

HEMPSTEAD HIGH SCHOOL



SENIOR HANDBOOK
2005 - 2006

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HEMPSTEAD HIGH SCHOOL

Dear Senior,

The year you have been waiting for is here! You are beginning a year that may one of the most important and memorable in your life. Your parents, friends, teachers, and administrators share in your excitement and want you to make wise decisions in these final steps or preparations for your life after high school.

The time has arrived for you to declare and plan appropriately for whatever goal(s) you wish to pursue after graduation. You may be planning to enter college, vocational or technical school, the armed forces, or the working world. Regardless of your goal, use this year to explore and discover all there is to make you as self-confident, successful, and self-fulfilled as possible in your post high school years.

This senior year provides an opportunity for you to

- Demonstrate your best in academic subjects and extracurricular activities;
- Challenge yourself for improving relationships with others;
- Explore occupational and vocational information in relationships to yourself and possible career goals.

This is your year! The administration, faculty and staff want to help you in any manner to make it a truly GREAT YEAR!

Sincerely,

Clara Timmerman
Counselor

COLLEGE ENTRANCE EXAMINATIONS

Applications for the **SAT** and **ACT** should be picked up in the counseling center.

Each student must have his or her social security number and legal name on applications. It is recommended that the SAT and/or ACT be taken late in the junior year and early in the senior year. See your counselor if you have any questions.

Test applicants will need to indicate their school number on their applications for all tests. The school code number for Hempstead I.S.D. is #443215.

THE COLLEGE ENTRANCE EXAMINATION BOARD

(SAT and Achievement Tests cannot be taken on the same day)

04-05 Test Dates	Test	Registration Dates Postmark Deadline	Late Registration Postmark Deadline
October 8, 2005	SAT I & II	September 7, 2005	September 14, 2005
November 5, 2005	SAT I & II	September 30, 2005	October 12, 2005
December 3, 2005	SAT I & II	October 28, 2005	November 9, 2005
January 28, 2006	SAT I & II	December 22, 2005	January 4, 2006
April 1, 2006	SAT I & II	February 24, 2006	March 8, 2006
May 6, 2006	SAT I & II	April 3, 2006	April 12, 2006
June 3, 2006	SAT I & II	April 28, 2006	May 10, 2006

You may register for the SAT online at: www.collegeboard.com

AMERICAN COLLEGE TESTING PROGRAM (ACT)

04-05 Test Dates	Registration Dates Postmark Deadline	Late Registration Postmark Deadline
September 24, 2005	August 19, 2005	Aug 20-Sept 2, 2005
October 22, 2005	September 16, 2005	Sept 17-30, 2005
December 10, 2005	November 4, 2005	November 5-17, 2005
February 11, 2006	January 6, 2006	January 7-20, 2006
April 8, 2006	March 3, 2006	March 4-17, 2006
June 10, 2006	May 5, 2006	May 6-19, 2006

Visit ACT's website at www.act.org

THEA TEST

REGISTRATION SCHEDULE FOR 2004-2005

04-05 Test Dates	Registration Dates	Late Registration
October 29, 2005	Sept 30, 2005	Aug 30-Oct 19, 2005
March 4, 2006	February 3, 2006	February 3-22, 2006
April 22, 2006	March 24, 2006	Mar 24-Apr 12, 2006
June 17, 2006	May 19, 2006	May 19-June 7, 2006
July 29, 2006	June 30, 2006	June 30-July 19, 2006

There is a regular registration fee if a student registers on the regular registration date. If you register late, an additional fee is required. Pick up a THEA Registration Bulletin in the Counselor's Office for more information.

SENIORS ARE SERIOUS!

August/September: Maintain or improve academic grades during the senior year. Colleges look unfavorably upon failing grades and light or reduced loads during the senior year.

Check application materials and the Counselor's Office for deadlines for testing during the fall. Register for tests **NOW!** (SAT I, ACT, SAT II, TASP)

Set up timetable for taking tests and completing applications.

Check early decision deadlines.

Meet college representatives when they visit Hempstead High School. Attend area college night programs. Obtain applications for the colleges you are interested in.

Ask three (3) people who know you well for permission to use their names if necessary for references either for job, scholarship, or college applications.

As you get college catalogs, look in their Financial Aid sections for their particular scholarships. Start early to meet their deadlines!

October: Complete college applications and mail them. If you need help, come by the Counselor's Office. Also, check the Senior Newsletters for scholarship notices. Make this a habit – the list is constantly updated.

Meet college representatives as they come to HHS.

November: Take the SAT and/or ACT.

Meet college representatives and attend college night programs.

Complete any unfinished college applications.

Meet early decision filing deadlines.

Continue activities to explore colleges of your choice.

December: Prepare any college applications that are due in January, and request transcripts.

Take SAT or ACT if you haven't done so.

Assemble records as needed to complete the financial aid form.

NOTE: Test deadlines are critical!

January: Mail financial aid forms as soon after January 1 as possible. Even if you do not think you are eligible for a Pell Grant from the U.S. Government, you should apply. Many colleges will not consider you eligible for other awards unless you have been turned down for a Pell Grant. Meet any scholarship application deadlines.

Finish any applications for colleges or scholarships.

Continue to be conscious of maintaining good grades.

Request a seventh-semester transcript if the college of your choice requires one.

February: Check to make sure that all forms are completed and all letters of recommendation are sent (if required).

Register for the draft if you are a male and 18 years of age.

Continue to work on various scholarship applications.

Thank your counselor for recommendations - - What? You haven't gotten one yet?

March – April: Keep track of acceptances, rejections, and awards of financial aid. Reply promptly to colleges to notify them of your decision. Bring letters of acceptance to the counselor's office for copies to go in the file and to have pictures taken.

Register to take the TASP test in the summer.

Apply for local scholarships by completing applications available in counseling office.

Last call for college applications.

Concentrate on graduation.

May: Take AP examinations. Request that all AP scores be sent to the college you have chosen to attend. Notify the Counselor's Office of all scholarships offered, accepted or not.

Plan on attending the summer orientation program that your school offers. Studies at SFA have shown that students who attend their orientation maintain a higher GPA than those who do not.

