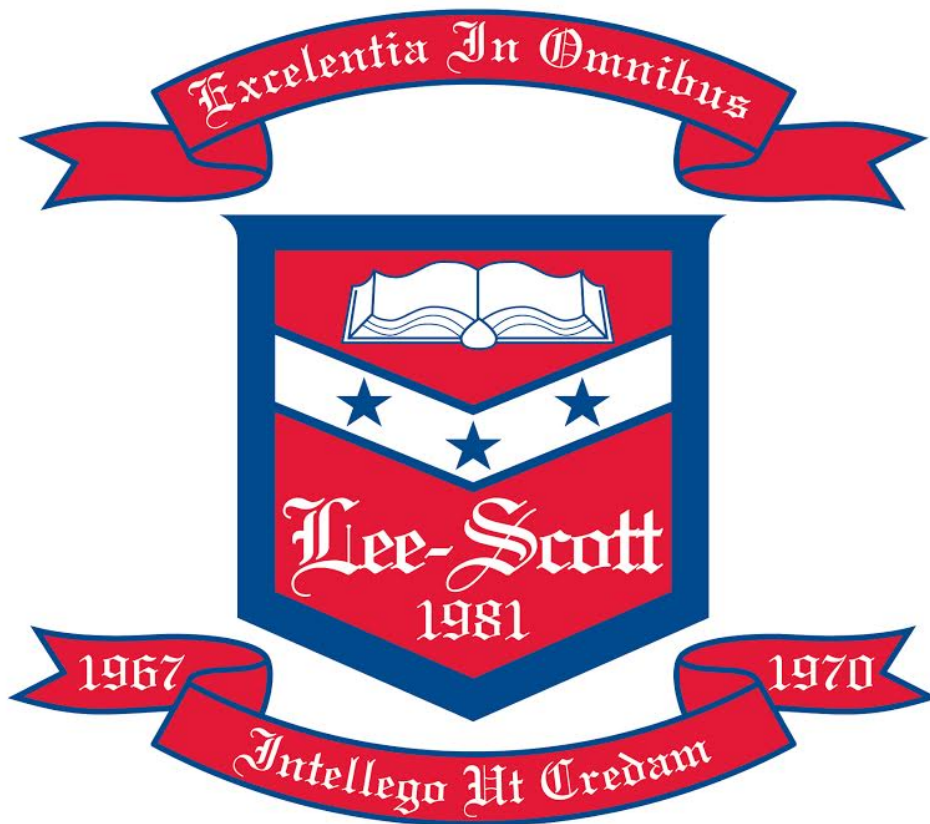


# Lee-Scott Academy

## Junior and Senior College Handbook



*For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.*

*Jeremiah 29:11*

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## Academic Calculations

### **Academic Average**

The academic average is the numerical semester average of the four core academic areas (English, Social Studies, Mathematics, Science, and Foreign Language – 2 years) from grades 9-12. Academic average is used in determining such things as: Valedictorian, Salutatorian, and Honor Graduates.

### **Grade Point Average (GPA)**

GPA includes all credit courses a student completed throughout his or her high school career, from grades 9-12. (This includes electives.) *The higher your grades, the higher your GPA.* GPA is calculated by semester averages using the following scale:

<b>Grade</b>	<b>Average</b>	<b>Points</b>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	65-69	1.0
F	Below 65	0.0

### **AP Courses**

A student who completes an AP course with an 85% semester average or higher, will have 10 points added to his/her Semester Average. In order to receive the extra 10 points for taking an AP course, a student must receive an average of 85% or higher and complete the AP exam in May.

In addition to the added 10 points, students will receive additional weight to their GPA for completing an AP course. (GPA weight is added regardless of the semester average, even if the student did not receive an 85% or higher.) *The Dual Enrollment courses taught at LSA (Calculus I and Calculus II) are treated like AP courses as far as the weighting of the GPA and 10 points added to semester average.*

The GPA scale for AP courses is as follows:

<b>Grade</b>	<b>Average</b>	<b>Points</b>
A	90-110	5.0
B	80-89	4.0
C	70-79	3.0
D	65-69	2.0
F	Below 65	0.0

### **Honors Courses**

A student who completes an Honors course with an 85% semester average or higher, will have 5 points added to his/her semester average. In addition to the added 5 points, students will receive additional weight to their GPA for completing an Honors course. (GPA weight is added regardless of the semester average, even if the student did not receive an 85% or higher.) The GPA scale for Honors courses is as follows:

<b>Grade</b>	<b>Average</b>	<b>Points</b>
A	90-110	4.5
B	80-89	3.5
C	70-79	2.5
D	65-69	1.5
F	Below 65	0.0

### **Honor Roll**

Honor Roll is based on the student's quarter grade in every class. Honor roll grades are not weighted.

### **Exam Exemption**

Exam exemption is based on the student's unweighted semester grade. (Even if a student is enrolled in an AP course, his/her exemption status will be based upon his/her unweighted semester grade.) Additional exemption information can be found in the Student Handbook.

### **Class Rank**

Lee-Scott Academy does not rank. Valedictorian, Salutatorian, and Honor Graduates are determined by Academic Average.

