



The College Application Process

After last month's newsletter on how to choose a college, you should be well on your way to narrowing down a few choices for college. The next step is the application process. Here are a few tips to aid you in this process:

Admission Criteria

Colleges' admission selection are usually based on five basic types: open, liberal, traditional, selective and highly selective: **open** (all high school graduate are accepted, Average ACT 16-21); **liberal** (some freshman accepted who are in lower half of their class, Average ACT 17-22); **traditional** (the majority of freshman are in the top 50% of their high school class, Average ACT 18-24); **selective** (the majority of freshman are in the top 25% of their class, Average 21-26); **highly selective** (the majority of freshman accepted are in the top 10% of their class, Average ACT 25-30). If you want to get accepted into a highly selective or selective college, then you need more than excellent grades. You have to stand out. Take leadership roles, volunteer, organize an event, excel in your field of study or win awards. Colleges may use several criteria besides ACT/SAT scores when choosing to accept an application, and may choose which one or more they rank as most important when making that decision. The criteria for selection can be one or more of the following: ACT/SAT scores, G.P.A., class rank, state OGT scores, strength of high school coursework, recommendations, essay, interview, activities, sports, special skills or talent, achievements and/or awards, and grades in college classes while in high school. Applications can be accepted, deferred (postpone acceptance or denial until a later date), waitlisted (put on a wait list for possible opening) or denied.

High School

The visual measure of your high school academic achievement is recorded in your transcript such as class ranking, G.P.A., grades, OGT test scores, and ACT/SAT scores. Colleges look at the rigor of your high school coursework. If your grades are low, then it is not too late to bring them up. **Official high school transcripts must be requested from your home school guidance department.** In addition to the transcript that is submitted with your application, colleges will request a final transcript with your final grades. Check with your home school guidance department to make sure they send a final transcript. **Colleges can rescind your application if your grades slip, so stay on top of your grades.** Do not succumb to senioritis. Many schools will also consider extra-curricular activities, sports, awards, talents, and work history when making a decision to accept or reject an application. Many colleges are also requesting high school disciplinary records, so stay out of trouble.

Entrance Exams

Most colleges use standardized entrance exams (ACT or SAT) for admissions. If you are a senior you need to have taken the test by now, and juniors should take the test this year. Packets are available in guidance. Most state colleges will look at G.P.A. and ACT/SAT scores for acceptance into their college and acceptance into a certain program of study. If you are on a free or reduced lunch, do not forget to see your TCTC guidance counselor for a fee waiver to take the ACT/SAT free of charge. Most colleges also use additional institutional tests to determine college placement in English and math courses. Doing poorly on either tests may mean you have to take several remediation classes before you can take the college level class you need for your major. This will cost you not only time, but a lot of money. This is why it is so important that you take the most rigorous high school level English and math courses available. **Juniors, keep this in mind when you are scheduling your classes for next year.**

Early admissions

Some colleges offer the student the option of applying early. Two types of early admissions are early action and early decision. Early action students can only apply to one college, and if accepted they have the option of rescinding their application. **Early decision students also apply to one college only, but if accepted, they must accept the offer.** Many of the nations' top colleges have opted out of the early admission program. Check with your college of choice to see if this option is available. Knowing early if you are accepted to the your number one college is one of the biggest advantages of this program; however, the chance that your application is rejected is higher if you choose this option. This option puts you at a disadvantage if you change your mind. Students applying early admission may have their application deferred - the college postpones the admission decision. Deferred students need to increase their chances for admission by boosting their application by improving grades and test scores.

Deadlines

Know and follow the deadlines of each college you plan on attending. Missing deadlines may mean lost college or financial aid opportunities.

Application

You can do most college applications online or you can call and request that an application be sent to you; however, some colleges only accept online applications. Over 300 colleges in the United States use what is called the *Common Application*—one application for all 300 colleges. Review the instructions before you start to complete the application. Neatness counts. Do not submit your application without having someone review it for mistakes. Keep a copy of your application. If you are on a free or reduced lunch, your home school guidance counselor may be able to supply you with a fee waiver. Note: not all colleges accept fee waivers.

Personal Statement or Essay

Most colleges require a personal statement or essay as part of the application. Follow instructions carefully and stay within the required word count. This is one of the best ways for schools to evaluate you as an unique person and for you to highlight personal achievements or positive assets. Do not just list attributes or talents, but be specific and detailed. Admission officers look for enthusiasm, creativity, talent, ability to communicate, and imagination. Be yourself and be honest. Do not give inappropriate self-disclosures. Check for grammar and spelling errors. Have your English teacher help with your topic or review your final draft.

