arts (Computer Applications & Personal Finance Required)	2 credits
Fine Arts	1 credit
Physical Education	1.5 credits
Health	.5 credit
Elective Credits	8 credits
Total Credits	26 credits

Students may not take more than one (1) credit of physical education per year.

Note – All colleges/universities have set admission requirements regarding high school preparation. Meeting LRHS graduation requirements does not ensure you have met admission requirements to the college or university of your choice

College Preparatory Studies Certificate

- The Missouri State Board of Education awards the College Preparatory Studies Certificate (CPSC) to Missouri Students who successfully complete a **rigorous academic program in high school**. The certificate is awarded in addition to the regular high school diploma granted by local school districts. Created by the Board in 1985, the certificate is designed to provide incentive and recognition for public and non-public high school students who exceed the state's minimum graduation requirements.
- In 1994, the State Board of Education revised its requirements for the CPSC in order to align with the "Core Curriculum" standards recommended by the Coordinating Board for Higher Education as a basis for college admissions in Missouri.
- Awarding the College Preparatory Studies Certificate is voluntary on the part of school districts, and meeting the requirements is voluntary on the part of the students.
- Requirements may change annually, it is important to check these guidelines yearly to ensure you have met all of the requirements for the College Preparatory Studies Certificate

For more information on the Requirements & Guidelines of the College Preparatory Studies Certificate go to:

<http://dese.mo.gov/divimprove/curriculum/collegeprep/guidelines.pdf>

or

**Assistant Commissioner, Division of School Improvement
Missouri Department of Elementary and Secondary Education
P.O. Box 480, Jefferson City, Missouri 65102-0480
Phone (573) 751-4234 Fax (573) 751-9434**

A+ Program Eligibility Requirements

A+ Program Eligibility Requirements :

- Enter into a written A+ participation agreement with the high school prior to graduation (signed by the student and their parent/guardian).
- Perform fifty (50) hours of unpaid tutoring or mentoring for other students.
- Maintain at a minimum a 95% attendance record for all four (4) years of high school.
- Attend a designated A+ school for three (3) consecutive years immediately prior to high school graduation.
- Maintain a record of good citizenship and avoidance of the unlawful use of alcohol and drugs.
- Graduate from a designated A+ high school with a cumulative 2.5 grade point average on a 4 point scale or a 6.875 grade point average on an 11 point scale.
- Make a documented good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment (Students are required to complete the FAFSA - Free Application for Federal Student Aid by April 1st of their graduation year to meet this requirement).
- Male students are required to register under the United States Military Selective Service Act and be able to show proof of this registration.
- Go to: <http://www.logrog.net/aplusnew/contact.htm> for information on the A+ Program.

A+ Coordinator Contact Information

Brett Wubbena
A+ Coordinator
bwubbena@logrog.net

Office located in Counselor's office

Phone: 417-753-4808
4700 S. State Hwy 125
Rogersville, MO 65742

A+ handbook available on website:

Go to www.logrog.net
District
A+
Handbook

**For further information regarding your A+ eligibility,
please contact the A+ Coordinator**

Scholarships

- Scholarships are awarded to a student based on academic achievement and/or need, depending on the source of funds.
- Every college and/or university provides some scholarships (they establish their own criteria).
- The vast majority of scholarships are based on the ACT score, g.p.a., and/or Class Rank.
- If you have decided on a college of your choice, you should check out the requirements for scholarships available through the desired college and/or university. Freshman scholarships will be easily identified.

Scholarships

- Students are responsible for identifying and applying for scholarships. They will need to search for scholarships, fill out the paperwork, and bring the completed scholarship into the counselor's office if recommendation letters or official transcripts are required. It is critical that the completed application is submitted by the deadline date. Possible resources for scholarships are as follows:
 - Scholarship file in counselor's office
 - Scholarships are requested to be listed in daily announcements at Logan-Rogersville High School, are posted on the counselor website and available in the Counselor's Corner directly outside the counselor's office.
 - Utilize the internet (Example for Scholarships: www.scholarships.com)
 - Check for local scholarships (are available end of February beginning of March each school year)
 - Check with employers (A number of companies provide scholarship money for their employees and their families)

