



Gwinnett Online Campus

Senior Advisement Handbook



Counseling Department

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SENIORS



Dear Students & Parents,

This handbook is designed to help you navigate your post-secondary options. Programs and procedures are described briefly to give you an overview. We feel the best way to achieve our goals is through a collaborative effort with students, parents, and community stakeholders. We are here to provide information, guidance, and support to help you make the most of your high school experience.

The Gwinnett Online Campus Counseling Department works as a cohesive team to offer information and advisement that enables students to choose and implement the most positive, appropriate, and productive comprehensive education plan. While collaborating with psychologists, social workers, other support staff, along with parents and the community, the GOC Counseling Department functions as an integral part of the student's educational program.

GOC Counseling Department bases its philosophy on the firm conviction that every individual has worth and dignity. We believe that if students are to reach their potentials, they, their parents, the community, and the school must share this conviction. We seek to assist the students in becoming mature adults, prepared to continue their formal education and equip them to meet the challenges and problems created by a changing and complex society.

Respectfully,

GOC Counseling Department



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Questions to Ask During Your College Search

Before you jump into looking at colleges, you must first begin by thinking about yourself and what you want from your college experience. Here are some questions to ask as you develop a college profile for your search:

Take a look at yourself (and be honest)

- What are your **personal strengths and qualities of character**? Are you independent, resourceful, creative, motivated, etc.?
- What kind of **academic record** do you have?
- What are your **work habits**? Do you work to your potential or work to get by?
- Based on your answers, what **level of challenge** is realistic for you?
- Do you have any **particular careers** in mind?

Take a look at your finances.

- Do **financial limitations** affect your choice of college? Keep in mind that scholarships and financial aid may be available. Based on information that you provide about your family's finances; the college will decide if you qualify for financial assistance.
- If you qualify for financial aid, **how much debt** can you reasonably handle after graduation based on your intended career plans?
- Will **your family be able to help financially**? Have a serious discussion with your family about finances and everyone's expectations.
- Will you need to **work to pay for college**? If so, what options will you have and what kind of class load will you be able to handle? If you can only take a part-time load (fewer than 12 hours), be aware that you may not be eligible for some financial aid and scholarships and it will take longer to complete your degree.

Take a look at your preferences.

- What about **housing**? Do you want to commute from home, live on campus, or live on your own near campus?
- Do you want to attend college in a **city or a small town**?
- In what **region** of the country would you like to attend college?
- Is it important to you to be **close to home** or will you be coming home just for holidays and breaks?
- What **size** college appeals to you? How big is too big? How small is too small?
- Would you prefer a **single-gender or co-ed** college?
- Do schools you're looking at have any **rules or regulations** of which you need to be aware? Can you handle them for four years?
- Do you want to participate in **extracurricular activities**? What activities are must-haves?
- Do you want an **athletic program**? Will it not feel like college to you if the school doesn't have a winning football or basketball program?
- Do you need **recreational amenities**? How important is a good gym? Swimming pool? Intramurals?
- Do you want a strong **creative arts** program?
- Are you looking for an **academically challenging** program?
- Does the college offer your **desired major**?
- Do **special programs**, internships, work programs, or study abroad options interest you?
- What about **social life**? Do you want a campus that's highly social, one that's pretty focused on academics, or something in between? Do you want to join a sorority or fraternity? If not, does Greek life dominate the social scene?

Take a look at factors for each college.

- What will it **cost**?
- Where is it **located**?
- What **scores, GPA**, etc., are required for admissions?
- What **percentage of applicants are admitted**?
- What percentage of **freshmen receive financial aid**?
- What is the school's **reputation for academics**?
- What are the **strongest programs or departments**?
- Does the school have your likely **major**? Is the program well regarded?
- Will the school accept your **AP/IB classes for credit**?
- What is the **average class size** for underclassmen? For upperclassmen?
- Does the school offer **additional programs** (study abroad, internships, etc.) that are important to you?
- What percentage of graduates are in **graduate school or have a job** within six months of graduation?
- What is **campus life** like?
- Is it a **commuter school** where most students live at home or live nearby and go home on weekends?
- What are options for **housing**? (on-campus: single-gender dorms, co-ed dorms, apartment-style dorms; off-campus: apartment, condo, house, co-op)



Finalize your college search and selection.

After considering these questions and developing a profile of what's important to you in a college, start assembling a list of colleges to consider. Talk to your counselor, your advisor, and your family to decide which colleges offer you a good shot at admissions, are a good fit academically, and are possible with your family finances/financial aid options. Narrow your list to a handful of colleges you could definitely get into (safety schools), colleges that you'd probably get into (reach schools), and colleges you would like to get into (dream schools). Decide how many colleges from each category you'll apply to and develop a plan, noting deadlines, required materials, and application costs. Budget how much you can afford for application fees.

Colleges/Universities where you feel you could definitely get in (Safety Schools). *I'm at the high end academically for admitted students at* _____

Colleges/Universities where you probably would be admitted (Reach Schools). *I'm in the middle academically so I feel pretty good about my chances at* _____

Colleges/Universities where you would like to be admitted (Dream Schools). *These schools would be an academic stretch for me, but I'd like to go to* _____

Take a final look at your colleges to make sure they meet your career plans. Make sure you meet the colleges' admissions requirements (GPA, exam scores, etc.). For colleges that make the cut, find an application online or contact the college to request an application. Be aware of deadlines, required fees, etc. Some colleges offer free or discounted fees if you complete your application online. (Students who qualify for free- or reduced-price lunch also may qualify for free or discounted application fees. Talk to your counselor.) Make sure your application is complete before the deadline, including the submission of letters of recommendation, transcripts, and other required materials.



Top 10 Mistakes to Avoid in Choosing a College

Searching for a college can be hard but knowing what *not* to do will help you avoid common pitfalls. Here are ten mistakes students make when they search for a college.

1. Rushing the process

It's easy to believe you know what you want in a school but rushing the decision leads to a knee-jerk reaction. When you make a decision too fast, you might decide without considering all your options first. After visiting the schools, use a pros and cons list to narrow down the options.

2. Being a follower

Following a friend, boyfriend or girlfriend might seem like a good idea, but it usually isn't. Every person needs something different from his or her school. What might be the perfect fit for one person might not be the right choice for you. Find the school that meets your needs without letting a friend influence your decision. Remember that the best friendships can survive the distance.

3. Procrastination

When you're forced to make a decision last minute, the pressure you feel won't lead to the best choice. Waiting may limit your options if the school caps enrollment. Bottom line: Don't wait.

4. Not visiting

Although websites and social media give you a glimpse of a school, they shouldn't be the only way you decide. Visiting the school gives you a sense of how the school *feels*, whether it seems like the right size and the community both in and out of the classroom. Those are factors you just can't determine online.

5. Making a choice based on nonessentials

Don't make a decision based on the cafeteria food, weekend activities, or how nice the dorms are. Those things are attractive, but they're not the essential items that will get you the best education.

6. Only focusing on your major

Although you might be 100% certain of your future major, think again. Many students change their major multiple times. If you only look for a school that is good in one subject, you might be disappointed when you decide to switch majors.

7. Only focusing on cost

Although cost is important, it shouldn't be the only factor to consider. Scholarships, financial aid, and grants can deeply offset the price tag. Narrow your choices once you've seen the package they offer you.

8. Scared away by potential rejection

Don't fail to look at a school because you think you won't be accepted. Make a list of schools and then check into the admissions requirements to see if you qualify. You might be surprised at the results.

9. Not considering your faith background

Make sure you're comfortable with the style of worship and theological views. Although Christian schools are made up of a diverse group of students from various denominations, it's important to feel comfortable dealing with those differences.

10. Only looking at local schools

Although you might be more familiar with the schools locally, it limits your choices. The right school might be further away and a much better fit for you.

If you avoid these ten mistakes, you'll be able to navigate this pivotal decision with ease. Searching for a college is a great way to figure out not only what you need, but what will bring out your greatest potential during your college career.

12th Grade Student Checklist

Fall Checklist

- Sign into your student GAfutures account to review your status for the following: GSFAPP, ACT and/or SAT Score, Selective Service Registration and HOPE calculated GPA.
- Review your **Plan&Pay4CollegeGA 12th grade** letter found on your GAfutures Dashboard.
- Meet with your school counselor to make sure you're on track to fulfill all graduation, admissions and academic rigor requirements.
- If you haven't done so, take the necessary admissions tests – SAT, ACT or Accuplacer. Be sure to have your test scores send to GSFC (SAT-0472 or ACT-2225) by the deadline of high school graduation for the Zell Miller Scholarship Eligibility.
- November is Georgia Apply to College month where many colleges in Georgia will waive application fees. Ask your school counselor about College Application events at your high school or in your area.
- Ask your teachers and counselors to submit required documents (letters of recommendation) to your preferred colleges.
- Submit a request through your My GAfutures account for your high school to send your official transcript to any college you've applied to.
- The FAFSA will be available in December, begin this process now by creating an FSA ID for yourself, your parents, and any contributor to your FAFSA. GSFC will host FSA ID creation events in the Fall.
- Find out if your college requires the CSS/PROFILE, a supplemental financial aid form, in addition to the FAFSA.
- Stay involved in after-school activities and work hard all year. Your grades can still impact financial aid and scholarship eligibility.

Spring Checklist

- Complete any additional scholarship applications. In addition to submitting the FAFSA, be sure to submit the GSFAPP to qualify for state aid like the HOPE Scholarship.
- Decision time! Review your college acceptances, compare financial aid offers and plan visits to where you have been accepted.
- Review your family's financial situation and make sure you're planning for the cost of college appropriately. Visit the College Money Matters section and net price calculators on GAfutures.org for suggestions. The comparison tool at consumerfinance.gov is another helpful resource to compare college costs and financial aid offers.
- If you have questions about the aid being offered, contact that college's financial aid office.
- When you decide which college to attend, submit any required financial deposits, and confirm housing plans, freshman orientation dates and course registration. Also, notify the other colleges you were accepted to and withdraw your application.
- After you begin college, you will have access to your My College HOPE Profile allowing you to check your eligibility while in college.

Vocabulary

When it comes to financial aid and planning for college, there are some key terms you should know to help you understand the process and make informed decisions.

- **529 Plan:** Tax-advantaged savings plan designed to encourage saving for future college expenses. Path2College is Georgia's 529 plan.
- **COA (Cost of Attendance):** Total cost of attending a college or university, including tuition, room and board, books, lab fees, transportation and basic living expenses.
- **Contributor:** Any individual required to provide signature and consent on the FAFSA form, including the student; the student's spouse; a biological or adoptive parent; or the parent's spouse (stepparent).
- **FAFSA (Free Application for Federal Student Aid):** Filling out a FAFSA is the first step in the financial aid process. To be eligible to receive federal financial aid, a student must complete a FAFSA.
- **FSA ID:** Provides access to Federal Student Aid's online systems and can serve as your legal signature. You must have an FSA ID to complete the FAFSA.
- **Grant:** Money given to students for their education that does not typically have to be repaid. Often based on need, grants may come from federal or state programs, or sometimes from private charitable organizations.
- **HOPE GPA:** Your HOPE GPA determines if you are academically eligible for the HOPE or Zell Miller Scholarship. It includes only grades earned in core subjects – English, math, science, social studies and foreign language. You can check your HOPE GPA beginning in 10th grade through your My GAfutures account.
- **Merit-based:** Financial aid based on academic, athletic or some other type of achievement.
- **Need-based:** Need-based financial aid is reserved for low-income students.
- **Pell Grant:** Federal program that provides need-based educational grants for low-income students. Pell Grants do not typically have to be repaid.
- **SAI (Student Aid Index):** A calculation of the amount of need-based financial aid a student is eligible to receive.
- **SAR (Student Aid Report):** Your SAR summarizes the information entered on your FAFSA form and shows the amount of your EFC.

Visit the College Planning section of GAfutures
for additional information on preparing for college.



College: How to Get There From Here

We know you're ready for college—your academic track record has proven that. Now it's time to apply. Here are some tips on how to get started.

Apply to four or more colleges.

AT LEAST

1

SAFETY

A college you're confident you can get into.

AT LEAST

2

GOOD FITS

Colleges you have a pretty good chance of getting into.

AT LEAST

1

REACH

A college that you have a chance of getting into, but it's a stretch.

Applying to two colleges instead of one makes it **40% MORE LIKELY** that you'll enroll in a four-year college. If you apply to more than two, then your chances of enrolling will be even better.

Never rule out applying to a college because you think it's too expensive.

There are scholarships and financial aid packages available at almost all four-year colleges.

The estimated average grant aid for four-year colleges in 2016-17

PUBLIC COLLEGES

MORE THAN \$4,700

PRIVATE NONPROFIT COLLEGES

MORE THAN \$18,600

Many students receive much more than the average aid.

The Free Application for Federal Student Aid (FAFSA) opens October 1.

When looking at colleges, consider the following:

ACADEMIC

What are the average SAT® scores and GPA of students admitted to the school? Does it have any prerequisites? Apply to colleges that are a good academic fit—whether they're a safe bet or a little out of reach.

GRADUATION RATE

Do most students graduate in four years? If not, why not?

LOCATION

Do you prefer a big city, suburb, or small town?

MAJORS

Does the college offer a variety of majors that interest you?

SIZE

Do you want a smaller campus with smaller class sizes or a larger school with a wider variety of programs, such as a state university?

ACADEMIC RESOURCES

Does the college's library meet your needs? Does the campus use the latest technology? What about lab facilities?

CAMPUS LIFE AND SERVICES

What are the housing options? Are there social activities, cultural events, clubs, or athletics that interest you? What support services are available on campus to help with social, health, academic, and financial challenges?

Take a college tour.

Set up campus visits. These visits are always free, but if you can't travel, take a virtual tour, or visit a local college. Even if you don't tour your first-choice college, you'll get an idea of what campus life is really like.

College Application Timeline

Want to know if you're on track in the college application process? This timeline shows you what you should be doing, and when.

SEPTEMBER/OCTOBER—PREPARE

- ☐ **Sign up for updates at bigfuture.org** and opt in to the College Board Opportunity Scholarships at cb.org/opportunity if you haven't already.
- ☐ **Talk to your school counselor or adviser** about the college search and application process.
- ☐ **College requirements:** Make a list of the application, testing, and financial aid requirements for each college.
- ☐ **Letters of recommendation:** Decide who to ask, and reach out to them early so they have time to write good letters. If you have a résumé or list of accomplishments, be sure to send it to them.
- ☐ **Application essays:** Look over essays you have already written for inspiration. Share your ideas with parents, teachers, or other trusted adults so they can help you craft the strongest essays possible.
- ☐ **Register for the SAT:** If you haven't taken it yet, or would like to take it again, it's not too late! Sign up now, and be sure to send score reports to colleges.
- ☐ **Practice and improve your SAT score:** When you practice for the SAT for 12 hours using Official SAT Practice on Khan Academy and improve your score by 100+ points, you could be eligible for a College Board Opportunity Scholarship. Visit cb.org/opportunity.
- ☐ **Opt in to Student Search Service®:** More than 1,100 colleges use this service and are looking for students like you.
- ☐ **Complete the FAFSA, which opens October 1:** It's necessary if you're applying for federal and state grants and loans. Funds are limited, so make sure to file by the financial aid priority filing dates. You could also earn a chance at a College Board Opportunity Scholarship.
- ☐ **Reminder:** Enter the Complete the FAFSA scholarship at cb.org/opportunity.
- ☐ **Complete the CSS Profile™, which also opens October 1:** Certain colleges use it to see if you qualify for additional grants and scholarships. (There's a fee for application.)

NOVEMBER/DECEMBER—APPLY TO COLLEGES

- ☐ **Work on your applications:** Some have deadlines as early as November.
- ☐ **Send your SAT and AP® scores:** This ensures that colleges have the most complete set of your information to review for admission, as well as scholarship awards, course placement, or selection to a specific program or major.
- ☐ **Consider college application services:** Application systems like the Coalition Application, Common Application, and Universal College Application let you complete one application online and submit it to several colleges.
- ☐ **Apply to college:** Submit your applications to colleges you're interested in attending, and you could earn a chance at a College Board Opportunity Scholarship. Visit cb.org/opportunity.
- ☐ **Send transcripts:** Ask for your transcripts to be sent to your chosen colleges.

JANUARY/FEBRUARY—EXPLORE FINANCIAL AID OPTIONS

- ☐ **Compare award letters:** After examining the financial aid packages you're offered, you'll see that schools may be more affordable than you thought.
- ☐ **Search for scholarships:** Scholarships provide money for college that you don't need to repay. And they're not just for academic superstars.

MARCH/APRIL—DECIDE!

- ☐ **Get information:** Dig a little deeper to help you make the best choice. Ask questions. Create a list of any questions you still have about the colleges you're considering.
- ☐ **Review acceptance letters:** Go over all offers of admission, consider the pros and cons of each school, and pick the college that's the best fit for you.