### **High School Transcript**

A high school transcript is a document that details a student's academic achievement in credit bearing courses, typically grades 9 – 12. This includes grades and credits for each course completed and the cumulative GPA. An official transcript has a signature verifying its authenticity. An unofficial transcript is exactly the same as an official transcript, except that it has no signature. Students can get an unofficial transcript (to check their credits or take on a college visit) from the counseling office. Most colleges require that an official transcript be submitted along with a student's application for admission. A transcript is also usually required when a student applies for a scholarship.

## Plan and Prepare for Your Future

*To prepare for your future, get the best education that you possibly can.*

When you graduate, you want to be able to look ahead to a future that's full of opportunities and choices. There are, of course, many factors that will determine what kinds of opportunities will come your way. The most important determining factor, however, will be your education. *The better your education, the more choices and opportunities you'll have!*

### **Choose Your High School Courses Carefully**

Other than your required courses, you may want to take as many foreign language courses as you can. These courses will expand your mind and they will provide you with knowledge and insight into the world in which we live.

In addition to your academic courses, look for courses that will allow you to express yourself creatively. *Most importantly, make sure that you are taking all of the courses that you need to fulfill the graduation requirements.*

If you ever have a question about which courses to take, see your counselor. Your counselor can help you decide which courses would be best for you.

### **Choose a Career That's Right for You**

A job is employment that provides you with income. A career, on the other hand, is something that is both financially and personally rewarding. A career is employment that you enjoy, it's work that you want to get better at, and work that you plan to do for an extended period of time.

In order to choose a career that's going to be right for you, there are many things that you need to consider. You need to think about abilities (what you're good at), your interests (what you like to do), and your aptitudes (what you have a natural talent for). You also need to consider what's important to you (money, travel, etc.).

There are a number of books available that can help you choose a career. You can also find a great deal of information on the Internet (e.g., [www.bls.gov/oco](http://www.bls.gov/oco), [www.mapping-your-future.org](http://www.mapping-your-future.org)). If you'd like to have a list of careers that match your interests, you can take a career interest test (also called a personality test) at <http://personality-testing.info/tests/RIASEC.php> and use those results to research your matching career(s) and college major(s) at [www.onetonline.org](http://www.onetonline.org).

*Remember, no career path is permanent or irreversible. Most people, in fact, change careers during their lives. Make your career choices based on who you are today, but know that you can always choose a different career path in the future.*

## **Preparing for Your Career**

Eighty percent of today's careers require education or training beyond a general high school education. Prepare your career by choosing one of the three educational options described below. For additional information on any of these options, see your counselor.

### **1. Four-Year Colleges**

A four-year college education, or bachelor's degree, can open doors, provide status, and prepare students for financially rewarding careers. Four-year colleges vary in their size, costs, admission requirements, and in the majors they offer. All four-year colleges, however, want students who are prepared for college-level work.

Students who plan to go to a four-year college need to take college prep courses in high school. They also need to sign up for the right tests and complete the required forms. *Our goal is for LSA graduates to be accepted into the college of their choice.*

### **2. Community Colleges (Two-Year Colleges)**

Community colleges provide affordable, career-oriented programs that enable students to begin their careers after two years of college or less.

### **3. The Military**

The military trains young men and women so they can serve and protect our country. The military offers qualified individuals a good salary and free job training. The military also provides discipline and structure, as well as opportunities for career advancement and travel. In addition to the Army, Navy, Air Force, Marines, and Coast Guard, there are opportunities in the Reserves and the National Guard. For information, go to [www.todaymilitary.com](http://www.todaymilitary.com).

## Sample Questions to Ask as You Explore Colleges

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

### **The Academic Environment**

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

### **The Students**

9. What were some initial reactions of freshmen when they first came to campus? What do juniors say are the strengths and problems of the college?
10. What special interest groups--clubs, publications, teams--are active on the campus?
11. What is the ethnic, religious, racial makeup of the student body? Where is the location of a church/synagogue of your choice?
12. What social and academic benefits would you receive from membership in a fraternity or sorority or living in a cooperative house? What percentage of students belong?
13. What percentage of students is from other states? Other countries?
14. How is the advising system organized and who are the advisors?

### **The Campus**

15. Is the college a part of the surrounding community or set apart from it as a self-contained unit? If this is a rural area, how far to the nearest town and how do students get there?
16. What method of transportation would you use to get around campus? Walking? Car? Bus? Bike? What regulations govern freshmen use of these?
17. What do most students do on weekends? Stay in town or go home?
18. What is the nightlife like on campus and in town?

### **Housing**

19. What percentage of students live in dorms? Co-ed dorms? Co-ed floors? Do all freshmen live in dorms? What dorms are popular with freshmen?
20. Is housing guaranteed to all freshmen?
21. How are roommates assigned? How many are assigned to a room?