Information on Scholarship Scams

10 Tips to Protect Yourself Against Scholarship Scams

- Don't believe a promise of guaranteed funds you'll never have to repay. No one can guarantee that you will win a scholarship or grant. Remember if it sounds too good to be true, it probably is.
- Beware of scholarship services that charge fees or claim that you can't get this information anywhere else. There are many free lists of scholarships available. Check with your school counselor, library and Scholarships.com before you decide to pay someone to do the work for you.
- Ignore the myth of unclaimed funds and the companies that advertise huge amounts of unclaimed money.
- Don't be fooled by official sounding names and logos. Make sure the foundation, organization or program is legitimate.
- Don't pay an advanced fee. Don't pay anyone who claims to be "holding" a scholarship for you or informs you the scholarship will cost some money. Free money shouldn't cost a thing.

Information on Scholarship Scams

10 Tips to Protect Yourself Against Scholarship Scams

- Disregard any news that you're a finalist in a contest that requires you to pay a fee for further consideration. Before you send money to apply for the scholarship, check it out.
- Check the terms closely if there's a guaranteed refund or a money back guarantee. Refund guarantees often have conditions or strings attached. Get refund policies in writing before you pay.
- Resist high-pressure tactics like “We’ll do all the work for you”. Don’t be fooled, there is no way around it, you must apply for scholarships or grants yourself.
- Do not give out your credit card, bank or checking account numbers to any solicitors who claim they need it for you to be eligible for either a contest or access to “exclusive” scholarship information. Get information in writing first. It may be a set up for an unauthorized withdrawal.
- A lower fee is no guarantee that a scholarship service or program is legitimate.

For more information, visit:

▪ www.scholarships.com

Scholarship Websites

FINANCING YOUR EDUCATION THROUGH SCHOLARSHIPS

- www.fastweb.com
- www.fastaid.com
- www.scholarships.com
- www.scholarshipshop.com
- www.collegescholarships.com
- www.freschinfo.com
- www.gocollege.com
- www.collegeanswer.com/index.jsp
- www.collegeboard.com/paying
- www.collegeboard.org/fundfinder/bin/fundfindo1.pl
- www.college-scholarships.com
- www.collegenet.com/elect/app/app
- www.collegefunds.net/free-scholarships.htm
- www.edupass.org
- www.guaranteed-scholarships.com

Scholarship Websites

FINANCING YOUR EDUCATION THROUGH SCHOLARSHIPS

- www.scholarshiphelp.org
- www.nelliemae.org
- www.salliemae.com
- www.scholarships4college.com
- www.collegesavings.org
- www.schoolsoup.com
- www.collegeview.com

Bright Flight Scholarship Award

Missouri Higher Education Academic

- This merit-based program encourages top-ranked high school seniors to attend approved Missouri postsecondary schools.

Am I eligible?

- To be eligible, you must:
- Have a composite score on the ACT or the SAT in the top 3 percent of all Missouri students taking those tests.
- Have achieved a qualifying score by the June test date of your senior year in high school. (Only composite test scores achieved on national test dates or on special test dates approved by the testing companies are acceptable. Test scores from residual tests are not acceptable.)
- Be a graduating high school senior who enrolls as a first-time, full time student at an approved Missouri school.
- Be a Missouri resident and a United States citizen or eligible non-citizen.
- Not be pursuing a degree or certificate in theology or divinity.

Bright Flight Scholarship Award

How much can I receive?

- See website for accurate information on Bright Flight: www.dhe.mo.gov/brightflight.shtml
- The annual scholarship is conditional on sufficient state appropriations. Awards are not available during summer terms.

How can I apply?

- The MDHE will receive your ACT or SAT composite score(s), along with approved Missouri college or university choices, from your ACT or SAT assessment records.
- Eligible students will receive approval letters from the MDHE for qualifying composite scores achieved by the June ACT and SAT test dates.
- Completion of the FAFSA is not required to receive a Bright Flight scholarship. However, if you elect to complete a FAFSA, information on that application or updates to it can impact your eligibility for Bright Flight even if you have previously been notified of your eligibility.

