



Landrum High School
Senior/Parent
Handbook
2011-2012

Landrum High School Guidance Department

The Landrum High School Guidance Department is an essential tool for seniors to use as they plan their futures. The purpose of this booklet is to provide additional resources for students to use as they plan for graduation and make plans for their lives after graduation. It is not intended to replace the one-on-one contact with the counselor that is essential during a student's senior year. This year is a transition year for students, but it does not have to be an overwhelming experience. From choosing a career to planning for college, the Guidance Department can provide tips and direction to assist seniors in achieving the goals they have for their lives.

**The Guidance Department is open daily from 8:00 A.M. until 4:00 P. M. and encourages students to utilize the services and materials available in the Guidance Department. In addition, a Senior Newsletter with updated scholarship/testing information is printed and distributed to seniors at the beginning of every month; this newsletter is also available in the Guidance Department and on the Landrum High School website:
www.spart1.org/lhs**

The Guidance Department hopes seniors and their parents will use this booklet to become familiar with various components of a student's senior year. Included in this booklet is information regarding graduation requirements, career planning, testing, college selection, scholarships/financial aid, and the college admissions process.

Please contact the Guidance Department if you have questions or need additional information.

Table of Contents

- I. High School Graduation Requirements**
 - a. Graduation unit requirements**
 - b. College preparatory unit requirements**
 - c. Uniform Grading Scale**

- II. Selecting a Career**
 - a. Landrum High School Guidance Office**
 - b. SCOIS**
 - c. Useful websites**

- III. Test Information/FAQ's**
 - a. SAT/ACT information**
 - b. Frequently asked questions**

- IV. Selecting a College**
 - a. Planning for College Calendar**
 - b. Factors to Consider in Choosing a College**
 - c. College visits/Requesting information**
 - d. Contact information for South Carolina colleges/universities**
 - e. Contact information for technical college**

- V. Scholarships/Financial Aid**
 - a. FAFSA/Federal grants and scholarships**
 - b. South Carolina grants and scholarship programs**
 - c. Other financial aid resources**

- VI. College Admissions**
 - a. College admissions process**
 - b. Basic steps for applying to college**
 - c. NCAA Clearinghouse**

Unit Requirements for Graduation

Language Arts.....	4 units
Mathematics.....	4 units
Science.....	3 units
U.S. History.....	1 unit
Government /Economics.....	1 unit
Other Social Studies.....	1 unit
Physical Education <u>or</u> ROTC.....	1 unit
Computer Science	1 unit
Foreign Language (college track).....	1 unit
<u>OR</u>	
Additional Vocational Course (work force entry track).....	1 unit
Electives.....	7 units

Students participating in the graduation ceremony must have met all requirements to receive a state high school diploma including passage of all parts of the state-mandated exit exam (HSAP) or have met all requirements as stated in the student's Individual Education Plan (IEP) to receive a certificate.

The units listed above are the minimum requirements for graduation. We recommend that students take as many classes as possible that correlate with their future job and/or post-secondary education plans; taking classes beyond those required by law is usually advisable. We request that parents work with students to plan as many classes as possible around the chosen career areas to prepare the students for the next phase of their lives.



Unit Requirements for Admittance to
South Carolina State Colleges

<u>Area</u>	<u>Units</u>	<u>Description</u>
English	4	English I, II, III, IV College Prep.
Mathematics	4	Algebra I & II; Geometry; a fourth unit is required (Pre-calculus or Probability/Statistics)
Lab Science	3	Two units must be taken in two different fields such as biology, chemistry, or physics.
Foreign Language	2	2 units of the same foreign language. A third unit is strongly recommended. ***Many colleges now require 3 units.
Social Science	3	U. S. History, Government/Economics, and one other unit.
Physical Education <u>or</u> ROTC	1	
Fine Arts	1	
Academic Electives	4	From at least 3 different fields. You may select from computer science, English, fine arts, humanities, math (above Algebra II), social science, foreign language, and other college prep. courses
In addition to the completion of the above units, students must meet requirements based on entrance examination scores and weighted core GPA. 2 additional electives (one must be computer science) are required to meet high school graduation requirements.		

