

COLLEGE APPLICATION HANDBOOK



Class of 2013

Second Baptist School
6410 Woodway Drive
Houston, TX 77057
secondbaptistschool.org

School Code (CEEB): 443-439

IMPORTANT NUMBERS:

Second Baptist School Code 443-439

College Guidance Fax (713) 365- 2359

Second Baptist School (713) 365-2382

- **Janice James**, Director of College Guidance ext. 4304
jjames@secondbaptistschool.org
- **Donna Sims**, Associate Director of College Guidance ext. 4306
dsims@secondbaptistschool.org
- **Carol Ware**, Registrar ext. 4310
cware@secondbaptistschool.org

The College Board (SAT, SAT Subject Tests, AP, CLEP):

- The College Board National Office (212) 713-8000
- Southwestern Regional Office (866) 392-3017
- www.collegeboard.org

ACT:

- (319) 337-1000
- www.act.org

Financial Aid:

- FAFSA (Free Application for Federal Student Aid):
 - (800) 4FED-AID (800-433-3243)
 - www.fafsa.ed.gov
- CSS Profile (additional profile required by some private institutions):
 - (305) 829-9793
 - www.collegeboard.org

NCAA Eligibility Center

- (877) 262-1492
- www.ncaaeligibilitycenter.org

November 2011

Dear Juniors and Parents,

Welcome Class of 2013 and parents to our annual College Night for juniors. We look forward to working with you throughout the coming months. Your *College Application Handbook* has a wealth of information to assist you in the college search, selection, application, and admissions steps. We hope you will keep this resource handy and find it helpful in answering many of your questions during the upcoming year.

The staff members of the College Guidance office are available to help you through this process. We look forward to meeting with you individually over the next few months as we become more personally acquainted with you.

Sincerely,

Janice James
Director, College Guidance

Donna M. Sims
Associate Director, College Guidance

WHO DOES WHAT?

Seniors Need to . . .

Take ownership of the college application process.

- Take the initiative to research and apply to schools you would like to attend.
- Fill out applications carefully and have the counselor check over forms, essays and resumes before submitting.
- Send your official scores to the schools when you register for or take the SAT and ACT.
- Request transcripts and recommendations in an appropriate, timely and gracious manner. Write “thank you” notes to teachers or friends who write recommendations for you.
- Double check with colleges to confirm that your file is complete **well before the deadlines**.
- Check the college guidance bulletin boards, your e-mails, and the school website regularly for important updates, including scholarship information and school representative visits.

College Guidance Will . . .

Help the student complete the application process.

- Make recommendations for appropriate schools.
- Provide information on colleges, standardized tests, and financial aid.
- Review all application forms, essays and resumes.
- Complete the necessary supplementary documents.

Parents Should . . .

Be supportive of the student.

- Encourage your student to research and explore several options.
- Take him or her to visit schools.
- Set clear and consistent parameters for schools to which your student may apply.
- Allow your student to do the work of applying.

TABLE OF CONTENTS

Exploring the College Process	1-13
How Do Colleges Decide on Me?	
Self-Assessment: Personal Preferences	
Self-Assessment: College Preferences	
College Potpourri	
Texas University Open Houses	
The Campus Visit	
Sample Questions for the Campus Visit	
College Visit Notes	
College Comparison Worksheet	
Applying to Colleges	14-26
Class of 2013 Senior Calendar	
Using the Naviance Website	
Steps in the Application Process	
Requesting Documents	
Completing the Common Application	
Completing the ApplyTexas Application	
Academy Application Requirements	
Prospective College Athletes: NCAA Eligibility Center	
Resume Sample	
Tips on Writing the College Essay	
The ACT and SAT: Preparation for Testing	
Financing Your College Education	27-34
College Finances 101	
Financial Aid Terms	
FAQ's about Financial Aid	
Legitimacy of Scholarship Exam	
Texas Higher Education Coordinating Board	
Required Financial Aid Documents	
Completing the FAFSA	
Additional Resources	35-43
Glossary of College Admission Terms	
Helpful Web sites	
References	

EXPLORING THE COLLEGE PROCESS:

- How Do Colleges Decide on Me?
- Self-Assessment: Personal Preferences
- Self-Assessment: College Preferences
- College Potpourri
- Texas University Open Houses
- The Campus Visit
- Sample Questions for the Campus Visit
- College Visit Notes
- College Comparison Worksheet

HOW DO COLLEGES DECIDE ON ME?

Each school's admissions committee weighs these components to meet its individual admissions criteria based on the school's mission statement.

ACADEMIC COMPONENTS:

- High school course selections
- GPA
- SAT and/or ACT (with writing)

PERSONAL COMPONENTS:

Personal Achievement:

- Extracurricular
- Awards
- Employment
- Community service
- Athletics
- Special talents and interests

Essay(s)*

- Well written
- Reflection of applicant
- Interesting
- Revealing of a passion

Recommendation(s)*

- Provides personal insight into applicant
- Separates applicant from other candidates
- Adds new information about the candidate.

Reminder: Texas A&M and University of Texas discourage recommendations unless the recommendations discuss specific, sensitive circumstances not addressed elsewhere in the application.

*Not all schools require essays or recommendations. A maximum of two recommendations may be requested.

SELF-ASSESSMENT: Personal Preferences

In order to find colleges that will fit your needs and interests, you must be clear about what those needs really are. Complete the following inventory by circling statement *Yes* (Y), *No* (N), or *Unimportant* (U).

1. I need to be close to home (easily accessible by plane or car). Y N U
2. I need to be in an environment where I will feel like part of a community. Y N U
3. I need to be in a location where I can explore many interests off campus. Y N U
4. The climate where the school is located is an important factor to me. Y N U
5. I want to go to a college attended by many of my friends from high school. Y N U
6. I want the students to be like me--similar in religious background, political outlook, part of the country, and values. Y N U
7. I want to know my professors and have them available to me. Y N U
8. I need specific facilities – laboratories, studio space, etc. Y N U
9. I want anonymity in college – a chance to “get lost.” Y N U
10. I want to be actively involved in the life of the campus. Y N U
11. I want the majority of students to live on campus, not commute. Y N U
12. I would like to belong to a sorority/fraternity. Y N U
13. I want a “rah-rah” atmosphere on campus. Y N U
14. I would like to participate in intercollegiate athletics. Y N U
15. I want the flexibility to experiment in the curriculum and change majors. Y N U
16. I know what I want to study. Y N U
17. I want professors who are primarily teachers (not researchers) who care about teaching me. Y N U
18. I need structured curriculum that will be clearly defined for me as far as core requirements, requirements in my major and electives. Y N U
19. I need a challenging academic environment where most students are at my ability level or higher. Y N U
20. I need to please myself in making the decision about college more than I need to please others — family, friends, classmates, or teachers. Y N U

SELF-ASSESSMENT: College Preferences

How important are these characteristics to you? Circle 1 (unimportant) to 5 (extremely important)

1. Liberal arts curriculum	1	2	3	4	5
2. Business curriculum	1	2	3	4	5
3. Engineering curriculum	1	2	3	4	5
4. Required core curriculum	1	2	3	4	5
5. Flexible requirements	1	2	3	4	5
6. Strength of major	1	2	3	4	5
7. Degree program available	1	2	3	4	5
8. Accessibility to faculty	1	2	3	4	5
9. Semester calendar	1	2	3	4	5
10. Trimester calendar	1	2	3	4	5
11. Work study	1	2	3	4	5
12. Cooperative learning (work alternating semesters)	1	2	3	4	5
13. Research availability to underclassmen	1	2	3	4	5
14. Study abroad	1	2	3	4	5
15. Internships	1	2	3	4	5
16. Honor code	1	2	3	4	5
17. Scholarliness of students	1	2	3	4	5
18. Competitiveness of students	1	2	3	4	5
19. Accessibility of library	1	2	3	4	5
20. Ambience of library	1	2	3	4	5
21. State-of-the-art science labs	1	2	3	4	5
22. State-of-the-art technology	1	2	3	4	5
23. State-of-the-art visual art studios	1	2	3	4	5
24. State-of-the-art performance facilities	1	2	3	4	5
25. Residential life	1	2	3	4	5
26. Health services	1	2	3	4	5
27. Counseling services	1	2	3	4	5
28. Tutorial services	1	2	3	4	5
29. Special-needs services	1	2	3	4	5
30. Publicly funded (state) institution	1	2	3	4	5
31. Privately funded institution	1	2	3	4	5
32. Faith-based institution	1	2	3	4	5
33. Secular institution	1	2	3	4	5
34. Co-educational institution	1	2	3	4	5
35. Financial resources and assistance	1	2	3	4	5
36. Campus safety	1	2	3	4	5
37. Distance from home	1	2	3	4	5
38. Campus diversity	1	2	3	4	5
39. Active social life	1	2	3	4	5
40. Interests and values of other students	1	2	3	4	5

COLLEGE POTPOURRI

From *The College Finder: Choosing the School That's Right for You*

By Steven Antonoff, Ph.D.