Visit bigfuture.org for more information.

2023-2024 ACT/SAT Test Dates

Gwinnett Online Campus School Code: 112284

When you register, you may select up to 4 colleges to have your ACT or SAT scores sent to for free. If you don't request this at the time of registration, you will have to pay if you need official scores sent later. NCAA Requirement: Use the code "9999" to have your official scores sent directly to the NCAA Eligibility Center.

ACT Test Dates 2024-2025

Test Dates	Registration Deadline	Late Registration Deadline
September 14, 2024	August 9, 2024	August 25, 2024
October 26, 2024	September 20, 2024	October 7, 2024
December 14, 2024	November 8, 2024	November 22, 2024
February 8, 2025	January 3, 2025	January 20, 2025
April 5, 2025	February 28, 2025	March 16, 2025
June 14, 2025	May 9, 2025	May 26, 2025
July 12, 2025	June 6, 2025	June 20, 2025

SAT® TEST DATES & DEADLINES 2024-2025

SAT Test Date	Registration Deadline	Late Reg. Deadline
August 24, 2024	August 9, 2024	August 13, 2024
October 5, 2024	September 20, 2024	September 24, 2024
November 2, 2024	October 18, 2024	October 22, 2024
December 7, 2024	November 22, 2024	November 26, 2024
March 8, 2025	February 21, 2025	February 25, 2025
May 3, 2025	April 18, 2025	April 22, 2025
June 7, 2025	May 22, 2025	May 27, 2025



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www.khanacademy.org/SAT

<https://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>

THE SAT **VS** THE ACT

- Fewer Geometry Questions
- More Time per Question
- No-calculator Math Section

KEY Differences

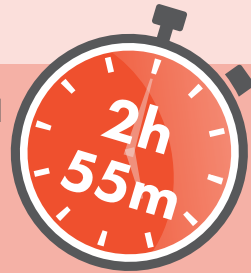
- Lots of Geometry
- Faster Paced
- Tough Science Section



Overall Time

TIMING & SCORING

Overall Time



Reading

65m

Writing

35m

Math
(No Calculator)

25m

Math
(Calculator)

55m

200 - 800 points

200 - 800 points

1-36

1-36

1-36

1-36

35m

Reading

45m

English

60m

Math

35m

Science

Total Points

400 - 1600

1 - 36

Total Points

Time per Question



Reading



Writing



Math



Reading



English



Math



Science

MATH

Number of Questions

SAT
58

ACT
60

Number of Sections

2
SAT

1
ACT



Time Per Question



Formulas

The **SAT** provides a reference table of common formulas.

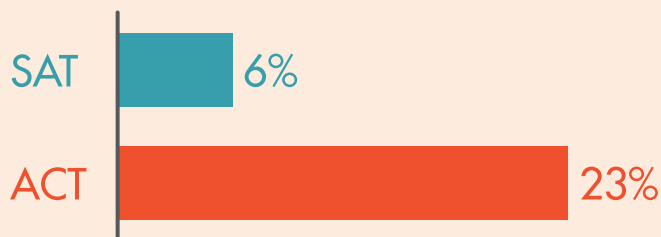
The **ACT** does not provide formulas for reference.



The SAT Math sections include **45** multiple choice questions and **13** student-produced response questions (i.e., grid-in questions).

Geometry Focus

The ACT has a much greater emphasis on Geometry. In contrast, the SAT focuses more on Algebra, word problems, and Data Analysis questions that ask you to incorporate information from tables and charts into your calculations.

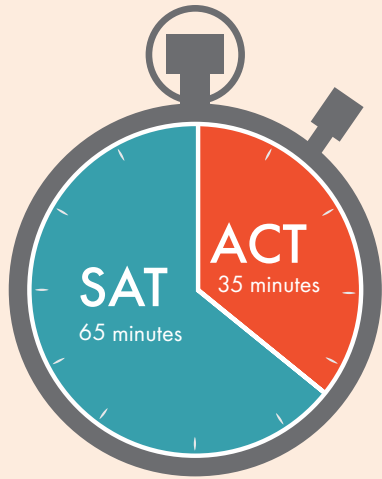


The **ACT** Math section allows the use of calculators.

The **SAT** has one **NO CALCULATOR** section and one calculator section.



READING



Total Time

Time Per Question

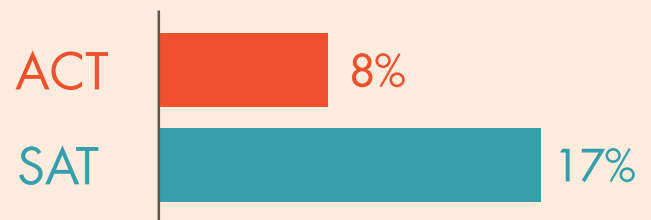


Number of Questions



Vocabulary

What percentage of questions test vocabulary?



Do the Reading sections have Graphs and Charts?

SAT



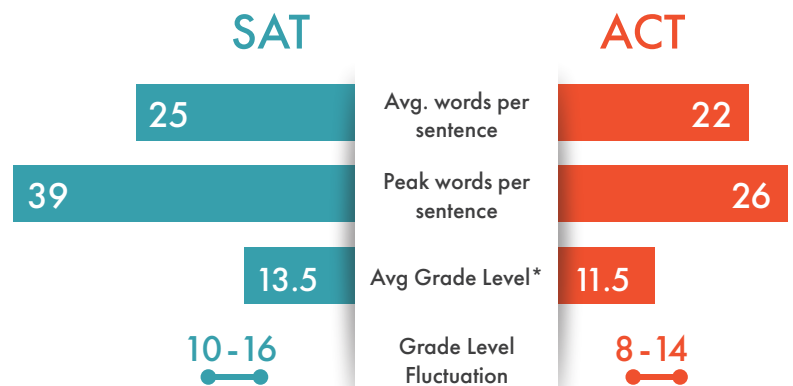
Yes, relating to
two passages

ACT



No, only on the
Science section

Passage Complexity



*Flesch-Kincaid readability assessment

Number of Passages

SAT

5



comparison

Topics Covered

- Literature
- Science (2)
- History/Soc. Studies (2)

ACT

4



comparison

- Prose Fiction
- Humanities
- Social Science
- Natural Science

WRITING/ENGLISH

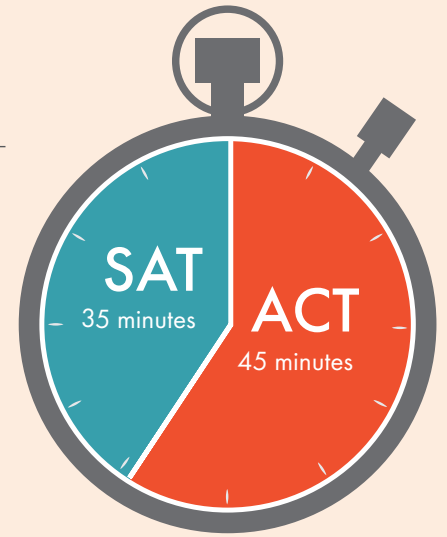
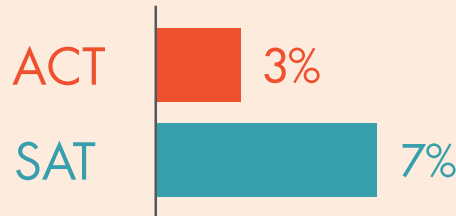
Number of Questions

SAT
44

ACT
75

Vocabulary

What percentage of questions test vocabulary?



Total Time

Time Per Question



Do the Writing/English sections have

Graphs and Charts?

SAT



Yes, relating to one or two passages

ACT



No, only on the Science section

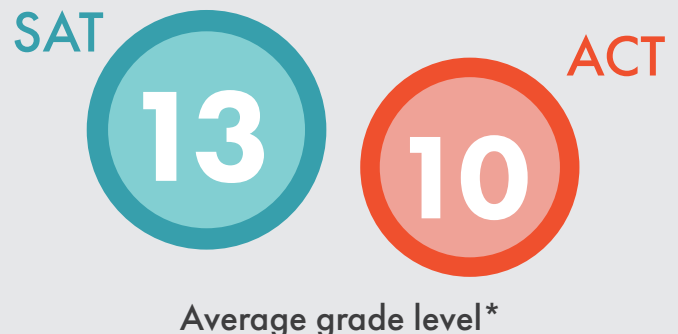
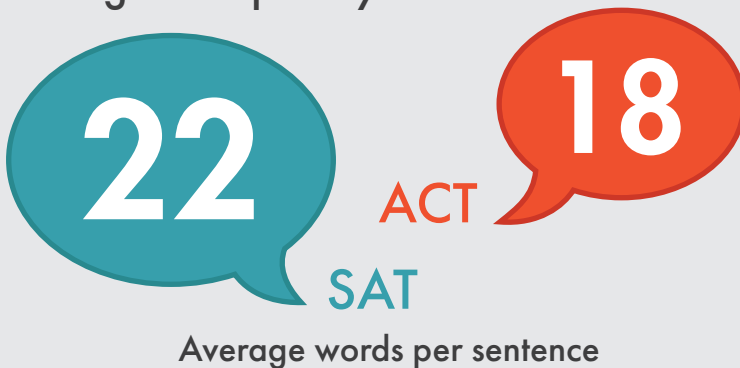
GRAMMAR VS. RHETORICAL SKILLS

SAT 45% 55%*

ACT 51% 49%*

*The difference between the 49% Rhetorical Skills on the ACT and 55% on the SAT feels even greater in practice, as the questions on the SAT require a fuller understanding of the passage.

Passage Complexity



Average grade level*

*Flesch-Kincaid readability assessment



How to Make the Most of Your College Visit

Can you imagine buying a home or a used car after just seeing a photo in a newspaper ad or on the Internet? No? Then, be sure to make the most of your college visits!

Call ahead.

Most colleges and universities prefer advanced notice to set up a tour. Some schools allow you to book a tour online. Colleges you visit may have special information sessions as well. Set up a meeting with an admissions counselor, a financial aid advisor, a professor or advisor in the major of interest to you, and, if possible, a student from your hometown or with your planned major. When you've narrowed down your search, you may want to check into an overnight visit at your top pick(s) during which you can stay in a dorm, attend a class, and tour the campus with a student guide. If an interview is required, make arrangements. (Remember to write a thank-you note to anyone with whom you formally meet— interviewer, admissions officer, professor, or coach.)

Visit while classes are in session.

Although summer might be the most convenient time, it is not the best time to experience a college. Try and visit while school is in full swing. Visit campuses in a range of sizes and different event locales (city, town, suburbs). Applicants frequently alter their preferences after visiting a variety of schools. Observe how the faculty and students interact. Are the teachers interested in the students? Are students engaged in their classes? Do they ask questions (and get answers)?

Give yourself enough time, ask questions, and take notes.

One or two campuses a day is enough. Carry a notepad to write down comments, observations, and questions. Ask about the typical class size for freshmen and then for upperclassmen. Will you attend mainly lecture classes (50+ students) or smaller classes (fewer than 20)? If the college uses graduate students as teaching assistants, find out in what capacity and how often they serve. Is there an honors program? How do you qualify? What is the college's graduation rate? What percentage of students graduate "on time" in four years? What percentage of freshmen return for a second year? What percentage of graduates have a job or acceptance to graduate school within six months? Does the college have majors and minors in which you are interested? What reputation does your major have at the school? How easy is it to change majors if you change your mind? What's the college's policy for accepting AP/IB credits? What opportunities does the school have for special programs, internships, or study abroad? What about technology requirements?

Find out what academic support services are offered to students.

What kind of advising, career counseling, and placement services does the college offer? What about tutoring or courses to improve study skills? Is there a writing center where a student can have a paper reviewed before it is submitted? Are there additional charges for these services? What about mentoring programs for incoming first-year students to help them acclimate to college and college-level academics?

Read the student newspaper.

The school paper— in print or online— can give you a feel for the school community, issues that concern the students, and available activities and upcoming events.

Visit important places on campus.

Tour a couple of dorms. What are the housing options? Is housing guaranteed? Eat lunch in a dining hall. How's the food? What are your options for a meal plan? Visit the library. Attend a sporting or cultural event. Hang out in the student center. Get a true feeling of how students live.

Talk to students you meet on campus.

Most college students will be more than willing to tell a prospective student what they like or dislike about their school. How does he or she feel walking around the campus at night? Is the student body diverse? What happens on the campus on the weekends? Does it empty out or is there plenty to do? Can freshmen have cars and are cars really necessary? What outstanding professors or courses might they recommend regardless of a student's major? How is computer access on campus? How easy is it to find a job on campus or in town?

E-mail a student or faculty member.

Most admissions counselors are happy to put prospective students in touch with a faculty member or student in their planned major. Ask a professor about special opportunities for study and scholarships for your major. Ask a student about best courses and professors and why he or she selected the major. How easy is it to get courses you need at convenient times?

Tour the areas surrounding the campus.

Some colleges require students to live in dorms for all or at least the first year of their college career, but you may live off campus at some point. Check out what the area has to offer. If you won't have a car, does college or community transportation run between student apartments and neighborhoods and the area of campus where you'll have classes? Are groceries stores, bookstores, and other retail and entertainment businesses nearby? Do streets bordering campus appear safe and well-lit? Does the community have parks and other recreational facilities that fit your interests? If you're a suburban or rural kid visiting an urban-based college, how comfortable are you with the downtown setting? If you like the city life, look around and make sure you'll be happy at the small-town college.

Sources: Dacula High School Counselor JoAn Adams, SallieMae.com College Fair Checklist, GCPS Choice Book



Questions for an admissions advisor:

- What academic elements are considered in the admissions process? How important are each of the factors?
- For successful applicants, what's the average GPA? Average SAT/ACT score? Average class rank? (top 10%, top 25%, etc.)
- What are entrance requirements? (Number of credits by subject, foreign language, etc.)
- What's required for application? (transcript, essay, recommendations, interview, etc.)
- What is the cost to apply?
- Is there an online application option?
- Do you accept an application from Georgia Futures (state schools only), a school application, or the Common Application?
- What is the early action/early decision policy?
- What are deadlines for early and regular admissions?
- When are applicants notified of their admissions status?
- What is the acceptance rate?

Questions for a financial aid advisor:

- What is the total cost of attendance (tuition, fees, room and board)?
- Does financial need have an impact on admissions?
- What percentage of freshmen receive financial aid?
- What percentage of a student's financial need is met by your institution?
- What is the average financial aid package?
- What percentage of the financial aid package is work study, loans, grants, and scholarships?
- Does the school participate in the federal student aid program?
- What's the average student debt load at graduation?
- What financial aid applications are required?
- What are the deadlines for financial aid?

Campus Visit Notes

Name of College _____

Location _____ Date of Visit _____

Contacts (Admissions/Financial aid staff, professors, students)

Campus Facilities (Academic buildings, dorms, dining, recreational facilities, town/city settings)

Student Life (Entertainment, cultural events, recreation/sports, clubs/activities, social/service organizations)

Academics (Programs of study, professors in major, libraries, study abroad, internships, special programs)

Overall Impressions

What did you like best?

What did you like least?

Other facts to remember about this college:

The Anatomy of a College Application

In order to get your college application together, you need to gather many different pieces to give the admission team a glimpse into who you are. Be sure to stay organized and find out from your school counselor or principal which of these items you have to send and which items your high school will send.

APPLICATION

Application Forms

This is the most common first step required to show your interest in a college. It might require information and forms from your family. Both online and paper application forms are available, as well as services (such as The Common Application and the Coalition for College application) that let you complete one application for multiple schools. It is recommended that you apply online if possible, to avoid delays.

Application Fees

Fees vary, but generally it costs from \$40 to \$90 to apply to each college. Fees are nonrefundable. Many colleges offer fee waivers to students who can't afford to pay. If you need application fee waivers, speak with your school counselor or principal. If you used an SAT® fee waiver, you are automatically eligible for application fee waivers to over 2,000 colleges.

SCORES AND REPORTS

College Entrance Exam Scores

Some colleges require that you send your scores from a college entrance exam (such as the SAT®). Many colleges will only accept scores that are sent directly from the testing organizations. Check with each college to verify whether they require test scores and their policy on receiving test scores.

High School Transcript

This is the record of the classes you have taken and your grades in each one. This is one of the most important parts of your application. Review your transcript for accuracy prior to completing your college application. Follow the procedure outlined by your high school for the submission of your transcript to your prospective colleges.

Secondary School Report

Some colleges require a Secondary School Report form to be completed by a high school official, usually a school counselor, with information about the school, the graduating class, and specific information about you. Your high school is responsible for sending this form to the college.

Midyear School Report

Much like the Secondary School Report, this form is submitted by your high school; it typically includes the fall semester grades of your senior year and updates to your spring semester schedule (if any apply). All colleges do not require this form.

LETTERS, ESSAYS, AND INTERVIEWS

Letters of Recommendation

Many colleges require letters of recommendation from teachers or other adults who know you well. Ask your references to write recommendations well in advance of the deadlines. It is helpful to give them a short written summary of your achievements and goals to help them write about you.

