

Senior Handbook



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Senior Timeline

JUNE/JULY

- Be excited about senior year!
- Make a calendar to keep up with admissions, housing, scholarships, and financial aid deadlines.
- Make sure your résumé is in final form and make multiple copies.
- Register for the ACT @ www.actstudent.org.
- Complete the NCAA registration if you are pursuing D. I or D.II athletics (if you did not do this last spring). Go to www.ncaaclearinghouse.net.
- Complete the NAIA registration if you are pursuing colleges in the NAIA athletic division. Go to www.naia.org.
- Finalize college application essays and have someone proof them for you.
- Register for SAT, if necessary @ www.collegeboard.org.

AUGUST

- Your counselor will visit with seniors (in the classrooms) and will set up individual senior meetings to follow up with the application process.
- Make sure you are meeting graduation requirements!
- Remember that colleges, in many cases, will see your first semester senior grades...so study!

SEPTEMBER

- Complete any Ivy League universities, UT Austin, Texas A&M, TCU, and Baylor applications by end of month.
- Listen for emails on scholarship opportunities.
- Find out about and attend “preview days” at colleges.
- Take the ACT, if necessary.
- The FAFSA opens in October. Begin preparing for it now. Get your PIN # for the FAFSA at www.fafsa.ed.gov.

OCTOBER

- Take the SAT, if necessary.
- Keep working on applications and try to complete them by the end of the month.
- Complete the FAFSA at www.fafsa.ed.gov.

NOVEMBER

- Celebrate at Thanksgiving (and give THANKS) that you finished all your apps!!!
- Complete scholarship applications for colleges to which you applied.
- Depending on filing date, get back SAR (Student Aid Report) from the FAFSA. Colleges will create a financial aid package from the SAR.

DECEMBER (Students)

- Confirm next semester’s schedule adjustments with your counselor.
- Make sure you are taking all the courses required for graduation.
- Study daily for exams to avoid last minute cramming (good practice for college).
- Set three goals to complete in the new year.

- If you and your parents still haven't completed the FAFSA, it's time!!! www.fafsa.ed.gov
- A Mid-Year Report may be required for college(s) you applied to (ex: Common Application). You need to request one in Naviance Student. Your counselor will send a reminder.
- Complete outside scholarships during Christmas vacation.
- Write your parents a thank you note for the first 18 years!!!
- Ask your college friends all the questions you have about the college experience.
- Depending on filing date, get back SAR (Student Aid Report) from the FAFSA. Colleges will create a financial aid package from the SAR.

DECEMBER (Parents)

- If your teen needs to adjust 2nd semester schedule, remind him/her to visit with the counselor.
- Make sure your senior has ordered all the transcripts for college applications that will need to be mailed before the holidays. **Deadline to request transcripts to get them sent out by Christmas vacation is 2 weeks prior to the last day of Final Exams.**
- If your senior wants to go to college, but isn't making an effort to get the job done, remind him/her that time is running out.

JANUARY

- 7th semester GPA will be loaded into Naviance Student by the end of the month.
- Mid-Year transcripts will be sent out by the end of the month.
- Counselor will take field trip to LSC Tomball with students.

MARCH

- Make sure you pre-register for the AP exams.

APRIL/MAY

- Finalize your decision as to where you will attend college next fall.
- Stay on top of grades and GRADUATE!!!
- Take AP exams.
- Request final transcript in Naviance Student.
- Request Dual Credit transcript from LSC once course is complete.

GENERAL INFORMATION:

- Get on college campuses for official visits.
- Give your counselor a copy of any scholarships you have been awarded.
- Keep Naviance Student updated with acceptances, denials, etc.
- Write a thank you note/give special gift to teachers who wrote you recommendation letters.
- Write thank you notes to any college representatives who have been especially helpful.
- Put in your housing deposit to the school you plan to attend.
- Men 18 or older must register for the Selective Service to receive federal financial aid. Take the TSI test, if necessary. This means you did not exempt the SAT/ACT.

A Walk Towards Graduation

- **Summer prior to senior year** – take formal graduation pictures.
- **In August:** Jostens comes to CLHS to discuss graduation caps and gowns.
 - An order form is provided as well as instructions to get your best fit gown.
 - Graduation announcements and cards can also be ordered at this time.
 - The students will bring back their order form on an instructed date by Jostens. Diploma Order form will be distributed to seniors. They have 1 week to turn in the form to Mrs. Elrod.
- **In January:**
 - GPA's will be updated in Naviance Student.
 - Mid-Year Transcripts will be sent to colleges.
- **In February:** The valedictorian and salutatorian will be announced. These are the two highest ranking graduates after seven (7) semesters who must have attended CLHS for four (4) consecutive semesters prior to graduation. If there is a tie after the GPA is carried four (4) digits to the right of the decimal point, co-valedictorians will be declared and there will be no salutatorian.
- **Mid-February:** A Graduation Newsletter will be given to Seniors and will also be available online.
- **End of February:** Jostens will deliver caps and gowns during lunches.
- **April:**
 - Two different pictures of each senior are due to Senior Counselor
 - Senior class portrait taken
- **May:**
 - May 1: Candidate Reply Date—must commit to a university
 - Senior College Pictures taken—wear shirts to highlight university attending
 - Request Final Transcript in Naviance Student
 - Request Final Dual Credit Transcript
 - Graduation Breakfast/Rehearsal
 - Graduation
- **Senior Breakfast/Rehearsal** will be held either the day before or day of graduation. Breakfast will be provided by CLHS and Senior Parents which will include door prizes, a senior gift, and presentation of the Senior Video. All graduation requirements must be met to participate in the breakfast and ceremony.
- **June:** Graduates can pick up their diplomas typically one week after graduation.

CLHS Guidance Website Resources

The Counseling Office keeps part of the CLHS Website updated regularly to share pertinent information with our families. Listed below is information that is available. To get there, click on “Academics” and scroll down to “Guidance Counseling” which is the home page. Many links will walk you through freshman year all the way to graduation.

- **Freshman Year:** Shares highlights of 9th grade and how to begin preparing for college.
- **Sophomore Year:** Focuses on a student/parent checklist which continues walking students towards plans after high school.
- **Junior Year:** Shares the basis of how to dive deep into learning about oneself and search for colleges that will be a good fit. A Junior Handbook walks families through this year. It also includes presentations and sessions covered with the students throughout the year.
- **Senior Year:** The Senior Handbook walks families through the entire application process from beginning to end and includes presentations and sessions covered with the students throughout the year.
- **Preparing for College:** This leads families to the following information:
 - **PSAT 8/9 & PSAT/NMSQT Testing**
 - **SAT/ACT Testing**
 - **Financial Aid**
 - **Scholarships**
 - **College & Career Planning**
 - **College Fair**
 - **Athletic Recruiting**
- **Naviance Student:** Provides the link for families to log into their accounts. This is the comprehensive web-based college guidance program used within the Counseling Department.
- **Advanced Programs:** Comprehensive information on each program is listed within its link.
 - **Dual Credit**—gives up-to-date information on the dual credit qualification process.
 - **Advanced Placement (AP)**—shares information about this program, courses CLHS offers and the requirements to qualify for AP classes.
- **Tutoring Services:** Concordia provides families with options beyond the classroom teacher.
- **Special Services:** CLHS offers different services to help students succeed in the classroom.

www.clhs-tx.org

Campus Visits

Would you buy a vehicle without test driving it or a laptop without asking about the features and memory? I don't think so. More likely you'd ask a lot of questions about these purchases. And now you plan to "buy" a college. How will you do it? After reading about colleges, looking at their information, and deciding on your priorities, the best way to "buy" a college is to make in-depth visits.