Bright Flight Scholarship Award

How do I renew my scholarship?

- The scholarship may be renewed annually for up to 10 semesters or until you have completed a bachelor's degree, whichever occurs first. To renew, you must:
- Continually attend school full time (excluding summer terms).
- Continually receive the scholarship award at an approved Missouri postsecondary school at least one semester per academic year, beginning with the year immediately following your senior year in high school.
- Maintain satisfactory academic progress as defined by the school.

How do I transfer my scholarship?

- If you choose to transfer to a different participating Missouri institution, either between academic years or semesters, you must contact the MDHE at (800) 473-6757, option 4. Failure to notify the MDHE of the transfer may result in loss of the scholarship.

Bright Flight Scholarship Award

Can the scholarship be deferred?

- If you are unable to attend school for an entire academic year you may qualify for a deferment of your scholarship eligibility. Acceptable reasons for deferment include:
 - Participation in a high school student exchange program
 - Service in a nonprofit organization
 - Service on active duty in the armed forces
 - Medical reasons
- You must submit a written request for deferment to:

**Missouri Department of Higher Education
Attn: Bright Flight
3515 Amazonas Drive
Jefferson City, MO 65109**

To ensure you have up to date accurate information on the Bright Flight Scholarship Award program go to the website:

www.dhe.mo.gov/brightflight.shtml

NCAA – National Collegiate Athletic Association Information

The online resource for the National Collegiate Athletic Association:

www.ncaa.org

The online resource for the NCAA clearinghouse website:

www.ncaaclearinghouse.net

Prospective student athletes need to file with the clearinghouse during the 1st semester of their senior year. Students are responsible for the NCAA fee. NCAA monitors coursework taken to ensure eligibility is met.

Information provided on this website includes but is not limited to:

➤ **Prospective Student Athletes:**

A prospective student athlete is someone who is looking to participate in intercollegiate athletics at an NCAA Division I or Division II institution in the future.

➤ **Guide for college bound student-athletes**

➤ **List of approved core courses**

➤ **Schools sponsoring NCAA sports**

➤ **And more.....**

Types of Financial Assistance

Scholarships

- Non-repayable awards based on merit or merit plus need.

Grants

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

Loans

- Educational loans are available through private lending institutions, colleges, and the federal government. Most educational loans have low interest rates with payments deferred while the student is enrolled in school. Loan programs are also available to eligible parents to help with college expenses for their qualifying children. Loans must be repaid.

Work Study Programs

- Jobs that allow students to earn money toward their expenses while they are enrolled in school. (Students can sometimes get jobs related to their program of study).

Sources of financial assistance include the federal government, state agencies, professional and service organizations, private foundations, and individual postsecondary schools.

Financial Aid

Basic Terminology

- **Merit-Based Aid:**
Includes scholarships based on ability (academic, athletic, dance, music, theatre, etc.)
- **Need-Based Aid:**
Students must show a need (**see 3 types available**)

A. Grants

Are awarded based on the student showing “need”, either by a Federal Government definition of need or by an Institution’s definition of need. Money does not have to be repaid.

- **Pell Grant:** These are federal need-based grants.
- **Supplemental Educational Opportunity Grant (SEOG):** This is a federal award that helps undergraduates with exceptional financial need, and is awarded by the school. The SEOG does not have to be paid back.
- **State Grants:** Some States offer grants. Visit the Missouri Department of Higher Education web site at www.dhe.mo.gov to get information on Missouri grants.

B. Work Study

These programs are offered by many colleges. They allow students to work part-time during the school year as part of their financial aid package. The jobs are usually on campus and the money earned is used to pay for tuition or other college expenses.

Financial Aid

Basic Terminology

C. Loans

Dollars are loaned to a student which must be paid back usually after graduation. Terms and interest vary based on the type of loan.

- **PLUS Loans:** These federal loans allow parents to borrow money for their children's college education.
- **Perkins Loans:** This is a federal financial aid program that consists of low-interest loans for undergraduates and graduate students with exceptional financial need. Loans are awarded by the school.
- **Stafford Loan:** There are two types of Stafford Loans—Subsidized are for students who demonstrate financial need. Unsubsidized are available to students regardless of financial need.