### **Your Individual Questions**

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



## Helpful Hints for Campus Tours

The biggest mistake a high school senior can make is choosing a college without ever stepping foot on campus. Campus tours should be arranged in advance and, ideally, occur on a “typical” school day. Try to sit in on a class, tour a dorm room, and check out the food options. Some questions you might ask your campus tour guide:

1. What's the largest class you've had here?
2. Who teaches your classes? (Graduate assistants or professors?)
3. Is there a required core curriculum? How restrictive is it?
4. How adequate is the library? Are you able to get the books you need when you want them?
5. When do you have to declare your major? What are the most popular majors?
6. Tell me about housing. Are some dorms much better than others? Do many students live off campus?
7. How competitive is the student body? Do students seem to work primarily for grades? What is the attitude toward working hard?
8. Have you been in any faculty homes since you've been here? How available are your professors?
9. Can you tell me anything first hand about the (French, English, history) department?
10. What's the biggest issue on campus right now?
11. What are the biggest issues in national and international politics? Are students politically active?
12. What percentage of students study abroad at some time?
13. What impact do fraternities or sororities have here? Athletics?
14. What happens here on weekends? Do many students leave campus on the weekend?
15. How active is student government?
16. Are the arts supported here? Which areas are strong?
17. What do you think is the greatest shortcoming of this college?
18. What do you like best about your experience and education here?
19. Is this a diverse community? Where do students come from?
20. If you could attend another college now, where would you go? Why?
21. Why did you choose this school? To what other schools did you apply?

### **Other suggestions:**

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

## Factors in Selective College Admissions

**Your Secondary School Record** - How have you done in the courses taken? Colleges would much rather see you taking a tough and challenging load that is in line with your ability than picking up easy points in an "easy" course. Develop your interests to be sure, but don't neglect a solid foundation in English, math, the sciences, history and foreign language. Remember, the senior year is the time you need to do your very best academic work. In fact, some colleges have been known to retract offers of admission upon receipt of a final transcript that reveals unsatisfactory grades in the spring of the senior year.

**ACT/SAT Scores** - Scores on the (SAT) Scholastic Assessment Test or the (ACT) American College Test are used by admissions committees as one measure to compare students from different schools. SAT II scores are often considered more important as they come closer to testing actual knowledge learned in a particular course. Standardized test results ultimately reflect the student's ability to take timed, multiple-choice tests and are not intended to represent the individual student's cognitive abilities. Many able students have low test scores. A combination of high grades and low test scores can be explained by many factors. **HOWEVER**, high scores and low grades are the worst possible combination, since it almost always describes an able person who does not work productively and is therefore perceived by admissions officers as a greater risk. *Remember to send your scores to the college of your choice when you register. Do not wait until after you have taken the ACT and/or SAT. This will save you money and allow the colleges to review your scores sooner. Colleges will only consider your highest score.*

**The Essay and the Application** - The essay is often the most overlooked aspect of college admissions by students. Seniors are expected to spend a considerable amount of time in the preparation of the essay. It is your chance to become more than a name for the admissions staff. Your choice of topic for the essay is far less important than its presentation. It should be personal and honest, thoughtfully and carefully written, and discuss something of importance to you. Unless it says otherwise, **TYPE** the essay (and that means **YOU**, not a parent or secretary). Neatness counts. You are presenting yourself through this document, and a hastily completed, sloppy, hard-to-read application form will not win you points; an imperfect but genuine effort will.

**The Counselor Statement** - The school's recommendation for a student is written by the college counselor after collaboration with your counselor. We attempt to present an assessment which is fair and accurate and which emphasizes achievements and talents. We don't ignore major difficulties as they are reflected on the transcript, but we do tell the story to your advantage in so far as possible. We will learn much about you from the available sources: teacher comments, your parents' comments, your resume, and from our various individual conferences.

**Teacher Recommendations** - Each college has its own specific requirements for teacher recommendations, but in most cases two are requested: one from a history, English or foreign language teacher, and the other from a math or science teacher. In some instances colleges are very specific, asking for recommendations from your current English and math teachers, whereas in other instances they may give you your choice or require none at all. If you have a particular strength in the arts or athletics or any extracurricular activity, you may want to have your teacher or coach write on your behalf, but in all other instances you should not give the colleges more than they ask for. Read the application forms carefully to see what is required.

Teacher recommendations speak to your abilities and accomplishments as a student and need to be positive. Thus, you should choose carefully the teachers you ask and be sure they feel comfortable writing a recommendation for you. Don't assume that your chosen teacher will automatically accept your request. Have back-ups in mind. Be sure they are teachers you've worked with in your junior or senior year, and finally remember to phrase your request as a request, not a demand. Provide pre-addressed, stamped envelopes and your resume to the teacher. (\* Be sure to write your teachers a thank you note.)

**Extracurricular Activities and Work Experience** - Your involvement in activities does not carry as much weight as your transcript unless your talent or skill is exceptional. If you are an accomplished musician, you may impress a committee in your audition, especially if you are the bassoonist he/she needs for next year's orchestra. If you are one of the nation's best high school hockey goalies, your 2.8 grade point average may be overlooked. For the majority of students the list of school activities indicates a high level of involvement; only rarely is it exceptional. College people see capable involvement as a good thing if it means something to you other than simply compiling a list of activities, and if the time commitment does not detract from your academic record.