REQUIREMENTS FOR SC COLLEGES & UNIVERSITIES CHECK OFF SHEET

4 ENGLISH: _____
(College Prep or Higher)

4 MATH: ALGEBRA 1___ ALGEBRA 2 ___ GEOMETRY___ Other___

3 LAB SCIENCES: BIOLOGY _____ CHEMISTRY_____ PHYSICS_____

ADDITIONAL LAB SCIENCE: _____

3 SOCIAL STUDIES: US HISTORY___ GOVT/ECON___ ELECTIVE_____

1 PE/ROTC: _____

1 FINE ARTS_____

1 COMPUTER SCIENCE: _____

2 FOREIGN LANGUAGE: _____(I) _____(II)

4 COLLEGE PREP UNITS FROM 3 OF THE FOLLOWING FIELDS:

ENGLISH _____ COMPUTER SCIENCE _____

MATH _____ SOCIAL SCIENCE _____

FINE ARTS _____ FOREIGN LANGUAGE _____

HUMANITIES _____

S. C. Uniform Grading System

Grade Point Conversion Table

Average	Grade	College Prep/ Tech Prep	Honors	Advanced Placement/ International Baccalaureate
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	.875	1.375	1.875
67	F	.750	1.250	1.750
66	F	.625	1.125	1.625
65	F	.500	1.000	1.500
64	F	.375	.875	1.375
63	F	.250	.750	1.250
62	F	.125	.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
--	WP	0.000	0.000	0.000

Selecting a Career

1. Visit your counselor! She will be able to direct you to print resources as well as informative websites where you can learn more about your particular career interests.

2. Students may explore careers using South Carolina's Occupational Informational System (SCOIS) or South Carolina Personal Pathways system. These programs are computerized methods of delivering up-to-date career, educational, and occupational information quickly and efficiently. These resources provide occupational data that includes South Carolina- specific wage and outlook information.
 - **To log in to SCOIS, go to SCCIS.intocareers.org; login is landrumhs and password is landrumhs.**
 - **To log in to SC Personal Pathways, go to scpersonalpathways.org.**

3. **Check out additional career information on the following websites.**
 - **Career Resource Center:** <http://www.careers.org>
 - **America's Career Info Net:** <http://www.acinet.org/acinet>
 - **America's Job Bank:** <http://www.jobbankinfo.org>
 - **Federal Job Openings:** www.usajobs.opm.gov/
 - **K-12 Teacher Openings:** www.GreatTeacher.net
 - **The Monster Job Page:** www.monster.com/
 - **Career Key:** www.ncsu.edu/career
 - **College Opportunities on-line** www.nces.ed.gov/ipeds/cool
 - **S.C. Employment Security Commission** www.sces.org/lmi
 - www.careerbuilder.com
 - <http://careers.yahoo.com>
 - <http://www.jobs-careers.com>
 - <http://www.bls.gov/oco>
 - <http://www.nextstepmagazine.com/nextstep/default.aspx>
 - <http://www.palmettopathways.org>
 - <http://www.knowitall.org>

SAT/ACT INFORMATION PAGE

The best preparation is long term-----take a varied selection of rigorous high school courses, read widely, write frequently, and study hard daily. Students should enroll in the most challenging courses they can handle in English, mathematics, science, social studies, foreign languages, and the arts. Strategies for short-term preparation might include taking a test preparation course. Practice taking sample tests so you will know what to expect on the tests and will understand the general directions, Consider buying/utilizing a computer program that teaches strategies/offers sample tests. Visit the college board/ACT websites, and consult with your school counselor. Your counselor has a booklet with sample test items, strategies, and other test taking tips that you can receive to help you with the tests. Just come by and ask for one!

We recommend that all 10th grade students take both the PSAT (Pre-SAT) and the PLAN (Pre-ACT) tests. The counselor reviews these scores with all 10th graders. In the fall of their junior year, students who are planning to attend a 4-year college re-take the PSAT and are then counseled individually on the results of each of the 3 tests. Since the PSAT and the PLAN are two different types of tests and serve as indicators of predicted performance on the SAT and ACT, the counselor uses these test results to advise students as to whether it would be in their best interest to take the SAT or ACT. Students do not need to take either the SAT or ACT until the second semester of the 11th grade.