Notify counselor of scholarships and awards you have received.

Inform the colleges you are rejecting.

Request final transcript be sent to college of your choice.

Apply for housing deposit refund from schools you are rejecting and have reserved dorm space.

ALERT! ALERT!
Senioritis Epidemic
STUDY HARD! TAKE PRECAUTIONS!

GRADUATION REQUIREMENTS

The student and his/her parents must accept responsibility for the proper choice of subjects for graduation or for college; however, the student's teachers, counselor, and principal will be available to offer the student any assistance that he/she may need in planning his/her program.

In order to receive a diploma from Hempstead High School, a student must have the credit requirements listed below.

The following credits are required of all students who graduate from Hempstead High School:

	MINIMUM	RECOMMENDED
ENGLISH	4	4
MATHEMATICS	3	3
SCIENCE	2	3
WORLD HISTORY	1	1
WORLD GEOGRAPHY	1	1
AMERICAN HISTORY	1	1
GOVERNMENT	½	½
ECONOMICS	½	½
PHYSICAL EDUCATION	1 ½	1 ½
HEALTH	½	½
FINE ARTS	0	1
COMPUTER	1	1
FOREIGN LANGUAGE	0	2
ELECTIVES	8	5

GRADUATION EXERCISES

Graduation exercises will be held once a year at the end of the school semester. To participate in graduation exercises, students must attend the rehearsals.

VALEDICTORIAN AND SALUTATORIAN

To qualify for Valedictorian and Salutatorian honors, a student shall be enrolled for at least his or her entire senior years at the District high school. All four years of academic achievement shall be calculated to determine the grade point average. The eligible student with the highest grade point average shall be valedictorian. The salutatorian shall be the eligible student with the second highest grade point average.

EARLY GRADUATES

Students who are early graduates shall be eligible for valedictorian and salutatorian honors. If an early graduate has the highest class rank, he or she shall be named co-valedictorian along with the highest ranking student who has attended high school for four years. An early graduate with the second highest rank shall be named co-salutatorian along with the student with the second highest rank who has attended high school for four years.

TRANSCRIPTS

Inquiries concerning transcripts should be made at the counselor's office.

CORRESPONDENCE/NIGHT SCHOOL COURSES

Correspondence and night school courses can be taken for high school graduation credit only with prior permission of the principal.

SELECTING A COLLEGE

Selecting the right college to meet your abilities and ambitions is one of the most important decisions you will make as a young adult. For those of you who have already made a decision concerning which college you will attend, your attention will need to be focused on being admitted to the institution. For those of you who have not made this important decision, your attention will need to be focused on narrowing your choice of colleges to a workable list. In most instances, there is a wide selection of colleges available which will meet your needs. However; each of these colleges is a reflection of its educational philosophy combines with the make-up and the size of its student body. Therefore; selecting the college which is just right for you can be an overwhelming task unless you study the differences between colleges and set priorities which are important to you.

Factors that are usually considered in selecting a college include the following:

SIZE – Size of colleges range from very small (500) to very large (35,000) or larger.

LOCATION – Some students prefer to attend college in the same city or close to home, while others would be able to adjust and function as well or better farther away.

KIND – Colleges are either privately or publicly financed. Private colleges may be church related and this factor will often times influence a student's selection.

COST – This includes tuition, fees, room and board, and travel expenses. Tuition at state supported schools is substantially lower than that of private schools. Also, students who wish to attend out-of-state public schools are assessed out-of-state tuition fees, which in most cases will equal tuition in a private school.

ADMISSION REQUIREMENTS – In addition to presenting acceptable scores on entrance exams, some colleges require a particular class rank as well as a certain number of units in high school preparatory courses.

CURRICULUM AND DEGREES OFFERED – A major consideration for choosing a college should be adequate programs of instruction in the area in which you intend to major.

HONORS PROGRAM – Distinctive academic activities may be available.

PHYSICAL FACILITIES – Colleges should have appropriate classrooms, laboratories, libraries, and dormitories.

FINANCIAL AID – In most instances, financial aid is available to bridge the gap between the cost of education at the institution and the expected contribution by the family. Some facilities may qualify for financial aid at private schools, which places the cost in line with that of public colleges.

TRANSFER OF CREDITS – Will credits earned at this institution be recognized by other colleges should the student decide to transfer?

EXTRA-CURRICULAR ACTIVITIES – Does the college offer a variety of activities, including the athletic program, which are of interest to you?

FAMILY TRADITION – Does your family have strong ties to a particular college?

FROM THE FACTORS LISTED, SET AND DEFINE PRIORITIES:

STEP 1: Select four to five characteristics that are more important to you.

- Curriculum offered – strong and highly rated program available in intended major.
- Cost – tuition fees, room and board no more than \$3,000.00 per year.
- Location – no more than three to four hours commuting time.
- Size – enrollment 10,000 or fewer students.

STEP 2: Talk to your counselor and consult college catalogs and other publications to narrow choices, which meet your criteria. Publications you may consult include the following:

- The College Handbook
- Texas Collegiate Education Directory
- Compendium of Texas Colleges
- Barron's Profile of American Colleges

STEP 3: Talk with your parents about your possible choices/means for financing.

STEP 4: After you have narrowed your list, plan a visit to the college campus for you and your parents. To arrange such a visit, call or write the office of admissions. Secure an appointment with them to arrange an appointment with an advisor in your major area and with the office of financial aid and housing.

STEP 5: Talk with students currently enrolled as well as ex-students and graduates.

ADMISSION PROCEDURES:

After you have made a decision concerning which college you wish to attend, you will need to initiate your admission process. While each college may have procedures tailored for that individual college, some generalities can be stated which will apply to all colleges. In short:

APPLY EARLY! BE ACCURATE AND COMPLETE! MEET ALL DEADLINES!

Students must accurately complete and return all necessary forms along with any other required documents and fees prior to published deadlines. Applications for admission are requested from the

Office of admissions. Cards are available in the counselor's office, which can be used to request information for a college. Entrance requirements differ from college to college. Most require specific high school units of study and specify an admissions test. It is, therefore, the student's responsibility to meet the criteria and take the proper test. This information is readily available in the catalog published by the college.

