

NORTH KNOX JR. SR. HIGH SCHOOL

GUIDANCE INFORMATION FOR SENIORS

Welcome to your senior year! Your guidance counselors are going to help you throughout the year, advocate for you with admissions and scholarships, and do everything we can to help you find the right school with the best financial aid package. HOWEVER, it is *your* future and *your* life and *you* need to be involved in this process. Please turn all materials in promptly and observe all deadlines - colleges and financial personnel won't be sympathetic to late applicants.

This information will provide you with answers to questions you may have as you prepare for graduation, college and/or the workforce. You and your parents may reference it often throughout the year as questions arise.

Senior Bulletin Board and Website

The guidance bulletin boards are located outside the guidance office and inside immediately to your left as you enter. On these boards you will find information about scholarship opportunities, colleges, SAT and ACT information and campus visit dates.

Scroll down to find a list of areas to explore from financial aid, to colleges, and career inventories. There are also many homework help websites to explore for science, math, and English - use them!

Daily Announcements

Please read or listen to and pay close attention to the daily announcements; this is where guidance information is frequently publicized. Some examples of items that are publicized include visitations by college admissions representatives and military recruiters. In the spring many scholarship opportunities will be posted as well. It is **your** responsibility to follow through on any information posted.

Graduation Information

It is important for you to attend the senior meetings which take place in the auditorium regarding graduation materials and deadlines. This is where you find information about ordering senior announcements, caps and gowns, senior shirts and much more. If you miss a meeting please be sure to see Mrs. Stuckey to find out what you missed.

College Applications and Letters of Recommendation

Many of you will be applying for some form of education beyond high school this year. The Guidance Department offers the following assistance and resources to help you in this process.

***College Applications, Admission Requirements, Websites**

The guidance department has some paper applications for major colleges and universities in Indiana, as well as applications from smaller state and private schools. If you would like an application please stop by the guidance office to pick one up. It is essential to apply to colleges and universities early. Many schools have a November 1 deadline for acceptance and/or to receive certain scholarship monies.

Make sure that you check the admission requirements of a college before applying. Check to see that you have taken the required courses and have at least the minimum test scores, class ranking and G.P.A. required for admission. This information can be found in the college catalog.

Most colleges offer on-line applications. Check their catalog for Web Site addresses, or use a Web search engine such as "Google". Financial aid and scholarship information from the colleges are also available on these sites.

*Note - **The U.S. Department of Education** has a new website that can assist college-bound students in planning for college, applying for admission and aid, as well as receiving and repaying loans. The address is www.studentaid.ed.gov. Indiana residents can find information about college planning, career exploration and links to Indiana colleges at **Learn More Indiana** www.learnmoreindiana.org.

Application Completion Procedure

You may apply to a college or university before you take the SAT. Just be sure to note on the SAT the college to which you would like your scores sent.

Most college applications will be sent on-line. All applications and transcripts can be mailed by the school, if the student provides postage. As a courtesy to you, we will check over the application to see that you have provided all the information requested before it is mailed.

Remember to apply as early as possible. Also remember that counselors have many duties and obligations. If you are requesting additional information for a paper application, you should expect your application to be processed not less than two weeks after providing the materials to the counselor. Requesting last-minute materials from the counseling office (i.e. just before winter break or shortly before the deadline) puts you at risk as well as the counseling staff.

The following steps outline the preferred way to process college applications and scholarships:

1. Be aware of application deadlines
2. Apply as early as possible
3. Complete **ALL** of your sections on the application (use black ink and print—BE NEAT!!)
4. Bring your completed application to your specific counselor at least two weeks before it needs to be sent.

5. Bring your completed application along with:

- ✓ A stamped envelope (2 stamps) addressed to the college or university. Include YOUR return address.
- ✓ The check for your application fee
- ✓ Any essays or personal statements you were asked to write.

6. The counseling staff will

- Complete our part
- Include any additional written recommendations requested
- Submit the official transcript, including all test scores (SAT,ACT,PSAT,GQE), and school profile if requested
- Mail the pre-stamped packet of materials if it is complete.

The above process is functional for most applications. HOWEVER, under some circumstances an alternate method of processing applications will be suggested. This process will include an appointment with the student and counselor during which all necessary forms will be compiled and checked. The counselor will seal the envelope containing all materials, sign the seal, and give to the student to mail at the post office.

