

LAVILLE JR.-SR. HIGH SCHOOL

SENIOR INFORMATION PACKET 2016-2017

Mrs. Mosson – School Counselor

CEEB CODE: 151970



LaVille Jr.-Sr. High School

Guidance Information for Seniors

2016-2017

1. Guidance Bulletin Boards and Website

The guidance boards have information about scholarship opportunities, colleges and campus visit dates, vocational schools, opportunities in the military, employment positions, and dates for testing (SAT, ACT). The Guidance Department has its own web pages on the LaVille website at www.unorth.k12.in.us.

2. Daily Announcements

Pay close attention to the daily announcements. This is where we frequently publicize guidance information. Some examples of what we publicize include job opportunities, testing programs and visitations by college admissions representatives and military recruiters.

3. Counselor Assistance

Mrs. Mosson is available to answer questions and help with applications for college and scholarships or anything else related to your senior year. Sign up on the Guidance Clip Board in order to have an appointment. Parents should feel free to contact Mrs. Mosson with their questions as well. They can call to make an appointment. During the first couple of months of this school year, Mrs. Mosson will be meeting with all seniors one-on-one to review your graduation status, discuss your post-secondary transition plan, provide information, and answer any questions you may have.

4. Post-Secondary Transition Plan

Required of every senior. Used by guidance for several reasons: determining student eligibility for certain scholarships, assistance to write the counselor recommendation for college and scholarship applications, used to make nominations for scholarships and awards. This is listed in Canvas as a senior assignment.

5. High School Resume

Create an Activities and Accomplishments resume. This will be used for college and scholarship applications. Sometimes you will simply attach this document and sometimes you will have to transfer the information. Creating a nice format means you don't have to try and remember the same information each time.

6. Letters of Recommendation

Throughout the year, you WILL need a letter(s) of recommendation for a college or scholarship application. Use the Recommendation Letter Checklist AND Recommendation Letter Fact Sheet. Letters should come from NON-RELATIVE ADULTS who know you well. **Not** a friend or fellow classmate. **Not** from your parent or any other relative. Give plenty of time!!

7. College Applications

Most 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.

A. College Catalogs and Guide Books: The Guidance Department has catalogs and view books for many 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 every college and technical school in the country. These

books include information about which schools might offer specific majors. All of these materials are available to be checked out. 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:

www.Learnmoreindiana.org
www.indnext.com
www.thecollegeadvisor.net
www.collegeboard.com
www.collegeview.com
www.ecampustours.com

www.schoolcoup.com
www.petersons.com
www.nces.ed.gov/ipeds/cool
www.collegeapps.about.com/blus.htm

B. College Applications: Be sure to check admission requirements of a college or university before applying to that institution. Check to see that you have taken the required courses and have at least the minimum test scores, class rank, and GPA for admission. This information can be found on the college or university home web page. See Mrs. Mosson if you are unsure about your eligibility.

Plan to submit all college applications **online**. Most state colleges and universities are no longer providing paper applications. Log on to a school's website and start with admissions tab.

Be aware that online applications require a counselor page to be filled out and a transcript released. These can both be done through Parchment.

PARCHMENT is the source for requesting an e-transcript. (Colleges now prefer to receive electronic records.) Find the link to PARCHMENT on the school website or go to www.parchment.com. The student must have an e-mail address to use this service. Request the transcript. The Guidance Office receives the request and sends the transcript electronically to the college. When the transcript has been sent, the student will receive a confirmation e-mail. E-transcripts do not cost money.

*******Submitting applications early and on time is essential*******
Be sure to check preferred submission dates.

8. College Representatives Visiting LaVille

Throughout the year, college and vocational school representatives and military recruiters will come to LaVille to talk with students interested in attending or obtaining information about their schools or branches of the service. These visits will take place during lunch times in the cafeteria. Listen to the morning announcements for dates of specific college visits. These will also be listed on the senior board in the hallway. In addition we do an onsite admission event with IUSB. Application fees are waived if you participate on the onsite admissions.

9. College Visit Days or Military Recruitment Days

Seniors will have 2 college days. These do not count against your attendance; however, if attendance becomes a major problem for you, you may be denied your college days. To take a college day, **see Mrs. Mosson at least two days before you plan to go (but a week is even better)**. You must obtain a permission form from the counselor and return it signed by a parent before you leave. Part of the college visit form is a confirmation slip.