Letters of Recommendation

Letters of recommendation often help to decide whether an applicant will be accepted or rejected. Follow the colleges' suggestions for whom you should have write your recommendations. Letters should be from an educator who knows you personally and who has had a chance to evaluate your academic work, especially if you excelled. You should choose a person who knows you personally, can give examples of your work and character, and who can speak of your leadership abilities. Give the person writing the recommendation a profile of yourself, a resume, points you want highlighted, the deadline, and a name and address of where to send the letter. **It is recommended that you waive the right to read your recommendations.** Most colleges will consider a recommendation that is waived more reliable. Give your writers at least three weeks to write your letter. Check with your writers to make sure that they send your recommendation on time. Once the letter is written, send your writer a thank-you note.

Resume

As part of your TCTC career portfolio, you will write a resume. Make sure you include your work experience, school and extracurricular activities, athletic activities (year and type), athletic awards, community or volunteer activities, academic honors, and awards or recognitions. Emphasize all leadership roles.

Interviews

Most colleges do not require an interview. Some colleges do require an interview or give a student the option to request an interview. The interview is a great way to persuade a college to accept your application while giving you an opportunity to learn more about the college. The same rules apply for interviewing for a college as interviewing for a job: dress appropriately, be neat, arrive early, be courteous, and ask questions. Shake hands while maintaining eye contact. Sit up straight. Bring along extra copies of your resume and personal information to give to any interviewer who does not have a copy. Know the history of the college. Be prepared to tell the interviewer about yourself, your goals, and why you want to attend this college. Thank the interviewer at the end, and follow with a personal handwritten thank-you note.

Application Checklist

- ✓ Cover letter
- ✓ Completed application form
- ✓ Official transcript with ACT/SAT scores
- ✓ College Prep form for selected Ohio State colleges
- ✓ Application fee
- ✓ Student resume
- ✓ Essay or personal statement
- ✓ Letters of recommendation
- ✓ Certified copies of any national exams
- ✓ Any other documents requested by the college

Note: all documents become property of the university once submitted.

Letters of acceptance or refusal

Acceptance or refusal letters usually arrive before the middle of April. Many students wait for financial aid packages (which typically also arrive by the same time) before they decide which college to attend. You should notify the college in writing that you accept or decline their application offer.

Good luck in college!

Previous Scholarships Available

3. Seven Seventeen Credit Union Scholarship Program Four scholarships of \$1500 awarded to graduating high school seniors who are members of Seven Seventeen or are a legal dependent of a Seven Seventeen member. Four scholarships are available to students attending one of three colleges: University of Akron, Youngstown State University and Kent State University. Four scholarships are available to members of either Seven Seventeen *cha-ching or edge club*. Must have a 3.0 GPA or higher. Applications available in guidance. Apr 1

4. John F. Kennedy Profile in Courage Essay Contest Write an original and creative essay that demonstrates an understanding of political courage as described by JFK in *Profiles in Courage*. First place winner receives \$10,000, second place receives \$1000, and five finalists receive \$500. Must be a high school student grade 9-12. For complete guidelines, visit Profile in Courage Award at www.jfklibrary.org Jan 7

5. Ohio War Orphans Scholarships and Ohio Safety Officers College Memorial Fund 80% tuition paid at public colleges or comparable amounts at private colleges to Ohio residents who are children of deceased or disabled veterans with wartime service (death or disability need not be a result of/or related to military service). Full instructional and general fee paid for public colleges and a portion of these costs covered at a private college for students of peace officers, fire fighters and certain other safety officers killed in the line of duty anywhere in the USA. It also provides assistance to the children and spouses of a member of the armed services of the US, who has been killed in the line of duty during Operation Enduring Freedom, Operation Iraqi Freedom, Operation Iraqi Freedom or in a combat zone designated by the President of the US. The child is only eligible for this program if he/she is not eligible for the Ohio War Orphans Scholarship. For more information: <http://regents.ohio.gov/>

6. Ohio Bureau of Vocational Rehabilitation Provides awards for tuition, fees and books to students with a physical or mental impairment which constitutes or results in a substantial impediment to employment. Contact 330-373-1937.

7. AmeriCorps Program that provides educational awards in return for community service. Contact: Corporation for National Service, 1201 New York Ave. NW, Washington, DC 20525. 1-800-942-2677 www.americorps.gov/

8. College Answer Scholarship Sweepstakes A free scholarship search with a monthly drawing for \$1000. www.collegeanswer.com

9. SunTrust Off to College Scholarship Sweepstakes Win \$1000 scholarship plus \$100 gift card by applying online at www.offtocollege.info Sweepstakes start Oct 28 a winner will be selected every two weeks until May 11, 2012. Only one entry per person for each drawing.