(FAFSA) Free Application for Federal Student Aid

- Submit FAFSA application online. You will be required to submit yearly when you are in college.
- There is a worksheet which you can use to fill the FAFSA information on paper and then you can transfer it to the website. It is called “**FAFSA on the web worksheet**”, it can be obtained via the FAFSA website or is available in the counselor’s office after November.
- FAFSA requires parent income information and it is often helpful if your parents have completed their income taxes. So encourage your parents to complete their taxes as early as possible.
- Web link for FAFSA: www.fafsa.ed.gov
- It provides step by step instructions for completing the FAFSA online.
- You and your parents will be required to obtain a pin number to complete the FAFSA online. Go to Web site: www.pin.ed.gov to obtain your pin numbers.
- This is a free service and so if you are being charged to complete the FAFSA you are on the wrong website!
- Any college or university Financial Aid Office can answer questions on the FAFSA whether or not you are planning to attend that college or university.

Top Ten Tips for Completing the FAFSA-

- Have available the following documents and information when completing the FAFSA:
 - Most recent year's tax forms, or end of year pay stubs.
 - W-2 forms
 - Records of the most recent year's untaxed income, such as child support and Veteran Administration. (You do not need to send copies of these documents with your FAFSA, however you will need to refer to them when you file).
 - The student's correct social security number.

- Do not leave blanks for any questions requiring a numeric figure, such as a dollar amount or a test score. If your answer to a question is zero, be sure to write a "0".

- Read instructions and follow them carefully. Even if you have completed this form previously, it is not safe to assume revisions have not been made to previous versions.

- If you are a parent completing the form for your children, be sure to complete a separate FAFSA application for each student. Check that the social security number reported is the correct one for the student filing the form, incorrect social security numbers delay processing.

Top Ten Tips for Completing the FAFSA-

- If you are a dependent student, it is important that you enlist the assistance of your parents and that you actively participate in completing the FAFSA. If the financial aid office has questions they will contact the student first, and it is imperative that both you and your parent (s) are aware of the information provided.
- Obtain the Federal school code from the school or schools you may be interested in attending.
- Check figures and calculations. Mistakes delay the processing of up to 40% of all forms processed.
- The asset questions pertaining to net value are for secondary and investment real estate only. You are not required to report the net value of your primary residence.
- Sign the FAFSA, both the student and parent (if applicable) must sign and date the FAFSA. Remember if you are doing it on the web, your PIN number will be your electronic signature.
- You should file early, but do not sign, date or mail the FAFSA before January 1st. By filing early, you may receive favorable consideration for receiving campus-based aid. You must file a FAFSA every year. Any changes in your family situation should be conveyed to your financial aid administrator, they might affect your eligibility.

Documents Needed to Apply for Financial Aid

It's a good idea to get organized before you start the process of applying for college student financial aid. Set aside a drawer or file cabinet to hold the documents that you will need to apply for financial aid so you don't find yourself having to rummage through stacks of paper every time you fill out an application.

➤ Documents Needed for FAFSA

The following are examples of financial aid forms necessary for determining federal student financial aid eligibility. Many scholarship and state programs may also require copies or information from these documents. You may need the following information to complete the [FAFSA](#).

- Social Security number
- Drivers license
- W-2 and 1099 forms
- Records of your family's untaxed income from the past year (for example, Social Security, Temporary Assistance for Needy Families (TANF), Veteran's benefits, welfare, etc.)
- Most recent federal tax return
- Most recent bank statements
- Business income records
- Mortgage information
- Investment information (stocks, bonds, etc)
- For Non-US citizens, a permanent resident card or alien registration number
- Dependent students will need all information for themselves and their parents
- Married students will have to supply information for themselves and their spouses

FAFSA

Free Application for Federal Student Aid Definitions

Free Application for Federal Student Aid (FAFSA)

- The application required for students to be considered for federal student financial aid. The FAFSA is available at : www.fafsa.ed.gov. The FAFSA is processed free of charge, and it is used by most state agencies and colleges.

