

Junior/Senior Handbook

# Planning Your Future

The Woodlands High School



Class of 2013



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### **The Woodlands High School Mission Statement**

The Woodlands High School is dedicated to preparing its students to become lifelong learners and responsible citizens by providing a safe environment, offering challenging programs, promoting high expectations, and emphasizing student learning and development through a variety of resources.

### **Prepared by**

The Woodlands High School Counselors

The contents of this handbook may be viewed on the TWHS website under the counseling link:

<http://twhs.conroeisd.net/>

*The Conroe Independent School District does not discriminate on the basis of sex, color, race, handicap, or national origin in any of its educational or vocational courses, activities, programs, or employment as required by Title IX Section 504 or Title VI.*

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## Important Dates 2011-2012

### September 2011

Friday	2	Football @ Hightower @ Hall Stadium, 7:30pm
Monday	5	Labor Day Holiday
Friday	9	Last Day of MP 1 First 3 Weeks
Friday	9	Football vs. Strake Jesuit @ Woodforest, 7:30pm
Saturday	10	ACT @ TWHS
Wednesday	14	Red & Green Parade & Pep Rally, 5:30 pm
Thursday	15	Progress Reports, 2nd period
Thursday	15	12 <sup>th</sup> Grade Parent Information Night, 7:00pm
Friday	16	Football vs. Tyler Lee @ Woodforest, 7:30pm (Homecoming)
Saturday	17	Homecoming Dance @ TWHS 8:00-12:00
Monday	19	9th Grade Parent Information Night, 7:00pm TWHS Auditorium
Tuesday	20	11 <sup>th</sup> Grade "College Planning 101" Night, 7:00pm TWHS Auditorium
Saturday	24	Football vs. Atascocita @ Woodforest, 6:00pm
Monday	26	10th Grade Parent Information Night, 7:00pm TWHS Auditorium
Thursday	29	PTA General Meeting
Friday	30	End of MP 1 Second Three Weeks

### October 2011

Saturday	1	SAT @ TWHS
Monday	3-7	Generation TX Week
Tuesday	4	Back to Your Future Day
Thursday	6	Progress Reports, 2nd period
Thursday	6	Football @ Lufkin, 7:30pm
Tuesday	11	CISD College Night @ Lone Star Convention Center, 6:30pm
Wednesday	12	PSAT (all sophomores & juniors); Senior late arrival
Friday	14	Football vs. Oak Ridge @ Woodforest, 7:30pm
Tuesday	18	ELA TAKS (retest)
Wednesday	19	Math TAKS (retest)
Thursday	20	Science TAKS (retest)
Thursday	20	Semester Exams Periods 1&2 (Senior Campus Only), 11:25am Dismissal
Friday	21	Social Studies TAKS (retest)
Friday	21	Semester Exams Periods 3&4 (Senior Campus Only), 11:25am Dismissal
Friday	21	9 <sup>th</sup> Grade Campus Early Dismissal, 11:25am
Friday	21	End of MP 1 Third Three Weeks
Saturday	22	Football @ Kingwood @ Turner Stadium, 6:00pm
Saturday	22	ACT @ TWHS
Friday	28	Report Cards, 2nd period
Friday	28	Football vs. College Park @ Woodforest, 7:30pm (Home)

### November 2011

Friday	4	Football @ Conroe @ Moorhead, 7:30pm
Saturday	5	SAT @ TWHS
Friday	11	End of MP 2 First Three Weeks
Thursday	17	Progress Reports, 2nd period
Monday	21-25	Thanksgiving Holidays

**December 2011**

Saturday	3	SAT @ TWHS
Friday	9	End of MP2 Second Three Weeks
Saturday	10	ACT @ TWHS
Thursday	15	Progress Reports, 2nd period
Thursday	15	PSAT Results/Feedback, 6:00pm and 7:00pm
Monday	19-31	Winter Break

**January 2012**

Monday	2	First Day for Students
Monday	9	9 <sup>th</sup> Grade Red Day Midterms Periods 2&4 (Regular Dismissal)
Tuesday	10	9 <sup>th</sup> Grade Green Day Midterms Periods 1&2 (11:25am Dismissal)
Wednesday	11	Senior Campus Semester Exams Periods 1 & 2 (11:25am Dismissal)
Wednesday	11	9 <sup>th</sup> Grade Red Day Midterms Periods 1&3 (11:25am Dismissal)
Thursday	12	Senior Campus Semester Exams Periods 3 & 4 (11:25am Dismissal)
Thursday	12	9 <sup>th</sup> Grade Green Day Midterms Periods 3&4 (11:25am Dismissal)
Thursday	12	End of MP 2 Third Three Weeks
Thursday	12	Mid-Year Graduation – FOTW, 7:00pm
Friday	13	Student Holiday/Teacher Workday
Monday	16	MLK Holiday
Thursday	19	PTA General Meeting
Friday	20	Report Cards, 2nd period
Monday	23	Senior Campus Open House, 7:00pm
Saturday	28	SAT @ TWHS

**February 2012**

Friday	3	End of MP3 First Three Weeks
Monday	6	Rising 9 <sup>th</sup> Grade Parent Info Night, 7:00pm/ Pre Registration Fair
Tuesday	7	Rising 10 <sup>th</sup> /11 <sup>th</sup> /12 <sup>th</sup> Grade Parent Info Night, 7:00pm/ Pre Registration Fair
Thursday	9	Progress Reports, 2nd period
Saturday	11	ACT @ TWHS
Monday	20	Student Holiday/ (Weather Day)
Tuesday	21	Rising 9 <sup>th</sup> Grade Pre-Registration Help Session, 4:00-7:00pm
Friday	24	End of MP3 Second Three Weeks
Tuesday	28	Rising 10 <sup>th</sup> /11 <sup>th</sup> /12 <sup>th</sup> Pre-Registration Help Session, 4:00-7:00pm

**March 2012**

Thursday	1	Progress Reports
Monday	5	Exit Level Social Studies TAKS (retest)
Wednesday	7	10 <sup>th</sup> ELA TAKS
Wednesday	7	11 <sup>th</sup> ELA TAKS
Wednesday	7	Exit Level ELA TAKS (retest)
Thursday	8	Exit Level Math TAKS (retest)
Friday	9	Exit Level Science TAKS (retest)
Saturday	10	SAT @ TWHS
Monday	12-16	Spring Break
Thursday	22	Senior Campus Semester Exams Periods 1 & 2 (11:25am Dismissal)

## March 2012

Friday	23	Senior Campus Semester Exams Periods 3 & 4 (11:25am Dismissal)
Friday	23	9 <sup>th</sup> Grade Campus Red Day (11:25am Dismissal)
Friday	23	End of MP 3 Third Three Weeks
Monday	26	STAAR English I Writing
Tuesday	27	STAAR English I Reading
Friday	30	Report Cards

## April 2012

Friday	6	School Holiday
Friday	13	End of MP4 First Three Weeks
Saturday	14	ACT @ TWHS
Thursday	19	Progress Reports (2 <sup>nd</sup> Period)
Tuesday	24	10 <sup>th</sup> Math TAKS
Tuesday	24	Exit Level ELA TAKS (retest)
Wednesday	25	Exit Level Math TAKS & retest
Thursday	26	PTA General Meeting
Thursday	26	10 <sup>th</sup> Science TAKS
Thursday	26	11 <sup>th</sup> Science TAKS & retest
Friday	27	10 <sup>th</sup> Social Studies TAKS
Friday	27	11 <sup>th</sup> Social Studies TAKS & retest

## May 2012

Tuesday	1	Scholarship Awards due to College & Career Center
Saturday	5	SAT @ TWHS
Monday	7-18	AP Testing
Monday	7-18	STAAR End of Course Exams
Monday	7	STAAR Algebra 1 End of Course Exam
Monday	7	AP Chemistry/Environmental Science & Psychology
Tuesday	8	AP Computer Science/Spanish Language & Art History
Wednesday	9	STAAR Biology End of Course Exam
Wednesday	9	AP Calculus & Chinese Language
Thursday	10	STAAR Geometry End of Course Exam
Thursday	10	AP English Literature & Japanese Language
Friday	11	STAAR World Geography End of Course Exam
Friday	11	AP German/US History & European History
Friday	11	End of MP4 Second Three Weeks
Friday	11	Course Request Change Deadline
Monday	14	AP Biology/Music Theory & Physics
Tuesday	15	AP Government & French Language
Wednesday	16	STAAR Algebra II End of Course Exam
Wednesday	16	AP English Language & Statistics
Thursday	17	AP Economics & World History
Thursday	17	Progress Report
Friday	18	AP Human Geography/Spanish Literature
Saturday	19	Senior Prom @ Marriott-Woodlands Waterway, 8:00-12:00
Tuesday	22	Top 10% Parent Program, 1:30pm TWHS Auditorium

## May 2012

Tuesday	22	Senior Awards Night,7:00pm TWHS Auditorium
Thursday	24	Senior Finals Periods 3 & 4 (During regular class time)
Friday	25	Senior Finals Periods 1 & 2 (During regular class time)
Friday	25	9 <sup>th</sup> Grade Final Red Day Final Exams Periods 2&4 (Regular Dismissal)
Friday	25	Senior Picnic @ North Shore, 12:00-2:00pm
Monday	28	Memorial Day Holiday
Tuesday	29	Graduation Practice, 8:30am
Tuesday	29	Graduation @ Pavilion, 7:30pm
Tuesday	29	9 <sup>th</sup> Grade Campus Green Day Final Exams Periods 1&2 (11:25 Dismissal)
Wednesday	30	Senior Campus Semester Exams Periods 1& 2 (11:25 Dismissal)
Wednesday	30	9 <sup>th</sup> Grade Red Day Final Exams Periods 1&3 (11:25 Dismissal)
Thursday	31	Senior Campus Semester Exams Periods 3 & 4 (11:25 Dismissal)
Thursday	31	9 <sup>th</sup> Grade Green Day Final Exams Periods 3&4 (11:25 Dismissal)
Thursday	31	End of MP4 Third Three Weeks

## June 2012

Saturday	2	SAT @ TWHS
Friday	8	Report Cards Mailed
Saturday	9	ACT @ TWHS

## July 2012

Monday	9	Exit Level ELA TAKS retest
Monday	9	STAAR World Geography End of Course Exam
Monday	9	STAAR Geometry End of Course Exam
Tuesday	10	Exit Level Math TAKS retest
Tuesday	10	STAAR Algebra I End of Course Exam
Wednesday	11	Exit Level Science retest
Wednesday	11	STAAR Biology End of Course Exam
Thursday	12	Exit Level Social Studies retest
Thursday	12	STAAR English I Writing End of Course Exam
Friday	13	STAAR English I Reading End of Course Exam

Students receive progress reports the week following the end of a 3-week grading period.

\*\*Reports cards are handed out to students approximately a week after the nine weeks ends. For the term ending in January, the report cards will be handed out a week after second semester begins. The final report card will be mailed home.

# JUNIOR ACTION PLAN



## Fall

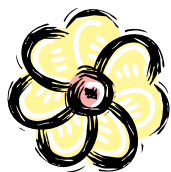
- Student Athletes register with NCAA Clearinghouse.  
If you are an athlete planning to continue playing a sport in college, register with the NCAA Clearinghouse at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)
- Register for Family Connection, if you have not done so. You can get registration codes at Counselor's Corner in the cafeteria during lunch or in the College & Career Center (Room 254).
- Prepare for and take the PSAT/NMSQT in October.
- Investigate post-high school opportunities.
- Identify what makes you the person you are: Make lists of your abilities, preferences, and personal qualities. List things you may want to study and do. Additional resources: Family Connection, your My Road account that came with your PSAT scores ([www.myroad.com](http://www.myroad.com)), Bridges.
- Jumpstart your planning by reading about majors and careers on Bridges.
- Talk to your counselor about your college plans.
- Explore your interests.
- Confer with military recruiters if interested in military options.
- Talk to College Admissions Officers
- Attend CISD College Night
- Go to the College and Career Center.
- Use College Search on Family Connection to find colleges with characteristics that match your needs.
- Do online campus tours on Family Connection.
- Manage your college search, admissions testing, and college applications on Family Connection.
- Add prospective colleges to "colleges I'm thinking about" on Family Connection. This will assure that you receive information pertinent to colleges that interest you.
- Start your portfolio if you are interested in drama, music, art, sports, etc.
- Consider taking the Armed Services Vocational Aptitude Battery (ASVAB). Even if you are not interested in pursuing a military career, the ASVAB can reveal valuable information about your interests.
- Start thinking about financial aid and investigating scholarships that you can apply for.
- Use financial aid calculators to estimate your financial aid eligibility.
- Attend financial aid workshops available on your campus and/or the CISD College Night.
- Take the personality assessment on Bridges to help with career decisions.
- Do the interest survey on Bridges to identify possible career choices.





## Winter

- Research ways to improve your college or career opportunities.
- Determine the dates you will take college admissions tests (SAT and ACT)
- Register to take the SAT at [www.collegeboard.org](http://www.collegeboard.org) . See SAT Practice test and test tips and skills at the website.
- Register to take the ACT with Writing at [www.actstudent.org](http://www.actstudent.org)
- Your PSAT/NMSQT score report will be returned in December. Use scores to help improve your skills and prepare for the SAT
- Register for My Road and start career investigation.
- Determine if the colleges you are interested in will require SAT Subject Tests. You can take the SAT or up to three SAT Subject Tests on one test date. Plan your testing schedule carefully if you need to take both the SAT and subject tests.
- Fee waivers are available for students with financial need. Contact the College & Career counselor to determine eligibility.
- Limited accommodations on admissions tests are available for students with disabilities. For more information, go to [www.collegeboard.org](http://www.collegeboard.org) for the SAT or [www.actstudent.org](http://www.actstudent.org) for the ACT.
- Do the personality type on Bridges to help determine college majors and college options.



## Spring

- Prepare for the SAT and ACT. Take full length practice tests available on College Board and ACT websites.
- Register for the SAT and ACT if you have not already done so. Plan to take the tests before the end of your junior year.
- Consider taking a SAT/ACT prep class.
- Explore colleges, trade and technical schools.
- Visit colleges whenever possible. Juniors and seniors get 2 college visit days. There are many area colleges that will give you a good idea of large, small, public, and private colleges. Get a feel for your personal college fit.
- Develop a list of colleges that interest you and continue to update your prospective college list on Family Connection. These can be 2-year colleges, 4-year colleges or trade/technical schools.
- Contact your counselor if you are considering military academies or ROTC scholarships.
- Attend a Military Service Academy Workshop in your area if you are interested in a military academy.
- Prepare for AP Exams.
- High scores on AP exams may earn credit or advanced placement at colleges. Check college websites to determine qualifying scores.
- Periodically review the scholarship list on Family Connection to determine scholarships to which you can apply.
- Plan ahead for the summer and senior year
- Review your senior year class schedule with your counselor. Challenge yourself with honors and AP classes and stick with the sequences you've begun.

- Take electives that support your interests.
- Research summer activities to determine what will work for you. Plan summer activities early. Enrich yourself and enhance your resume by volunteering, getting an interesting job or internship, or signing up for special summer enrichment programs.
- Sign up for a summer enrichment program.
- Make plans for senior year.
- Investigate college admissions requirements to make sure you qualify.
- Make an appointment with the College & Career Counselor if you need help.



## Summer

- Continue to update your resume.
- Begin organizing, planning, and writing college application essays.
- Engage in a summer enrichment camp.
- Visit colleges, take campus tours, and schedule interviews with admissions counselors. Take notes.
- Consult the college websites for applications and deadlines.
- Check important dates. Some universities have early deadlines; others may not.
- Continue your scholarship search on Family Connection.
- Use the scholarship search available on Family Connection.
- Establish a professional email account that you can use for your college applications. (i.e. [JohnDoe@conroeisd.net](mailto:JohnDoe@conroeisd.net) as opposed to [videogamer@conroeisd.net](mailto:videogamer@conroeisd.net) )



# SENIOR ACTION PLAN



## Fall

### SEPTEMBER

- Narrow your list of colleges to which you will be applying to three to five. If you've not yet done so, visit the website of each school. Plan to tour as many of these colleges as possible. Get College Visit form in the Family Connection document library.
- Create a planning calendar that includes:
  - Tests you'll take and their fees, dates, and registration deadlines.
  - College application due dates.
  - Financial aid application forms required and their deadlines. (Note: Scholarship and/or financial aid applications **may** be due before college admission applications.)
  - Other materials you might need (recommendations, resume, etc.)
  - Your high school's own application processing deadlines.
- Complete College Application Checklist for each college that you are applying
- Apply for FAFSA PIN (Personal identification number).
- Confer with military recruiters if interested in the military.
- Get application fee waivers if you have used SAT or ACT fee waivers. See your counselor to determine if you qualify.
- Student athletes should register with the NCAA Clearinghouse if you have not already done so.
- Start working on your college applications.
- Continue to work on the college essays that you began in the summer.