The following is a brief summary of the admission process:

1. Accurately complete the application for admission and any other document required by the college. In some instances, the student will be required to write an essay or an autobiography. Students may also be required to include a photograph.
2. Attach the application fee if required. Since this fee is non-refundable, it is advisable for the student to narrow his choices to two or three before applying.
3. Arrange with your high school registrar to send your transcript to your college. A final transcript is mailed to the college of your choice.
4. Take the required admission tests and have the score report sent to the college by the testing program.
5. Complete any required health forms.
6. Apply for housing by completing an application and submitting the required fee. The time to apply for housing varies from college to college. Some require that the student be accepted for admission before an application for housing is mailed to the student. Other colleges will accept housing requests prior to accepting the students. Many colleges will also assist students in locating off-campus housing if they are unable to place them.
7. Apply for financial aid. This is a separate procedure. Direct your request to the office of financial aid. Please note: Before a prospective student can be considered for financial aid, he must be accepted for admission. An application for financial aid does not constitute an application for admission and vice versa.
8. Provide high school recommendations. Many colleges require recommendations from high school teachers, the principal and/or counselor. Your counselor will assist you in completing these recommendations and will send them to the college along with the transcript and application.
9. Check with the college catalog to be sure you have done all that is required of you for admission before the deadline date for application is past.
10. If you have not received a response to your application for admission within a reasonable length of time, contact an admissions counselor at the university.

Early admissions, or as some colleges call it, The early Decision Plan, is designed for the student who has determined that a particular college is his first choice and is willing to await the outcome of his application before applying elsewhere. You will have to check the college catalog to determine if Early Admissions will be available. You must also check the deadline date for applying for early admissions.

Most colleges require that admissions applications and the financial aid applications be received by a specific date (usually applications may be submitted in summer with October 1 as the deadline). The school's own financial aid form should be filled out early on in the fall. If you are thinking about the Early Admission Plan, you should also plan to take the required college entrance test the spring before your senior year. The ideal time to check into Early Admissions procedures is during your junior year in high school.

School administrators, counselors, and teachers find it difficult, if not impossible, to predict acceptance for students at highly competitive institutions.

Colleges vary in the kinds of things they list as a basis for a candidate selection. Generally, they list some or all of the following: (not necessarily in this order)

- Academic: Secondary School Record, Class Rank, National Entrance Exam tests scores (CEEB-SAT, or ACT), School's Recommendation, Interview (required by a few colleges)
- Other: Character, personality, leadership, and extracurricular activities, Health (health record and medical examination)

MISCELLANEOUS NOTES ON ADMISSIONS

It is very important that a student's grades for his senior year represent his **best efforts academically**. Improved grades over past performance indicate to a college, perhaps, a greater seriousness of purpose about education; a decline of grades over past performance, on the other hand, may seem to be a slackening of effort or less ability for more advanced work. (In either case, a decline of grades may cause an admissions committee to reject what might have seemed an otherwise acceptable candidate for admission). This statement is not intended to imply that a student would "water down" his course load and/or stress grades above learning! The colleges will be looking at the quality of course selection, as well as grades. Too "light" a load will cause a student to be out of practice for the heavy course load awaiting him in college. In short, carry a balanced program and do your best work!

Most of the degree-granting colleges and junior colleges require an admissions examination of some kind. These standardized college admissions test make it possible for the colleges to evaluate students who come from various sections of the country and from many different kinds of schools with diversified marking systems and standards. Most colleges ask students to take either the American College Test (ACT) or the College Entrance Examination Board's Scholastic Aptitude Test (SAT). If you have not already taken the appropriate test, be sure you sign for the next test date prior to the published registration deadline. Test date calendars are posted in the counselor's office.

Types of Admission Plans

By the fall of your senior year, you will ideally have narrowed your choice to three or five colleges to which you will apply. You now must become familiar with the admissions process, which will also have a bearing on where you submit applications.

Regular Admissions: This program requires students to apply by a fixed date. They will learn the college's decision by another fixed date.

Rolling Admissions: The student is encouraged to apply early, as decisions are made on a first-come, first serve basis with replies to applicants 4-6 weeks after application.

Early Decision: The highly qualified student may apply early in the senior year, usually by November 1, to get a reply on November or December. This option is highly selective and appropriate for students who have a definite first choice from which they want an early reply. If accepted under Early Decision, you are obligated to attend. Students not accepted for Early Decision are generally considered again in the regular admission.

Early Action: A highly qualified student may apply early, usually by November 1, and be informed of the likelihood of his acceptance by late December. There is no early commitment for the student to attend or for the college to admit.

Early Admission: Some colleges have a procedure whereby the student finishes the few remaining high school requirements at the college. This process requires approval of the parents and high school, and selective screening by the college.

Provisional or Probationary: Some colleges will agree to accept you if you are willing to take certain classes in the summer. The schools will explain the guidelines.

Open: Like it sounds, these schools offer students admission if they provide documentation and follow the admissions procedures. Most Texas public community colleges have such an admissions policy.

AMERICAN COLLEGE TESTING PROGRAM (ACT)

The ACT Test Battery includes a series of test designed to measure a student's ability to perform the kinds of intellectual tasks typically required of college students. The test takes about three hours to complete. Results are sent to colleges and other institutions designated by the students. Subjects covered are English, Math, Social Studies, and Natural Sciences.

THE COLLEGE ENTRANCE EXAM BOARD ADMISSION TESTS (SAT & ACHIEVEMENT)

The Scholastic Aptitude Test (SAT) is a three-hour objective test that measures how well you have developed the verbal and mathematical skills necessary for success in college work.

The Achievement Tests are one-hour tests that measure your level of accomplishment in particular Subject areas. On one test date you may take a maximum of three achievement tests. Your choice of tests will depend upon the requirements of the colleges to which you are applying.