This part needs to be filled out by a college representative on the day you take your visit. It should be returned to the attendance secretary, Mrs. Berger or to Mrs. Mosson on the day you return to LaVille. Your absence will not be excused unless you return this form completed and signed. You will not be allowed to take one of these days immediately before or after a school vacation or during the last week of a grading period. To obtain the dates of campus visit days, you can check the posters on the guidance bulletin boards, or call the school directly.

You should call the admissions office (or use their online system) 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.

10. College Fairs

Local high schools, colleges, and organizations hold college fairs during the school year. Listen to announcements for additions.

Local /Regional College Fairs:

September 16.....Indianapolis National COLLEGE FAIR

Indiana Convention Center (<http://www.nacacnet.org/college-fairs/FallNCF/Pages/default.aspx>)

9:00 a.m.–1:00 p.m.

182 Colleges from all over the country will be represented

September 26.....CHRISTIAN COLLEGE FAIR

Bethel College-Wiekamp Center, 6:30 p.m.-8:30 p.m.

Over 40 colleges represented, financial aid seminar

October 1.....CHICAGO NATIONAL COLLEGE FAIR

McCormick Place – Hall C1, North Building

11:00 a.m. – 3:00 p.m. cst

October 5.....ST. JOSEPH COUNTY COLLEGE FAIR

Century Center, South Bend, 6:00 p.m.-7:30 p.m.

Representatives from over 80 colleges, universities, two-year schools and the military.

Academy Days: Students interested in attending a United States Service Academy must obtain a recommendation from a US Senator, US Representative or the Vice-President. US Congresswoman Jackie Walorski will hold an informational meeting, on Tuesday August 23 from 5:30-7:30 pm at the Mishawaka Public Library.

11. Scholastic Aptitude Reasoning Test (SAT I) or the American College Test (ACT)

The SAT Reasoning Test or the ACT plus writing is required by most colleges for admission. If you plan to attend college next fall, and don't have scores yet, plan to take a test by the earliest possible date (**October 1**, SAT; **October 22**, ACT). A student may retake the SAT and ACT as many times as needed to improve their score. SAT and ACT study guides are available in the Guidance Office. A student eligible for free or reduced lunch is also eligible to take the tests for no cost by using a fee waiver form. Fee waiver forms are available from Mrs. Mosson.

**Registration for the SAT online at www.collegeboard.com and for the ACT at www.actstudent.org.

IMPORTANT: Include the LaVille CEEB code 151-970 on your registration form AND be sure to request your scores be sent to four colleges of your choice. Test scores need to be sent directly from the College Board or ACT.

12. SAT II: Subject Tests

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.

13. SAT /ACT Preparation Courses

IUSB SAT Prep Classes.

SAT Math: 6 Tuesdays starting September 2- October 7 from 6-8 pm

SAT English: 6 Wednesdays starting September 3 – October 8 from 6-8 pm

Cost is \$159 for one class or \$258 for both. To register go to

<https://www.iusb.edu/extended/on-campus/lifelong-learning/test-preparation.php>

Khan Academy offers online downloadable full-length tests in addition to demonstrations on how to solve problems. Partnering with the College Board. **This service is FREE**

www.khanacademy.org

ACT Online Prep.....\$39.95 www.act.org

These websites offer free SAT preparation assistance.

www.Number2.com

www.collegeboard.com

14. LaVille Code Number (C.E.E.B. Code)

When applying to take the SAT I, ACT, or SAT II you will need the LaVille Jr.-Sr. High School Code number which is **151-970**. This number is also required on most college applications and financial aid forms.

15. ASVAB (Armed Services Vocational Aptitude Battery)

All students planning on entering the military when they leave high school are required to take the ASVAB. The ASVAB is a useful vocational aptitude test for other students as well. The ASVAB will be given at LaVille for students in grade 11 or 12 on February 8, 2016. If any senior who has not yet taken the ASVAB would like to take the ASVAB at LaVille, he or she may do so. Otherwise contact a local military recruiter to schedule a time to take it.

16. 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 by going 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 a felony, punishable by a fine of up to \$250,000 and/or five years in jail.

17. 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. 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

18. Permanent Records and Transcripts

Your transcript contains the record of your semester grades and standardized test results as well as attendance and vaccination records for your years in high school. Official copies of your transcript will be sent electronically to colleges that you apply to using Parchment. The guidance office cannot give an official copy of a transcript to parents or students unofficial copies will be given when necessary. All permanent records remain the property of the school after you graduate.