***Seniors are allotted 3 school days/year to go on college visits.**

***College visit days from junior year cannot transfer over to senior year.**

Instructions on acquiring a College Visit Form:

1. See the Attendance Secretary for a "College Visit Form". There are three forms in your file. Once the three are used, you don't get anymore. This allows you an excused absence to go on a college campus visitation during a school day. A week's notice is preferable (two days minimum).
2. Take the form and follow the instructions on it. Take the form with you to the college and make sure all information and signatures are complete before leaving the college campus.
3. Return the form the following school day to the Attendance Secretary so she can file it and excuse your day of absence.

When to go

Visit when classes are in session. Go when you can spend time on campus. You have to get out into the world of students. For really serious consideration, do an overnight. Don't go during finals- the students will be in a serious studying mode. Avoid summertime, holiday visits or breaks- students won't be there. Go with parents, friends, tour groups, or alone; but GO.

To find out if a college is right for you, look at it critically. Don't fall in love with its reputation or decide based on your best friend's opinion. Ask questions (a starter list of questions is on the next page. Take it along and check it off, adding your own questions as you go). Then trust yourself to make your own judgments.

Dress neatly. Do not wear "ratty" jeans, cutoffs, tank tops or sweatshirts which make you look irresponsible and that you do not care about looking nice. Wear comfortable shoes because you walk a lot when you visit a college campus.

Before you go, make arrangements for...

- A campus tour and information session**
- A host for an overnight stay**
- Classes you can attend**
 - Visit general education type classes while on campus. Colleges may not "offer" this, but they will be happy to arrange the visit in advance. If they offer the very large lecture classes, ask to sit in on one to see how you feel being 1 of 300 students in a classroom.

- Cafeteria Passes**
 - Eat in the dining hall. In addition to allowing you to sample the cuisine, it also lets you see whether students feel comfortable enough to linger or study there.
- A schedule of activities**
- Faculty appointments in subjects that interest you**
 - Don't just walk in cold. Ask your admissions representative to set this up in advance to your visit. Have questions written out- be prepared to discuss the curriculum and your possible course options.
- An appointment with a coach, if you are an athlete.**

On Tour: Starter Questions to Ask

- Are there films, dances, performances, art exhibits, and special lectures?**
- What are some clubs and who belongs?**

As you visit, check out two things that make one college different from another: the students and the academics. Also, consider campus activities, college facilities, and the community outside the campus
- Ask about academics:**
 - Study habits
 - Academic pressure
 - Popular courses
 - Availability of professors
 - Library resources
 - Computer access
 - Video lectures
- Keep an eye on the students.**

As one high school student said, "Until you see a college in action, you don't know what the students are like."

 - How would you characterize them: Are they preppy? Do they wear sweats or all black garb? Are they into their books? Artsy? Political? Down to earth? Friendly?
 - Are students similar or diverse?
 - Question the social atmosphere: Is binge drinking the norm? What about drugs? Where do people meet, eat, and talk, and what are they talking about?
- Look at activities and facilities.**
 - What are the dorms like? (Your freshman dorm may determine your social life?)
 - What about athletics: Is there a gym for free-time workouts? Are there opportunities for intramural play?
 - How effective is campus security?
 - Are there on and off campus medical/health facilities?
 - Check out the nearest mall, movie theatre, restaurants, religious institutions and public transportation.
- On tour: Who to ask**

- Talk to “official” people such as admission officers, professors, and official student guides.
- Talk to a financial aid counselor. Make sure you get his/her name and send a thank-you note. Few candidates do this. In addition to being good manners, it leaves a favorable impression of you. When it comes time to determine money disbursement, this could be critical.
- Talk to “unofficial” students, too. Ask questions. Most students like to talk about their college. Get their take on it. Do students like where they are?
- **Watch out for:**
 - The sunshine factor—sunny days can be seductive; rainy ones can dampen you and your interest.
 - Campus guides who don’t represent the majority of students—don’t let a flaky or charming guide keep you from investigating further.
- **Keep a notebook.**

Since you may see from three to ten campuses, it’s easy to forget the good and bad points of each. A notebook will give you a clear idea of what you saw and is particularly helpful if it comes down to a choice between two alternatives.
- **Once you have completed your official tour, do a more informal survey:**
 - Read the student newspaper—even the ads
 - Try to find other student publications—department newsletters, “alternative” newspapers, literary reviews
 - Wander around the campus by yourself
 - Search for your favorite book in the library
 - Read the bulletin boards in the academic department you’re interested in
 - Eavesdrop on students to hear what they’re talking about—complaining about
 - Surf the net in the student computer center
 - Walk or drive around the community surrounding the campus
 - Listen to the college’s radio station
 - Try and see a dorm that you didn’t see on the tour

Finally, picture yourself going to class, talking to friends, living in the dorm... Will this college fit you? Go with your gut feeling after an intense investigation.

When you cannot visit

- Talk to college students from your high school when they’re home for holidays.
- Ask admission offices for names of students who live in your area and try to meet with several of them.
- Attend virtual college fairs to meet college admissions officers.
- Schedule an interview with an alumni or a college counselor in your area.
- Do an online virtual tour and look intimately at each college’s website.

Important: Once you are accepted, you must visit the campus before you make the decision of enrolling.

CLHS College Rep Visitation Sessions

Concordia Lutheran seeks to expose students to colleges/universities across the United States. It is never too early to start thinking about one's future. CLHS allows college admissions representatives to come to our campus and talk with our student body. Students are highly encouraged to take advantage of these opportunities.

How to Sign Up to be a part of a 30 minute informational meeting

1. Read the scrolling announcements during lunches for upcoming visits.
2. A counselor will also send emails.
3. If you see colleges of interest that are coming, follow the instructions below:
 - a. Log into Naviance Student
 - b. Click on the "Colleges" tab
 - c. Click on "Colleges I'm Thinking About"
 - d. Click "College Visits"
 - e. This is where you can add your name to be invited to each session that is on the CLHS campus.
4. Students will receive a personal invitation 15 minutes prior to the session starting. If a test/quiz is not being given that day and the teacher is ok with the students leaving, they will be excused. Students are responsible for making up any work that was missed during this time.
5. A counselor will make an announcement over the intercom for students to be dismissed to a particular room.



Types of Application Deadlines

- **Priority Deadline**
This is a deadline that many colleges may offer for students who wish to receive notification of their admissions (and honors, if applicable) decisions at an earlier date. This deadline is typically either October 15 or Nov. 1.
- **Early Action**
This is a deadline that many private colleges may offer for those students who wish to get their applications in early and who want to get a decision in December or January. An Early Action deadline is typically either November 1 or November 15. This is a non-binding contract. If you get accepted to a college under this contract, you can still decline their offer of admission.
- **First Choice Early Action**
This is a deadline that many private colleges may offer for those students who have a #1 choice school and would likely attend if accepted. This is a non-binding contract. Students can only apply to one college First Choice Early Action. Typical deadline is November 1.
- **Early Decision**
This is a deadline that many private colleges may offer for those students who have a #1 choice school and would attend if accepted. This is a binding contract, so a student must attend this institution if accepted. Students can only apply to one college Early Decision. An Early Decision deadline is typically November 1.
- **Deferred Decision**
This means you applied either Early Action or Early Decision. You were not accepted or denied in that pool of applicants. They are placing you into the Regular Decision pool to continue reviewing you and will be looking for first semester grades.
- **Regular Decision Deadline**
Many colleges have a specific deadline for completing all required materials to their institution. Ex: UT Austin: December 1; Texas A&M: December 1
- **Rolling Admissions**
Once a college gets all the materials and reviews your file, you may receive an answer in as little as two weeks. They do not have a specific deadline to turning in application materials.

