



Senior Survival Guide



Collinsville High School

School Code: 141-465

Name: _____



Prepared by Collinsville High School Counselors

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Introduction

You have made it to Senior Year! This is a time to celebrate! It's also time to make some concrete plans regarding what you want to do after high school. This packet contains information to help do everything from researching colleges, finding financial aid sources, applying, interviewing, and verifying you're on track to graduate. It is extremely important for you to review this information carefully. Share this with your parents and see your counselor if you have any questions. We want you to meet all deadlines and know what to expect during this exciting time of your life.

Graduation Credit Check

<i>Graduation Requirements</i>	<i>Sem 1</i>	<i>Sem 2</i>
English I		
English II		
English III		
English IV		
Math		
Math		
Math (1 yr Geometry required)		
Science (Physical)		
Science (Life)		
Social Studies World History OR World Geography		
U.S. History		
Civics & Constitution Tests		
Consumer Ed (.5 credit min.)		
Microsoft Apps		
PE I		
PE II		
Health		
Music/Art/Voc		

G.P.A. _____
Rank _____ in Class _____
PSAE <input type="checkbox"/>

Required Credits	22
Current Credits	_____
Credits needed	_____

Senior "To Do" List



September (or before)

- Make sure your high school courses meet college requirements.
- Check early admission deadlines for some specific majors.
- Start narrowing down your list of college choices through research (typically 2-10).
- Check registration deadlines and register for ACT/SAT Tests. Many students test in June, Sept. or Oct.
- Visit colleges you are interested in. Seniors get two college visit days. Be sure to call the admissions office to arrange a tour during their open house, and don't forget to get a "College Visit Permission Slip" from the Guidance Office as least a week before.
- Register with the NCAA Clearinghouse if you want to play division I or II sports in college. http://eligibilitycenter.org/ECWR2/NCAA_EMS/NCAA.html
- Contact college and scholarship applications, request letters of recommendation from teachers and guidance counselors.
- Maintain your grades.
- Males must register with selective service by age 18 to be eligible for federal and state aid.

October

- If you are applying Early Decision/Early Action, send in your application now.
- Try to keep copies of all applications sent.
- Confirm that teacher recommendation letters are complete.
- Review essays with teachers.
- Meet with college admission counselors visiting high school.
- Go to a college fair.
- Schedule college campus visits, arrange interviews and tours.
- Begin applying to colleges.
- Maintain your grades.
- Keep copies of all forms you submit.

November

- Finalize and complete college applications by Thanksgiving Vacation.
- Review essays with teachers.
- Keep searching for private scholarships.
- Check with schools about scholarships offered.
- Attend Financial Aid Night Programs.
- Keep a list of important deadlines for each school you are interested in.
- Maintain your grades.

December

- Make arrangements for personal interviews if required.
- Attend a Financial Aid Night program.
- Complete the CSS PROFILE, if required by your selected college (contact their financial aid office). <https://profileonline.collegeboard.com/prf/index.jsp>
- Maintain your grades.

January

- Collect family's last year's W-2 and federal tax returns to complete FAFSA (Free Application for Federal Student Aid).
- Attend a Financial Aid Night program.
- Prepare and submit FAFSA and other financial aid forms as close to January 1 as possible.
www.fafsa.gov
- Check on mid-year reports/ transcripts if required by your selected colleges
- Maintain your grades.

February

- Keep searching for scholarships.
- Maintain your grades.

March

- Check with the Financial Aid Office to verify that they have all the necessary paperwork from you.
- Look for your Student Aid Report (SAR) which contains your financial aid awards.
- Schools notify students of admission acceptance and of scholarships and financial awards.
- Check for accuracy. You should receive this approximately 4 weeks after submitting the FAFSA.
- Register for AP Exams of applicable
- Maintain your grades.

April

- Compare the scholarship/financial aid offers you receive from each college
- Notify colleges of your decision.
- Notify your counselor of your choice.
- Withdraw other applications and thank colleges.
- Send in all required deposits by stated deadlines (i.e. housing, etc).
- Check with your college for additional important deadlines (financial aid, housing, etc).
- Return your award letter promptly.
- Maintain your grades.

May

- College acceptance is provisional. It is based upon your completion of high school at your present grade average.
- Make sure that final academic transcripts are sent to the college you plan to attend.
- Maintain your grades.

June

- Call Admissions/Financial Aid Offices to verify all information is complete and to find out next steps.

Getting Ready for College & Work

What kind of career do you want to pursue?