### OCTOBER

- Meet with your counselor regarding your post high school plans.
- Prepare Early Decision and Early Action applications as soon as possible.
- Submit requests for counselor and teacher recommendation if you need them. Follow your high school's procedure for requesting recommendations.
- If you're submitting essays, write first drafts and ask others to read them. Complete essays for any Early Decision applications.
- Many colleges consider students for merit scholarships based on the admissions application when submitted early. Try to submit by November 1. Consult the college website to determine scholarship deadlines and procedures.

### NOVEMBER

- Be aware of early decision deadlines. Some colleges have application deadlines during November; others may consider applicants for merit scholarships with applications submitted in November.
- Submit at least one college application before Thanksgiving.
- Request your transcripts be sent to the colleges of your choice. Make sure you watch application deadlines!



## Winter

### DECEMBER

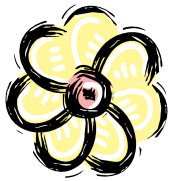
- Keep copies of everything you submit.
- Turn in forms to your counselor as needed, allowing at least 15 school days for processing.
- Continue to research and apply for scholarships in the scholarship list on Family Connection.

### JANUARY

- Check your college application website to make sure your application is complete.
- Prepare for final exams.
- Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov)
- Continue to research and apply for scholarships in the scholarship list on Family Connection.
- Update your college admissions status on Family Connection as you receive your admissions decisions.
- By January 10, turn in requests for Mid Year Reports if required by your college.

### FEBRUARY

- Maintain strong academic marks.
- Continue to research and apply for scholarships in the scholarship list on Family Connection.
- Continue making good academic marks.
- Watch the scholarship list as many, many scholarships have deadlines in February and March.



## Spring

### MARCH

- Carefully evaluate college admissions decisions as they come in.
- Register to take THEA test if required for two year or four year public Texas college. Students with certain credentials may be exempt from the THEA. Consult with your counselor for details. Refer to the exemptions policy in the document library of Family Connection or confer with your counselor if you have questions.
- Continue to research and apply for scholarships on Family Connection.
- Remember to update your college admissions decisions on Family Connection.

### APRIL

- You should receive admission decision and financial aid offers by mid-April.
- If you have not yet done so, visit your final college before accepting offer of admissions. Many colleges have admitted students' weekends for this purpose.
- Contact your college if you have questions about housing.
- Complete the CISD Senior Survey and Graduation Survey on Family Connection.
- Pay transcript fees and other required fees at your school.
- Record all scholarships you have received on Family Connection.

## **MAY**

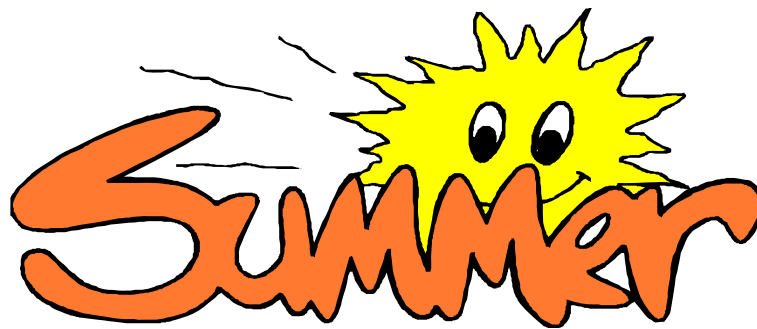
- Notify colleges of your intention to enroll by May 1. Make sure you pay the required deposits. Colleges cannot require (unless admitted as an Early Decision) a deposit or commitment to attend before May 1. Send your enrollment deposit only to the college you will attend.
- Complete CISD Senior Survey, Graduation Survey, and Scholarships Received on Family Connection by May 1.
- Work with the financial aid office at your college to resolve any financial aid problems.
- Schedule orientation, CLEP exams or other requirements as directed by your college.
- Request a final transcript to your college.



## **Summer**

## **JUNE**

- Pack and get ready for college.
- Enjoy your summer!
- Attend freshman orientation at your college.
- Attend summer school if desired.



# PLANNING YOUR FUTURE

## Introduction

*“You see things and say ‘Why?’ But I dream things that never were, and I say ‘Why Not?’”*

*~George Bernard Shaw*

*Where am I going? What do I want to do with my life? What’s after high school? Should I get a job? Would I like the military? Where do I want to live? What do I want to study? If I go to college, which is best -- a community college or a four-year college? Will the college I want accept me? How will I decide? What if I change my mind? What if I make a mistake?*

If you have been asking yourself some of these questions, be assured that they are common and the concerns and doubts they represent are normal. As you search for answers during these last two years of high school, you will be making important decisions about the direction of your life. The counseling staff designed this handbook to be a helpful guide as you explore all the possibilities.

Because the alternatives are too numerous and complex to be decided by chance, we encourage you to make informed decisions by...

- Knowing your strengths and weaknesses
- Establishing your objectives and goals
- Evaluating the options available to you

***This section will help you with the process of deciding what to do after graduation.***

The counseling department will provide both assistance and information. Your counselor will help you coordinate your efforts by keeping you informed about important dates and deadlines. Counselors are available to help you identify your strengths and weaknesses, select your academic program, investigate colleges and careers, and make choices. Another valuable resource for you is The College and Career Center, located in Room 254. If you are uncertain about a college major or unsure of what to do after high school, a career decision-making program can match your individual interests to related occupations. Utilize the Family Connection program to investigate colleges and careers. Be sure to take advantage of College Night and the parent/student information sessions offered by the school. Also, make use of community resources. Many companies sponsor job fairs, career days, career seminars, and job-shadowing opportunities.

There are two very important reasons for finishing high school and getting additional education. First, many careers demand more education and second, the potential to earn more money over a lifetime is greatly enhanced by additional education.

If you decide that college is your next step, this guide will provide information you need about college entrance examinations, visiting colleges, selecting and applying to colleges, college interviews, and financial aid.

We know that the choices you are facing seem overwhelming at times. However, careful preparation on your part, as well as guidance and support from your family, your school and community will result in good decisions that will lead to a rewarding future.

There are many different types of educational training available when you graduate from high school. Besides four-year colleges, there are community colleges, technical school, military and apprenticeship programs. One type of training is not better than the other; it simply educates for different types of

careers. Technical schools offer many types of training for specific careers. In fact, depending on the type of program you choose you may find it easier to get a job with an education from technical school than a four-year college due to the high-tech society we live in.

The type of institution you attend depends on the career you select.

*“Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for, it is a thing to be achieved.”  
~William Jennings Bryan*

## WHO AM I?

Understanding yourself-your interests, abilities, values, and attitudes-is essential to making good decisions about your future.

The first step toward career satisfaction is to ask yourself, “What type of work do I really want to do?” Respect your personality when choosing a career. For example, do you take orders well or do you feel the need to be in charge? Do you enjoy working with people or prefer to work alone? Would you do well in an outside sales position where you have to organize your time and motivate yourself? Or do you operate better in a more structured environment?



One way to better understand yourself is to assess what is important to you. There are several websites that will assist you in completing this assessment.

Go to [www.myroad.com](http://www.myroad.com)  
(use the access code provided with your PSAT scores)

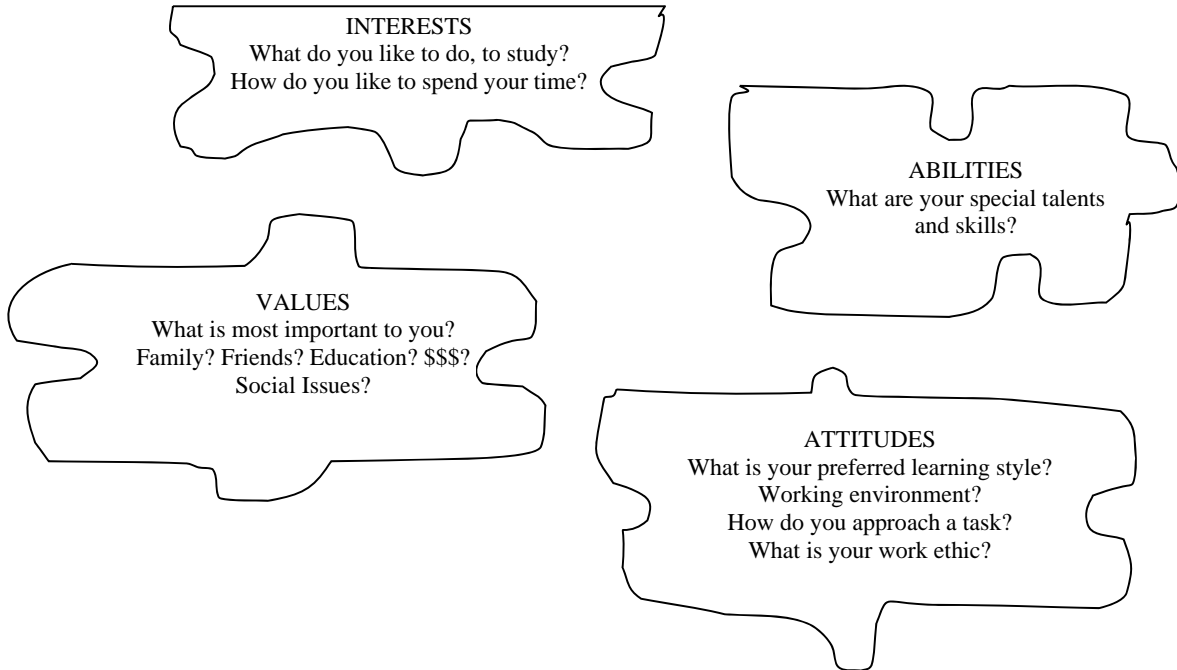
Complete a personality assessment “Do What You Are” on Bridges.

Complete an interest profile on Bridges.

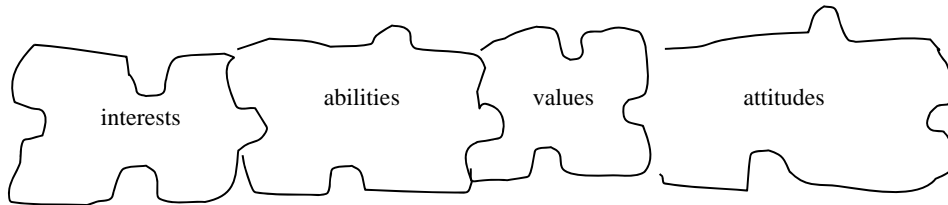
# Who Am I?

*"Don't go through life, grow through life." ~Tim Butterworth*

Understanding yourself – your INTERESTS, ABILITIES, VALUES, ATTITUDES – is essential for making good decisions about your future.



Fitting the pieces together to create an accurate picture of you is one of the most important steps you can take in planning your life after high school.



One way to better understand yourself is to complete the following Self-Assessment Worksheet and Personal Activity Sheet. Another option is to complete the Personality Profile on your Family Connection account.

*"Change is the law of life. And those who look only to the past or the present are certain to miss the future." ~John F. Kennedy*

# Self-Assessment Worksheet

Answer the following questions as completely as possible. (*TIP: Some of these same questions are often asked on college applications or in interviews.*) Remember that this is a tool to help you explore your accomplishments, goals, thoughts and values. There are no right or wrong answers.

## ACADEMIC

1. Describe yourself as a student. Do your grades reflect your abilities? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Which high school courses have been challenging? Which have been most interesting? Why?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What do you like to learn about when you have the choice? What do you read? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. In what kind of environment do you learn best? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What skills do you have that are unique? Describe how you currently use these skills in your life.  
Athletic Ability \_\_\_\_\_  
Mechanical Ability \_\_\_\_\_  
Ability to work with numbers \_\_\_\_\_  
Leadership skills \_\_\_\_\_  
Teaching skills \_\_\_\_\_  
Artistic skills \_\_\_\_\_  
Analytical skills \_\_\_\_\_

## EXTRACURRICULAR / COMMUNITY INVOLVEMENT / EMPLOYMENT

6. In what school activities (clubs, sports, etc.) do you participate? How have you been a leader in those groups? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What are your interests and hobbies (outside of school)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Where have you traveled? Describe a memorable travel experience.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. If you have been employed, where did you work? What were your responsibilities? What did you like or dislike about the job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Describe your preferred working style. (Alone or with others? Under deadlines?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Do you enjoy helping others? Describe a meaningful community service activity. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL**

12. List three people who have influenced you. How? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. List three qualities you admire and respect in others. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. What do your friends say they like most about you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. List three goals you have in life. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Describe your greatest success. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. What was a failure that taught you something? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. What is your definition of happiness? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Describe a fear you conquered. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. List ten things you like and ten things you don't like at all. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. What is your one sentence philosophy of life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. What matters most to you? Rate the items on the list below from 1 to 10, with 10 being "extremely important," 5 being "somewhat important," and 1 being "not at all important."

Good Health  
Justice  
Marriage/Family  
Faith  
Fame

Beauty  
Safety  
Friendship  
Respect  
Accomplishment

Seeing the World  
Love  
Fun  
Power  
Individualism

Charity  
Honor  
Intelligence  
Wealth



## Personal Activity Sheet

Another organizational tool is this activity sheet which will help you prepare a resume for college, scholarship, and job applications.

<b>School Activities</b>	<b>Circle Grade</b>								
Academic Decathlon	9	10	11	12	Literature Club	9	10	11	12
Anchor Club	9	10	11	12	Math Club	9	10	11	12
Art Club	9	10	11	12	Mu Alpha Theta	9	10	11	12
Bagpipers	9	10	11	12	National Art Honor Society	9	10	11	12
Band	9	10	11	12	National Forensic League	9	10	11	12
Biotechnology Club	9	10	11	12	National Honor Society	9	10	11	12
Bridge Club	9	10	11	12	Orchestra	9	10	11	12
Business Professionals	9	10	11	12	Fife (Literary Magazine)	9	10	11	12
Caledonian Newspaper	9	10	11	12	Philosopher's Society	9	10	11	12
Christian Student Union	9	10	11	12	Physics Club	9	10	11	12
Cheerleader	9	10	11	12	Psychology Club	9	10	11	12
Chess Club	9	10	11	12	Recycle/Energy Conservation	9	10	11	12
Choir	9	10	11	12	S.A.D.D./M.A.D.D.	9	10	11	12
Class Officer	9	10	11	12	Science Club	9	10	11	12
Claymore (Yearbook)	9	10	11	12	Spanish Club	9	10	11	12
Colorguard/Winterguard	9	10	11	12	Speech and Debate Club	9	10	11	12
Computer Science Club	9	10	11	12	Stock Market Game				
Culinary Club	9	10	11	12	Student Council	9	10	11	12
Dance Club	9	10	11	12	TAFE	9	10	11	12
Debate/Speech	9	10	11	12	Texas Best Robotics	9	10	11	12
DECA (Marketing Club)	9	10	11	12	TWHS Leadership League	9	10	11	12
Drama Club	9	10	11	12	TWHS SBAC	9	10	11	12
English Honor Society	9	10	11	12	VICA	9	10	11	12
Epsilon Mu Gamma	9	10	11	12	Other:	9	10	11	12
FCA	9	10	11	12		9	10	11	12
French Club	9	10	11	12		9	10	11	12
French Symposium	9	10	11	12	<b>Sports Activities</b>				
FBLA	9	10	11	12	Baseball	9	10	11	12
FFA	9	10	11	12	Basketball (Boys)	9	10	11	12
FHA/HERO	9	10	11	12	Basketball (Girls)	9	10	11	12
German Club	9	10	11	12	Cross-Country (Boys)	9	10	11	12
Highlander Guard	9	10	11	12	Cross-Country (Girls)	9	10	11	12
Highlander Watch	9	10	11	12	Field Hockey	9	10	11	12
Highsteppers(Drill Team)	9	10	11	12	Football	9	10	11	12
Hispanic Cultural Club	9	10	11	12	Golf (Boys)	9	10	11	12
HOSA	9	10	11	12	Golf (Girls)	9	10	11	12
Industrial Technology	9	10	11	12	Ice Hockey	9	10	11	12
Inline Skating Club	9	10	11	12	Lacrosse	9	10	11	12
Interact	9	10	11	12	Soccer (Boys)	9	10	11	12
International Thespian	9	10	11	12	Soccer (Girls)	9	10	11	12
Japanese Cultural Exchange	9	10	11	12	Softball	9	10	11	12
Japanese Club	9	10	11	12	Sports Medicine	9	10	11	12
Japanese GO Club	9	10	11	12	Swimming (Boys)	9	10	11	12
Japanese Nat'l Honor Society	9	10	11	12	Swimming (Girls)	9	10	11	12
Junior Achievement	9	10	11	12	Tennis	9	10	11	12
Junior Classical League	9	10	11	12	Track/Field (Boys)	9	10	11	12
Jr. Engineer Tech Society	9	10	11	12	Track/Field (Girls)	9	10	11	12
Key Club	9	10	11	12	Volleyball (Girls)	9	10	11	12
Kilt Club	9	10	11	12	Wrestling	9	10	11	12
Latin Club	9	10	11	12	Club Sport	9	10	11	12
Latin Honor Society	9	10	11	12	Other:				

Describe any specific leadership experiences you have had in the activities you circled. Remember that being an officer is not the only way to be a leader.