Essays

Many colleges require an essay or a personal statement as part of your application. Your essay is a chance for you to give admission officers a better idea of your character and strengths. Your essay should be drafted well in advance of the application deadline to ensure adequate time for review and revision.

Interviews, Auditions, and Portfolios

It is a good idea to ask for an interview, even if it is optional. It shows you're serious and gives you a chance to connect with someone in the admission office. Even if a college is far away, you may be able to interview with a local alumnus. If you're applying to music, art, or theater programs, a college may want to see samples of your work as part of your application. This means you may need to audition, send portfolios, or submit videos demonstrating your artistic ability.

College Application Materials Checklist

Use this checklist to keep track of the application forms and materials required by each school to which you're applying.

FORMS

Requires secondary school report

☐☐☐☐

Requires midyear school report

☐☐☐☐

TEST SCORES

Requires entrance exam

☐☐☐☐

Accepts entrance exam

☐☐☐☐

Requires test scores be sent from testing agency

☐☐☐☐

Requires other state test scores

☐☐☐☐

RECOMMENDATION LETTERS

Requires teacher letter of recommendation

☐☐☐☐

Requires counselor (or other school official) letter of recommendation

☐☐☐☐

ESSAYS/INTERVIEWS

Requires essays

☐☐☐☐

Requires interview

☐☐☐☐

Recommends interview

☐☐☐☐

FINANCIAL AID FORMS

Requires FAFSA®

☐☐☐☐

Requires CSS Profile®

☐☐☐☐

Requires supplemental institutional form

☐☐☐☐

Requires state form

☐☐☐☐

College Application Tips

Here are some tips to keep in mind as you start your college application process.

STAY COOL

College applications can be stressful to complete, but this is also an exciting time. Work with your counselor, your family, and others to get through it all. You got this!

SUBMIT AND SAVE

Print and save the completed application before you send it and keep a copy for your files. And remember: only submit it once—either online or via mail.

PLAN AHEAD

Review each part of the applications before you get to work. Some applications will require the same basic information and others will have unique requests.

USE A FEE WAIVER

If you used an SAT® fee waiver, you are automatically eligible for application fee waivers to over 2,000 colleges.

GET ORGANIZED

Keep track of the materials and many parts for each application. Make a folder for each application to keep all materials together. Tell your counselor or other appropriate school personnel which materials your school needs to send to the college (such as your transcript and recommendations).

ASK FOR HELP

Ask your counselor, teachers, or family to review your application, essays, and other materials before you submit them. Request a letter of recommendation at least two weeks before your deadline and provide supporting material to help them write the best one for you.

BE ACCURATE

Ensure that you put together an organized and accurate application. Review for grammar and typos. Make sure your name is the same on all elements of your application. Double-check that all documents you're submitting (like transcripts) are correct.

SET A SCHEDULE

Allow for time to get your requirements together, get input from your counselor or other adults, review them as a whole, and revise as needed. Keep a close eye on the application deadline, along with other deadlines for financial aid and scholarships.

BE CAREFUL NOT TO

- Procrastinate! There is a lot to do, especially if you have several applications to complete and essays to write. You may not do the application (and yourself) justice if you leave it until the last minute.
- Type your essay directly into the application. Draft it separately, and then upload the final proofread version.
- Send a photocopy of your own test score report unless requested to do so. Ask the testing organization to send your official test scores directly to the colleges.
- Take on the application process alone. Your school counselor is your best resource in the college application process. Teachers and family can also help provide advice and support.

College Application Tracker

Use this form to note the dates you've completed each task in the application process. It will help you remember what you've already done and what you still need to do.

APPLICATION

Made copies of all application materials

Signed and submitted application (online or paper)

Requested transcript sent

Paid application fee

Sent additional materials if needed

Confirmed college received all materials

Gave counselor (or school official) midyear school report

College 1	College 2	College 3	College 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TEST SCORES

Took entrance exam

Had test scores sent

Had additional required test scores sent (AP® Exams, etc.)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RECOMMENDATION LETTERS/FORMS

Gave teacher(s) form for recommendation

Provided teacher(s) with helpful information (i.e., résumé, deadlines)

Gave counselor (or other school official) secondary school form

Wrote thank-you notes to recommenders

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ESSAYS

Completed first draft of essay

Had two people proofread essay

Revised and submitted essay

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The College Essay

The college essay is your chance to use your voice to add to your college application. Many colleges require the essay as a way to hear from the student directly and to get a sense of who you are in your own words. It's a great opportunity to personalize your application beyond the grades, scores, and other information you've provided and can make a difference at decision time.

8 KEY POINTS THAT ADMISSION OFFICERS LOOK FOR:

- A command of the basics of good writing
- A direct answer to the essay question
- A strong opening paragraph that captures the reader's interest
- A comprehensive argument or narrative—make your point and stick to it
- A style that is comfortable for you and that is appropriate for the subject matter
- Correct grammar, punctuation, and spelling
- Correct data—check your facts, dates, and names
- Succinctness—pay attention to the recommended length

WHAT THE ESSAY CAN DO FOR YOUR APPLICATION:

- Demonstrate your writing ability, a key component of success in college.
- Show that you have thought carefully about where you are applying and why you are a good match for the college, in your own words.
- Explain your commitment to learning and that you are willing and able to be a contributing member to the college community.
- Draw distinctions between you and other applicants, something that selective colleges especially rely on.

An essay will rarely take an applicant out of consideration at a college, but it certainly can elevate an applicant in an admission committee's eyes.

MAKE IT PERSONAL:

- Often you will be asked to write about a personal experience, an achievement, or a person who has been significant to you. Go beyond the what or the who and dig into the how and the why.
- If you write about a trip or event, describe how this experience affected you and is meaningful to you.
- If you are writing about a person in your life, be personal and specific, not just sentimental. Explain how or what this person did for you that is important to you.

THINGS TO KEEP IN MIND

Revise, revise, revise. Take the time to reread and revise. This process will help you develop a strong opening and a solid direction, and refine what you are trying to express.

Show, don't tell. Give readers such convincing evidence that they will come to the conclusion that you want. Provide detailed examples instead of providing a list of things.

Be authentic. Don't stress trying to write what you think they are looking for—just showcase who you are!

Just get started! Writing something meaningful can be a long process, so get started right away to allow for time to draft and revise. Be sure to write your essay long before the deadline.

Tips for Letters of Recommendation

Whether it is required for a college application or a scholarship opportunity, a letter of recommendation plays a crucial role in painting the complete picture of YOU. While grades, entrance exam results, and extracurricular activities all describe the type of student you are, the letter showcases your accomplishments, personal attributes, and skills.

WHEN TO ASK

- The earlier you ask, the better!
- One month before your earliest application deadline, especially when asking a teacher or counselor who might be writing many letters of recommendation.
- Early decision applications might require a recommendation at the start of your senior year.

WHOM TO ASK

- Often colleges request letters of recommendation from a teacher, your school counselor, or both. If you're considering a specific major, you might consider getting a recommendation from a teacher of a related subject.
- A counselor's recommendation broadly showcases the student's potential, while a teacher's recommendation provides a more specific focus on academic performance.
- If it can be any teacher, core subject teachers, such as your English, math, science, or social studies teachers, make good candidates.
- In some cases additional recommendations may come from a coach, work supervisor, or community member, but be sure to follow the specific guidelines provided by the college regarding letters of recommendation.
- It is recommended to ask a teacher from your junior year or a current teacher if they have known you long enough to form an opinion.
- It is best not to go back too far, as colleges want current perspectives on their potential candidates.
- A teacher who can speak to your potential outside the classroom as well is a great bonus!

HOW TO ASK

- Ask in a way that allows a teacher to decline comfortably if he or she does not have time to do a good job.
- For example: "Do you feel you know me well enough, and have enough time, to write a letter of recommendation for me?"
- On the application form, waive your right to view recommendation letters. This gives more credibility to the recommendations in the eyes of the college.

Initial-Eligibility Standards

If you want to compete in NCAA sports, you need to register with the NCAA Eligibility Center at eligibilitycenter.org. Plan to register before your freshman year of high school. For more information on registration, visit on.ncaa.com/RegChecklist.

Academic Requirements

Division I and II schools require you to meet academic standards. To be eligible to practice, compete and receive an athletics scholarship in your first year of full-time enrollment, you must meet the following requirements:

Division I

1. Earn 16 NCAA-approved core-course credits in the following areas:

ENGLISH	MATH (Algebra I or higher)	SCIENCE (Including one year of lab, if offered)	EXTRA (English, math or science)	SOCIAL SCIENCE	OTHER Any area listed to the left or courses listed in additional discipline (world language, comparative religion or philosophy)
4 years	3 years	2 years	1 year	2 years	4 years

2. Complete your 16 NCAA-approved core-course credits in eight academic semesters or four consecutive academic years from the start of ninth grade. If you graduate from high school early, you still must meet core-course requirements.
3. Complete 10 of your 16 NCAA-approved core-course credits, including seven in English, math or science, before the start of your seventh semester. Once you begin your seventh semester, any course needed to meet the 10/7 requirement cannot be replaced or repeated.
4. Earn a minimum 2.3 **core-course GPA**.
5. Ask your high school counselor to upload your **final official transcript** with proof of graduation to your Eligibility Center account.

Division II

1. Earn 16 NCAA-approved core-course credits in the following areas:

ENGLISH	MATH (Algebra I or higher)	SCIENCE (Including one year of lab, if offered)	EXTRA (English, math or science)	SOCIAL SCIENCE	OTHER Any area listed to the left or courses listed in additional discipline (world language, comparative religion or philosophy)
3 years	2 years	2 years	3 years	2 years	4 years

2. Earn a minimum 2.2 **core-course GPA**.
3. Ask your high school counselor to upload your **final official transcript** with proof of graduation to your Eligibility Center account.

Division III

While **Division III schools** set their own admissions and academic requirements, **international student-athletes** (first-year enrollees and transfers) who are enrolling at a Division III school after Aug. 1, 2023, must be certified as an amateur by the Eligibility Center. Contact the Division III school you plan to attend for more information about its academic requirements.

GRADE
9
REGISTER

- » If you haven't yet, **register** for a free Profile Page account at eligibilitycenter.org for information on NCAA initial-eligibility requirements.
- » Use NCAA Research's **interactive map** to help locate NCAA schools you're interested in attending.
- » Find your high school's list of NCAA-approved core courses at eligibilitycenter.org/courselist to ensure you're taking the right courses, and earn the best grades possible!

GRADE
10
PLAN

- » If you're being actively recruited by an NCAA school and have a Profile Page account, **transition** it to the required **certification account**.
- » Monitor the **task list** in your NCAA Eligibility Center account for next steps.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.
- » If you fall behind academically, ask your high school counselor for help finding **approved courses** you can take.

GRADE
11
STUDY

- » Ensure your **sports participation** information is correct in your Eligibility Center account.
- » Check with your high school counselor to make sure you're on track to complete the required number of NCAA-approved **core courses** and graduate on time with your class.
- » Share your **NCAA ID** with NCAA schools recruiting you so each school can place you on its **institutional request list**.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.

GRADE
12
GRADUATE

- » **Request your final amateurism certification** beginning April 1 (fall enrollees) or Oct. 1 (winter/spring enrollees) in your Eligibility Center account at eligibilitycenter.org.
- » Apply and be accepted to the NCAA school you plan to attend.
- » Complete your final NCAA-approved **core courses** as you prepare for graduation.
- » After you graduate, ask your high school counselor to upload your final **official transcript** with proof of graduation to your Eligibility Center account.

How to plan your high school courses to meet the 16 core-course requirement:

4 x 4 = 16

9 th GRADE	10 th GRADE	11 th GRADE	12 th GRADE
(1) English	(1) English	(1) English	(1) English
(1) Math	(1) Math	(1) Math	(1) Math
(1) Science	(1) Science	(1) Science	(1) Science
(1) Social Science and/or other	(1) Social Science and/or other	(1) Social Science and/or other	(1) Social Science and/or other
4 CORE COURSES	4 CORE COURSES	4 CORE COURSES	4 CORE COURSES

CONTACT THE NCAA ELIGIBILITY CENTER

U.S. and Canada (except Quebec):
877-262-1492 (toll free), Monday-Friday
9 a.m. to 5 p.m. Eastern time



[@ncaaec](https://twitter.com/ncaaec) [@ncaaec](https://www.youtube.com/channel/UCncaaec) [@ncaaec](https://www.facebook.com/ncaaec) [@playcollegesports](https://www.instagram.com/playcollegesports)



ELIGIBILITY CENTER

A person is shown from the chest down, sitting at a desk. They are wearing a blue and white striped shirt. Their right hand is holding a silver smartphone, and their left hand is resting on a silver laptop keyboard. The laptop is open, and the keyboard is visible. A teal-colored semi-transparent banner is overlaid across the middle of the image, containing white text. The background is slightly blurred, focusing on the person's hands and the devices.

Getting Ready for Senior Year

Using Naviance for College Applications

Getting Ready for Senior Year

What To Expect

WHAT?

You'll be using **Naviance Student** to request transcripts from your counselors and letters of recommendation from your teachers for your college applications

WHEN?

This process will take effect starting in the 2021-2022 academic school year.

HOW?

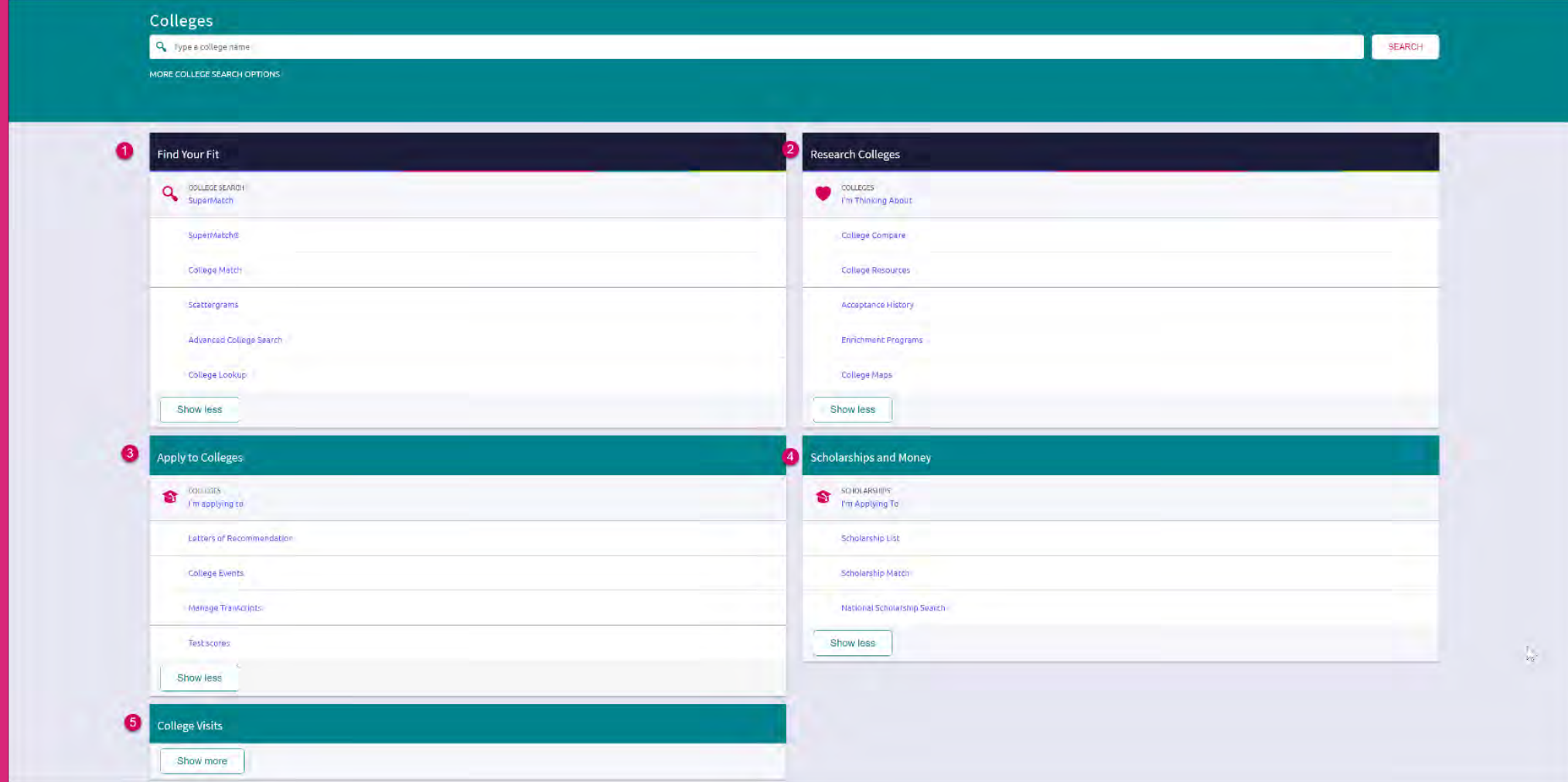
This presentation will provide you the steps on how to request these documents and track your applications using **Naviance Student**

WHY?