1. Use www.careercruising.com
Username: Collinsville
Password: High
 - Select "Assessments" tab on the top
 - Select "Career Matchmaker" and follow the directions
2. http://www.collegeboard.com/student/csearch/majors_careers/index.html
3. Use <http://www.actstudent.org/wwm/index.html>
4. Use www.bls.gov
 - Use the drop down box at the top to select "Occupational Outlook Handbook"
 - In the For: box type a career you want to learn more about

Searching for a College

1. www.careercruising.com
Username: Collinsville
Password: High
 - Click on the "Schools" tab at the top
 - Select a choice from the list to do your research
2. Use <http://www.collegeboard.com/student/csearch/index.html>
3. Use <http://www.petersons.com/ugchannel/code/searches/srchCrit1.asp>
4. Use <http://www.collegesportsconnect.com/>

College Comparison Worksheet

College Name			
Location - distance from home			
Size - enrollment - physical size of campus			
Environment - type of school (2- or 4-year) - school setting (urban, rural) - location & size of nearest city - co-ed, male, female - religious affiliation			
Admission Requirements - deadline - tests required - average test scores, GPA, rank - notification			
Academics - your major offered - special requirements - accreditation - Student-faculty ratio - typical class size			
College Expenses - tuition, room and board - estimated total budget - application fee, deposits			
Financial Aid - deadline - required forms - percentage receiving aid - scholarships			
Housing - residence hall requirement - food plan			
Facilities - academic - recreational - other			
Activities - clubs, organizations - Greek life - athletics, intramurals - other			
Campus Visits - when - special opportunities			

Directory of Illinois Colleges and Universities

College Code	College Name	Phone Number	Email
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Illinois Public Four-Year Colleges and Universities

0992	Chicago State University	773-995-2513	www.csu.edu
1016	Eastern Illinois University	217-581-2223	www.eiu.edu
1042	Illinois State University	800-366-2478	www.IllionoisState.edu
0993	Northeastern Illinois University	773-442-4000	www.neiu.edu
1102	Northern Illinois University	815-753-0446	www.niu.edu
1144	Southern Illinois University Carbondale	618-536-4405	www.siuc.edu
1147	Southern Illinois University Edwardsville	800-447-SIUE	www.siue.edu
1155	University of Illinois at Chicago	312-996-4350	www.uic.edu
1137	University of Illinois at Springfield	888-977-4UIS	www.uis.edu
1154	University of Illinois at Urbana/Champaign	217-333-0302	www.uiuc.edu
1158	Western Illinois University	877-pickWUI	Admissions.wiu.edu

Illinois Public Community Colleges

1082	Black Hawk College (Quad-Cities Campus)	309-796-5300	www.bhc.edu
1083	Black Hawk Coll. East Campus (Kewanee)	309-854-1703	www.bhc.edu
1170	Carl Sandburg College	309-341-5230	www.sandburg.edu
	<i>City Colleges - Chicago</i>		
0975	Harold Washington College (Loop)	312-553-6010	www.hwashington.edu
0978	Kennedy-King College	773-602-5062	www.kennedyking.ccc.edu
0972	Malcolm X College	312-850-7055	www.malcomx.ccc.edu
0974	Olive-Harvey College	773-291-6349	www.oliveharvey.ccc.com
0971	Richard J. Daley College	773-838-7599	www.daley.ccc.edu
0970	Truman College	773-907-7000	www.trumancollege.edu
0980	Wright College	773-481-8200	www.wright.ccc.edu
1003	College of Dupage	630-942-2380	www.cod.edu
1005	College of Lake Country	847-543-2061	www.clcillinois.edu
1010	Danville Area Community College	217-443-8800	www.dacc.edu
1018	Elgin Community College	847-214-7385	www.elgin.edu
1046	Heartland Community College	309-268-8041	www.heartland.edu
1029	Highland Community College	815-235-6121x6312	www.highland.edu
1035	Illinois Central College	309-694-5354	www.icc.edu
	<i>Illinois Eastern Community Colleges</i>		
0995	Frontier Community College	877-464-3687	www.iecc.edu/fcc
1067	Lincoln Trail College	618-544-8657x11000	www.iecc.edu/ltc
1113	Olney Central College	618-395-7777x2012	www.iecc.edu/occ
1162	Wabash Valley College	618-262-8641x3100	www.iecc.edu/wvc
1056	Illinois Valley Community College	815-224-0439	www.ivcc.edu
1017	John A. Logan Community College	618-985-3741x8555	www.jalc.edu

