

THE SENIOR HANDBOOK 2019-2020

This following information will help lead you through the process of preparing for post-graduation. You are encouraged to see Mrs. Chisum, College Counselor and/or Ms. Dixon, Senior Counselor, for specific questions. However, if Mrs. Chisum and/or Ms. Dixon are not available - the Counselor Book is available in the Guidance Office. Seniors should sign the appropriate Counselor Book (Mrs. Chisum or Ms. Dixon) and a pass will be sent for you as soon as possible. If you need to e-mail us: Mrs. Chisum 867-1541 ext. 7028 (lea.chisum@acsk-12.org) or Ms. Dixon 867-1541 ext. 7024 (tann.dixon@acsk-12.org).

The weekly College & Career newsletter is e-mailed each Monday (that school is in session), presented in each Senior English class, posted in both Senior English classes and Mrs. Chisum's office, and posted on Mrs. Chisum's webpage. If you and/or your parents would like to receive a copy of the newsletter, please forward your e-mail address to Mrs. Chisum at lea.chisum@acsk-12.org.

Notifications and updates will also be posted on REMIND. You are encouraged to sign up for Mrs. Chisum's and Ms. Dixon's REMIND. On your cell phone, enter the number: 81010 and text this message: @b42ek4

If unsure of which counselor to see - the following information will assist you:

Mrs. Chisum - primary responsibilities are post-graduation events (scholarships, college application process, ACT, letters of recommendation, college visits, etc.)

Ms. Dixon - primary responsibilities are pre-graduation events (course selections, graduation requirements, scheduling, etc.)

AHS SCHOOL CODE: #430-042



COLLEGE ADMISSIONS TEST

Taking a college admissions test is a major component of the admissions process. The score received will be used when evaluating your consideration for admittance.

The better you do on the test, the more options for admittance and scholarships you may have. Resources for improving your ACT score:

-ACT semester courses at AHS (taken during your sophomore year)

-www.actstudent.org

-Order ACT test taken (December, April, June) through ACT.

The ACT Assessment measures your skills and knowledge in English, Math, Reading, and Science. Writing is an optional addition. You may register for the ACT at www.actstudent.org. The cost for taking the ACT is \$52, with an additional \$16.00 (total \$68) if you opt to take the Writing test. Your score on the ACT is based on the number of questions you answer correctly: there is no penalty for guessing.

Guessing on the ACT can help your score if you don't know the right answer.

	<u>Test Specifics:</u>	
English	75 questions	45 minutes
Math	60 questions	60 minutes
Reading	40 questions	35 minutes
Science	40 questions	35 minutes
Optional Writing	1 Writing Prompt	40 minutes

ACT Test Dates 2019-2020

<u>Test Date</u>	<u>*Registration Deadline</u>
September 14, 2019	August 16
October 26, 2019	September 20
December 14, 2019	November 8
February 8, 2020	January 10
April 4, 2020	February 28
June 13, 2020	May 8
July 18, 2020	June 19

*On-line registration must be completed (in order to avoid the late fee)

ACT - (319) 337-1270 www.actstudent.org



SENIOR MONTH-TO-MONTH CHECKLIST

AUGUST/SEPTEMBER

- ___ Set up an **appropriate** e-mail for your college/scholarship search (separate from AHS e-mail).
- ___ Be sure Guidance has copy of your resume (format on page 14).
- ___ Athletes complete NCAA Registration (www.eligibilitycenter.org) or NAIA Registration (www.playnaia.org) - see page 23 for further information.
- ___ Review Transcript (copy will be received thru Senior English in September).
- ___ Register for September or October ACT.
- ___ Finalize college list.
- ___ Check college web sites for applications, catalogs, **deadlines**, etc.
- ___ Ask teachers for recommendations, remember a thank you letter (and SASE - if hard copy is required). Otherwise, ask teacher permission **before** listing their name/e-mail address for a recommendation electronically.
- ___ Register with free scholarship search sites (Scholarship Source Sheet - SSS).
- ___ Begin filling out college applications and note the **deadlines!**
- ___ Submit counselor rec/forms to Mrs. Chisum at least **2 weeks** before deadline - (hard copy or electronic). **Counselor Rec Request (available in Guidance) must be completed before a rec can be completed.**
- ___ Listen to SCC rep in English for scholarships and other opportunities.
- ___ Register in Guidance to visit with college reps in C/C Cove during individual school visits.
- ___ Pay AP Exam fees (if applicable) - by **August 6**.
- ___ Contact your colleges of interest and schedule college visits for Fall Break.
- ___ Register in Guidance for the ASVAB (further info. on p. 45).
- ___ Attend Financial Aid Seminar at AHS - **September 26 at 5:30 p.m.**

OCTOBER

- ___ File FAFSA (complete before February 1 - www.fafsa.ed.gov) Remember, the Hope Lottery and the Tennessee Promise scholarships require the FAFSA! Some financial aid is distributed on a first come, first serve basis.
- ___ Take or retake ACT.
- ___ Check to see if your college requires CSS Financial Aid PROFILE.
- ___ Plan college visits (remember a thank you letter or e-mail).
- ___ Continue filling out applications.
- ___ File CSS PROFILE (if required).
- ___ Listen to SCC rep in English for scholarship and other opportunities.
- ___ Ask teachers for recommendations, remember a thank you letter and SASE - (if hard copy is required). Otherwise, ask teacher permission **before** listing their name/e-mail address for a recommendation electronically.
- ___ Register in Guidance to visit with college reps in C/C Cove during individual school visits.
- ___ Submit applications with November 1 deadlines.
- ___ Attend Balfour presentation (October 31) regarding graduation keepsakes. Order and place minimum deposit for keepsakes on Balfour Order Day (November 8).
- ___ Request Transcripts for those colleges you have submitted apps. - thru AHS homepage, click "Transcript Request" at the bottom of the page.

___ Request ACT (www.act.org) to send your score(s) to colleges you have submitted apps - if you have not previously sent scores to these colleges.

___ Notify Mrs. Chisum if you would like to be nominated for a scholarship at the colleges you are applying.

___ **Notify Mrs. Chisum of ALL college acceptances and scholarships received!**

___ Register in Guidance for a Career Symposium of interest.

___ Fall Break - ENJOY!!! and visit your colleges of interest.

NOVEMBER

___ File FAFSA (www.fafsa.ed.gov) before February 1 deadline!

___ Request Transcripts for those colleges you have submitted apps. - thru AHS homepage, click "Transcript Request" at the bottom of the page.

___ Request ACT (www.act.org) to send your score(s) to colleges you have submitted apps - if you have not previously sent scores to these colleges.

___ Continue to research sources for scholarships (C/C newsletter, SSS, parent's employer).

___ Submit counselor rec/forms to Mrs. Chisum with Dec. 1 - Feb. 1 deadlines.

___ Register to visit with college reps in C/C Cove during individual school visits.

___ Complete applications with December 1 deadlines.

___ Notify Mrs. Chisum of ALL college acceptances and scholarships received!

___ Register in Guidance for a Career Symposium of interest.

DECEMBER

___ All recommendations and transcript requests, which need to be sent out before Christmas holidays, are due by the FIRST WEEK in December. Any submitted after this date may be sent out in January. Please remember that Counselor Reports, Letters of Rec, and Common App Secondary Reports are processed in the order they are received!

___ Request Transcripts for those colleges you have submitted apps. - thru AHS homepage, click "Transcript Request" at the bottom of the page.

___ Request ACT (www.act.org) to send your score(s) to colleges you have submitted apps - if you have not previously sent scores to these colleges.

___ File FAFSA (www.fafsa.ed.gov) before February 1 deadline!

___ Take December ACT, if needed.

___ Monitor all application deadlines!

___ Talk with graduates that are home for the holidays.

___ **Notify Mrs. Chisum of ALL college acceptances and scholarships received!**

JANUARY

___ File FAFSA (www.fafsa.ed.gov) before February 1 deadline!

___ Request Transcripts for those colleges you have submitted apps. - thru AHS homepage, click "Transcript Request" at the bottom of the page.

___ Request ACT (www.act.org) to send your score(s) to colleges you have submitted apps - if you have not previously sent scores to these colleges.

___ Continue to listen to SCC rep for scholarship and college opportunities.

___ **Notify Mrs. Chisum of ALL college acceptances and scholarships received!**

___ Register in Guidance for a Career Symposium of interest.

FEBRUARY

- Check/Apply for outside scholarships.
- Continue to monitor weekly C/C newsletter for scholarships.
- Notify Mrs. Chisum of ANY college acceptances and scholarships received!**
- If you have not done so, visit schools to which you have applied. Remember to follow the AHS College Visit procedures (on Mrs. Chisum's website and page 22).
- Register in Guidance for a Career Symposium of interest.

MARCH

- Submit additional information to colleges (new scores, grades, honors, etc.) that may help your admission process.
- Notify Mrs. Chisum of ANY college acceptances and scholarships received!**
- Spring Break...ENJOY!
- Register in Guidance for a Career Symposium of interest.

APRIL

- Review college responses and aid offers with your parents.
- Make final choice.
- Notify colleges you will not attend (sample e-mail on page 35).
- Send deposit by May 1 to the ONE school you have chosen. Do not place a deposit with more than one college - it is unethical.
- Notify Mrs. Chisum of ALL college acceptances and scholarships received!**
- BEWARE OF SENIORITIS!** All college acceptances are conditional pending receipt of final grades in June.