**Community Activities:**

**Work Experience (include summer employment):**

**Awards/Honors:**

**References:** (at least three individuals, unrelated to you, who can attest to your abilities and character)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

# ANALYZE YOUR OPTIONS

## Career Fields

The choice of a career involves not only narrowing to a field that matches one's aptitudes, interests, values, and temperament, but also involves understanding levels of careers within a career field. Take time to explore varying occupations within a career field and the different levels of education required for each occupation. Don't rush into a specific career choice. As you consider occupations, think in terms of a career family rather than a specific job. Investigate all levels of jobs within that career family. Also, be aware of the level of education required for each specific job within a career field.

## Exploring Careers

In addition to your informal self-assessment, seek information regarding careers and the career decision-making process. Sources of information include, but are not limited to:

*Counseling Office* - Your counselor can assist you in further clarifying your abilities and strengths. In addition to conferencing with your counselor, rely upon the College & Career Center for a good source of printed career information. Interest inventories and aptitude tests might help in this assessment.

*College & Career Counselor* - TWHS has a specific counselor who is knowledgeable in career information. The college/career counselor is a good resource for guiding your career exploration. She can help you as you pursue an intensive career search (via interest inventory, computer software, and other career search avenues). Utilize her knowledge regarding proprietary schools, state technical institutes, community colleges, and vocational/technical programs as well as career information.

*College & Career Center* - Offers on Family Connection a wealth of career exploration information. A career interest program on family connection assists students in matching their interests to related occupations. There are also many books in the College & Career Center that can assist students with occupation information. Public libraries have pamphlet files with specific occupational information. Complete the personality profile on Family Connection to assist with career options.

*Agencies* and state employment services, personnel offices at business establishments, trade unions, and professional societies and associations often have free career information.

*The Bureau of Labor Statistics*, U.S. Department of Labor (Washington, DC 20212), is an invaluable source of career information. [www.bls.gov](http://www.bls.gov)

*Professionals* - Family, friends, and professionals in your area(s) of interest are good resources often overlooked.

*Reference Sources* - These are available in the College and Career Center and include but are not limited to:

1. *Occupational Outlook Handbook*, Bureau of Labor Statistics, U.S. Department of Labor. [www.bls.gov](http://www.bls.gov)
2. *U.S. Industrial Outlook*, Jist Works
3. *America's Fastest Growing Jobs*, J. Michael Farr, Jist Works

4. *Guide to Careers in America*, Career Training Foundation
5. *Career Guide to America's Top Industries*, Jist Works
6. *America's Top Jobs for Students Without College Degrees*, J. Michael Farr, Jist Works
7. *Dictionary of Occupational Titles*, Jist Works.

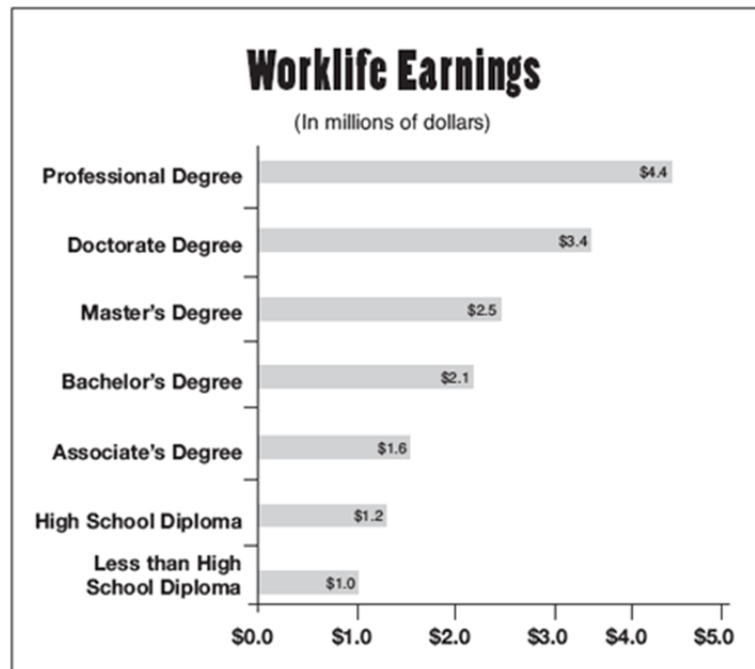
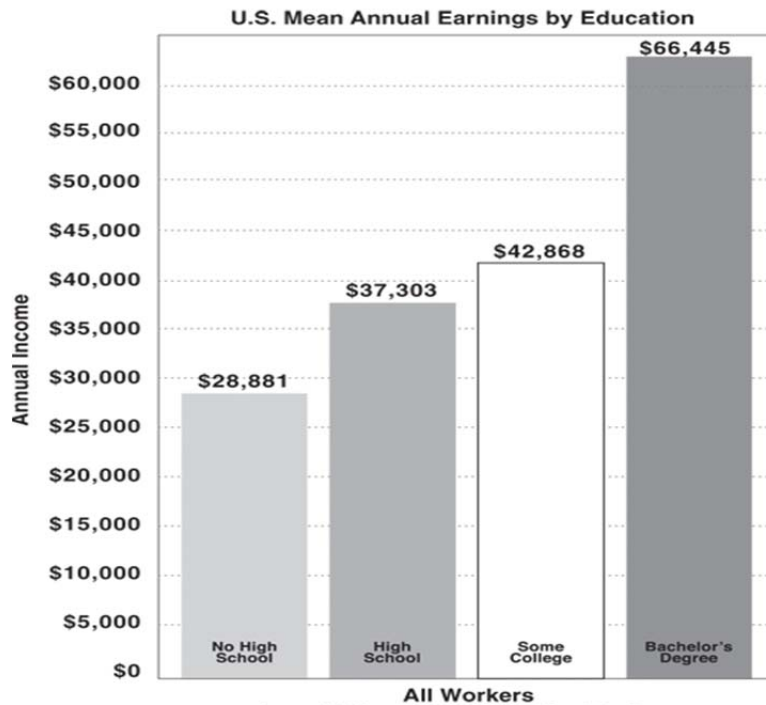
*State Occupational Information Coordinating Committee* - This committee serves as a resource providing information on careers, occupations, educational opportunities, and other related occupations and labor market information produced by state and federal agencies. You may secure computerized information regarding the following aspects of any career of your choice, places of employment, work settings, job descriptions, salaries, specialties available, advancement opportunities, education necessary, predicted growth patterns, and resources available.

The career section in Bridges contains information on every job. You can get job descriptions, entry level requirements, salary outlook, education and training, colleges that offer the major required for the job as well as a video clip with additional information about the job.



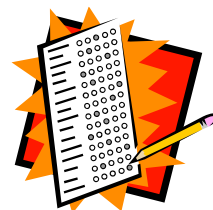
# Education and Training

Because college graduates can expect to earn a salary almost double that of high school graduates, the student is much better off going to college. The difference in salary earned compounds over a lifetime.



(Earnings for full-time, year-round workers by educational attainment for worklife of approximately 40 years.  
Source: U.S. Census Bureau)

The following are terms you need to be familiar with when analyzing your options.



Type	Description	Anticipated Length of Study	Transfer of Credit
On The Job Training	Specific training offered by an employer; includes military service	Usually less than 6 months	*
High School Diploma	Allows students to finish with entry-level job skills	4 years	*
Vocational Technical Certificate	Allows students to finish with entry-level job skills; offered at primarily at vocational-technical centers and at comprehensive high schools	1-3 years	*
Private Trade School	Specific skill training after high school for a particular occupation	3 months-2 years	*
Associate Degree (Academic & Vocational)	Offered at community/junior colleges, some 4 year colleges; provides training after high school in specific vocations or for transfer to a senior college	2 years	Institution granting baccalaureate degree will determine applicability of courses from A.D. program toward higher degree.
Apprenticeship	Formal training program between employee and employer; involves work experience and classroom instruction.	2-5 years (usually 4 years)	Only credits earned in college may be transferable
Bachelor's Degree	Formal 4 year program leading to a degree from a college or university	4 years (can be longer)	Credits may transfer among college and universities
Master's Degree	Advanced degree; may be required for entry into certain careers	1-2+ years beyond bachelor's degree	Credits may transfer among colleges and universities upon approval of receiving school
Doctorate or Professional Degree	Research/professional degree in preparation for such careers as medicine, dentistry, law education or science	3-5 years beyond bachelor's degree	Transfer is difficult

# Career Check List

The following is a list of questions to help you develop an overall picture of your occupational choice. Make photocopies of these questions and apply them toward a number of careers.

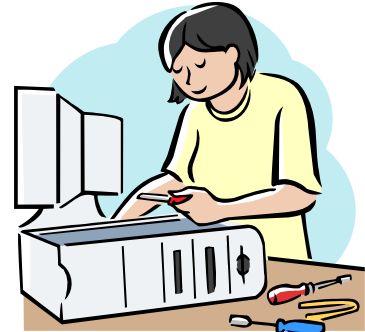
1. What education is required for this career?
2. Where would I obtain the training needed?
3. What competition is there for jobs in this field?
4. What is a realistic starting salary at the entry level?
5. Is there opportunity for travel? Is it required? How much?
6. Does this career require my living in a specific geographic location?
7. About how many people are currently engaged in this occupation in *Houston*? Harris County? Texas?
8. What personality traits are desirable for this profession?
9. Is there excessive pressure associated with this job?
10. Are there writing skills required for this occupation?
11. How much security does this career afford?
12. How do the swings in the economy affect this career?
13. What is the impact of this career on family life?
14. Does this career demand flexibility in lifestyle, such as hours, moving, shift work?
15. Is it possible to combine this career with rearing a family?
16. How easy is reentry into this field after several years away from the field?
17. Are the opportunities for women in this field equal to those of men?
18. How rapidly may I expect to advance in the first ten years?
19. What is the need for this occupation in the next twenty years?
20. How would a person in this occupation spend an average working day?

# NOT PLANNING ON FOUR YEARS OF COLLEGE?

*Should you go immediately to full-time work after you graduate?*

**Not if. . .**

- You are just working until you make up your mind what to do. Some careful planning and preparation now will make temporary stop-gap jobs unnecessary after you graduate.
- You are just working until you earn enough money for college. Local college tuition remains inexpensive enough for nearly everyone who wants to go. Consider working part-time and continuing to live at home. Grants, loans and scholarships are available.
- You know that you will do better in the long run by getting additional training or schooling now. Schooling only becomes more difficult with added responsibilities.



**Yes. . .**

- If you are already employed part-time and know that you want to continue with that company.
- If you have a clear idea of the career you want to follow and know that you can succeed without further training or education.

You should get some work experience to make you more desirable to a future employer and to give you some ideas about the work you might, or might not, want to do.

**Consider...**

- Part-time jobs after school hours
- A career and technology program that combines school and work. For example:  
Cosmetology
- A cooperative work program at school
- Summer employment
- Job shadowing

Explore career options and training on Bridges.



# What Employers Want - A Summary

The Secretary's Commission on Achieving Necessary Skills (SCANS), U.S. Department of Labor, was asked to examine the demands of the workplace and to determine whether young people are capable of meeting those demands.

The SCANS research verified workplace "know-how" as having two elements - the competencies and the foundation. The five competencies and three-part foundation are summarized below.

## **FIVE COMPETENCIES**

**Resources:** Identifies, organizes, plans and allocates resources

**Interpersonal:** Works with others

**Information:** Acquires and uses information

**Systems:** Understands complex interrelationships

**Technology:** Works with a variety of technologies

## **THREE-PART FOUNDATION**

**Basic Skills:** Reads, writes, performs, arithmetic and mathematical operations, listens and speaks

**Thinking Skills:** Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reasons

**Personal Qualities:** Displays responsibility, self-esteem, sociability, self-management and integrity and honesty

*Workplace Basics: The Skills Employers Want* identifies seven skill groups which incorporate the competencies and foundation given above. They are as follows:

## **SEVEN SKILL GROUPS**

1 - Learning to Learn

2 - Listening and Oral Communication

3 - Competence in Reading, Writing and Computation

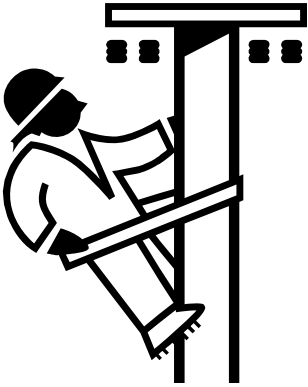
4 - Adaptability: Creative Thinking and Problem Solving

5 - Personal Management: Self-Esteem, Goal-setting/Motivation and Personal Career Development

6 - Group Effectiveness: Interpersonal Skills, Negotiation and Teamwork

7 - Organizational Effectiveness and Leadership

## *Should you go for further training right after you graduate?*



### **Not if. . .**

You are still “fumbling around” looking for a career. Technical schools are very specialized and offer training in very specific jobs.

You haven’t carefully studied the credentials of the vocational/technical school. Do not sign a contract with a school until you have verified that the school and its program are legitimate.

### **Yes. . .**

If you are reasonably sure what career you want to pursue, what training you must have, and where that training is available.

Getting training after high school will increase your opportunities in seeking employment. Additional job skills will raise the beginning salaries, improve working conditions, and allow for more opportunity for advancement.

Technical schools offer two-year programs designed to update technical competence and professional levels. Some technology curriculum may lead to an associate degree. Most technical schools will require an entrance examination in math, reading, English, and perhaps a technical aptitude.

Examples of vocational/technical schools include:

Art institutes	Electronics schools
Allied health schools	Junior colleges
Business schools	Community college
Fashion schools	Culinary Institute
Land Surveying	

Examples of various Associate of Applied Science Degree Programs include:

Automotive Technology	Nursing
Childcare and Development	Office Administration
Cosmetology	Real Estate
Criminal Justice	Veterinary Technology
Welding	

Examples of various Certificate of Competency Programs include:

Dental Assistant	Legal Secretary
Microcomputer Applications Technician	Records
Respiratory Care Technician	Vocational Nursing

# Checklist for Choosing a Trade or Technical School

- **Don't sign a contract until you get the facts.**  
Students have been misled by offers of a “scholarship” or reduced tuition for signing on the spot. Quality schools will give you time to investigate and not pressure you to “sign right now”.
- **Contact employers.**  
For example, if a school offers civil service training, contact the U.S. Civil Service Commission. If a school offers to train you as a flight attendant, check some airlines. You may learn that the employer will provide the training or that you don't meet the qualifications for the job.
- **Contact the union or professional association in the trade.**  
The professional association can tell you better than a salesman whether a particular school will help you get a job in a chosen field.
- **Contact state or federal agencies.**  
Determine if the field requires a license and if so, what education you need to qualify for the license.
- **Contact other educational facilities.**  
Comparable training may be offered by public or private non-profit schools at a better price.
- **Contact the Better Business Bureau.**  
The Bureau will give you good advice or refer you to someone who can.
- **Contact graduates.**  
If a school claims “thousands of successful graduates,” ask for several names. Contact these people to ask if they believe the school is worthwhile.
- **Verify your contract.**  
Have all promises put in writing!
- **Be wary of “accredited” or “licensed” schools.**  
Be sure you know what accreditation or licensing means.
- **Consult your family and friends.**  
Seek advice from people who have your best interest at heart before you make a commitment to a school. Business and professional persons may give you valuable advice about the training you should seek, and they are happy to talk to you.
- **Look before you leap!**  
Education is a serious investment! Don't commit your time and money to a course of instruction until you are sure it is right for you.



***Should you enlist in the military immediately after graduation?***

**Not if . . .**

- You are enlisting because nothing else seems handy.

**Yes. . .**

- If you know what is expected of you and what you will gain in return. The military services offer unique opportunities available nowhere else.



Joining the military enables you to do several things at once. You can serve your country, earn a salary right away, and get training that will probably help you whether or not you make the service your lifetime career. You can also, through various educational programs, earn your college degree while in the service or have the government pay for a large part of your college expenses after you leave the service.

If you do not wish to be in the military full time, a reserve program can provide you with some financial assistance for college. Persons in the reserve are required to train each month and in the summer. Students can begin their active duty in the reserve program the summer between their junior and senior years of high school.

***Should you go to a junior/community college after graduation?***

**Yes. . .**

- If you feel you want to get some coursework completed before going to a four year college or university.
- If the cost of attending a four year institution is a challenge.