10. AXA Achievement Scholarship 52 winners, one from each state and Puerto Rico will be selected for \$25,000, \$10,000 or \$2,000 scholarships. Must have qualities: ambition and drive; determination to set and reach goals; respect for self, family and community; and ability to succeed in college. Apply online at <http://www.axa-scholarship.com/> Dec 1

New Scholarships Available

12. Society of Manufacturing Engineers Various scholarships available for students pursuing a degree in manufacturing related field of study. Apply online at <http://www.smeeef.org/Scholarships/index.php> Apply early, only the first 12,000 applications will be considered. Dec 1

13. Washington Crossing Foundation Scholarship \$1000 to \$5000 available to students who are history buffs, enjoy politics or who see government or military service in their future. Applications available at www.gwcf.org Jan 15

14. Imagine America Scholarship Open to TCTC students who are enrolled in sponsored colleges and technical schools. See Ms. Sparacino in guidance for eligibility requirements.

15. GAR College Scholarship Five high school seniors will receive renewable college scholarships of \$12,500. Must be a graduating senior enrolling full-time for the first year in pursuit of 4-year Bachelor's degree, must have 3.5 or higher GPA and rank top 20% of class, must demonstrate financial need, and have a parent/guardian must have, or had, a career in the financial services industry. Applications available on-line at www.gordonrich.org Feb 10

Veterans Service Organization Scholarships

The following organizations offer scholarships primarily to active duty military, veterans, and/or their families. Further information is at the websites listed.

American Legion

www.legion.org/scholarships

AMVETS

www.amvets.org/programs/scholarships.html

Disabled American Veterans

www.dav.org/volunteers/scholarship.aspx

Paralyzed Veterans of America

www.pva.org/site/PageServer?pagename=memb_scholar

(URL is case sensitive)

Veterans of Foreign Wars

www.vfw.org/index.cfm?fa=cmtylevel&cid=1836&tok=1

Vietnam Veterans of America

www.vva.org/scholarship.html

Destiny is no matter of chance. It is a matter of choice. It is not a thing to be waited for, it is a thing to be achieved.

William Jennings Bryan

The typical bachelor's degree recipient can expect to earn about 66% more throughout their career than the typical high school graduate earns over the same period.

* Source, The College Board, Education Pays 2010

ACT/SAT Tests

Colleges need the ACT/SAT scores for college admission. Many scholarship and financial aid opportunities are tied to a timely admission process and ACT/SAT scores.

Seniors You should have taken the tests at least once by now. If you have not taken the test yet, stop by guidance to pick up the ACT or SAT packet to sign up for the next test.

Juniors Do not procrastinate. Take the test this year and be ready to take it again early next Fall in your senior year.

If you are on a free or reduced lunch, you can take the ACT/SAT for free. See your TCTC guidance counselor for a Fee Waiver form.

Test Taking Tips

Earning good grades is one way to improve your GPA and ultimately, help you earn scholarship money, college aid or employment opportunities. Learning how to study and how to take tests is a great way to invest in your future. By following some test taking tips listed below, you should be on your way to increasing your test scores.

Tips Before the Test

Classroom habits are very important, such as taking good notes and listening carefully to lectures. Teachers often give clues on what is important to write down. Always write down anything on the smart or chalk board. Make sure your notes are neat and organized. If you miss class, get notes for the time you missed. Doing your homework is an easy way to reinforce what you learned in class. If you do not understand something, ask your teacher for help. There are extra help sessions available at TCTC before, after, and during school. Stop by The Dugout for further information.

Plan ahead, and begin to study the material several times a day as often as possible. If you review the material often, starting the first day that new material is introduced to you, then studying for a test will not only be easier, but studies show that it will result in higher test scores. Reread difficult sections. Complex ideas may become clearer during the second reading. Have all your required reading done ahead of time. When reading the text, pay close attention to words or phrases written in bold or italic. Plan specific times for studying, and stick to the plan. Do not allow yourself to be tempted to not study.

Study periods are best when done in short periods of time. Try to avoid studying long periods of time; take short breaks. Plan frequent study periods during the week. Being well prepared for a test helps to avoid test anxiety, so avoid cramming for a test.

Questions to ask yourself: What subject material will be on the test and do I understand everything? If you do not know every area on the test, then study weak areas heavily. Seek help from your teacher in areas where you still are struggling.