MAY

- Take AP exams (if applicable).
- Confirm housing plans.
- Complete Final Transcript Request and order one extra unofficial transcript to be mailed home if you plan on going Greek.
- Schedule Freshman Orientation at your college of choice.
- GRADUATE!!!**

SUMMER

- ENJOY YOURSELF!!!** You've worked hard and deserve it!!!



HELPFUL HINTS FOR SENIOR YEAR

1. Keep your grades up your Senior year at AHS. All college acceptances are conditional on the successful completion of the second semester. A final transcript should be requested in May by you and will be sent in June to the one college you selected.
2. Remember, the published college "average SAT or ACT scores" of an entering freshman class are just that - an average. If you feel your academic record is solid, do not let fear of rejection stop you from applying to the college of your choice.
3. If you are dissatisfied with your ACT scores, try again. Tutoring is available in the community and here at AHS. Colleges accept your highest score. Also, you may order your past test questions and answer key from selected national test dates. Complete the TIR (Test Information Release) available on the ACT website.
4. Do not expect anyone to do your college preparatory work for you (not even Mom or Dad!) Double check your transcript (when you get an unofficial copy in the fall), request those teacher recommendations, request those counselor forms.....Take responsibility and follow up!
5. Notify all other colleges as soon as you know you will not be accepting their offer of enrollment. May 1 is National Decision Date. Thank them for considering you. All such letters are placed in your file. You never know when you might want to transfer there. It is recommended that you send these notifications electronically.
6. Please DO NOT PUSH deadlines! It is to your advantage to file your applications early. Most colleges admit that early applications automatically receive more attention because they demonstrate the student's sincere interest in a school. PLAN AHEAD! Complete your Transcript Requests through ScribOrder on the AHS homepage (at the bottom of AHS homepage, click "Transcript Request" at least TWO WEEKS before the deadline!



SELECTING A COLLEGE

Building a foundation for your college search means completing a set of core courses that adequately prepare you for the challenges of a college curriculum. This foundation for success should have begun in the freshman year, and been built upon throughout high school. The factors that will set the parameters for the college search are your *GPA*, the results of the college entrance exams, and the leadership and extracurricular activities in which you have been involved.

Additionally, consider what physical and academic setting works for you. With these factors in mind, remember that there is no "perfect" college. Each college is distinctive, so take the time to find out the subtle differences that can make the college experience a rewarding one. To begin the selection process: surf the web, attend local College Fairs, and visit your schools of interest. Seniors are allowed 2 College Visit Days for the year (see p. 22 for further College Visit Day procedures).

Answer These Questions...

What is your *GPA* and Rank?

Your *GPA* is classified in both a weighted and unweighted format. Weighted reflects additional quality points given for Honors, DE, DC, NIC and AP courses. Further information is available on page 17. Your Rank is based on your weighted *GPA*. Rank is calculated twice a year (in August and January).

Where is your *GPA* and rank located?

You will receive an unofficial copy of your transcript in the fall and in late January. Your rank and *GPA* will be at the top of your transcript or you may check with Mrs. Chisum or Ms. Dixon.

What if I don't like my *ACT* score?

If you did not do as well as you would have liked the first time, take the *ACT* again. You can take it up to 12 times. The college will take your best score, or, in the case of UTK they may superscore. This means they consider your best subscore in each area from every test.

What extra-curricular activities have you participated in?

Colleges are looking for commitment and sustained contribution rather than a "serial joiner".

What leadership positions have you held?

You may have to step out of your comfort zone a little and take on some kind of leadership role in an organization.

What class size/style works best for you?

Are large lecture-style classes or small discussion groups preferable?

What can your parents realistically afford?

Look for scholarships. Each college/university, and each department within the college, has scholarships.

-Have an honest discussion with your parents regarding what they can contribute to your post-secondary education.

-Research scholarships on the college's website or call their Financial Aid Office.

-Do an on-line search for scholarships (i.e. fastweb, SSS, etc.)

-Check the weekly Senior newsletter in Senior English class

-Check out Mrs. Chisum's website

-Remember the HOPE Lottery Scholarship and Tennessee Promise!

What type of institution are you looking for?

-Liberal Arts Colleges are smaller than universities and expose students to a broad base of courses in the humanities, social sciences and sciences.

-Universities are generally larger and include a liberal arts college as well as professional colleges. Most classes are taught in lecture format.

-Community or Junior Colleges offer the first two years of a liberal arts education.

Is it more important to be a small frog in a big pond or a big frog in a small pond?

In other words, do you want to have an opportunity to shine in a small setting, or do you want the variety of opportunities a large setting provides?



Tips For Finding Your College Match

Characteristics you should consider...

How can you find colleges that match your needs? First, identify your priorities. Next, carefully research the characteristics of a range of schools. Finally, match the two. Here are some college characteristics you should consider.

Size of the Student Body...

Size will affect many of your opportunities and experiences, including: Range of academic majors offered, Extracurricular possibilities, Amount of personal attention you will receive, and Number of electronic resources in the library. When considering size, be very sure to look beyond the raw number of students attending. For example, perhaps you're considering a small department within a large school. Investigate not just the number of faculty, but also how accessible faculty members are to students.

Location...

Do you want to visit home frequently, or do you see this as a time to experience a new part of the country? Perhaps you like an urban environment with access to museums, ethnic food, or major league ball games. Or maybe you hope for easy access to the outdoors or the serenity of a small town. Consider how you react to new situations and people. If you get anxious or homesick for familiar diversions, you may not want to throw yourself into a different environment. On the other hand, college is all about new experiences, whether you seek them or not. A change in locale can be one. For example, maybe living in a suburb of Memphis you want to try life in a small town or large metropolitan city. Learn what to expect from a college's setting before you go and, better yet, before you make your final decision.

Campus Life...

Consider what your college life will be like beyond the classroom. Aim for a balance between academics, activities, and social life. Before choosing a college, learn the answers to these questions -

-What extracurricular activities, athletics, and special interest groups are available?

-Does the community around the college offer interesting outlets for students?

-Are students welcomed by the community?

-Is there an ethnic or religious group in which to take part?

- How do fraternities and sororities influence campus life?
- Is housing guaranteed? -How are dorms assigned?

Cost...

Today's college price tag makes cost an important consideration for most students. At the same time, virtually all colleges work to ensure that academically qualified students from every economic circumstance can find financial aid that allows them to attend. In considering cost, look beyond the price tag.

Diversity...

Explore what you might gain from a diverse student body. Think about the geographic, ethnic, racial, and religious diversity of the students as a means of learning more about the world. Investigate what kinds of student organizations or other groups with ethnic or religious foundations are active and visible on campus.

Retention and Graduation Rates...

One of the best ways to measure a school's quality and the satisfaction of its students is to learn the percent of students who return after the first year and the percent of entering students who remain to graduate. Comparatively good retention and graduation rates are indicators that responsible academic, social, and financial support systems exist for most students.

Find Colleges...

Do an Internet College Search at www.collegeboard.com or www.fastweb.com to research 2-year and 4-year schools and find the programs that meet your needs. Also, the *College Cove* in Guidance has a variety of resources that will assist you in your college search.

*******COLLEGE FAIRS*******

1. *Memphis Area College Night* - Memphis Agri-Center
September 16, 6 pm - 8 pm
2. *AHS College Fair* - Arlington High School
September 19, During School Day
3. *Christian College Fair* - Bellevue Baptist
September 30, 6:30 pm - 8:30 pm

Tips for making the most of a College Fair visit:

- *Establish criteria for choosing which colleges you wish to see at the fair. For example: What major programs of study are you interested in? Location of the college? Size of the college?
- *Take a list of these colleges and your questions.
- *Take a notebook in which you have written your questions. Do not hesitate to take out your notebook, where you wrote your questions, when you stop at a college's booth. Be sure to note the college reps reply in your notebook.
- *Remember, college fairs are held to provide information to **you**. They are not college interviews.

Seek answers to the following questions about each college/university you are considering:

1. Admission requirements (ACT, SAT, SAT II tests, GPA, high school credits, etc.)
2. Scholarships and financial aid available
3. Estimated TOTAL cost per year - fees, tuition, room, board
4. Dates to apply for admission and scholarships
5. Housing (off campus or on campus) Required? Deadline for housing?
6. Student life on campus?
7. Campus Visits/Open Houses
8. Curriculum in your major field
9. Size of school: Size of required classes for freshman
10. Programs of study offered
11. Average ACT/SAT composite score of the freshman class
12. Teacher to student ratio/Male to female ratio
13. Distance from home



Apply To College (step by step):

1. Complete the application process at the college's website.
2. Complete a Transcript Request through ScribOrder electronic system on the AHS website (on the AHS website, click "Transcript Request" at the bottom of the page).
3. Go to www.act.org and request that your ACT scores be sent to your college, unless you made this request during your ACT registration.