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

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

## Writing College Essays

### **General Guidelines:**

- Type unless the directions require you to write in your own handwriting.
- Conform to the guidelines regarding length; otherwise, one page, single-spaced or two pages, double-spaced, is appropriate.
- Use your own voice--informal, conversational, and not stilted.
- Avoid humorous essays unless you are good; but freely use humor.
- Watch spelling.
- Avoid overly familiar quotations or definitions.
- Don't repeat lists of activities.
- Don't let mom, dad, or anyone else write the essay.
- Dialogue works.
- Think small--anecdotes and rich details work.
- Be free with format.
- Don't write about writing, SAT's or the college process.
- Accentuate the positive--even in painful experiences.
- Don't write a traditional introductory paragraph.
- The first few sentences are critical and must engage the reader.
- The five-paragraph essay is too repetitive.

### **Goals of the Essay:**

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

### **How to Write:**

- Decide your message first.
- Write as if you are brainstorming--then revise.
- Spend as much time thinking as you do writing.
- If you are stuck, have a brainstorming session with someone close to you.
- If you write about an activity or an experience, focus not on how good you are or what you have accomplished, but what it means to you.

Don't ask, "What should I write about?" The appropriate question is "What should I tell them about me?" Finally, ask yourself, "If I were placed with roommates based on this essay, would they be able to choose compatible people? Would it give them enough to go on?"

## Teacher Recommendations

It is generally agreed that the teacher recommendation is an important aspect of many application packets, both for college admission and scholarship opportunities. Keeping this in mind, consider carefully the teachers you select.

1. Be sure you complete the top portion of the Teacher Recommendation Form before giving it to the teacher.
2. Remember, a good letter of recommendation could make the difference between you being accepted at the college of your choice. Always include a copy of your resume.
3. **GIVE TEACHERS PLENTY OF NOTICE.** Allow at least two weeks (preferably 4 weeks) prior to any deadline.
4. **PERSONALLY** deliver the recommendation form to the teacher you wish to have write the recommendation.
5. Provide a stamped, pre-addressed envelope for the teacher to use when appropriate.
6. Ask the teacher to send a copy of the recommendation to your college counselor in the event you ask for additional recommendations at a later time.
7. Follow up with the teacher (politely!) to see that deadlines have been met. Remember to give a **WRITTEN PERSONAL “THANK YOU” TO EACH TEACHER WHO COMPLETES A RECOMMENDATION FOR YOU.**

## Financial Aid Tips

1. Contact the financial aid office at all schools you are considering attending. Although the FAFSA (Free Application for Federal Student Aid) form can be used at several schools, there is usually an institutional application or other information needed that is peculiar to each school. Submit applications for financial aid when you apply, but no later than January of the senior year.
2. Parents are encouraged to complete their income tax returns in January so figures reported on the FAFSA will be accurate. The FAFSA should be submitted as soon as possible, beginning in October of the senior year. Please note, colleges award available funds as FAFSA reports are received.
3. Indicate on the FAFSA the college(s) to which you would like the Student Aid Report (SAR) sent.
4. You are encouraged to learn about civic, social and religious organizations in your area which sponsor scholarship programs. Refer to your school's website and Internet scholarship searches.
5. Most schools have some institutional money available to students who may not qualify for Federal aid. Students should specifically ask for this information.
6. Financial Aid administrators are available to help students complete forms and explain the application process. Take advantage of this service especially in difficult or unusual situations. Taking time to complete the forms properly can save time and frustration in the long run.
7. Students should apply for admission as early as possible. Most schools will not offer you a financial aid package unless you have been accepted for enrollment.
8. All males who are at least 18 years old and who are not currently on active duty with the armed forces must be registered with the Selective Service in order to receive any Federal financial assistance. Proof of registration will be required.
9. All Federal financial aid is awarded on the basis of demonstrated financial need. The formula used to determine a student's eligibility does not expect the parents to contribute 100% of their savings toward the student's educational expenses, but each family is expected to contribute a reasonable amount based on their ages, the size of the family, the number in college, and the family's assets and income.
10. Parents can estimate their expected family contribution (EFC) by visiting [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov) and clicking on the link for FAFSA4caster.

*Students are often expected to provide documentation to verify the information reported on the FAFSA. Accurately reporting information will help you receive your financial aid in a timely manner.*

## Financial Assistance Programs

Each college or each organization granting financial assistance to students determines procedures and guidelines. Information and applications for financial aid may be obtained online at the Office of Financial Aid for specific colleges.

**NEED ASSESSMENT:** Colleges have different financial aid requirements. Do what each institution and program requires. All students applying for federal financial aid must complete the Free Application for Federal Student Aid (FAFSA). Some colleges, universities and scholarship programs will also require the “CSS Financial Aid PROFILE” to award their institutional or private funds to students. FAFSA forms are available on-line starting October 1<sup>st</sup> at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). PROFILE applications are available online starting October 1<sup>st</sup> at [www.cssprofile.collegeboard.org](http://www.cssprofile.collegeboard.org). Deadlines for both the FAFSA and PROFILE should be dictated from the college of your choice, but a good rule of thumb is no later than January 1<sup>st</sup>.