***Transcripts**

At this time, North Knox mails all transcripts to the colleges upon student request. Should you see information about Docufide etranscripts, please note that this is an option some schools use to electronically send transcripts. ***Please disregard this information as you apply and be assured that we will send your transcripts via U.S. mail along with your counselor information page.***

*** College Catalogs and Guide Books**

The guidance department has catalogs and books for many of the colleges and universities in Indiana, as well as from some out of state schools. If a catalog is not available, we have guidebooks that describe almost every college and technical school in the country, will help you find the school on the internet, and will request information from the college you have genuine interest in attending. We have books that provide information about which schools might offer specific majors. You may stop by the guidance office to check them out.

***Helpful Websites**

Nearly all colleges and trade schools have their own websites. Any information you might need about a college can probably be obtained from the website. Several websites allow you to easily link to many college and university homepages.

Examples are:

learnmoreindiana.org

embark.com

indnext.com

petersons.com

thecollegeadvisor.net

usnews.com

collegenet.com

nces.ed.gov/ipeds/cool

collegeboard.com

collegeapps.about.com/blus.htm

collegeview.com

firstgov.gov

wiredscholar.com

ecampustours.com

students.gov

**** REMEMBER, SUBMITTING APPLICATIONS EARLY IS ESSENTIAL! ****

***Letters of Recommendation**

In order for us to write the most accurate letter of recommendation for you, please fill out a "Senior Information Sheet." Please be sure it is legible and thorough. If you did not receive one, please stop by the guidance office. We will make copies of your complete SIS so you can take it to anyone you have asked to provide a letter of recommendation.

Meetings with Admissions Representatives

Throughout the year college and vocational school representatives and military recruiters will come to North Knox to talk with students interested in attending or obtaining information about their schools or branches of the service. Listen to the announcements for dates of specific college visits. Please sign up in the guidance office. On the day of the visit you will be notified of the visit time and place.

School Absences for Campus Visits or Military Recruitment

Throughout the year, colleges, vocational schools, and the military will hold visitation days when high school students are encouraged to visit the schools' campuses. There may also be other times when you would like to visit a campus on your own. You are allowed two (2) days of excused absence from school for these visits. To take one of these days, notify the guidance office and the attendance secretary at least three days before you plan to go. At that time you will receive a college visit permission slip, which must be signed by teachers and parents. You will then have your parents sign it and return it to the attendance secretary before you leave.

To verify this as an excused absence, you must bring a statement from the college Admissions office. It should be returned to the attendance secretary on the day you return to school. We strongly encourage you to arrange your visits during your school vacations.

To obtain the dates when colleges host campus visit days, you can check the posters on the guidance bulletin boards, or call the school directly. It is advisable to call the admissions office and make a reservation or appointment before any scheduled visit day, or if visiting on your own. Most schools will arrange tours, interviews and visits with faculty members on days other than their scheduled visitation time.

Scholastic Aptitude Test (SAT I)

The SAT I is required by most colleges for admission. Seniors, who have not taken the test and plan on attending college next fall, should take this test by the earliest possible date. In most cases you will need to sign up for the "Reasoning Test".

If you have already taken the SAT, and feel that you can improve your score, you may retake the test as many times as you like. Be sure to have your scores sent to the colleges/universities to which you are applying.

SAT registration forms and study guides are available in the guidance office. The easiest way to register is online at <http://www.collegeboard.com>. You may also take practice exams online.

If you are eligible for free and reduced textbooks or lunches, you may take the SAT for free. You can also obtain an application fee waiver for many colleges. See a counselor for application forms for these programs if you think you qualify.

Achievement Tests or SAT II

Some colleges require their incoming freshmen to take the SAT II. The *SAT II: Subject Tests* measure your knowledge and skills in a particular subject and your ability to apply that knowledge. There are 24 separate subject tests. These are often used to determine college course level placement. Students planning to major in math, science, or a foreign language might especially be required to take that subject exam. The SAT II is given at the same test centers and on the same dates as the SAT I.

Check to see if the college you are interested in requires the SAT II and in which subjects. It is recommended that you take these tests during the first semester of this year. Registration forms and study guides are available in the Guidance office.

*These websites offer free SAT preparation assistance.

www.Number2.com

www.testu.com

www.cavhs.org

www.uccp.org

www.ets.org

www.freevocabulary.com

collegeboard.com

<http://www.indiana.edu/~cpartner/testprep.htm>

American College Testing Program (ACT)

The ACT is a test similar to the SAT I, but also includes science and social studies questions. The ACT is required by some schools for admission. It may also be used as an alternative to the SAT I. Check to see if the college you plan to attend requires the ACT. Registration forms and study guides are available in the guidance office. Visit www.actstudent.org for more information.