Small Wonders: These are samples of small liberal-arts colleges where the focus is on undergraduate education. Class sizes are kept to a minimum and there are few lectures. Professors are committed to their teaching duties and their students. Heavy workloads are intense, but this is offset by the encouragement and advice of caring professors. You will also have close friendships with students who share your ideals and interests.

Bucknell University

Claremont McKenna College

Colby College

Connecticut College

Dickinson College

Gettysburg College

Hamilton College

Kenyon College

Reed College

Rhodes College

Washington & Lee University

Cultural Meccas: Many students like a steady diet of concerts, plays, parties, and a busy social life. These schools offer varied cultural activities.

Boston University

DePaul University

Emory University

George Washington University

New York University

University of Pennsylvania

University of Pittsburgh

University of Southern California

All-Around Gems: These schools offer a strong academic program, quality facilities, dynamic student bodies, and a variety of social and extracurricular activities.

Bates College

Colgate University

Georgia Institute of Technology

Howard University

University of Illinois

Northwestern University

Ohio State University

Penn State University

Skidmore College

Wake Forest University

Ivy and Other Climbing Vines: The stellar reputations that these schools maintain also mean they are the toughest to get into. Even if you have the right “numbers,” whether or not you gain an acceptance depends on how you distinguish yourself in other areas.

Amherst College

Bowdoin College

Brown University

Carleton College

University of Chicago

Columbia University

Cornell University

Davidson College

Duke University

Grinnell College

Harvard University

Haverford College

Massachusetts Institute of Technology

Middlebury College

Oberlin College

Pomona College

Princeton University

Stanford University

Swarthmore College

Vassar College

Wesleyan University

Williams College

Yale University

Buried Treasures: Tucked away in various rural locales, suburbs, and even some cities are some of the nation's best-kept secrets.

Denison University

Earlham College

Franklin & Marshall College

Grove City College

Gustavus Adolphus College

Macalester College

Mary Washington College

Occidental College

Southwestern University

Trinity College (CT)

Wofford College

Truman College

Briefcase Factories: Many professionally minded students use their undergraduate degrees as a springboard to prestigious business, law, and graduate schools. These schools have high percentages of graduating students accepted into graduate programs.

Birmingham-Southern University
Brandeis University
California Institute of Technology

Fisk University
Johns Hopkins University

Union College
Washington University

Global Villages: A variety of people meet and mingle at schools such as these, which take active measures to recruit students from different backgrounds and to foster interactions.

American University
Bard College
Georgetown University

University of Houston
University of New Mexico
Pitzer College

Rutgers University
Temple University
Warren Wilson College

Scenic Routes: Located in some of the most beautiful parts of the country, these schools are surrounded by breathtaking scenery. Their location makes these schools ideal for outdoor sports participation. They also excel in fields such as environmental studies, geology, oceanography, and wildlife studies.

University of Alaska, Fairbanks
Arizona State University
University of Colorado, Boulder

University of Hawaii, Manoa
University of Miami

University of Puget Sound
University of Vermont

Sports Powerhouses: These schools have active Greek systems, strong intercollegiate sports teams, thriving social scenes, or a combination of all three. They also offer a solid education.

UCLA
UC- Santa Barbara
University of Connecticut
University of Florida
Florida State University

Indiana University
Lafayette College
Lehigh University
University of Massachusetts
University of Notre Dame

University of Oklahoma
Southern Methodist University
Syracuse University
Tulane University
Villanova University

Alternative Havens: Some of the schools in this list have eliminated grades, exams, and requirements; others have completely restructured the school year. This type of academic freedom requires much discipline and motivation. Students work hard at their studies because they like what they are studying.

Antioch College
Colorado College

Hampshire College
St. John's College

Sarah Lawrence College

Budget Ivies: These schools offer superb academic programs, accomplished faculties, and first-rate facilities at low tuitions.

UC-Berkeley
University of Iowa
University of Michigan
SUNY-Geneseo

University of North Carolina
Rice University
University of Pittsburgh

University of Texas, Austin
University of Virginia
College of William and Mary

Travel Agencies: These schools encourage study abroad and make it particularly easy for you to go.

Case Western Reserve
Dartmouth College
Kalamazoo College

Lawrence University
Lewis & Clark College
St. Olaf College

UC Riverside

College for the Shy: Because of their unusually friendly atmospheres, these schools make it easier for a shy person to fit in quickly and easily.

Austin College
Azusa Pacific College
Bates College
Biola University
Birmingham-Southern College
University of Dallas
Elizabethtown College

Haverford College
Hendrix College
Hiram College
Illinois Wesleyan College
Knox College
Lewis and Clark College
Marietta College

St. Andrew's Presbyterian College
Spring Hill College
Wartburg College
Westmont College
Wheaton College
Wittenberg University

Confidence Builders: These schools are unusually supportive and caring and encourage students to try many activities.

Agnes Scott College
Albion College
Alfred University
Baldwin-Wallace College
Bates College
Bradley University
Carleton College

Cedar Crest College
Colorado College
Drake University
Earlham College
Elmira College
Elon College
Franklin and Marshall College

High Point College
Holy Cross
Lawrence University
Marietta College
Muhlenberg College
Rhodes College
Southwestern University

Balancing Act: These schools do a superb job blending strong academics and social experiences.

Baylor University
Boston College
UC- Davis
Colgate University
Colorado State University
Denison University

DePauw University
Drake University
Elon College
University of Kansas
Lafayette College
Lehigh University

Ohio State University
Pepperdine University
University of Richmond
Southern Methodist University
Texas Christian University
Tulane University

Overrated Colleges: Counselors were asked to identify those colleges where the actual undergraduate experience does not measure up to the popular image of the school.

Boston College
Harvard University
Stanford University

UC-Berkeley
UNC- North Carolina
University of Pennsylvania

University of Richmond
University of Virginia
University of Wisconsin

TEXAS UNIVERSITY OPEN HOUSES

Baylor University

P.O. Box 97056
Waco, TX 76798-3435
1-800-Baylor option #1

Spring Premiere April 14, 2012

Southern Methodist University

Office of Undergraduate Admissions
Division of Enrollment Services
6185 Airline Road
Dallas, TX 75205
1-800-323-0672

Mustang Mondays February 20, 2012,
June 11, 2012
Springfest (for juniors) March 24, 2012

Texas A&M University

Houston Regional Prospective Student
Center:
1225 North Loop West Suite #200
Houston, TX 77008
713-454-1990

Prospective Student Center
109 John J. Koldus Bldg.
College Station, TX
979-458-0950

Spend the Night with the Corps
Check website for numerous listings
Aggieland Saturday February 18, 2012

Texas Christian University

2800 S. University Drive
Fort Worth, TX 76129
1-800-TCU-FROG
1-800-828-3764

Monday at TCU December 5, 2011; January 23,
February 27, March 26, April 23, 2012

Texas State University at San Marcos

429 Guadalupe
San Marcos, TX 78666-4616
512-245-3216

Bobcat Days February 25, April 21, 2012

Texas Tech University

Houston Regional Office: 8588 Katy Freeway
Houston, TX 77024
713-467-5100

Call Houston office or go to website to set up visit

University of Texas

Houston Admission Center (HAC)
8 Greenway Plaza, Suite 824
Houston, TX 77046
713-871-BEVO

Austin Office:
Freshman Admission Center
John Hargis Hall
Austin, TX 78712

Explore UT Rise and Shine March 3, 2012
Longhorn Saturday Usually a summer event;
date TBD

THE CAMPUS VISIT

Seniors at SBS are provided **two** excused absences to visit colleges. Check the SBS calendar for our extended weekend, usually in October. Please see Mrs. Moore in the US office for college visit day procedures.