TEST DATES

SAT		
Test Date	Registration Date	Late Registration
October 1, 2011	September 9, 2011	September 21, 2011
November 5, 2011	October 7, 2011	October 21, 2011
December 3, 2011	November 8, 2011	November 20, 2011
January 28, 2012	December 30, 2011	January 13, 2012
March 10, 2012	February 10, 2012	February 23, 2012
May 5, 2012	April 6, 2012	April 20, 2012
June 2, 2012	May 8, 2012	May 22, 2012
Registration Cost for SAT: \$49.00 Late Registration: Add \$26.00 to registration cost Stand-by Testing: Add \$43.00 to registration cost		

ACT		
Test Date	Registration Date	Late Registration
September 10, 2011	August 12, 2011	August 13-26, 2011
October 22, 2011	September 16, 2011	Sept. 17-30, 2011
December 10, 2011	November 4, 2011	November 5-18, 2011
February 11, 2012	January 13, 2012	January 14-20, 2012
April 14, 2012	March 9, 2012	March 10-23, 2012
June 9, 2012	May 4, 2012	May 5- 18, 2012
Registration Cost for ACT: \$34.00 Registration Cost for ACT with Writing: \$49.50 Late Registration: Add \$21.00 to registration cost Stand-by Testing: Add \$42.00 to registration cost		

PRACTICE TESTS

For access to an online sample ACT test, go to
<http://www.actstudent.org/sampletest/index.html>

Are you ready to get some FREE SAT I Test Prep? Below are a few sites to check out for FREE help with the SAT!

<http://www.freesat1prep.com/>

http://www.collegeboard.com/student/testing/sat/prep_one/prep_one.html

<http://people.howstuffworks.com/sat3.htm>

<http://www.number2.com/>

<http://www.testprepreview.com>

Frequently Asked Questions about the SAT/ACT

1. What is the SAT?

The SAT is a test used as part of the admission application for colleges. It helps colleges compare academic achievements of students from different schools. The SAT is a college admissions test that measures verbal and math reasoning skills and writing, including critical reading, vocabulary, and math problem-solving skills in the areas of algebra, geometry, and arithmetic. Guess wisely – there is a penalty for guessing incorrectly.

2. What is the ACT?

The ACT is used by as many colleges in the United States as the SAT for the admission application process. Used by all accredited colleges in South Carolina, the ACT assessment is a college admissions test that consists of achievement tests in English, mathematics, and science reasoning. The ACT consists of tests in four areas: English, mathematics, reading, and science reasoning. The tests are comprised of multiple-choice questions. There is no penalty for guessing.

3. Do I need to have my test scores sent to my college directly from the testing agency?

Clemson University and The University of South Carolina require all students who apply to submit their test scores directly from ETS (SAT) or the ACT. They will not accept any scores submitted by the high school. We highly recommend that you submit your scores to the college to which you are applying. You have the option to do so on the registration form that you fill out for each test.

4. Should I wait to send my test scores to a college after I take it once or twice, just in case I do not score as highly as I would like to?

Colleges know that a student's first SAT or ACT score may not be the highest score that the student will make on the test. A college eventually will receive every test score that the student has taken; therefore, there is no reason to withhold early test scores.

5. Will students be able to attend college if their test scores on the SAT or ACT are lower than anticipated?

Most colleges/universities use several factors in the admissions process such as high school grades/GPA, class rank, test scores, special talents/abilities, and extra-curricular activities. Many students begin their college education at a two-year technical college with plans to transfer credits to a four-year college/university.

6. Which colleges will require the writing section on the new SAT/ACT?

Each college has made a decision on how they will use the new writing section on the SAT/ACT which began in March, 2005. Below are links to the SAT and ACT that will answer your question about specific colleges.

SAT: <http://www.collegeboard.com>

ACT: <http://www.act.org/aap/writingpref/index.html>

PLANNING FOR COLLEGE CALENDAR

SUMMER BEFORE SENIOR YEAR

- ❖ Make a list of colleges that interest you.
- ❖ Request applications/informational packets.
- ❖ Organize materials into separate files by college.
- ❖ Visit colleges that interest you.
- ❖ Register early for fall SAT/ACT tests.