COLLEGE APPLICATION CHECKLIST

- _____1. Complete a resume and give a copy to Mrs. Chisum, College Counselor. Refer to page 14 for a sample. Update your resume as necessary.
- _____2. Make a list of colleges in which you are most interested (3 - 5 schools).
- _____3. Check your high school transcript (unofficial copy given to you in the fall) to see if your GPA conforms to the requirements for admission to the colleges of interest.
- _____4. Register to take the ACT. You may register on-line at actstudent.org
- _____5. Determine application process on the college website for the colleges on your list.
- _____6. Begin filling out your applications as soon as possible. Some require a great deal of time and thought. Provide teachers with self-addressed stamped envelopes to the college when requesting letters of recommendation or forms to be completed, if hard copy is required. If electronic, ask teacher permission before listing their name and e-mail address. Submit requests to teachers or counselors at least **two weeks** prior to deadline. Be sure to complete the student part of the form and sign the waiver, if applicable. **WRITE YOUR TEACHER A THANK YOU NOTE!**
- _____7. Complete a Transcript Request through ScribOrder electronic system on the AHS webpage. At the bottom of the AHS webpage, click "Transcript Request". A transcript is "official" when it is sent directly from Arlington High School to the college. This process, from request to processing at the college level, can take several days. The transcript will show your semester grades for Grades 9, 10, and 11. This is often called your "sixth semester transcript". After the first semester of your Senior year, those grades are added to your transcript in late January and this is often called your "seventh semester transcript". Remember, colleges are looking for your highest ACT scores, even if you took it several times.

_____8. Go to the ACT website (www.act.org) and request that your ACT score be sent directly to the college(s) that you have applied. Remember, colleges are looking for your highest ACT scores, even if you took it several times.

_____9. If you will need financial assistance in order to attend college, inform Mrs. Chisum, contact the Director of Financial Aid at the colleges to which you apply, and be sure to complete the FAFSA form between October 1 and February 1. Also, register with a scholarship search engines, check the weekly College & Career newsletter for updates, and pursue scholarships on SSS (Scholarship Source Sheet).

_____10. Most colleges require a medical examination and/or immunization record as part of their application process. Your family physician or pediatrician can give you the physical examination and complete the required forms.

_____11. If possible, you should visit the colleges you are considering. You are allowed 2 College Visit Days during your Senior year and they must be taken prior to **April 1**. Special permission may be granted by Mrs. Chisum for a college visit after the deadline if needed for auditions and scholarship interviews. Follow the procedures listed on page 22. Remember, these do NOT count against your exam exemption days, IF you follow the procedures. Arrangements for the visit may be made by calling/e-mailing the Admissions Office. The college you choose will be your college home for four years, and you would not purchase a home without first examining it, regardless of how appealing the real estate agent made it seem.

_____12. When you receive your acceptance and scholarship letters from a college, remember to bring it to Mrs. Chisum and she will make a copy. You are under no obligation to attend that school unless you have applied under an Early Decision plan. Most colleges will ask for a confirmation concerning your intention to attend their school, along with a room deposit (if you plan to live in a dorm). Once you have chosen your college, submit your confirmation and room deposit. You may not pay deposits at more than one college after May 1. You must make a decision and notify the college you will attend and the ones you will not attend by the May 1 deadline - National Decision Date.

APPROVED
COLLEGE
APPLICATION

SAMPLE RESUME

(Type Resume on a computer in order to easily update information as needed and remember to save your Resume!!!)

RESUME

Complete Name
Address
City, State, Zip Code
Area Code, Telephone Number
Date of Birth

NAME OF YOUR HIGH SCHOOL

Scholastic Achievements

Grade Point Average
Class Rank/Total Number of Seniors
PSAT Scores
ACT Composite Score

School Activities
Positions Held (Leadership Activities)
Awards and Honors
Community Activities
Volunteer Activities
Church Activities
Employment Activities
Hobbies/Interests
Career Objectives and/or Personal Goals
References

Note:

*If your resume has a second page, make sure you put your name at the top of each page. Keep your resume updated throughout your senior year and make sure you give an updated copy to Mrs. Chisum.

*Mrs. Chisum has various sample resumes in her office for reference.

Accommodating Learning Disabilities/ADHD in a College Setting

It is important to know that there is a great deal of variability in how disability services are organized from college to college. Generally, students must take the initiative to receive services. College students have control over who knows about their disability and how accommodations are arranged; they will also have more responsibility for remembering to make those arrangements.

Colleges will not ask you about your disability. You may choose to include information about your disability with your application. You can do this in an essay, in letters of recommendation, or in a separate letter included with your application. Different colleges will have different ways of considering this information. Check with the disability services office or the admissions office about the procedures at the schools you are interested in.

Documentation: In order to evaluate request for accommodations a college will need documentation of the disability. In general, documentation should consist of an evaluation by an appropriate professional that is recent enough to describe the current impact of the disability as it relates to the accommodation request. Different colleges will define what specific documentation is required differently.

Questions to ask during the College Search: Finding the right college is very important for every student. Finding the right match for a student with a learning disability is particularly important. It is critical that a student with a learning disability choose a post-secondary setting that will help that individual maximize his or her potential.

It is important to start the college search looking at the same factors that all students consider. Size, geographic location, selection of majors, admission requirements, cost, resources, athletics and social activities are important features of a college experience. Once these things are considered it is time to ask the following questions:

- Is there a separate admissions process for LD students?
- What documentation is required? Are accommodation determinations based on the high school IEP recommendations?
- Is there a separate fee for LD services? Do you offer tutoring?
- How many LD students do you serve?
- What is your retention rate for all freshman? For LD students?

- What is your graduation rate for all students? For LD students?
- Does your institution offer remedial and/or developmental courses for credit towards graduation?
- Do you have staff members trained in the area of learning disabilities?



"GPA" - GRADE POINT AVERAGE

Grade point averages are determined by semester and are calculated twice a year, in August (when summer school grades have been documented) and in January (after first semester). Transcripts sent after first semester of the senior year will reflect a re-calculated GPA including first semester grades (often called the 7th semester transcript). Final GPA's are calculated at the end of the senior year. All courses are included in students' grade point averages. All grades that a student accumulates are used in computing the grade point average, however, many colleges will re-calculate a student's GPA using academic courses only.

A transcript reflects both a students' weighted and unweighted GPA.

The following points are assigned to grades earned in the applicable class per semester. These numbers are then averaged together to determine GPA's.

Standard Classes	Honors/NIC	DC	AP/DE
A = 4.0	A = 4.5	A = 4.75	A = 5.0
B = 3.0	B = 3.5	B = 3.75	B = 4.0
C = 2.0	C = 2.5	C = 2.75	C = 3.0
D = 1.0	D = 1.5	D = 1.75	D = 2.0



VISITING WITH COLLEGE REPS AT AHS

Representatives from numerous colleges, universities, technical schools, and the military visit Arlington High School during the year.

Not only is the representative able to provide students with current, accurate information about the college and the admissions policies, but also this representative is another contact for the student with the Admissions Office of that school. The rep with which students talk to at AHS may be the same one who will process the application and participate in the admission decisions.

The schedule of college representatives' visits is posted in Schoology, on the weekly Senior newsletter, and announced during Morning Announcements on the scheduled visit day. Seniors are encouraged to visit with the reps when they are on campus.

How to Visit a Representative at AHS

1. Listen to morning announcements, check Schoology, and/or weekly Senior newsletter.
2. Sign up for the specific college of interest in the Reps & Recruiters binder in Guidance - see Registrar for binder.
3. Obtain permission from your teacher for that time period - it is best to make arrangements with your teacher 24 hours in advance.
4. An e-mail will be mailed, the morning of the scheduled visit, to all AHS faculty informing them of the students that have signed up for a scheduled college visit.

Before Meeting with the Representative

1. Inform yourself about the college on their college web site or from Guidance Office resources located in the College Cove.
2. Know your rank, GPA, and test scores so you know where you fit when the rep talks about the college's averages for admission and scholarships.

When You are Meeting with the Representative

1. Complete their info card if provided and take notes. They will be helpful later in comparing this college to other colleges of interest.
2. Be prepared with your questions (Refer to page 19 - Sample Questions to Ask as You Explore Colleges)
3. You are meeting with the representative to obtain information.

4. Courtesy is an absolute must!

SAMPLE QUESTIONS TO ASK AS YOU EXPLORE COLLEGES

The purpose of this set of questions is to help you organize your college exploration. Remember, there is no one college for you - there are many at which you can be happy and meet your educational goals. Look for learning climates which you feel will challenge you and fit your learning style and personality. Talk with many students as well as admissions staff members. Would you talk to just one freshman, for example, and expect to get a picture of AHS?

The Academic Environment

1. What areas of study are emphasized and how do they fit your field of interest and ability? Is the college strong in science, fine arts, the humanities, your areas? How many students are in your areas of interest and how does this number compare with other fields?
2. What courses are included in a typical freshman program? What are the sizes of these classes? Do students select all their courses or are there distribution requirements?
3. How many students do not return after their freshman year?
4. How intense is the academic atmosphere (average hours spent studying, library full on weekends, average ACT scores, average GPA, etc.)?
5. What are the library's hours? Where do most students study?
6. Are members of the faculty and administration easily accessible to students?
7. Do many students study abroad? What percent go on to graduate school?
8. Do they accept AP courses for credit? What scores are needed for credit? Do they vary by department?

The Students

9. What special interest groups - clubs, publications, teams - are active on campus?
10. What is the ethnic, religious, racial makeup of the student body? Where is the location of the place of worship of your choice?
11. What social and academic benefits would you receive from membership in a fraternity or sorority? What percentage of students belong?
12. What percentage of students is from other states? Other countries?
13. How is the advising system organized and who are the advisors?

The Campus

14. Is the college a part of the surrounding community or set apart from it as a

self-contained unit? If this is a rural area, how far to the nearest town?
15. What method of transportation would you use to get around campus? Walking? Car? Bus? Bike? What regulations govern freshmen use of these?

Housing

16. What percentage of students live in dorms? Co-ed dorms? Co-ed floors? Do all freshmen live in dorms? What dorms are popular with freshmen?
17. Is housing guaranteed to all freshmen?
18. How are roommates assigned? How many are assigned to a room?
19. What percentage of students goes home on weekends?