Before you leave home . . .

- Many schools have special weekend events and tours. Take advantage of these.
- Allow sufficient time for a college visit, preferably a full day and not less than half a day, at each college.
- Make arrangements to take a tour, attend an information session, and attend a class. Make a list of informed questions.
- Familiarize yourself with the college catalog or bulletin **before** you arrive on campus.
- Know something about your own high school before visiting. Obtain a copy of the *School Profile* to take with you. It explains our academic college preparatory program, sports, extracurriculars, etc.
- Take a copy of your unofficial transcript and resume with you.
- Give careful attention to your appearance, grooming, and conduct if you are taking a tour or meeting with a counselor.

While on campus . . .

- Take a **guided tour** of campus, meet with an admissions counselor, and if time allows, explore for yourself.
- Visit **classes** and talk with students on your own. Ask them questions.
- Assess the cleanliness, comfort, noise level, privacy, and safety of the **housing**.
- Evaluate the resources, accessibility of stacks, hours of operation, and helpfulness of staff in the **library**.
- Eat a meal in the **dining hall** or student union.
- Be familiar with campus **security** and obtain crime statistics.
- Pick up a copy of the college **newspaper**. Read bulletin boards for insight into student interests and upcoming events.
- Talk with a **professor** or two.
- Check out **other areas of interest** such as fine arts facilities, the newspaper office, labs (music, science, language), student services, and extracurricular options.
- Visit the **bookstore** to see what types of non-required reading material is available. This is an excellent indicator of the academic caliber and general interests of the students.
- Take **notes**.

SAMPLE QUESTIONS FOR THE CAMPUS VISIT

Academics:

- What is the average class size?
- Who will teach freshmen courses, graduate assistants or full professors?
- What is the faculty advisory system like? How easy is it to meet with advisors?
- How are advisors assigned – by department, by major, by random selection, etc.?
- Are professors' offices located in areas with classrooms so I can have easy access for help, or are they far away? Are professors readily accessible for help? Ask this of other students.
- Is there a specific curriculum or are there required courses for your degree?
- Do professors mingle with students?

Campus:

- Does the campus appeal to you? Are locations easily accessible? Will you need a car?
- Is parking a problem?
- Are the students friendly, intellectual, preppy, studious, etc.? Is the campus clean, active, busy?

Housing:

- Is on-campus housing limited?
- Are freshmen required to live in a dorm?
- How is housing assigned? Is there a separate application? Deadline? Deposit?
- How are roommates assigned? Can you request a particular roommate?
- How many students per room? Are single rooms available?
- Are the study areas in the dorm satisfactory? Are there study hours or quiet rooms?
- Describe technology access.
- How is security handled? Ask for a crime report.

Students

- What drew the student to this college? What does the student like about the school? Dislike?
- From the student's point-of-view, how is the student-faculty relationship?
- How demanding is the workload?
- How would the student describe the social and cultural life?
- Do students take advantage of the cultural opportunities?

COLLEGE VISIT NOTES

(Make copies for each school)

Name of Institution: _____

Name of Interviewer: _____

(Remember to send thank you note within 10 days)

Address: _____

Telephone: _____ **Fax:** _____

Notes (General Information, Academics, Student Body, Housing, Other Facilities):

COLLEGE COMPARISON WORKSHEET

Complete the chart using a scale of 1,2,3,4,5 (1 lowest; 5 highest); add comments

SCHOOL NAME				
Location				
Size				
Public/Private				
Cost				
Scholarships				
SAT/ACT (with writing)				
SAT Subject Tests				
AP/CLEP				
STUDENT BODY				
Appearance				
Friendliness				
Enthusiasm				
Diversity				
ACADEMICS				
Student/Faculty Ratio				
Commitment				
Research Opportunities				
Curriculum				
Faculty				
Workload				
Majors				
HOUSING				
Residence Life				
Dining Halls				
Safety				
Roommate Procedures				
Room Options				
OTHER FACILITIES				
Libraries				
Special Services (Tutorials)				
Labs (Science)				
Fine Arts				
Computer/Technology labs				
Recreational Facilities				
Student Center				
MORE...				
Study Abroad/Cultural Opps.				
Support/Health Services				
Weather				

Notes/Questions:

Applying to Colleges:

- Class of 2013 Senior Calendar
- Using the Naviance Website
- Steps in the Application Process
- Requesting Documents
- Completing the Common Application
- Completing the ApplyTexas Application
- Academy Application Requirements
- Prospective College Athletes: NCAA Eligibility Center
- Resume Sample
- Tips on Writing the Essay
- ACT and SAT: Preparation for Testing

CLASS OF 2013 SENIOR CALENDAR

JUNE

- Academy applicants must have nomination forms and applications on file in College Guidance by **June 15**.
- Potential college athletes attend NCAA Eligibility Center Workshop at Second Baptist School; date TBD

JULY

- College Guidance Office closed during the month of July.

AUGUST

- ApplyTexas.org and national Common Application available for 2012/2013 applications mid-August.
- SBS workshops for ApplyTexas, national Common Application, and NCAA Eligibility Center.
- Academy applicants turn in nomination applications for review by **August 10**.
- **Note: Do not ask for recommendations or submit any application without College Guidance approval.**
- Senior Retreat.
- Register for SAT, SAT Subject Tests (if applicable), and ACT.
- Colleges That Change Lives Fair; 30 great colleges you should know about.
- Create an appropriate e-mail and review social media accounts for appropriateness.

SEPTEMBER

- Refer to Class of 2013 Deadline Schedule for Recommendations, Evaluations, and Transcripts for College Guidance due dates.
- Send for edits all rough drafts of essays and resumes to College Guidance as e-mail attachments.
- Check website and e-mails for up-to-date college visit and scholarship information.

OCTOBER

- Refer to Class of 2013 Deadline Schedule for Recommendations, Evaluations, and Transcripts for College Guidance due dates.
- Early action, November 1 deadline, and early decision forms with the list of schools where forms should be sent must be in College Guidance by **October 1**.
- College Day and traditional senior class picture.

NOVEMBER

- Be knowledgeable of housing procedures and deadlines for your schools.

DECEMBER

- All other applications due to College Guidance by **December 1**.
- University of Texas applications must be in UT admission office by **December 1**.
- Texas A&M scholarship applications must be in TAMU admissions office by **December 1**.

APRIL

- Acceptance and financial aid letters mailed.
- NACAC College Fair, Reliant Center, Thursday, April 12, 2012, 12:30-2:30 p.m. and 6-8 p.m.

MAY

- Deadline for student responses and deposits **May 1**.

USING THE NAVIANCE WEBSITE

To access your Naviance Family Connection: connection.naviance.com/sbs

Be sure you have completed the following on the “About Me” Tab:

- **My Personality Type:** Complete the “Do What You Are” survey to analyze your interests and possible career opportunities.
- **My Learning Style:** Complete the “Learning Styles Inventory” survey to analyze your learning strengths and weaknesses.

Explore these links on the Colleges Tab:

- **SuperMatch™ College Search:** Select specific criteria (location, majors, costs) to find schools that might interest you
- **College Lookup:** Find a specific school to compare your profile to other SBS students who were accepted; get more in-depth information, and view acceptance history for all SBS students
- **College Match:** Compare cross applications of previous SBS students with similar GPA and test scores
- **Scattergrams:** View graphs illustrating the acceptance history of SBS students
- **Acceptance History:** View acceptance and matriculation history of SBS students for schools
- **Scholarship List:** View list of scholarships including many third-party and local scholarships

Complete the FERPA Waiver:

College Guidance submits most transcripts and many applications electronically. Students must create an account at commonapp.org and complete the FERPA waiver on Naviance Family Connection in order for College Guidance to proceed

To complete the FERPA waiver on Family Connection:

1. Log into Naviance at connection.naviance.com/sbs using your username and password.
2. Click “Colleges.”
3. Click “ **Colleges I’m Applying to.**”
4. Select “**Yes, I DO waive my right to access, never see this recommendation.**”
5. Check “**I authorize all secondary . . . recommendation forms.**”
6. Enter your common application username and password.
7. Click “**Submit.**”

It is also **very important to update information in the “Colleges I’m Applying to Section.”** Be sure to list all of the schools you are applying to and include whether you will be applying regular decision, early action, or early decision.