SEPTEMBER

- ❖ Narrow your list of colleges. Obtain applications/information from the colleges if you have not done so.
- ❖ Meet with your counselor/inform her of your plans. If you can't afford application or test fees, she can help you request a fee waiver if you qualify for free or reduced lunch.
- ❖ Begin to research scholarships/financial aid that may be available to you.
- ❖ Start working on applications – Early Decision deadlines tend to fall in Oct. or Nov.
- ❖ Start writing essays that focus on your experiences and make you “stand out.”
- ❖ Make a list of your accomplishments, involvements, and work experiences.
- ❖ Watch for the Senior Newsletter with scholarship information --- given to Seniors at the beginning of each month --- available in the guidance office if you don't get one.

OCTOBER

- ❖ **Ask your counselor/teachers/employers for letters of recommendation --- ask 2-3 weeks before you need them. Give them an outline of your academic record and extracurricular activities.**
- ❖ **Submit early decision and early action applications on time.**
- ❖ **Plan to take SAT/ACT tests, if necessary**

NOVEMBER

- ❖ **Work to complete college essays; proofread rigorously!!!**
- ❖ **Mail applications for college with “rolling” deadlines (admission decisions are made as applications are received).**
- ❖ **Follow up to ensure that letters of recommendation are sent on time.**
- ❖ **Continue to study hard; colleges will want to see 1st Semester grades.**

DECEMBER

- ❖ **Try to complete college applications before Christmas break. Keep copies of everything you send to colleges!**
- ❖ **If you apply to colleges online, be sure to let the counselor know so she can send a copy of your transcript to the college.**
- ❖ **If your college wants 1st Semester grades, let your counselor know.**

JANUARY/FEBRUARY

- ❖ Contact colleges to confirm that all necessary materials have been received.
- ❖ Submit your FAFSA as soon after January 1 as possible.
- ❖ Men 18 or older must register with the selective service to receive federal financial aid.
- ❖ Do not get Senioritis!!!! Colleges want to see strong second-semester senior grades.

MARCH

- ❖ Some admissions decisions arrive. Read information you receive carefully; some action on your part may be required.
- ❖ Stay active in school and focus on doing your best; if you have applied to a college and are wait-listed, the college will want to know of your accomplishments between the time you applied and the time of their decision.

APRIL

- ❖ Most acceptance letters and financial aid offers arrive this month. Read them carefully; some require action on your part.
- ❖ Visit your final college choice if you have not done so; notify your counselor of your final decision as soon as possible.
- ❖ Mail the enrollment form and deposit check to the college you select before May 1 (the enrollment deadline for most schools).
- ❖ Notify each of the schools to which you were accepted that you will not be attending so they can offer that spot to another student.
- ❖ On a waiting list? Contact the college, let them know you are still interested, and update them on your grades and extracurricular activities.

MAY

- ❖ May 1 – Colleges cannot require a deposit or commitment to attend before May 1. By that postmarked date, you must inform every college of your acceptance or rejection of the offer of admission and/or financial aid. Questions? – Talk to your guidance counselor.
- ❖ Send your deposit to one college only.
- ❖ Work with your counselor to resolve any admissions or financial aid problems.
- ❖ Thank your counselor, teachers, coaches, and anyone else who wrote you recommendations or otherwise helped with your college applications.
- ❖ AP Exams are administered. Check with your counselor for test dates. Be sure your AP Grade Report is sent to the college you plan to attend.

JUNE

- ❖ Ask your high school guidance counselor to send a final transcript to the college you have decided to attend.

SUMMER AFTER GRADUATION

- ❖ Make travel plans if necessary. Book early for the best prices.
- ❖ Finalize your housing plans; contact your roommate.
- ❖ Think about and shop for items you will need for college.
- ❖ Sign up for the college's first-year-student orientation.
- ❖ Choose your first-semester courses carefully; keep in mind that you want them to be compatible with the college major you will select.

Factors to Consider in Choosing a College

LOCATION---ENVIRONMENT

Type of school (Tech, 2-yr, 4-yr)

Campus setting (rural, urban)