Choose a good space that is quiet and free from distractions and interruptions or one that is free from temptations. Make sure it is comfortable, but not as comfortable as your bed—too easy to nap.

A good study system is essential to increase test scores. Utilize index cards for terms or definitions by placing a term or definition on one side with the explanation on the reserve side. Carry these index cards with you to study whenever you have a few minutes. Reading the text book out loud is another great way to study. Pretend you are the teacher and teach yourself the test material. Re-do old tests or homework assignments. Do end of chapter exercises if available in your textbook. Rewrite your notes. Outline and summarize chapters to help you learn the test material. Make out a sample test with fill-in sentences and term definitions to use as a study aid.

Memory aids can help you to remember information. Take the first letter from each word and make a nonsense word or make a saying using words. Another aid is to put the words to music, and sing a little tune. Visualize in your mind something you can associate with the word or concept.

Study groups or a study partner can be a useful resource for studying for a big test, but make sure you only study with others who are serious about studying.

Being well rested is one of the best ways to do well on a test. Eat a healthy and light breakfast the morning of the test.

Tips During the Test

The day of the test arrive to class early so you do not have to worry about being late. Have everything you need to take the test. Take a few deep and slow breaths to help you relax. Think positive. Have a “Yes, I can do it” attitude. Never stop answering questions during a test because you think you are going to fail it. Give 110% and you just may surprise yourself.

Pay attention to directions given by your teacher and read slowly and carefully the instructions written on the test. If you have a question, ask your teacher or test proctor.

Scan the test for the amount of questions and estimate how much time you have to complete each question. Decide which questions count for the most points, and plan to spend the most time on those questions. Write down memory aids or formulas in the margin of your test if permitted for quick reference. Complete the easiest questions first.

During the test, do not let your mind wander. Stay focused. If you get stuck on a question, try to pull out a fact and you may find the answer as

part of another question. Use all the time given, never hurry. Check the time periodically, and pace yourself accordingly. Mark questions that you plan to come back to at the end if you do not know an answer. If you complete the test early, check your answers. During the last five minutes, go over the test and try to guess if there is not a penalty for guessing. Write legibly.

Tips for Different Types of Tests

Multiple Choice Think of your answer before you read the choices, so you are not confused from incorrect answers called distracters. Read all the choices and eliminate answers you know are not right. If you are still unsure of your answer use the following general rules: longer items with more information tend to be correct, positive choice is more likely true than a negative one, most correct answers are in the middle, follow grammatical clues, such as “an” on the end of the stem will mean the answer starts with a vowel, overly technical answers are *usually* wrong, and your first choice is *usually* the correct answer. Distracters are usually absolute statements, unfamiliar, jokes, or have low or high numbers. Be careful when answering any questions that contain the words seldom, always, only and never.

Essay The best way to get a high score on an essay question is to have a good grasp on the subject material. Make sure you read the question carefully before you answer and follow the direction of the verb used in the question; e.g. do not list items if the question ask you to contrast things. Do an outline of your response, for it will help you to organize your thoughts and help you write faster. If you do not have time to finish, your teacher may give you points for the outline. More details are better, so write everything down. Neatness counts. Re-phrase the question in your opening line. If you are unsure of dates or numbers, use the word “approximately”. Use correct grammar and complete sentences. Check for errors. If you do not know the answer, give an intelligent guess. Never leave the question unanswered. If you do not know the answer, write down as much as you can for possible partial credit. Make sure you budget your time so you can finish your test in time.

True-False Usually there are more true answers than false answers. If any part of a true/false question is false, then the answer is false. Qualifiers like all, most, never, always and every *usually* lead to a false answer. Qualifiers such as usually, sometimes and generally *usually* lead to a true answer. Answer all questions. If unsure go with your first choice. You have a 50% chance of being correct.

Short Answer/Fill in the Blank Note the grammatical structure of the sentence to help you figure out whether the missing answer is a verb, noun, or pronoun. Try to answer the question, even if you are not sure of the answer. You can also write down a definition, even if that is not requested, since many teachers may give you some credit for this answer. Come back at the end of the test, because there might be a question inside of the test that can lead you to your answer. Write down everything you need to answer the question. Make sure you budget your time so you can finish your test in time. Neatness counts.

Matching Read both columns before answering. Do the easiest questions first. As you answer, draw a line through the term you matched.

Open Book When studying for this type of test, place removable tabs or post-it-notes on the pages with important data. If you are permitted a separate piece of paper, use it to write down formulas and a table of contents. Answer the easy questions first that do not require you to open your book.