High School Code Number (C.E.E.B. Code)

When applying to take the SAT I, ACT, or SAT II you will need the North Knox Jr. Sr. High School Code number which is **150892**. This number is also required on most college applications and financial aid forms. The Vincennes University Test Center Code is **15795**

Note* The application will ask you for a first and second choice test site. If you want to test at VU, do not list a second choice. VU does not limit the number of students who can test there.

Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is a useful vocational aptitude test. It helps you learn about yourself and can give you a sense of direction towards a career. The ASVAB will be given at North Knox for 11th or 12th grade students in **October**. Please read announcements regarding sign-up for the ASVAB in September. If you miss the October test date you may contact a local military recruiter to schedule a time to take it.

The ASVAB also qualifies students for the Technical Honors diploma per the assessment requirement.

Selective Service Registration

Federal law requires all males to register for Selective Service within 30 days of their 18th birthday. Men can begin registering any time after turning seventeen. Register for Selective Service by going to an official site and filling out the necessary form. These sites include any post office and the guidance office. You may also register using the Internet. Go to the Selective Service website www.sss.gov and click on the "Register On-line Now" icon. After filling in the information, you will receive a Selective Service number within 30 seconds. All male students must be registered for Selective Service to be eligible for any federal or state financial aid for college or vocational school, job training programs, and many government jobs, such as with the U.S. Postal Service. Failure to register is against the law. If prosecuted, you could receive a fine of up to \$250,000 and/or five years in jail. If you fail to register, you cannot qualify for federal student grants or loans for college, job training benefits and many state and federal jobs.

Class Rank and Grade Point Average (G.P.A.)

The Grade Point Average (G.P.A.) is figured using only semester final grades. It is calculated at the end of each semester. All grades are included in G.P.A. G.P.A. is calculated by dividing the cumulative grade points by the corresponding eligible credits. Class rank is assigned at the end of each semester after all semester grades are finalized. Students are ranked according to G.P.A. The student with the highest G.P.A. is ranked as one; the student with the next highest G.P.A. is two and so on. If more than one student has the same G.P.A., they will receive a tied ranking. The rank of the next person in line will skip a place or places in rank equal to the number of students who are tied (example: two students are ranked 5, the next student is ranked 7).

Permanent Records and Transcripts

Your transcript contains the record of your semester grades and test results for your years in high school. You are entitled to view your transcript and permanent file and have an interpretation of their contents. All permanent records remain the property of the school after you graduate. College admission offices require that transcripts be sent directly from the high school and must have the high school seal on them in order to be valid for the admission process.

Dual Credit Classes—Transferring credit to your college

Seniors who have taken any Dual Credit courses at North Knox will need to transfer their credit from that college to the college they will be attending. Sociology and Psychology are offered for college credit through Oakland City University. In order to move those credits to your college, you will need to contact Oakland City University Office of Registrar and complete the request to send your transcript to the college you will be attending. The same process applies to Vincennes University credit if a senior goes to a different college. This process should be done in June when grades are final.

Senior Conferences

Senior conferences will take place during the months of September and October. Conferences will be scheduled individually during your study hall or elective class. At this time we will go over your transcript, discuss future plans, college applications, or other questions you may have.

If other questions arise throughout the year regarding college applications, scholarships it might be best to make an appointment if you need assistance.

Parents should feel free to contact the counselors with their questions as well. It is best to call and make an appointment to stop in to our offices.

Vocational Apprenticeships

Many of the vocational trades offer apprenticeships for students after they graduate. If you are interested in a particular trade, see one of the counselors for information about whether apprenticeships are available.

NCAA Eligibility - *ATHLETES: Please read carefully and begin this process ASAP if you are considering playing college sports at Div. I or Div. II levels*

If you plan on attending a college or university that is a member of the NCAA and you plan to participate in varsity sports, you must file a form with the NCAA to determine eligibility. This application / registration process is now done online. www.ncaa.org Click on the box on the right that says "Eligibility Center" and sign up for an account. You should file these as early as possible. The athletic director is the contact person regarding all NCAA questions.