Accurately tracking your college applications in **Naviance Student** will allow the counseling office to send transcripts and your teachers to send letters of recommendation on your behalf.

You will also be able to check the status of materials being sent right in your account, which saves you time and stress!

Colleges Page



- 1. Find Your Fit:** Use tools like SuperMatch and Scattergrams to identify your best-fit college.
- 2. Research Colleges:** Dig deeper into colleges of interest using tools like Acceptance History.
- 3. Apply to Colleges:** Manage college applications and corresponding documentation.
- 4. Scholarships & Money:** Search for and keep track of scholarships.
- 5. College Visits:** Check out and sign up for colleges visiting the school.

New and Improved SuperMatch College Search

Tooltips guide you through searching over 20 new filters to find your best-fit institution.

The screenshot shows the SuperMatch College Search interface. At the top, a dark blue header contains the title "SuperMatch College Search" and a link "About SuperMatch ?". Below this is a navigation bar with tabs: "III Choose Fit Criteria", "Location", "Academics", "Admission", "Diversity", "Institution Characteristics", "Cost", "Student Life", "Athletics", and "Resources". The "Location" tab is highlighted with a red box.

Under "Choose Fit Criteria", there's a section "Your Fit Criteria" with instructions: "5 selected criteria. To refine your results, use the arrows to move your criteria into the 'Must Have' and 'Nice to Have' boxes." Below this are two boxes: "Must Have" containing "Location [7]", "Major [1]", and "Campus Surroundings [1]" (all with right arrows), and "Nice to Have" containing "Internships and Co-ops" and "Offers Study Abroad" (both with left arrows). To the right, "Saved Searches" includes a dropdown "Choose one" and buttons "Save Search" and "Start Over".

The "Your Results" section shows "Your results include 15 institutions with a fit score of 90% or ab". Below this is a table with columns: "Fit Score", "Cost", and "Admission Info". The first row is for "Western New England University" (Springfield, MA, Small City, 4 year, Private nonprofit). It has a "PINNED" star icon, a "FAVORITE" heart icon, a "100%" fit score badge with a "Why?" button, and details: "Coed", "% Male/Female 55-45", "Out of State 49%", "Minorities 18%", "Tuition & Fees \$31,730", "Room & Board \$12,894", "Acceptance Rate 80%", "Accepts Common App", "App Fee \$40", and "Test Optional".

At the bottom, a dark blue footer contains a search bar "Search by Col...", a "PINNED" button with a "1" badge, a "THINKING ABOUT" button with a "0" badge, and an "APPLYING TO" button with a "0" badge.

Callouts (red speech bubbles) highlight specific features:

- "Pin and Favorite Colleges of Interest" points to the "PINNED" and "FAVORITE" icons.
- "See WHY a College got a Certain Fit Score." points to the "100%" badge and "Why?" button.
- "Compare your Pinned Colleges" points to the "PINNED" button in the footer.

College Match

ActiveMatch helps students discover colleges that are interested in students like them based on the student's specific GPA and test scores.

The screenshot shows the 'College Match' website interface. At the top, there is a search bar with the text 'Search for colleges'. Below the search bar, there are three tabs: 'Colleges Looking For Students Like You', 'Colleges Other Students Like', and 'Colleges That Have Accepted Students Like You'. The first tab is selected. Below the tabs, there is a grid of college cards. Each card displays the college name, location, a 'Favorite' button, and a list of colleges that the user is interested in. The callouts point to specific categories:

- Colleges Interested in Students with the Same Criteria:** Points to the first column of results, which includes Oregon State University, DePauw University, United States Naval Academy, and Clemson University.
- Colleges that other students who applied to your school, also applied here:** Points to the second column of results, which includes DePauw University, Indiana University - Purdue University Indianapolis, and Holy Cross College.
- Recommended Colleges Based on GPA and Test Scores:** Points to the third column of results, which includes Saint Louis University, Bard College, and Milwaukee School of Engineering.
- Favorite Colleges of Interest:** Points to the fourth column of results, which includes Saint Louis University, Bard College, and Milwaukee School of Engineering.

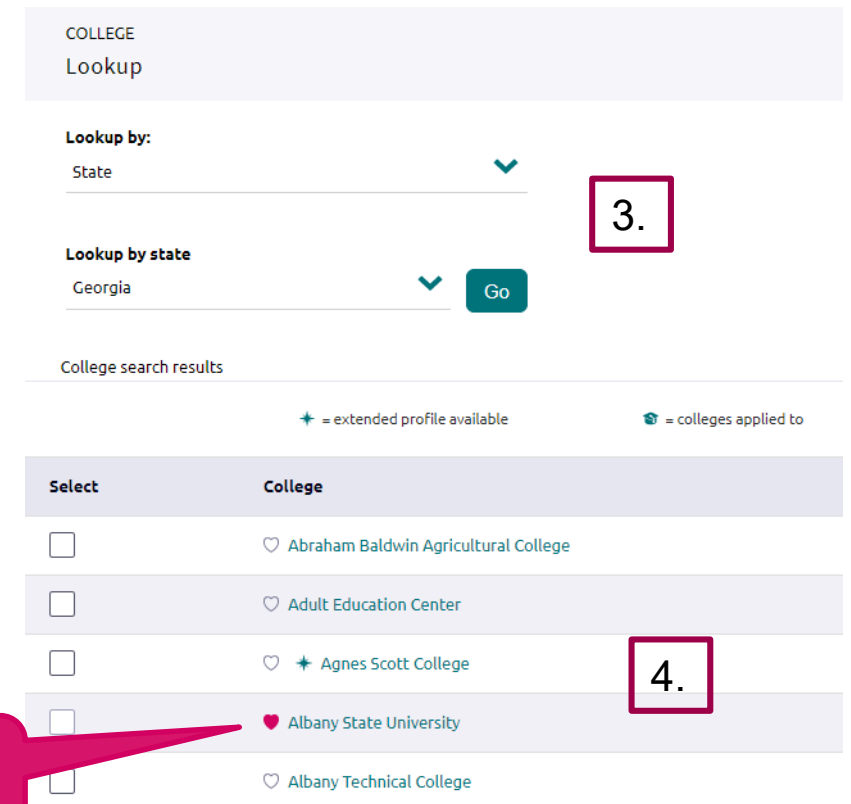
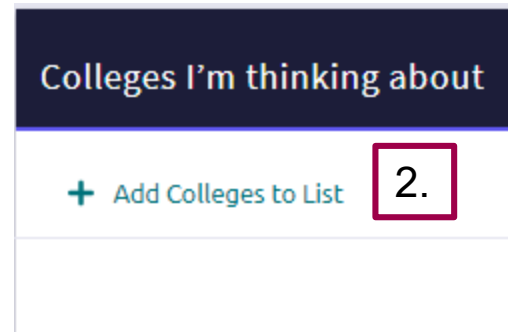
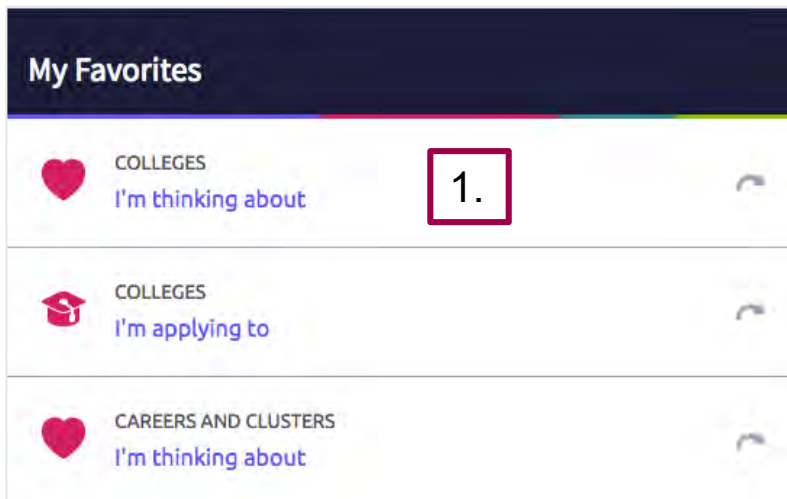
The grid of college cards includes the following colleges:

- Oregon State University
- DePauw University
- United States Naval Academy
- Clemson University
- Indiana University - Purdue University Indianapolis
- Holy Cross College
- Saint Louis University
- Bard College
- Milwaukee School of Engineering
- Manover College
- Marian University - Indianapolis
- Syracuse University

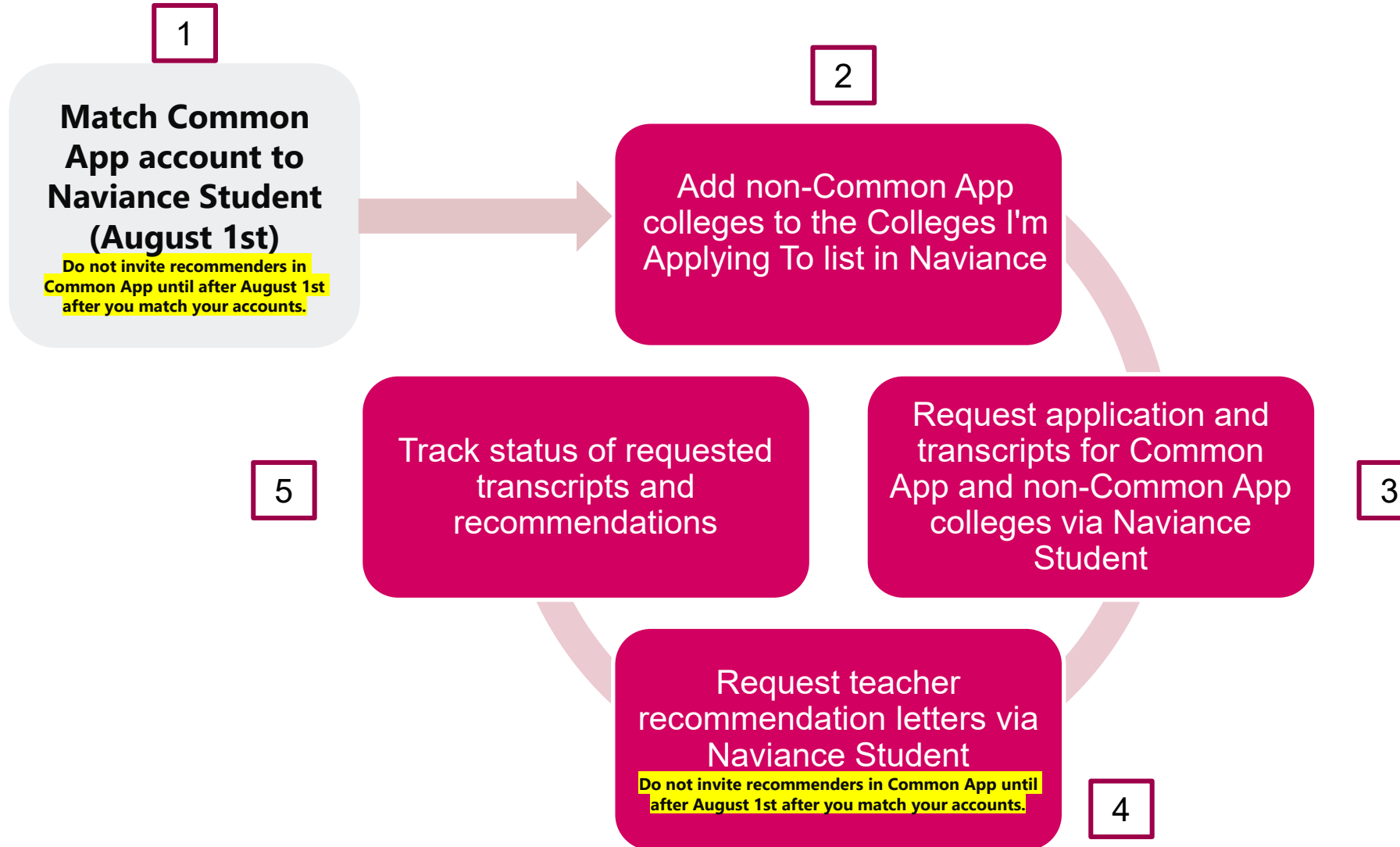
Adding Colleges to your Favorites List

To add colleges to your Favorite list, you will:

1. From the home page, click on Colleges I'm Thinking About
2. Select +Add Colleges to List
3. Search for the college(s) of interest
4. Select the heart icon to add to Favorite's list.



Student College Application Flow



Common App: Create Account / Sign FERPA Waiver

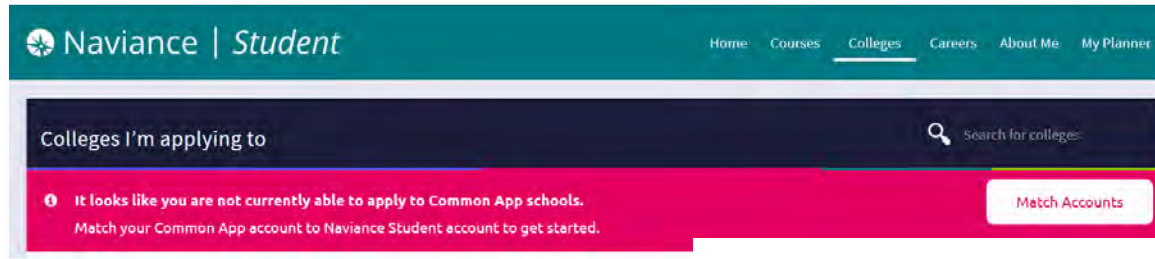
Students should follow the steps in [this video](#) to learn how to setup their Common App account & how to sign the FERPA Release Waiver.

- 1st- Students must create Common App accounts via www.commonapp.org
- 2nd- Match Common App and Naviance account in Naviance Student on or after August 1st.
 - Go to [Colleges I'm Applying To List](#)
 - [Select the hot pink bar to Match Accounts](#)
 - [Enter the email address](#) used for the Common App account
 - [Confirm that the birthdate is correct](#)
 - [Select Match Accounts](#)

Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I'm Applying To list in Naviance

Match your Common App Account

1. Select Match Accounts



2. Enter the original email address that you used when creating your Common App account.

3. Enter or confirm your Date of Birth

A screenshot of the 'Common App Account Matching' form. At the top, there is a 'Close' button and the title 'Common App Account Matching'. A yellow note box states: 'Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.' Below this, a paragraph reads: 'We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.' The form is divided into two columns. The left column is titled 'Get Started with Common App' and lists two steps: 'Create a Common App account on Common App Online' and 'Sign the Common App (CA) FERPA Waiver on Common App Online'. Below this is the 'Match Your Accounts' section, which says 'Tell us the email address you are using for Common App and your date of birth.' It includes two input fields: 'Common App Email Address' (with the text 'test.test@naviance.com') and 'Date of Birth' (with the text '05/10/2001'). At the bottom of this section is a blue 'Match Accounts' button. The right column is titled 'TIPS' and contains the text: 'These tips will help you successfully match your accounts.' followed by three bullet points: 'Mark sure you use the email address that you chose for your Common App account', 'Make sure that last name on your Naviance Student account matches the last name you used to create your Common App account.', and 'Make sure the date of birth on your Naviance Student account matches the date of birth on your Common App account.' At the bottom right of the form is a link that says 'I don't need this'.