Frequently Asked Questions

By Seniors Going through the Application Process

1. Does CLHS rank?

CLHS does NOT rank, with the exception of the top 10% students since this grants admittance to a Texas public 4 year institution (with the exception of UT).

2. Why must I prepare a college résumé?

Almost every college in the US requires one as part of their application. They want to know what quality things you did with your time.

3. How can we research colleges to know where we fit in if we are not ranked?

Your counselor does share quartile information with you to let you know where you fall to help in your research. This information cannot be shared with colleges.

4. What is a college portal?

Colleges communicate via email. Once all materials are submitted, you will receive a pin number so you can check on the status of your application.

5. What if a college gives me the option to choose from several different applications? (For example: they allow the Common Application or their own application)

If possible, choose an app that you are already using for other colleges. Be careful though! They still may require supplemental information from their own website. READ! Ex: Baylor University allows students to use the ApplyTexas application. Baylor's own application highly recommends a recommendation and an essay. The ApplyTexas application does not. Baylor still prefers that this information be submitted. This can get confusing. **ONLY USE THE APPLYTEXAS APPLICATION FOR TEXAS PUBLIC UNIVERSITIES!!!**

6. Even if an essay is not required, can I submit one?

YES! Be advised that it must be a positive reflection of you or it will not help you.

7. Which colleges/universities require letters of recommendation?

Private/Christian colleges/universities may require them. Very few public institutions will. NO Texas public university requires a letter of recommendation. They allow them, but are not required.

8. How much time must I give a teacher/counselor to write a letter of recommendation?

You must give a teacher/counselor two weeks minimum to complete them. This means you must plan properly and not wait until a deadline is approaching. They may say no if they are not given enough time.

Frequently Asked Questions Cont...

9. If a college gives an optional section to complete on an application, should I do it since it's not required?

You **MUST** complete EVERYTHING! Colleges want to see your desire and work ethic. Go the extra mile and do your best work.

10. Why should I complete all my applications by October 31st?

Completing applications and all the supporting materials before November 1 will ensure that you will **NOT** miss any deadlines. You have from June-October to complete this process. This is plenty of time if you begin the process over the summer.

11. Which application should I do first?

List your schools in order of priority and do the applications in that order.

12. All my materials were submitted, a week ago, but when I check my portal, the college is still saying I have missing items. Why?

It takes a minimum of two weeks for colleges to process materials that arrive in their offices. **If you have submitted information close to a deadline, the time frame becomes even longer.** Anything mailed has to be hand inputted into their computer system. This takes time, so **BE PATIENT!!!!**

13. It's been 3 weeks or longer and the college still is saying that my transcript is not in their office. What do I do?

If you applied early in the fall and this is happening, see the senior counselor who will call on your behalf.

14. What if the college says that they never received the transcript?

See the Senior Counselor and she will first call the college and, if necessary, will send out another transcript. This happens a lot with some schools. Be Aware!

15. What if a college's deadline passes and I did not get all my materials in on time?

It is the student's responsibility to read EVERY instruction and know what's required and know deadlines. This means you lost an opportunity to get accepted and attend that institution for the fall.

16. What if I don't meet a college's requirements?

Colleges may offer you several things:

- a. Summer Admission (which means you must attend classes on their campus and pass). You may even stay on academic contract through the first semester.
- b. They may require you to send in letters of recommendation, write a short essay on why you feel their school is a good fit for you, and require you to raise your SAT/ACT test score(s).
- c. They may just deny you!
- d. They may waitlist you!

17. If I get denied, am I able to appeal?

Yes. You need to contact the Office of Admissions and ask what the procedure is for their appeal process. Be aware that colleges receive thousands of applications and can only accept a certain percentage.

Types of College Applications

*The first two applications listed below are important ones to know because most of our students will use them. The others listed are available.

*Students need to first look at where they are applying and check which type of applications they utilize. The goal is to fill out as few applications as necessary. Ex: If 3 of the 5 colleges use the Common Application, you should use that particular application with those 3 schools.

1. Apply Texas Application

This application is used by all Texas public college/universities. **The senior counselor does not recommend using this application for private universities even if they allow it as an option. Why? Many private universities require recommendation letters and/or other supplemental information that ApplyTexas doesn't. Students will still have to go to the college's website and know what materials are required to make a complete file.**

1. Go to www.applytexas.org website.
2. Use the "Sample Application" as a preview.
3. Students need to READ the information before they start the application itself.

*****This application opens up on July 1.**

2. The Common Application

This application is used by 600+ colleges/universities across the country. Most of them are private and/or Christian schools.

- A. Go to www.commonapp.org.
- B. **This application opens up on August 1.**
- C. This application is highly encouraged to be used especially if you are applying to multiple universities that allow it as an option.
- D. Common App. requires 1st semester senior grades (Mid-year Report)
 - a. Students must request a mid-year transcript prior to Christmas vacation.
 - b. 7th semester transcripts will go out towards the end of January.



3. Individual College/University Applications—refer to each college's website

4. California University System Schools—admission.universityofcalifornia.edu

Types of College Applications Cont...

5. Coalition Application—www.coalitionforcollegeaccess.org – Their goal is to enhance the support counselors are already providing to students, and work with them to give all students—particularly those from historically under-represented groups—access to higher education. Their goal is simple: to change the application process and get more students to college. They do this by starting the process early—in ninth grade, ideally—and making it a years-long project, in which students work toward completing their college applications throughout high school. “Start early, stress less”. Currently 140 universities offer this application.

6. ApplicationU—<https://applicationu.com> -- Complete ONE application accepted by 78 Christian colleges, for one low fee. No additional application fees are paid to the Christian colleges that you apply to through ApplicationU. It makes applying simple. You can save time and money!

ESSAY PROMPTS

2019-2020 Common Application Essay Questions

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

Types of College Applications Cont...

2019-2020 Apply Texas Essay Questions

Topic A: Tell us your story. What unique opportunities or challenges have you experienced throughout your high school career that have shaped who you are today?

Topic B: Most students have an identity, an interest, or a talent that defines them in an essential way. Tell us about yourself.

Topic C: You've got a ticket in your hand -- Where will you go? What will you do? What will happen when you get there?