Community colleges generally have an “open admission” policy. Students who have graduated from high school can usually be admitted, although on-campus testing may be required. Low testing scores may necessitate some remedial or noncredit work.

Community colleges generally offer two major types of programs. One is the “transfer program” for those who later plan to attend a four-year college. The other is a “terminal program” that may lead to an Associate Degree or some kind of certification.

Popular community college options for Conroe ISD students include:

Austin Community College  
5930 Middle Fiskville Road  
Austin, TX 78752  
512.223.7000  
[www.austincc.edu](http://www.austincc.edu)

Blinn College  
902 College Avenue  
Brenham, TX 77833  
979.830.4000  
[www.blinn.edu](http://www.blinn.edu)

Lone Star College Montgomery Campus  
Lone Star College System  
3200 Highway 242 West  
Conroe, TX 77384  
832.813.6500  
<http://lonestar.edu/montgomery.htm>

Lone Star College North Harris Campus  
Lone Star College System  
2700 W.W. Thorne Drive  
Houston, TX 77073  
281.618.5400  
<http://lonestar.edu/northharris.htm>

# COLLEGE PLANNING STARTS HERE

## SELECTING A COLLEGE

To select a college, you need to consider your abilities, values, and goals. Remember, however, that there is no *one perfect college* for you. Rather, there are many colleges that would be an “excellent fit.”

**STEP ONE:** Assess your abilities and identify your goals and interests.

What aspects of your high school years have you enjoyed the most? If you could live them over again, would you do anything differently? What values are most important to you?

How do you define success? Are you satisfied with your accomplishments to date?

What kind of person would you like to become? Which of your unique talents and strengths would you like to develop?

If you had a year to go anywhere and do whatever you wanted, where would you go and what would you do?

What event/experiences have shaped your growth and way of thinking?

How do you learn best?

How would you describe your high school? Has the environment encouraged you to develop? What has been your most stimulating intellectual experience in recent years?

**STEP TWO:** Familiarize yourself with the different types of schools and find out what characteristics to look for when selecting a school.

What type of geographic surroundings am I looking for in a school? Small town or big city? Close to home or far away? Mountains? Sunshine?

What type of school am I looking for? Large or small? Public or private? Junior college or four-year school? Liberal arts, technical, or all-inclusive?

What type of philosophical base does the college and its student body in general have? Progressive? Politically active? Religious? Conservative? Liberal?

Does it matter to me how many and what type of extracurricular activities are available at a given school? Leadership opportunities? Intramural sports? Music, theatre arts? Greek system (fraternities and sororities)? Attending athletic events?

Am I willing to take on financial debt to be able to attend one school over another? Loans? Part-time employment? Does it matter if I know anyone, or if any of my friends attend the college I choose?

What areas of study does the school provide? If I should change my major, are there other majors available that I would be interested in? What are the retention and graduation rates?

Before leaving the campus, stop and reflect. Can you imagine attending this college for four years?

Conduct a college search on Family Connection.

**STEP THREE:** Choose the characteristics that are important to you.

Make a list of the five to ten characteristics that you consider very important.

**STEP FOUR:** Gather information to identify a short list of schools that have these characteristics and that meet your personal goals and needs.

Use the following resources:

Family Connection

College Guidebooks/viewbooks

Computer Resources

[www.collegefortexans.com](http://www.collegefortexans.com)

[www.myroad.com](http://www.myroad.com)

Conroe ISD College Night

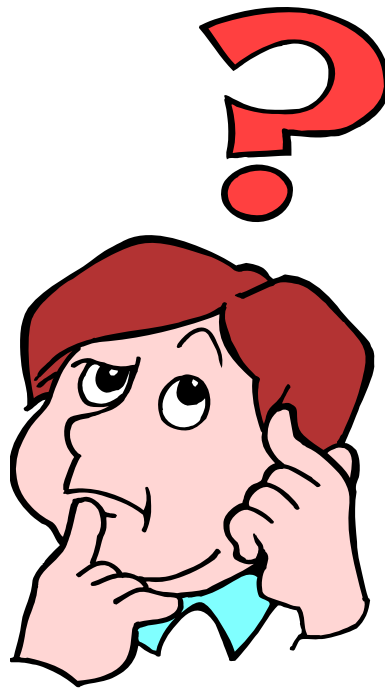
Family and Friends

College Admission Counselors

Visits to College Campuses

**STEP FIVE:** Apply to the three to five schools that top your list.

As you narrow your college list, select one or two institutions that present an admission challenge. These schools are called “reaches”. Make sure your final list also includes one or more “mid-range” colleges, where your qualifications closely match those of the average student. Finally, be sure to apply to at least one “safe” school where your academic profile is comparable to that of the admitted students.



# TESTING

	What	Who	Why	When
<b>TAKS</b>	Texas Assessment of Knowledge and Skills that tests for mastery of Texas Essential Knowledge and Skills, in reading/writing, math, social studies and science.	Every student that is enrolled in a public Texas high school.	TAKS is a graduation requirement and all subjects must be passed in order to receive a diploma. Exit level TAKS is given in the Jr. year.0	tea.state.tx.us Given in Feb and April of each year for all grades. Seniors can test in Oct., Feb., April, and July.
<b>PSAT</b>	Preliminary SAT Test which is a sample of the SAT Reasoning Test.	Juniors and Sophomores. PSAT is the ONLY way to qualify for National Merit Scholarship Program.	To familiarize self with the SAT I test before taking it and/or want to try for National Merit.	collegeboard.org Offered every October
<b>SAT Critical Reading</b>	Scholastic Assessment Test is a multi choice test of mathematical reasoning abilities, reading and writing administrated by the College Board.	Student who plan on attending college whether in state or out.	Most colleges require either an SAT or Act exam with a minimum score entry requirement.	collegeboard.org Usually taken in the spring of the junior or fall of the senior year
<b>SAT Subject Tests</b>	One hour subject tests given by the College Board but cannot be taken on same day as SAT. Student has option to take up to 3 subjects test in one day.	Students considering selective schools. Many colleges don't require any SAT Subject tests. Please check with each school on individual requirements. SAT Math required at UT Engineering.	Highly academic, competitive schools want to see scores from the 3 subject tests, especially if applying for early decision.	collegeboard.org Usually taken in the spring of the junior or fall of the senior year
<b>ACT</b>	ACT is a 3 hour curriculum based test in English Usage, Mathematics, Reading Comprehension and Science Reasoning.	Students who plan on attending college whether in state or out.	Most colleges require either an SAT or Act exam with a minimum score entry requirement.	act.org Usually taken in the spring of the junior or fall of the senior year
<b>THEA</b>  *Compass or Asset	Texas Higher Education Assessment is an instruction program designed to ensure students have academic skills to perform in college level work. *Alternate exams of THEA	All students who will attend public college in Texas or enroll in Dual Credit, unless exempt (score of equal to or higher than 23 on ACT, 1070 on SAT or 2200 on TAKS.)	Students must demonstrate mastery of basic academic skills before being allowed to enroll in college work.	thea.nesinc.com §§Usually taken in the senior year.
<b>ASVAB</b>	Armed Service Vocational Aptitude Battery was originally designed to predict future academic and occupational success in military occupations.	Students who want to get a good sense of their verbal, math, and science and technical skills compared to other students in the same grade.	The ASVAB Summary Results sheet provides students with explanations of the scores, as well as suggestions for their use.	asvabprogram.com Please check with your college and career counselor for dates offered.

### Test Preparation

CISD offers different types of test preparation. Consult the College and Career Center for details. To receive prep information on individual tests, please see the web sites listed above.

### Accommodations

Eligibility for limited accommodations on College Board tests and the ACT is determined by the College Board and/or ACT. For further information, go to [www.collegeboard.org](http://www.collegeboard.org) or <http://www.act.org>

# Conroe ISD Test Prep Courses

## Should I take the ACT or SAT?

Take both! You may do better on one than the other and most colleges and universities accept both.

## ACT w/ Writing

<http://actstudent.org/>

\$49.50 including Essay

Designed to measure *academic achievement* in English, math, reading and science.

Scores based on number of right answers; no penalty for guessing.

## SAT

<http://sat.collegeboard.com/register>

\$49.00 including Essay

Designed to measure critical reading, writing and math *reasoning skills*.

Scores adjusted for guessing. Correct answers carry full weight while a chance-level penalty is applied for each incorrect answer.

## Prep Course Descriptions



### ACT Content—Kaplan ACT (\$150)

This course includes the Kaplan Comprehensive ACT Study Guides, a practice ACT test and 19-20 hours of instruction that help students develop a curriculum-based study plan to prepare for the ACT Test. This Course is designed to be taken immediately before the ACT Test.

### PSAT – Learning Systems (\$150)

This course includes 12 hours of instruction and two practice books. Students learn successful Learning Systems strategies for attacking the PSAT Test. This course is designed to be taken immediately before taking the PSAT Test. (Available only in the fall for students in grades 9-11.)

### National Merit Review Program PSAT Strategies –Learning Systems (\$250)

This course includes 21 hours of instruction and two practice books. Students learn successful Learning Systems tactics and strategies for attacking the PSAT Test. This course is designed with specialized instruction to maximize the scores of potential National Merit Commended and Semifinalist students. This course begins in the spring and runs through the following spring giving students 6 hours of SAT preparation as well. (Available for sophomores who qualify.)

### SAT Combo Course: Learning Systems Strategies & College Board Content In One (\$225)

Students begin with an official SAT Pre-Test, which enables them to develop a personalized study plan. Following 15 hours of instruction in both test-taking strategies and content, students will complete a second SAT practice test (23 total in-class hours). Students will receive two Learning Systems strategy/practice books, an Official SAT Study Guide, and one year access to the official SAT Online Course.

## **Test Prep Boot Camp**

Boot Camp is a 3 hour overview of either the ACT, PSAT or SAT tests. This is an introductory course in which students get helpful tips and strategies, learn about the format of the tests and what to expect on test day. We hope to offer Boot Camp once at the beginning of each semester.

### **For class schedules and to register go to:**

<http://ready.conroeisd.net>

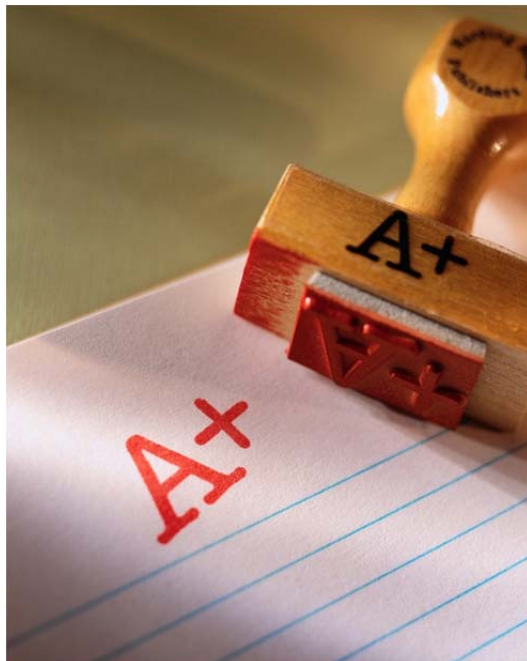
### **Payments:**

Send all checks or money orders payable to Conroe ISD:

Secondary Education  
3205 W. Davis  
Conroe, TX 77304

Or pay online at <http://ready.conroeisd.net>

*Contact Imee Villarreal in the Office of College Readiness at 936-709-7667 for more information.*



## Family Connection: The Link Between TWHS and Future Planning

The Woodlands High School uses Family Connection as a guidance tool to help students with future planning. Family Connection enables the counseling office to offer a comprehensive website that students can use to assist with making decisions that impact future choices. More importantly, it also serves as the primary tool for students in the college application process. Family Connection is linked with Counselor's Office, which we use to track and analyze data about college and career plans, write letters of recommendation and process transcript requests.

Your subscription to Family Connection allows you to:

- **Build your resume** – Start recording activities, awards, and honors that are critical in your college application process.
- **Research colleges** – Get GPA, SAT/ACT, and other college admissions requirements
- **Gather career information** – Find out what the entry level requirements are for jobs and what skills are necessary for various occupations as well as get an idea about hiring practices in various occupations.
- **Stay informed** – Receive communication from the school relative to programs that will help you make good decisions regarding future goals.
- **Conduct a college search** – Find the perfect college based on you individual criteria.
- **Research scholarship and financial aid information** – Research various kinds of scholarship/financial aid opportunities. TWHS maintains an extensive list of scholarship opportunities that is updated constantly. All scholarship applications can be downloaded from Family Connection or there will be a link for all online applications. Scholarships can be merit or need based or both. All are listed on Family Connection.
- **Sign up for college visits** – Find out which colleges are visiting our school and sign up to attend those sessions. Area information sessions and college open houses are also listed in the college visit schedule.
- **Keep track of the college application process** – Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers.
- **Request transcripts** – for college applications and/or athletics. All requests for transcripts are generated through Family Connection. Just click on the “transcripts” button.
- **Test Prep Center** – Access a free online test prep course through Family Connection.
- **Research Summer Programs and Internships** – You can investigate different summer enrichment activities.

**Bookmark the link to Family Connection:**  
<http://connection.naviance.com/thewoodlands>

**Remember:**

*Your user name is your email address. If you ever lose or forget your password, click where it says “forgot password” to have a temporary password emailed to you.*

## 2011-2012 College Admissions Test Dates

### Preliminary SAT/NMSQT (PSAT/NMSQT)

Wednesday, October 12, 2011 (All CISD Sophomores and Juniors are preregistered for the PSAT and no further action is needed except to prepare and be present for testing.)

### SAT and SAT Subject Tests Register at [www.collegeboard.org](http://www.collegeboard.org) (Fee: \$49.00)

*Students who qualify may receive a fee waiver. Check with your counselor for fee waiver guidelines.*

TEST DATE	Regular Registration Deadline	Late Registration Deadline <i>Additional fee required</i>
October 1, 2011	September 9, 2011	September 21, 2011
November 5, 2011	October 7, 2011	October 21, 2011
December 3, 2011	November 8, 2011	November, 20, 2011
January 28, 2012	December 30, 2011	January 13, 2012
March 10, 2012*	February 10, 2012	February 24, 2012
May 5, 2012	April 6, 2012	April 20, 2012
June 2, 2012	May 8, 2012	May 22, 2012

\*SAT only

### **American College Testing Program (ACT).** Register at [www.actstudent.org](http://www.actstudent.org). (Fee: \$49.50)

*Students who qualify may receive a fee waiver. Check with your counselor for fee waiver guidelines.*

Test Date	Registration Deadline	<i>(Late Fee Required)</i>
September 10, 2011	August 12, 2011	August 13 – 26, 2011
October 22, 2011	September 16, 2011	September 17 – 30, 2011
December 10, 2011	November 4, 2011	November 5 – 18, 2011
February 11, 2012*	January 13, 2012	January 14 – 20, 2012
April 14, 2012	March 9, 2012	March 10 – 23, 2012
June 9, 2012	May 4, 2012	May 5 – 18, 2012

### **THEA 2011-2012 Testing begins in mid-August.** Register and get deadlines at [www.thea.nesinc.com](http://www.thea.nesinc.com)

Test Date
October 16, 2010
February 26, 2011
April 23, 2011
June 18, 2011
July 23, 2011

### **THEA Exemption Scores:**

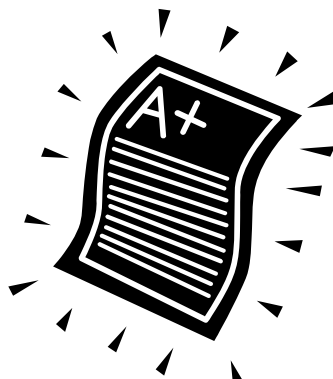
SAT – 1070 (w/minimum score of 500 Verbal & Math)	<b>O R</b>	ACT – 23 (w/minimum score of 19 in English & Math)	<b>O R</b>	TAKS – 2200 in math and/or ELA with a writing score of 3 or above
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## 2012 AP Exams

<b>Exam</b>	<b>Morning- 8 a.m.</b>	<b>Afternoon – 12 p.m.</b>	<b>Afternoon – 2 p.m.</b>
May 7, 2012	Chemistry Environmental Science	Psychology	
May 8, 2012	Computer Science A Spanish Language	Art History	
May 9, 2012	Calculus AB Calculus BC	Chinese Language and Culture	
May 10, 2012	English Literature & Composition	Japanese Language and Culture  Latin: Vergil	
May 11, 2012	German Language United States History	European History	
May 14, 2012	Biology Music Theory	Physics B Physics C: mechanics	Physics C: Electricity and Magnetism
May 15, 2012	United States Government and Politics	Comparative Government and Politics  French Language	
May 16, 2012	English Language and Composition	Statistics	
May 17, 2012	Macroeconomics World History	Microeconomics Italian Language and Culture	
May 18, 2012	Human Geography Spanish Literature		

### College-Level Examination Program (CLEP)

This program is administered on college campuses. Check with your college of choice to determine if you can get credit for CLEP tests.