### **FINANCIAL AID PROGRAMS**

Financial Aid can be divided into four major categories: grants, loans, jobs, and scholarships. Students may qualify for one or all of a school’s available financial aid programs

### **GRANTS**

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

- (A) The largest federal grant program is the **Pell Grant**. The amount a student receives is determined by a standard government formula, student’s enrollment status (full time or part time), and the specific college’s cost of attendance.
- (B) **The Supplemental Educational Opportunity Grant (SEOG)** is funded by the federal government and awarded to students demonstrating the most need.
- (C) **Benefits for Veterans and their Dependents:** Federal benefits remain in effect for children of a veteran who dies in service, died as a result of a service-connected incurred disability, or who has been declared disabled due to service.
- (D) **Alabama Student Grant Program:** Many colleges also offer state funded grants. If you choose to attend a private college in the state of Alabama, you should apply for the Alabama State Grant Program.
- (E) **Alabama Student Assistance Program:** Grants are available to low and middle income students who meet the following requirements: student must be a U.S. citizen, must have resided in Alabama for at least 12 consecutive months preceding the beginning of the academic year for which application is made, must be enrolled or accepted for enrollment in an eligible institution and must demonstrate need evidenced by filing the approved need analysis application.

### **LOANS**

An educational loan is exactly what the name implies – a loan. The student who receives a loan is entering into a binding agreement to repay the amount of the principal borrowed plus any interest accrued. Only in certain limited situations may a student receive a cancellation or deferment on an educational loan. Students should read all promissory notes and related information carefully before accepting a loan. *Be cautious of Non-Federal Private Credit Based Loans!*

**Direct Subsidized Loans** are available to undergraduate students with financial need. The interest does not accrue while the student is in college, as the federal government pays the interest. The student also receives a “grace period” for the first six months after leaving school where the government continues to pay the interest.

**Direct Unsubsidized Loans** are available for undergraduate and graduate students. The student is responsible for paying the interest during all periods, including while he/she is still in school.

## **WORK STUDY**

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

- (A) **College Work Study Program** is funded through federal and institutional sources. Students are paid at least the minimum wage for the number of hours they actually work. The amount a student is allowed to work depends on the amount of financial need demonstrated.
- (B) Most campuses also have an **Institutional Work Program** funded entirely by institutional funds. Eligibility requirements are determined solely by the institution.
- (C) **Cooperative Education** is a work program gaining in popularity with students. Generally, a student attends school for a period of time and alternately works full time at a job secured through the campus Cooperative Education Office. Contact the school for more information on this program.



## Scholarships

*In 2015, \$2.9 billion in free college money went unclaimed.* Take time to apply and don't discount yourself. Your chances of earning a local scholarship are greater than a national scholarship as the applicant pool is smaller. Also, essay scholarships have fewer applicants and, therefore, your odds of winning are greater. You may also be able to use the same essay for multiple scholarships. Don't shy away from essay scholarships!

The largest source of academic scholarship is from the specific colleges. Most colleges have scholarship funds for students with particular skills and abilities as well as demonstrated academic excellence. Inquire at the specific institution and/or check the institution's website for more information. *The #1 way to earn scholarship money is a high GPA and high ACT/SAT score. The highest amount of scholarship dollars will be awarded directly from the specific colleges.*

National Merit Scholarships are available to students who qualify with high grades and PSAT scores from the junior year.

Other scholarship opportunities come from national and local foundations, religious organizations, fraternities/sororities, alumni groups, and organizations such as the American Legion, civic clubs, Chambers of Commerce, etc. The LSA Scholarship Matrix is a great resource for local and national scholarships.

Students are also encouraged to register with a free scholarship search on the Internet such as [www.fastweb.com](http://www.fastweb.com) or [www.finaid.org](http://www.finaid.org) and to check with the companies at which their parents are employed, organizations to which their parents belong, and their churches.

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

# Military Scholarships

## ROTC Scholarship Programs and Service Academies

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

**ROTC Scholarship Programs** involve a competitive application process. In addition to the written application, candidates must undergo a physical examination, formal interview, and a physical abilities test.

**Service Academies** – There are five U.S. service academies: US Military Academy (West Point, NY), US Naval Academy (Annapolis, MD), US Air Force Academy (Colorado Springs, CO), US Coast Guard Academy (New London, CT), and US Merchant Marine Academy (Kings Point, NY).

The first step in securing an appointment to one of the academies is to complete a Pre-Candidate Questionnaire. These are available on each of the academies' websites.

The second step is to write to each of your senators and your congressmen and ask that they consider you as one of their nominees. (US Coast Guard Academy does not require or accept nominations.) In this letter you should indicate your first, second, third, and fourth choices for academies as well as:

Name, address, telephone number  
Date of birth  
Social Security Number  
School name and year of graduation  
Parent(s)/Guardian(s) names

## Congressional Nomination Request to a Military Academy

*This format is intended as a guide.*

*A separate letter must be sent to each Senator and Representative to whom you apply.*

### **REQUEST FOR CONGRESSIONAL NOMINATION TO A MILITARY ACADEMY**

Date \_\_\_\_\_

The Honorable \_\_\_\_\_  
United States Senate (House of Representatives)  
Washington, D.C. 20510.