4. Select Match Accounts

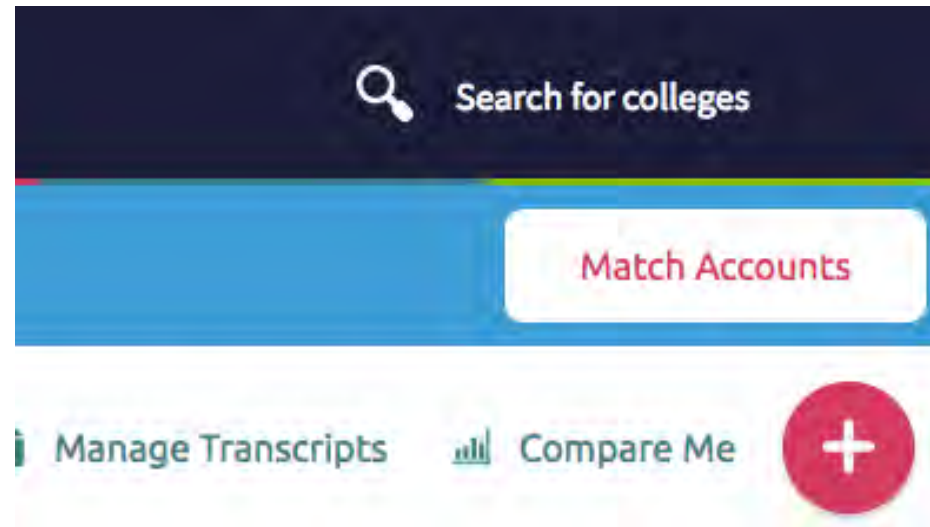
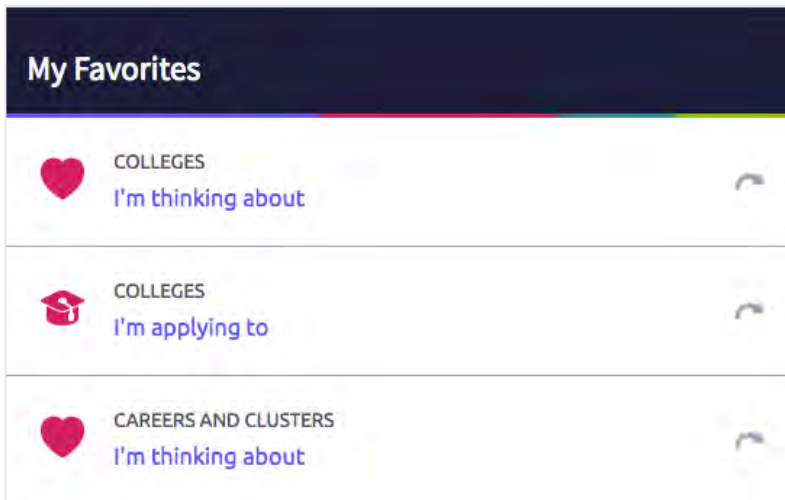
Now, all your Common Applications will automatically feed into your Colleges I'm Applying to list in Naviance. Now, you should request transcripts & Letters of Recommendation in Naviance!

Adding Colleges to your Application List

To add colleges to your application list, you will:

1. From the home page, click on Colleges I'm Applying to
2. Click **Pink** circle with the plus sign
3. Search for the first college you are applying to
4. Update your decision type and how you'll apply
5. Add and request initial transcript

1.



2.

Adding Colleges to your Application List

Make sure you indicate how you are applying to the particular college.

- Some colleges accept applications through Common App or another method. You will need to update how you are applying in Naviance Student so the counseling office knows how to send the materials.
- If you are NOT applying to the college via Common App, select the “directly to the institution” option.

The screenshot shows a web interface for updating application submissions. At the top left is a 'Cancel' button with an 'X' icon. At the top right is an 'UPDATE APPLICATIONS' button. Below this is a header for 'STEP 2 Tell us how you're submitting these applications'. A descriptive text states: 'This tells your counselor how to submit your transcripts and other materials to institutions.' Below this is a section titled 'Colleges'. A blue informational banner reads: 'Note: If you're applying to an institution via any method not listed here, choose "directly to the institution".' Under the 'Colleges' section, 'Bradley University' is listed. Below the college name, the text 'I'll submit my application:' is followed by three radio button options: 'Via Common App', 'Direct to the institution', and 'I'm not sure yet'. The 'I'm not sure yet' option is currently selected, indicated by a filled green circle.

X Cancel UPDATE APPLICATIONS

STEP 2 Tell us how you're submitting these applications

This tells your counselor how to submit your transcripts and other materials to institutions.

Colleges

Note: If you're applying to an institution via any method not listed here, choose "directly to the institution".

Bradley University

I'll submit my application:

☐ Via Common App

☐ Direct to the institution

☒ I'm not sure yet

Request Transcripts

In order to access a transcript request, open the Colleges I'm Applying To list

Option 1: When using the plus (+) to add a new college, you can request a transcript during the process.

Naviance | Student

Cancel Add New College Application

STEP 1 Add Application STEP 2 Request Transcript

Which college are you applying to?

Australasian Maritime Institute

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision

I'll submit my application

Direct to the institution

☐ I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

Naviance | Student

Home Courses Colleges Careers About Me My Planner

Colleges I'm applying to

Search for colleges

Manage Transcripts Application Milestones Compare Me

+ REQUEST TRANSCRIPTS REMOVE

= extended profile available

	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application		
University	RD	Regular Decision	January 15	N/A	requested	Pending	?	Unknown	EDIT MORE
University	RD	Regular Decision	January 15	N/A	requested	Pending	CA	Unknown	EDIT MORE
College e County	RD	Regular Decision	-	N/A	requested	Initial materials submitted		Unknown	EDIT MORE

Option 2: The Request Transcripts option allows you to request a transcript for any of the colleges on your list.

Request Letters of Recommendation

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

- ☐ Choose **specific** colleges from your *Colleges I'm Applying To* list
- ☐ All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Cancel

Submit Request



Requesting LORs

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation (LOR)** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
 - **Best practice** is to select specific colleges, since many colleges accept a limited number of recommendations.
6. Include a **personal note**
 - **Best practice** is to include a note. This assists the teacher in remembering special tasks or events.
7. Select **Submit Request**
8. Select **Request and Finish**

Track Submission Process in Naviance

Tracking Transcript & App Materials Status

1. Go to **Colleges I'm Applying To List**
2. Check the Transcript column to review when a counselor has submitted a transcript
 1. The transcript column will say 'sent' if the transcript has been sent
3. Check the Office Materials column to review when a staff member has indicated that all materials have been sent for that application
4. The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type ⓘ	Application
<input type="checkbox"/>	of Central Florida	RD	Regular Decision	N/A	requested	Pending		Submitted ▾ EDIT MORE ⋮
<input type="checkbox"/>	Docufide Demo College	RD	Regular April Decision 1	N/A	final sent	Final submitted		Accepted ▾ EDIT MORE ⋮

Tracking LOR Status

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR

Deadline -	Recommender(s)	Status ⓘ	Cancel Request
See applications	Genevieve T	<div>Recommendation Statuses: 📧 Requested: Student has requested a letter of recommendation 📝 In Progress: Teacher has written the letter of recommendation 📧 Submitted: High school faculty member has sent the letter of recommendation to designated college(s) ❌ Cancelled: Either the student, teacher, or counselor has cancelled the request</div>	✕
Apr 01 2018	Genevieve T		✕

[Add Request](#)

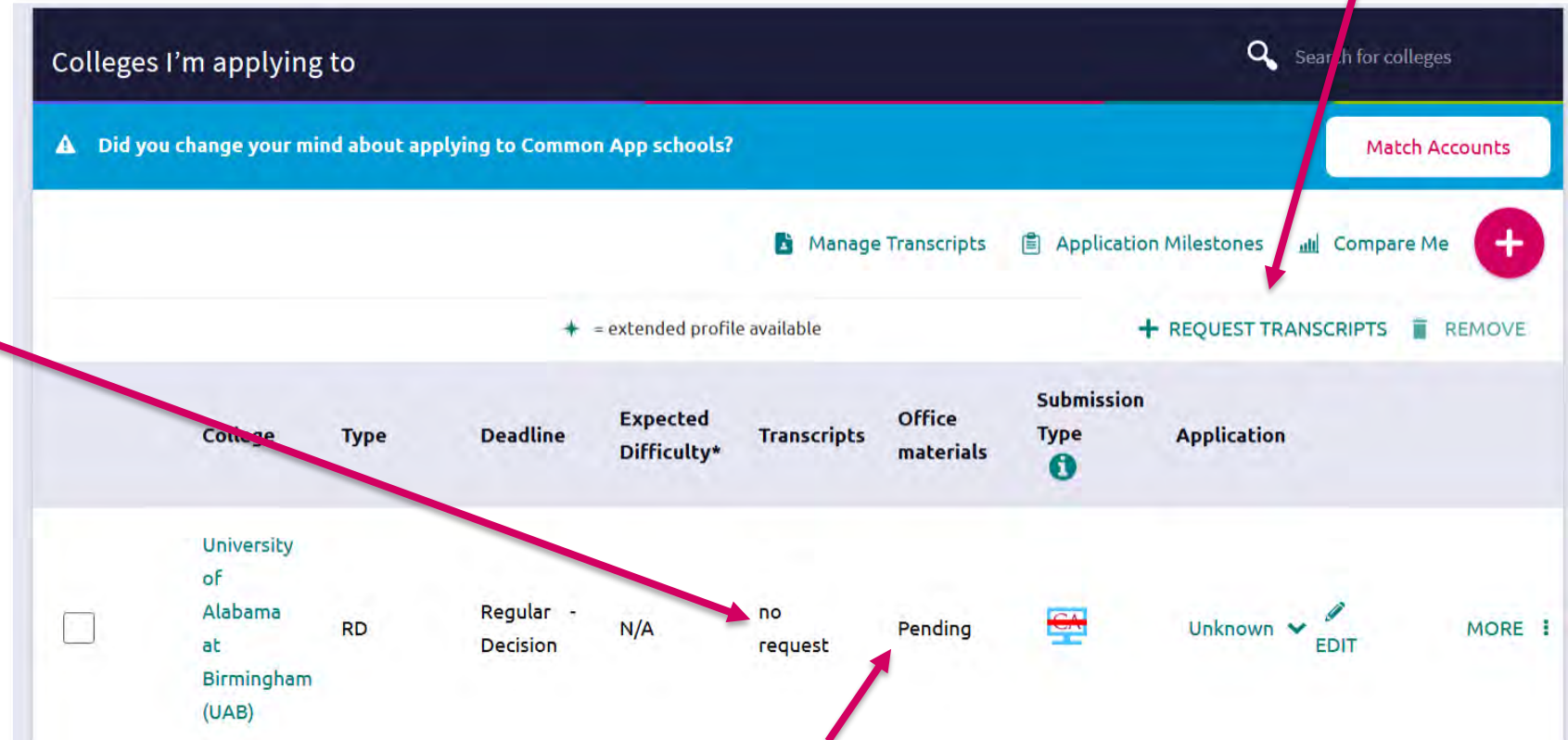
© 2016, Hobsons Inc

Track Submission Process in Naviance

How do I request more transcripts? Select Request Transcripts

How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent



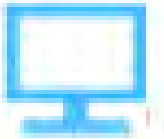
College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Alabama at Birmingham (UAB)	RD	Regular Decision	N/A	no request	Pending		Unknown ✓ EDIT MORE

How do I know if my counselor has submitted everything I need for an application? If the Office Materials column says “submitted”, this means all necessary materials from your school have been sent

eDocs Delivery Type Icons



Mail Only: documents can only be sent by mail



Electronic: documents can be sent through eDocs



Common App: Common App docs can be sent through eDocs



Unknown: documents can be sent through eDocs. Student has not yet indicated how they are applying



Common App via Electronic: documents can be accepted through eDocs

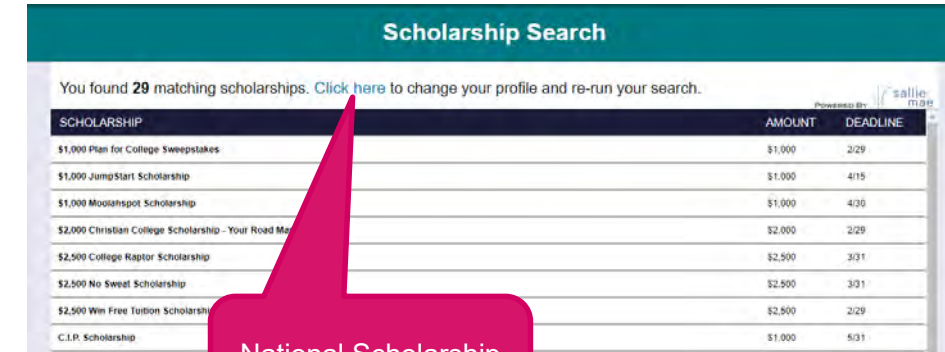


Common App Mail only: documents prepared but not sent through eDocs

Adding Scholarships to your Favorites List

To add scholarships to your Application list, you will:

1. From the Colleges home page, click on Scholarship List
2. Select scholarship Name to view specifics
3. Select scholarship(s) and +Add to My Applications
4. Select National Scholarship Search for listing of national scholarships.

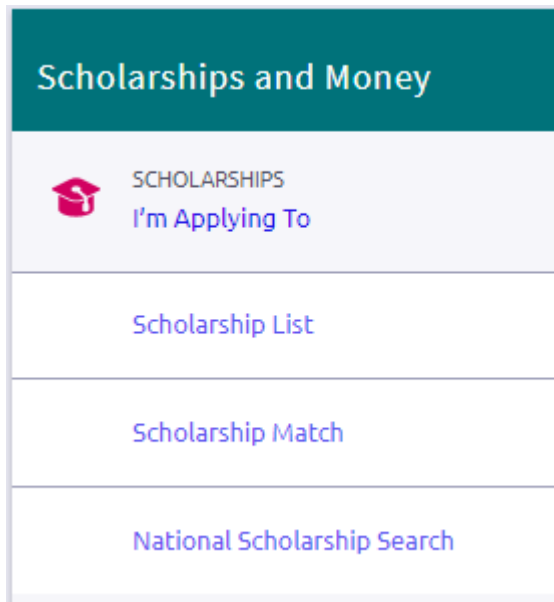


Scholarship Search


You found **29** matching scholarships. [Click here](#) to change your profile and re-run your search.

SCHOLARSHIP	AMOUNT	DEADLINE
\$1,000 Plan for College Sweepstakes	\$1,000	2/29
\$1,000 JumpStart Scholarship	\$1,000	4/15
\$1,000 Moonshot Scholarship	\$1,000	4/30
\$2,000 Christian College Scholarship - Your Road Map	\$2,000	2/29
\$2,500 College Raptor Scholarship	\$2,500	3/31
\$2,500 No Sweat Scholarship	\$2,500	3/31
\$2,500 Win Free Tuition Scholarship	\$2,500	2/29
C.I.P. Scholarship	\$1,000	5/31

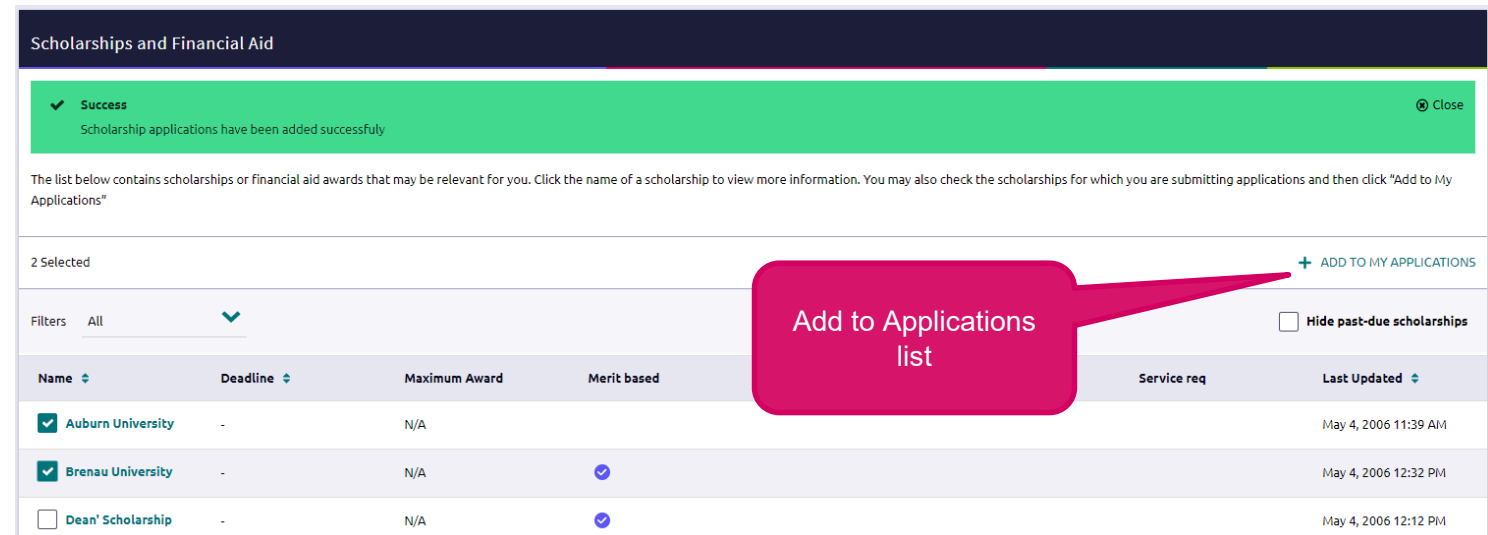
National Scholarship Search



Scholarships and Money

 **SCHOLARSHIPS**
I'm Applying To

- Scholarship List
- Scholarship Match
- National Scholarship Search**



Scholarships and Financial Aid

Success
Scholarship applications have been added successfully

The list below contains scholarships or financial aid awards that may be relevant for you. Click the name of a scholarship to view more information. You may also check the scholarships for which you are submitting applications and then click "Add to My Applications"

2 Selected

Filters: All

Name	Deadline	Maximum Award	Merit based	Service req	Last Updated
<input checked="" type="checkbox"/> Auburn University	-	N/A			May 4, 2006 11:39 AM
<input checked="" type="checkbox"/> Brenau University	-	N/A	<input checked="" type="checkbox"/>		May 4, 2006 12:32 PM
<input type="checkbox"/> Dean's Scholarship	-	N/A	<input checked="" type="checkbox"/>		May 4, 2006 12:12 PM

+ ADD TO MY APPLICATIONS

☐ Hide past-due scholarships

Add to Applications list

Next Steps

Decide which colleges you will be applying to:

- Do additional research in Naviance Student over the summer to narrow down your college application list.
- If you are not sure if you will apply to a particular college, add that college to the Colleges I'm Thinking About list until you are sure.
- Review application requirements and begin working on your essay. Common App essay prompts can be found on their website: <http://www.commonapp.org/11th-grade>
- Start thinking about which teachers you will need to request recommendations from

Match Your Common Application

- After 8/1, you'll be able to create your Common Application account
- Once you create your Common Application account, you'll need to match your Common Application account to your Naviance Student account



Ready, Set, Go!