# Visiting College Representatives at TWHS

College representatives routinely visit The Woodlands High School to discuss admissions requirements, campus life and other information relative to the college. Students are encouraged to meet with the college representatives of their choice, but must remember to make up any missed class work. The college visits are in the College and Career Center unless otherwise noted.

Colleges visiting TWHS are listed on the Family Connection website and continuously updated. Students must sign up for college visits on Family Connection. Follow these instructions to sign up for a college visit:

- ~ Log on to Family Connection account. You must sign up on your student account, NOT the parent account!
- ~ Click on the colleges tab.
- ~ Click on view all upcoming college visits.
- ~ Locate the event you want to attend, and then click on sign up.
- ~ Read the details, and then click on sign me up.

Print out the confirmation page because you will use it as your pass for the college visit. You must have your teacher sign the pass to allow you to go to the college visit. You are responsible for any missed class work.

Many colleges also schedule area information sessions, which are typically held in the evenings or on a weekend at a location in the Houston area. This information is posted on Family Connection as well. Also posted for your convenience are College Preview Days. Remember, college admissions counselors are eager to meet with you to discuss their colleges. They provide information regarding college programs, extracurricular activities, dorms, cafeteria food, as well as admission policies, financial aid and scholarship opportunities.



# Going on College Visits

There is no better way to learn about a college or university than to visit the campus *when the college is in session*.

## Preparing for the Visit

- Arrange for the visit in advance. Ask for a campus tour.
- Check to see if the college has special recruiting weekend events and tours.
- Allow sufficient time for a visit. Preferably a full day but not less than a half day.
- Familiarize yourself with the college before you visit.
- Inform the college about your areas of interest.
- Take a copy of your high school's profile with you.
- Take a copy of your resume with you.
- Take an unofficial copy of your transcript with you.
- Give careful attention to your appearance, grooming, and conduct. This will be your first contact with the school and first impressions do count. Follow up the visit with a thank-you note.

## The Visit

- Visit several classes.
- Talk with students. If possible, stay overnight in the dorm to see what living at college is really like.
- Ask to meet a faculty member from the department in which you are interested.
- Eat in a dining hall.
- Pick up a copy of the student newspaper.
- Take notes.

## Questions to Ask

- What is the average class size for freshmen? Upperclassmen?
- Who will teach freshmen courses-graduate assistants or faculty?
- What are the strengths and weaknesses of the faculty advising system? How accessible is the faculty?
- What are the college's top three programs or majors?
- How would you characterize the academic pressure and workload?
- How will the college be evaluating the student? What criteria is used?
- What are the application deadlines and procedures?
- What are the school's basic costs (tuition, room, board, fees, books)?

## Questions You Might Ask During A College Visit

1. What is the profile of students accepted to this college? What is your acceptance rate?
2. What percentage of freshmen return for the next year? How long does it take the average student to graduate?
3. What kind of assistance do you provide to help students find a job when they graduate?
4. How many students go on to graduate school?
5. Are freshmen required to live on campus? How many upperclassmen stay on campus? Are there campus apartment houses?

6. How are the dorms set up? Do you have suites or individual rooms? How many people share a living space? Do you have theme dorms? Is housekeeping provided? Are the rooms networked for high-speed internet? Is there an additional fee for the internet?
7. Do you have sororities/fraternities? What percentage of students pledge? Do you have fraternity/sorority housing? What is the alcohol policy? What is the smoking policy?
8. What is the male/female student ratio? What states do most students come from? What are campus politics like? How does the local community feel about the college students?
9. Are there opportunities for study abroad? For research? For work-study? For co-op? Internships?
10. Is preference given to children of alumni?
11. What kinds of merit scholarship opportunities are available?
12. What kinds of financial aid are available?
13. What is a typical weekend like?
14. Is there a career planning or placement program for students?
15. What is the average class size for freshmen? Upperclassmen?
16. Who will teach freshmen courses-graduate assistants or faculty?
17. What are the strengths and weaknesses of the faculty advising system? How accessible is the faculty?
18. What is the average class size for freshmen? Upperclassmen?
19. Who will teach freshmen courses-graduate assistants or faculty?
20. What are the strengths and weaknesses of the faculty advising system? How accessible is the faculty?
21. What are the college's top three programs or majors?
22. How would you characterize the academic pressure and workload?
23. How will the college be evaluating the student? What criteria is used?
24. What are the application deadlines and procedures?
25. What are the school's basic costs (tuition, room, board, fees, books)?

# College Planning Worksheet

Student \_\_\_\_\_ Rank \_\_\_\_\_ Quartile \_\_\_\_\_

SAT Cr. Reading \_\_\_\_\_ SAT Math \_\_\_\_\_ SAT Writing \_\_\_\_\_ ACT Composite \_\_\_\_\_

	College 1	College 2	College 3
<b>LOCATION</b> <ul style="list-style-type: none"> <li>•distance from home</li> </ul>			
<b>SIZE</b> <ul style="list-style-type: none"> <li>•enrollment</li> <li>•size of campus</li> </ul>			
<b>ENVIRONMENT</b> <ul style="list-style-type: none"> <li>•setting (urban, rural)</li> <li>•location &amp; size of nearest city</li> <li>•religious affiliation</li> <li>•male/female ratio</li> </ul>			
<b>ADMISSION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>•deadline</li> <li>•tests required</li> <li>•average SAT scores</li> <li>•average ACT scores</li> <li>•rank in top 10%</li> <li>•rank in top 25%</li> <li>•rank in top 50%</li> <li>•acceptance rate</li> <li>•admissions notification date</li> </ul>			
<b>ACADEMICS</b> <ul style="list-style-type: none"> <li>•your major offered</li> <li>•special requirements</li> <li>•student/faculty ratio</li> <li>•average class size</li> <li>•who teaches 1<sup>st</sup> yr. classes</li> <li>•average graduation rate</li> </ul>			
<b>COLLEGE EXPENSES</b> <ul style="list-style-type: none"> <li>•tuition, room, &amp; board</li> <li>•estimated total budget</li> <li>•application fee and deposits</li> </ul>			
<b>FINANCIAL AID</b> <ul style="list-style-type: none"> <li>•deadline</li> <li>•forms required</li> <li>•% receiving aid</li> <li>•scholarship awards</li> </ul>			
<b>HOUSING</b> <ul style="list-style-type: none"> <li>•availability for freshmen</li> <li>•food plan</li> </ul>			
<b>FACILITIES</b> <ul style="list-style-type: none"> <li>•academic</li> <li>•recreational</li> <li>•other</li> </ul>			
<b>CAMPUS VISITS</b> <ul style="list-style-type: none"> <li>•when</li> <li>•special opportunities</li> </ul>			

# FACTORS CONSIDERED IN COLLEGE ADMISSIONS

## FACTORS THAT INFLUENCE ADMISSION DECISIONS

NACAC Admission Trends Survey, 2005 [www.nacacnet.org](http://www.nacacnet.org)

- Grades in College Prep Courses
- Standardized Admission Tests
- Grades in all Courses
- Class Rank
- Essay/Writing Sample

(% of college admission officers rating the factor to be of considerable importance in the admission decision process)

## RANK IN CLASS

Class rank is based on semester grades earned in all state-approved credit courses in grades 9-12.

Class rank of students in Conroe ISD will be decided by using the following grade point system.

### GPA/CLASS RANK SYSTEM

Grade Range	Letter Semester Grade	AP Dual Credit*	Core PreAP/H	Level & All Other Courses
90-100	A	6.0	5.0	4.0
80-89	B	5.0	4.0	3.0
75-79	C	4.0	3.0	2.0
70-74	D	3.0	2.0	1.0
Below 70	F	0	0	0

\*Academic courses taught on the high school campus.

## ADMISSION TESTS

Official score reports should be sent directly to your colleges from the testing agencies. It is your responsibility as an applicant to report your SAT, ACT, and SAT Subject Tests by indicating colleges as score recipients on the registration form. Scores must be received by the college's application deadline in order for an application to be complete. Sending your scores directly to colleges when you take the test eliminates paying additional fees later, but also helps when colleges superscore. When taking the ACT, be sure to take the ACT with Writing.

## ACADEMIC PREPARATION

Colleges will be looking at the quality of course selection, as well as grades. Colleges want to make sure a student is academically prepared for the rigors of college curriculum. “Academic intensity and quality is far and away the most powerful predictor of bachelor’s degree completion.” (College Board)

It is important that your grades represent your best efforts academically. Improved grades over past performance may perhaps indicate a greater seriousness of purpose about education. A decline of grades over past performance may be seen as a slackening of effort or less ability for more advanced work. *A decline of grades may cause an admissions committee to reject what might have seemed an otherwise acceptable candidate for admission.*

Both the Recommended High School Program and the Distinguished Achievement Program graduation plans help ensure that Texas high school students have the skills and knowledge necessary to succeed. These graduation plans require challenging academic courses which better prepare students for attending technical schools, community colleges, or four-year universities.

## RESUME

Colleges and universities want to see student involvement and leadership. In order to judge this the amount of involvement and leadership, some colleges will require a resume as part of an application. This resume should be a concise summary of your education, accomplishments, experience, and skills. The overall purpose of a college application essay should be to generate interest in you by highlighting your achievements and strengths. Tips to follow when developing your essay:

- Be neat and accurate. Proofread carefully. Remember this resume is a reflection of you.
- Emphasize your *most significant* achievements. Put your “best stuff” first.
- Be specific, offering examples when appropriate.
- Be honest.
- See examples of various resumes in the Addendum.

## ESSAYS

Some colleges may require one or more essays. An essay gives the applicant the opportunity to set themselves apart from other applicants with their unique personality and/or experiences. If the essay is an optional part of the application, it is in the applicant’s best interest to complete the essay.

### Writing the College Essay



You do not have to get it right the first time! Instead, write the first draft of your essay with the main focus on content - communicating your thoughts. Then set it aside for a day or two, reread it with a fresh perspective, and make any necessary changes. This is also the point at which you should consider matters of organization, style, grammar, spelling, and tone. Once you have rewritten your first draft, you may wish to try it out on your family, friends, or English teacher.

While the final product and final "voice" should be yours, they may be able to offer helpful suggestions for technical or other improvements.

Within this general outline for actually writing the essay, there are some “do's” and "don'ts" which should be highlighted:

#### **Do's**

- Do think “small” and write about something that you know about.
- Do reveal yourself in your writing.
- Do show rather than tell. By giving examples and illustrating your topic, you help bring it to life.
- Do write in your own "voice" and style.

#### **Don'ts**

- Don't write what you think others want to read.
- Don't exaggerate or write to impress.
- Don't use a flowery, inflated, or pretentious style.
- Don't neglect the technical part of your essay (grammar, spelling, sentence structure).
- Don't ramble - say what you have to say and conclude.

Your college essay, along with your high school record, standardized test scores, and extracurricular involvement, will provide the basis upon which the college makes its admissions decision. A thoughtful well-written essay can affect that final decision in a very positive way.. Keep this in mind and take full advantage of the opportunity which the college essay affords you.

John C. Conkright  
Dean of Admissions  
Randolph-Macon College

*Copied with permission of  
Randolph-Macon College,  
Ashland, Virginia*

## **LETTERS OF RECOMMENDATION**

Some colleges will require recommendations. A recommendation describes an applicant's personal characteristics and academic abilities. The recommendation usually gives a more detailed analysis of your qualifications than the information received from the high school.

Before asking someone to write a recommendation, you need to consider:

- Waiving your rights to see the materials in your file. This will allow the person writing the recommendation to give a more accurate picture of the applicant. Most authorities recommend students waive the right so their evaluation is given more value.
- Deciding who should write your recommendation. It is important to choose teachers who know you well, like you, and will write a strong recommendation for you.
- Writing a letter of recommendation is time-consuming. Be sure you give the person writing the letter a **minimum of 15 school days** before the letter is due. Request recommendations only for those schools to which you are definitely applying.

*Contact your high school Guidance Office or College and Career Center to determine the proper procedure for requesting recommendations.*

## OTHER ADMISSIONS CONSIDERATIONS

In addition factors considered in admission already listed, in the more highly competitive colleges, academically qualified candidates outnumber the spaces available. It becomes a question of **which** of the academically qualified applicants are admitted. A number of other admission factors then become important. Some of these factors might be:

- Special talents such as musical, artistic, or athletic ability
- Geographic location
  - Exceptional academic talent such as independent research, a science fair project or National Merit recognition
- Background or culture
- A demonstrated interest in the college
- First generation college

## Automatic Top 10% Admissions\*

According to legislation (HB 3826) passed by the Texas Legislature during their past session, there have been changes made in college admission requirements to Texas public four-year colleges effective for this year's senior class. Those changes are:

**Top 10 percent:** In addition to the top 10% rank requirement, eligibility for automatic admission will include the requirements that an applicant:

- Has completed the curriculum for the recommended high school graduation plan or the equivalent
- Demonstrates college readiness benchmarks on the ACT or SAT.

ACT – English 18, Reading 21, Math 22 and Science 24

SAT – 1500 out of 2400

In addition to the above, an application must meet the college or university's deadlines and provide a high school transcript or diploma.

Students who **are not** in the top 10 percent of their class are considered for college admission under other criteria.

**\*University of Texas at Austin has admissions requirements as per SENATE BILL 175.**

- UT not required to automatically admit more than 75% of available Texas spaces
- UT must announce automatic percentile by September 15 to Junior Class (automatic admission for top 8% for the Class of 2013)
- Sunsets after 2015-2016
- Students can be admitted Summer or Fall

Additional information regarding UT admissions is available at <http://bealonghorn.utexas.edu/freshmen/>

Confer with your guidance counselor or the college and career counselor if you have any questions or need help with admissions requirements.

# STUDENT ATHLETES

Students planning to participate in Division I or Division II college athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse insures that each student meets certain academic standards in order to be eligible as a student athlete.

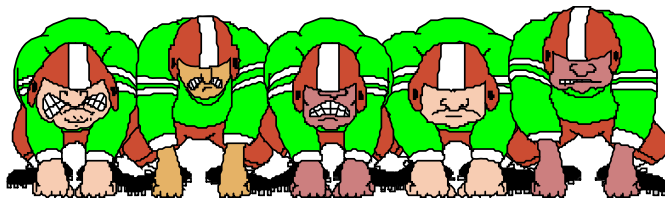
Register online at  
<http://www.ncaaclearinghouse.net>

## **Student Responsibilities**

*Student athletes and their parents should sign a release form in the transcript clerk's office so records can be released to coaches for recruiting purposes.*

## **When should a student register with the NCAA Eligibility Center?**

Students should register with the Eligibility Center at the beginning of their junior year in high school. At the end of the student's junior year, a transcript, which includes six semesters of grades, should be sent to the Eligibility Center from the high school. Additionally, students should have their SAT or ACT scores forwarded directly to the Eligibility Center (by using code "9999") whenever they take the exam.



# THE APPLICATION PROCESS

## COMMON ADMISSION DECISIONS DEFINITIONS

### Early Decision

Early Decision requires you to commit to a college or university at the time of application that, if admitted, you will enroll. Once admitted under Early Decision, a nonrefundable deposit will be required. You may apply to other colleges but may have only one Early Decision application pending at any time. Colleges have very strict rules about applying early decision. We strongly encourage you to meet with your counselor prior to applying Early Decision.

### Early Action

Early Action permits you to apply to a college or university of your choice and receive a decision early in the senior year, well in advance of the normal spring response dates. You are not committed to attend and may apply to other colleges. You are not required to make a commitment before May 1.

### Regular Decision

Regular Decision is a plan in which institutions review most of their applications before notifying the majority of candidates of their admission. In this process, colleges set a deadline for completing applications and will respond to completed applications by a specified date. You will not be required to make a decision regarding enrolling before May 1.

### Rolling Admission

Rolling admission is a term used to describe the application process in which an institution reviews applications as they are received and offers decisions to students soon after they are made. You may apply to other colleges and will not be required to make a decision regarding enrollment before May 1.

### Wait List

Wait List is a term used by institutions to describe a process in which they may initially delay offering or denying you admission, but rather extends to you the possibility of admission in the future. Colleges offer admission to wait list candidates if insufficient numbers of regularly admitted candidates accept their offers of admission. Please refer to the *Statement of Students' Rights and Responsibilities* for the rights, which you are assured if placed on a wait list.

A wait list does not guarantee admissions; therefore you would also need to strongly consider acceptances from other institutions.