Distance from home

Student enrollment

Size of campus

FACILITIES

Academic

Recreational

Housing

Admission Requirements

Deadlines

Test requirements

Average GPA/rank/test scores

Other special requirements

ACADEMICS

Major Courses of Study

Graduate Programs

Accreditation

Average class size

Faculty-student ratio

EXPENSES

Application fee

Tuition, room and board

Books

Deposits

Total budget estimate

FINANCIAL AID

Scholarships, grants, loans, work-study

Forms/Deadlines

Percent of students receiving aid

Part-time job opportunities

OTHER AREAS TO CONSIDER

Athletics

Intramurals

Clubs/Organizations/Sororities/Fraternities

Special programs/services offered by the college



Landrum High School

Mailing address P.O. Box 609 Landrum South Carolina 29356

Shipping address 18818 Asheville Highway Campobello South Carolina 29322

Telephone (864)457-2606 FAX (864)468-4004

BRIAN J. SHERMAN
Principal

KIM SLOAN
Assistant Principal

COLLEGE VISITATION

NAME _____

1. Students are reminded to call the college, preferably a week in advance, to arrange a visitation day. If the appointment cannot be kept, the student is reminded to contact the college to cancel the appointment.
2. A day before the visitation, the student should bring a note from home containing the phone number where the parents can be reached and signed by the parents giving the student permission to miss school. The note should be given to Mrs. Murphey, the attendance secretary.
3. The student must have a college official complete the section below verifying attendance on the campus in order for the absence to be counted as school business. The student returns this form to the Guidance Office.
4. Students should be serious about the visitation and should be well-behaved. The college is encouraged to contact Landrum High School to report any inappropriate conduct. A complaint from the college will result in an unlawful absence for the day.
5. Only one college visitation day will be counted as school business provided the above procedures are followed.

(For College Use)

Name of College _____

Arrival Time: _____ Departure Time _____

I verify that the above student visited the college for a legitimate reason and remained on campus for the times listed above.

Signature: _____

Title _____

Date _____ Phone Number: _____

Penny Cardell, Director of Guidance

_____ Approved _____ Not Approved

COLLEGE SELECTION WEBSITES

At this website, you can receive FREE applications and college view books from up to 20 colleges at a time.

<http://www.collegeviewbooks.com/index.html>

This website has links to every college/university in the United States.

<http://www.utexas.edu/world/univ/state>

Use this website to compare schools side-by-side from a database of nearly 4000.

<http://www.wiredscholar.com/compare>

South Carolina Independent College and Universities

<http://www.scicu.org>

For information about careers/education through the military, go to these websites.

<http://www.todaysmilitary.com>

Contact information for South Carolina colleges and universities can be found here.

<http://www.univsource.com/sc.htm>

A link to South Carolina college applications

<http://www.sccango.org>

SCHOLARSHIP/FINANCIAL AID INFORMATION

The Free Application for Federal Student Aid (FAFSA) form is the form that should be used to apply for federal student grants, loans, and work-study money. FAFSA is the primary form used to award student aid. The FAFSA should be completed after the family's income tax return forms have been completed. Colleges must have this information to process your financial aid packages. Students can miss getting scholarship/grant/aid money if they do not complete this essential form. You can apply online at <http://www.fafsa.ed.gov>. You will need a PIN or electronic password before completing the FAFSA; obtain one at www.pin.ed.gov. Get your PIN well in advance of the deadline.

Click on the website below for information about the LIFE Scholarship.

http://www.che.sc.gov/New_Web/GoingtoCollege/Life_Hm.htm

Check out this website for information

on federal grants and scholarships.

<http://www.ed.gov/finaid/landing.jhtml?src=ln>

Go to the following websites for information

about South Carolina grants and scholarships.

http://www.che.sc.gov/New_Web/GoingtoCollege/finasst.htm

www.sctuitiongrants.com/

Other financial and online resources are listed below.