Learn More Indiana

Learn More Indiana is the State of Indiana's center to inform, encourage, and support the education and career development of the people of Indiana. All seniors should have been registered with Learn More Indiana as juniors. Learn More Indiana will offer assistance with questions about career exploration, Indiana colleges and the application process and financial aid. If you wish to contact Learn More Indiana, you can call them at their toll-free Hotline: 1-800-992-2076, or access their website: www.learnmoreindiana.org

Financial Aid

***Financial Aid Day**

A financial aid assistance day for parents and students **will be held at NORTH KNOX in February**; watch the announcements for the exact date. A representative from a local college will be present to see parents and students and will discuss the "how-to" of filing the FAFSA, provide information on other sources of financial aid (grants, scholarships, college aid, etc) and answer other financial aid questions you may have as well.

***College Goal Sunday**

College Goal Sunday offers you help filling out the FAFSA. On **February 23, 2014**, financial-aid professionals from Vincennes University will be available at the library in the Shake Media Center lab. These experts will walk you and your family through the financial-aid application. Everything you'll need is provided: forms, pens and pencils. **All you need to bring** is your family's IRS 1040 tax return, W-2 form, or other income and benefits information. For more details regarding College Goal Sunday at Vincennes University visit www.collegegoalsunday.org.

There are many sources of financial aid available. Most sources of financial aid use "need", which is the degree to which families can meet the financial costs of college, as one of the main criteria for determining the recipients of their grants and scholarships. There are two standard forms used to determine a family's need the FAFSA and CSS/Financial Aid PROFILE.

***Free Application for Federal Student Aid (FAFSA)**

The FAFSA is used to determine all state and federal financial aid. Most other aid sources, including colleges, require that a FAFSA be completed and filed. The FAFSA includes detailed family financial statements. The information provided on these forms is confidential and is not shared with school personnel. FAFSA forms are available from the Guidance office in December, but they cannot be filed until after January 1. The FAFSA must be filed by March 1 for some colleges, **and no later than March 10 to receive state aid** and before June 30 for federal aid, although it is best to have it done by the March 10 deadline. There is **no cost** for filing the FAFSA.

Each college or university has an Institutional Code Number that you may need to use when completing the forms. You can find out individual schools' codes by contacting the guidance office. You are strongly encouraged to file the FAFSA online at www.fafsa.ed.gov. The federal government publishes a guide to its financial aid programs called *Funding Your Education*. More information about financial aid can also be obtained from www.studentaid.ed.gov.

***Register for estudent**

Go to the State Student Assistance Commission of Indiana and register for estudent. You will be able to access your financial aid information and awards at this site. <http://www.in.gov/ssaci/>

***CSS/Financial Aid PROFILE**

Many colleges and universities use the information collected on the PROFILE to help them award private, non-federal student aid funds. Check with the college you are interested in, or a Guidance counselor, to see if they require the PROFILE. You only need to file it once. There is a charge for filing the PROFILE. The PROFILE is an exclusively online service. You can apply for the PROFILE at www.collegeboard.com. Students who qualify for free/reduced lunches or textbook assistance can receive a fee waiver for the PROFILE.

***Common Sources of Financial Aid**

♦ State Grants

All students are eligible for Indiana Higher Education Grants. The state grants may be used only at colleges in Indiana. If a student receives an Indiana Higher Education Grant of the maximum amount and he/she still has financial need, the student will automatically be considered for a Freedom of Choice Grant. This grant is a supplement to the Indiana Higher Education Grant. Many times it is used to assist students who attend private Indiana colleges. Grants may also be available for students completing a CORE 40 or Academic Honors Diploma. To apply for both grants, students must fill out the FAFSA and file it by March 10. Separate applications are not necessary.

♦ Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. A Pell grant is awarded only to undergraduate students who have not previously earned a degree. The size of Pell Grants will be determined by the amount of money Congress appropriates for this program. Pell grants can be used at most colleges, universities and vocational schools throughout the country. To receive a Pell Grant, financial need must be shown from your FAFSA application.

***Other Sources of Federal Financial Aid**

The U.S. Department of Education has the following major student financial aid programs: Federal Stafford Loans, Federal PLUS Loans, Federal Consolidation Loans, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, and Federal Perkins Loans. All of these programs, except for certain loans, are awarded on the basis of financial need. These programs are explained in detail in the U.S. Department of Education's *Student Guide to Financial Aid*. This Student Guide is also online, on the Department of Education's web site: www.studentaid.ed.gov

♦ College and University Financial Assistance

Each college has a Financial Aid Department. They offer their own grants and scholarship programs. Contact the college you are applying to for a listing of their financial assistance programs and a financial aid application. Most schools require the FAFSA to determine need, but some will also ask for the PROFILE. Most schools also offer assistance based on merit, such as academic achievement, athletics, and leadership. Be sure to apply for financial aid from your school by the deadline specified.