Your Individual Questions

20. Sports, activities, travel, work programs, summer programs, etc.



HELPFUL HINTS FOR CAMPUS TOURS

On most campuses the tour guide is a student selected by the college for his or her ability to project an acceptable image of the institution to the prospective candidate. Some are a bit short on candor and somewhat hesitant to contradict the catalog or admissions officer. Others are very honest and open about their experiences. Some questions you might ask your campus guide or any students you might meet during your visit:

1. What's the largest class you've had here?
2. Who teaches your classes (Graduate assistants or professors?)?
3. Is there a required core curriculum? How restrictive is it?
4. How adequate is the library? Are you able to access resources you need when you want them? Are current/modern technology resources available?
5. When do you have to declare your major? What are the most popular majors?
6. Tell me about housing. Are some dorms much better than others? Do many students live off campus?
7. How competitive is the student body? Do students seem to work primarily for

- grades? What is the attitude toward working hard?
8. Have you been in any faculty homes since you've been here? How available are your professors?
 9. Can you tell me anything first-hand about the (French, English, history, etc.) department?
 10. What's the biggest issue on campus right now?
 11. Are students politically active?
 12. What percentage of students study abroad at some time?
 13. What impact do fraternities or sororities have here? Athletics?
 14. What happens here on weekends? Do many students leave campus on the weekend?
 15. How active is student government?
 16. Are the arts supported here? Which areas are strong?
 17. What do you think is the greatest shortcoming of this college?
 18. What do you like best about your experience and education here?
 19. Is this a diverse community? Where do students come from?
 20. If you could attend another college now, where would you go? Why?
 21. Why did you choose this school? To what other schools did you apply?

Other suggestions:

1. Pick up a copy of the latest newspaper.
2. Find a professor and get his/her perspective.
3. Meet a coach if you are interested in a sport.
4. Meet the head of an activity/interest you want to pursue in college.



COLLEGE VISITS

*Seniors are allowed 2 college visit days for the year

*If the correct procedures are followed, College Visit Days count as a "Field Trip"

***College Visit days must be taken prior to April 1.**

Procedures for College Visits:

1. Seniors pick up a College Visit Form in Guidance PRIOR to the day of the visit.
2. Seniors complete the College Visit Form, including parent signature.
3. Seniors enjoy College Visit Day at the college of their choice.
4. Seniors return to Guidance on the **MORNING** of their return (before 7:15 a.m.) from their college visit with PROOF of their visit attached to College Visit Form.
5. Mrs. Chisum provides the Admit Slip and has the "unexcused absence" changed to a "field trip"

Acceptable proof of College Visit (ONE of the following):

1. Letter from College Admission Office on letterhead (including student name and date of visit)
2. Invitation from College on letterhead (including student name and date of visit)
3. E-mail confirmation of visit from representative at college (including student name and date of visit)

Related Information:

*Seniors are encouraged to use school breaks (Fall Break, Spring Break, etc.) to visit colleges of interest and/or their 2 College Visit Days.

*Refer to "Helpful Hints for Campus Tours" for further information on page 18.

*Visiting the colleges of interest is an invaluable tool in your college selection process. Take advantage of this opportunity.

*Call the college of interest and schedule your college visit in advance. It is never recommended that you show up unannounced. Most colleges have specific tour days and times that require prior scheduling.

THE AHS STUDENT ATHLETE

This section provides information useful to the AHS student athlete. It is meant to be used as a resource for the student, not as a replacement for their most valuable resource in this area: your Coach. Additionally, it is crucial to keep Mrs. Chisum, College Counselor, and your grade level Counselor informed of your plans and status. It is important to understand that class selections, GPA, and ACT scores are factors taken into consideration by colleges when recruiting or selecting athletes. Eligibility must be determined and the student is required to register with the NCAA Clearinghouse and/or NAIA Eligibility Center by December, of their senior year, in order that this may be established. It is important to understand that the NCAA and NAIA are separate and distinct associations, have different initial-eligibility requirements, and serve different colleges and universities. For further questions you can contact each agency or the college of interest.

-NCAA Eligibility Center

- *Register at www.eligibilitycenter.org (\$90.00)
- *Have your ACT scores sent directly to NCAA (Code 9999)
- *Complete Transcript Request on the AHS webpage - at the bottom of the AHS homepage, click "Transcript Request"

-NAIA Eligibility Center

- *Register at www.playnaia.org (\$90.00)
- *Have your ACT scores sent directly to NAIA (Code 9876)
- *Complete Transcript Request Form on the AHS webpage - at the bottom of the AHS homepage, click "Transcript Request"



WHAT IS A(N) _____?

Aid Package: A combination of aid (possibly including a scholarship, grant, loan, and work study) determined by a college financial aid office.

CSS Financial Aid PROFILE: The CSS PROFILE Service is offered by the College Scholarship Service and managed by College Board and is used by certain schools to award their own private funds and nonfederal student financial aid. It is used by nearly 400 colleges and universities. Further information can be found at:

<https://cssprofile.collegeboard.org>

Candidates Reply Date: A policy of the National Association for College Admission Counseling that permits students to wait until May 1 to choose, without penalty, among offers of admission/financial aid. Commonly known as National Decision Date.

Common Application: Many colleges have worked together to develop and distribute the Common Application. Using this form to apply to several schools has advantages both to students and counselors because you only have one application to complete. Copies may then be sent to any number of participating colleges electronically. The same is true of the "School Report" and "Teacher Evaluation" portions. Common Applications are available on-line in August at www.commonapp.org. Students using Common Applications are given the same consideration as those using the colleges' individual forms. For further information on the Common App, see page 30.

Credit Hour: A unit of academic credit that often represents one hour of class time per week for a period of study (semester, quarter, etc.).

Early Decision Plan: This is an admission plan used by some colleges. Under this plan, a student who has excellent grades, test scores, recommendations and activities may apply on an early basis. By satisfactorily fulfilling the admission requirements, the qualified student may receive some action on his application from the college by as early as November 15th of their senior year. Under this plan, one would have to take admission tests and possibly SAT II subject tests during their junior year. Also, under this plan a commitment is made by the student to the institution that, if admitted, the student **will enroll**. Only a student who can make a deliberate and well-reasoned first choice decision should apply under an Early Decision plan because the institution will require a nonrefundable

deposit well before May 1. Restrictive policies vary with each school and must be checked carefully to see if early decision works to the senior's advantage. Generally, if you apply Early Decision, you must also sign a commitment to attend if accepted and to withdraw any applications submitted to other colleges. Comparing financial aid packages is not possible for Early Decision students.

Free Application for Federal Student Aid (FAFSA): The application required for students to be considered for student financial aid, the Hope Lottery Scholarship and the Tennessee Promise Scholarship. It is important to complete a FAFSA, even if you do not think you will qualify for federal aid, since colleges typically will not award their own need-based aid without the FAFSA report. The form is available on-line at www.fafsa.ed.gov and is FREE of charge. Preferential deadline for completion is February 1, 2020.

Honors Program: Any program offering opportunity for superior students to enrich their educational experience through independent, advanced, or accelerated study. Honors Programs often provide other perks such as special housing, early registration, and/or mentoring.

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.

Student Aid Report (SAR): A paper or electronic document that gives you some basic information about your eligibility for federal student aid and lists your answers to the questions on your FAFSA. If you provided a valid e-mail address on your FAFSA, you will receive an e-mail with instructions on how to access an on-line copy of your SAR.

Transcript: A transcript is a copy of your semester grades and includes weighted GPA, unweighted GPA, rank, total credits earned and other demographic information. Transcripts are requested through the ScribOrder electronic system located on the AHS homepage. See Mrs. Akin, Registrar, in Guidance if you have questions. Official transcripts are sent directly from AHS to the school of request. Following graduation (in June) an official FINAL transcript (includes your graduation date) is sent to the one college of your choice, provided a proper Final Transcript Request is completed in May.

COLLEGE CREDITS IN HIGH SCHOOL

CLEP - College Level Examination Program

CLEP is a national program of credit through examination that offers students the opportunity to obtain recognition for college level achievement. Before students take the examinations for credit, they should consult the institutions they wish to attend to find out about their policies on CLEP scores and other admission requirements. Check the college's web site or contact the Admissions Office and ask for the person who has information about the "CLEP credit by examination" policy.

AP - Advanced Placement Examination Program

AP is a national program of credit through examination that offers a student the opportunity to obtain recognition for college level achievement. AP tests for the specific AP courses that are taught at AHS are administered at Arlington High School in May.

Dual Enrollment (DE)

Dual Enrollment is a course taught at AHS in conjunction with a university or college in which students receive both a high school credit and a credit at the university or college. Currently, we offer DE courses through the University of Memphis, the University of Tennessee @ Martin, Southwest Tennessee Community College, and Tennessee College of Applied Technology. See the AHS catalog (located on the AHS homepage) or Ms. Dixon (12th Grade Counselor and Dual Enrollment Coordinator) for a complete list of specific DE courses offered from each institution.

Dual Credit (DC)

Dual Credit is a course taught at AHS in conjunction with the State of Tennessee in which students receive both high school and potential college credit. Currently, Pre-Calculus is available. To be eligible for college credit, students must achieve a passing grade for the course and pass the end-of-year state mandated test for Pre-Calculus.



FACTORS IN SELECTIVE COLLEGE ADMISSIONS

From Admissions Officers in Selective colleges, the advice is virtually the same. Here is what counts to them...