2019-2020 Coalition Application Questions

1. Tell a story from your life, describing an experience that either demonstrates your character or helped to shape it.
 2. Describe a time when you made a meaningful contribution to others in which the greater good was your focus. Discuss the challenges and rewards of making your contribution.
 3. Has there been a time when you've had a long-cherished or accepted belief challenged? How did you respond? How did the challenge affect your beliefs?
 4. What is the hardest part of being a teenager now? What's the best part? What advice would you give a younger sibling or friend (assuming they would listen to you)?
 5. Submit an essay on a topic of your choice.
-

THE ~~III~~
COLLEGE
~~III~~ ESSAY

State of Texas Uniform Admission Policy

In 2013, the 83rd Texas Legislature passed House Bill 5, which in relevant part amended the requirements for student eligibility for admission to any Texas public university under the Uniform Admissions Policy (Texas Education Code §§51.803-51.809). Students who complete the new foundation high school program are eligible for consideration for admission to a public university. However, a student must earn a distinguished level of achievement under the foundation high school program in order to qualify for the Top 10 Percent Automatic Admissions and the Top 10 Percent Scholarship Program. The changes to the Uniform Admissions Policy became effective when House Bill 5 was signed by the Governor on June 10, 2013. State of Texas Uniform Admission Policy requires that students meet the following college readiness standards to be eligible for consideration for admission at a Texas Four-Year Public Institution.

1. A transcript showing successful completion of the State's High School Foundation Program + Distinguished with Endorsements as defined in the state's Uniform Admissions Policy.

AND/OR

2. Meet any of the requirements for SAT/ACT scores:
 - ACT – 18 English, 22 Reading, 22 Mathematics and 23 Science
 - SAT – 480 for EBRW and 530 for Math
3. The student will still have to meet each individual college's requirements.

Because CLHS is a private institution, some colleges in Texas may require the exemption form even if the student graduates under the High School Foundation Program + Distinguished with Endorsements. The college will inform students if it is necessary to claim an exemption from the Policy.

Please Note: CLHS provides students with the opportunity to take classes that meet/exceed the state's requirements. We also list on the transcript what plan students will graduate on. Some students may still need to provide the exemption form if their test scores do not meet each college's individual entrance requirements.

***If the college is stating this form is required, see the Senior Counselor immediately.**

Students must submit a Texas Higher Education Coordinating Board Exemption Form which they must give to the high school counselor to complete in addition to all other required credentials for admission by the college's deadline.

The form can be found on each college's website or as a link in the student's admissions portal for the college requiring it.

College Application Process

From Beginning to End

The application process can be overwhelming. Follow this guide to help eliminate confusion.

***Athlete looking to pursue collegiate athletics? Register with NCAA and NAIA possibly. Go to both websites to inform yourself of the requirements. Do this at the end of your junior year.**

1. **Print off the checklist of requirements for each school.**
(This can be found in the "Undergraduate Admissions" information on each college's website.)
*****Begin applications early. Many open up August 1. Some even earlier. Deadlines begin November 1 and continue through the spring.**
2. **Update your college résumé (and include senior activities).** (See pgs. 28-35)
If you can't get all your résumé in the online application, you can export resume for easy upload.
3. **How to Keep Naviance Student Updated** (See pg. 18)
4. **Complete each application online and pay the application fee. Your application may include an essay(s).** Start drafting them right away in the summer.
5. **Acquire counselor and/or teacher recommendation letters, if necessary.**
(See pgs. 23-26)
6. **Send SAT/ACT test scores from College Board and ACT. CLHS does NOT send test scores!** www.actstudent.org and www.collegeboard.org
7. **Request Transcripts in Naviance Student.** (See pgs. 19-20)
8. **Request NCAA Transcripts, if necessary.** (See pgs. 19-20)
9. **Request NAIA Transcripts, if necessary.** (See pgs. 19-20)
10. **Request Lone Star College Transcripts, if applicable.** (See pgs. 19-20)
11. **If you need an UNOFFICIAL TRANSCRIPT** (See pgs. 19-20)
12. **If required, complete interview(s).** Senior counselor can assist with preparation.
13. **Look at the scholarships each school awards you.**
14. **Make copies of everything to keep as references, even the application.**
15. **Reasons students may need a Mid-year Transcript** (See pgs. 19-20):
 - a. You applied to college using the Common Application
 - b. A college sends you a request for your first semester grades
 - c. You did really well 1st semester and, knowing you are still under review, you want to add it to your file for further review.
16. **Do your SAT/ACT test scores exempt you from the TSI?** (See pgs. 21-22)
17. **You have decided which college to attend. Next steps to take.** (See pg. 27)

Naviance Student Data Updates

Add Colleges That You Are Applying to in Naviance Student

- Login into Naviance Student at <https://student.naviance.com/clhs>
- Click on the “Colleges” tab on the top
- Click “Colleges I’m Thinking About”. If you have colleges in this list you will be applying to, you will move them over to “Colleges I’m Applying To” list.
- If this is your first time adding in a college, go to “Colleges I’m Applying To”:
 - a. Search for colleges and add them to the list
- What type of Admission you are doing (i.e. Regular, Rolling, Early Decision, Early Action, etc. (Refer to “FAQ’S” for definitions.))
- Submission Type (the computer screen)
 - a. Are you using the Common Application?
 - b. Are you applying directly to the Institution? (Use this for ApplyTexas)
- Once you submit an application online, mark it submitted.
- When you know the results, mark the appropriate information.

***** Keep everything updated on a regular basis. This is the main communication tool for Ms. Brennan to keep track of your college applications.**

Requesting Official Transcripts

Request official transcripts through Naviance Student. An Official Transcript is a signed and sealed document by the school printed on special paper and must be mailed to the institution requesting it. **CLHS does not give official transcripts to students or parents.**

- Login into Naviance Student at <https://student.naviance.com/clhs>
- Click on the “Colleges” tab on the top
- Click on the “Colleges I’m Applying To” tab
- Click on “Request Transcripts”
- Check for the following:
 - What type of transcript are you requesting? Choose Initial for a 1st time request.
 - Where are you sending the transcript? Find the university
 - Click “Request and Finish”
- Students will request ALL transcripts through Naviance Student. The Senior Counselor will send them electronically if the college accepts electronic transcripts. If not, they will be mailed by the Registrar.
- The first 4 transcripts are FREE. Each transcript thereafter is \$5 each. Parents’ accounts will be billed in May.

*****Important Note: Transcripts can start going out Mid-July.**

Texas A&M Transcript Requests

In Naviance Student there is a stamp next to this school. The Senior Counselor is willing to upload this transcript so they arrive there quicker. Here are the steps to take for each institution:

Please Note: These instructions are a guide.

Texas A&M:

- After application submission, you will be sent a confirmation email with instructions on how to set up your account.
- From the main screen (after logging in) you will see your current Application status. Near the top of the list, you will see a “**Documents Required for Admission**” and a Text Box to “**Request items from my high school counselor**” that you need to select.
- Once you select that, it will take you to a short form to complete.
- You must check the appropriate boxes to upload the following items: Official High School Transcript & High School Profile. Then hit “**Send Upload Request to Counselor.**”

Lone Star College Transcripts

- Website: www.lonestar.edu/transfer-transcript.htm. Fee is \$9.00/transcript.
- Official transcripts must be sent to all colleges to which you are applying. Access your My Lone Star account and request your official transcript.
- If taking Dual Credit classes as a senior, a final transcript needs to be requested to the college you will attend in the fall after your final exam in May.