STEPS IN THE APPLICATION PROCESS

1. Meet with college guidance counselor in spring of junior year to discuss college plans; begin scholarship search.
2. Review with your college guidance counselor and your parents your school choices and the financial requirements of each. Determine how much you and your family will have for funding.
3. Explore schools of interest. Know the specific application requirements.
4. Create and/or update college list on Naviance.
5. Prepare personal statement (essay) and resume, if required. See page 23 for resume format.
6. After counselor approval, student formally asks teacher for recommendation (see page 18).
7. Request through Naviance transcripts and any required recommendations.
8. Request official scores to be sent to schools from ACT or College Board. **Send all scores.**
9. Check application status online prior to deadline to be sure application is complete. See the Class of 2013 Deadline Schedule for Recommendations, Evaluations, and Transcripts for College Guidance due dates.
10. File housing applications and fees.
11. Complete **FAFSA** for financial aid purposes in January of the senior year.

Other things to keep in mind...

- Include your full, legal name and any identification or application number required by school on additional documents mailed. Double check to be sure that the name you apply with matches the name on your transcript.
- Request official ACT, SAT, or AP scores. See back cover for ordering information.
- Official documents (transcript, secondary report, recommendations, midyear report, etc.) are processed directly from College Guidance to your college.

REQUESTING DOCUMENTS

Requesting Recommendations:

- All recommendation requests must be approved by your college guidance counselor.
 - Not all schools require letters of recommendation. **UT and A&M do not ask for teacher recommendations, and we do not encourage them. Recommendations sent to UT and A&M have a bearing on the application only when the recommendation describes a specific, sensitive circumstance not addressed elsewhere in the application.**
1. Refer to the Class of 2013 Deadline Schedule for Recommendations, Evaluations, and Transcripts for College Guidance due dates.
 2. **Follow up** with a thank-you note (not e-mail) **within a week** to the recommender.

Requesting Transcripts:

- Request through Naviance an official transcript to be sent to every school.
- Texas A&M requires its Document Identification form, which can be downloaded at www.applytexas.org, to accompany any paper item sent in the mail to its admission office.
- Follow the Class of 2013 Deadline Schedule for Recommendations, Evaluations, and Transcripts for College Guidance due dates.

Requesting Scores:

- Admissions committees always require official test scores as part of the application. For the test scores to be official, they must be sent from the testing agency.
- You can request ACT and SAT scores to be sent when you register online for the test. Until the test date, you may request scores to be sent to up to four schools at no additional cost. Once you have taken the test, you may request scores, but there is a fee involved, even if you had not utilized the four-school option earlier. To register for the test(s) or to request scores to be sent, go to **www.act.org** for the ACT or **www.collegeboard.org** for the SAT, Subject Tests, and AP exams.
- **Even though College Board now provides Score Choice to withhold scores, we recommend you send scores for every standardized test you take.**

COMPLETING THE COMMON APPLICATION

A common application is one that is completed once and sent to multiple schools. There are two types of common applications available to you:

1. The Common Application is a national common application that can be sent to several hundred schools. Go to **www.commonapp.org** to be sure your school(s) is part of the Common App network.
2. ApplyTexas is the application site for all Texas public colleges. Several Texas private colleges also accept ApplyTexas.

Steps in Completing The Common Application:

1. Go to **www.commonapp.org**
2. **Never Registered:** Complete personal information, create a username and password, and register.
3. At this point, you may go to the menu on the left side to choose which section you want to work on next. You do not need to complete the application in order. **Always remember to save.**
4. **My Colleges:** Add schools to which you plan to apply using the Common Application. You may continue to add to this list at a later date. You must select at least one school in order to proceed with application.
5. Add schools and application decision type (regular decision, early action, rolling, etc.) to Naviance.
6. **Future Plans:** Answer a variety of questions concerning early action, early decision, housing, career plans, scholarships, etc.
7. **Applicant:** This page should already be completed.
8. **Demographics:** Complete personal information.
9. **Family:** Complete family information, including all siblings and colleges attended.
10. **Education:** Complete information regarding SBS.
Please note counselor information:
Janice James, **jjames@secondbaptistschool.org**
(713)365-2382, ext.4304; (713) 365-2359, fax
Donna Sims, **dsims@secondbaptistschool.org**
(713) 365-2382, ext.4306; (713) 365-2359, fax
11. **Academics:** Complete GPA and test-score information.
12. **Activities:** Use your resume information to complete: you may add boxes as you need them. You also may upload the resume to the final page, "Additional Information."
13. **Writing:** Complete the extracurricular short answer in the box at the top of the page. At the bottom of the page, upload essay(s). There is a section to upload additional information (such as resume), if necessary. Answer disciplinary information at the bottom of the page.
14. **Submit:** Preview application and print a copy for your files BEFORE you submit.
15. **Supplements:** Complete required supplemental information/essays for each school.
16. **Payments:** Pay fees online with credit card.
17. **School Forms:** All school forms (secondary school report, teacher evaluations, etc.) will be submitted online through Naviance. **Be sure you have completed the FERPA waiver on Naviance** (see page 16).

COMPLETING THE APPLYTEXAS APPLICATION

Go to ApplyTexas.org.

Get Started: Create an account

- **Caution:** Do NOT create more than one account. Once you have created an account, you will use that information for every application. Do not let your parents create an account and then you create an account.
- **Caution:** Do NOT start more than one ApplyTexas application at a time. The second ApplyTexas application merely can be copied and submitted.
- Once you have created an account, ApplyTexas will give you a new user name.
- **Write down your application-generated user name and password. Give them to your counselor and keep a copy of them in a safe place.**

My Applications:

- Select “Start New Application.”
- Select “Create 4-year university admission application.”
- Select “Target University.”
- Select” Type of Application.”
- Select “Freshman.”
- Select “School(s).”
- Select “Majors.”
- Select “Save and Continue.”
- Complete the remaining pages.
- **DO NOT include AP courses as college credit at this time.**
- Save, sign, print hard copy, and pay application fee for each application you submit.

Helpful Hints:

- A toolbar at the top of each page provides helpful information, special instructions, or answers to application questions.
- Check the “yes” box for the question about qualifying for the Texas Grant.
- E-mail your college counselor the following information:
 - **ApplyTexas-generated user ID**
 - **Password**
 - **Application number**

ACADEMY APPLICATION REQUIREMENTS

Basic Requirements:

- **Academic** - Each candidate should have an above-average college-preparatory academic record, which should include calculus and science(s) as a senior and strong standardized testing scores. The academies recommend taking both the ACT and SAT.
- **Physical** - Each candidate should have above-average strength, endurance and agility as demonstrated on the USMA Physical Aptitude Exam. This assessment consists of six physical and motor fitness events designed to measure muscular strength and endurance: basketball throw, pull-ups, shuttle run, modified sit-ups, push-ups, and one mile run.
- **Leadership** - Candidates should demonstrate his/her ability to be an effective leader through activities at their school on athletic teams or in club and class activities and/or through church, scout, and civic/community activities.
- **Medical** - Candidates must be in good physical and mental health and pass a medical exam as directed by the Department of Defense Medical Examination Review Board.

Apply For Nomination:

As a minimum, you should apply to your U.S. Senators, your member in the House of Representatives, and the Vice-president. Each member of Congress has multiple nominations available at each of the academies. Candidates found fully qualified for admission but not selected for the specified vacancy for which they were nominated are placed on a national waiting list. Each year several hundred nominated candidates are offered admission from this list.