19. Vocational Apprenticeships

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

20. NCAA / NAIA Eligibility

If you plan on participating in Varsity athletics in college, at the Div. I or Div. II level, you must register with the NCAA Clearinghouse to determine eligibility. These forms must be filled out online at <http://www.ncaa.org/student-athletes/future/eligibility-center>

NAIA participation also requires eligibility determination. Register at www.playnaia.org All SAT and ACT test scores must be sent directly from the testing agency to the clearinghouse. Transcripts must also be sent. You should file these as early as possible. There is a fee to register.

21. 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. 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

22. Financial Aid Night

The Guidance Office has scheduled a financial aid seminar for parents and students during the evening on **September 7, 2016**. We will have an explanation of how to fill out the FAFSA and also answer other financial aid questions. A representative from a local college will be present to conduct the seminar and will answer questions about financial aid and admissions as well.

23. Financial Aid

There are many sources of financial aid available for seniors. 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.

A. 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 information is available from the Guidance Office in December, but forms cannot be filed until after January 1. The FAFSA must be filed by **March 10, 2017**, to receive state aid and before

June 30, 2017, for federal aid, although it is best to have it done before the end of your senior year. There is no cost for filing the FAFSA. Each college or university that you would like the results of the FAFSA application sent to have an Institutional Code Number that you will use when filling out the forms. You can find out individual schools' codes on the FAFSA website. You must file the FAFSA online at www.fafsa.ed.gov.

B. 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 Mrs. Mosson, to see if they require the PROFILE. 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

A. 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.

B. 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.

C. Other Sources of Federal Financial Aid

The U.S. Department of Education has the following major student financial aid programs: Federal Pell Grants, 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 booklet is available for free in the Guidance Office. The Student Guide is also available online, on the Department of Education's web site: www.studentaid.ed.gov.

D. 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.

E. Private Scholarships

Many private organizations offer scholarships to college students each year. When searching for scholarships, first consider organizations with whom you or your parents may already have a

relationship. 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.

F. LaVille Scholarship List

In addition to local sources, many state and national organizations and corporations provide scholarships. The Guidance Office provides listings of organizations that send scholarship applications to us. Each month the Guidance Department will issue a list of scholarships that are due the following month. Hard copies will be available on the Guidance Senior Bulletin board. The list will also be available on LaVille website.

CARE is a community organization that provides scholarships to LaVille students. Applications for these scholarships are available in the spring from Mrs. Mosson.

G. Scholarship Search Databases

Many people offer to do a scholarship search for you for a fee. Frequently, an individual who has purchased a database and hopes to make money by selling information to students makes these offers. Often the information is out of date, and/or the individual selling the service has little or no financial aid knowledge and experience. Most of these people use the same information that is available to you for free at the library or on the Internet. 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. FastWeb is an on-line searchable database of more than 180,000 private scholarships, fellowships, grants, and loans.

H. 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. The State Student Assistance Commission of Indiana or the Federal government usually guarantees these loans. There are also many national financial institutions, which specialize in student loans. See a guidance counselor for more information on these opportunities.

I. 21st Century Scholars

Seniors who are 21st Century Scholars need to make sure they take the required steps to maintain their scholarship. They must graduate with a 2.5/4.0 or approximately a 6.5 / 12.0. Additionally there are forms to be completed and deadlines to meet. Know the requirements. Don't lose out.

24. College Goal Sunday

College Goal Sunday offers you help filling out the FAFSA. On **November 13, 2016** and **February 12, 2017**, from 2:00-4:00 p.m., financial-aid professionals from Indiana colleges and universities will be available at sites around Indiana. 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 2015 IRS 1040 tax return, W-2 form, or other 2015 income and benefits information. Plymouth High School, South Bend, and Elkhart are the closest sites. Call 1-800-992-2076 or visit www.collegegoalsunday.org for more details and site locations.

LaVille Jr.-Sr. High School
RECOMMENDATION LETTER CHECKLIST

TIMELINE

- | | | |
|----|---|--------------------------|
| 1. | Ask letter writer for recommendation | 2 weeks before deadline |
| 2. | Give writer Recommendation Letter fact Sheet | 2 weeks before deadline |
| 3. | Give writer a friendly reminder of due date | 1 week before deadline |
| 4. | Follow up with letter writer to make sure there are no problems or questions. | 3 days before deadline |
| 5. | Send writer a Thank You Note | 1-2 weeks after deadline |

This is very important – This person just did you a huge favor and you need to acknowledge that!!!

- Your guidance counselor has extra blank fact sheets for you. You need to fill out a fact sheet for EACH recommendation letter you request. The best thing to do would be to fill ONE out completely, except for the name of the scholarship or college, deadline, address, etc. PHOTOCOPY the original as many times as you need to, then all you have to do is to fill out the top part for each different letter.
- The Recommendation Letter Fact Sheet needs to be filled out carefully and accurately. Please return it (along with any other helpful written information) to your government/economics teacher by Tuesday, September 8.