I desire to attend the (Name Academy) and to be commissioned in the class entering in July, 20\_\_\_\_.

The following data are furnished for your information:

Name:

Permanent Address and Telephone Number:

Date of Birth:

Social Security Number:

Parent(s)/Guardian(s) Names:

High School and Date of Graduation:

GPA and ACT/SAT Scores:

Extra-Curricular Activities:

Thank you for your consideration.

Sincerely,  
(Your Name)

## College Timetable – Junior Year

*This section will give you some basic guidelines on what you need to do during your junior and senior year to prepare for college. For additional information or for personal advice, see your counselor.*

### **Junior Year**

Your junior year is when you should take college tests, make college visits, and start searching for scholarships. This is also the time when you should focus on improving your ACT and/or SAT score. For more information regarding test prep options and to register, see your counselor or visit [www.act.org](http://www.act.org) and [www.collegeboard.org](http://www.collegeboard.org). *The #1 way to earn scholarship money for college is a high GPA and high ACT or SAT score. Mastery of the ACT/SAT is possible with appropriate standardized test preparation.*

### **Junior Year Month at a Glance**

#### **August – May**

Complete Interest Inventories

Keep your grades up and continue to build a high GPA

Consider taking Dual Enrollment courses

Research ACT and/or SAT prep options (classes, online resources, practice tests, private tutors)

Visit colleges and attend their Preview Days

Attend Major Days at colleges (Engineering Day, Ag Day, etc)

Attend College Informational Workshops (Countdown to College, etc)

Update your resume

Research and calendar scholarship opportunities (apply now for some!)

Participate in community service opportunities and document hours served

Attend student conferences and workshops (learn while building your resume)

Hold leadership positions

#### **August/September**

Prepare for the PSAT (potential scholarship opp!)

Take the ACT and/or SAT

Create a personal email to use for college and scholarship correspondents

Attend LSA College Fair

Attend LSA College workshop

Check your credits and be sure you are on track to graduate

#### **October**

Take the ACT test at LSA (on a school day)

Take the PSAT at LSA

**November/December**

Take the ACT and/or SAT

**January**

Review your transcript

**February/March**

Plan a challenging senior year. Take the hardest courses in which you are capable of succeeding.

Take the ACT and/or SAT

Research meaningful summer enrichment programs that may interest you (especially at the college of your choice)

**April**

Register for the NCAA and/or NAIA if applicable

Take the ACT

Apply to summer programs

**May**

Complete your resume

Take the SAT

Take AP exams if applicable

Ask teachers and counselors for recommendation letters

**Summer**

Do something extraordinary!

Take the ACT and/or SAT

Visit colleges

Begin drafts of college and scholarship essays

Start applying to college!

Research and calendar scholarship opportunities (for senior year)

## College Timetable – Senior Year

### **Senior Year**

Your senior year is when your hard work and planning pay off. Complete your applications in the fall, and *be aware of deadlines*. (Your freshmen through junior years are what get you into college – your senior year is what keeps you there!)

### **Senior Year Month at a Glance**

#### **August – May**

Calendar scholarship opportunities and meet all deadlines

Apply for college and be aware of deadlines

Consider taking Dual Enrollment classes

Attend Major Days at colleges (Engineering Day, Ag Day, etc.)

Turn in all required community service hour documentation

Attend student conferences and workshops (especially at the college of your choice)

Complete Interest Inventories and narrow down your major

#### **August/September**

Take the ACT and/or SAT

Create a personal email to use for college and scholarship correspondents

Attend LSA College Fair

Attend LSA College workshop

Check your credits and be sure you are on track to graduate (review your transcript)

Finalize college list

Remember responsibilities if applying Early Action (non-binding) or Early Decision (binding)

Plan college visits and interviews (remember a thank you letter)

#### **October**

Take the ACT and/or SAT

Be aware of Early Action/Early Decision deadlines

Start on the FAFSA (and possibly CSS Financial Profile)

#### **November**

Take the SAT

Finish all college applications and essays

#### **December**

Complete scholarship applications (Dec. 1<sup>st</sup> is a deadline for many colleges!)

Complete the FAFSA

Talk with graduates who are home for the holidays

**January/February**

Continue to apply for private outside scholarships  
Complete community service hours

**March**

Decide which college to attend. Send in your housing deposit, sign and return award letters, and, as a courtesy, notify the other colleges of your decision.

**April**

Notify counselor of any college acceptances and scholarships received  
Register for summer classes if applicable  
Complete a Final Transcript Request

**May**

Take AP exams if applicable  
Graduate and Celebrate!

**Summer**

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

<b>Senior Strategies</b>
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Following are some hints that might prove helpful in your senior year.