Student Aid Report (SAR)

- You will receive information, approximately 2-4 weeks after your FAFSA has been processed. It will report the information from your application and, if there are no questions or problems with your application, your SAR will report your Expected Family Contribution (EFC).

PIN (U.S. Department of Education)

- A personal identification number that can be used by students and parents to electronically “sign” the Free Application for Federal Student Aid (FAFSA) and access federal aid information. To access a pin number go to: www.pin.ed.gov.

CSS Profile

- This form created and managed by the College Board is an additional information form required by select schools. The form gathers additional financial information from your family that is not gathered on the FAFSA. This form will revise your Expected Family Contribution (EFC) for the schools that utilize the PROFILE. The PROFILE is available after October 1 of your senior year.

Financial Aid Facts to Remember

- Once you apply for need-based financial assistance, it will take anywhere from a couple of weeks to six to eight weeks for you to receive information regarding a financial aid package. You will receive the following:
 - **Student Aid Report (SAR)** – this form is from the federal government and it is a document that is based on your FAFSA application. It will show your EFC (Expected Family Contribution) and what information was used to calculate this figure. This information will be sent within ten days or a little longer if you file electronically. When you receive your SAR, you know that the college/university has received your EFC from the federal government and can begin working on your financial aid package.
 - **Financial Aid Package** – this is your actual financial award. You will receive one from each school to which you have been admitted.

Financial Aid Facts to Remember

- You must reapply for financial aid each year.
- Talk to the financial aid offices at each school to which you are applying. Each school will have its own requirements and policies regarding financial aid. These requirements and policies will dramatically affect how much you pay for a school and what types of assistance you will receive.
- If you transfer schools, your aid does not necessarily transfer with you. You will need to re-file for aid at the new school.
- The two most common forms used are the FAFSA and the PROFILE, but remember to check for other required forms. All schools require the FAFSA. All other forms vary by college.
- 75% of financial aid dollars are administered through the colleges. The federal government is the largest provider of funds for financial aid programs.
- It is not what a college says its costs are that matter for you – it is what you have to pay after financial aid is taken into consideration that matters. Don't write off a college because of the "sticker" price. Talk to the school about what financial options are available to you.

How Colleges/Universities Award Aid

Calculating the Cost of Attendance

Colleges and Universities award your financial assistance by using your Expected Family Contribution (EFC) and subtracting it from the total cost of attending that school. The cost of attendance used to award you financial assistance is not the bill that you will be expected to pay. Your actual bill will include tuition, fees, room and board. The cost of attendance includes all of those costs plus an allotment for travel, books, and personal expenses per year. It is wise for you to know both figures. What will your bill be and what are the total costs for your education each year?

How Colleges/Universities Award Aid

Financial Aid Packaging

A financial aid package will be sent to you by each school that you file for assistance from and at which you are admitted. Each school's financial aid package will be different as each school will have a different cost of attendance and each school will view your Expected Family Contribution (EFC) differently. Each financial aid package should contain the following information:

- **You parental contribution-** Financial assistance starts with the premise that it is a family's responsibility to assist a student in paying for college. So, regardless of your family's personal expectations, the government and the colleges will expect that parents will contribute towards a student's education. This contribution is known as the parental contribution.
- **Your student contribution-** Financial assistance also assumes that a student will assist in paying for their college costs.
- **Gift Monies** – These are the monies that are awarded without any expectation that they will be repaid. Scholarships and grants fall into this category. NOTE: Merit-based monies will be considered as part of this category even if they were awarded without regard to your family's financial circumstances.
- **Self-Help Monies** – These are the monies that are awarded with some kind of “repayment” obligation. Loans and work fall into this category. NOTE: All need-based financial aid packages will include self-help monies.

How Colleges/Universities Award Aid

Analyze your Financial Aid Package

Be sure to carefully read all of the information that is included with your financial aid package. You want to understand what portion of your aid is gift money versus self help. You want to know what obligations come with each type of aid you are awarded. And, you want to understand what your final bill will be after your financial aid is subtracted.

Compare Multiple Offers

You should do an analysis of each financial aid package you receive. You should compare it based against the costs of that school and then against the other financial aid packages you receive.