Start A File:

Each academy has a slightly different process, but each begins with the potential candidate's request for information or a pre-candidate questionnaire. Once these forms are completed and approved, the academy will notify the candidate and direct him/her to the formal application process. These procedures are online and have checklists to help the candidate monitor his/her progress.

Complete Testing:

Candidates must take either the American College Testing (ACT) Assessment Program exam or the SAT Reasoning Test. **The academies recommend candidates take both tests.** Test results must be sent to all nominators (Congressional representatives) and the academy(ies) to which the candidate is applying. Although not required for admission, Advanced Placement Examinations are considered in several subject areas: mathematics, physics, chemistry, history, and social sciences. Results are evaluated for award of formal credit for course completion or scheduling individuals into higher-level sections or classes.

Await Status:

A formal offer of admission is possible as early as November for fully qualified, outstanding candidates who have completed all admissions requirements and receive a nomination. Admissions decisions are made on a rolling basis with the majority of offers of admission announced by mid-April.

PROSPECTIVE COLLEGE ATHLETES NCAA ELIGIBILITY CENTER

Follow these steps to register with the NCAA Eligibility Center

1. **Do NOT** complete until after June 1 of junior year.
2. Go to **www.eligibilitycenter.org**
3. You will see a window “**NCAA College-Bound Student Athletes Enter Here**”
4. Create an account.
5. Go to “**Welcome to the NCAA Eligibility Center.**” You will see instructions on an index card.
6. After you have finished the steps on the index cards, go to the **Resources** tab on the upper right-hand of the page.
7. To request your transcript from Second Baptist, complete the following steps on the NCAA site:
At “My Planner” on the NCAA site, you must complete the following:
 - Select “My Task List.”
 - Select “click here” in paragraph “Task Detail.”
 - Click “Official Transcript Needed.” This takes you to a personal information screen on another site (Parchment). Complete more data.
 - Hit “Continue.” Next screen will show SBS’s name.
 - At “Enrollment Status” click “currently enrolled” and graduation year. For previous schools, select “Previous.”
 - Click button to authorize NCAA to request official transcript(s) on your behalf.
8. Have scores (ACT and or SAT) sent to NCAA. **CEEB** code for NCAA is 9999.

To begin now but complete at a later date, save. Then go to “My Planner” in lower-right corner of page to continue.

Remember: You must request transcripts from EACH high school you have attended.

College Guidance will host a NCAA workshop in June and in August. Dates TBD.

RESUME SAMPLE:

Suzy Second

DOB:

EDUCATION

8/2009-5/2013 Second Baptist School, Houston, TX

WORK EXPERIENCE

2/2009-2/20011 McEagle's, Houston, TX 3 hrs/week
Took customer orders; managed day-shift flock;
prepared weekly schedules

ACTIVITIES *(Includes extracurricular, community, religious, volunteer, etc.)*

11-12 SBS Spring Musicals 15 hrs/week
 South Pacific (Name of role or chorus) 18 weeks/year
 Sound of Music (Name of role or chorus)

10-12 Second Baptist Key Club 3 hrs/week
 Member (10th-11th), President (12th) 36 weeks/year
 Organized poinsettia sales
 Planned College Day

9-12 SBS Basketball Team 14 hrs/week
 JV (9th), V (10th-12th) 18 weeks/year
 Played center; captain (12th)

9 Youth Against Cancer 30 hrs total
 Co-ordinated annual walk-a-thon
 Created t-shirt for event

HONORS & AWARDS

12 National Merit Commended
11 Girl Scout Gold Award
12 TAPPS State Volleyball Champion
11-12 National Honor Society
10 TAPPS Spelling Contest - 3rd place in district meet, 5th in state
9 Gold Medal in English - school-wide subject award

SKILLS, TALENTS & ACHIEVEMENTS

Have played accordion since 4th grade
Published writer, *Children's Highlight*
Write short stories for children's magazine

TIPS ON WRITING THE COLLEGE ESSAY

Remember: Brainstorm with your college guidance counselor before you begin to write.

The essay enables the members of the admissions committee to become better acquainted with you. Through the essay, they will try to answer these questions:

- What distinguishes YOU as an individual candidate?
- What has been YOUR classroom experience?
- What are YOUR ideas about the topic?

Unless the question is asking for specific information such as “Why do you want to attend our university?” or “What program interests you on our campus?” write your essays in narrative form:

- Include details
- Be personal
- Be interesting
- Tell a story
- Go a step beyond the conclusion; add additional insight

OTHER HINTS:

Write in a voice that is natural and clear.

- Write to convey your ideas clearly and easily; do not write to impress.
- Write about what is specific to you, not what you think the committee wants to hear.
- Express yourself.

A good test: At the end of a day of reading over three hundred essays, does the admissions rep continue to think about your essay as he walks his dog late that night or as she commutes home?

Every story has a good beginning, middle, and end.

After you have thought about what you want to say, think about how you want to say it. You want to present your response in an organized, lively, and interesting fashion.

- Do not merely repeat the question; introduce your idea in a unique or creative manner.
- Illustrate your points with specific examples and interesting details.
- Bring the reader to a conclusion without repeating what you have said.

As one admission committee member stated, “The admissions committee readers want complexity of thought (not complexity of words), facility of language, and substantiality of development, all evidence of **a mind in action.**”

The Final Test: Does the essay say something meaningful in a dynamic way?

THE ACT AND THE SAT PREPARATION FOR TESTING

ACT and SAT: Standardized tests colleges use to help determine a student's admissibility to and success in a school

SBS College Guidance highly recommends students take both tests for several reasons. SBS students generally perform better on the ACT; colleges use the score that is best for each student's admission profile. ACT and SAT practice booklets are available in the College Guidance office. Students may also access online test-prep resources at ACT.org and collegeboard.org.

Preparation with the PSAT: Preliminary SAT taken in the sophomore and junior years

Research demonstrates the best preparation for the SAT is to review the two PSAT tests. The test booklet and answers to the questions (Score Report) are returned to the students. Students may also access the online "My College Quick Start" at collegeboard.org for in-depth explanations of each question. <http://www.collegeboard.org/student/testing/psat/psatextra.html>

SAT Question-and-Answer Service: Service (additional fee) that provides a copy of the SAT test and answers for the test you have taken

- College Board offers the SAT Question-and-Answer Service, which provides your test questions, the correct answers, scoring instructions, and a copy of your answer sheet.
- It is available only on the October, January, and May test dates.
- The Student Answer Service is available for all other test dates and provides a list of question types and difficulty; whether you answered the question correctly, incorrectly, or omitted the answer. It does not provide either the questions or the correct answers.

For additional help with test-taking skills, vocabulary development, math review, or other test-taking questions, please see your counselor.

- **Take both the SAT and the ACT.**
- **Report all scores to all schools. Colleges will use the score or portion of the score that is best for your admissions profile.**
- **Keep in mind some schools require at least two Subject Tests.**

Notes/Questions:

Financing Your College Education:

- College Finances 101
- Financial Aid Terms
- FAQ's About Financial Aid
- Legitimacy of Scholarship Exam
- Texas Higher Education Coordinating Board
- Required Financial Aid Documents
- Completing the FAFSA

COLLEGE FINANCES 101

Financial aid falls into three categories: grants and scholarships, work-study, and loans.

Grants and Scholarships:

Grants are offered by federal and state governments, based on demonstrated financial need, and do not need to be repaid.

Scholarships are offered by colleges, corporations, and philanthropic organizations to students based on specific criteria and do not need to be repaid.

Work Study:

The college provides part-time work that helps pay for college expenses. A student usually receives a bi-weekly paycheck from the school to use toward various expenses.

Student Loans:

Colleges offer students the opportunity to take loans to cover the cost of college that may not be covered by financial aid or scholarships. Students must complete the FAFSA and /or CSS in order to qualify for loans.

Government loans include the **Stafford** and **Perkins** loans for students and the **PLUS** loan to parents of undergraduate students. Guaranteed by the government, these loans offer lower interest rates and excellent repayment plans

Alternative loans through banks and private financial institutions provide financing when the student needs more money than government loans can provide. These loans are not guaranteed by the federal government so the interest is not subsidized, but these loans can offer flexible repayment terms.