Your Transcript- How have you done in the courses taken? Colleges would much rather see you taking a tough and challenging load that is in line with your ability than picking up easy grades in an "easy" course. Develop your interests but don't neglect a solid foundation in English, math, the sciences, history, and foreign language. Remember, your senior year is the time you need to continue to do your very best academic work. In fact, some colleges have been known to retract offers of admission upon receipt of a final transcript, which reveals unsatisfactory grades in the spring of the senior year. When questioning whether it's better to earn an A in a less rigorous course, or a B in an AP course, just know it's always better to earn an A in an AP course.

ACT/SAT Scores - Admissions committees use scores on the ACT or SAT as one measure to compare students from different schools. SAT II scores are often considered more important as they come closer to testing actual knowledge learned in a particular course. Standardized test results ultimately reflect the student's ability to take timed, multiple-choice tests and are not intended to represent the individual student's cognitive abilities. Many able students have low-test scores. A combination of high grades and low-test scores can be explained by many factors. HOWEVER, high scores and low grades are the worst possible combination, since it almost always describes an able student who does not work productively and is therefore perceived by admissions officers as a greater risk. The mean ACT and SAT scores of admitted students are reported to US News & World Report and used to calculate the college's ranking the following year. That is why it would not be in a college's best interest to accept too many students who would lower their mean. So study for those standardized tests. In the end, your scores can very well be a deciding factor in the admissions process.

The Essay and the Application - The essay is often the most overlooked aspect of college admissions by students. Seniors are expected to spend a considerable amount of time in the preparation of the essay. It is your chance to become more than a name for the admissions staff. Your choice of topic for the essay is far less important than its presentation. It should be personal and honest, thoughtfully and carefully written, and discuss something of importance to you.

The essay should be written by YOU, not a parent or friend. You are presenting yourself through this document, a hastily completed and hard-to-understand application will not win you points; an imperfect but genuine effort will. Powerful essays could be the one part of the application that gets you noticed and as a result, gets you in.

The Counselor Recommendation - The school's recommendation for a student is written by the College Counselor, Mrs. Chisum. The College Counselor attempts to present an assessment which is fair and accurate and which emphasizes achievements, strengths, and talents. Major difficulties are not ignored as they are reflected on the transcript, but the College Counselor will tell the story to your advantage in so far as possible. The College Counselor will learn much about you from the available sources: teacher comments, your parents' comments, your resume, Senior Brag Sheet, Parent Brag Sheet, and individual conferences.

Teacher Recommendation - Work diligently in your classes, ask insightful questions, stay for extra help when you need it, help out your classmates, be an active participant in your learning environment, exceed all of your teachers' expectations, and above all, prove to your teachers that for you - learning is fun and exciting. When it comes time to ask for letters of recommendation, choose teachers that know and respect you.

Each college has its own specific requirements for teacher recommendations, but in most cases two are requested: one from history, English or foreign language teacher, and the other from a math or science teacher. In some instances colleges are very specific, asking for recommendations from your current English and math teachers, whereas in other instances they may give you your choice or require none at all. If you have a particular strength in the arts or athletics or any extracurricular activity, you may want to have your teacher or coach write on your behalf, but in all other instances you should give the college EXACTLY what they ask for. Read the application forms carefully to see what is required. Refer to "Teacher Recommendations" on page 32 for specific instructions.

Teacher recommendations speak to your abilities and accomplishments as a student. Thus, you should choose carefully the teachers you ask and be sure they feel comfortable writing a recommendation for you. Don't assume that your chosen teacher will automatically accept your request. Have back-ups in mind. Be sure they are teachers you've worked with in your junior or senior year, and finally, remember to phrase your request as a request, not a demand. Otherwise, ask teacher permission before listing their name and e-mail address for electronic

recommendations. Be sure to write your teachers a thank you note!

Extracurricular Activities and Work Experience - Your involvement in activities does not carry as much weight as your transcript unless your talent or skill is exceptional. If you are an accomplished musician, you may impress a committee in your audition, especially if you are the bassoonist he/she needs for next year's orchestra. If you are one of the nation's best high school hockey goalies, your 2.8 GPA may be overlooked. For the majority of students the list of high school activities indicates a high level of involvement; only rarely is it considered exceptional. Capable involvement is seen as a good thing by college admissions if it means something to you other than simply compiling a list of activities, and if the time commitment does not detract from your academic record. Don't become a serial joiner, just do what you love, and love what you do. A shorter list of extracurricular activities that shows commitment and passion, where you have developed your talents and skills over an extended period of time will be much better received than a laundry list of activities in which you are a member of a dozen clubs.

Geographic Distribution and Legacy Status - In addition to ethnic and racial diversity, each college has an interest in creating a geographically diverse student body. Hence, if you are applying to colleges far away from home, you may have a slight advantage over equally qualified local candidates. It is also in a college's own self-interest to encourage generations of family to attend the college, since these families are usually among their most loyal (and generous) supporters. For that reason, if you're applying to the undergraduate college one of your parents attended, you may have a distinct advantage over equally qualified candidates, but it hardly makes your admission "a sure thing." The amount that either of these factors affects admission cannot be quantified or predicted. As an alum legacy, your chances for admission are certainly enhanced, but if you dislike the place, what's the point?

Above all else, don't try to fool the colleges! BE YOURSELF!



IVY LEAGUE COLLEGES...

Brown, Columbia, Cornell, Dartmouth. Harvard, Penn, Princeton, Yale

COMMON APPLICATION

The Common Application is a not-for-profit membership organization. Colleges and universities that utilize this application procedure use a holistic selection process (a list of these colleges is available in the College Cove in Guidance and at www.commonapp.org). Using this application to apply to several schools has many advantages to students, teachers, and counselors because only one application/recommendation has to be completed. Copies may then be sent to any number of participating colleges. The same is true of the "School Report" and "Teacher Evaluation" portions. Common Applications are available on-line in August at www.commonapp.org. Statistics show that students using Common Applications are given the same consideration as those using the colleges' individual forms.

1. Access the common application at www.commonapp.org
2. Complete the application process on-line.
3. Teacher Evaluations (TE) are completed by your submission of the teacher's e-mail address and the TE will be forwarded to them for completion by Common App.
4. Counselor recommendations (SR, MR, and FR) will be completed by Mrs. Chisum. Submit her name and e-mail address for the Counselor Recommendations:

Lea Chisum, College Counselor
5475 Airline Road,
Arlington, TN 38002
(901) 867-1541 ext. 7028
lea.chisum@acsk-12.org

5. Transcripts must be requested through the ScribOrder electronic system located at "Transcript Request" on the AHS homepage.

Common Application Terminology

SR - Secondary School Report (completed by Mrs. Chisum)

MR - Mid-year Report (completed by Mrs. Chisum in January)

FR - Final Report (completed by Mrs. Chisum in June)

TE - Teacher Evaluation (completed by academic teacher(s) that you choose)

*Ask teachers before listing their name and e-mail address for your TE (Teacher Evaluation)

*Notify Mrs. Chisum that you have listed her for the SR, MR, and FR (Secondary Report, Mid-Year Report, and Final Report) by coming to Guidance and completing the Counselor Request Form.



WRITING COLLEGE ESSAYS

General Guidelines

- *Conform to the guidelines regarding length.
- *Use your own voice - informal, conversational, and not stilted.
- *Avoid humorous essays unless you are good; but freely use humor. However, remember, being funny is tough.
- *Watch spelling - Use spell check.
- *Avoid overly familiar quotations or definitions.
- *Don't repeat lists of activities.
- *Don't let mom, dad, or anyone else write the essay.
- *Think small - anecdotes and rich details work (reflect, not just recount).
- *Don't write about writing essays, ACT, or the college process.
- *Accentuate the positive - even in painful experiences.
- *Don't write a traditional introductory paragraph.
- *The first few sentences are critical and must engage the reader.

Goals of the Essay

- *To help the reader get to know you - regard the essay as a window to your personality, values, and goals.
- *To illustrate your uniqueness.
- *To enable the reader to evaluate your writing.
- *To help the reader create a full and memorable picture of you.
- *To tell the story only you can tell.

Writing

- *Answer the question being asked.
- *Decide your message first.
- *Write as if you are brainstorming - then revise.
- *Spend as much time thinking as you do writing.
- *If you are stuck, have a brainstorming session with someone close to you.
- *Don't ask yourself or anyone else, "What should I write about?" The appropriate question is "What should I tell them about me?" Reorganize your thinking. Test the "success" of your essay by asking someone to read it and then asking not "Do you like it?" but "What do you think it says about me?"
- *Finally, ask yourself, "If college deans were to place me with roommates based on this essay, would they be able to choose compatible people? Would it give them enough to go on?"

TEACHER RECOMMENDATIONS

It is generally agreed that the teacher recommendation is an important aspect of many application packets. Keeping this in mind, consider carefully the teachers you select.

1. Be sure you complete the top portion of the Teacher Recommendation Form and sign the waiver **before** giving it to the teacher (if a hard copy is used).
2. Remember, a good letter of recommendation could make the difference between you being accepted at the college of your choice.
3. **GIVE TEACHERS PLENTY OF NOTICE.** Allow at least **two weeks** (preferably 4 weeks) prior to any deadline.
4. **PERSONALLY** deliver the recommendation form or notification (if electronic) to the teacher you wish to have written the recommendation. You will also want to include a copy of your resume.
5. Provide a stamped, self-addressed envelope for the teacher to use, when appropriate.
6. Follow up with the teacher (politely!) to see that deadlines have been met.