Contact the Financial Aid Office

If you have questions or feel that your aid package from one school is not comparable to another school's package, often discussing your questions and concerns with the financial aid office at each school will clarify your concerns. Some schools will change the financial aid package if you present additional information that warrants a change.

Financial Aid Websites and Contact Numbers

- Student Aid on the Web
www.FederalStudentAid.ed.gov
- FAFSA on the Web
www.fafsa.ed.gov
- PIN Web site
www.pin.ed.gov
- College Goal Sunday
www.collegegoalsundayusa.org
- Federal Student Aid Information Center
1-800-4-FED-AID or (1-800-433-3243)

Armed Services Recruiters

- If you are looking for a career in the armed services, see your High School Counselor for a current listing of **local armed services** recruiters.
- These recruiters generally will set up a table in the commons area during the school year on a monthly basis.
- Although the recruiters may change each year, the addresses and contact numbers listed below should remain the same.
- The ASVAB which is given annually in November to Juniors, will also provide you with information on selecting a career choice and will provide a recruiter with information on what types of positions you would be eligible for in each branch of the military.
- Following is a listing of local Armed Service Recruiters offices and contact numbers.

Armed Services Recruiters

Air Force:

- Air Force Recruiter
- Air Force Recruiting Office
- 1921 East Independence Ave
- Springfield, MO 65804-3751
- Office #: (417) 823-3096
- Fax #: (417) 823-4825
- airforce.com

Army:

- U.S. Army Recruiter
- U.S. Army Recruiting Station
- 1803 E. Seminole
- Springfield, MO 65804
- Phone #: (417) 883-6321
- Fax#: (417) 883-6323
- goarmy.com
- 1-800-USA-ARMY

Armed Services Recruiters

Marines:

- U.S. Marine Corps
- Recruiting Sub-Station
- 3019 S. Kimbrough
- Springfield, MO 65807
- Phone #: (417) 881-4044
- Fax #: (417) 881-3037
- 1-800335-9623/Ext. 17/19/18
- www.usmc.mil

Missouri Army National Guard:

- Recruiting and Retention NCO
- 1400 N. Fremont Ave
- Springfield, MO 65802
- Phone #: (417) 686-6015
- Fax #: (417) 868-6020
- www.moguard.com

Armed Services Recruiters

Navy:

- Navy Recruiting Station
- 14550 E. Battlefield, Ste. H-1
- Springfield, NJ 65801
- Phone #: (417) 881-4252
- Fax #: (417) 890-6567
- 1-800-JSA-NAVY
- www.navy.com
-

Six Ways to Get a Job Interview

- Networking: talk to your friends, relatives and neighbors
- Send a letter and ask for an interview – 2/3 of all job hunters send letters requesting an interview.
- Use the telephone to ask for an interview.
- Answer help-wanted advertisements.
- Work the internet.
- Register with an employment agency

50 Questions to expect During an Interview

1. Relax and tell me a little about yourself.
2. Tell me what you know about our company.
3. Why did you decide to become a (-----)?
4. What skills or requirements are needed for this job?
5. What motivates you to do a good job?
6. Why is customer service so important in business today?
7. As a youngster, what did you do to earn your own spending money?
8. Why should I hire you instead of someone more qualified?
9. Tell me about a problem you confronted and how you solved it.
10. What is your biggest weakness?

50 Questions to expect During an Interview

11. Have you ever had a disagreement with your boss?
12. Tell me about the toughest boss you ever had.
13. Who did you ask to serve as personal references and why did you choose them?
14. What salary were you paid on your last job?
15. In your last job, how much overtime did you average each week?
16. What salary are you looking for?
17. What do you do to relax after work?
18. How long do you plan to work here?
19. Tell me about your current (or last) job?
20. Why are you leaving that job?

Source: The Job Hunting Handbook

50 Questions to expect During an Interview

21. Are you planning to give notice that you're leaving for another job?
22. What will your manager say when you give notice that you're leaving?
23. What did you like most about that job?
24. What would you change about that job?
25. What do you think are the most important abilities that lead to success on the job?
26. Tell me about your education or training?
27. Did you enjoy school? Why?
28. Which course did you find most difficult? Why?
29. Did you join any school activities? Why?
30. How were your grades in math?