1019	John Wood Community College	217-641-4314	www.jwc.edu
1048	Joliet Junior College	815-729-9020x2493	www.jjc.edu
1053	Kankakee Community College	815-802-8520	www.kcc.edu
0964	Kaskaskia College	614-545-3040	www.kaskaskia.edu
1051	Kishwaukee College	815-825-2086x216	www.kishwaukeecollege.edu
1055	Lake Land College	217-234-5434	www.lakelandcollege.edu
1038	Lewis and Clark Community College	618-468-2222	www.lc.edu
1061	Lincoln Land Community College	217-786-2298	www.llcc.edu
1075	McHenry country College	815-455-8530	www.mchenry.edu
1087	Moraine Valley Community College	708-974-2110	www.morainevally.edu
1090	Morton College	708-656-8000x347	www.morton.edu
1104	Oakton Community College	847-635-1629	www.oakton.edu
1015	Parkland College	217-351-2482	www.parkland.edu
0959	Prairie State College	708-709-3516	www.prairiestate.edu
1091	Rend Lake College	618-437-5321x267	www.rlc.edu
1008	Richland Community College	217-875-7200x267	www.richland.edu
1123	Rock Valley Community College	815-921-4250	www.rockvalleycollege.edu
1127	Sauk Valley Community College	815-288-511x297	www.svcc.edu
1173	Shawnee College	618-634-3200x3291	www.shawneecc.edu
1148	South Suburban College of Cook County	708-596-2000x2329	www.southsuburbancollege.edu
1161	Southeastern Illinois College	618-252-5400x2441	www.sic.edu
0954	Southwestern Illinois College	618-235-2700x5526	www.swic.edu
0961	Spoon River College	800-DEGREES	www.spoonrivercollege.edu
1151	Triton College	708-456-0300x3130	www.triton.edu
1159	Waubonsee Community College	630-466-7900x5756	www.waubonsee.edu
1163	William Rainey Harper College	847-925-6707	www.harper.edu

Illinois Non-Public Two and Four-Year Colleges

1168	Advocate Trinity Hospital Rad. Tech	773-957-5292	www.advocatehealth.com/system/jobsedu/edu/allied/trin/radtech/index/htm
0999	American Islamic College	773-281-4700	www.aicusa.edu
0946	Augustana College	800-798-8100x7341	www.augustana.edu
0950	Aurora College	800-742-5281	www.aurora.edu
0952	Barat College-Depaul University	847-574-5260	www.depaul.edu/barat
1132	Benedictine University	630-829-6300	www.ben.edu
0955	Bible Missionary Institute	309-788-0491	
0958	Blackburn College	800-233-3500	www.blackburn.edu
0956	Blessing-Rieman College of Nursing	800-877-9140x6949	www.brcn.edu
0960	Bradley University	309-452-2834	www.admissions.bradley.edu
1002	Columbia College Chicago	800-447-6460	www.colum.edu
1004	Concordia University Chicago	312-663-1600x7130	www.cuchicago.edu
1012	DePaul University	312-362-8300	www.depaul.edu
1014	DeVry University (Chicago)	773-929-6550	www.chi.devry.edu
0962	DeVry University (DuPage/Addison)	630-953-1300	www.dpg.devry.edu
0963	DeVry University (Tinley Park)	708-342-3100	www.tp.devry.edu
1126	Dominican University	708-524-6800	www.dom.edu