Remember to give a **WRITTEN PERSONAL "THANK YOU"** TO EACH TEACHER WHO COMPLETES A RECOMMENDATION FOR YOU.



INTERVIEW QUESTIONS FROM COLLEGE ADMISSIONS OFFICERS

These are a sample of the kinds of questions you might be asked by an interviewer. Think about how you would answer them. Even if you are not asked any of these, if you have thought about them you will be well prepared.

1. How do you like your high school? What has been the most positive experience you have had? The most negative?
2. If I visited AHS for a few days, what would I find is your role in the school community? What would your teachers say were your greatest strengths as a person - as a student - likewise, what about your shortcomings or weaknesses?
3. What is the most significant contribution you've made to AHS?
4. What is the overriding consideration in your choice of a college?
5. What are some of your goals - personal and career - for the future?
6. Tell me about a particular class in which you found yourself stimulated intellectually.
7. What was your reason for participating in athletics (or student council, or newspaper, etc.)?
8. Since you are interested in science and math, why are you interested in a liberal arts college rather than a more technical institution?
9. What has been your favorite subject in high school?
10. What might you study in college?
11. What books or articles have made a lasting impression on your way of thinking? Have you read deeply into any one author or field?
12. What events, if any, would you deem critical in your life thus far?
13. What pressures do you feel to conform in society? Describe ways in which you "go your own way."
14. How have you spent your summers?
15. What are your reactions to current events, e.g. global warming, war, immigration, etc.?
16. Describe some issues that you have really become indignant over in the past year?
17. How would you describe yourself as a person?
18. Have you ever thought of not going to college? What would you do?
19. How do you spend your free time?
20. Do you have any questions?

SAMPLE QUESTIONS YOU MIGHT ASK INTERVIEWER

1. Are there any tutoring services available?
2. How much are books and other materials going to cost?
3. What is the school's method of matching roommates?
4. What is the average increase in tuition and other costs and when are tuition increases next expected?
5. What kind of health facilities and services does the college offer?
6. What kind of food does the cafeteria have?
7. How easy is it to switch majors?
8. What is the teacher/student ratio?
9. What is the male/female ratio?
10. I am interested in the (program you are interested in) program at your university, what is the accreditation status for this department?
11. How do I apply for non-need based financial aid?
12. What is the most popular major?



SAMPLE E-MAIL/LETTER WHEN YOUR DECISION IS MADE
(edit to meet your needs)

Colleges prefer e-mail. This format may be adapted to notify colleges by e-mail.

Your Street Address
City, State, Zip Code
Date

Office of Admissions
Name of College
Address of College
City, State, Zip Code

Dear _____:
(Name of Admissions Counselor)

I am writing this letter to inform you that I have chosen _____
College/University to attend in the fall of 2020. I believe that _____
College/University is the best decision for me because.... (I received a larger
scholarship or financial package, classes are smaller, etc.)

Thank you so much for your help and for giving me the opportunity to attend your
school. I appreciate all the time you spent with my family and me.

Sincerely,

Your Name

ALL E-MAIL AND LETTERS SHOULD BE NEATLY TYPED WITH CORRECT
SPELLING AND GRAMMAR.

VOCATIONAL-TECHNICAL PROGRAMS (Local Area)

Many vocational-technical courses are offered to the high school graduate in the Memphis area. Some of these courses are at state supported schools while others are offered in private schools. You are advised to consider ALL types of technical and business schools and determine for yourself those best suited for your needs.

Southwest Tennessee Community College

5983 Macon Cove, Memphis, TN 38134

901-333-5000

Accounting	Electronic Technology
Administrative Professional Technology	Emergency Medical Services
Advanced Integrated Industrial Technology	Fire Science
Allied Health Sciences	General Technology
Architectural Engineering Technology	Graphic Arts Technology
Automotive Service Technology	Hospitality Management
Biotechnology Technician	Industrial Process Control Technology
Business and Commerce	Mechanical Engineering Technology
Business	Medical Laboratory Technician
Computer Engineering Technology	Mid-Management
Computer Information Technology	Nursing
Criminal Justice	Office Technology
Dietetic Technician	Paralegal Studies
Early Childhood Education	Physical Therapist Assistant
Electrical Engineering Technology	Radiologic Technology

Additional programs available offering General Education Core and Technical Certificates

Tennessee College of Applied Technology

550 Alabama Avenue, Memphis, TN 38105

901-543-6100

Administrative Office Technology	Dental Laboratory Technology
Aircraft Mechanics	Diesel Powered Equipment Technology
Assistant Animal Laboratory Technology	Drafting & CAD Technology
Automotive Technology	Electronics Technology
Avionics Maintenance Technology	Heating, Vent, AC & Refrigeration
Barbering	Industrial Electricity
Building Construction Technology	Industrial Maintenance
Collision Repair Technology	Machine Tool Technology
Computer Based Graphic Design	Pharmacy Technician
Computer Information Technology	Practical Nursing
Cosmetology	Truck Driving
Dental Assisting	Welding Technology

Private Schools - Additional courses are offered in private technical schools in the Memphis area. These are located in the telephone directory and on-line. Remember, the most expensive may not be the best...the Better Business Bureau can be of help in checking private, profit-making schools and organizations. Read before you sign!!! (Some programs require you to pay for the entire program even if not completed.)

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE



FINANCIAL AID

TIPS

1. Contact the Financial Aid office at all schools you are considering attending. Although the FAFSA (Free Application for Federal Student Aid) form can be used at most schools, there is usually an institutional application or other information needed that is specific to each school. Submit college-specific applications for financial aid when you apply, but no later than January of the senior year.
2. Parents will utilize 2018 tax data to complete the FAFSA. The FAFSA is to be completed between October 1, 2019 and February 1., 2020. Please note, colleges award available funds as FAFSA reports are received.
3. Indicate on the FAFSA, the colleges to which you would like the Student Aid Report (SAR) sent. The FAFSA application is available at www.fafsa.ed.gov.
4. You are encouraged to learn about civic, social and religious organizations in the area, which sponsor scholarship programs. Refer to Mrs. Chisum's website, weekly Senior newsletters, Scholarship Source Sheet (SSS) and internet scholarship searches.
5. Most schools have some institutional money available to students who may not qualify for Federal aid. Students should specifically ask for this information.
6. Students should apply for admission as early as possible. Most schools will not offer you a financial aid package unless you have been accepted for enrollment.
7. All males who are at least 18 years old and who are not currently on active duty with the armed forces must be registered with the Selective Service (www.sss.gov) in order to receive any Federal financial assistance. Proof of registration will be required.
8. All Federal financial aid is awarded on the basis of demonstrated financial need. The formula used to determine a student's eligibility does not expect the parents to contribute 100% of their savings toward the student's educational expenses, but each family is expected to contribute a reasonable amount based on the size of the family, the number of family members in college, and the family's assets and income.

9. Parents can estimate their expected family contribution (EFC) by visiting www.fafsa.ed.gov and clicking under "Estimate your federal aid using "FAFSA4caster" which is located under "FAFSA Apply for Aid/Estimate Your Aid" (bottom of page) - Students are often expected to provide documentation to verify the information reported on the FAFSA. Accurately reporting information will help you receive your financial aid in a timely manner.
10. You will need to complete the FAFSA each spring semester, prior to enrolling in college in the fall semester.



SCHOLARSHIPS

Scholarships may come from a variety of sources. The largest source of academic scholarships is from the specific colleges. Most colleges have scholarship funds for students with particular talents and abilities as well as demonstrated academic excellence. Inquire at the specific institution and/or check the institution's website for more information.

Other scholarship opportunities come from national and local foundations, religious organizations, fraternities and sororities, alumni groups, and organizations such as civic clubs, Chambers of Commerce, American Legion, etc. Students are made aware of these opportunities in the following ways:

- Weekly Senior newsletter (presented in Senior English each week)
- Weekly Senior newsletter (e-mailed to seniors and parents each Monday)
- Mrs. Chisum's website (connect through the AHS website)
- Scholarship Search Engines

- Parent's employer (Human Resources)
- Scholarship Source Sheet (SSS)
- REMIND notifications
- Schoology posts

Students are also encouraged to register with a free scholarship search on the internet such as www.fastweb.com and to check with the companies at which their parents are employed, organizations to which their parents belong, and their churches.

**DO NOT WAIT UNTIL SPRING TO START YOUR SCHOLARSHIP SEARCH!
MANY SCHOLARSHIPS HAVE FALL AND WINTER APPLICATION
DEADLINES!**

FINANCIAL ASSISTANCE PROGRAMS

Each college or organization granting financial assistance to students determines procedures and guidelines.

Need Assessment - Colleges have different financial aid requirements. Do exactly what each institution and program requires. All students applying for federal financial aid must complete the FAFSA. Some colleges, universities and scholarship programs will also require the "CSS Financial Aid Profile" to award their institutional or private funds to students. The FAFSA application is available on line at www.fafsa.ed.gov and the CSS Profile application is also available on line at <https://profileonline.collegeboard.com>. Remember, the FAFSA is to be completed between October 1, 2019 - February 1, 2020.

Financial Aid Programs - Financial Aid can be divided into four major categories: grants, loans, jobs, and scholarships. Students may qualify for one or all of a school's available financial aid programs. Below is a brief description of each financial aid program.

GRANTS

A Grant is a "gift" to assist the student in school costs. The award of money does not have to be repaid, and students must meet eligibility requirements in order to receive a grant.