FINANCIAL AID TERMS

Subsidized vs. Unsubsidized Loans:

Subsidized loan – federal government pays the interest charged during periods of at least half-time enrollment, as well as during the six months after the student ceases to be enrolled at least half-time (graduation, withdrawal). Students should maximize borrowing from subsidized loan programs before borrowing from unsubsidized loan programs to save on interest charges.

Unsubsidized loans – interest is due and payable as soon as the first disbursement of loan funds is made by lender. With the Federal Unsubsidized Stafford Loan, student has the option either to pay the interest during in-school periods or to let it accumulate (accrue) and be added to loan amount (capitalize) when student begins repayment. Student should borrow only when necessary to meet costs from these more expensive loan programs.

Federal Pell Grant: awarded to the neediest undergraduates.

Federal Supplemental Educational Opportunity Grant: awarded to undergraduate students with exceptional financial need, if state funds are available.

Towards EXcellence, Access, and Success (TEXAS) Grant: awarded to undergraduates showing high financial need.

Federal and State Loan Programs: nearly all students, whether they show financial need or not, will be able to qualify for loan awards.

Federal Work-Study/State Work-Study – limited funds awarded to undergraduate students who show a calculated financial need and who request employment awards on the FAFSA.

University Scholarships – awards based on academic merit, in the majority of cases. Some require the applicant to show a calculated financial need.

Outside Scholarships – awarded to students by funding sources other than school's financial aid office. However, many times these funds are considered part of student's available resources in determining eligibility for other types of financial aid.

FREQUENTLY ASKED QUESTIONS ABOUT FINANCIAL AID

Q: What does it cost to go to college?

A: Student expense budgets include the costs for tuition and fees, books, educational supplies, room and board (on-campus, off-campus, or living at home), travel/moving expenses, and personal/miscellaneous expenses. Additional costs can be approved for documented special needs. These budgets reflect average expenses paid by current students and are designed to allow a modest but adequate standard of living.

Q: Can I expect to receive financial aid if I apply?

A: All students are eligible for some form of financial aid and are encouraged to apply regardless of their family's financial strength. Eligibility for financial aid programs can be determined only if you apply. Applying for financial aid using the *Free Application for Federal Student Aid (FAFSA)* is free, and the student can apply to more than one school. The *FAFSA* is available from an institution's financial aid office, College Guidance, or on the web at www.fafsa.ed.gov. In addition, some private schools also require students to complete the *CSS/ Financial Aid Profile* (registration fee and per school fee). This profile helps the schools award non-federal student aid funds.

Q: How much financial aid can I expect?

A: Typically, applicants who apply in the early spring are offered enough aid to meet their financial need. Financial need is calculated by determining your Expected Family Contribution (EFC) and subtracting it from the student expense budget (cost to attend) determined by your school.

Q: How much will my family be expected to contribute towards my yearly college costs?

A: Your Expected Family Contribution (EFC) is calculated each year you apply for aid using a national processing formula called the Federal Methodology. The formula considers your parents' and your income and assets, your family's size, and the number of family members enrolled in college. The EFC will be the same at any college you attend.

Each school is now required to post a Net Price Calculator on its website.

EFC estimators also are available online at the following sites:

- www.fafsa.ed.gov
- www.FinAid.org
- www.collegeboard.org

LEGITIMACY OF SCHOLARSHIP EXAM

1. Does the scholarship application clearly state the number of awards, the amount of range of each stipend, and the duration? (For example, is it a one-time offer or renewable, etc.)
2. Does the scholarship application clearly define who evaluates the application, including the qualifications and criteria (such as GPA, class rank, test scores, merit, state residency requirements etc.) for selection of the recipients?
3. Does the scholarship application state how the awards can be used (funds sent directly to you, credited to your school account, or used to reduce student loans)?
4. Does the application clearly state deadlines for application and notification?
5. If there are any costs or fees to compete for the scholarship, are they nominal or waivable if financial hardship exists?
6. If there are fees included in the scholarship process, is there a brief and verifiable description of what the fees are used for?
7. Does the scholarship program provide relevant background information (for profit versus not-for-profit organization, information about longevity of the program and about those in charge, etc.)?
8. Upon your request, will the program supply you with a name of winners from the previous five years?
9. Do you have access to financial information about the organization?
10. Is a privacy policy prominent?

FTC Consumer Response Center: 1-877-FTC-HELP or www.ftc.gov
National Fraud Information Center : 1-800-876-7060 or www.fraud.org
Better Business Bureau: www.bbb.org
State Attorney General's office

TEXAS HIGHER EDUCATION COORDINATING BOARD

The Texas Higher Education Coordinating Board recently distributed information concerning two of the state's financial aid programs, the TEXAS Grant and the Texas B-On-Time Loan Program. **Requirements and availability of funds vary.**

Student Services Division
P.O. Box 12788
Austin, TX 78711
(Located at 1200 East
Anderson Lane, 78752)

Student Aid Center
The Minnie Stevens Piper
Foundation
GPM South Tower, Ste200
800 NW Loop 410
San Antonio, TX 78216
(210) 525-8498

www.theccb.state.tx
www.hhelploans.com
www.collegefortexans.com

Toward EXcellence, Access and Success (TEXAS) Grant program:

Since its inception, the TEXAS Grant has provided grants to help pay tuition and fees at a Texas public college or university to students in financial need who have met the criteria listed below:

- Resident of Texas
- Completion of Recommended High School Program or higher
- Completion and submission of the FAFSA to determine need
- Application and acceptance to a non-profit Texas college or university of your choice
- At least 3/4 enrollment time in an undergraduate degree or certificate program within 16 months of your high school graduation AND
- No conviction of a felony or crime involving a controlled substance
- Funding is limited.

Texas B-On-Time Loan Program:

B-On-Time no-interest loans which may be forgiven if a student graduates promptly from college and maintains an overall 3.0 grade point average is a program created by the 78th Texas Legislature to provide some relief to students who qualify for a TEXAS Grant but are not able to receive it because of the limited funding. Requirements for this program are similar to those of the TEXAS Grant. For more information about this loan program, please visit www.HHLoans.com or call 1-800-242-3062.

Texas also offers the **College Access Loans (CAL)** and **Health Education Loan Program (HELP)** loans which are not need based and can assist students who qualify for Texas B-On-Time Loans but do not receive them because of lack of funding.

REQUIRED FINANCIAL AID DOCUMENTS

FAFSA and CSS Profile

The *FAFSA* and *CSS Profile* are two different instruments used by colleges and universities to help them determine financial aid. All schools require completion of the *FAFSA* form in order for the student to be considered for financial aid; some schools require the completion of the *CSS* in addition to the completion of the *FAFSA* for the student to be considered for financial aid.

FAFSA:

The *FAFSA* is used in determining distribution of federal loans, grants, and work-study programs. Although both you and the student may apply for your PIN numbers now, **do not complete the form before January 1, 2013**; in fact, it is best to complete it simultaneously with your **2012** income tax forms because the information on the *FAFSA* is based on your fiscal year **2012**. Go to www.fafsa.ed.gov to complete the application online.

If you have specific questions about completing it, there is both a Web site www.fafsa.ed.gov and a phone number (1-800-4FED-AID) for you to use. One final hint: **Make copies of the form and all income tax statements and keep them for subsequent years.** Also note: Often the school will ask for the income tax form for verification.

CSS Profile:

The *CSS/Financial Aid Profile*, under the auspices of the College Scholarship Service committee of The College Board, is an instrument utilized by many private schools in their determination of financial aid. You will find a listing of these schools in the registration pamphlet. Once you register, *CSS* sends to you the actual form, which cannot be completed until you have gathered all your **2012** tax information. Go to www.collegeboard.org to complete the application.

The *CSS* recently reevaluated its methodology for determining need. Retirement, savings, and home equity have become more “protected” than they once were; age, number, and spread of siblings also have been reassessed. In addition, these *Profile* schools are often amenable to taking into consideration unusual financial circumstances not addressed in the black and white numbers on the form.