Source: The Job Hunting Handbook

50 Questions to expect During an Interview

31. How were your grades in English?
32. Do you plan to continue your education?
33. What are your goals-where do you expect to be five years from now?
34. When do you hope to retire?
35. In your lifetime, what was your greatest accomplishment? What did you learn from it?
36. Have you ever been convicted of a crime?
37. What was your greatest failure? What did you learn from it?
38. Do you have a drug or alcohol problem?
39. Last year, how many days of work (or school) did you miss? How many days were you late?
40. Are you at your best when working alone or in a group?

Source: The Job Hunting Handbook

50 Questions to expect During an Interview

41. Would you rather be in charge of a project or work as part of the team?
42. What would you do if one supervisor told you to do something now and another supervisor told you to do it later?
43. Give me two reasons why I should NOT hire you?
44. Who are your heroes? Why?
45. What do you like most about yourself? Least?
46. Describe your “dream job.”
47. If you were told to report to a supervisor who was a woman, a minority, or handicapped, what problems would this cause for you?
48. Have you ever been fired from a job? Why?
49. Okay, you’ve got one minute to convince me that you’re the best candidate for this job. Begin.
50. Do you have any questions for me?

Source: The Job Hunting Handbook

Web Resources – Applying to College

Applications and tips on completing applications:

- www.apply.com
- www.campustours.com
- www.collegeboard.com
- www.collegecountdownkit.com
- www.commonapp.org
- www.essayedge.com

Web Resources – College Search Process

- www.collegeboard.com
- www.collegedata.com
- www.college-scholarships.com/missouri.htm
- www.act.org
- www.nacac.com
- www.collegenet.com
- www.collegenight.com
- www.mycollegeguide.org
- www.fastweb.com
- www.collegeview.com
- www.mapping-your-future.org
- www.petersons.com
- www.collegecountdownkit.com

Web Resources- College Rankings

➤ www.usnews.com/usnews/edu/eduhome.htm

Web Resources – Test and Test Preparation

- www.collegeboard.com
- www.act.org
- www.toefl.org
- www.ets.org
- www.kaptest.com
- www.review.com

Web Resources - Sources of Aid

- Scholarship Search
www.fastweb.com
- FAFSA – Free Application for Federal Student Aid
www.fafsa.ed.gov
- City Year
www.cityyear.org
- Direct Loans
www.ed.gov/DirectLoan
- JobCorps
www.jobcorps.doleta.gov
- Resources by State
www.finaid.org/otheraid/state.phtml
- Student Tax Info
www.irs.gov/individuals/students

Web Resources - College Admissions

- College Search
www.fastweb.com
- NACAC
www.nacac.com
- College Prep Calendar
www.nacenet.org/StudentResources/CollegePrep/Pages/default.aspx
- NACAC College Fairs
www.nacac.com/fairs.html
- Space Availability Survey
www.nacac.com/survey/results.cfm
- Steps to College
www.nacac.com/p&s_steps.html

Web Resources - Financial Aid Information

- American Student Assistance
www.amsa.com
- FinAid
www.finaid.org
- FastWeb Student Bulletins
www.fastweb.com/highschool
- EduPASS: International Students
www.edupass.org
- FAFSA Free Application for Federal Student Aid
www.fafsa.ed.gov
- Federal PIN Registration
www.pin.ed.gov
- Missouri Higher Education Loan Authority
www.mohela.com
- U.S. Department of Education
www.ed.gov/studentaid

Web Resources - Financial Aid Information

- Federal Student Aid for Students
www.studentaid.ed.gov
- IFAP Information for Financial Aid Professionals
www.ifap.ed.gov
- NASFAA
www.nasfaa.org
- Office of Postsecondary Education
www.ed.gov/ope
- Project Scholarship Scam
www.ftc.gov/scholarshipscams
- Student Guide to Federal Aid
www.studentaid.ed.gov/guide
- Think College
www.ed.gov/thinkcollege
- U.S. Department of Education
www.ed.gov
- Financial Aid public service organization
www.mapping-your-future.org