CREDIT BY EXAMINATION

Students, who have taken advantage of and excelled in honors courses, should consider the possibility of earning college credits by examination. Colleges and universities award credit on the basis of the student's performance on nationally and/or locally devised and administered tests. In many instances, students can "place out" of certain freshman courses by participating in the credit by exam program at their university. Because policy varies from college to college, the student must be responsible for investigating the credit by exam policy at the college or university of his/her choice. He/she must also be sure to adhere to the guidelines and dates. To find out about the credit by exam policy at a particular college, call or write the admissions office or its counseling and test office. Many institutions require entering freshmen to attend a summer orientation program at which the student is appraised if the credit by exam policy and is properly advised. The student's high school record and admission test scores are reviewed to determine advance placement credit and the student's eligibility to take any test administered at the college.

Students must actually enroll in a college or university before credit is posted to their records. Generally speaking, no letter grade will be awarded, and the grade will not be calculated in total grade point average. In other words, students will get semester hours, which will reduce the number

of hours needed to graduate, but a letter grade will not be recorded. Simply spoken, why penalize a course and make an “A”? In most cases, these hours of credit will transfer to most other colleges and universities.

A student may qualify for credit by examination by participating in two major testing programs. These include exams of the College Entrance Board, The American College Testing Program, and test devised and administered by the college or university.

THE COLLEGE ENTRANCE EXAMINATION BOARD

THEA

The THEA provides information about the reading, math, and writing skills of students entering Texas public colleges and universities. In general, students must take the THEA test before they accumulate 9 college-level semester credit hours. You may be exempt if you took the ACT, SAT, or TAAS. Check the Counselor’s Office for the minimum scores required for exemption.

1. THE COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

CLEP is a national program of credit-by-examination that offers you the opportunity to obtain recognition for college-level achievement.

CLEP offers two types of tests: General Examinations and Subject Examinations. The material in the General Examinations is typical of those portions of the first two years of college often referred to as the general or liberal arts education requirement. The examinations measure familiarity with the basic elements of these disciplines, which most colleges and universities expect their students to learn. The General Examinations is typical of those portions of the first two years of college often referred to as the general or liberal arts education requirement. The examinations measure familiarity with the basic elements of these disciplines, which most colleges and universities expect their students to learn. The General Examinations include: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences and History. Each is 90 minutes long and is composed of multiple-choice questions. The Subject Examinations are designed to measure knowledge and achievements usually covered in specific college courses and are used to grant credit for or exemption from these courses. Most of the Subject Examinations are 90-minute multiple-choice tests. In addition, most of the Subject Examinations have an optional 90-minute essay section, which you would take only if the college from which you are seeking credit requires it.

2. SCHOLASTIC APTITUDE TEST (SAT)

The SAT is usually taken the first time in the spring of the junior year, and again in the senior year. The SAT is **the** test required for most colleges. Scores range from 200 to 800 for both verbal and math aptitudes. The SAT is a multiple-choice exam designed to assess a student’s aptitude for scholastic work. If you have taken the SAT once, you can register the second time by phone for an additional charge. Check the registration booklet for details (deadlines still apply).

AMERICAN COLLEGE TESTING PROGRAM

1. PROFICIENCY EXAMINATION PROGRAM (PEP)

The PEP is similar to the CLEP and is designed for students who acquired knowledge in other than classroom situations. The PEP offers forty-six different exams covering such areas as art, science, criminal justice, business education, and nursing.

2. **AMERICAN COLLEGE TEST (ACT)**

Like the SAT, the ACT is recognized by a limited number of colleges as a means by which a student may earn credit. In most instances, the student must score in the ninety-seventh to ninety-ninth percentile. In addition, the ACT may also be used to qualify the student to take departmental exams.

COLLEGE-MADE DEPARTMENT EXAMS

In addition to the national testing programs, many colleges and universities offer their own credit by examination program using locally constructed and administered exams. These examinations are made by the faculty at the university and are designed to measure the student's level of mastery in specific subject areas. Usually, students must qualify to be eligible to take the exams by presenting acceptable scores on either or both the verbal and math part of the SAT and/or the appropriate achievement test. These examinations are sometimes administered during summer orientations. It is noted that students must usually reserve a testing date along with the summer conference reservation. At many colleges there is not fee for departmental examinations. Like other exams taken for credit, these examinations must be taken prior to enrollment in the course.

Participating in credit by examination may benefit you in the following ways:

1. Your college or university may exempt you from beginning courses and permit you to elect higher-level courses in certain fields.
2. You may be able to explore undergraduate subject areas that otherwise would not be available. A student who satisfies basic requirements prior to enrollment enjoys a wider latitude in university experiences and is able to accelerate the attainment of academic skills.
3. You may be eligible for honors and other special programs not open to students who have not earned credit by examination.
4. Colleges grant academic credit for your examinations, and you will, therefore, have fewer requirements to complete for graduation. Thus, credit by examination greatly expedites progress through college.
5. You may save money. For example, if a student earns six hours by examination at an institution where total educational expenses for one year are \$2,800, the student would save approximately \$560. This savings reflects tuition, fees, meals, transportation, and housing.

GENERAL TEST TAKING TIPS

- Arrive early
- Regard lapse of memory as perfectly normal
- Make certain you fully understand instructions
- Plan how to use your time – look over test and divide time. Practice helps here.
- Read question fully before marking. If confused – go back.
- Be careful NOT to give impression of cheating.
- Do NOT be disturbed by others finishing earlier.

- Do NOT try to get prize for first finished.
- Find out scoring system.
- After test, re-read directions. Be sure you filled in name, etc... Check over test for accuracy.

OBJECTIVE TEST TAKING GUIDES

- Answer all questions without skipping. Mark those you will go back to.
- Do NOT linger too long on any one question.
- RE-read all questions with negatives, include “exempt.”
- Check for qualifying words.
- Watch for grammatical match up; tense must be the same.
- Be cautious about changing answers. First one is most often correct.
- Eliminate the obvious, first choice among what is left.
- Do NOT think too hard about choices – you could be building a case.
- Do NOT change the answer because of mere doubt – only facts.
- See if you can answer before looking at the choices – gives frame.
- Be sure erasures are complete.
- Bear in mind they are NOT trying to trick you.
- Reading sections – scan answers.

SO YOU WANT TO WIN A SCHOLARSHIP

The following is a list of helpful hints you need to follow in submitting scholarship applications. Students who are declared winners are usually the ones who do what is expected plus that little extra that distinguishes their application from others.