1. Keep up your grades. All college acceptances are conditional on the successful completion of the second semester. A final transcript should be requested by you and will be sent to the college you select.
2. Remember, the published “average SAT or ACT scores” of an entering freshman class are just that—an average. If you feel your academic record is solid, do not let fear of rejection stop you from applying to the school of your choice.
3. It is thoughtless to apply to schools to simply see if you will be accepted when you have no intention of attending. *Other candidates will be eliminated and that is not fair to them.*
4. If you are dissatisfied with your ACT/SAT scores, try again. Tutoring and special courses are available in the community. Colleges usually accept your highest score. In some cases, a combination of scores is used (superscore).
5. Do not expect anyone to do your college preparatory work for you (not even Mom or Dad!). Double check all transcripts sent, teacher recommendations requested, counselor forms requested. Take responsibility and follow up!
6. Notify all other colleges as soon as you know you will not be accepting their offer of enrollment. Thank them for considering you. All such letters are placed in your file. You never know when you might want to transfer there.

## College Application Checklist

- \_\_\_\_\_ 1. Complete a resume and senior questionnaire and give a copy to your counselor. Sample resume templates are available in Microsoft Word.
- \_\_\_\_\_ 2. Make a list of colleges in which you are most interested (three to six schools).
- \_\_\_\_\_ 3. Check your grades and courses to see if they conform to the requirements for admission listed in the college catalogs (or website).
- \_\_\_\_\_ 5. Register to take the ACT and/or SAT and send scores to college(s).
- \_\_\_\_\_ 6. Apply to college early! Be sure to make a copy (or screen shot) before submitting filling out your applications as soon as you receive them. Some applications are quite lengthy and involve a great deal of time and thought.
- \_\_\_\_\_ 7. Provide teachers or counselor with stamped, addressed envelopes to the college when requesting letters of recommendation or forms to be completed. Submit requests, forms & envelopes to teachers, counselor or other school official at least two weeks prior to mail deadline. Prior to submitting the forms to counselor/teacher, complete the student part of the form which usually includes a section on your right to see the completed form. **BE SURE TO WRITE YOUR TEACHER A THANK YOU NOTE.**
- \_\_\_\_\_ 8. Pick up a Transcript Request Form in the counseling office (or print from the LSA website). Complete the form. **IT WILL ONLY BE OFFICIALLY MAILED TO THE COLLEGE IF YOU COMPLETE THE FORM AND SUBMIT THE REQUEST.** A transcript is not "official" unless it is mailed directly from the school to the college. You cannot "hand-carry" it yourself.
- \_\_\_\_\_ 9. If you will need financial assistance in order to attend college, check with your counselor early in your senior year about the federal monies available; also contact the Director of Financial Aid at the colleges to which you apply.
- \_\_\_\_\_ 10. Some colleges require a medical examination as part of their application process. Your family physician can give you the physical examination and complete the required forms.
- \_\_\_\_\_ 11. If it is at all possible, you should visit the colleges you are considering. Arrangements may be made by emailing the Admissions Office. The institution you choose will be your college home for four years, and you would not purchase a home without first examining it, regardless of how appealing the real estate agent made it seem.



- \_\_\_\_\_ 12. When you receive your acceptance letter from a college, you are under NO obligation to attend that school unless you have applied under an Early Decision plan. Most colleges will ask for a confirmation concerning your intention to attend their school, along with a room deposit (if you plan to live in a dormitory). Once you have chosen your college home, return your confirmation form and room deposit (in order to assure your room reservation). You may not pay deposits at more than one college. You must make a decision and notify the college you will attend and the ones you will not attend by the May 1 deadline, National Candidate Reply Date.

## Dual Enrollment

### **What is Dual Enrollment?**

Dual Enrollment is a program that allows high school students to enroll in college coursework and earn college credits. These courses are completed on the college calendar by semester. Classes may be taken online or physically on the college campus, if scheduling permits.

### **Who can take Dual Enrollment courses?**

Dual Enrollment is available to students in grades 10-12.

### **What are the requirements for Dual Enrollment?**

Requirements vary depending on the college. (Usually, the minimum requirements are a 20 on the ACT and a 2.5 GPA.)

### **What is the cost?**

The cost varies depending on the college. (SUSCC starts out at roughly \$150 per credit hour. Most courses are 3 credit hours.) The student pays the tuition/fee directly to the college.

### **Which colleges offer Dual Enrollment?**

Most colleges (4 year and 2 year) offer Dual Enrollment opportunities. LSA students have worked with some of the following colleges: Auburn University, University of Alabama Early College, Troy University Accelerate Program, Southern Union State Community College, and Wallace Community College Selma. We encourage students to research colleges beyond this list.

### **How does Dual Enrollment work with a high school schedule?**

College courses may be taken online or physically on a college campus. LSA will offer a “study hall” period for those students enrolled in a Dual Enrollment class. Online classes seem to suit our students best. (LSA students must be in high school classes between the hours of 7:50am-2:05pm.)

**What college class(es) are available as Dual Enrollment?**

Most colleges provide a recommended list of dual enrollment courses. LSA students take anything from Western Civilization to Freshman English to Psychology. The choice is yours! Just be sure to check with your counselor.

**I'm sold! How do I get started?**

Review the requirements on the website of the college you're interested in attending. Speak with your high school counselor. (Application, Dual Enrollment form, ACT scores, Transcript, and Drivers License will be necessary to complete the process.)