www.studentaid.ed.gov

www.nasfaa.org

www.fastweb.com

www.money.com

www.finaid.org

www.collegenet.com

www.jobcorps.org

www.wiredscholar.com

www.collegeboard.org

<http://www.collegeanswer.com/index.jsp>

State of South Carolina Scholarship Programs

TYPE OF SCHOLARSHIP	CRITERIA	AWARD	APPLICATION
SC HOPE Scholarship	3.0 cumulative GPA on a 4.0 scale or UGS	Up to \$2,650 (includes \$150 book allowance) for the first year of college towards the cost of attendance.	No application is required. Awarded by institutional financial aid office.
LIFE Scholarship	<p><u>4-Year</u> Must meet 2 of 3 criteria</p> <ol style="list-style-type: none"> 1. 3.0 GPA on UGS; 2. 1100 SAT or 24 ACT; 3. Top 30% of graduating class. <p><u>2-Year/Technical</u> Must earn 3.0 cumulative grade point average on UGS upon H.S. graduation.</p>	<p><u>4-Year</u> Up to \$5,000 (Includes \$300 book allowance) per academic year towards the cost of attendance. Math/Science majors may get additional \$2500 starting sophomore year.</p> <p><u>2-Year/Technical</u> Up to the cost of tuition (plus a \$300 book allowance) per academic year towards the cost of attendance.</p>	No application is required. Awarded by institutional financial aid office.
Palmetto Fellows Scholarship	3.5 GPA on UGS at the end of the junior year; 1200 SAT/27 ACT; and top 6% of sophomore or junior class.	Up to \$6,700 for freshman year; up to \$7500 per academic year for sophomore, junior, and senior years towards the cost of attendance. Math/Science majors may get additional \$2500 starting sophomore year.	Commission on Higher Education will send application materials to all high schools in the fall. Applications must be submitted to the Commission by December 15 for the first round and early June for the second round.
Lottery Tuition Assistance	SC resident; enroll in at least 6 credit hours; and be a degree-seeking student.	Exact award amount is based upon the number of eligible recipients and available funding each academic year.	Must complete the Free Application for Federal Student Aid Form each academic year.
SC Need-Based Grant	SC resident; enroll in at least 6 credit hours; and be a degree-seeking student.	Up to \$2,500 if full-time and up to \$1,500 if part time per academic year towards the cost of attendance.	Must complete the Free Application for Federal Student Aid Form each academic year.

To receive and maintain any of the state awards mentioned above, the student must not have been convicted of any felony or any alcohol or drug related misdemeanors. No application is necessary for these! College financial aid offices handle awards, but students are encouraged to check with their high school guidance counselors before they graduate to record their current GPAs and class ranks. For more information on state scholarships in South Carolina visit www.spart1.org

College Admissions Process

Enrolling in and performing well in academic courses is one of the first steps in being admitted to the school of your choice.

Your grades are the most important factor in college admissions. A strong high school curriculum is also the best background for success on the SAT and ACT.

Most colleges/universities require a high school transcript and standardized test scores (SAT or ACT) from each applicant. Some schools require an interview, a portfolio, extracurricular information, recommendation, or an essay. Check with a college representative to learn the requirements of that particular school.

Numerous colleges are requiring/requesting that students complete applications online. Some colleges are waiving application fees, or at least reducing them, for applying online. Check each college's website to determine what their policy is.

If you apply online, let your counselor know immediately so she can send your transcript. Paper copies of some applications are available in the guidance office.

You can also obtain applications by calling, writing, or visiting the college's admissions office. Many colleges allow you to download an application or request one by going on their website.

If you have any questions about applying to college, see your counselor.

BASIC STEPS FOR APPLYING TO COLLEGE

STEP 1: Complete the entire application carefully!!! A college's first impression of you is what they see on that application, and they will be making important decisions based on the information you provide on that application. If you do not apply online or if you cannot type your paper application, complete it neatly in black ink. You are trying to let the college know that you are the kind of student they want; include adequate information that will help you in the admissions process. If an essay is required, proofread it carefully, and make sure that you have included enough information. Don't forget to sign the application!!!

Keep copies of all applications and other papers that are part of your admissions process.

STEP 2: Attach a check or money order for the correct amount made payable to the college. Include an envelope addressed to the college with appropriate postage. If you qualify for a fee waiver, see your counselor.

STEP 3: If you need letters of recommendation as part of your admissions process, ask teachers, counselors, or principals at least TWO WEEKS in advance. Be sure they understand the deadline for your letters. Asking for a letter of recommendation at the last minute does not impress the person you are asking to recommend you!!! Giving sufficient time allows the person to think about your most outstanding qualities and to write a more personalized, complimentary letter about you. Check your college application to determine the procedure for returning letters of recommendation; some are given to the guidance counselor, some are mailed directly to the college, some are given to you in a sealed envelope.

STEP 4: Turn in the completed paper application to your counselor at least one week before the deadline to allow for processing. The counselor will complete the school section of the application, attach an official transcript with test scores, and document the date that the application is given back to the student.

STEP 5: Notify your counselor when you are accepted from the college. Bring a copy of your acceptance letter so the counselor can make a copy for the school records. Write thank-you notes to the people who wrote letters of recommendation for you and let them know where you plan to go to college.