A. The largest federal grant program is the Pell Grant. The amount a student receives is determined by a standard government formula, student's enrollment status (full time or part time), and the cost of attendance at the school the student attends. To apply, students should indicate on the FAFSA that they want to be considered for this grant.

B. The Supplemental Educational Opportunity Grant (SEOG) is a second grant program also funded by the federal government. Most schools have a limited amount of funding available and SEOG is generally awarded to students demonstrating the most need.

C. Benefits for Veterans and their Dependents: Federal benefits remain in effect for disabled veterans. Children of a veteran who dies in service, died as a result of a service-connected incurred disability, or who has been declared 100% disabled may be eligible to receive benefits. To apply, obtain and complete VA Form 22-5490, Dependents Application for VA Education Benefits. Students desiring additional information should consult the Shelby County Veteran's Service Officer. Veterans are now eligible to transfer their unused Post 9/11 GI Bill benefits to members of their immediate family. VA Form 22-1990e is required and can be located at www.vba.va.gov/pubs/forms/VBA-22-1990e-ARE.pdf Further information is available at the Survivors & Dependents Assistance (DEA) website.

D. Access Grant - State funding for those graduates that meet the following criteria: 18, 19, or 20 on ACT, 2.75 - 2.99 final weighted GPA, and household adjusted gross income of \$36,000 or less.

E. Wilder-Naifeh Technical Skills Grant - State funded grant available to all students who enroll at a Tennessee College of Applied Technology in a certificate or diploma program.

F: Foster Child Tuition Grant - Students must be eligible for the Hope Lottery Scholarship or Access Grant and were in custody of the Tennessee Department of Children Services for at least 1 year after their 14th birthday.

G. Tennessee Student Assistance Award (TSAA) - State funded grant for students pursuing their first degree, exhibit financial need as determined by the FAFSA, and enrolled at an eligible Tennessee postsecondary institution.

LOANS

An educational loan is exactly what the name implies - a loan. The student who receives a loan is entering into a binding agreement to repay the amount of the principal borrowed plus any interest accrued. Only in certain limited situations may a student receive a cancellation or deferment on an educational loan. Students

should read all promissory notes and related information carefully before accepting a loan.

A. Perkins Loan - A Federal Perkins Loan is a low interest loan for both undergraduate and graduate students with exceptional financial need. Perkins Loans are made through a college's Financial Aid Office - the school is the lender and the loan is made with government funds. You can apply for this loan only through the Financial Aid Office at the college of your choice.

B. Stafford Loan Program - Eligible students may borrow from a participating lender and a state or other private nonprofit agency will stand behind the loan.

1. Subsidized: U.S. Department of Education pays interest while borrower is in school; student must be attending at least half time and have financial need.

2. Unsubsidized: Borrower is responsible for all interest; student must be at least half time, financial need is not required.

C. Parent Loans to Undergraduate Student (PLUS) - A parent with a good credit history can borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. The yearly limit on PLUS loans is equal to your cost of attendance minus any other financial aid for which you are eligible. Repayment and interest begin 60 days following the date of loan disbursement.

WORK STUDY

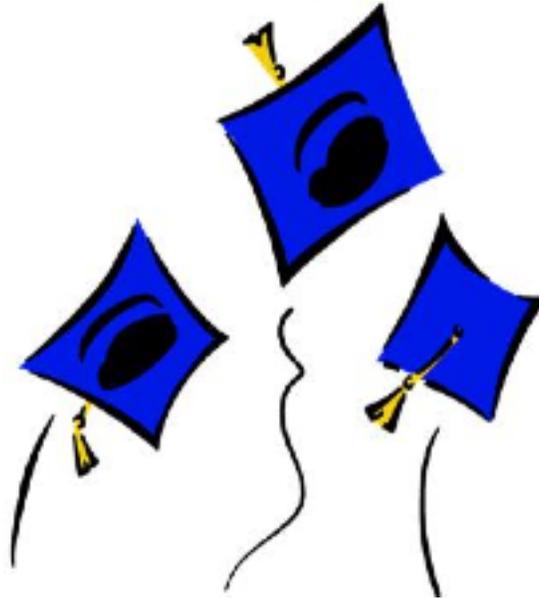
Work opportunities provided by the institution to help students meet educational expenses are mutually beneficial to both the school and the student. Students gain valuable work experience while the institution has a ready supply of student assistants. It may be important to remember that a campus job - even one awarded through the Financial Aid Office - is a job. The student is expected to work the assigned hours and is paid only for those hours actually worked. Studies have been done which indicate that students (even freshman) who work no more than 20 hours per week do as well or better than students who do not work. Students with good computer skills usually have very little difficulty in finding a job on campus.

A. College Work Study Program - Funded through federal and institutional sources. Students are paid at least minimum wage for the number of hours they actually work. The amount a student is allowed to work depends on the amount of

financial need demonstrated.

B. Institutional Work Program - Most campuses also have this program, which is funded entirely by institutional funds. Eligibility requirements are determined solely by the institution.

C. Cooperative Education - A work program gaining popularity with students. Generally, a student attends college for a period of time and alternately works full time at a job secured through the campus Cooperative Education Office. Contact the college for more information on this program.



MILITARY SCHOLARSHIPS

ROTC Scholarship Programs and Service Academies

Students interested in the Service Academies and/or the ROTC Scholarship programs must begin the application process as soon as possible to insure that they receive full consideration.

ROTC Scholarship Programs involve a competitive application process. In addition to the written application, candidates must undergo a physical examination, formal interview, and a physical abilities test. The first step in the process is to apply:

Air Force ROTC

Apply online by Jan. 17

www.afrotc.com

Army ROTC

Apply online by Jan. 10

www.goarmy.com/rotc

Navy ROTC

Apply online by Dec. 31

www.nrotc.navy.mil

Service Academies - The first step in securing an appointment to one of the academies is to complete a Pre-Candidate Questionnaire/Preliminary Application.

U.S. Military Academy
West Point, New York
www.usma.edu

U.S. Air Force Academy
Colorado Springs, Colorado
www.usafa.af.mil

U.S. Naval Academy
Annapolis, Maryland
www.usna.edu

U.S. Merchant Marine Academy
Kingsport, New York
www.usmma.edu

The second step is to communicate with each of your senators and your congressman and request that they consider you as one of their nominees. Each of them has a specific procedure for this request and you can locate this on their individual websites. Be sure to pay close attention to deadlines and procedures.

The U.S. Coast Guard Academy has an admissions procedure similar to other highly competitive colleges. There is no nomination process involved. Apply online at www.cga.edu and click on "Admissions" at the top of the page.



MILITARY CAREER OPTIONS

The Armed Services are major employers in the nation. They are also major sources of educational training and preparation for a variety of jobs.

There are numerous job-training opportunities in the military for both men and women. If you would like to travel or earn good wages immediately, the military service may be for you. Representatives from all the services are available to give you information about career training and/or educational opportunities.

Recruiting officers of all branches of the Armed Services visit AHS regularly. If

you are interested, be sure to sign the Reps and Recruiters appointment book in Guidance. You can also seek additional information by visiting the recruiting offices or by visiting their websites.

Seniors should consider learning about their specific abilities by taking the Armed Services Vocational Aptitude Battery (ASVAB). This test is given in the fall to AHS seniors that register in Guidance. There is no cost to either the student or school district, nor does taking the test obligate the student to enlist.

All branches of the service offer educational assistance programs.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

The ASVAB is a test used by the services to help with career counseling and job placement. It is not a "pass" or "fail" test. Your scores will only show how well you did in comparison to a representative sample of other students in the United States who took the same tests. You have a lot to gain and nothing to lose when you take the ASVAB. Here are some of the most commonly asked questions about the ASVAB:

1. What is the Armed Services Vocational Aptitude Battery?

The ASVAB is a group of twelve tests that measure your aptitude in five separate career field areas and provides an indication of your academic ability. The tests are *General Information, Numerical Operations, Attention to Detail, Work Knowledge, Arithmetic Reasoning, Space Perception, Mathematics Knowledge, Electronic Information, Mechanical Comprehension, General Science, Shop Information, and Automotive Information*. Your scores on these tests are combined into scores on the following composites: *Verbal, Math, Perceptual Speed, Mechanical, Trade Technical, and Academic Ability*.

2. Why should I take the ASVAB?

The Armed Services Vocational Aptitude Battery was first introduced in 1968 and underwent a major revision in 2002. It was specifically designed to identify individual aptitudes. If you are a senior trying to decide what to do after high school, your test scores can help identify fields worth exploring. No matter what your age or inclination, the ASVAB can be valuable to you because it can tell you more about yourself. If you are considering the military as a career, the ASVAB is a requirement.

3. *Do I incur any military obligation by taking the ASVAB?*

No! Taking the ASVAB does not obligate you to the military in any way. You are free to use your test results in whatever manner you wish. Additionally, ASVAB results will not be used to enter your name in any draft registration system and they do not become a part of your official transcript.

You have an option to sign a statement authorizing release of your test scores to representatives of all the military services; and, like the majority of high school students, if you are an upperclassman, you will probably be contacted by a service representative sometime before you graduate. You should expect this whether or not you ever take the ASVAB.