NCAA Transcripts for D. I & D. II schools or NAIA Transcripts

Students must first register with the NCAA Clearinghouse by the end of their junior year. Go to www.ncaaclearinghouse.net. Students should also consider registering with NAIA at www.naia.org. After students register, request an official transcript in Naviance Student:

- Click on the “Colleges” tab on the top
- Under the “Resources” link on the left, click on the link that reads “Transcripts”.
- Click on “Request transcripts for my college applications”.
- In the Look up, find “NCAA Eligibility Center” and click on “Request Transcripts”.
- In the Look up, find “NAIA Eligibility Center” and click on “Request Transcripts”.

Requesting Mid-Year Transcripts

- Common App. requires 1st semester senior grades (Mid-year Report)
 - Students must request a mid-year transcript prior to Christmas vacation.
 - 7th semester transcripts will go out towards the end of January.
- Login into Naviance Student at <https://student.naviance.com/clhs>
- Click on the “Colleges” tab on the top
- Click on the “Colleges I’m Applying To” tab
- Click on “Request Transcripts”
- Check for the following:
 - What type of transcript are you requesting? Choose Midyear (Initial will also automatically get checked).
 - Where are you sending the transcript? Find the university.
- Click “Request and Finish”

Requesting Final Transcript

- Login into Naviance Student at <https://student.naviance.com/clhs>
- Click on the “Colleges” tab on the top
- Click on the “Colleges I’m Applying To” tab
- Click on “Request Transcripts”
- Choose “Final Transcript” and choose which university you need it sent to.
- Click “Request and Finish”

Requesting Unofficial Transcripts

An unofficial transcript does not have the official seal of the school, the registrar’s signature and it is not printed on special paper. Follow these instructions:

- Students must log into Rediker account, where grades are accessed.
- Click on “e-locker,” then click on “e-portfolio”
- The most current document will be listed and can be downloaded or printed.

Transcripts only show final semester grades, not progress report grades.

Texas State Initiative (TSI) Exam

If you are applying to a Texas public university, this exam will be required of you if you are not exempt.

Test Score Exemptions:

1. ACT exemption: All requirements must be met.
 - Math: 19+
 - English: 19+
 - Composite: 23
2. SAT taken prior to March 2016 exemption: All requirements must be met.
 - Math: 500+
 - ERW: 500+
 - Composite: 1070
3. SAT taken after March 2016 exemption. All requirements must be met.
 - EBRW: 480
 - Math: 530

Not exempt and attending a two or four year Texas public university other than Lone Star College?

- Students will verify with the college/university they wish to attend that they can take a remote TSIA test. (This information can probably be found on the college's website)
- The student is responsible for completing **all** paperwork their college requires and for making payment to the institution. When completed, the paperwork is submitted (usually electronically) to the appropriate college.
- This process may take a few days. You and LSC-Tomball Assessment Center should receive an email with a voucher number. To verify receipt of the email with the voucher number, call the Assessment Center **(832-559-4245)** after you receive your email.
- Take the email you receive to the Cashier's/Bursar's office to pay the \$25.00 test proctor fee during their normal business hours. **No payments are accepted in the assessment center!** If you are testing on Saturday, your payment **must** be made before Saturday.
- Advising is not required to issue a testing ticket, so you don't have to meet with an Academic Advisor unless you want to.

Texas State Initiative (TSI) Exam Cont...

Lone Star College-Tomball Assessment Center Hours of Operation:

- Monday - Thurs: 8 AM - 8 PM
- Friday: 8 AM - 5 PM
- Saturday: 10 AM - 4 PM
- Sunday: CLOSED
- If testing all parts of the TSI, must start testing no less than 4 hours prior to closing.
- Contact Assessment Center with questions at 832-559-4245.

Helpful Hints:

1. You can take the TSI exam multiple times.
 - Once you become college ready in a section, you no longer have to test that section.
 - You only re-test sections you didn't pass.
2. Start testing the TSI in the fall. This gives you time to re-test and spend time reviewing.

What if I don't pass all the sections of the TSI? What will happen?

If you do not pass sections of the TSI and it is time to register for classes, you will be required to take remedial classes in those sections until you get to college readiness.

Ex: Math—you tested into Math 0310. This is a level below college readiness. Once you take this course, you can then take College Algebra 1314. You have to pay for this class, but you do NOT earn college credit since it's not a college level course.

How to practice for the TSI: Go to lonestar.edu/placement-testing-info.htm --On left hand side are links: Placement Testing & Test Preparation.

Tips for Letters of Recommendation

Asking for a Letter of Recommendation

When to ask:

- When asking for a recommendation letter, the earlier you ask, the better! This gives the teacher/counselor ample time to gather their thoughts and write the letter. It is recommended you ask **one month** before your earliest application deadline.
- For early decision applications, a recommendation at the beginning of your senior year may be required.

Whom to ask:

- Often a recommendation letter from a teacher, your school counselor, or both will be required. If you're considering a specific major, it may help to get a letter from a teacher of a related subject.
- If you can choose from any teacher, one from a core subject (English, math, science, social studies) is recommended. It is recommended to ask a teacher from your junior or current year (if you feel they know you well enough). You don't want to go back too far, as colleges want an accurate description of you now.
- Coaches and mentors can write letters as well, but make sure they follow the specific guidelines provided by the college for letters of recommendation.
- Counselors can provide a holistic review of the students' potential, while teachers can attest to the academic performance.

How to ask:

- Ask in a way that allows the teacher to decline comfortably if they aren't able to write the letter. For example, "Do you feel you know me well enough and have enough time to write a letter of recommendation for me?"
- On the application form, waive your right to view recommendation letters, it gives more credibility to the letter if you are unable to see it.

How to help:

- Advise teachers and counselors of timelines, especially those that are earlier than the rest. Follow up with your recommenders a week or so before your deadline to see if they need anything else. Provide them with any information they still need.
- Take some time to talk to them and spend time with them, no matter if you are already close or not. Make it easy for them to give positive and detailed descriptions of you and your achievements by providing a resume.

Instructions for a Recommendation Letter

- a. Ask the teacher/counselor personally **FIRST** to write a letter on your behalf.
- b. Give your teacher/counselor the instructional letter and your college resume. Refer to the following pages:
 - “How to Create Your Letter” (See pg. 25)
 - “Sample Letter for a Recommendation” (See pg. 26)
- c. Login into Naviance Student at <https://student.naviance.com/clhs>
 - Click on the “Colleges” tab.
 - Click on the link under “My Colleges that reads “Colleges I’m Applying To”.
 - Find the “Teacher Recommendations”. This is where you can add or cancel a request for a letter of recommendation.
 - Select the teacher(s) that you already asked personally and select which college(s) you want each teacher to submit a letter to.
 - The teacher will have the capability to communicate with you if he/she has questions.
 - Once a teacher has completed his/her recommendation, it will be marked Completed. You will see the date it was completed.
- d. Most colleges allow materials to be sent electronically, but there are some that have to be mailed. When you are in the “Colleges I’m Applying To” section, look under “Submissions”.
 - Computer picture (electronic submission)
 - Computer picture with CA in it (Common Application electronic submission)
 - Stamp (paper submission)-materials may need to be mailed or could be sent electronically through a different portal.

*FYI: Texas A&M does not want letters.

