

Educational/Career Planning Guide Calendar

Senior

August - September

- Visit college campuses
- Finalize list of colleges where applications will be sent
- Send for college application forms
- Write all college application deadlines on a calendar
- Begin or continue to fill in applications
- Consult records folder when filling in applications
- Actively search for scholarships including sports, activity, and academic scholarships
- Determine fall admissions test schedule
- Register for any necessary tests
- Schedule test preparation time
- Check credits to make sure you meet high school graduation and college entrance requirements
- Attend college nights or fairs. Prepare specific questions for college representatives
- Encourage parents to attend back-to-school functions and college information sessions

October

- Visit college campuses
- Prepare a resume highlighting your academic, extracurricular work and volunteer activities to give to people writing recommendations
- Spend time choosing recommendation writers
- Take ACT or SAT, if necessary
- Continue working on applications
- Begin applying for scholarships
- Continue attending college and career information sessions

November

- Visit college campuses
- Attend the OHS College Fair – October 25 at 1:30
- Register for future ACT tests, if necessary
- Continue applying for scholarships
- Continue attending college and career information sessions

December

- Visit college campuses
- Complete most college applications
- Continue applying for scholarships
- Register for future ACT Tests, if necessary
- Take the ACT or SAT, if necessary
- Obtain financial aid forms from high school counselors or college admissions offices
- Take ASVAB test –November 29 at OHS

January

- Complete financial aid forms
- Make final visits to college campuses
- Try to have all college applications completed
- Check that all recommendations, transcripts, and test scores have been sent to colleges
- Register for future ACT tests, if necessary
- Study for semester tests

February - April

- Complete any late deadline application forms
- Take any needed tests
- Evaluate offers of admissions
- Consider visiting college campuses before making final decision

May

- Make final decision, if not made earlier
- Take AP (Advanced Placement) tests, if appropriate
- Thank all those who have helped in the admissions process
- Notify guidance office of college choice and have final transcript sent

College Application Process

To help students through the college application process, follow these steps:

1. Obtain an application from the college of the high school counselor.
2. Fill out the application completely and neatly! **Type or print in black ink**
3. Bring your completed application and a check for the application fee (if required) to the counselor's office. We will make a copy of it and mail it with your transcript.
4. Keep a file with all college information and correspondence.

TIPS FOR FILLING OUT APPLICATIONS

Someone once said that “people do not apply for college; folders do”. The folder or application is a single opportunity to influence the process. Approach each aspect of the applications as an opportunity. Devote time and thought to the application process.

1. Read **EVERY WORD** of the directions and the entire application through **before** you begin filling it out.
2. Gather all of the information together and keep in a file for future use. Take time to consider activities in and out of school, both paid and volunteer work that may be useful for you to include in an application. Never exaggerate or include false information.
3. Type whenever possible or print neatly using black or blue ink. **Do not use a red or other odd color of ink.**
4. **BE NEAT!** Remember your application is the first impression you present of yourself, so make it a good one. Never leave “scratched out” places on an application -- Do it over if you have to.
5. Always complete all questions on an application. Never leave anything blank. If a question does not apply to you write N/A (not applicable). Applications for scholarships may be thrown out because they do not contain complete or correct information.
6. Essays should be error-free, thoughtful, logical and organized. Use vocabulary you are comfortable using. **Proof read!** Have someone else proof read it as well.
7. Always ask before giving someone's name as a reference. Think about who would give you a “good” recommendation.

8. **MEET ALL APPLICATION DEADLINES!** Check to make sure that a deadline is for a postmark or if the deadline is the date that the application must be received. Allow time for mail delivery.
9. Have someone else (your parents, teachers, etc.) proof read your application for mistakes, spelling errors, etc. Carelessness can cost you!
10. Be consistent in using your full name, school name, etc. throughout your application. For example if your name is James X. Smith - always use James X. Smith, not Jim Smith, Jimmy Smith and so forth.
11. If you do not understand something on an application, do not be afraid to ask someone. The guidance staff is always happy to provide you with assistance.
12. Xeroxed copies (clear ones) are acceptable, but sign each one individually. Make copies for your own files.

College Entrance Exams

There are two major college entrance exams, the ACT and SAT. All Missouri public four-year colleges and most private four-year colleges require the ACT. Missouri two-year colleges do not all require the ACT but do encourage students to take it. Generally, high school juniors should plan on taking the ACT in the spring of their junior year. Nationally, most colleges and universities accept scores from either exam.

ACT: The ACT test is given at Gasconade County R-2 High School during the regular nationally scheduled test dates. Registration packets are available for your convenience in the guidance and counseling department. The ACT is a three-hour multiple choice test which covers the areas of language arts, mathematics, reading and science reasoning. Practice tests are also available in the guidance office

SAT I: Reasoning Test - The SAT I is a three-hour test, primarily multiple-choice questions that measures verbal and mathematical reasoning abilities. Students planning to attend a college that prefers the SAT I must also determine if any SAT II subject tests are required. SAT I and II packets are available in the guidance office.

SAT II: Subject Tests - Subject Tests are one-hour, primarily multiple choice tests in specific subject areas. Unlike the SAT I, which measures more general abilities, the SAT II subject tests measure your knowledge of particular subjects and your ability to apply that knowledge. Some colleges require or recommend one or more of these tests for admission or placement purposes. Check the requirements of colleges under consideration before deciding which test to take.