College financial aid officers highly recommend that even if you do not think you qualify for financial aid that you complete the appropriate forms for your schools for two reasons: If your financial picture changes during the school year, completing this form expedites the application process. Second, the more expensive private schools are typically more liberal with their “need” packages than the public schools.

FAFSA (Free Application for Student Aid):

(800) 4FED-AID or (800) 433-3243
www.fafsa.ed.gov

CSS Profile:

(800) 778-6888
www.collegeboard.org

COMPLETING THE FAFSA

What You Need to Complete Your FAFSA:

- Student's Social Security number
- Student's driver's license number
- Parents' W-2 forms
- Parents' federal income tax return
- Parents' current bank statements and records of stocks, bonds, and other investments
- Parents' records of other untaxed income received, such as Social Security or veteran's benefits
- Parents' business or farm records, if applicable
- Your alien registration number, if you are not a U.S. citizen
- If you are a **dependent student**, you will also need:
 - Your parent(s)' Social Security number(s)
 - Your parent(s)' income and financial records (as listed above)

Use income records for the calendar year prior to the academic year for which you are applying for financial aid. You will use your 2012 income information to complete the 2013-2014 FAFSA.

Steps for Completing the FAFSA:

1. Get a PIN. To sign your FAFSA electronically, both the parent and student need U.S. Department of Education PIN numbers. Apply at **www.pin.ed.gov**. Sent through the mail, the PIN takes as long as ten days to receive, so you may apply for your PIN now. Your FAFSA will be processed faster if you sign using your PIN.
(Remember: Both the parent and the student must have a PIN.)
2. Gather all the above financial information.
3. Go to **www.FAFSA.ed.gov**. Print the pre-application worksheet.
4. Save your FAFSA.
5. Sign your application. If you have a PIN, you may sign it electronically.
6. Submit the application electronically.
7. Approximately two weeks after you submit your form, you will receive a Student Aid Report (SAR) Information Acknowledgment in the mail.
8. Review all of your answers on your SAR; make any necessary corrections and submit corrected form.
9. Go to **www.FAFSA.ed.gov** after submitting your FAFSA to check on the status of your application.

Additional Resources:

- Glossary of College Admission Terms
- Helpful Websites
- References

GLOSSARY OF COLLEGE ADMISSION TERMS

Admissions:

Common Reply Date occurs May 1, the date by which candidates under regular decision must inform colleges of their intention to enroll. A deposit typically must be sent.

Deferred Decision postpones the decision on admission to be reviewed again at a later date.

Denial is the admission committee's decision to deny admission to that particular school. This decision may be appealed and overturned in some cases.

Double Deposit occurs when a student sends enrollment deposits to more than one college. This is **unethical** and damages the student's and high school's relationships with the institution.

Early Action also allows students to apply in the early fall; however, if admitted, students are not obligated to attend.

Early Admission accepts students for college study before they receive their high school diploma. **Do not confuse this with *Early Decision* or *Early Action*.**

Early Decision allows students to apply in the fall, usually in November, to their **FIRST CHOICE SCHOOL** and to receive an answer by early winter. Early decisions are **binding**; students must contract to attend if admitted.

Grade Point Average (GPA) is the numerical method of averaging grades: A=4, B=3, C=2, D=1, F=0.

Matriculation is the student's enrollment at a particular institution.

Mid-Year Report is a seven-semester transcript and counselor's report required by many competitive colleges to assess a senior's progress.

Official Test Scores are the scores sent directly from College Board or ACT to the universities. All universities require these official scores.

Open Admission is the policy whereby the school will accept anyone who meets the basic requirements.

Regular Admission involves the usual application schedule for applying to schools in the late fall or winter and receiving an answer in the spring.

Restricted Early Action is a non-binding early action decision plan that often restricts one's early application to other schools.

Rolling Admission reviews applications as they are received and notifies students within a few weeks.

Transcript is the official record of a student's academic achievement recording the student's completed courses, grades earned, cumulative GPA, and class rank. Official transcripts are forwarded directly to the school by the registrar. Only **unofficial** transcripts are available to **students**. These can be printed from the website.

Applications:

Class rank is computed at SBS on the basis of grade points (units) earned after promotion from 8th grade through the end of 12th grade. Students with a cumulative GPA of 3.5 and above are reported as first quartile; 3.0 - 3.49, second quartile; 2.5 - 2.9, third quartile; 2.0 - 2.49, fourth quartile.

Common Application is a standardized form which may be used to apply to more than one college.

Online Application is an application the student fills out on the Internet or via e-mail.

College/University Selectivity:

Most Competitive schools are those where even superior students will encounter a great deal of competition for admission to these colleges. Generally, these colleges require high school rank in the top 10% and GPA's of 3.8 and above. Median freshman test scores usually fall between 625 and 800 on both the verbal and math sections of the SAT and above 30 on the ACT. Most competitive schools usually admit less than 25% of those who apply.

Highly Competitive institutions look for students with GPA's of 3.00 and higher and accept most of their students from the top 20 to 35% of the high school class. Median test scores range from 575 to 625 on both verbal and math sections of the Sat and 26 to 27 on the ACT. Generally, one third to one half of the applicants are selected.

Very Competitive schools admit students whose GPA's are no less than 3.00 and whose rank is in the top 35% to 50% of their class. They report median freshman SAT scores of 525 to 575 on both verbal and math sections and 23 to 25 on the ACT. Between one half and three fourths of the applicants are accepted.

Competitive colleges generally have median freshman test scores between 450 and 525 on both sections of the SAT and between 19 and 22 on the ACT. Students in the top 50% to 65% are preferred and between 75% and 85% of applicants accepted.

Less Competitive colleges are those whose freshman median test scores fall below 450 on both the verbal and math sections of the SAT and below 19 on the ACT are included in this category. Some colleges require entrance exams but do not report scores and admit students who rank in the top 65% of their class and have averages below C. Usually 85% or more of all applicants are admitted.

College Size:

Rugg's Recommendations on the Colleges breaks schools down into the following categories:

Small - fewer than 1,000 students.

Moderate - 1,000-3,000 students.

Medium - 3,000-8,000 students.

Large – 8,000-20,000 students.

Extra Large – over 20,000 students.

College Types:

College is an institution that offers educational instruction beyond the high school level in a two-year or four-year program.

Community College is the two-year institution of higher education which provides academic, career, and vocational curricula via a *terminal* and/or *transfer* program.

- **Terminal Program** is complete in itself. A student who completes it may not be admitted to a four-year college without completing additional requirements.
- **Transfer Program** is designed to lead into a four-year program at another college or university. The two-year graduate transfers as a junior to the four-year institution.

Liberal Arts College is the four-year institution that emphasizes a program of broad undergraduate education. Pre-professional training may be available but is not stressed.

Nursing School is often affiliated with schools that are, in turn, under the auspices of teaching hospitals. Students may receive a R.N. diploma upon successful completion of training and state examination and at schools affiliated with four-year colleges, may receive both a bachelor of science and a R.N. diploma. Community colleges may offer a two-year nursing degree, designated as an Associate of Science degree.

Military Academy prepares officers for the air force, army, navy, merchant marines, or coast guard. All but the Coast Guard Academy require recommendations and a nomination from a U.S. Senator or U.S. Representative. Upon completion of each academy's four-year program, a student earns a college degree. For more information, see page 21.

Professional Schools offer specialized study in areas such as art, music, drama, dance, etc.

University is an academic institution which grants undergraduate and graduate degrees in a variety of fields and which supports at least two degree-granting professional schools that are not exclusively technological. It is composed of a number of colleges, each of which includes a general field of study such as College of Engineering.

Standardized Testing:

There are six major types of tests used for college entrance, four of which are constructed by College Board. The student is responsible for registering for these tests and for requesting that scores be reported directly to the colleges by the testing services.

PSAT/NMSQT: The preliminary SAT, this test is administered annually in October to sophomores and juniors at SBS. Results are useful in forecasting the student's future SAT I scores and used by some colleges to award academic scholarships (NMSQT = National Merit Scholarship Qualifying Test).