HOW TO CREATE YOUR LETTER

1. **Type up a letter and deliver it, along with your resume, *personally*, to the teacher or counselor.**
2. **Your letter should include the following information:**
 - a. Which college(s) you need a letter for and what you like about each institution
 - b. What you plan to major in, if known
 - c. Information that will be useful to your recommender:
 - What two adjectives best describe you and why?
 - Are there any special circumstances, living situations, or family aspects you'd like them to know?
 - What are your greatest strengths?
 - Why is a college education important to you?
 - What leadership positions have you held and what have you learned from them?
 - Have you served your community or had any volunteer experience?
 - Are there any challenges you've overcome you would like them to know about?
 - d. Special instructions on what to do with the letter for each college
 - e. Deadline needed
3. **College Résumé needs to be attached to your letter.**
4. Many colleges allow letters and have a particular way to upload them. Teachers will always do it through Naviance Student first. If it is not possible, then an alternate online way should be considered. Check with each individual college for options.
5. **Give plenty of time!!!** TWO WEEKS is the minimum acceptable request time period to give a teacher or counselor. Your procrastination does NOT require an emergency on the teacher or counselor's part. Check deadlines.
6. **Your teacher has given you a gift!** It is appropriate to follow up with a thank-you note and/or a special treat.

Things to know about recommendation letters for the Common Application:

- a. The teacher will need to upload the letter and also complete the Teacher Evaluation form.
- b. Each college may or may not require Letters of Recommendation – some may limit the amount.
- c. Counselor recommendations are now optional for some colleges. However, school reports are still mandatory and must accompany transcripts.
- d. Students need to look at each college's requirements before asking for letters.

Sample Letter for a Recommendation

August 28, 2019

Dear Mrs. Styf,

I appreciate your willingness to write a letter of recommendation for me. It will go a long way in giving me substance as colleges decide whether or not I'm a good candidate.

I'm planning to major in Political Science, English or Journalism. I believe that any one of these schools will equip me with the skills and knowledge I need to pursue a career in the above mentioned fields. I also believe I will grow spiritually, emotionally, and as an overall person, by attending college. I feel you know me pretty well, so could you please highlight these particular points?

- How long have you known me and in what capacity?
- Leadership abilities
- Attitude and character in and out of the classroom
- Integrity and Motivation
- Academic achievements and potential in your curriculum

You may not know this about me, but I started writing a book last year. I am currently on page 75. It's a book for girl teens. I am sharing my story and hope that I can one day inspire others through it. I also have written several songs that I am hoping to get recorded this year.

I am currently taking these senior courses: Apologetics, Journalism: Newspaper, English IVAP, Pre-Calculus DC, Chemistry II DC, Creative Writing/Creative Writing II Honors, Economics Honors/AP Government, Speech/Health.

I have included my résumé so you know what activities I have been involved in throughout high school. Even though I am applying to more than these five colleges, these are the ones I am asking you to write the letter for and instructions on how to send your letter to each college:

- Rhodes College
- College of William and Mary
- Southern Methodist University
- Texas Tech University
- UT Austin
- Texas A&M

Rhodes College, College of William and Mary, and Southern Methodist use the Common Application. When you go into Naviance Student, please upload the letter you wrote me and also complete the "Teacher Evaluation Form" that is required. Then please submit them electronically.

Thank you so much for your help. If possible, I am asking that you complete the information by September 11th. This gives you two weeks.

Sincerely,
Cindie Love

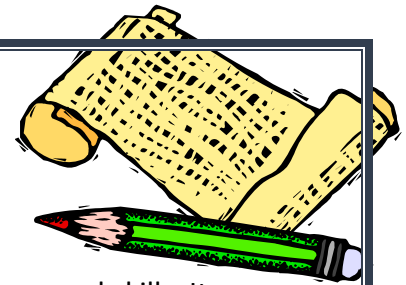
You Have Decided Which College to Attend...Next Steps to Take.

1. Put in housing deposit.
2. Let other colleges know you won't be attending. Here are ways to do this:
 - a. Send an email to admissions
 - b. Update your college portal

***See Senior Counselor for further assistance if needed.
3. Send in your shot records (bacterial meningitis required).
4. Register for Freshman Orientation.
 - a. How to Register: READ the information provided in your acceptance packet & follow instructions.
 - b. Try to get the earliest date! (*Final transcripts do not need to be at the college for your orientation*).
 - c. Why attend?
 - i. Time to understand policies/procedures
 - ii. Opportunity to become familiar with faculty, classmates, campus, activities, services
 - iii. Registration is less hectic
5. Choose a roommate and start that communication.
6. You may have to set up your class schedule on line—see Senior Counselor for assistance (this can be confusing doing it on your own).



College Résumé



A résumé is a concise summary of your education, accomplishments, experience, and skills. It serves as a personal advertisement, enabling a prospective employer or college admissions counselor quickly to get a sense about you – your goals, your interests, and your abilities.

WHY MAKE A RÉSUMÉ?

1. Your résumé will be a useful supplement to a college or scholarship application. The Apply Texas Application allows for inclusion of a résumé, as long as it follows a required format, in addition to a fully completed application.
2. A résumé can be used to help in filling out applications for admission, for scholarships and any other forms asking for the same information.
3. When you visit a school or communicate with anyone who plays a part in your admissions, it is always impressive to hand them a résumé.
4. Give a copy of the résumé to your counselor and teachers to aid in recommendations for admissions, scholarships or employment.

WHAT ARE COLLEGES SEEKING IN A CANDIDATE?

1. Students who:
 - a. represent an investment for the college
 - b. are active
 - c. show leadership
 - d. demonstrate skills in a specific area
 - e. will make a difference—remembered years later
2. Students who:
 - a. show initiative and passion—go beyond basic requirements to achieve something of note
 - b. ex. Student interested in foreign language—school only went through three years of Latin—student found other avenues to continue his learning of Latin
3. Well-rounded freshman class—not just a well-rounded student anymore

What Should a Résumé Contain?

There are 4 sections to a college résumé:

1. **Extra-curricular Activities (Summer Activities included)**
Ex: sports, clubs, youth group
2. **Work Experience/Internships (Employment)**
Ex: HEB Bagger; Dr. Memmott's Dental Office
3. **Volunteer Service (Community)**
Ex: usher at church, VBS, mission work
4. **Awards/Honors (Certificates)**
Ex: Outstanding English I Pre-AP Student; All-State All Star Cast;
1 Rating in Band; State Championship in Choir/Band

Extra Sections that can be added:

1. **Leadership (Highly encouraged to add to this section if you have held good positions)**
2. **Skills/Academic Achievement**
 - a) *Do you have technical skills such as computer programming, etc?*
 - b) *If you have accomplished specific things with your skills, make a note of it.*
 - c) *Have you developed any skills on your own? This shows initiative and a willingness to learn.*
3. **Music/Artistic Achievement (this is where you will put any talents)**

Musical and artistic achievement requires a lot of hard work. You need to mention the time you have put into this talent.

 - a) *This is separate from what you will already have for involvement at your school.*
 - b) *If you have been playing an instrument since 2nd grade and have been honing it, this is the place to share this.*
 - c) *Being involved in Band/Choir/Art at your school—that information goes in Extra-Curricular Activities Section.*
4. **Additional Information (Personal Statement)**

This is a great place to put a personal statement: A brief personal statement about anything that is special in your life that affects who you are. For example: if you lived in a foreign country or had a special experience or have a special handicap.

HOW TO GET STARTED: Start with one section at a time and write down on paper what you have accomplished while in high school. This will serve as a base for what you input into Naviance Student. WHEN YOU BEGIN INPUTTING YOUR INFORMATION, PLACE INFORMATION FROM MOST IMPORTANT TO LEAST IMPORTANT.