LaVille Jr. Sr. High School
RECOMMENDATION LETTER FACT SHEET

Student Name: _____

Name of scholarship or college: _____

DEADLINE FOR APPLICATION: _____

Name of person receiving the letter: _____

Name and address of organization receiving the letter: _____

Purpose of letter (circle one): College Admission Scholarship
Focus of letter? (Academic skills, leadership skills, community service, athletics, other): _____

SCHOOL ACTIVITIES

Classes currently taking: _____

Current GPA: _____

Sports (include years of participation): _____

Clubs (include years of participation): _____

Honors and awards: _____

Leadership positions held: _____

COMMUNITY ACTIVITIES

Church / civic organizations: _____

Community service performed: _____

Work Experience: _____

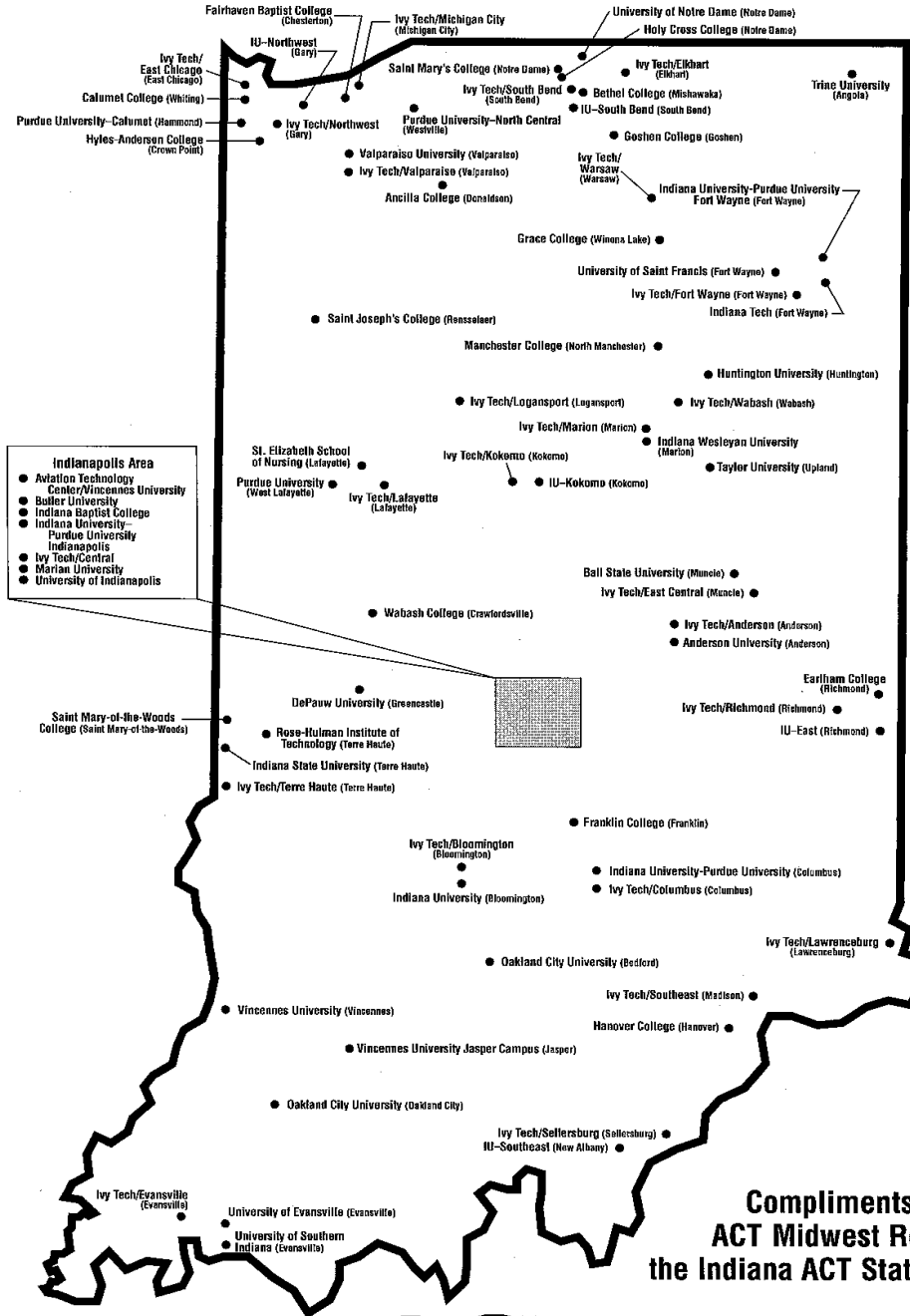
THREE ADJECTIVES THAT DESCRIBE YOU: _____