1. Complete applications neatly and accurately – type, unless it specifies to be completed in students’ hand.
2. Follow instructions as outlined by the sponsor or agency to a “T.”
3. Submit only complete folders. If you omit any item on the list of requirements, or fail to respond to parts of the application form, you may automatically disqualify yourself. Some scholarship applications include photographs, autobiographies, essays, letters of recommendation, etc....
4. Meet all deadlines. Do not wait and just get in “under the wire,” but complete the application and submit it as soon as possible.
5. If your application dictates letters of recommendation, it is your responsibility to request teachers to send them to the counselor’s office.
6. Do that little something extra special, which will distinguish your application from others.
7. Apply for all scholarships for which you are eligible. Do not be selective. Some students will not apply if the scholarship has a small value. However, in the past many students have been recipients of several of these smaller scholarships which, when added together, are most helpful in meeting college costs.
8. Do not become discouraged if you do not get the first one for which you apply – (Remember the competition is high). In the past, Hempstead scholarship winners have been those who have been persistent and have applied for several.

GOOD LUCK – HAVE A GREAT SENIOR YEAR!

TEN PLACES TO LOOK FOR SCHOLARSHIPS

1. investigate the possibility of scholarships that might be offered through the company for which your parent(s) work. Many large companies offer scholarships for the children of their employees; you parent may inquire about this possibility through the personnel department of his/her company.
2. If you have a special skill, talk to a teacher in that particular field. Athletic coaches, band or choral directors; distributive education coordinators; home economics, art, commercial, speech or drama teachers; and other specialists in particular fields that may be able to help you.
3. Lodges, unions, or clubs to which your parents belong may offer scholarships. Inquiry should be made through the organization's committee on education or through officers of the organization. You may belong to some organizations which offer scholarships: DECA, Junior Achievement, 4-H groups, Boy Scouts, Girl Scouts, and Variety Boys Club. Inquire about these through local club sponsors and seek information in books about scholarship aid.
4. Often, scholarships are offered by church groups. Inquire about this possibility of aid through your church or synagogue.
5. If you are the son or daughter of a veteran, investigate the possibility of aid through veteran's organizations.
6. If you have decided on a career, find out if there is an organized group of people in that business or profession with a scholarship to offer. The possibilities here are many. Teachers, engineers, chiropodists, doctors, nurses, printers, secretaries, and others have their professional organizations, which offer scholarships of various types.
7. Check carefully the lists of scholarships available through tests. The Preliminary Scholastic Aptitude Test (PSAT), is now given combined with the National Merit Scholarship Qualifying Test (NMSQT), which is given in the fall of the junior year. Although scholarships are comparatively limited in this nationwide competition, many colleges and scholarship programs request scores from the PSAT/NMSQT.
8. Libraries have some books with information about scholarships and loans.
9. Check the Scholarship Bulletin Board by the Counselor's office and listen carefully to announcements.
10. PELL (Basic Grant Program). This program makes funds available to eligible students based on the financial circumstances of the family and do not have to be repaid. Application is made by checking the appropriate box on the Financial Aid Form (FAF), or the Family Financial Statement (FFS).

GLOSSARY OF COLLEGIATE TERMS

- ACHIEVEMENT TESTS (AT) – One-hour tests given by the College Entrance Examination Board to measure ability in thirteen (13) different subjects. These tests are used by colleges for admitting and placing students in freshman classes.
- ADVANCED PLACEMENT (AP) – Granting of credit and/or assignment to an advanced course on the basis of evidence that the student has mastered the equivalent of an introductory course.
- AMERICAN COLLEGE TESTING PROGRAM (ACT) – This organization administers the scholastic aptitude examination known as the American College Test. The ACT is one of the two major college entrance examinations.
- ASSOCIATE DEGREE – It is a planned and sequential two-year degree program usually offered by a junior college.

- BACHELOR DEGREE – Awarded by a college or university for a program of study generally requiring four years of study.
- CEEB – College Entrance Examination Board produces the PSAT and SAT Achievement Tests, Advanced Placement, and other test instruments.
- COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) – A series of general and subject examinations for the evaluation of abilities of college applicants whose education has been achieved in such non-traditional ways as independent reading, on-the-job training, or correspondence courses.
- COLLEGE WORK STUDY – Federally funded program that enables college students to earn money from non-profit organizations assigned by the college.
- EARLY ADMISSIONS – Admitting students of superior ability into college courses and programs before they have completed the standard high school program.
- EARLY DECISION – Some colleges offer students the opportunity of receiving action on their admissions applications in the seventh term of high school. There are two types of Early Decision plans: The single choice plan, the student can make no applications to other colleges until he has received notification from his Early Decision college. In the first choice plan, the student may apply to other colleges, but he names the Early Decision application as his first choice and agrees to enroll at that college and withdraw all other applications if he is accepted.
- FAF – Financial Aid Form is produced by the College Board and designed to show the financial situation of a family applying for financial aid.
- FFS – Family Financial Statement of the financial situation of the family of an applicant for financial aid. It involves the completion of a form supplied by the American Testing Program which analyzes the form and supplies colleges with an evaluation of the applicant's needs.
- GRANT – An award of money given to a college student that requires neither repayment nor performance of a service.
- HONORS PROGRAM – Any program offering opportunity for superior students to enrich their educational experience through independent, advanced, or accelerated study.
- HOURS – A means of counting credits for course work, also may denote amount of time in class per week.
- MAJOR – The subject of study in which the student chooses to specialize; a series of related courses, taken primarily in the junior and senior years.
- PSAT/NMSQT – Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test.
- PELL GRANT – Federal funds awarded to students based upon an eligibility index that determines financial need.
- ROLLING ADMISSIONS – This means that a college gives an admissions decision as soon as possible after an application is completed and does not specify an application or a notification deadline. Usually, it is wise to apply early to colleges after the admissions quota has been reached.
- SCHOLARSHIP – Financial award based on need, scholastic achievement, merit, special interest, or some affiliation. This money may be given by a college, government agency, corporation, or private group. It is an outright gift and does not need to be repaid.
- SCHOLASTIC APTITUDE TEST (SAT) – A multiple-choice test designed to measure proficiency in mathematics and administered by the College Entrance Examination Board is used as an entrance examination by many colleges.
- TRANSCRIPT – A record of a student's grades, usually kept by the registrar.