Make sure to check Naviance Student throughout your senior year for important updates and information to keep you on the path to success!

— Chicago —



What is Financial Aid

Financial aid is money to help pay for your postsecondary education. Financial aid can be grants, scholarships, loans or work-study programs. Types and sources of financial aid include:

Types of Aid	Sources of Aid
Merit-based Scholarships (e.g., HOPE Scholarship)	State Government Federal Government
Need-based Grants (e.g., Pell Grant)	Colleges and Universities
Non-need-based Grants (e.g., HOPE Grant)	Private Foundations
Student or Parent Loans	Employers and Private Companies
Work-Study Programs	Professional and Service Organizations
Military Aid Grants	

Basic Eligibility Requirements

In order to determine eligibility for federal and some state financial aid programs, students must:

- Demonstrate financial need or exhibit academic merit, depending on the type of financial aid
- Have a high school diploma or General Educational Development (GED) diploma
- Be enrolled in, or accepted to, an institution participating in federal financial aid programs
- Be a U.S. citizen, permanent resident or eligible non-citizen
- Have a valid Social Security number
- Meet Georgia Drug-Free Postsecondary Education Act of 1990 criteria
- Not be in default or owe a refund on any federal or state student grant or federal or state student loan
- Be registered with the US Selective Service, if required (State Aid Programs)

The FAFSA

With the Free Application for Federal Student Aid (FAFSA), you can apply for financial aid for multiple colleges and funding sources. Simply visit fafsa.gov to begin your online application.

The FAFSA will be available in December of 2023. If you are planning on attending college in the fall of 2024, you should complete the 2024-2025 FAFSA.

How is your financial need calculated?

In general, your financial need is determined by two factors:

- Cost of Attendance (COA) is tuition, fees, room and board, transportation and other costs associated with attendance established by the college/university.
- Student Aid Index (SAI) is a formal evaluation of a student's approximate financial resources to contribute toward their postsecondary education for a specific award year.

$$\text{COA} - \text{SAI} = \text{Financial Need}$$

What Happens Next?

- Once you have completed and submitted your FAFSA, you will receive a Student Aid Report (SAR) in 3-5 days. Your SAR is a summary of the information you reported on the FAFSA.
- Colleges listed on your FAFSA will receive and review the Institutional Student Information Record (ISIR) after your FAFSA has been submitted. This is the information schools use to determine your aid eligibility.
- Once the college/university has reviewed the ISIR, a financial aid package is generated and sent to you via email or regular mail. Contact the college/university about their timeframe for this process.

GSFAPP and Other Financial Aid Applications

In addition to the FAFSA, the GSFAPP (Georgia Student Finance Application) is the state application for the HOPE and Zell Miller Scholarship and Grant, Tuition Equalization Grant and Inclusive Postsecondary Education Grant programs. The application takes three to five minutes to complete and only needs to be completed once and it is good for ten years. You can complete the GSFAPP on GAfutures.org.

You may also need to complete other institutional applications or forms. Be sure to contact the colleges/universities of interest or visit their website(s) to find out what other forms or applications are required.

Sample Financial Aid Award					
Housing: On Campus		Estimated Cost of Attendance 2 Semesters		\$18,359	
Residency: In-State		Student Aid Index		- \$0	
				<hr/>	
Established Financial Need				\$18,359	
Type of Aid	Fall	Spring	Summer	Total	Accept?
Federal Pell Grant	\$3,697	\$3,698	\$0	\$7,395	Yes or No
HOPE Scholarship*	\$2,732	\$2,732	\$0	\$5,464	Yes or No
Federal Direct Loan – Sub [†]	\$1,750	\$1,750	\$0	\$3,500	Yes or No
Federal Direct Loan – Unsub [†]	\$1,000	\$1,000	\$0	\$2,000	Yes or No
Total for Academic Year				\$18,359	

*HOPE Scholarship award based on 15 semester hours per term at a regional university in Georgia. The actual award amounts vary by eligible institution. [†]Loan amount based on dependent student status.

Federal Financial Aid Programs

The Federal Government has financial aid programs that include grants and work-study awards that do not need to be repaid, as well as various loans that require repayment. For more information on the types of federal aid, visit **studentaid.gov**.

- Federal Grants and Work-Study
 - Pell Grant
 - Federal Supplemental Educational Opportunity Grant
 - Work-Study Award
- Federal Direct Loan Programs
 - Subsidized loan – The government pays the interest on the loan while you are in school, during the six-month grace period after you graduate or drop below half-time enrollment, and during deferment periods. Subsidized loans are awarded based on financial need.
 - Unsubsidized loan – You are responsible for paying the interest while enrolled in school. You can decide not to pay the interest while in school and it will be added to the loan balance until repayment begins.

Annual Limits	Subsidized and/or Unsubsidized Loan
1st Year Undergraduate	\$5,500- No more than \$3,500 can be subsidized
2nd Year Undergraduate	\$6,500- No more than \$4,500 can be subsidized
3rd Year and Beyond Undergraduate	\$7,500- No more than \$5,500 can be subsidized
Graduate or Professional Student	\$20,500 (unsubsidized only)

With the exception of a graduate or professional student, the loan amounts included in the chart are based on dependent student status. To learn more about whether a student is dependent or independent, visit studentaid.gov.

Georgia Financial Aid Programs

In addition to federal financial aid programs, Georgia residents may also be eligible for state-specific financial aid programs administered by GSFC.

- Behavioral Health Professions Service Cancelable Loan Program
- Dual Enrollment
- Georgia College Completion Grant
- Georgia National Guard Service Cancelable Loan
- Georgia HERO Scholarship
- Georgia Public Safety Memorial Grant
- Georgia Tuition Equalization Grant
- GMC State Service Scholarship
- HOPE Career Grant
- HOPE Grant
- HOPE Scholarship
- HSE Examination Grant
- Inclusive Postsecondary Education Grant Program
- REACH Georgia Scholarship
- Scholarship for Engineering Education
- Student Access Loan
- UNG Military Scholarship
- UNG ROTC Grant
- UNG ROTC Grant for Future Officers
- Zell Miller Grant
- Zell Miller Scholarship

For more information on any of these programs, visit **GAfutures.org**.

Important Resources
<p>GAfutures.org – Learn about federal and Georgia-specific financial aid programs, search for colleges and scholarships, and explore various career paths.</p> <p>FAFSA.gov – Complete and track your FAFSA.</p> <p>studentaid.gov – Find information to help get ready for college and learn more about federal student aid.</p>

Basic Financial Aid Terms

Education Loans – Money borrowed by a student or parent from the federal government or a private lender to fund postsecondary education; requires repayment with interest.

FAFSA (Free Application for Federal Student Aid) – Application completed by students and parents to apply for federal financial aid, along with some state programs.

Federal Financial Aid – Money offered by the federal government to assist eligible students in funding their post-secondary education.

Grants – Money available to eligible students based upon financial need, past academic performance, service to the community or special areas of study; does not require repayment.

GSFAPP (Georgia Student Finance Application) – is the state application for HOPE Programs, Tuition Equalization Grant, and IPSE. The GSFAPP is easy to complete and is good for ten years. Available on **GAfutures.org**.

ISIR (Institutional Student Information Record) – Contains the information submitted on the FAFSA and the EFC as well as other information regarding financial aid eligibility. The ISIR is electronically transmitted to the school.

SAI (Student Aid Index) – is a formal evaluation of a student's approximate financial resources to contribute toward their postsecondary education for a specific award year.

SAR (Student Aid Report) – Document you will receive after your FAFSA is processed. Your SAR will contain a summary of information reported on the FAFSA as well as your EFC.

Scholarships – Money for college that does not have to be repaid. This money can come from many sources, including the government, community groups, schools and corporations. Awards may be based on academic merit, artistic or athletic talent, major or hobbies. Search for scholarships on **GAfutures.org**.

Service Cancelable Loans – Student loans that will not have to be repaid if certain conditions are met. Examples of service cancelable loans are the Georgia National Guard Service Cancelable Loan and the Scholarship for Engineering Education.

Work-Study Programs – Provide part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses.

Checklist For Financial Aid

- Create a GAfutures account. Be sure it has your correct legal name, social security number and date of birth
- Complete your FAFSA. You and one parent will need to create an FSA ID.
- Check with the admissions and financial aid offices at your college to see if any additional documents are needed.
- Check your college account and email frequently; they will communicate with you through their portal and via email.
- Investigate private aid sources such as civic groups, clubs, religious organizations and businesses. Check out the scholarship search on **GAfutures.org** for more possibilities.
- Work toward having all of your documents completed before summer.
- GSFC Outreach Representatives are available to assist you with completing any Financial Aid application, including the FAFSA. Visit **GAfutures.org/about-us/** to find the Outreach team.

	2024-25 FAFSA	2025-26 FAFSA
Income Tax Year	2022	2023
Semester Attending	Fall 2024	Fall 2025

What is GSFC?

Georgia Student Finance Commission (GSFC), is the state agency committed to helping Georgia residents achieve their higher education dreams by providing a wide range of financial aid programs and services. We work closely with high school and college administrators to ensure that Georgia students are able to take full advantage of all available financial aid opportunities.

— Checklists —



FAFSA Checklist

Create Your FSA ID

- Go to studentaid.gov/fsa-id/create-account/launch to create your FSA ID.
- Create a username and password, then enter your email address and cell phone number. (Note: Use an email address you check regularly and will have access to over the next few years.)
- Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.
- Review your information and read and accept the terms and conditions.
- Confirm your email address using the secure code, which will be sent to the email address you entered when you created your FSA ID. Once you verify your email address, you can use it instead of your username to log in to complete your FAFSA.

Submit Your FAFSA

The FAFSA will be available in December of 2023, for attending college in the Fall of 2024. The earlier you submit it, the more opportunity you have to receive financial aid to help pay for your education after high school.

- Your Social Security Number.
- Your Alien Registration Number (if you are not a U.S. citizen).
- Your (parent's/contributor's) 2022 tax returns, W-2s and other records of money earned.
- Bank statements and records of investments (if applicable).
- You and your parent's/contributor's FSA ID to sign electronically.
- You and your parents/contributors must give consent before the FAFSA is processed.

1. Go to fafsa.gov and login using your FSA ID.

- Applying online is quicker, easier and ensures your information will be saved for next year. Don't forget, you will need to fill out a FAFSA every school year to be eligible for federal funds.

2. Enter personal information.

- Make sure everything you enter is exactly how it appears on official government documents. Student and/or parent/contributor must have an FSA ID in order to use the IRS Data Retrieval Tool.

3. Choose up to 20 schools.

- Be sure to include schools you are seriously considering, whether you've applied or have been accepted yet. You will get an estimate of your financial aid eligibility.

4. Enter your financial information.

- The IRS Data Retrieval Tool can transfer your tax data to your application automatically.

5. Think you're finished? Double-check.

- Make sure you receive a confirmation page indicating your FAFSA has been submitted or instructions of what is needed to complete your FAFSA. Print this page. Visit your dashboard at studentaid.gov to print a copy of your FAFSA Submission Summary, formally known as the Student Aid Report (SAR). Check the summary to make sure there are no mistakes. Be sure you and your parent/contributor have provided consent to avoid processing delays.
- Be sure you and your contributor have provided consent to avoid processing delays.

After the FAFSA Checklist

1. Review your FAFSA Submission Summary.

- After submitting your FAFSA, you can visit your Student Aid Dashboard at studentaid.gov and print a copy of your FAFSA Submission Summary, formerly the Student Aid Report (SAR). The Summary is the information you provided on your FAFSA and indicates if you are selected for verification. If you have, the first thing to do is relax. Then, learn more about the next steps on the back of this checklist.

2. Locate your Student Aid Index (SAI)

- Your SAI may be located on your FAFSA Submission Summary.
- The need formula is: Cost of Attendance (COA) minus Student Aid Index (SAI) and other financial assistance equals eligibility for need-based financial aid.
- Student Aid Index (SAI) – Applicants who do not qualify for a maximum Pell Grant may still qualify if their calculated SAI is less than the maximum Pell Grant award for the award year. The applicant's Pell Grant award for full-time enrollment will equal the maximum Pell Grant for the award year minus SAI. The Pell Grant will be adjusted if the applicant enrolls less than full-time or if the applicant's Cost of Attendance (COA) is less than the calculated Pell Grant Award.
- Minimum Pell Grant – Applicants whose SAI is greater than the maximum Pell Grant award for the award year may still qualify for a Pell Grant, based on family size, adjusted gross income, and poverty guidelines.

3. Check your GAfutures Dashboard.

- Once GSFC has received verification of your FAFSA completion, it will appear on your GAfutures Dashboard. Sign in to your account and check your dashboard a week after you have completed the FAFSA to see that this is correct. If you do not see your FAFSA on your dashboard, please contact GSFC at gsfc@gsfc.org

4. Make corrections if needed.

- Once you review your FAFSA Submission Summary, you may find there is missing data or an error. It is important to contact your college's financial aid office with any questions before making corrections. Corrections can be made by logging on to FAFSA.gov. Note: Any changes to the FAFSA must be signed with the appropriate FSA ID(s) and submitted.
- Your SAR information will be sent to each school listed on your FAFSA. Based on that information, the school may request additional information to correct your FAFSA.

5. Take next steps.

- The school(s) you applied to, have been accepted to and listed on the FAFSA, will calculate your aid and send you an electronic or paper award letter/award package with how much aid you're eligible for at that school. The timing of when you receive your award letter/award package varies from school to school and depends on when you apply, if any verification requirements have been completed, and how the school chooses to schedule awarding of aid.
- Contact the financial aid office at the school(s) you applied to for more information or if you have any questions about your financial aid.

6. Check your emails often.

- Financial aid offices will primarily communicate through your college email. Make sure to check yours often. Requests for additional, often time-sensitive information, as well as your award letter/award package will be sent via email.

HOPE Program



HOPE and Zell Miller Scholarships

Academic Eligibility from High School

HOPE Scholarship

- Minimum 3.0 HOPE GPA as calculated by the Georgia Student Finance Commission (GSFC) in core curriculum courses (English, math, science, foreign language, social science)
- *Rigor requirements

Zell Miller Scholarship

*Rigor requirements and one of the following:

Designated valedictorian or salutatorian	OR	Minimum 3.7 HOPE GPA as calculated by GSFC in core curriculum courses AND total test score of 1200 SAT on a single national administration or composite test score of 26 ACT on a single national or state/district administration earned by graduation date
--	----	---

*Academic Rigor courses are determined by the course number. Refer to the full Academic Rigor Course List on GAfutures.org.

What are Rigor Requirements?

Rigor courses: Advanced Math, Advanced Science, Foreign Language, Advanced Placement (AP) in core subjects, International Baccalaureate (IB) in core subjects, degree-level Dual Credit Enrollment courses in core subjects taken at an eligible postsecondary institution.

Students graduating from high school must earn four full credits from the above list.

Award Amounts 2023-24 Academic School Year

	HOPE Scholarship*	Zell Miller Scholarship*
Public Institution	Full standard tuition [†]	Full standard tuition [†]
Private Institution Full-time	\$2,496 per semester (fall, spring, summer) \$1,664 per quarter (fall, winter, spring, summer)	\$2,985 per semester (fall, spring, summer) \$2,034 per quarter (fall, winter, spring, summer)
Private Institution Half-time	\$1,248 per semester (fall, spring, summer) \$832 per quarter (fall, winter, spring, summer)	\$1,493 per semester (fall, spring, summer) \$1,017 per quarter (fall, winter, spring, summer)

*Complete award amounts available on GAfutures.org. [†] Up to 15 credit hours.

Maintaining

HOPE Scholarship

Students must maintain a minimum cumulative 3.0 calculated HOPE GPA* at designated checkpoints (end of every spring semester and at 30, 60 and 90 attempted semester hours; end of every spring quarter and at 45, 90 and 135 attempted quarter hours). If a student's calculated HOPE GPA falls below a 3.0, they will lose the HOPE Scholarship and will only be eligible to regain it once.