STEP 6: Ask your counselor any remaining questions you may have!



NCAA FRESHMAN-ELIGIBILITY STANDARDS QUICK REFERENCE SHEET

KNOW THE RULES:

Core Courses

- **NCAA Division I requires 16 core courses as of August 1, 2008.** This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
- **NCAA Division II requires 14 core courses.** See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

Test Scores

- **Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet.
- **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**

Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- **Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is www.eligibilitycenter.org.
- **Division I** grade-point-average requirements are listed on page two of this sheet.
- **The Division II** grade-point-average requirement is a minimum of 2.000.

DIVISION I 16 Core-Course Rule

16 Core Courses:

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

DIVISION II 14 Core-Course Rule

14 Core Courses:

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

PLEASE NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

OTHER IMPORTANT INFORMATION

- Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
- 14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.
- 16 core courses are required for Division I.
- The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
- SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.
- Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.

For more information regarding the rules, please go to www.NCAA.org. Click on "Academics and Athletes" then "Eligibility and Recruiting." Or visit the Eligibility Center Web site at www.eligibilitycenter.org.

Please call the NCAA Eligibility Center if you have questions:

Toll-free number: 877/262-1492.

NCAA DIVISION I SLIDING SCALE CORE GRADE-POINT AVERAGE/ TEST-SCORE New Core GPA / Test Score Index		
Core GPA	SAT Verbal and Math ONLY	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86



Academic Eligibility Frequently Asked Questions

When should a student register with the NCAA Eligibility Center?

Students should register with the Eligibility Center at the beginning of their junior year in high school. At the end of the student's junior year, a transcript, which includes six semesters of grades, should be sent to the Eligibility Center from the high school. Additionally, students should have their SAT or ACT scores forwarded directly to the Eligibility Center (by using code "9999") whenever they take the exam.

What requirements do I need to be able to practice, play and get a scholarship at an NCAA Division I or II college or university?

You need to complete the following:

1. Graduate from high school;
2. Complete a minimum of 16 (for Division I) or 14 (for Division II) core courses;
3. Present the required grade-point average (GPA) (see the sliding scale in the Guide for the College-Bound Student-Athlete for Division I or a minimum 2.0 GPA for Division II);
4. Present a qualifying test score on either the ACT or SAT (see the sliding scale in the Guide for the College-Bound Student-Athlete); and
5. Complete the amateurism questionnaire and request final amateurism certification.

How do I know if the courses I am taking will count as core courses?

You need to look at your high school's NCAA List of Approved Core Courses. Follow these steps:

1. Go to the NCAA Eligibility Center Web site at www.ncaaclearinghouse.net;
2. Click on "General Information";
3. Click on "List of Approved Core Courses";
4. Input your high school's CEEB code (if you know it) or search by your high school's name and state; and
5. Review the list.

***Very important:** If a core course you took is not on the list, it will not be used in your eligibility determination. Courses that appear on your transcript must exactly match what is on the list.

What do I do if a core course I took is not on the list?

See your high school counselor immediately. Someone at your high school is responsible for keeping your high school's list updated. It is important your high school does this each year to make sure the core courses you are taking appear on the list.

What is the lowest grade that will be used for a course to count as a core course?

Follow your high school's policy regarding its lowest passing grade. If the Eligibility Center does not have this policy, the lowest passing grade that will be used is D.

Will credit-by-exam courses meet core-course requirements?

No. Courses completed through credit-by-exam will not be used.

Are vocational courses acceptable?

No. Traditional vocational courses (e.g., typing, auto mechanics, driver's education and health) are not acceptable.

Do pass/fail grades count?

Yes, these grades may satisfy your core-course requirements. The Eligibility Center will assign your high school's lowest passing grade for a pass/fail class.

May courses taken in the eighth grade that are high school core courses (e.g., Algebra I, Spanish 1, Freshman Composition) be used to meet the core-course requirement?

A high school course taken in the eighth grade may be used if the course is on the high school transcript with a grade and credit and if the course is on the high school's NCAA List of Approved Core Courses.

May independent-study, Internet and correspondence courses count as core courses?