MILITARY RECRUITING STATIONS

United States Air Force
7424 Hwy. 64, Suite 108
Bartlett, TN 38133
(901) 388-8360

Tennessee Army National Guard
6822 Stage Road
Bartlett, TN 38134
(901) 372-6631

Tennessee Air National Guard
4607 Galaxy Drive
Memphis, TN 38118
(901) 291-7332

United States Navy
7424 Hwy. 64, Suite 107
Bartlett, TN 38133
(901) 388-9600

United States Army
1400 N. Germantown Pkwy, Suite 111
Cordova, TN 38016
(901) 737-1297

United States Marines
7424 Hwy. 64, Suite 106
Bartlett, TN 38133
(901) 388-8073

United States Coast Guard
8044 Willow Tree Lane
Cordova, TN 38018
(901) 624-4620

FREQUENTLY ASKED QUESTIONS????

***How do I send my transcript to a college/university/scholarship organization?**

-Complete an electronic Transcript Request for AHS, located at the bottom of the AHS homepage - click "Transcript Request".

***Can I get an official copy of my transcript?**

-An official transcript is sent from the school of origination (AHS) to the school/organization of request.

***Can I get an unofficial copy of my transcript?**

-Yes, you will follow the same procedures as requesting an official transcript. Also, an unofficial copy is given to you in the Fall and Spring of each school year by your Guidance Counselor.

***Do College Visit Days count against exam exemption absences?**

-College visits DO NOT count against exam exemptions, **IF** the correct procedures are followed. College Visit procedures can be found on page 20 and on Mrs. Chisum's website.

***As a senior, how can I be exempt from my exams?**

-Each course stands alone and to qualify for exam exemption in each course you must have a 90 or higher semester average and 3 or less Excused absences in a specific course.

***What is on my transcript?**

-Your semester averages of each course that you have taken during high school. Your transcript at the end of your junior year is often called your "6th semester transcript" and your transcript after Christmas of your senior year is often called your "7th semester transcript".

***How do I apply for the Hope Lottery Scholarship?**

-By completing the FAFSA (Free Application for Federal Student Aid) between October 1, 2019 and February 1, 2020.

***How do I apply for grants and other financial aid?**

-By completing the FAFSA (Free Application for Federal Student Aid) between October 1, 2019 and February 1, 2020.

***When are ranks re-adjusted?**

-Ranks are re-adjusted (rolled) in August of each year (after all summer school grades are recorded) and in January (after all semester exams are recorded).

***How do I find out about various scholarships?**

-You can register with a scholarship search engine (i.e. www.fastweb.com or others), check the weekly AHS Senior newsletter, and have your parents check with their employers. Many private scholarships are offered through their specific organizations (for example: AHS PTSA, Coca-Cola, Best Buy, etc.) Also, by applying to the applicable scholarships on the Scholarship Source Sheet (SSS).



ADMISSION REQUIREMENTS 2020-2021

Arkansas State University

2.75 OR 21

CBU

Competitive admission. Holistic admission based on GPA, ACT/SAT, personal writing sample, and academic recommendation

Delta State University

3.2 OR 2.5 and 16 OR rank in upper 50% and 16 OR 2.0 and 18 OR satisfy NCAA standards for full qualifiers under Division I

MTSU

3.0 OR 22 OR 2.7 and 19

Mississippi State University

Ranked in the top 50% of class and 16 OR 3.2 OR 2.5 and 16 OR 2.0 and 18 OR satisfy NCAA standards for full qualifiers under Division I and completion of CPC

Murray State University

3.0 and 18

Rhodes

Admission is competitive (academic record of primary importance, special note is taken in advanced courses on transcript)

Tennessee Tech University

2.5 and 17 (15+ subscores) and completion of college prep high school curricula

University of Alabama

Competitive admission (Applications reviewed on individual basis with consideration given to GPA, rank, high school course schedule and ACT/SAT scores)

University of Arkansas

Competitive admission (Applications reviewed on individual basis) and completion of 16 core academic units

University of Memphis

Completion of TN Board of Regents high school curriculum, comprehensive review using information from admission application, high school transcript, and test scores.

University of Mississippi

Top 50% of class and 16 OR 2.0 and 18 OR 3.2 OR 2.5 and 16 OR 2.0 and 18 OR meet certification requirements for NCAA

University of Tennessee

Competitive admissions with holistic approach

ACT Mid-50% Range: 25 - 30

GPA Mid-50% Range: 3.6 - 4.3

Average: 27

University of Tennessee @ Chattanooga

2.85 and 18 OR 2.5 and 21

University of Tennessee @ Martin

3.0 and 19 OR 2.7 and 21

Western Kentucky University

2.5 GPA OR 20 ACT

*Check Admission Requirements at all colleges that you are applying for specifics (i.e. Mississippi colleges require a Technology course to be taken during high school)

*Specific high school course requirements apply to each college. Research the individual college website for these requirements. These requirements often vary from college to college.

*Scholarship deadlines and criteria vary for each college. Be sure to check out the specific college websites for this information.

TENNESSEE PROMISE

The Tennessee Promise scholarship offers 2 years of tuition-free community or technical college to Tennessee high school graduates. In addition, some private colleges and public universities offer eligible two-year programs that qualify for the TN Promise scholarship. Further information can be found on the TN Promise website: www.tnpromise.gov

3 Simple steps to receive the Tennessee Promise Scholarship:

1. **APPLY** - by November 1 at www.tnpromise.gov
2. **COMPLETE** - the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov by February 1
3. **ENROLL** - in a community or technical college or eligible university

Community Colleges - any in the state of Tennessee

Technical Colleges - Tennessee College of Applied Technology Centers

****Universities:** Austin Peay State University and Tennessee State University

Private Colleges: Baptist College of Health Sciences, Bethel University, Bryan College, Carson-Newman University, Christian Brothers University, Cumberland University, Hiwassee College, John A. Gupton College, Johnson University, King University, Lane College, LeMoyne-Owen College, Lincoln Memorial University, Martin Methodist College, South College, Southern Adventist University, Trevecca Nazarene University, Tusculum College, Welch College

******These institutions offer two-year programs which are eligible for Tennessee Promise during the 2020-2021 academic year. Students must be admitted to the Associate's degree program before they can participate in TN Promise. Four-year programs at these institutions are not eligible.



Tennessee Promise Scholarship Criteria

- Complete application by deadline (November 1)
- Attend 2 **mandatory** Mentor meetings (October 3 and March 23)
- Complete 8 hours of community service prior to each semester (First 8 hours must be completed by July 1, 2020)

HOPE LOTTERY SCHOLARSHIP & GAMS

***Qualifications for the Hope Lottery:**

3.0 (or higher) unweighted final GPA OR 21 (or higher) ACT

***Qualifications for GAMS (General Assembly Merit Scholarship):**

3.75 (or higher) unweighted final GPA AND 29 or higher ACT.

Application for the Hope Lottery and GAMS: www.fafsa.ed.gov
FAFSA is completed between October 1, 2019 and February 1, 2020

Hope Lottery Scholarship disbursement:

2 year colleges: Up to \$1500 per semester

4 year colleges: Up to \$1750 per semester freshman and sophomore
years

Up to \$2250 per semester junior and senior years.



AHS GRADUATION 2020

MAY 18, 2020

GRADUATION TICKETS

-Each graduating senior will be given 10 tickets to share with their family and friends. **ONLY** those individuals with a ticket (that was distributed from AHS) will be allowed to attend the graduation ceremony.

-Tickets will be distributed **May 4 - May 8**

(6:30 am - 7:00 am and 2:00 pm - 2:30 pm) in AHS Guidance.

-Photo ID required for ticket pick-up

GRADUATION DRESS CODE:

Girls:

Shoes - solid black, closed toe, closed heel, **FLATS** (NO SLING BACKS OR HEELS)

Dress - Solid black dress or skirt

Dress - Should **NOT** be longer than gown (Dress/skirt should not show below gown)

Cap - Worn flat on head (NOT at an angle or tilted)

Boys:

Shoes - solid black dress, closed toe, closed heel (NO ATHLETIC SHOES)

Socks - solid black

Pants - solid black

Shirt - White with collar

Tie - Knot should be solid black (traditional tie)

Cap - Worn flat on head (NOT at an angle or tilted)

ORDER DAYS

*Graduation Announcements/Keepsakes Order Day: November 8, 2019

-Cost depends on individual senior order

*Graduation Order Day: January 31, 2020

-\$95 (Cash or Check - made to AHS)

Graduation Practice:

Monday, May 18, 2020

10:00 a.m.

Bellevue Baptist Church

2000 Appling Road

Cordova, TN

*Attendance is **MANDATORY** if you are participating in graduation

Graduation:

Monday, May 18, 2020

7:00 p.m. (Seniors must arrive by 6:00 p.m.)

Bellevue Baptist Church

2000 Appling Road

Cordova, TN



*Further graduation information can be located on Mrs. Chisum's webpage (accessed through the AHS webpage) and on the Senior Newsletters.

POINT OF CONTACT FOR:

Senior Pictures

Holland Studios
7632 Poplar Pike
Germantown, TN
901-362-1818

Yearbooks

Mr. Pfeiffer, Senior English/AHS Yearbook Sponsor
carl.pfeiffer@acsk-12.org

Transcripts

Mrs. Akin, Registrar
901-867-1541 ext. 7022

Senior Keepsakes, Announcements, Cap/Gown

Balfour
7855 Farmington Blvd.
Germantown, TN
901-759-0116

FAFSA (Free Application for Federal Student Aid)

www.fafsa.ed.gov
1-800-433-3243

Hope Lottery

Managed by TSAC (Tennessee Student Assistance Corporation)
615-741-1346

Tennessee Promise

Amanda Bolden
amanda@tnachieves.org

NOTES