## **Should you apply under an Early Decision Program?**

Ideal candidates for Early Decision should fit both of these profiles:

- You have researched colleges extensively (visited at least 3 or 4) and are absolutely sure that College X is your first choice. If you are accepted under an Early Decision program, you have committed yourself to attending that college and must withdraw all other applications.
- You meet or exceed the admissions profile of students at College X (i.e., your SAT scores, GPA, and class rank should be comparable to students at College X.) You should have completed one round of the SAT Reasoning Test and SAT Subject Tests by October of your senior year. Some colleges, however, will accept November test scores if the scores are rushed to the admissions office. You have an academic record that has been consistently solid over time.

## **What are the advantages of Early Decision programs?**

- Your application is reviewed early and you receive notification of your admission status by December 15.
- If you are accepted, you avoid having to complete other applications.
- Your application is reviewed against a smaller applicant pool. (However, it is usually a much stronger pool than the group of candidate for regular admissions.)

## **What are the disadvantages of Early Decision programs?**

- You could be rejected early.
- In April, when other students receive their acceptances, you may end up wondering, “Could I have been accepted to Y University?”
- You might change your mind, but you are bound by contract to attend College X.

## **What are some of the mistakes students make in choosing to apply for Early Decision?**

- Applying to a college for Early Decision when they have not researched/visited any other colleges
- Applying early to a college just to avoid the paperwork and stress.
- Applying early because a friend is doing so.



# Ten Things Every Parent Should Know About the College Application Process

**1. Relax - Your son or daughter will thank you.**

Much of the stress that parents feel in the admissions process is self-induced. Choosing colleges, applying, getting admitted, and deciding where to enroll isn't easy. There's a lot of work involved, and it's drawn out over a long period of time. The best way to avoid stress is to plan slowly and deliberately, using a calendar that builds in an ample cushion for time-sensitive endeavors.

**2. Make a plan-of-action calendar and stick to it!**

Together with your son or daughter and his or her college counselor, construct an outline for the entire college admissions process, from initial browsing for information to deciding where to attend. Create an itinerary for visiting colleges and gathering your financial information for filing aid forms. Post the calendar in a handy location, touching base periodically with your child to monitor progress.

**3. Plan for admissions tests.**

In this competitive admissions environment, standardized tests are becoming increasingly important. In addition to the SAT and ACT, the most important college admissions tests, there are other exams students should consider. The PSAT not only helps students practice for the SAT, it allows them to qualify for National Merit scholarships. The SAT subject tests are necessary for admissions to many competitive colleges; student should take each subject test immediately after they finish the class. Advanced Placement exams are administered in a variety of subjects. Passing the AP test means that students are able to receive college credit or even pass out of a certain college prerequisite courses. Students should take AP tests after they have taken AP courses.

**4. Do not contact college admissions offices for your child.**

Colleges track the contacts they have with prospective students and applicants. It doesn't look good if the college has spoken with you and has never had any contact with your child, the actual applicant. (Sounds like Mrs. Smith really wants to come here!)

**5. Keep a record of everything.**

Set up file folders for each college to which your child is applying. Keep all correspondence within these folders. Document phone calls as well - always get the names and titles of those with whom you have had contact. Quick and comprehensive access to all pertinent materials will pay off in the long run.

**6. File all financial aid forms as soon as possible after January 1.**

Do all tax forms promptly so you can complete the required financial aid applications. Have your taxes ready to be filed so that you can complete the FAFSA as soon as possible. Funds are disbursed until depleted, so it pays to apply for your FAFSA early.

**7. Be on the lookout for scholarship opportunities for your son or daughter.**

Many employers, social clubs, and religious organizations offer scholarships. Be sure to check with these organizations early, before your child's senior year. A lot of these programs have selection calendars that do not mesh with the college admissions calendar. Don't miss out due to lack of awareness. The scholarship list on Family Connection is a warehouse of scholarships. The list is updated as we receive new scholarship information. Applications may be downloaded from Family Connection or you will be provided the link to the online application.

**8. Visit your child's top college options.**

If you can, visit all of the colleges where your child is applying. There is no substitute for a campus visit. And never stick strictly to a "packaged" admissions visit consisting of an information

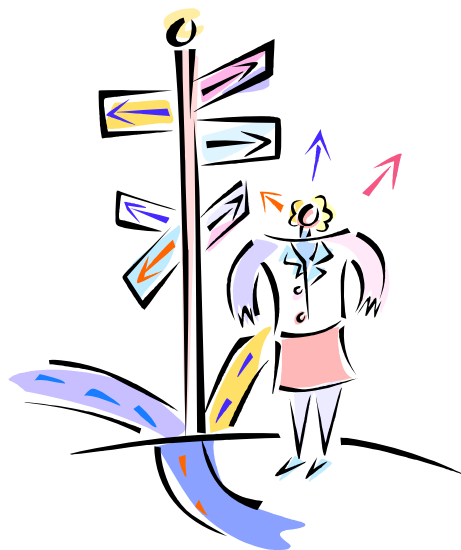
session/interview and a slide show or tour. Balance the experience by lunching on your own in the dining hall and browsing around campus. When you visit colleges, make sure that you allow enough time on campus for your son or daughter to explore on his or her own. You might find this the perfect time to meet with a financial aid officer.

**9. Be aware of the application process.**

Most colleges now have their application for admission on their website and students must apply online. Have your student sign up for an Application Help Session in the College and Career Center if help is needed.

**10. Remember that you're not going to college; your child is.**

There's no doubt that you should have some say in the matter, just remember to keep it in perspective. Parental input should focus on the mechanics of making a choice, not on the choice itself. Be frank and direct about any absolutes, such as financial limitations, but be low-key and reserved about the characteristics you think they want in a college. Remember that this will be your child's college experience, not yours.



# PAYING FOR COLLEGE

The cost of attending college is increasing each year. However, there are various ways you can cut the cost of college. While in high school, students can and should do the following:

**Be well prepared for the college curriculum.** Even after a student gains acceptance at a college or university, the school can require the student take developmental or remedial courses. In order to take remedial courses, the student must pay regular tuition but the courses do not count toward degree programs.

**Take advanced placement courses and exams.** A student can earn credit while in high school and avoid paying tuition and other fees and living costs. Information regarding the AP credit policy at various colleges and institutions can be found at: <http://www.collegeboard.org>

**Explore career options.** Most college students change majors several times during their college career. Oftentimes, coursework taken will not count in the new major.

**Enroll in dual credit classes.** Dual credit classes count for both college and high school credit. Oftentimes, the student does not have to pay full tuition and fees at the college for the dual credit class. Students should be aware there are test requirements that students must either take or be exempted from before college courses may be taken.

**Consider financial aid options.** Most financial aid is based on financial need, but considerable amounts go to merit scholarships as well. is awarded to students each year. The middle of your junior year in high school is a good time to start asking about financial aid. One of your best sources of information is the financial aid office at the college you wish to attend.



# FINANCIAL AID

## *Applying starts with the FAFSA (Free Application for Federal Student Aid)\**

To obtain financial aid, there are three very important things to understand.

1. You only have to complete one form (**the FAFSA**) to start the financial aid process.
2. The financial aid office at the college you plan to attend will be in charge of awarding your financial aid.
3. Deadlines matter. The earlier you submit your forms, the more likely you are to get a good financial aid package.

### **Who?**

Every college bound student should complete and submit the FAFSA.



### **What is FAFSA?**

FAFSA stands for “Free Application for Federal Student Aid.” As the name indicates, the application is free. No matter how many schools you are applying to, you only need to complete one FAFSA. Once your application is processed, you and the colleges you have selected will be notified of the results, and the college will determine the funding for which you are eligible.

### **Where Can You Find the FAFSA?**

The best practice is to complete the application electronically at [www.fafsa.gov](http://www.fafsa.gov).

NOTE: Completing the FAFSA online is the fastest way to apply. The processing time for forms submitted on-line is about two weeks. The processing time for paper applications is six to eight weeks.

### **When Should You Complete the FAFSA?**

The FAFSA should be completed and processed as soon as possible after January 1 of your senior year.

Remember, the financial aid for which you are applying has limits, so the sooner you complete your forms, the better your chances of getting a good financial aid package. There is not enough money to meet the financial need of all college students in the United States, so early filing is recommended.

### **How Should You Complete the FAFSA?**

To complete the form, you and your parents will need to share information relative to your family’s financial condition (income, assets, savings, etc.). This is the same information you would be required to share with a bank or other lender when requesting a loan for a new car or home, or that you are required to put on your tax return each year. You will complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). It is FREE.

### **What’s Next?**

Once you have completed the FAFSA, your next step is to contact the financial aid office to determine if there is any other information you need to provide. Some colleges will require that you complete additional forms. Remember, you must have been admitted to the college before you will be considered for financial aid awards, so be certain to send in your application for admission.

*\*Some colleges also require the CSS Profile in addition to the FAFSA. Consult with the financial aid office at your college to make sure you file all the required forms for financial aid.*

# TYPES OF FINANCIAL AID

There are many different types of financial aid available to students and their families. Some are need-based, some are based on academic performance, and others are tied to a student's or family's ability to borrow. Not all colleges and universities participate in all programs.

## **Exemptions**

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees.

Examples of exemptions include:

- Exemption for Highest Ranking High School Graduate
- Exemption for Peace Officers Disabled in the Line of Duty
- Adopted Students Formerly in Foster or Other Residential Care'
- Foster Care Students

Additional programs and information are available at [www.collegefortexans.com](http://www.collegefortexans.com)

## **State and Federal Grants and Scholarships**

State and federal grants and scholarships provide financial aid that does not have to be repaid. Some grants and scholarships require the student to maintain a certain grade point average (GPA) to take certain courses.

Many grants are awarded on the basis of financial need.

Examples of state, federal grants, and scholarships include:

- Federal PELL Grant
- Vocational Nursing Scholarships

## **Private and Corporate Grants and Scholarships**

Private and Corporate Grants and Scholarships provide financial aid that does not have to be repaid. Some grants and scholarships require the student to maintain a certain grade point average or take certain courses. Most grants are awarded on basis of financial need.

Examples of Private and Corporate Grants and Scholarships available to students include:

- Best Buy Scholarship
- Ag Day Essay Contest
- Teagle Scholarship
- Coca Cola Scholars Program

## **Institutional Grants and Scholarships**

Institutional Grants and Scholarships provide financial aid that does not have to be repaid. Some grants and scholarships require the student to maintain a certain grade point average or take certain courses. Most grants are awarded on the basis of financial need.

Examples of Institutional Grants and Scholarships programs available to students at Texas colleges and universities include:

- Texas A&M University Merit Scholarships
- License Plate Insignia Scholarship
- Midwestern State University Tuition Grant for First-Generation Students
- Texas Tech University Grant

## **Loans**

Loans refer to financial aid that must be repaid.

Examples of loans include:

- Texas B-on-Time Student Loan Program
- Consolidation Loans
- Perkins Loan
- Federal Family Education Loan Program: Subsidized Stafford Loan
- Federal Family Education Loan Program: Unsubsidized Stafford Loan

## **Loan Forgiveness Programs**

Financial aid for individuals who agree to perform certain work or services after completing college.

Examples of Loan Forgiveness include:

- Texas B-On-Time Student Loan Program
- Federal Teacher Loan Forgiveness Program

## **Loan Repayment Programs**

Repayment of college loans for individuals employed in certain fields.

Examples of Loan Repayments include:

- Teach for Texas Loan Repayment Assistance Program
- BHPR: Nursing Education Loan Repayment Program

## **Work-Study Programs**

Jobs (usually on campus) that are offered by the college to help students pay for tuition or other college costs. Work-study jobs are awarded based on financial need.



# Myths about Paying for College

There is a lot of misinformation about what type of aid is available and who is eligible.

## **College is just too expensive for our family.**

A college education is more affordable than people think, especially when you consider that college graduates earn an average of \$1 million more over the span of their careers than high school graduates. There are some expensive schools, but high tuition is not a requirement for a good education.

## **There's less aid available than there used to be.**

Financial aid has risen to record levels. Most students receive some form of aid. Less of this aid now comes in the form of grants, however; **more aid is awarded through low-interest loans or institutional and other grants.**

## **My family's income is too high to qualify for aid.**

Aid is intended to make a college education available for students of families in many financial situations. College financial aid administrators often take into account not only income but also other family members in college, home mortgage costs, and other factors.

## **My parents saved for college, so we won't qualify for aid.**

Saving for college is always a good idea. Some of your college financial aid package is likely to include loans, so if your family tucked away money, that could mean that you have fewer loans to repay. Having college funds saved will not make you ineligible for aid if you need it. A family's share of college costs is based mostly on income, not assets such as savings.

## **I'm not a straight-A student, so I won't get aid.**

It's true that many scholarships reward merit, but most federal aid is based on financial need and does not consider grades.

## **Private schools are out of reach for my family.**

Experts recommend deferring cost considerations until late in the college-selection process. Your most important consideration is to find a school that meets your academic, career, and personal needs. In fact, you might have a better chance of receiving aid from a private school. Private colleges often offer more financial aid to attract students from every income level. Higher college expenses also mean a better chance of demonstrating financial need.

## **There are some out of state colleges that allow you to go for in state tuition.**

In state tuition is granted for state residents, not out of state residents. However, some colleges award Nonresident Scholarships for students who meet certain academic criteria. Colleges may also waive out of state tuition for certain scholarship recipients. It is a good idea to check with the college you plan to attend regarding nonresident scholarship requirements.

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# AVOIDING SCHOLARSHIP SCAMS

Scholarship scams have been around for years. According to the Federal Trade Commission, if you hear these lines from a scholarship service, you may be getting duped:

- **The scholarship is guaranteed or your money back.**

No one can guarantee that they will get you a scholarship.

- **You can't get this information anywhere else.**

There are many free lists of scholarships. Spend the time, not the money.

- **May I have your credit card or bank account number to hold this scholarship?** You should not have to pay anything to get a scholarship.

**We do all the work.**

Don't be fooled. You still must apply for scholarships and grants yourself.

- **There is a small application fee.**

Never invest more than the cost of a letter to get information.

- **You've been selected by a "national foundation" to receive a scholarship or "You're a finalist" in a contest you never entered.**

This is simply a ploy for more information in order to sell a program.

- **Come to our free seminar.**

Free financial aid seminars or "interviews" may provide some useful information, but often they are disguised sale pitches for professional scholarship searches.



# Financial Aid Glossary

**Award Letter:** A means of notifying students of the assistance the college/university has offered. The letter describes the type(s) and amount(s) of aid, and lists specific information on the student's responsibilities and the conditions that govern the award.

**Cost of Attendance** (also known as the **cost of education** or **budget**): The student's cost of attendance, covering not only tuition and fees (including loan fees), books, and supplies, but also the student's living expenses while attending school. The cost of attendance is estimated by the school, within guidelines established by federal regulations. The difference between the cost of attendance and the student's expected family contribution determines the student's need for financial aid.

**Expected Family Contribution (EFC):** The total amount students and their families are expected to pay toward college costs, from their income and assets, for one academic year. The amount is derived from a need analysis of the family's financial circumstances. The Federal Methodology is used to determine a student's eligibility for federal and state student aid. Colleges and private aid programs may use a different method to determine eligibility for nonfederal financial aid.

**FAFSA on the WEB:** An electronic option for completing the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).

**Financial Need:** The amount by which your family's contribution falls short of covering your expenses. Assessments of need may differ, depending on the need-analysis method used. The Federal Methodology is used to determine the student's eligibility for federal and state financial aid.

**Free Application for Federal Student Aid (FAFSA):** A form completed by all applicants for federal aid. The FAFSA is available on the Web at [www.fafsa.gov](http://www.fafsa.gov). There is no charge to students for completing the FAFSA. Forms may be filed any time after January 1 of the year for which the student is seeking aid.

**Need-Analysis Form:** The starting point in applying for financial aid. Students must file the FAFSA to apply for federal financial aid programs. For many colleges, FAFSA may be the only need-analysis form a student must file. For other school, particularly private colleges, additional forms may be required.

**Need-Based Financial Aid:** Financial aid (scholarships, grants, loans, or work-study opportunities) given to students who have demonstrated financial need, calculated by subtracting the student's expected family contribution from a college's total cost.



**Need-Blind Admissions:** The policy of determining college admissions without regard to a student's financial need or financial aid status.

**Need-Conscious Admissions:** A policy that considers financial aid status for at least some of its applicants in making admission decisions.

**Parent's Contribution:** The amount the student's family is expected to pay toward college costs from its income and assets. The parents' contribution and the student's contribution together constitute the total family contribution, which, when subtracted from the college expense budget, equals financial need.

**Student Aid Report (SAR):** A report produced by the Department of Education and sent to students who have filed the FAFSA. The SAR contains information the student provided on the FAFSA as well as the

federally calculated result, which the financial aid office will use in determining the student's eligibility for a Pell Grant and other federal student aid programs.

**Work-Study:** An arrangement by which a student combines employment and college study. The employment may be an integral part of the academic program (as in cooperative education or internships) or simply a means of paying for college.