SAT: This test is similar to the PSAT in format and is designed to measure verbal, writing, and mathematical reasoning ability. Many colleges require the SAT for admission; we highly recommend students take it twice, the spring of the junior year and the fall of the senior year.

ACT (American College Testing Program): Required for admission at many colleges and universities, the ACT is composed of four 35-question sections in the areas of **English, math, reading, and science reasoning**. Since this test is curriculum based, ACT recommends students take this test after the sixth semester. College Guidance recommends students also take the ACT twice.

SAT Subject Tests: Some highly competitive colleges require up to three subject tests. Check subject availability on each testing date in order to complete all tests required by the college; not all subject tests are offered in the same sitting. **Most colleges do not require these tests for admission**, although many schools use these for placement.

AP (Advanced Placement) Tests: In May of each year, these examinations are given to students who have completed any AP course offered at Second Baptist School. Often when a student scores at a certain competency level, the school will grant credit or advanced placement for that college course.

CLEP (College Level Examination Program): An exam offered in various subjects. Students select to take these subject matter tests where they matriculate. If the student demonstrates proficiency in the subject, he/she can receive college credit or advanced placement. Prior proof of instruction in a subject is not required.

TOEFL: The Test of English as a Foreign Language is an admission test often required of students whose first language is not English.

TSI: The Texas Success Initiative has mandated students who attend Texas public colleges must meet one of the criteria listed below or take an assessment test approved by the Coordinating Board (ACCUPLACER, COMPASS, ASSET, or THEA).

- SAT exemption: minimum 1070, with neither math nor verbal lower than 500.
- ACT exemption: minimum 23, with no section lower than 19.

HELPFUL WEBSITES

ACT.org

- Register for ACT
- Access resources for ACT preparation
- Research colleges, career planning, financial aid

BLS.gov/k12/

- Free career search from the Bureau of Labor Statistics

Collegeboard.org

- Register to take the SAT
- Access resources for SAT preparation
- Using your PSAT score report access “My College Quick Start” for full explanations of all the PSAT questions/answers
- Research colleges, career interests, and scholarships

Collegeforalltexasans.com

- Emphasizes Texas colleges and universities, but also has great resources for analyzing personal needs and interests as well as comparison shopping for Texas schools
- Research both need- and merit-based financial aid opportunities for Texas students
- Has complete Occupational Outlook Handbook online

Common Applications:

- www.applytexas.org
Application site for all Texas public colleges and some private schools
- www.commonapp.org
Site for the national common application serving over 300 schools in U.S.

Connection.Naviance.com/sbs

- Find acceptance and matriculation statistics for SBS graduates
- Research colleges, majors, and careers
- Request transcripts and supporting documents from your counselor

Ecampustours.com

- Offers video tours of hundreds of college campuses.

NCES.ed.gov/collegenavigator/

- Official college search site of the U.S. Department of Education

Princetonreview.com

- Provides information about free practice SAT exams under simulated testing conditions
- Research colleges and career interests
- Research scholarships

Scholarship/Financial Aid:

- adventuresineducation.org
- collegeanswer.com
- everychanceeverytexan.org/
- fafsa.ed.gov
- fastaid.com
- fastweb.com
- finaid.com
- scholarships.com

Sorority and Fraternity:

- greekpages.com
- houston-panhellenic.org/index.html

REFERENCES:

Many of the books listed below were used as resources for this handbook. Most of them are available at the local public library, bookstore, or in the Second Baptist School College Guidance office.

- Barron's Profiles of American Colleges.* Barron's Educational Series: New York.
- Best Buys in College Education.* Edward Fiske, Time Books: New York.
- College Admissions Data Handbook.* Orchard House.
- Colleges That Change Lives.* Loren Pope, Penguin Books: New York.
- College Unranked: Ending the College Admissions Frenzy.* Lloyd Thacker, ed. Cambridge: Harvard UP.
- Comparative Guide to American Colleges.* James Cass and Max Birnbaum, Harper and Row: New York.
- Don't Miss Out.* Leider and Leider.
- 50 College Admission Directors Speak to Parents.* Sandra F. MacGowan and Sarah M. McGinty.
- Getting In.* Paulo DeOliveiria and Steve Cohn.
- Harvard Schmarvard.* Greene and Greene
- How to Beat Test Anxiety and Score Higher on Your Exams.* Barron's Educational Series: New York.
- How to Get Into the Right College.* Edward B. Fiske.
- How to Prepare for the American College Testing Program.* Barron's Educational Series: New York.
- How to Prepare for the College Entrance Examinations (SAT).* Barron's Educational Series: New York.
- Insiders Guide to Colleges.* Yale Daily News.
- Insiders Guide to the Top 25 Colleges.* Tom Fishgrund.
- Looking Beyond the Ivy.* Loren Pope, Penguin Books: New York.
- Paying for your Education: A Guide for Adult Learners.* The College Board: New York.
- Peterson's Annual Guide to Undergraduate Study.* Peterson's Publishing.
- Peterson's Guide to College Admission,* 4th Ed.
- Scaling The Ivy Wall.* Howard Greene and Robert Thinton.
- Selective Guide to Colleges.* Edward Fiske.
- The College Board Admissions and Guidance Services.*
- The College Finder Choosing the School That's Right for You.* Steven Antonoff, Ph.D. Fawcett, 1999.
- The College Board Book.* The College Board: New York.
- The Gourman Report,* National Educational Standards.

Notes/Questions

Notes/Questions:

COLLEGE APPLICATION CHECKLIST:

(Put date in box when you have completed this item)

Name of School:			
Registered for SAT/ACT:			
Registered/Taken SAT Subject Tests (if needed)			
Requested transcript:			
Requested scores:			
* Requested Recommendation # 1			
* Requested Recommendation # 2			
*, + Signed and completed student portion of teacher recommendation form; gave to teacher			
Met with College Guidance re. rough draft of essay			
Met with College Guidance re. rough draft of resume			
*, + Signed and completed **student portion of secondary report; gave to College Guidance			
*, +Signed and completed midyear report; gave to Miss Ware			

* Not every school requests these items. **UT and A&M do not ask for teacher recommendations, and we do not encourage them. Recommendations sent to UT and A&M have a bearing on the application only when the recommendation describes a specific, sensitive circumstance not addressed elsewhere in the application.**

+ If you complete and submit the Common App online, you **MUST** have supporting documents submitted online. To do so, register with Naviance and sign the FERPA documents electronically.

2012 TESTING DATES:

SAT and SAT Subject Tests:

Pick up registration material in College Guidance office or register at www.collegeboard.org.

College Board phone number: **(609) 771-7600**

To register with credit card or obtain scores by phone: **(866)-756-7346**

A student may register for either the SAT or up to three SAT Subject Tests for each date.

Registration fee includes score reports for four schools.

Test Date:	Test Offered (SAT or Subject Test):	Registration Date (Regular Fee):	Late Registration Date (Additional Fee):
January 28, 2012	SAT and Subject Tests	December 30, 2011	January 13, 2012
March 10, 2012	SAT Only	February 10, 2012	February 24, 2012
May 5, 2012	SAT and Subject Tests	April 6, 2012	April 20, 2012
June 2, 2012	SAT and Subject Tests	May 8, 2012	May 22, 2012
*October 6, 2012	TBD	TBD	TBD
*November 3, 2012	TBD	TBD	TBD
*December 1, 2012	TBD	TBD	TBD

* Projected test date.

* Check the College Board website in August for fall testing and registration dates.

ACT:

Pick up registration material in College Guidance office or register at www.act.org.

ACT phone number: **(319) 337-1270**

Test Date:	*Estimated Registration Date (Regular Fee):	*Estimated Late Registration Date (Additional Fee):
February 11, 2012	January 13, 2012	January 14-20, 2012
April 14, 2012	March 9, 2012	March 10-23, 2012
June 9, 2012	May 4, 2012	May 5-18, 2012
September 8, 2012	TBD	TBD
October 20, 2012	TBD	TBD
December 8, 2012	TBD	TBD

*Second Baptist School Code (CEEB Code): 443439

*Send ALL scores to ALL schools.

*Check ACT website in August for exact registration date deadlines.