HIGH SCHOOL TO COLLEGE CHECK LIST

Check When
Completed

Check List

- _____ 1. Visit the Counseling Office.
- _____ 2. Look over advertisements, brochures, guides, catalogs, and choose three or four likely college choices.
- _____ 3. Write or call each college for admissions forms, as well as forms for financial aid, scholarships, and housing if needed.
- _____ 4. Familiarize yourself with the admission procedures for each college.
- _____ 5. Apply to take the appropriate entrance exam, (SAT, or ACT and in some instances Achievement Test). Take the exam no later than December of senior year. Have your scores sent to colleges which you are considering.
- _____ 6. Discuss with your parents the college which you are considering and the financing of each.
- _____ 7. Visit the campuses of the colleges which you are considering if at all possible. Tour dorms, talk with professors and admission officers. **ASK QUESTIONS!**
- _____ 8. Complete applications for admissions for colleges which you are considering. Submit health form, if needed at time of application. Send fee if applicable. Adhere to deadlines!!!
- _____ 9. Have a transcript (copy of your high school record) sent to all colleges which you are considering.
- _____ 10. Review finances with your parents. Decide if financial assistance is needed, and if so, complete necessary forms, adhere to deadline! **APPLY EARLY** – Note: You must be accepted for admission before you will be considered for financial aid.
- _____ 11. Apply for academic or service scholarships, if applicable in your situation. Adhere to deadline!
- _____ 12. Decide on housing (on-campus or off-campus). Send application and deposit. Adhere to deadlines!! Consult your catalog for procedure.
- _____ 13. Send final transcript after graduation. Contact the Registrar's Office.
- _____ 14. Colleges award credit by exam four or five different ways. Take advantage of this if possible. In many instances, colleges offer this service during orientation. Exams must be taken prior to meeting class for the first time.
- _____ 15. Sign-up for orientation and the regular session. Register and pay fees.
- _____ 16. Be sure of date of arrival for both orientation and the regular session. Register and pay fees.
- _____ 17. Familiarize yourself with the campus. Find rooms for your classes.

COLLEGE FINANCIAL AID

Questions/Answers

Because of the rising cost of attending a college or university, more and more students and parents are faced with trying to understand financial aid, how it works and steps they should take in order to secure aid. Obviously, it is not possible to cover the entire subject of financial aid here, but students

and parents can grasp a better understanding of this complex topic by reading the following questions carefully.

Q. WHAT IS FINANCIAL AID?

A. Financial Aid can take many forms. Oftentimes students and parents think of aid only as scholarships. However, aid can actually take form not only through scholarships, but also through grants, loans and employment opportunities. Obviously, students and parents interested in aid need to look at all types of aid and not limit themselves to considering only one form. (Use Sample Letters for College Inquiries to request information for financial aid.)

Q. WHAT IS THE DIFFERENCE BETWEEN SCHOLARSHIPS, GRANTS, LOANS, AND EMPLOYMENT OPPORTUNITIES?

A. Scholarships generally are based on merit or special talent. A grant is money that does not have to be repaid and is often based on need rather than academic talent.

Q. HOW IS NEED DETERMINED AND WHAT SHOULD I DO TO SEE IF I QUALIFY?

A. Step one is to apply for financial aid at the colleges of your choice. Remember, you might not qualify at one school but might be able to get aid at another. Therefore, it is a good idea to apply to more than one school.

Need is actually determined by completing either the FAF (Financial Aid Form) or FFS (Family Financial Statement). Colleges vary in which form they prefer, so be sure and check before you submit a form,

Q. WHEN SHOULD I APPLY?

A. You cannot submit either a FAF or FFS prior to January 1st of your senior year. You should apply as soon after January 1st as possible. College deadlines vary for applying for aid so check closely and make sure you do not miss a deadline.

Q. HOW MUCH WILL MY PARENTS BE EXPECTED TO PAY FOR MY COLLEGE?

A. This will vary from family to family depending on a number of factors. However, the first principle of need analysis is that parents have the primary responsibility of educating their dependent children.

Q. IF I HAD AN OLDER BROTHER OR SISTER WHO APPLIED FOR AID LAST YEAR AND WAS NOT ELIGIBLE, SHOULD I EVEN BOTHER APPLYING FOR AID THIS YEAR?

A. Yes. There are a number of conditions that can change from year to year and the number of children in college is one which obviously creates a greater need.

Q. WHAT ARE SOME OTHER THINGS THAT AFFECT NEED?

A. Family income is one consideration. The age of the parents is another. The closer they are to retirement, the less they are expected to provide. Exceptional medical expenses or business losses are also considered.

Q. WHAT ARE SOME FORMS OF FINANCIAL AID FOR WHICH I CAN APPLY?

A. The PELL Grant application should always be the first step for financial aid. Students can get from \$200 to \$2,100 per year, which does not have to be repaid.

B. State grants are also available for most eligible Texas residents. Contact the financial aid office to see which schools participate in this program.

- C. The Supplemental Educational Opportunity Grant (SEOG) is campus-based money available at some schools. Eligible students may receive from \$200 to \$2,000 per year in aid.
- D. National Direct Student Loans (NDSL) are campus-based loans at 5% interest. Students may borrow up to \$3,000 for the first two years of a program leading to a baccalaureate degree and \$6,000 as an undergraduate who has already completed two years of study toward a baccalaureate degree. There is a six-month grace period from the time a student finishes school until he/she must begin loan repayment.
- E. Guaranteed Student Loans are loans at 8% - 9% interest. Eligible students may borrow up to \$2,500 per year with a 5% origination fee. A number of area banks make these loans.
- F. PLUS, loans are loaned to parents at between 12% and 14%. Parents may borrow up to \$3,000.

OVERVIEW OF STUDENT FINANCIAL AID AVAILABLE IN TEXAS

GRANTS INSTITUTIONAL – 1

A particular institution may or may not have institutional grants. You must inquire at the financial aid office.