How to Create a Résumé in Naviance Student

The information below follows the format that students will use. Follow it step by step. *(When your résumé is printed, the Academic Information will be located at the top of the page.)*

Follow these instructions in locating the résumé information in Naviance Student:

- a) Click on “About Me”
- b) Click on “My Stuff”
- c) Click on “Résumé”

ACADEMIC INFORMATION *(this information will automatically show up when you print your résumé through Naviance Student. Make sure your profile is up-to-date.)*

- a) Name
- b) Address
- c) Email Address

EDUCATION—Click on the Red Button with the x in it--Choose “Education”. *What is bolded below needs to be typed in as stated. Make sure you complete this first!*

- a) Current High School Name & Location
Concordia Lutheran High School
Tomball, TX 77375
- b) Grade
- c) Start Date & End Date: You can click on “To Present”
- d) In the Description box: Put **GPA: _____/4.0000 weighted scale**
- e) Click ADD

****If you attended another high school before CLHS, you will also need to put in their information as a separate Education section. This information will go below the CLHS information.**

EXTRA-CURRICULAR ACTIVITIES--Click on the Red Button with the x in it--Choose “Extra-curricular Activities” (Summer Activities included)—follow this carefully

- a) Activity
- b) Start Date--End Date (or choose “To Present”)
- c) Average Hours per Week
- d) Total Hours
- e) Grades Participated (don’t mark anything prior to 9th grade)
- f) Description

- i. Use action verbs to describe what you have done/are doing within this activity.
- ii. Be brief with no more than 3 sentences.

*****Do this for each activity you add for this section.**

WORK EXPERIENCE--Click on the Red Button with the x in it--Choose "Work Experience" (Internships included)—follow this carefully

- a) Position/Title
- b) Organization (or Employer)
- c) Location
- d) Start Date—End Date (or choose "To Present")
- e) Average Hours per Week
- f) Description
 - i. Be brief with no more than 3 sentences.
 - ii. Using action verbs, write short "snippets" that demonstrate what you did and what you accomplished.

*****Do this for each activity you add for this section.**

VOLUNTEER SERVICES--Click on the Red Button with the x in it—Choose "Volunteer Services"—follow this carefully

- a) Position Title
- b) Organization
- c) Location
- b) Start Date—End Date (or choose "To Present")
- c) Total Hours
- d) Grades participated
- e) Description:
 - i. Using action verbs, list any special accomplishments or leadership positions with your service.
 - ii. Demonstrate your commitment to that service.
 - iii. Be brief with no more than 3 sentences.

*****Do this for each activity you add for this section.**

AWARDS/CERTIFICATES—Click on the Red Button with the x in it—Choose "Awards/Certificates"—follow this carefully

- a) Name of Award/Certificate
- b) Date Awarded (always put most recent date if you are awarded something more than once—ex: Academic Letter)
- c) Grades Participated—mark each year you receive an award
- d) Description: As you give a description, you need to mention what level the award was: Local, State, National.

*****Do this for each activity you add for this section.**

If you have additional information that will fit into the sections listed below, please follow the format for each one.

LEADERSHIP—Click on the Red Button with the x in it—Choose “Leadership”

This is the place to list any leadership experience you may have and give a few specific details in how you made a positive impact in the role.

SKILLS/ACADEMIC ACHIEVEMENT—Click on the Red Button with the x in it--Choose “Skills/Academic Achievement”

Do you have technical skills such as computer programming, etc? If you have accomplished specific things with your skills, make a note of it. Have you developed any skills on your own? This shows initiative and a willingness to learn.

- a) Skill/Achievement
- b) Date Awarded (Naviance Student requires you to complete this—put a month/year when you feel you accomplished this skill)
- c) Skill Level
- d) Description

MUSIC/ARTISTIC ACHIEVEMENT—Click on the Red Button with the x in it—Choose “Music/Artistic Achievement”

This is where you will put any talents. Musical and artistic achievements require a lot of hard work. You need to mention the time you have put into this talent.

- a) Name of musical or artistic achievement
- b) Start Date—End Date (or choose “To Present”)
- c) Average Hours per Week
- d) Total Hours
- e) Description

ADDITIONAL INFORMATION—Click on the Red Button with the x in it—Choose “Additional Information” (Personal Statement)

This is a great place to put a personal statement: A brief personal statement about anything that is special in your life that affects who you are. For example: if you lived in a foreign country or had a special experience or have a special handicap. This is also the place to make note of anything that does not quite fit into the other sections.

CONSIDER THESE TIPS

- Emphasize your ***most significant*** achievements. **Put your “best stuff” first in each section.**
- Be neat and accurate.
- Proofread carefully and check punctuation and spelling. Remember that this résumé is a reflection of you.
- You can only list a piece of information one time. Must choose in which section it belongs.
- Do NOT abbreviate.
- Be specific, offering examples when appropriate.
- Be honest.
- Think about leadership positions, service projects, and other activities you have done where you gained valuable skills. Be sure to list how many hours are spent in each area.
- It’s better to emphasize a few areas of major importance than a long list of insignificant activities.
- Most students simply describe what anyone in their position did, as opposed to what they specifically accomplished.
- Do not use the word “I”.

Example:

President, Student Council

Increased meeting attendance by 25% by overhauling content and format as president of student council. Created the first-ever “After Hours” Prom party that decreased accidents by 30%. Organized a faculty-student basketball game attended by 450 students.

HOW TO PRINT YOUR RÉSUMÉ

1. Go to PRINT RESUME/EXPORT RESUME.
2. Several options:
 - a. Download PDF
 - b. Download DocX—this will show up in a word document which allows you to move around sections if necessary.

Skye Waters

1234 E. Chestnut St.
Spring, TX 77379
281-255-9286
Skye1@hotmail.com

Education

Aug 13 – Present

Concordia Lutheran High School

700 E. Main; Tomball, TX 77375
High School CEEB Code: 447040
GPA: 3.9254/4.0 weighted scale

Extracurricular Activities

Aug 13 – Present

Cross Country

Grades 9,10,11
10 Hrs/Week
Total Hours: 120

Spent 10 hours per week/12 weeks per year with teammates.
Team captain: junior year. Responsibility as team captain included pushing each individual not only physically but mentally. Several records were broken under my leadership.

Aug 13 – Present

Student Council

Grades 9,10,11
5 Hrs/Week
Total Hours: 600

Spent 5 hours per week/40 weeks per year with StuCo. Planned and publicized many events. Part of a committee that helped make changes to current by-laws and swayed administration to give us (the student voice) more freedom in making decision regarding school environment. 9th: Class Rep; 10th & 11th: Publicity Manager.

Jun 15 – June 15

Drama

Grade 11
10 Hrs/Week
Total Hours: 40

Spent 10 hours per week for 4 weeks hosting several workshops. One included teachers and a professor who were brought in to help students learn to grasp a deeper character development for their monologues. Held Makeup Workshop with professional makeup artist learning how to apply stage makeup.

Volunteer Service

Feb 13 – Present

Referee

Klein, TX
Klein Soccer Club
Grades 9,10,11
5 Hours/Week
Total Hours: 60

Referee for boys' and girls' soccer teams. Responsible for creating schedules for all teams each season. Entrusted to help kids learn the rules and show them how to execute skills properly like throwing in a ball or what off-sides means.