0984	East – West University	312-939-0111	www.eastwest.edu
1020	Elmhurst College	630-617-3400	www.elmhurst.edu
1022	Eureka College	888-4-EUREKA	www.eureka.edu
1171	Graham Hospital School of Nursing	309-674-4086	www.grahamofnursing.org
1032	Greenville College	800-345-4440	www.greenville.edu
6641	Harrington College of Design	877-939-4975	www.harringtoncollege.com
1045	Hebrew Theological College	874-982-2500	www.htc.edu
1034	Illinois College	866-464-5265	www.ic.edu
6863	The Illinois Institute of Art	800-351-3450	www.artintstitutes.edu/chicago
1040	Illinois Institute of Technology	312-567-3025	www.iit.edu
1044	Illinois Wesleyan University	800-879-5376	www.iwu.edu
1101	Judson University	800-879-5376	www.judsonu.edu
1050	Kendall College	877-588-8860	www.kendall.edu
1052	Knox College	800-678-KNOX	www.knox.edu
1054	Lake Forest College	800-828-4751	www.lakeforest.edu
1057	Lakeview College of Nursing	217-443-5238	www.lakeviewcol.edu
1058	Lewis University	800-897-9000	www.lewisu.edu
1060	Lincoln Christian College	217-732-3168x2251	www.lccs.edu
1062	Lincoln College (Lincoln)	800-569-0556	www.lincolncollege.edu
1066	Lincoln College – Normal	800-569-0558	www.lincolncollege.edu/normal
1064	Loyola University Chicago	800-262-2373	www.luc.edu
1073	MacCormac College	312-922-1884	www.maccormac.edu
1068	MacMurray College	800-252-7485	www.mac.edu
1076	McKendree College	800-BEARCATx6831	www.mckendree.edu
1078	Methodist College of Nursing	309-671-5133	www.methodistcollegeofnursing.com
4755	Midstate College	800-51-4299	www.midstate.edu
1080	Millikin University	800-373-7733#5	www.milikin.edu
1084	Monmouth College	800-74SCOTS	www.monmouthcollege.edu
1088	Moody Bible Institute	800-967-4MBI	www.moody.edu
0987	Morrison Institute of Tech	815-772-7218	www.morrisontech.edu
0945	Mount Vernon Christian College	618-244-5404	
1095	National University of Health Sciences	800-826-6285	www.nuhs.edu
1094	National-Louis University (Evanston & Chicago)	800-443-552x5151	www.nl.edu
1096	North Central College	800-411-1861	www.northcentralcollege.edu
1098	North Park University	800-888-6728	www.northpark.edu
1106	Northwestern University	847-491-7271	www.ugadm.northwestern.edu
1112	Olivet Nazarene University	800-648-1463	www.olivet.edu
1118	Principia College	800-277-4648	www.prin.edu/college
1115	Providence Baptist College	800-258-1183	www.providencebaptistcollege.com
1120	Quincy University	800-688-4295	www.quincy.edu
1121	Robert Morris College (Chicago, DuPage, O’Hare, Orland Park, Peoria, Springfield, Waukegan)	800-RMC-5960	www.robertmorris.edu
1122	Rockford College	800-892-2984	www.rockford.edu

1124	Roosevelt University		
	Chicago	877-277-5978	www.roosevelt.edu
	Schaumburg	877-277-5978	www.roosevelt.edu
1117	Rush University	312-942-7100	www.rushu.rush.edu
6432	St. Anthony College of Nursing	815-277-2141	www.sacn.edu
0968	St. Augustine College	773-878-8756x216	www.staugustinecollege.edu
1138	St. Francis Med. Cen. Coll. Of Nursing (Peoria)	309-655-2245	www.sfmcon.edu
1089	St. Francis Med. Cen. Sch. Rad. Tech. (Peoria)	309-655-2782	www.osfstaintfrancis.edu
1167	St. John's College Dept of Nursing	217-544-6464x45440	www.st-johns.org/collegeofnursing
1134	Saint Xavier University	773-298-3050	www.sxu.edu
1136	School of Art Institute Chicago	800-232-SAIC	www.saic.edu
1142	Shimer Coller	800-216-7173	www.shimer.edu
1146	Springfield College/ Benedictine University	217-525-1420x287	www.sci.edu
1165	Trinity Christian College	866-874-6463x4708	www.trnty.edu
1065	Trinity College of Nursing and Health Sciences	309-779-7700	www.trinitycollegeqc.edu
1150	Trinity International University	874-317-7000	www.tiu.edu
1152	University of Chicago	773-702-8650	www.uchicago.edu
1000	University of St. Francis	800-735-7500	www.stfrancis.edi
1156	VanderCook College of Music	312-225-6288	www.vandercook.edu
5032	West Suburban College of Nursing	708-763-6530	www.wscn.edu
1160	Wheaton College	630-752-5005	www.wheaton.edu
1169	Worsham College of Mortuary Science	847-808-8444	www.worsham.edu

Seniors may take 2 college visit days; see your counselor to obtain a permission slip. Signed slips must be returned to the Guidance Office 2 days before the visit. Students must bring the signed "Confirmation of College Visit" back to their counselor when they return to CHS.

REQUEST FOR COLLEGE VISITATION DAY

SAMPLE

(Student's Name)

I request a college visitation day for my son/daughter to visit:

(Name of College)

(Date of Visit)

(Signature of parent/guardian)

(phone number)

This request must be submitted to your counselor no later than two (2) days prior to the date of visitation.

The student is to notify each teacher before the date of visitation in order to make provisions for the work that will be missed.

It is to the student's advantage to call the college admissions office to set up an appointment for the college visit.

Students are encouraged to visit colleges on Saturdays or day when Collinsville High School is not in session.

CONFIRMATION OF COLLEGE VISIT

TO: College Admissions Representative

This is to certify that _____, a student at Collinsville High School, Collinsville, IL, was a visitor at:

(College/University)

On _____
Date

(Signature)

(Phone number and ext.)