♦ Private Scholarships

Many private organizations offer scholarships to college students each year. When searching for scholarships, first consider organizations with which you or your parents are familiar. Examples of these would be employers, churches, labor unions, local foundations, the military, fraternities/sororities, and civic groups such as the American Legion, YMCA, 4-H Club, Elks, Kiwanis, Lions, Jaycees, Rotary, Chamber of Commerce, and the Boy or Girl Scouts. You might also consider aid from organizations connected with your field of interest (for example, the American Medical Association or the American Bar Association). These organizations are listed in the U.S. Department of Labor's *Occupational Outlook Handbook* and are listed in various directories of associations available at your public library.

♦ Knox County Community Foundation Scholarships

The Knox County Community Foundation administers more than 300 funds and scholarships bequeathed by individuals, other agencies, corporations and foundations. Scholarships are listed below. To view eligibility requirements and complete the online application visit the website at www.knoxcountyfoundation.org.

Zach Arnold Memorial Scholarship (High School Golfers - Lettered 2 years)

Persis McClure Hurst Memorial (English or History Majors)

McKinley Avenue Presbyterian Church (Financial Need; does not have to be member of this church)

Velma and Herbert Pepmeier (Must be member of Bethel Church or St. John's United Church of Christ)

Schott North American (Parent must be employee of Schott Corporation)

Melba Jean Racener Scholarship (Advertising, Marketing, Public Relations Majors)

♦ Lilly Scholarship

The Knox County Community Foundation Lilly Endowment Inc. will award a full tuition scholarship to one Knox County Senior, who will begin classes in the next fall semester. One alternate scholar is chosen should the Lilly winner decline or not be able to fulfill the requirements of the award. The alternate scholar receives a \$1000 scholarship. Each of these Lilly Scholars will receive Lilly cords to wear at the graduation ceremony. Applications will be available on-line at www.knoxcountyfoundation.org on November 1. The application should be completed and turned into the guidance office in early January. Interviews will be conducted in February and students will be notified in April.

♦ North Knox Scholarship Foundation List

The North Knox foundation awards several scholarships to seniors at the Senior Awards Day Ceremony. There is one common application for the NK Scholarship Foundation. It will be available in the Guidance Office in March.

♦ Vincennes University Scholarships

The guidance office has the Vincennes University Scholarship Application for academic, departmental,

and foundation scholarships. **This application will be given to all seniors in their Senior Conference. It is due back in Guidance early December** so the guidance counselors have time to complete the back section & make a personal recommendation for students. It is due at Vincennes University on Jan. 15.

ALL VU SCHOLARSHIPS ARE BASED ON THIS APPLICATION !!

Criteria for the Vincennes University Academic Scholarships are below:

- VAL/SAL - Full tuition scholarship for 2 years at Vincennes University
- Presidential Scholarship - Requires SAT of 1650 or ACT of 25; Class Rank Top 10%
- Blue and Gold Scholarship - Requires SAT of 1515 or ACT of 21; Class Rank Top 50%
- Academic Honors Scholarship - Student must successfully complete the Academic Honors Diploma OR Technical Honors Diploma (Scholarship: \$1250 per year at V.U.)

In addition, there are 3 major scholarships that have separate applications: The Grabbe Utley Scholarship, the Polk-Decker Scholarship, and the Dorothy Walters Scholarship.

Each of these applications are due at Vincennes University February 1.

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Also, there are many national organizations and corporations that provide scholarships. While these are highly competitive on a national scale, they are worth investigating. The guidance office will post these listings as we are aware of them.

♦ **Scholarship Search Databases**

We do not recommend that you pay anyone for financial aid information or to fill-out a FAFSA form for you. The Internet offers several free scholarship search sites. The following websites provide information on scholarship opportunities as well as fellowships, grants, and loans.

www.fastweb.com	www.findtuition.com	www.wiredscholar.com
www.scholarships.com	www.findaid.org/scholarships/	www.scholarshipexperts.com

♦ **Bank and other Loans**

Check on student loans by contacting your college's financial aid office and your local lending institution. Most have low interest rates. These loans are usually guaranteed by the State Student Assistance Commission of Indiana or the Federal government. There are also many national financial institutions which specialize in student loans.

***Stay Focused, Ask Questions, Follow Directions
and YOU will leave here ready for the next step!***