Work Experience

June 14 – Present

Manager

Spring, TX
Hand Painted By
Grades 10,11
20 Hrs/Week
Total Hours: 1200

Responsible for the cash register, credit card transactions, customer service, reception area and cleanliness of the business. Skilled in the management of a business, money and how to talk and treat customers.

Awards/Certificates

Academic Letter

Grades 9,10,11

Maintained a 3.8+ GPA in school while participating in extracurricular activities.

Cross Country School Record

Grade 11

Broke school's long standing record for the 5K at regionals. School record: 15.25 minutes. My record: 14.45 minutes.

Music Achievement

June 10 – Present

Flute

Grades 6,7,8,9,10,11
15 Hrs/Week

Been playing Flute since 6th grade. Earned 1st chair sophomore year. Goal is to earn college scholarship.

Leadership

Attended leadership conferences to hone skills; learned that servant leadership is what I value most. Trinity Lutheran Church – Ran the Grow Groups every Wednesday evening throughout the school year. Responsible for total organization of the program which involved over 75 volunteers and 300 kids; Cross Country – Captain; Student Council: Class Representative & Publicity Manager.

Additional Information

Determination, perseverance, and commitment to being the best is my philosophy. Doing the minimum is not enough. "God has entrusted me with myself." (Epictetus)

The Waitlist

Why Colleges Use a Waitlist:

- A. Respond to unexpected changes in student behavior
- B. Guard against exceeding the target class size
- C. Protect against under-enrollment
- D. Make up for lost students through summer melt
- E. Be able to fill in specific gaps in the class (gender balance, diversity, extracurricular, majors)

Why are W.L.'s Growing?

- A. Increase in application numbers
 - B. Class size not growing
 - C. Students are applying to more schools
 - D. Uncertainty of the yield
- ** Go to College Board "Big Future" and look at W.L. data

Why would a student get Waitlisted?

- A. Not as competitive academically
- B. Not as strong in extracurricular activities
- C. Not as dynamic
- D. Has not demonstrated interest

How the applicant pool takes shape

- A. Lots of mini pools- majors, athletes, fine arts, etc.
- B. Competition impacts enrollment decisions

What Students need to know about NACAC Guidelines & Mandatory Practices:

- A. Colleges cannot demand deposit on W.L.
- B. Cannot extract commitment to enroll prior to offer of admission
- C. Colleges should provide history of admission from W.L. in their notification
- D. Colleges should provide adequate time (12 hrs.) for a response from a student
- E. Colleges should provide appropriate housing and financial aid information before commitment
- F. In 7 of last 9 years more than 70% of colleges increased or maintained W.L. usage; 43% use W.L.; 75% at selective colleges
- G. On average 30% of students are admitted from W.L. (16% selective colleges)

The Waitlist Cont...

When is it likely that colleges will admit students off the Waitlist?

Answer: Either right before or after May 1

Constraints and considerations

- 1) Quality of entering class
- 2) Financial aid budget
- 3) Balancing classes-low income, gender, etc.

Questions Students Need to Ask:

- 1) How many students were admitted from W.L. in last 3 years?
- 2) What were characteristics or factors of students admitted from W.L.?
- 3) Is financial need a factor for W.L. admittance? Are scholarships available?
- 4) Earliest you think about going to W.L. Before May 1? Latest date?

Pay Attention to the College's Communication with you regarding the Waitlist:

1. Send back card, respond to email, stay in touch
2. Keep up work academically
3. Be ready with a plan B
4. Be specific why you are interested
5. Contact the college multiple times: April 10, April 24, May 7 (shows interest)
6. Visit campus
7. Have affordability conversation with parents/college
8. Need to ask each college historically- when do they start the W.L.

January Admits?

Every school loses students in the fall for various reasons. If space opens up in the fall, those students could be offered a place at that time instead of waiting till January.



Social Media

Now is the time! **CLEAN IT UP!**

- A new survey found that 40% of colleges and universities are checking social media when making admission decisions.
- 37% of admissions officers have discovered posts that decreased a student's chance of admissions.
- Ask yourself – BEFORE you post – “Would I say this on television?” If the answer is no, then do NOT post it.
- Admissions officers advise students to watch their language and mind their manners.
- If you think you're going to have to explain or defend your post, it's probably best NOT to post it.
- While nothing that you have already posted on social media can 'go away' you can certainly begin to ensure that your current and future posts are appropriate and will portray you in a positive light.



SOCIAL MEDIA
PITFALLS



[FSU Freshmen Who 'Take 15' Credits More Likely to Excel](#)

By: Susan Hansen



The results are in: Florida State University freshmen who took 15 credit hours or more in the fall semester posted an overall higher grade point average (GPA), on average, than those who took a lighter course load.

The "Take 15" campaign, launched in 2015 by FSU Provost and Executive Vice President for Academic Affairs Sally McRorie, is designed to encourage students to take 15 or more credit hours each semester.

The initial results show "Take 15" is paying off. Prior FSU enrollment data has shown students who take more credit hours do better overall with earlier graduation times and higher retention rates.

"I am pleased but not surprised by these results," McRorie said. "Students who take more credit hours have better overall academic engagement and learn early on to prioritize and to push themselves."

During the Fall 2016 semester, First-Time-in-College (FTIC) students at FSU who took a 12-hour credit load averaged a 3.01 GPA. Students with a 15-hour credit load averaged a 3.36 GPA. For every additional hour from nine to 19, the average GPA rose by one-tenth of a point.

"The Fall 2016 results are evidence of what we have suspected for some time," said Dean of Undergraduate Studies Karen Laughlin. "Students who challenge themselves and take on a full 15-hour course load in their freshman year become more fully engaged in their academic life and have better outcomes."

The results were tested by comparing the performance of FTIC students by race and ethnicity, family income, in-state versus out-of-state students and by student test scores. In all comparisons, the more credits a student took, the higher the average GPA.

Students at Florida State are listening to the "Take 15" message. In the Fall 2016 semester, there was a 131-percent increase in freshman students who took 15 or more hours; 33.2 percent of all FTIC students in Fall 2016 took 15 or more hours versus 14.4 percent in Fall 2015. The previous high during the past 10 years had been 23.3 percent in 2009-2010.

"Taking more credit hours has been beneficial in keeping me goal-oriented and focused on my major," said sophomore Valeria Rigobon, a psychology major with a 4.0 GPA. "I've taken at least 16 credits every semester and have been able to simultaneously do the things I enjoy, like music, and participate in numerous campus organizations."

The average course load for freshmen in Fall 2016 increased from 12.93 to 13.54 credit hours per student.

These results help to refute the idea that freshmen should take only 12 credit hours.

"I have to admit, at first I was one of those who believed the popular myth that entering freshmen should take 12 credit hours so that they can adjust to college life," Laughlin said. "But the data and my follow-up conversations with advisers and students convinced me that taking 12 hours is preparation for taking 12 hours. Students who don't take 15 hours in their first fall or spring semester are very unlikely to ever take a 15-hour credit load."

Prior FSU enrollment data also showed that FTIC students who took less than 15 credit hours were 33 percent more likely to drop out without getting a college degree and 15 percent less likely to graduate on time.

"The evidence is clear, from freshman through senior year, all Florida State students can benefit from 'Taking 15'," McRorie said.

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