Math Read the question carefully to make sure you answer it correctly. Before you start, estimate what the answer will be and see if your final answer is close. Write down the formulas in the margin of your paper, so you can reference them during the test. Show all of your work; you might get partial credit if your answer is wrong. Make neat columns and numbers. Check your figures and answers. Look for careless mistakes.

After the Test

If it was a long test like the OGT, SAT or ACT, shake it off. Do not agonize over your answers. If you get a test back, check your answers. If you get to keep the test use it as a study guide for a final or mid-term test. Learn from your mistakes and apply this knowledge to your next test.

Remember to stay positive when you are studying and when you are taking a test. Never let failure be an option! Remember you have not failed until you have given up. You can do this!!!

Good Luck!



330-847-0503

or

1-866-737-6925 (toll free)

Mrs. Cindy Goff, Secretary
Phone Extension 1005

Counselors:

Ms. Maria Len

Phone Extension 1007

Home Schools:

Badger
Brookfield
Girard
Hubbard
Liberty
Mineral Ridge
Niles

Ms. Tina Hentosh

Phone Extension 1006

Home Schools:

Champion
LaBrae
Lordstown
Maplewood
McDonald
Newton Falls
Southington

Ms. Denise Sparacino

Phone Extension 1010

Home Schools:

Bloomfield
Bristol
Lakeview
Mathews
Warren

www.tctchome.com

TCTC Important Days

November 22
Parent/Teacher Conference

November 23-28
Thanksgiving Recess

December 22—January 2
Winter Break

January 16
MLK Day, No School

January 20
End of 2nd nine weeks

College and Financial Timeline for Seniors

- ☑ Review your career plans and decide on which type of school is right for you. Arrange visits to schools you are considering attending. If you cannot visit in person, do a virtual visit online.
- ☑ Gather college admission applications and start applying. **Check deadlines for applying for admissions.** Do not forget to send high school transcripts with admissions applications which you will need to order from your **home school** guidance office. Keep records of everything you submit - keep a file.
- ☑ Research scholarship opportunities, write for applications or apply online. Make sure you include all requested materials when submitting the application. Check scholarship opportunities available at colleges you plan on attending. Check the Guidance Newsletters from TCTC and your homeschool for scholarship opportunities. **Check deadlines and procedures for applying.**
- ☑ Request teacher, counselor, or employer recommendations if needed for admissions or scholarship applications at least three weeks before due. Supply relevant information regarding achievements, GPA, community service, hobbies and extracurricular activities.
- ☑ Take or retake the ACT or SAT.
- ☑ Begin contacting the financial aid offices. **Check deadlines for applying for financial aid.** Does your college require the CSS/Financial Aid PROFILE in addition to the FAFSA? If so, follow your school's instructions for completing.
- ☑ Continue to work hard all year; do not succumb to senioritis. Grades can affect scholarship eligibility and admissions. Your final senior transcript will reflect your progress your senior year. Do not miss school!

College and Financial Timeline for Juniors

- ☑ Search the internet for scholarships now. More outside private scholarships are offered for high school juniors. Check the Guidance Newsletter for scholarships for some will allow high school juniors to apply. **Make sure you meet the deadlines.**
- ☑ Begin researching colleges that you are considering attending. Start arranging college visits. If you cannot visit in person, do a virtual visit online.
- ☑ Take the ACT and/or the PSAT. Taking the test in your junior year will help you to decide if you need to take additional classes summer/senior year in low test areas. Taking the test now will allow colleges to contact you and provide you with more opportunities to retest.
- ☑ Share college plans with parents, counselors, teachers, advisors, and friends.
- ☑ Start or continue community service involvement. Many college admissions and/or scholarship applications take notice when students succeed academically while being active in clubs, participating in sports and volunteering in the community.
- ☑ Begin developing portfolios, audition tapes, and resume. Keep records or articles of successes.
- ☑ Strive for high grades. Do not miss school!



Ohio Career Information System (OCIS)

As a TCTC student you are eligible to use the OCIS computer program that will help you:

- ◆ Explore occupations, and gather information about that occupation
- ◆ Explore majors and programs— see where you can obtain a college or trade school education
- ◆ Compare schools
- ◆ Search military careers
- ◆ Tips on a job search
- ◆ Do a Reality Check—the more you learn, the more you earn— check on salary and living expenses
- ◆ Tips on keeping a job
- ◆ Do an occupation match
- ◆ Search for colleges in Ohio
- ◆ Search for colleges in the United States
- ◆ Do a school sort for undergraduate or graduate degrees
- ◆ Learn about financial aid
- ◆ Tips for college admissions
- ◆ Careers in the future in Technology

Check with the TCTC Media Center for password & username