COLLEGE / CAREER PLANS: _____

If you need more space for any questions, use the back

Indiana Colleges and Universities

2016-17



Compliments of the
ACT Midwest Region and
the Indiana ACT State Organization



LaVille Jr. Sr. High School
GUIDANCE CALENDAR FOR SENIORS
2016-2017

SEPTEMBER

- 8 Senior / Parent College and Financial Aid Night 6:30 p.m.
- 16 National College Fair - Indiana Convention Center, Indianapolis
- 17 North Central Regional College Fair at PNC
- 18 IU Preview in South Bend, Register at IU Admissions online
- 21 IUSB onsite Admissions Event @ LaVille
- 26-23 **College Go Week**
- 26 Christian College Fair – Bethel College

Indiana University
(Bloomington)
Priority Application
date of
November 1st

OCTOBER

- 1 1st day to file the FAFSA
- 1 SAT Test
- 1 National College Fair, Chicago
- 5 St. Joe County College Fair
- 7 Registration deadline for November 5 SAT test
- 21 College Application Day
- 24 ACT Test (IUSB, Culver Academy)

Indiana University
(Bloomington)
Homeroom Visit
Monday October 3
Sign up if interested.

NOVEMBER

- 3 Registration deadline for December 3 SAT Test
- 4 Registration deadline for December 10 ACT Test
- 5 SAT Test (Plymouth High School, IUSB, Ancilla College)
- 13 College Goal Sunday - Fall

Purdue University
Priority Application
Deadline
November 1

DECEMBER

- 5 SAT Test (Ancilla Collge, IUSB, Holy Cross)
- 10 ACT Test (IUSB, Culver Academy)
- 21 Registration deadline for January 21 SAT Test

JANUARY, 2016

- 13 Registration deadline for February 11 ACT Test
- 21 SAT Test (Ancilla College, IUSB, St. Joe High School)

College Representatives
Check announcements &
bulletin board for updates
(all visits are lunch)

September 1 - Hanover College
September 8 – Bethel College
September 9 - Grace College
October 4 - Manchester University
October 10 – Indiana Tech

FEBRUARY

- 10 Registration deadline for March 11 SAT Test
- 11 ACT Test (IUSB, Plymouth, Culver Academy)
- 12 College Goal Sunday - Spring

MARCH

- 3 Registration deadline for April 8 ACT Test
- 11 SAT Test (Plymouth High School, IUSB, Marian, Holy Cross)

10 Deadline for receipt of FAFSA to Federal Aid Program

APRIL

- 7 Registration deadline for May 6 SAT Test
- 8 ACT Test (Argos, Culver Academy, Plymouth, IUSB)

MAY

- 1 **AP Chemistry Exam**
- 5 Registration deadline for June 10 ACT Testing
- 6 SAT Test (IUSB, Holy Cross, Adams, Riley)
- 9 Registration deadline for June 3 SAT Test
- 10 **AP Lang & Comp Exam**

IUSB On Site Admissions Event
September 21st
8:00-10:00 here at
LaVille
sign-ups will be later

JUNE

- 3 SAT Test (Ancilla College, Holy Cross, John Glenn, IUSB)
- 4 **COMMENCEMENT**
- 10 ACT Test (Culver Academy, IUSB)

Military Representatives
October 5 - Army

Senior Check List/Time Line

Early Fall—Senior Year

- Ask several people to write recommendations for you. Bring copies in to the Guidance Office to have on file.
- Go online to find and bookmark all college applications
- Begin the school year with good study habits
- Attend college fairs in the area
- Take a college visit day

Fall—Senior Year

- Attend LaVille Senior/Parent College and Financial Aid Night
- Start completing applications
- Search for scholarships and begin applying
- Re-take the SAT, if you choose
- Apply for housing early to have best choice in residence
- File the FAFSA any time after October 1

December—Senior Year

- Obtain copy of FAFSA
- Double-check application deadlines

January—Senior Year

- File CSS, if your university or scholarship requires it
- Continue to apply for scholarships
- Be sure to file individual school financial aid forms
- Anticipate college/scholarship interviews

Spring of Graduation

- Make final school decisions—usually must let school know final decision by May 1

Summer After Graduation

- Make lists of things to take to school with you
- Attend summer orientation