

Postsecondary Quick Reference Guide



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High School CEEB Code:

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The task of choosing a college or university can be an exciting time but it may also be very overwhelming. This choice has a great impact on the student's life so it is important to take the time to think and explore the options available. Use this resource, the advice of your counselor as well as other outside resources in making an informed, well-directed decision. – NSCHS Counselors and College and Career Center
Tessa Barbazon, Jamie McMahan, Jay Wiley, Ava Butler and Felicia Lewis (College and Career Center)

Choosing a Postsecondary Option

Consider the following in your decision process:

- Academic Environment
- Majors
- Geographic Locations
- Campus Size
- Affordability
- Housing and Dining
- Health and other services
- Student Life

Application Tips:

- Read all requirements thoroughly
- Complete the application in full and supply supporting material only if requested (transcript, recommendation...)
- Follow directions
- Neatness counts
- Write an essay that makes a strong impression – be personal and specific
- Meet all deadlines
- Put your name on all pages
- Keep a back-up copy in case anything goes wrong
- Proofread the entire application carefully
- Ask for help if you need it. If you have a question, contact the college or university's admissions office.

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"I read your college application essay. First of all the word 'COLLEGE' has two 'L's."

Scholarships

Scholarships are forms of aid that help a student pay for college that do not have to be repaid. Scholarships are generally reserved for students with special qualifications such as academic, athletic or artistic talent. Awards may also be available for students interested in particular fields of study, who are members of underrepresented groups, who live in certain areas of the country or who demonstrate financial needs. Some private scholarship sponsors occasionally establish scholarships with esoteric eligibility requirements such as a scholarship for left-handed students. While these are rare, they attract a lot of attention because they are so unusual.

Where do you find these scholarships?

- Free online, personalized scholarship search services that compare your qualifications with a database of awards (see list on back)
- Contact the colleges you are applying to and ask about university-based scholarship opportunities and procedures.
- Visit the College and Career Center.
- Check the College Bound Blog for posted scholarships-<https://sites.google.com/site/spartanguidance/>
- Complete the FAFSA after January 1 of your senior year to apply for federal and state aid programs, including HOPE.

Transcript Questions and Answers

How do I request a transcript?

- Fill out a transcript request form in the College and Career Center. (open from 8-2 daily)
- Pay \$3.00 for each transcript requested.
- Your transcript will be ready for pick up within 2 school days from the College and Career Center (between 8-2). If the transcript is not sent electronically, the student mails the official transcript to his/her colleges. Be sure to keep the envelope sealed!

What if I need a counselor recommendation?

- Follow the same procedure outlined above, but include the counselor recommendation form when you fill out the transcript request form. *Note to students using Common Application: When you complete the Common Application online, your counselor will send both the Secondary School Report and Transcript for the Common Application online. You will need your counselor's e-mail address for this option. You must submit your application before making your request and come to the College and Career Center to fill out the transcript request form.*
- Give your counselor at least 2 weeks to complete the paperwork.
- You will come back to the College and Career Center to pick up the transcript/recommendation packet for mailing if it was not an electronic transcript/packet.

How do I request a teacher recommendation?

- If your teacher will be mailing the recommendation to the college, give him/her a stamped envelope addressed to the college. Include the recommendation form if one is provided. Let him/her know when you need the recommendation mailed. Allow your teacher plenty of time to complete your recommendation – at least 2 weeks.

How do I have my SAT or ACT scores reported to colleges?

- The easiest (and cheapest) way is to include the code of the colleges you want to receive your scores in the appropriate place when you register for the test.
- If you have already taken the test and not had your scores reported, complete a score report request online OR you can call and order scores to be reported. There is an additional fee for this service.

ONLINE Sources

Where can I find free scholarship search websites?

There are several free online scholarship search services available.

Here are some recommended sites:

www.FastWeb.com
www.MeritAid.com
www.Scholarships.com
www.CollegeAnswer.com
www.AtlantaScholarships.com
www.collegeboard.org/pay
www.CareerandColleges.com

Where can I find free Test Preparation websites?

www.GACollege411.org
www.Number2.com
www.March2Success.com

What are some other college planning websites?

www.Cappex.com
www.ecampus.com

- Requests for counselor recommendations and transcripts for applications with a deadline which falls between December 15th and January 5th must be submitted to the College and Career Center by Dec. 1st.
- Requests for counselor recommendations and transcripts for applications with a deadline of January 1st – 15th must be submitted to the Student Services Office by Dec. 15th.

Responsibilities in the College Application Process

Students are responsible for:

- Completing applications
- Meeting deadlines
- Submitting requests for teacher/counselor recommendations in a timely manner
- Sending required standardized test scores (SAT/ACT)
- Following the admissions policies and procedures of each college or university – Remember all college applications are not the same. Specific questions concerning admission requirements or procedures should be addressed to the undergraduate admissions office of that college.
- Mailing applications, official transcripts, counselor recommendations, etc.

Parents are responsible for:

- Allowing students to “own” the process

Colleges and Universities are responsible for:

- Providing students with information
- Allowing you until May 1 to respond to an offer of admission and/or financial aid, except for early decision candidates

NSCHS College Career Center and the Counseling Office is responsible for:

- Giving students and parents sound advice and counsel regarding college choices and progressing through the admissions process.
- Processing secondary school report forms, transcripts, and counselor recommendations in a timely manner to ensure the meeting of deadlines.

Types of Admission Decisions

Early Admission – an exceptional student would terminate his/her high school education after the junior year without earning a high school diploma and enroll in college

Early Decision – allows a student to apply between October and Mid-January for an early determination of admissibility. IT IS BINDING!

Early Action – invites early applications but does not require the student to attend if accepted. Non-Binding!

Deferred Decision – is the determination of the college or university that more information is needed to make a final decision about a candidate's application

Rolling Admissions – the applicant is notified as soon as the application has been processed and the file is complete

Open Admissions – students notified of acceptance upon application (usually community colleges)

Deferred Admission – permits a student, once accepted, to postpone matriculation for one year

Conditional Admission – admitted provided that you continue to meet the requirements of the school or complete additional coursework/supplemental program

The GPA Mystery

Cumulative GPA – every grade on the transcript is converted from numerical to a 4.0 scale - A = 4, B = 3, C = 2, Failing = 0

We do not convert for college applications. Colleges are accustomed to seeing the numerical average. Many colleges will convert on to their own scale.

Core GPA - only English, Math, Science, Social Studies and Foreign Language course grades are counted, “7” points may or may not remain in the grade depending on the college/program- A= 4, B = 3, C = 2, Failing grade = 0

HOPE GPA – all English, Math, Science, Social Studies and Foreign Language course grades are counted

The Fulton County “7” points are taken out
All AP, honors, and college courses are stripped of their 7 points
and converted to the 4.0 scale

Honors and college courses then simply convert as
 $92 - 7 = 85$ and $85 = 3.0$

An AP grade is stripped, converted and then receives .5 to the grade
i.e. – 92 in an AP class becomes 85 and converted to a 3.5 for HOPE

Overall GPA must be 3.0 for HOPE or 3.7 for Zell Miller HOPE
HOPE does not count middle school grades

Please remember that this is **not finite**, but rather a guesstimate. **Georgia Student Finance is always the only one to depend on** to let you know if your student is eligible. This will hopefully give you some **idea** of where your student stands.