## College Costs

College costs including Resident Tuition and Fees, Books and Supplies, Room and Board, Transportation and Personal Expenses for all Texas institutions can be found at the following website:

<http://www.collegeforalltexas.com/apps/collegecosts.cfm>

Information is based on average costs for dependent students living off campus who enroll in at least 15 credit hours for both fall and spring.

**REMEMBER:** You must fill out the FAFSA in January of your senior year to maximize financial aid opportunities.

[www.fafsa.gov](http://www.fafsa.gov)

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

FAFSA<sup>®</sup>  
Free Application for Federal Student Aid

Home About Us Student Aid on the Web PIN Site Contact Us Browse Help

SEARCH

**Get help paying for college**

Submit a Free Application for Federal Student Aid (FAFSA)

**Start Here**

- Start or continue your FAFSA
- Correct your FAFSA
- Check the status of your FAFSA, and more...

# **ADDENDUM**

## 2011-2012 TEXAS AUTOMATIC ADMISSIONS REQUIREMENTS

Below is the list of automatic admissions requirements for Texas Public Colleges and Universities. Students must graduate on the Recommended High School Plan, meet TSI requirements, and have a complete application on file before the deadline in order to be admitted to any college. Please review admissions information for your college at the college website and make sure you follow all application instructions. Apply for Texas colleges and universities at [www.applytexas.org](http://www.applytexas.org)

		<b>SAT/ACT Scores Needed for Automatic Admission</b>			
		SAT score is on 1600 scale (CR+M only)**			
		<i>Top 10% Automatically Admitted</i>			
UNIVERSITY	WEBSITE	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Angelo State University	<a href="http://www.angelo.edu">www.angelo.edu</a>	760/16	760/16	1030/23	1270/30
Lamar University	<a href="http://www.lamar.edu">www.lamar.edu</a>	850/18	930/20	1090/24	R
Midwestern State University	<a href="http://www.mwsu.edu">www.mwsu.edu</a>	990/21	990/21	1070/23	1110/24
Prairie View A&M University	<a href="http://www.pvamu.edu">www.pvamu.edu</a>	*	820/17	820/17	820/17
Sam Houston State University	<a href="http://www.shsu.edu">www.shsu.edu</a>	850/17	930/19	1030/22	1140/25
Stephen F. Austin State Univ	<a href="http://www.sfasu.edu">www.sfasu.edu</a>	*	850/18	1050/23	1250/28
Sul Ross State University	<a href="http://www.sulross.edu">www.sulross.edu</a>	1010/21	1010/21	1010/21	1010/21
Tarleton State University	<a href="http://www.tarleton.edu">www.tarleton.edu</a>	*	*	950/20	1030/22
Texas Southern University	<a href="http://www.tsu.edu">www.tsu.edu</a>	*	820/17	820/17	820/17
Texas State University-San Marcos	<a href="http://www.txstate.edu">www.txstate.edu</a>	920/20	1010/22	1180/26	1270/29
Texas Tech University	<a href="http://www.ttu.edu">www.ttu.edu</a>	1140/25	1230/28	1270/29	R
Texas Womens University	<a href="http://www.twu.edu">www.twu.edu</a>	*	1000/21	R	R
University of Houston-Main Campus	<a href="http://www.uh.edu">www.uh.edu</a>	Top 20%*	1100/24	R	R
University of Houston-Downtown	<a href="http://www.uhd.edu">www.uhd.edu</a>	*	*	*	*
University of North Texas	<a href="http://www.unt.edu">www.unt.edu</a>	950/20	1050/23	1180/26	R
West Texas A&M University	<a href="http://www.wtamu.edu">www.wtamu.edu</a>	860/18	900/19	940/20	980/21
<b>TEXAS A&amp;M UNIVERSITY SYSTEM</b>					
Main Campus-College Station	<a href="http://www.tamu.edu">www.tamu.edu</a>	1300 (600 min in M and CR) 30 (min m 27)	R	R	R
Commerce	<a href="http://www.tamcommerce.edu">www.tamcommerce.edu</a>	*	950/20	950/20	950/20
Corpus Christi	<a href="http://www.tamucc.edu">www.tamucc.edu</a>	900/19	1000/21	1100/23	1200/27
Galveston	<a href="http://www.tamug.edu">www.tamug.edu</a>	1300/30	R	R	R
International	<a href="http://www.tamui.edu">www.tamui.edu</a>	*	*	860/18	860/18
Kingsville	<a href="http://www.tamuk.edu">www.tamuk.edu</a>	*	790/16	870/18	950/20
<b>UNIVERSITY OF TEXAS SYSTEM</b>					
Main Campus-Austin	<a href="http://www.utexas.edu">www.utexas.edu</a>	Top 9% auto	R	R	R
Arlington	<a href="http://www.uta.edu">www.uta.edu</a>	*	1050/22	R	R
Brownsville	<a href="http://www.utb.edu">www.utb.edu</a>	*	*	*	*
Dallas	<a href="http://www.utd.edu">www.utd.edu</a>	Top 15% automatic or 1200/26	1200/26	1200/26	1200/26
El Paso	<a href="http://www.utep.edu">www.utep.edu</a>	*	920/19	970/20	1010/21
Pan American	<a href="http://www.utpa.edu">www.utpa.edu</a>	760/16	810/17	860/18	860/18
Permian Basin	<a href="http://www.utpb.edu">www.utpb.edu</a>	900/18	950/19	1080/23	1200/26
San Antonio	<a href="http://www.utsa.edu">www.utsa.edu</a>	*	960/20	R	R
Tyler**	<a href="http://www.uttyler.edu">www.uttyler.edu</a>	1410/20	1500/21	1530/22	1590/23
* Student accepted with any current SAT or ACT scores					
** 2400 SAT scale					
R - application is reviewed to determine if student is admitted					

# 2011-2012 TWHS PROCEDURES FOR COLLEGE AND SCHOLARSHIP APPLICATIONS

*Please make sure that you are thoroughly familiar with the following procedures. Ask your guidance counselor if you have any questions or need help.*

## TRANSCRIPTS: Official or Unofficial

Official transcripts are signed and sealed by the registrar and mailed by The Woodlands High School. Official transcripts are *never* given directly to students or parents. All official transcripts have the student's class rank and GPA. NOTE: Transcripts DO NOT include college admissions test scores. Your scores must be sent to your colleges directly from the testing agencies.

Unofficial transcripts are copies of the official transcript with no signature or seal.

## HOW TO REQUEST A TRANSCRIPT

- **Official transcript** requests are made on Family Connection.
  - Log on to Family Connection (must be student NOT parent account)
  - Click on the "colleges" tab.
  - Click "transcripts" on the left menu bar.
  - Select the appropriate option and click to make your request.
  - Allow five school days for processing.
- **Unofficial transcript** requests are made in the College & Career Center with the secretary/transcript clerk, Mrs. Bonnie Graham. There is a \$1.00 fee. You must allow at least 24 hours for processing.

## REQUESTING COUNSELOR LETTERS OF RECOMMENDATION

- Log on to Family Connection and complete your Student Brag Sheet and Resume. (Click on "about me" and then click on the appropriate links.) You may complete the Activity Sheet in addition to the resume if desired. The activity sheet is in the document library on Family Connection (on home page). The more information you provide the counselor, the better evaluation he/she can write.
- Parents must complete the Parent Brag Sheet on Family Connection. (Parents must log onto the parent account on Family Connection.)
- Print out Student Brag Sheet, Parent Brag Sheet and your resume. NOTE: Brag Sheets are in "survey history" on Family Connection after you complete them.
- Fill out an APPLICATION TRACKING FORM. You can get Application Tracking Forms on Family Connection (look in "document library") or in the College & Career Center.
- Take all college forms that need to be completed to the College and Career Center (Room 254) no later than **15 school days prior to your application deadline**. Counselors pick up forms daily from the College & Career Center.
- Turn in the forms in this order:
  - Application Tracking Form (this is your cover page)
  - Counselor Form(s) or Secondary School Report (or whatever the counselor needs to complete)
  - Student Brag Sheet\*
  - Student Resume (and Activity Sheet if desired)\*
  - Parent Brag Sheet\*
- Log on to Family Connection and add your college where it says "colleges I'm applying to."
- Print the list of colleges and attach to your tracking form. This will serve as your log in for the College & Career Center.
- If you have not requested your transcript, log on to Family Connection to request it.

*\*These items need to be submitted only one time. Your counselor will keep them on file.*

## FEES

### TRANSCRIPTS:

- **All official transcripts will be mailed by The Woodlands High School.** The first 3 official transcripts are provided at no charge to the student.
- There is a \$3.00 fee for each transcript after the first three (3).
- The transcript clerk will collect fees for all unpaid transcript charges.
- The fee for each unofficial transcript is \$1.00 payable at the time you request the unofficial transcript. You may make copies of your unofficial transcript if desired.

### COLLEGE APPLICATIONS:

- The first 5 college applications will be processed at no charge to the student.
- Beginning with the 6<sup>th</sup> application that requires your counselor to complete anything (i.e. recommendation, Secondary School Report, rank verification) the processing fee is \$20.00 per application.
- The processing fee must be turned in with the Application Tracking Form. **NOTE:** Applications will not be processed until the fee is paid. A check or a money order made out to TWHS or cash is acceptable. Credit cards are not accepted.

### SCHOLARSHIP APPLICATIONS:

- There are no processing fees for scholarship applications, but transcript fees may apply.

## College Visits

~ Log on to Family Connection account. You must sign up on your student account, NOT the parent account!

~ Click on the colleges tab.

~ Click on view all upcoming college visits.

~ Locate the event you want to attend, and then click on sign up.

~ Read the details, and then click on sign me up.

Print out the confirmation page because you will use it as your pass for the college visit. You must have your teacher sign the pass to allow you to go to the college visit. You are responsible for any missed class work.

## WHAT YOU NEED TO KNOW ABOUT TWHS DEADLINES

- All applications that require a counselor recommendation, Secondary School Report (SSR) or applications with a counselor section or counselor signature must be registered in the College and Career Center **at least fifteen (15) school days** before the official application deadline. Counselors establish priorities based on application deadlines as well as the dates the materials are turned in.
- All initial requests for counselor recommendations must be accompanied by an Application Tracking Form along with a printed copy of the Student Brag Sheet and resume. The Student Brag Sheet and resume are completed online on your Family Connection account. You must also include the document(s) from the application that the counselor needs to complete. Please make sure to sign and date the documents if required. You must also submit any additional materials that your counselor may require.
- Subsequent requests for counselor recommendations should be accompanied by an Application Tracking Form along with the document(s) that your counselor needs to sign or complete.
- Pay close attention to school holidays and deadlines that occur during winter and spring break. **The deadline to request recommendations due December 15 – January 15 is November 16, 2011.**
- Please note: Counselors are not in the office during the holidays.
- Transcript requests should be made NO LATER THAN five (5) school days prior to the official deadline.



Please use the calendar below to submit your request for counselor or teacher recommendations.

<i>If your application is due on:</i>	<i>You must submit documents to your counselor or teacher no later than:</i>
October 15	September 23
November 1	October 10
November 15	October 24
December 1	November 2
December 15 – January 15	November 16

**It is important that you follow deadlines.** Your counselors are anxious to help you get into the college of your choice, but they must have sufficient time to write good recommendations. They cannot guarantee that they will be able to process your applications to meet the deadline if you turn in your requests after the dates listed above.

# College Application Worksheet

Use this checklist to help you stay on top of your application tasks, paperwork, and deadlines.

Application Checklist	College 1	College 2	College 3
<b>Applications</b>			
Request info/application forms			
Regular application deadline			
Early application deadline			
<b>Grades</b>			
Request transcript sent			
Request midyear grade reports sent			
<b>Test Scores</b>			
Send SAT scores			
Send SAT Subject Test scores			
Send ACT scores			
Send AP scores			
<b>Letters of Recommendation</b>			
Request recommendations			
Send thank-you notes			
<b>Essays</b>			
Write essay(s)			
Proof essay(s) for spelling/grammar			
Have two people read essay(s)			
<b>Interviews</b>			
Interview at college			
Alumni interview			
Send thank-you notes to interviewer(s)			
<b>Send and Track Your Application</b>			
Make copies of all application materials			
Apply on-line			
Include application fee			
Sign application			
Confirm receipt of application materials			
Send supplemental material, if needed			
<b>Financial Aid Forms</b>			
Priority financial aid deadline			
Regular financial aid deadline			
Mail FAFSA			
Submit CSS/PROFILE if needed			
Mail institutional aid form, if needed			
Mail state aid form, if needed			
<b>After You Send Your Application</b>			
Receive admission letter			
Receive financial aid award letter			
Send deposit			
Send final transcript			

A College Counseling Sourcebook 2004, Copyright 2004 by College Entrance Examination Board. All rights reserved.  
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## REQUESTING TEACHER LETTERS OF RECOMMENDATION

- Ask your teacher to write a recommendation for you.
- Complete a *Teacher Recommendation Request Form*\* for every teacher that you want to write a recommendation. You can get the Teacher Form on Family Connection (click on document library on the home page) or you can get one in the College & Career Center.
- Give your teacher at least 15 school days prior to the application deadline.
- Teachers will mail college admissions recommendations directly to the college, and teachers should be directed to send Scholarship Recommendation Letters to the College & Career Center (Room 254). Be sure to clearly indicate where the teacher letters should go on the Teacher Recommendation Request Form.
- Write a thank you note to each teacher you've asked to write a recommendation.
- Follow up with the teacher to make sure the letter has been sent as per request.



# TEACHER RECOMMENDATION REQUEST FORM

**STUDENTS:**

- Complete this form and give it to your teacher **at least 15 school days before deadline.**
- For **College Applications**, provide your teacher with a stamped addressed envelope as well as any forms required by the college. NOTE: The return address should be:  
 The Woodlands High School  
 6101 Research Forest Drive  
 The Woodlands, TX 77381
- For **Scholarship Applications**, provide your teacher with any forms required by the specific scholarship.

**TEACHERS:**

- **Please mail the college recommendation letter(s) directly to the college, and send scholarship recommendation letters to the College & Career Center (Room 254).**

Student's Name \_\_\_\_\_

Email Address \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

**Thank you for agreeing to write this letter of recommendation. I think you are a teacher who knows me well and who can accurately evaluate my potential for academic success in college. This information may be helpful to you as you write the recommendation for the following schools/scholarships.**

Name and Address of School or Scholarship	Official Deadline
	Date Due _____ Check one: Postmark date _____ Received by date _____
	Date Due _____ Check one: Postmark date _____ Received by date _____
	Date Due _____ Check one: Postmark date _____ Received by date _____
	Date Due _____ Check one: Postmark date _____ Received by date _____

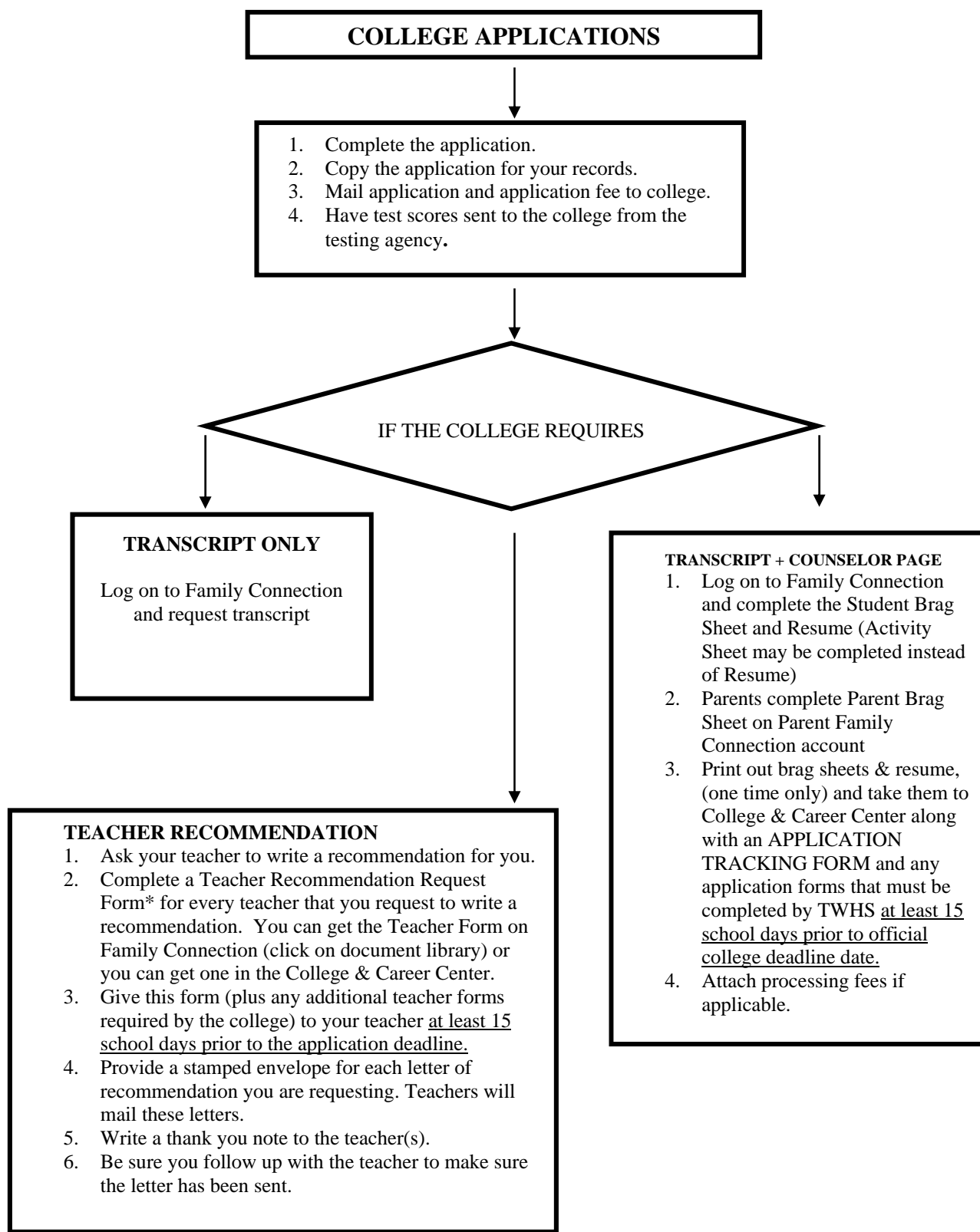
**STUDENTS:** If you have already submitted this form to the same teacher, it is not necessary to complete the information below, unless you wish to change or give additional information.