Web Resources - Information

- Student Gateway to U.S. Government
www.students.gov
- Adventures in Education
www.adventuresineducation.org
- Chronicles of Higher Ed.
www.chronicles.com
- College Goal Sunday
www.collegegoalsundayusa.org
- College is Possible
www.collegeispossible.org
- www.acenet.edu/AM/Template.Cfm?Section+CIPI
- Common Application
www.commonapp.org
- ERIC-Education Resources Information Center
www.eric.ed.gov

Web Resources - Information

- National Center for Education Statistics
www.nces.ed.gov
- Security on Campus
www.securityoncampus.org
- Selective Service System
www.sss.gov
- Social Security Administration
www.ssa.gov
- U.S. Department of Education
www.ed.gov

Web Resources - Calculators

- College Cost Projector
www.finaid.org/calculators
- Loan Calculators
www.finaid.org/calculators
- EFC Calculators
www.finaid.org/calculators
- Savings Plan Designer
www.finaid.org/calculators
- Student Budget Calculator
www.finaid.org/calculators

Web Resources - Career Searches

- www.myroad.com
- www.myfuture.com
- www.mapping-your-future.org
- www.careerweb.com
- www.futurecollegegrads.com

Web Resources - Choosing a Major/Career

- Monster (Job Search)
www.monster.com
- Career Planning
www.fastweb.com
- America's Career InfoNet
www.acinet.org
- Bureau of Labor Statistics
www.stats.bls.gov
- Occupational Outlook Handbook
www.bls.gov/oco
- Guide to 4 year colleges
www.petersons.com

Web Resources - Students With Special Needs

- Association of University Centers on Disabilities
www.aauap.org
- America Council of the Blind
www.acb.org
- Association on Higher Education and Disabilities
www.ahead.org
- Children and Adults with Attention Deficit Hyperactivity Disorder
www.chadd.org
- Federation for Children with Special Needs
www.fcsn.org
- Attention Deficit Disorder Association
www.npnd.org

Web Resources - Workforce

- America's Job Bank
www.ajb.dni.us/
- (DICE) Job Search Engine
www.dice.com/
- Work Zone
www.workzone.net
- Job Shadow Resources
www.jobshadow.org/
- Monster Board
www.monster.com/
- CareerWeb
www.employmentguide.com
- Career Assessment
www.assessment.com/

Web Resources

The web resources provided are websites that have been found to be useful to students. The web resources listed are by no means a comprehensive listing, nor an endorsement of any specific web resource. The listings provided are there to aid our students and their families. A more complete listing of websites available can be obtained through the:

National Association of College Admission Counseling

www.nacac.com

Counseling Department Website

www.logrog.net

Go to website – building- high school – counselor

Website provides information on:

- Grade card and progress report dates
- College information
- ACT/SAT information
- Scholarships
- Financial Aid
- Study guides and test preparation
- Career exploration
- Dual Credit Information (Missouri State University)
- And other information

Counselor Contact Information

Emily Nagle
A-K Counselor (9th-12th)
enagle@logrog.net

Gail Meinert
L-Z Counselor (9th-12th)
gmeinert@logrog.net

Lauren Stewart
Special Programs Counselor (IEPS, 504's, SEC, ESL & Gifted)
lstewart@logrog.net

Phone: 417-753-4808
Fax: 417-753-1964
Address: 4700 S. State Hwy. 125
Rogersville, MO 65742

Counselor's Note

The information enclosed in this presentation was assembled from a variety of resources. Please recognize that resources are continually being updated and the materials enclosed in this presentation may easily become outdated as well as web sites becoming obsolete. In the planning process for your career, we recommend that you verify any information needed for this major transition in your life to aid you in your plans for college, the military or the workforce.

The information contained in this presentation was prepared for the use of Logan-Rogersville High School students. The counselors of Logan-Rogersville High School request that anyone who may want to utilize any part of this presentation contact the Counseling Department at 417-753-4808 for prior approval recognizing that sources may easily become obsolete or out-dated.