Zell Miller Scholarship

Students must maintain a minimum cumulative 3.3 calculated HOPE GPA* at designated checkpoints (end of every spring semester and at 30, 60 and 90 attempted semester hours; end of every spring quarter and at 45, 90 and 135 attempted quarter hours). If a student's calculated HOPE GPA falls below a 3.3, they will lose the Zell Miller Scholarship but may still be eligible for the HOPE Scholarship. Students can regain the Zell Miller Scholarship only once.

*Calculated HOPE GPA refers to all attempted hours after high school graduation. Approved postsecondary STEM courses taken fall 2018 and later receive .5 weight to grade B, C or D. Approved courses can be found at GAfutures.org. STEM courses taken during high school are not given the STEM weight for postsecondary GPA calculation.

Losing Eligibility

A student will lose eligibility for the HOPE Scholarship and the Zell Miller Scholarship due to one of the following:

- Calculated HOPE GPA requirement not met
- Maximum attempted and/or paid hours reached (127 semester/190 quarter)
- Funds not used within ten years of high school graduation or equivalent
- Bachelor's degree received
- On the second loss, a student becomes permanently ineligible

HOPE Grant

Academic Eligibility

- No high school graduation requirement
- Must be enrolled in a certificate or diploma program at a participating University System of Georgia (USG) or Technical College System of Georgia (TCSG) school

Award Amount

- Full Standard Tuition, up to 15 credit hours (per semester); award amounts available at **GAfutures.org**
- Paid hours received while in high school count towards the HOPE Grant paid hours limit of 63 and towards the 127 paid hours cap for HOPE and Zell Miller Scholarship

Maintaining

- Minimum 2.0 calculated HOPE Grant GPA or higher at designated checkpoints (30/60 paid semester hours)
- Only eligible to regain the HOPE Grant once

Losing Eligibility

- Calculated HOPE GPA requirement not met
- Maximum paid hours reached (63 semester)
- Bachelor's degree received

Zell Miller Grant

Academic Eligibility

- No high school graduation requirement
- Must be enrolled in a certificate or diploma program at a participating University System of Georgia (USG) or Technical College System of Georgia (TCSG) school
- First term awarded retroactively after earning a minimum 3.5 or higher calculated HOPE Grant GPA

Award Amount

- Full Standard Tuition, up to 15 credit hours (per semester); award amounts available at **GAfutures.org**
- Paid hours received while in high school count towards the Zell Miller Grant paid hours limit of 63 and towards the 127 paid hours cap for HOPE and Zell Miller Scholarship

Maintaining

- Minimum 3.5 calculated HOPE Grant GPA required at the end of every semester/quarter
- Eligible to regain Zell Miller Grant if minimum 3.5 calculated HOPE Grant GPA earned at the end of the next term

Losing Eligibility

- Calculated HOPE GPA requirement not met
- Maximum paid hours reached (63 semester)
- Bachelor's degree received

HOPE Career Grant

Academic Eligibility

- Enrolled in specific high-demand certificate and diploma programs at a participating University System of Georgia (USG) or Technical College System of Georgia (TCSG) school
- HOPE Grant and Zell Miller Grant eligibility requirements apply

Award Amount

- Awards are a fixed amount per term based on the program and number of hours enrolled
- Approved programs and award amounts available on **GAfutures.org**

*For more information on the HOPE Programs, visit **GAfutures.org**.*

GAfutures Student Dashboard

Sign into your student GAfutures account to quickly review your status for the following:

- GSFAPP
- FAFSA
- ACT and/or SAT Scores
- Selective Service Registration
- Student Access Loan (SAL) Application

To view your information, make sure you create a student GAfutures account using your full name, date of birth, social security number, and high school name. If the information is incorrect, you will not be able to view your status. If you have already created an account, click the green Profile tab to make sure your information is correct.

GAfutures is a secure site for its users with an account. GSFC has implemented numerous security measures to protect your personal information.

Other State Financial Aid Programs

In addition to the HOPE Programs, GSFC administers other state financial aid programs for the state of Georgia. These programs are designed to assist students with the cost of their postsecondary education.

- Behavioral Health Professions Service Cancelable Loan Program
- Dual Enrollment
- Georgia College Completion Grant
- Georgia Military College State Service Scholarship
- Georgia National Guard Service Cancelable Loan
- Georgia HERO Scholarship
- Georgia Public Safety Memorial Grant
- Inclusive Postsecondary Education Grant Program
- REACH Georgia Scholarship
- Scholarship for Engineering Education
- Student Access Loan
- Georgia Tuition Equalization Grant
- University of North Georgia Military Scholarship
- University of North Georgia ROTC Grant
- University of North Georgia ROTC Grant for Future Officers

For more information on state financial aid programs, visit GAfutures.org.

Additional Eligibility Requirements

In addition to meeting the requirements for specific state financial aid programs, students must meet the following basic eligibility requirements:

- Be a legal resident of Georgia
- Meet academic achievement standards required by the program or college
- Be registered with the US Selective Service, if required (State Aid Programs)
- Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990
- Meet U.S. citizenship or eligible non-citizen requirements
- Be in good standing on all student loans or other financial aid programs
- Not have exceeded the maximum award limits for any state financial aid program
- Meet enrollment requirements
- Attend an eligible postsecondary institution

GAfutures.org
Explore. Plan. Succeed.

GSFC | Georgia Student
Finance Commission

800.505.4732



H-09 (08/23)

Accessing & Requesting Electronic Transcripts

GCPS must have your social security number on file to send your transcripts through the GAfutures website. This option is only available for GA schools.

A student can request that electronic transcripts be sent to participating Georgia colleges using the www.GAfutures.org website

1. Log into your account
2. Click on "COLLEGE PLANNING" tab at the top
3. Scroll down through the list and select "HIGH SCHOOL TRANSCRIPTS"
4. Click the college(s) to which you want your transcript sent
5. Enter your SOCIAL SECURITY NUMBER and DATE OF BIRTH if not displayed. Remember to return to your PROFILE and add your Social Security Number & Date of Birth if it was not displayed
6. Select your high school in the section requesting your high school where your final transcript will be located
7. Select your graduation year in the next section
8. Click the ACKNOWLEDGE square
9. Select VIEW button to see the transcript the college will receive
10. Select SEND button to send your transcript

Accessing Your HOPE GPA

GCPS must have your social security number on file to access your HOPE GPA

The preliminary HOPE Scholarship calculations are available through the GAfutures website (GAfutures.org). HOPE calculations are updated in January and June each year. Follow the steps below to view your preliminary HOPE GPA average. Final HOPE averages are determined after the student graduates.

1. Log on to www.GAfutures.org
2. Sign into your account
3. On the left side of your screen, select "My HOPE GPA"
4. Select your high school
5. HOPE Calculated GPA is listed in the last section
6. Select "View Your Detailed GPA Report" at the bottom of the screen



Applying for Scholarship Tips

- Create a resume that you can pull your information from easy:
 - GPA
 - SAT/ACT scores (including dates taken)
 - Activities (in and outside of school)
 - Interests (ex: knitting, fishing, music, sports, etc.)
 - Rank in Class
 - Honors/Awards
 - Community Service
- You will be repeatedly asked to provide this information as you complete scholarship applications
- Recommendations are usually required with scholarships. Select the people you would like to complete recommendations for you. Make sure you let them know in advance and plan to give them ample time to complete the recommendations (1-2 weeks). You will also need extra copies of your transcript, as well as your SAT/ACT score reports.
- Be prepared to write an essay. Have someone proofread your essays. Example prompts:
 - Describe how you have demonstrated leadership ability both in and out of school.
 - Discuss a special attribute or accomplishment that sets you apart.
 - Pick an experience from your own life and explain how it has influenced your development.
 - Why do you want to get a college education?
- Make note of deadlines! Make sure you turn the application and all supporting documentation in on time or before the deadline. Check all requirements.
- Enter all free money drawings! They are posted everywhere on scholarship sites. This is a great chance to be selected to win free money! These scholarships generally ask for your names, address, and email address. DO NOT provide your social security number without checking with your parent first. DO NOT pay for a scholarship to be sent to you.
- Apply for all types and amounts of scholarships. Small scholarships add up and they are not as competitive as the larger scholarship offers. Outside scholarships are not tied to what colleges offer. These are separate and you can get as much \$\$\$ as you want.

Remember to visit GOC Counseling page and check out the information in the Financial Aid section of the website. Scholarship information is updated often. Direct link:

<https://www.gcpsk12.org/Page/20477>

Scholarship Search Sites:

GCPS Foundation: www.gcps-foundation.org

www.studentscholarships.org

www.fastweb.com

<https://www.salliemae.com/college-planning/college-scholarships/>

<https://www.tuitionfundingsources.com/>



101

MILITARY

The Military is made up of six branches, each with its own specific mission. Together, they offer a variety of ways to serve and over 250 different occupations.

»»» ARMY

»»» MARINE CORPS

»»» NAVY

»»» AIR FORCE

»»» SPACE FORCE

»»» COAST GUARD

Founded in 2019, the Space Force organizes, trains and equips service members in order to protect U.S. and allied interests in space. Space Force responsibilities include developing military space professionals, acquiring military space systems and guiding the action of space power.

THERE ARE

TWO

DISTINCT PATHS TO JOINING THE MILITARY:

1

ENLISTING

Enlisted roles require a high school education. While enlisted careers do include Infantry roles, most jobs involve hands-on training for mechanical, transportation, human services or office fields that transfer well to the civilian world.

»»» BOOT CAMP

Basic Training, often known as boot camp, prepares recruits for all elements of service: physical, mental and emotional. It gives service members the basic tools necessary with the goal of preparing new recruits for successful service.

2

COMMISSIONING AS AN OFFICER

Officers are the managers of the Military, acting in roles that include planning, directing operations and making critical decisions. Positions require a college degree or equivalent. Individuals can become an officer by earning a commission through enlisted service, attending one of the highly competitive service academies or participating in the Reserve Officers' Training Corps (ROTC) program.

»»» SERVICE ACADEMIES

Service academies offer a world-class education with fully funded tuition that includes room and board. Graduates receive a Bachelor of Science degree and are commissioned in their respective Service branches.

»»» ROTC PROGRAMS

ROTC programs provide officer training for students during college in exchange for a paid college education. In return, students commit to serve either on Active Duty or part time in the Guard or Reserve for a set period of time after graduation, usually five years.



"IT'S DEFINITELY A CAREER — A VOCATION, A PROFESSION, SOMETHING TO DEDICATE YOUR LIFE TO. YOUR CALLING, IF YOU WILL."

**CAPT.
AUSTIN DICKEY
MARINE CORPS**



"I LOVE BEING ABLE TO GET THE BEST OF BOTH WORLDS. I ENJOY THIS LIFE THAT I HAVE ON THE CIVILIAN SIDE AND I ENJOY MY MILITARY LIFE."

**STAFF SGT.
KAYLAN JAMES
AIR FORCE RESERVE**



"I LIKE THE IDEA OF SERVING PART TIME NOT JUST FOR THE NATION, BUT FOR THE STATE AS WELL, BECAUSE I GREW UP HERE. I WANT TO CONTINUE TO GROW HERE AND HAVE MY LIFE HERE."

**SPC.
PHILIP JEFFRIES
ARMY NATIONAL GUARD**

ACTIVE DUTY

FULL-TIME MILITARY SERVICE

Active Duty is a full-time job with set work hours (on duty) and time off (off duty). Being on duty is similar to any other workday, working in an occupational specialty. Off duty is the time for active-duty service members to pursue their own interests like hobbies, their education or spending time with friends and family.

RESERVE

PART-TIME MILITARY SERVICE

Most Services also have a Reserve force made up of service members who typically balance school or full-time civilian careers while serving in the Military. The Reserve components combine an individual's civilian experience with military skills. Reserve members can be called to Active Duty to support mission needs.

*Full-Time Civilian
One-Weekend-a-Month Military Drill*
Two-Weeks-a-Year Military Training**

**minimum*

NATIONAL GUARD

PART-TIME MILITARY SERVICE

The Army National Guard and Air National Guard are community-based, and report to the governor of their respective state unless called to protect U.S. domestic interests in times of conflict or natural disaster. They may also be deployed internationally alongside active-duty service members when necessary. Members of the National Guard hold civilian jobs and can attend school while conducting their military training part time.

*Full-Time Civilian
One-Weekend-a-Month Military Drill*
Two-Weeks-a-Year Military Training**

**minimum*

101
MILITARY
FULL TIME

DAY IN THE LIFE

Active-duty service members have full-time jobs in the Military that are typically 40-50 hours a week; sometimes more depending on the mission and sometimes less for holidays. See Military Life on page 32 for more on how service members spend their downtime.

TECH. SGT. KYLE CARPENTER

As an Air Force cyberwarfare operations instructor, Tech. Sgt. Kyle Carpenter leads a fulfilling life both professionally and personally. He teaches a wide range of cyber classes on various aspects of cyberwarfare for everyone from the most junior to the most senior members of the Military. No matter what the workday holds, his evenings are filled with family time at home on base.



6 am

Like many of us, Kyle starts his day with a cup of coffee on the way out the door to work. Once there, he checks email and chats with his coworkers before going to teach his first class of the day.



11 am

Kyle teaches an introductory-level class providing a 30,000-foot view of cyberspace operations and how they work, including the defensive and offensive nature of cybersecurity.

2 pm

In the afternoon, Kyle instructs in a lab setting, where he and his students practice planning cyberspace missions and operations to keep U.S. systems, infrastructure and digital information secure. Like anyone who's learning something new, hands-on training is crucial to being the best in the field.



7 pm

Following practice, Kyle and his son head home for some quality family time. After dinner, they like playing games — UNO® is one of their favorites.

9 am

The Air Force has some of the most complex cyber systems and information technology in the world, and requires the best, brightest and most creative thinkers to help the Department of Defense stay ahead of any threats. Here, Kyle and his class discuss the latest cyberthreats facing the digital world and how to defend against them.



12 pm

During lunch, Kyle enjoys catching up with friends and colleagues in the shared break area.



5 pm

After work, Kyle coaches his son's baseball team on base. Military bases are a lot like towns and have communities all their own. Service members and their families have access to many amenities offered on base, including year-round youth sports programs.



101
MILITARY
PART TIME

SNAPSHOT OF

PART-TIME SERVICE

Members of the Reserve and National Guard typically hold a civilian job or attend school while serving. They attend military drill a minimum of one weekend a month and annual training two weeks a year.

SPC. JENNIFER LIRIANO

As a licensed practical nurse (LPN) in the Army Reserve and civilian world, Jennifer's using the complementary experience and training she's received to progress toward her goal of being a registered nurse (RN) — all while doing what she loves most: taking care of people.



9 am

Not only is Jennifer an LPN, she's currently in school — debt free due to the Military's educational benefits — to become an RN. As part of her education, Jennifer does clinicals, the hands-on portion of nursing school, at a local hospital. There, she manages patients, hangs IVs and works the floor.

FRIDAY

SATURDAY

8 am

Jennifer spends one weekend a month training with her unit. As a platoon leader, she helps get Soldiers into formation before checking to ensure they're up to date with their medical readiness, licenses, certifications and more.



"I NEVER THOUGHT I COULD BE DOING WHAT I'M DOING IN THE MILITARY. I FEEL LIKE I'VE GROWN AND LEARNED SO MUCH."

SPC.
JENNIFER LIRIANO
ARMY RESERVE

4 pm

At the end of her clinical, Jennifer gathers with fellow nursing students to discuss what they experienced during the day while their instructor tests their knowledge.



6 pm

After Jennifer finishes for the day, she often gets her heart racing by kickboxing.



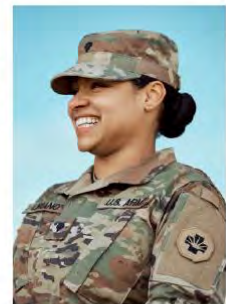
1 pm

In the afternoon, Jennifer teaches a first-aid class to other Soldiers, which includes how to stop bleeding in the event of an injury. "I've taught classes before," she says. "It's a little nerve-racking standing in front of people but I enjoy it."



3 pm

Jennifer continues her drill day by doing refreshers on medical skills like using tourniquets and managing pain until the day ends around 5 p.m. After an overnight stay in a nearby hotel, she begins her second drill day with PT (physical training) and goes outdoors to practice battle drills with other Soldiers. Jennifer returns to her civilian life on Monday morning after her drill ends on Sunday afternoon.