STATE

For independent institutions: Tuition Equalization Grant (TEG). Tuition Equalization Grant – State Student Incentive Grant (TEG-SSIG) – 2.

For public institutions: Texas Public Educational Grant (TPEG). Texas Public Educational Grant – State Student Incentive Grant (TEP-SSIG) – 2, State Scholarship Program for Ethnic Recruitment (SSER).

FEDERAL

PELL Grant

Supplemental Educational Opportunity Grant (SEOG)

TEXAS

Toward Excellence, Access & Success (TEXAS) Grant Program – 4

WORK-STUDY INSTITUTIONAL

A particular institution may or may not have an institutional work-study program. You might inquire at the financial aid office.

STATE – none

FEDERAL

College Work-Study Program (CWSP)

LOANS INSTITUTIONAL

A particular institution may or may not have an institutional student loan program. Most institutions have short-term loan programs.

STATE

Hinson-Hazelwood College Student Loan Program (HHCSLP), Teacher Education Loan Program – 3, Future Teacher Loan Program – 3, Commercial lenders in Texas who make student and parent loans guaranteed through the Texas Guaranteed Student Loan Corporation (TGSLC).

FEDERAL

National Direct Student Loan (NDSL).

Guaranteed Student Loan Program (GSLP) including PLUS loans.

- 1 – Does not include scholarships based upon academic ability or service.
- 2 – Matching State and Federal funds.
- 3 – Authorized by Special Session of Legislature July, 1984 to be implemented.
- 4 – HB 713, approved by the Texas Legislature, for students who graduated in December 1998 or later.

FEDERAL STUDENT FINANCIAL AID INFORMATION CENTER

(301)984-4070 - 9:00 A.M. – 5:30 P.M. – Eastern Time

Handles inquiries on the PELL Grant, Supplemental Educational Opportunity Grant, College Work-Study, National Direct Student Loan, and Guaranteed Student Loan Programs

- Assists in preparing an application or correction
- Checks current application status
- Settles payment problems
- Provides names of eligible institutions
- Mails publications (maximum: 25 copies per request)
- Assists in correcting a Student Aid Report
- Explains
 - eligibility requirements
 - award determination process
 - validation process and procedures
 - general program requirements

PELL GRANT PROCESSOR

(310)323-3738 - 9:00 A.M. – 7:00 P.M. – Eastern Time

Handles only these PELL Grant Program inquiries:

- Assists in preparing an application or correction
- Checks current status of PELL Grant application
- Explains
 - eligibility requirements
 - award determination process
 - validation process and procedures
- Transmits duplicate Student Aid Reports
- Assists in correcting a Student Aid Report

ADDRESS WRITTEN INQUIRIES TO:

Federal Student Financial Aid Programs

P. O. Box 84

Washington, DC 20044

COLLEGE INFORMATION WORKSHEET

College _____

Address _____

A. ADMISSION REQUIREMENTS

1. Admission test required: _____

Scores sent to college: Date _____

2. Required high school courses completed: yes _____ no _____

If no, courses deficient: _____

B. ADMISSION APPLICATION PROCESS

Deadline: _____

Application Submitted: Date _____

Letters of recommendation requested from: (If necessary)

1. _____ 3. _____

2. _____ 4. _____

C. HOUSING APPLICATION PROCESS

Deadline: _____

Application Submitted: Date _____

Deposit Paid: _____

D. FINANCIAL AID FORM

Deadline: _____

College form submitted: Date _____

Need analysis form required: FAF _____

Need analysis form submitted: Date _____

E. DATES TO EXPECT DECISIONS: ADMISSIONS _____

HOUSING _____

FINANCIAL AID _____

F. NOTIFIED COLLEGE OF DECISION: Date _____

PLEASE SEND:

<input type="checkbox"/> Informational Literature	<input type="checkbox"/> Applications for Admissions
<input type="checkbox"/> Dormitory Information	<input type="checkbox"/> Financial Aid Information
<input type="checkbox"/> ROTC Information	<input type="checkbox"/> Army
<input type="checkbox"/> Air Force	<input type="checkbox"/> Navy
<input type="checkbox"/> Marine	

TO:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

I attend Hempstead High School.

I am a Senior Junior Sophomore Freshman – planning to graduate

My course of study will be: _____

The above card is included to assist you in acquiring information concerning colleges in which you are interested. They are available in the counselor's office.

ENTERING THE JOB MARKET

How does a person go about finding a job? Some jobs are obtained through contacts of friends and relatives or people they know. Other methods include some placement services, public employment agencies, private employment agencies, Civil Service Offices, classified want ads; sending out resumes or data sheets with letters of application; calling employers on the telephone; and completing employment applications at firms in which one is interested.

USE OF FRIENDS

Although the “it’s not WHAT you know but WHO you know” approach may be overrated, friends are able to furnish leads on available openings. High school graduates may find the friends of their parents more helpful than personal friends.

SCHOOL PLACEMENT SERVICE

The vocational counselor is often contacted by employers in the community who have job openings.

PUBLIC EMPLOYMENT AGENCIES

The Texas Employment Commission serves both job applicants and employers without charging a fee for the services. The agency has specialists who work with youth and other people seeking to enter the job market.

PRIVATE EMPLOYMENT AGENCIES

Private employment agencies receive listings from many employers. When a job seeker obtains a job through a private agency, a fee is paid either by the candidate or the employer.

CIVIL SERVICE OFFICES

Civil Service jobs exist in local, county, state and federal governments, To get information on state, county or municipal positions, one should contact the Civil Service Commission. Examples of municipal civil service jobs would be a Houston police officer or a Houston firefighter.

CLASSIFIED WANT ADS

The classified advertising sections of THE HOUSTON CHRONICLE, and other local papers contain ads for a large variety of job openings. Employers often advertise for inexperienced workers and trainees as well as experienced personnel.

LETTERS OF APPLICATION

One of the most common methods of contacting an employer is a personally written letter of application. The letter of application should be typed on good quality, plain white paper. It should follow a standard business style. Typing mistakes should be eliminated along with smudges.

The first paragraph should let the employer know of the applicant’s availability and general qualifications for the job. If possible, the name of the person who referred the applicant to the firm should be included.