Yes, if the following four conditions are met:

1. The course meets core-course requirements;
2. You and the instructor have access to each other during the course so that the instructor can teach, evaluate and provide assistance to you;
3. Appropriate academic authorities evaluate your work according to the high school's academic policies; and
4. The course is acceptable for any student to take and is placed on your high school transcript.

May college courses count as core courses?

College courses may be used to satisfy core-curriculum requirements if the courses are accepted and awarded credit by the high school for any student and meet all other requirements for core courses. For NCAA Division I only, such courses must be placed on the student's high school transcript. Courses taken at a college will NOT appear on the high school's NCAA List of Approved Core Courses. The high school's NCAA List of Approved Core Courses will include only those courses taught/offered by the high school.

How are courses taken over two years counted?

A one-year course that is spread over a longer period of time is considered one course and will receive a maximum of one core-course credit. (Example: Algebra 1, spread over two years, would receive one unit of credit.)

May my study in a foreign country help me meet core-course requirements?

If you attended a secondary school outside the United States for all or part of grades nine through 12, different evaluation procedures will be applied to your international education documents. You must submit original-language documents with certified translations for Eligibility Center evaluation.

How is my core-course GPA calculated?

Your core-course GPA is the average of your best grades achieved for all required core courses. If you have taken extra core courses, those courses will be used in your GPA, only if they improve your GPA.

Can weighted grades for honors or advanced-placement courses be factored into the calculation of the student's core GPA?

A school's normal practice of weighting honors or advanced courses may be used, as long as the weighting is used for computing GPAs. Weighting cannot be used if the high school weights grades for the purpose of determining class rank. Additionally, in no instance may the student receive greater than 1.000 additional quality points for purposes of calculating the GPA for initial eligibility.

How is the NCAA core GPA different from a student's overall GPA?

The NCAA core-course GPA is calculated using only NCAA-approved core courses in the required number of core units. High school GPAs generally include the grades from most or all courses attempted in grades nine through 12.

Will courses taken after my senior year meet core-course requirements?

For Division I, maybe. Only courses completed in grades nine through 12 will qualify as core courses for Division I. If you graduate from high school on schedule (in eight semesters) with your incoming ninth grade class, you may use **one** core course completed in the year after graduation (summer or academic year). You may complete the core course at a location other than the high school from which you graduated and may initially enroll full time at a collegiate institution at any time after completion of the core course.

For Division II, yes. All core courses completed before your full-time enrollment at any college may be used by the Eligibility Center.

For Division I students with diagnosed disabilities, yes. If you have a properly diagnosed and documented disability, you may use one or more core courses completed after high school but before full-time enrollment in college.

How does the NCAA treat courses similar in content?

Some approved core courses might be considered duplicates. That is, the content of one course is the same as that of another, even though the classes might have different titles. If you have taken two classes considered to be duplicates, you will receive only one core-course

credit (typically for the course with the higher grade). Please ask your high school counselor if you have questions about duplicate courses.

May courses taken at high school "A" be accepted if they appear on high school "B's" transcript?

No. High school "A" may provide the Eligibility Center with an official copy of high school "B's" transcript, but grades from one high school cannot be accepted on another high school's transcript.

Does the prohibition against special education, remedial or compensatory courses apply to students with education-impacted disabilities?

No. In order for courses designated for students with education-impacted disabilities to be approved, the course must be substantially comparable, qualitatively and quantitatively, as a regular core course offered in that academic area.

Can students with a diagnosed education-impacted disability use courses that are designated for students with an education-impacted disability to meet NCAA core-course requirements?

Students with appropriately diagnosed education-impacted disabilities may use courses for students with education-impacted disabilities for the purpose of meeting NCAA core-course requirements. Courses for students with education-impacted disabilities must appear on the high school's NCAA List of Approved Core Courses in order for a student to receive NCAA credit for the course.

May a nonstandard ACT/SAT exam be used for initial eligibility?

Yes. Students with diagnosed education-impacted disabilities may take a nonstandard ACT or SAT exam. The test score must be provided to the Eligibility Center from the testing agency, just as any other test score.

How are students prioritized for processing at the Eligibility Center?

Students who have their status requested by an NCAA institution are prioritized by the Eligibility Center for processing. If a student's eligibility status is never requested by a member institution, the Eligibility Center may not process such a student's status.

*If you have additional questions or need further assistance, please contact the Eligibility Center's customer service staff at 877/262-1492.