Benefits BY THE NUMBERS

Tuition Assistance covers up to
100% of tuition or expenses
for courses taken at
accredited colleges,
universities, junior colleges or
vocational schools.¹

The federal government provides
**\$150
BILLION** per year in grants,
work-study programs
and federal loans
to college students
in Active Duty, National Guard or
Reserve service.²

The Military has several
medical-specific financial
assistance programs that will
pay your tuition and an average of
\$60K a year to attend
classes and study.³

SOURCES

¹todaysmilitary.com/education-training/paying-college

²militaryonesource.mil/-/how-to-use-the-military-tuition-assistance-program

³medicineandthemilitary.com/officer-and-medical-training/medical-school



**"BETWEEN USING STATE
AND FEDERAL MONEY
FROM THE MILITARY AND
THE GI BILL, I HAVEN'T
REALLY PAID ANYTHING
FOR COLLEGE MYSELF."**

SPC.
JAUNTAVIA PRATHER
ARMY NATIONAL GUARD

"WHEN THE ARMY SENT ME TO TRAIN FOR CYBER, I WAS ABLE TO EARN ALL OF THESE CERTIFICATIONS. AS SOON AS I FINISHED MY TRAINING, I STARTED LOOKING FOR JOBS IN THE CIVILIAN SECTOR THAT MATCHED UP TO MY DESIRE TO BREAK INTO THE CYBER INDUSTRY."

**CAPT.
SHAELYN LAYTON
ARMY RESERVE**



GI Bill Benefits

are available to Active Duty, National Guard and Reserve members. Benefits are based on length of service, can be used to cover all public school in-state tuition and fees and can be shared with family members.¹

Post-9/11 GI Bill

pays all public school in-state tuition and fees and provides a living stipend for housing and allowance for books and supplies.¹

Each of the Services and their components may offer some form of college

Loan Repayment

to newly enlisted members to pay off college loans accrued prior to joining the Military. While requirements and opportunities vary by Service, all programs are designed to help recent students manage educational debt.¹

The College Fund Program

can be added to benefits received through the Post-9/11 GI Bill for eligible service members.¹

While each Service will determine who qualifies for this program, two basic requirements are that you:

- ✓ **Have a high school diploma**
- ✓ **Be enrolled in the Post-9/11 GI Bill**



"I'VE RELIED ON AIR FORCE TUITION ASSISTANCE. THEY PROVIDE SO MUCH MONEY TO GO TOWARD TUITION FOR MY MASTER'S DEGREE."

**1ST LT.
PHILLIP LANE
AIR FORCE**



Resume Writing Tips

Make an Outline: Make a quick list or outline of all possible experiences, paid and unpaid, to include in your resume before you try to find the right language to describe them. Think of this as a brainstorming step and try to jot down as much down as you can. Your outline should include:

- Contact Information
- Summary of your qualifications
- Work experience

If you have formal paid work experience, certainly include it. Otherwise, you can include informal work like babysitting, pet sitting, lawn mowing, shoveling snow, or anything else you've done to earn money. Even if you didn't collect a regular paycheck, informal work still displays skills and your reliability as an employee.

Since most high school students haven't held a lot of jobs, it is important to draw upon all aspects of your life that show you have the character, work ethic, skills, and personality to succeed in a job.

- Education
- Volunteering
- Activities
- Awards/Honors/Achievements

Employers look for staff who have a history of making positive contributions. Review each of your experiences and ask yourself if there are achievements in class, clubs, sports, or the workplace that you can include. If so, use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, or expanded to show what you accomplished. Include any challenging advanced academic projects since this shows employers that you are intelligent and a hard worker.

Include Resume Skills: It's always a good idea to include skills related to the jobs for which you are applying. You probably have many skills that you can include that you acquired in school, sports, youth groups, extra-curricular activities, or volunteering.

Use Action Words: Use active language when describing your experiences, so you are portrayed in a dynamic way. Start the phrases in your descriptions with action words like organized, led, calculated, taught, served, trained, tutored, wrote, researched, inventoried, created, designed, drafted, and edited.

Keep It Short (But Include All Necessary Information). Your resume doesn't need to be any longer than a page. Some sections of the resume—such as contact information and experience—are required. But others, such as an objective or career summary, are optional

Tell a Story. Connect your experience and skills with the qualifications for the role. For example, if you're applying for a cashier position, but haven't yet held a job with that exact title, emphasize your customer service skills, facility with mathematics, work ethic, and ability to work as a team. Read the job description and match your experience with their requirements.

Proofread Your Draft and Print Copies: Review your draft very carefully before finalizing your document and make sure there are no spelling or grammatical errors. Ask your guidance counselor, parents, or a favorite teacher to critique your resume.

Resume Action Verbs

Use the present tense of verbs for jobs you are still doing (e.g. create) Use
the past tense of verbs for jobs you had in the past (e.g. created)

Achievement

accelerated
accomplished
achieved
activated
attained
competed
earned
effected
elicited
executed
exercised
expanded
expedited
generated
improved
increased
insured
marketed
mastered
obtained
produced
reduced
reorganized
reproduced
restructured
simplified
sold
solicited
streamlined
succeeded
upgraded

Help/Teach

advised
clarified
coached
collaborated
consulted
counseled
educated
explained
facilitated
guided
instructed
modeled
taught
trained
tutored

Administrative

arranged
channeled
charted
collated
collected
coordinated
dispensed
distributed
established
executed
implemented
installed
maintained
offered
ordered
outlined
performed
prepared
processed
provided
purchased
recorded
rendered
served
serviced
sourced
supported

Lead/Manage

acquired
administered
approved
assigned
chaired
contracted
controlled
decided
delegated
directed
enlisted
governed
handled
initiated
instilled
managed
motivated
recruited
retained
reviewed

Communication

addressed
arbitrated
articulated
briefed
communicated
conducted
contacted
conveyed
corresponded
delivered
demonstrated
edited
entertained
interviewed
informed
lectured
mediated
negotiated
persuaded
presented
promoted
proposed
publicized
reported
represented
responded
suggested
translated
wrote

Plan/Organize

allocated
anticipated
arranged
catalogued
categorized
classified
collected
consolidated
convened
edited
eliminated
employed
grouped
monitored
planned
regulated
scheduled

Creative

authored
changed
conceived
constructed
created
developed
devised
drafted
established
formulated
founded
illustrated
influenced
introduced
invented
launched
originated
revamped
revised
staged
updated
visualized

Research/ Analytical

assessed
compared
critiqued
defined
derived
detected
determined
discovered
evaluated
examined
explored
found
inspected
interpreted
investigated
located
measured
observed
rated
recommended
reviewed
searched
studied

Financial

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compiled
computed
controlled
disbursed
estimated
figured
financed
forecasted
projected
reconciled
tabulated

Technical

adapted
adjusted
applied
built
computed
constructed
designed
diagnosed
engineered
experimented
maintained
modified
operated
prescribed
programmed
proved
reinforced
repaired
resolved
restored
solved
specified
systematized
tested

Steven Student

123 Forest Street, Charleston, WV 25329

Cell: (123) 555-5555 ▪ steven.student@email.com

Qualifications

Highly focused and responsible high school student guaranteed to contribute strongly within a customer service role requiring enthusiasm, charismatic communications skills, and an exemplary work ethic.

- **Communications:** Convey information persuasively both orally and in writing. Facility for building positive relationships with others with humor, helpfulness, and cultural sensitivity.
- **Teamwork:** Able to apply lessons learned as a lettered student athlete to motivate and support all team members in assigned tasks and projects.
- **Mathematics:** A+ math student, with ability to use superb mental math skills to ensure accuracy in order processing, cash handling, and credit transactions.
- **Technical Proficiencies:** Solid command of Microsoft Office Suite (Word, Excel, PowerPoint) and of social media. Swift learner, easily mastering new software systems.

Education

George Washington High School, Charleston, WV; 3.75 GPA

Honor Roll, National Honor Society, Co-Captain, Boys Swim Team; Debate Team; Math Club; Student Math Mentor

Experience Highlights

Steve's Lawncare Services, Charleston, WV

Gardener, June 2020 to Present

Provide ongoing lawncare services to 25+ regular clients. Communicate with customers to schedule services and define requirements; mow, weed, and rake lawns and gardens and shovel snow.

- Built a lasting clientele through word-of-mouth referrals from satisfied customers.

Habitat for Humanity, Charleston, WV

Volunteer, June 2019 to Present

Team with fellow church youth group members to contribute to Habitat for Humanity projects. Work on construction teams to erect new housing for low-income families.

- Conceptualized and coordinated fundraising Christmas bazaar that raised over \$5K for organization.

Pre-Interview

- Become familiar with the company and person you're interviewing with. This will ensure there is no lull in the conversation.
- Have multiple copies of your resume and organize any other materials you are taking with you.
- Turn your cell phone OFF. Putting it on vibrate is not good enough.
- Do not be late! Give yourself an extra 20 minutes and be conscious of potential traffic.

The Interview

- **FIRST IMPRESSION:** Walk, talk and look the part. Be Confident, not cocky. Maintain eye contact, present a strong handshake, and smile!
- **ONE MINUTE PITCH:** Prepare for the question: "Tell me about yourself" by planning out your focus and emphasizing relevant skills that you have early in the interview.
- **AVOID NEGATIVE STATEMENTS:** Even if you are asked a somewhat negative question, always portray yourself in a positive light, and never talk bad about a former boss.
- **YOUR SKILLS:** Focus on skills you can implement immediately. Employers want to hear how you could hit the ground running and contribute to their company immediately.
- **TELL YOUR STORY:** Support your claim of being the best candidate by providing examples of situations where you developed, enhanced, or used specific relevant skills.
- **MONEY:** Wait until the end or at least half way through the interview to ask about the job's financial particulars.

Post-Interview

- Always send a thank you note after your interview. The format of the note may depend on the type of company you interview with, but handwritten is always best.
- Do not tweet! No matter how badly you may want to update your social media status, do not share the details of your interview on the internet. Your interviewer may be checking up on you online.

SOURCES:

<http://www.effortpaper.com/blog/interview-tips-send-handwritten-notes/>
<http://media-cache-ak1.pinterest.com/originals/1e/76/4a/1e764a592a74561e0aeb9477fba3e074.jpg>

Top 10 Job Interview Tips for High School Students

- 1. Arrive for your interview about 15 minutes in advance.** Make sure you take a trial commute to the interviewing spot if you are unsure of the location or how long it might take to park. Punctuality is a major concern for employers of teens, and late arrival will often kill your chances of landing the job.
- 2. First impressions have a high impact.** Take care with the way you dress and groom yourself to show the employer that you are taking the job seriously. The employer will be especially concerned with your appearance if you are in a customer contact position as a server, store clerk, receptionist or front desk worker.
 - Clothing should be in good condition, wrinkle-free and of course, work-place appropriate. Because a teen's level of maturity is a significant factor for employers looking to hire young people, it's especially important that teens dress modestly and tastefully.
 - Avoid a shaggy look with your hair, and don't wear excessive cologne, makeup or jewelry. Bring a notepad to jot down questions that may occur to you, points you want to remember to make in your behalf, and the interviewer's name if you tend to be forgetful.
- 3. The receptionist, secretary or another staff member who greets you may not be your interviewer.**

However, you can bet that the interviewer will ask about their impressions of you. Sit up straight, look them in the eye, smile and converse respectfully with them. Ask a question or two or make some small talk. Make them want to tell the boss that they like your personality and that you would fit in.
- 4. Greet the interviewer with a firm but not crushing handshake,** a warm smile and look them in the eye. Make a mental or physical note of their name and use it during the interview, so you remember it for your follow-up. Always address the interviewer as Mr. or Ms. Employers will be evaluating how you might interact with their staff and customers, who are probably primarily adults.
- 5. Turn your cell phone off or to vibrate,** and resist the temptation to take a peek at any time before, during or after the meeting, when you are in view of the interviewer. Employers are very concerned about losing productivity among teen employees who are constantly checking their phones.
- 6. Exude energy, enthusiasm and a positive attitude at all times.** Employers want upbeat teen workers who don't bring any attitudinal baggage to the job. When sitting, avoid slouching and lean slightly forward, like you are eager to hear the next thing that the interviewer has to say.
- 7. Take inventory of your strengths prior to the interview.** If the employer has advertised the job, look at the description and be prepared to say how you meet as many of the qualifications as possible. Be prepared to describe situations where you have used your assets to get things done. Draw upon academics, school activities, sports and volunteer work for examples, especially if you haven't held any or many jobs.
- 8. Be prepared to say why the job interests you.** You can reference things like the tasks, work environment, what you would learn and the people with whom you would interact. Everything being equal in terms of qualifications, employers will often pick the candidate who seems most interested.
- 9. At the end of the interview, be prepared to ask a few questions about the job.** Focus on issues like the nature of the work, training, supervision, clientele, and when you might expect to hear from them. Don't bring up pay. If the job seems like a good fit, look the interviewer in the eye and tell them that you would really like to work there.
- 10. Effective follow-up after your interview can separate you from the other candidates.** As soon as you leave the interview, write a thank you note expressing your gratitude for the interview and stating briefly that you would love to work with them and why you think it's a good fit. A card is a nice touch if your handwriting is legible, but email is also acceptable. Whichever you choose, send it immediately. It will reinforce your punctuality and ability to get things done, as well as reiterating your interest in the job.

Teen Job Interview Questions

When you are a teen preparing for a job interview, it can be helpful to review typical interview questions that you will most likely be asked. Take the time to practice the questions and how you would answer them, so they reflect you, as a person and as a candidate for employment.

Why Are You Looking for a Job? - Of course, everyone wants to make money at a job, but the reasons you should share with a potential employer should reflect your interest in the field, or in helping to develop your skill set.

Why Are You Interested in Working for Our Company? - Employers ask this question to gauge your interest in the field, and to see if you have done your research. Make sure you check out the company's website at the very least, and familiarize yourself with what the company does, what the work and the work culture are like, and what's important to them.

How Has School Prepared You For Working at Our Company? - Here is your opportunity to talk about the skills you have gained in your education that will make you an ideal candidate for the position.

Why Should We Hire You? - New hires take time to train, and the company wants to know you are worth it. Let them know about your interest in contributing to the company immediately and be sure to mention if you think they are a firm you would like to consider when your studies are complete.

What Do You Think It Takes to be Successful in This Position? - The job posting can be very helpful in letting you know how they will want you to answer this question. Let them know about the skills you have that they are looking for.

How Would You Describe Your Ability To Work as a Team Member? - There have likely been many times you have worked as a team, on projects, in sports or while volunteering. The interviewer will want to hear a specific example of a time you worked successfully in a team situation.

What Has Been Your Most Rewarding Accomplishment? - You don't want to brag, but you should share an accomplishment that relates to some of the qualities or experiences required for the job you're interviewing for.

What Are Your Salary Expectations? - With this question, the employer is trying to establish that your expectations are reasonable. As a young worker, the salary you are offered will probably align with an entry level position. It's usually best to avoid a specific number, unless you know for a fact what the job pays.

Tell Me About a Major Problem you Recently Handled. - With this question, the interviewer is trying to determine how skilled you are at problem solving. It's fine to use an example from school, work, sports or volunteering. Make sure you show a positive resolution.

Have You Ever Had Difficulty With a Supervisor or Teacher? - The interviewer will ask this question to determine how you relate to authority. Always answer honestly, but make sure that you have a positive outcome. Remember that the most difficult situations are sometimes the best learning experiences.

Sample Interview Question Responses

What They Say	How to Answer	For Example
Tell me about yourself.	Be ready with some basic information about yourself that shows your ability to do well on the job. Don't ramble on about your life.	"I'm super with kids. I baby-sit alot and lead art projects at their birthday parties, so I think I'd be a great crafts counselor for your day camp."
Do you have any work experience?	Even if you haven't held a job before, emphasize that you can handle responsibility. Point out your relevant skills with specific examples.	I've never worked as a bankteller, but I'm organized and detail oriented and I get all A's in math.
What are your greatest weaknesses?	Be realistic. It's an old trick to sugarcoat your reply by saying you work hard or are too competitive, but this irritates some interviewers. Instead, admit to a minor problem that's not job related and say you're working on it.	"I'm shy when I meet new people, but I open up when I get to know them." "I've never been great at team sports, but I love in-line skating."
Do you work better on your own or with others?	Let them know that you'll fit in well with the team and offer a specific example.	"I enjoy meeting people and working on projects with a team. That's why I volunteer for school fund-raisers."
Why do you want this job?	Let them know you are enthusiastic about the job and their company and explain why.	"I plan to major in radio and TV journalism, so your position will help me learn a lot about this field."
Do you have any questions for me?	Don't inquire about the pay. Ask one or two solid questions to show your interest.	"What's a typical day like here?" "How did you get started in the field?" "What skills are more useful for someone in this position?"
What hours are you available to work?	Be available when they need you. If you must fit the job around other obligations, let them know you will do everything you can to accommodate them.	"I can work whenever you say." "I'll be taking the bus home, and it stops running at 10 p.m., but I can come in as early as you need me."
Do you have reliable transportation?	Assure them that you will honor your commitment to show up for work on time. Don't raise doubts or go into too much detail.	"Yes, I live within walking distance." "Yes, my father will drop me off every day." Not: I have a used car that been in the shop a lot so I might have some problems if the transmission goes."