The middle paragraph should more specifically describe qualifications for the opening. It is advisable to include a resume with a letter of application and to so state this in the letter.

The final paragraph should ask for positive actions: (1) to send an application blank or (2) to grant a request for an interview. One seldom gets a job through a letter of application, but the letter may prompt the employer to look at an applicant's qualifications.

The resume should be typed on plain, white paper in outline form with plenty of WHITE space between lines. The resume usually contains information of the following areas:

- IDENTIFYING DATA: name, address, telephone number
- POSITION DESIRED: one or two objectives may be required
- EDUCATIONAL TRAINING AND BACKGROUND
- WORK EXPERIENCE: usually in chronological order, beginning with last job
- OTHER QUALIFICATIONS: areas of competence or effectiveness, hobbies, special interests, membership in organizations
- REFERENCES: names, titles, and complete addresses of three or four responsible persons who are able to comment on personal and job qualifications

TELEPHONE CONTACTS

The telephone call is a method of finding out about job openings. In addition to finding out immediately if there is a job available, the employer is able to ask questions to see if an interview would be desirable. If telephone skills were of particular importance in the job, the applicant would be able to demonstrate that skill when making a call.

EMPLOYMENT APPLICATIONS

The employment application may be the first impression that a firm has concerning a job applicant. It is important that the application be filled out a completely, carefully, and neatly as possible so that the first impression will be a good one.

The following information is usually required when completing applications:

- SOCIAL SECURITY NUMBER
- EDUCATIONAL BACKGROUND
- EMPLOYMENT EXPERIENCE: The applicant should carry a written summary with names, addresses, and the dates of employment to insure accuracy.
- REQUEST FOR REFERENCES: Applicants should have in mind the names of several people who have agreed in advance to be references.

The applicant should complete the form as neatly as possible; print with a pen or type answers. Fill in information as completely as possible using NOT APPLICABLE (NA) or a small dash if the question does not apply. This is to let the employer know that the question is understood. Follow all directions and reread the application to make sure it has been completed in full.

THE INTERVIEW

The interview is often the most important step in getting a job.

Surveys of employers and personnel workers have revealed that one of the most important factors considered in interviews is the applicant's appearance. Dress should be conservative with a good-looking suit or dress rather than sport clothes. Men should wear a dress shirt and a business like tie. For some jobs, neat and clean clothes are important. Women should apply cosmetics sparingly and avoid gaudy jewelry. Careful grooming of hair, fingernails, shoes and clothes along with the use of deodorant are necessary. Smoking during, as well as drinking before an interview, should be avoided.

If an appointment time has been made for the interview, arrive five minutes before the time scheduled. Allow time for unfamiliar locations.

An applicant should give his or her name and the name of the person conducting the interview, if know, to the receptionist. Applicant should sit quietly or read until they are called and not engage the secretary or receptionist in social conversation.

Members of the applicant's family or friends should not accompany him or her into the reception area. This suggests the applicant needs support.

Enter the interviewer's office in a distinguished, businesslike manner. Do not extend your hand unless the interviewer does so first. When a hand is extended, make sure you have eye contact, your hand is not clammy, and you use a firm but not painful grip. Seat yourself only when you are invited to do so.

At the beginning of the interview, the interviewer will usually start with casual or social conversation. The conversation will then move to the applicant's qualifications and the giving of information about the opening. It is appropriate at this time for the applicant to ask questions of the employer and to restate his/her qualifications and abilities.

The end of the interview usually consists of a discussion of the applicant's interest in the job, salary negotiations, and when the candidate will be notified about the filling of the opening. The applicant should watch for such things as the interviewer's moving away from the desk and starting to get up as a clear signal that the interview is over. The applicant should rise, thank the interviewer for his/her time, shake hands and leave.

The interview should be followed with a thank-you note the day of the interview. If no word is received and no other arrangements were made, the applicant should phone to check on the status of the application.

SAMPLE LETTER

1670 Mountainview Avenue
Houston, Texas 77090

June 2, 2002

Mr. John James, Personnel Manager
The Bradford Company
1510 East Walnut Street
Houston, Texas 77008

Dear Mr. James:

Your May 25th ad in THE HOUSTON CHRONICLE for a word processor is just the position I am seeking.

As you can see from the enclosed resume, I have not only taken a good academic program, but I have also taken as many business courses as my schedule would allow. My plans are to attend night school and eventually work for a degree in business administration or computer science. I enjoy working with people and I have assumed leadership roles in many of my extracurricular activities. While working at Palais Royal, I had an opportunity to use my word processing skills.

May I ask you to read my resume and permit me to phone your secretary next week for an appointment? Thank you for your interest.

Sincerely,

Brenda Campbell

Telephone:
(713)436-8686

SAMPLE RESUME

Brenda J. Campbell
1670 Mountainview Avenue
Houston, Texas 77090
(713)436-8686

PERSONAL DATA:

Age: 18

Height: 5' 4"

Health: Excellent

JOB OBJECTIVE:

Major interest in a position in word processing with an opportunity for further specialization.

EDUCATION:

Hempstead High School
P. O. Box 1007
Hempstead, Texas 77445
Graduated 1988 – top quarter of class

STANDARD COURSES:

English – 4 years
Math – Algebra, Geometry, Comp Math
Science – Biology, Chemistry
Social Studies – 3 years
Spanish – 2 years

SPECIALIZED COURSES:

Typing 1, Shorthand
Accounting, Business
Management, Business Law,
Typing II, and Word
Processing

EXTRACURRICULAR ACTIVITIES:

Junior Achievement – 2 years
Student Council – 2 years
Vice President of Senior Class
Secretary of Vocational Office Education Club

WORK EXPERIENCE:

1986 – 1988
Part-time and summers: Office work at Palais Royal
1895
Summer: Babysitter

REFERENCES:

Ms. Betty Bryant,
Supervisor, Palais Royal
1700 West FM 1960
Houston, TX 77090
(713)444-4444

Mr. Charles Gordon,
Manager, Palais Royal
1700 West FM 1960
Houston, TX 77090
(713)444-4444

Ms. Jane Smith,
Teacher
P. O. Box 1007
Hempstead, TX 77445
(979)888-8888