1. I think my academic strengths are....
  - a.
  - b.
  - c.
2. I think my personal strengths are....
  - a.
  - b.
  - c.

3. My most memorable academic experiences in your class were....
  - a.
  - b.
  - c.
  
4. The most important things I learned in your class were....
  - a.
  - b.
  - c.
  
5. I am considering the following college majors because....
  - a.
  - b.
  
6. Things I would like the college admissions and/or scholarship committee to know about me are....
  - a.
  - b.
  - c.
  - d.
  
7. The specific things I hope you will discuss in this letter are....
  - a.
  - b.
  - c.
  
8. Additional information that might be helpful....  
(You may attach a resume to this form if you wish. But remember that the teacher recommendation will focus on you as a student in this teacher's classroom.)

Again, thank you. I know this is a big time commitment. I appreciate it.

# SUBMITTING COLLEGE AND SCHOLARSHIP APPLICATIONS



## SCHOLARSHIP APPLICATIONS

1. Complete the scholarship application.
2. Copy the application for your records.
3. If nothing is required from the school, mail application to scholarship agency or submit as directed on scholarship application.

IF THE SCHOLARSHIP APPLICATION REQUIRES

### TRANSCRIPT ONLY

Log on to Family Connection and request transcript

COUNSELOR

### TEACHER RECOMMENDATION

1. Ask your teacher to write a recommendation for you.
2. Complete a Teacher Recommendation Form\* for every teacher that you request to write a recommendation. You can get the Teacher Form on Family Connection (click on document library) or you can get one in the College & Career Center.
3. Give your teacher at least 15 school days prior to the application deadline.
4. Scholarship Recommendation Letters should be turned in to the College & Career Center, so make sure your teachers knows this.
5. Write a thank you note to the teacher(s).
6. Be sure you follow up with the teacher to make sure the letter has been sent as per request.

If counselor has previously written a recommendation for you, or if application does not require a letter:

1. Complete Application Tracking Form and check if you need a letter of recommendation if one is needed.
2. Return completed scholarship application and all attachments to College & Career Center **at least 5 school days prior to deadline.**
3. Log in scholarship on Family Connection and print out FC scholarship application page.
4. Entire application will be mailed by TWHS.

If application requires a counselor letter and your counselor has **not** previously written one.

1. Log on to Family Connection and complete the Student Brag Sheet and resume. The Activity Sheet may be completed in lieu of the resume if desired.
2. Parents complete Parent Brag Sheet on Parent's Family Connection account.
3. Print brag sheets and resume, and take them to the College & Career Center along with an APPLICATION TRACKING FORM and any application forms that must be completed by TWHS **at least 15 school days prior to the application deadline.**
4. Log in scholarship on Family Connection.

# TWHS Application Checklist

Please Print

Student \_\_\_\_\_ Date \_\_\_\_\_  
Last name First Name

Name of College or Scholarship \_\_\_\_\_

Check the following when completed:

- \_\_\_\_\_ Request College Board and/or ACT to send test scores to colleges (allow at least 4 weeks)
- \_\_\_\_\_ Complete online application for admission
- \_\_\_\_\_ Print copy of application for records
- \_\_\_\_\_ Submit application online
- \_\_\_\_\_ Request transcript on Family Connection
- \_\_\_\_\_ Print form(s) for teacher evaluations (TE), if required, and **give to teacher(s)** with the following:
  - \_\_\_\_\_ TWHS form for Teacher Recommendation Request
  - \_\_\_\_\_ College Application form for Teacher
  - \_\_\_\_\_ Addressed, stamped envelope for each college that requires teacher recommendation
- \_\_\_\_\_ Print Secondary School Report (SSR) or Counselor Evaluation Form, if required, and **submit forms to College & Career Center (Room 254)** with the following attached items, in this order:
  - \_\_\_\_\_ Application Tracking Form
  - \_\_\_\_\_ Counselor Form or Secondary School Report (or whatever form the counselor needs to complete for your application)
  - \_\_\_\_\_ Student Brag Sheet (Student completes this on Student's Family Connection)
  - \_\_\_\_\_ Student Activity Sheet **OR** Resume
  - \_\_\_\_\_ Parent Brag Sheet (parent completes this on Parent's Family Connection account)
- \_\_\_\_\_ Complete the FERPA section on Family Connection to indicate whether or not you waive your right to access on your recommendation. To do this, click on the colleges tab, then click on colleges I'm applying to and complete the form. You will need your Common Application username and password.
- \_\_\_\_\_ Print out the "colleges I'm applying to" page and highlight or place a check mark beside the application materials you are turning in and attach to your Application Tracking Form.

Allow at least 15 school days for your teacher or counselor to process your application forms. Your cooperation assures that your documents are processed before the application deadline.

*Please note: Brag sheets and resume or activity sheet need to be submitted only one time.*

**REMEMBER, if you need help or have questions:  
Ask your Guidance Counselor or the College & Career Counselor for assistance.**

# Application Tracking Form (please PRINT)

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Student ID # \_\_\_\_\_ Graduating Class of \_\_\_\_\_

This request is for (check one):

\_\_\_\_\_ College application                      \_\_\_\_\_ Scholarship application

Have you submitted your application? \_\_\_\_\_ YES      \_\_\_\_\_ NO

If no, when will you your application \_\_\_\_\_

Check what you need:

\_\_\_\_\_ Transcript  
*All transcripts must be requested on Family Connection. Please allow 5 school days for transcript to be processed.*

\_\_\_\_\_ Counselor Signature/Counselor Section

\_\_\_\_\_ Secondary School Report/Counselor Recommendation Letter  
*Student and Parent Brag Sheets must be completed on Family Connection for this request. Print and attach copies of Brag Sheets and resume to this form. Allow 15 school days for processing.*

Should teacher recommendations accompany this application? \_\_\_\_\_ YES                      \_\_\_\_\_ NO

If you answered YES to the question above, please indicate from whom you requested teacher recommendations:

\_\_\_\_\_  
\_\_\_\_\_

Do you need anything else?      \_\_\_\_\_ YES                      \_\_\_\_\_ NO

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Where should this application be mailed?

Name of College/Office / or Scholarship \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

OFFICIAL Application Deadline \_\_\_\_\_                      \_\_\_\_\_ Postmark      \_\_\_\_\_ Received By

Please indicate alternate deadline date if you are requesting an earlier deadline \_\_\_\_\_

Explain why you are requesting an earlier deadline \_\_\_\_\_  
\_\_\_\_\_

*This section is for TWHS Office Use Only*

Letter     School Form     Schedule     Other     Entered in Counselor's Office by \_\_\_\_\_

Notes:

# Students' Rights and Responsibilities

## *When You Apply to Colleges and Universities, You Have Rights*

### **Before You Apply:**

- You have the right to receive factual and comprehensive information from colleges and universities about their admission, financial costs, aid opportunities, practices and packaging policies, and housing policies. If you consider applying under an early admission plan, you have the right to complete information from the college about its process and policies.
- You have the right to be free from high-pressure sales tactics.

### **When You Are Offered Admission:**

- You have the right to wait until May 1 to respond to an offer of admission and/or financial aid.
- Colleges that request commitments to offers of admission and/or financial assistance prior to May 1 must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for admission and/or financial aid.
- Candidates admitted under early decision programs are a recognized exception to the May 1 deadline.

### **If You Are Placed on a Wait/Alternate List:**

- The letter that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admission, and the availability of financial aid and housing.
- Colleges may require neither a deposit nor a written commitment as a condition of remaining on a wait list.
- Colleges are expected to notify you of the resolution of your wait list status by August 1 at the latest.

## *When You Apply to Colleges and Universities, You Have Responsibilities*

### **Before You Apply:**

- You have a responsibility to research, and to understand and comply with the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure you understand the policies of each college or university regarding deposits you may be required to make before you enroll.

### **As You Apply:**

- You must complete all material required for application and submit your application on or before the published deadlines. You should be the sole author of your applications.
- You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

### **After You Receive Your Admission Decisions:**

- You must notify each college or university that accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college you wish to attend, but no later than May 1. It is understood that May 1 will be the postmark date.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. The exception to this arises if you are put on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify a college or university at which you previously indicated your intention to enroll.
- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid.

*An outgrowth of NACAC's Statement of Principles of Good Practice, the Students' Rights Statement makes clear to entering college students those "rights" that are only alluded to by the Principles of Good Practice. It also spells out the responsibilities students have in the admission process.*

*Revised March 2006*

*If you think your rights have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date. In addition, you should ask your counselor to notify the president of the state or regional affiliate of the National Association for College Admission Counseling in your area. If you need further assistance, send a copy of any correspondence you have had with the college or university and a copy of your letter of admission to:*

**National Association for College Admission Counseling**

1631 Prince Street

Alexandria, VA 22314-2818

Phone: 703/836-2222

800/822-6285

Fax: 703/ 836-8015

[www.nacacnet.org](http://www.nacacnet.org)

# Sample Job Resume

**DAWN STEVENS**  
123 Any Street  
Downtown, Texas 77381  
936.123.4567

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**PROFILE:** Responsible, eager to learn, friendly, ready for challenges

## QUALIFICATIONS

- For the past 12 months have supervised more than 25 children ages 5 - 12
- Responsible for lesson plans and activities for past 3 months at day care facility
- People oriented skills include customer service working at Albertson's after school
- Excellent organizational skills developed with responsibility for cash drawer, daily balancing utilizing computerized cash register
- Computer literate - Windows 98, Microsoft Word, Internet, Hyper Studio presentations
- Dedicated employee, maintaining perfect attendance at school and on the job
- Agricultural training includes raising a lamb for FFA project, placing 3<sup>rd</sup> at Montgomery County Fair 2002.

## EDUCATION

2002 - Present	Conroe High School	Conroe, TX
Special Courses:	Home Economics	Child Care Development
	Spanish I, II	Agriculture 101
	Microcomputer Applications	Drill Team
	Psychology	Speech

## WORK EXPERIENCE

July 2003 - Present	<b>CONROE YMCA</b> Child Care Staff Member	Conroe, TX
Jan. 2002 - July 2003	<b>ALBERTSON'S GROCERY</b> Customer Service / Cashier	Conroe, TX
As needed	<b>CHILD CARE AT HOME</b> Total care and responsibility for children ages 4 - 9 years	

## CLUBS / ACTIVITIES

Key Club - Community Service activities  
PALS (Peer Assistance Leadership) - mentoring elementary students  
Crime Stoppers - crime prevention and awareness training  
Junior Volunteer - Northeast Medical Hospital  
First Aid / CPR certified  
Crafts, water-skiing, softball, volleyball, camping  
Conroe High School Varsity Softball team - pitcher

# Sample Academic Resume

## BILL JOHNSON

2401 Jones Street  
Conroe, Texas 77301  
939.234.5678 email Billj@xxxx.com

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**ACADEMICS:** Class Rank: 51/350 GPA: 3.5  
SAT SCORES: CR: 490 Math: 600 Writing: 500  
Caney Creek High School  
Date of Graduation: May 2006

### SPECIAL SKILLS:

- Computer Literate - Windows 2005, Microsoft Word, Math CAD, Excel
- Honors English - I-IV, Spanish I-III
- AP Government/Economics, World Geography, World History, US History
- Chemistry I Honors, Physics, Biology, Environmental Science
- Pre-Cal, Calculus, Trig, Alg II
- Communication Graphics, Computer Technology

### HONORS / AWARDS:

- Academic Honor Roll - 10, 11
- Sci:Tech 2001 Competition - 2<sup>nd</sup> place Computer Graphics
- Perfect Attendance - 10<sup>th</sup> Grade

### EXTRACURRICULAR ACTIVITIES:

- Caney Creek High School Varsity Basketball - forward, 11<sup>th</sup> grade
- Cross Country - pole vaulting, 10<sup>th</sup> grade
- School Literacy Newspaper *On the Prowl*, editor, 10<sup>th</sup> grade
- Interact - 9, 10, 11 - Secretary
- National Honor Society - 11
- Mu Alpha Theta, 9, 10, 11

### COMMUNITY SERVICE:

- Adopt-a-Family - collected food for 5 families during winter break 10, 11
- Habitat for Humanity - repaired and painted homes for senior citizens 9, 10, 11
- Sheltering Arms Nursing Home - regular weekly volunteer aide 11, 12

### WORK EXPERIENCE:

Aug. 2004 - Present **Tyco Engineering Systems** Conroe, TX  
Computer Technician / Install programs, troubleshoot, network  
Jan. 2002 - Oct. 2003 **McDonald's** Conroe, TX  
Customer Service / Counter / Cashier



# College Application Websites

## **Texas Common Application**

The website for the common application for Texas Public Universities is:

<http://www.applytexas.org>

## **The Common Application (National)**

There are more than 440 common application members who use the Common Application. They represent an enormously diverse variety of institutions: small and large, public and private, coed and single-sex, highly selective and relatively open enrollment. However, they all share a commitment to the mission of promoting access through holistic admission. We recommend using the Common Application if your college is a member.

The website for The Common Application is:

<http://www.commonapp.org>

## **All Other College Applications**

Use the online application on the college's website if your college is not a Common Application member. Remember to print all supporting teacher and/or counselor documents to submit to the appropriate school persons.



# THE WOODLANDS HIGH SCHOOL

6101 Research Forest Drive  
The Woodlands, Texas 77381  
(936) 709-1200  
CEEB School Code: 441471

Gregg Colschen.....	Principal
Jeri Gambertoglio.....	Associate Principal for Student Services
Chuck Pincumbe.....	Associate Principal for Administration
Denise Cipolla.....	Lead Counselor
Kelly Stewart.....	Counselor (A-Chal)
Tracie Breidenthal.....	Counselor (Cham – Flan)
Suzanne Smith.....	Counselor (Flao – Johns)
Laura Willard.....	Counselor (Johnsa – Mayo)
Jane Iribarren/Eileen Kennedy.....	Counselor (Mayp – Pic)
Allison Chambers.....	Counselor (Pid – Srn)
Christy Farris.....	Counselor (Sro – Z)
Sheredian Vickers.....	College & Career Counselor
Larry Klapesky.....	Assistant Principal (A – Cr)
Shawne LeDee.....	Assistant Principal (Cs – Hi)
Paul Fleming.....	Assistant Principal (Hj – Mg)
Jan Nell.....	Assistant Principal (Mh – Sc)
Dennis Muehslar.....	Assistant Principal (Sd – Z)
Jill Malpass.....	Assistant Principal for Instruction
Karen Powell.....	Grade Level Office Assistant
Krista Dueitt.....	Grade Level Office Assistant
Bonnie Graham.....	College & Career Center Assistant/Transcript Clerk
Carol Heard.....	Registrar
Carmen Gardner.....	Counselor Technician
Jasso Badal.....	Counselor Technician
Bill Weatherall.....	Counselor Technician

## Office Telephone Numbers

Grade Level Office, A - L.....	936-709-1472
Grade Level Office, M - Z.....	936-709-1473
College & Career Center.....	936-709-1394

*Cover Designed by Oliver Coward, TWHS Class of 2012*