**Things to consider....**

1. Which semester(s) are you busy with extra-curricular activities? Dual Enrollment can be taken in the fall, spring, and/or summer.
2. Did you do well on the ACT/SAT and/or AP exams? You may be "exempt" from college freshman English or History depending on test scores. Be sure to check with your college of choice and high school counselor before enrolling in one of these classes.
3. What major are you interested in? Dual Enrollment can be a great way to start earning credits towards your major. Again, check with the college and your high school counselor.

AUBURN UNIVERSITY

<http://www.auburn.edu/admissions/dualenrollment/>

UNIVERSITY OF ALABAMA EARLY COLLEGE

<http://uaearlycollege.ua.edu/>

TROY UNIVERSITY ACCELERATE PROGRAM

<https://trojan.troy.edu/online/accelerate/>

POINT UNIVERSITY (in-state tuition)

<https://point.edu/admissions/dual-enrollment/>

COLUMBUS STATE UNIVERSITY (in-state tuition)

<https://admissions.columbusstate.edu/dualenrollment/dual.php>

SOUTHERN UNION STATE COMMUNITY COLLEGE

<https://www.suscc.edu/about-suscc/dual-enrollment.cms>

WALLACE COMMUNITY COLLEGE SELMA

<http://www.wccs.edu/academics/dual-enrollmentearly-college/>

## Understanding the Terms

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

**CSS Financial Aid PROFILE:** The Financial Aid PROFILE Service is offered by the College Scholarship Service and is used by certain schools to award their own private funds. Students register for the service by completing an online PROFILE at [www.cssprofile.collegeboard.org](http://www.cssprofile.collegeboard.org).

**Candidates Reply Date:** A policy among subscribing institutions that permits students to wait until May 1 to choose, without penalty, among offers of admission/financial aid. *Most merit-based scholarships must be accepted by March 1<sup>st</sup>!*

**Common Application:** Many colleges have worked together to develop & distribute the Common Application. Using this form to apply to several schools has many advantages both to students & counselors because you only have one form to complete. Copies may then be sent to any number of participating colleges. The same is true of the “School Report” & “Teacher Evaluation” portions. Statistics show that students using Common Applications are given the same consideration as those using the colleges’ individual forms. Students may apply online at [www.commonapp.org](http://www.commonapp.org).

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

**Deferred Admission:** Students who have alternate plans for the year following high school may apply to many colleges for deferred admission. The application process and timetable remain the same as for regular admission, but students should indicate that they do not intend to matriculate until the following year. The college usually requires an explanation of how the student plans to spend the year and the benefits the student expects to derive from it.

**Early Action:** This plan allows the student to indicate a first choice college and receive a decision in the senior year well in advance of the normal response date in the spring. Students are not committed to enroll if accepted. It is usually not good protocol to apply to more than one college on this plan.

**Early Decision:** Students who have demonstrated sound academic ability apply for admission to their first choice college during the summer or very early in their senior year (before November 1<sup>st</sup>). Notification of admission is given usually in December. Restrictive policies vary with each school and must be checked carefully to see if early decision works to the individual's advantage. Generally, if you apply Early Decision, you must also sign a commitment to attend if accepted and to withdraw any applications submitted to other colleges.

**Free Application for Federal Student Aid (FAFSA):** The application required for students to be considered for federal student financial aid. The FAFSA is processed free of charge and it is used by most state agencies and colleges. ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))

**Honors program:** Any program offering opportunity for superior students to enrich their educational experience through independent, advanced, or accelerated study.

**Major:** The subject of study in which the student chooses to specialize; a series of related courses, taken primarily in the junior and senior years.

**Open Enrollment:** A term now used by an institution that publishes a set of admission standards and pledges to admit any student whose credentials equal or exceed them. Most often used by community colleges.

**Regular Decision:** The process whereby a college accepts applications from prospective students and delays the admission decision until all applications from the entire applicant pool have been received and evaluated. Decision letters are mailed to applicants, all at once, traditionally in March.

**Rolling Admission:** As soon as an application is complete (forms, fee, and all required credentials received and processed), a decision on that application is made and the student is notified. It is generally advantageous for students to apply well in advance of the posted deadline because it is impossible to know how quickly the available spaces are being filled.

**SAT I:** A test of verbal and mathematical abilities given by the College Entrance Examination Board (CEEB) at specified locations throughout the year and required/recommended by many colleges as part of the admission process. The SAT II subject tests are sometimes required in addition to the SAT score. LSA's school code number is 010223. [www.collegeboard.org](http://www.collegeboard.org).

**Student Aid Report (SAR):** The information you will receive approximately 3-6 weeks after your FAFSA has been processed. It will report the information from your application and, if there are no questions or problems with your application, your SAR will report your Expected Family Contribution (EFC).

**Transcript:** A transcript is a copy of your grades in credit bearing courses, typically completed grades 9-12. A Transcript Request Form must be completed for each college application (and some scholarships). Transcript Request Forms are available in the counseling office and on the LSA website.

**Wait List:** The process used by selective colleges who do not initially offer or deny admission, but extend the possibility of admission at a later date (May through July). Students should accept another college's offer since waiting list acceptances are very inconsistent. *Be sure to speak with your counselor and send second semester grades. This is a critical time!*