National Test Date Schedule 2011 - 2012

TEST DATE	REGISTRATION DEADLINES	
	Regular	Late
September 8	August 17	August 18-24
October 27	September 21	September 22-Oct. 5
December 8	November 2	November 3-16
February 9	January 11	January 12-18
April 13	March 8	March 9-22
June 8	May 3	May 4-17

Please register online or pick up registration materials in the Counselor's Office.

This year ACT will be testing all dates with the ACT Assessment Plus Writing.

DON'T FORGET THAT YOU MUST UPLOAD A PICTURE STARTING THIS YEAR INTO THE ACT WEBSITE AND YOU MUST BRING A PICTURE ID AND YOUR TICKET WITH YOU WHEN YOU TEST!

College / Interview Days 2011-2012

The following is a listing of dates in which school is not in session. These would be excellent times to schedule a college visit. It is always best to call ahead and set up an appointment. Included in this packet is a list of colleges and telephone numbers. In order for a college day visit to be excused, you must pick up a form from the counselors office **before** you take a college day.

September 3	NO School
October 12	NO School
October 18-19	NO School
November 21-23	NO School, Thanksgiving Break
December 21- January 3	NO School, Christmas Break
January 21	NO School
February 15	NO School
February 18	NO School, President's Day
March 1	NO School
March 28-April 1	NO School, Spring Break

College Admission Standards

The recommended admission standards for Missouri four-year universities and colleges are listed below. In addition to the core course requirements, some students may be denied admission for low ACT score and/or low high school grade point average. Please discuss any concerns you may have with your counselor.

Core Curriculum

4	Units of English
3	Units of mathematics, Algebra I (Integrated I) and above
3	Units of laboratory science
3	Units of social studies
3	Additional units of upper level English, math, science, social studies and/or *foreign language
24	Total units of credit

*While 2 years of the same foreign language is strongly recommended only the University of Missouri at Columbia requires two years of foreign language for admissions.

Scholarship Opportunities

Throughout the year the guidance department receives notification of scholarship opportunities for students. Students will be made aware of these opportunities through the daily bulletin, scholarship update handouts, the bulletin board across from the guidance office and information in the guidance office. Students are encouraged to involve parents in the search. Religious groups, fraternal organizations, and employers may be sources of scholarships. Students are encouraged to inquire into the availability of institutional scholarships at the schools they are considering.

Scholarship Alert

A listing of scholarships is published monthly in throughout the year *in Scholarship Alert*. The Scholarship Alert is distributed through the senior English classes. Students may pick up a copy of the scholarship listing as well as applications and scholarship information in the Guidance Office.

Local Scholarships

The Gasconade County R-2 School District is privileged to have many outstanding locally funded scholarships. Information and applications for local scholarships will be given to students in January. Local scholarship selection takes place from February through late April. A listing of local scholarships is available in the Guidance Office.

Financial Aide (FASFA)

The Free Application for Federal Student Aid (FASFA) application is available after January 1, 2003 in the Guidance Office. Forms may also be obtained through your college financial aid office.

Class Rank and Weighted Grades

Class ranks and grades are not published, however, students may obtain their individual grade point average and class rank from the guidance counselor. Weighted grade point averages and class rank will be figured at the end of the seventh semester (first semester of senior year). The weighted grade point average and class rank are used by local scholarship committees and in determining class valedictorian and salutatorian.

Military Recruiter and College Representative Visits

Representatives from post-secondary institutions and the military regularly visit our high school each year to visit with prospective students. Listen to the announcements as to when representatives will be available. A college comparison worksheet is included in this packet to assist you in comparing data.

College Day/Campus Visits

The school attendance policy allows seniors to have one excused college day per year. Students are required to obtain a college day permission form from the counselor's office **before** taking a college day. The form must be signed by a college official and used to obtain an absence slip when the student returns to school. If a student needs more than one college day, the student needs to make arrangements through the senior guidance counselor. It is recommended that students make an appointment with the college before they plan to visit. A list of colleges and phone numbers is included in this packet.

A+ Schools Program

Gasconade County R-2 High School graduates who meet A+ eligibility are eligible for two years of free tuition, books, and common fees from any Missouri public community college, vocational school, or technical school. * The State of Missouri Department of Elementary and Secondary Education has notified us that in the event of budget cuts in the 2002-2003 fiscal year, there is a possibility that a cap will be placed on textbooks for the graduating class of 2003.

Upon being granted A+ Schools status, state funds will be available, and students will be entitled to receive financial reimbursement if they have met the following requirements:

- ❖ Attend a designated A+ school for four consecutive years
- ❖ Maintain a minimum 2.5 grade point average at graduation
- ❖ High School attendance record of 95%
- ❖ Tutored or mentored other students for a minimum of 50 hours
- ❖ Maintain a record of good citizenship and avoided the unlawful use of drugs
- ❖ Enroll and attend on a full-time basis, a Missouri public community college or technical school and maintain a 2.5 grade point average
- ❖ Apply for all available federal financial assistance funds that do not require repayment

*While there is no reason to believe that the A+ program will continue, funding and rule changes to the A+ program are under the governance of the Missouri Legislature and the Department of Elementary and Secondary Education.