(Title)

SAMPLE

Please attach business card here

College Visit Checklist

Make the most of college exploration! Remember, there is no one college for you; there are many where you can meet your educational goals and be happy! Look for learning climates that will challenge you and fit your style. Be sure to talk to students and admissions personnel.

- Make an appointment to meet with an admission officer in the admissions office.
- Verify admission requirements (tests and high school preparation).
- Discuss your chances for success in certain programs.
- Find out how to apply and application deadlines.
- Obtain a school calendar and catalog.
- Determine college costs.
- Ask about financial aid opportunities as well as deadlines and required forms.
- Request an appointment with faculty in the department of your intended major.
- Ask question about academic requirements and offerings. Are placement tests required?
- Try to attend a class to get an idea of typical size, teaching style, and academic atmosphere.
- Ask about the placement record for graduates in the field you might study.
- Identify career-planning services for undergraduates.
- Check out the availability of tutoring services and computer labs.
- Request a guided tour of the campus (be sure to check out dorms, dining hall, library).
- Talk to students about the general academic environment and the amount and kind of study necessary for success.
- Find out what student activities (clubs, organizations, intramural, etc.) and part-time jobs are available on campus.
- Check out transportation options around campus.
- Ask about new student orientation and registration.

It is important to develop a list of questions ahead of time and plan specific activities in order to accomplish your goals on a college visit.



Before you Apply

- Most colleges accept applications online, and many prefer to receive applications this way (Some even reduce or waive the application fee if you apply online). *If you qualify for free or reduced lunch, you may be able to get your application fees waived. See your counselor for more information about fee waivers.* Check the college's website to see if it has an online application (see *Applying On-Line* next page).
- If you have limited internet access or prefer a paper application, visit the guidance office to see if we have paper applications for the colleges to which you want to apply. Ask your counselor if you need help obtaining an application (see *Applying with Paper Application* next page).

Before you apply, make sure you know:

- ✓ What are the admission requirements for the college/technical school?
- ✓ What ACT or SAT score is required?
- ✓ Do you need letters of recommendation?
- ✓ Is there an application fee?
- ✓ What is the application deadline?

Common Application Terms Explained

Rolling Admission – This is the application process in which an institution reviews applications as they are completed and sends admission decisions to students throughout the admission cycle. Be aware that some schools with rolling admissions fill their classes more quickly than others, so it is always best to apply earlier rather than later. Also check to see if the school has a Priority Deadline.

Early Action - This is the application process in which students make application to an institution of preference and receive a decision well in advance of the institution's regular response date. (Applications are typically due by Nov. 1 and students receive a decision by mid-December.) Students who are admitted under Early Action are not obligated to accept the institution's offer of admission. The student may apply to other colleges without restriction.

Early Decision – Like Early Action, Early Decision allows students to apply and receive a decision well in advance of the institution's regular response date. (Applications are typically due by Nov. 1 and students receive a decision by mid-December.) Unlike Early Action, **Early Decision is a binding commitment**, meaning that if admitted and offered adequate financial aid, a student **must** enroll. **This means that you should not apply Early Decision unless a school is your absolute first choice.** While pursuing admission under an Early Decision plan, students may apply to other institutions, but may have only one Early Decision application pending at any time. Immediately upon acceptance under Early Decision, a student must withdraw all other applications and make no subsequent applications.

Regular Decision – This is the application process in which students apply by a set deadline (typically January 1) and receive an admissions decision by a specified date (usually by April 1).

Information frequently requested on college applications

Collinsville High School 2201 S. Morrison Ave. Collinsville, IL 62234	High School Code, CEEB Code, ACT/SAT Code: 141465 High School Graduation Date: 05/11 Dates of Attendance: 08/07 – 05/11
CHS Phone Number: 618-346-6320	
Counselors	
A - D	Mrs. Brock ext. 1135 sbrock5@kahoks.org
E - J	Mrs. Elliff ext. 1134 celliff@kahoks.org
K - Q	Ms. Olsen ext. 1132 kolsen@kahoks.org
R - Z	Mr. Corey ext. 1131 jcorey@kahoks.org
Case Manager	Mrs. Dust ext. 1150 sdust@kahoks.org

Steps to Applying for College or Technical

<i>On-line Applications</i>	<i>Paper Applications</i>
<ol style="list-style-type: none"> 1. Complete on-line application at college website (save and print it if you would like your counselor to review it before you submit it); pay any required fee; if you are unable to pay the application fee talk with your counselor about a fee waiver 2. See your counselor to have your transcript mailed (student must sign a Transcript Request Form); Colleges must receive your transcript for your application to be processed 3. Provide counselor/teachers with any required supplemental forms (i.e. Secondary School Report Form or Teacher Evaluation Forms) 4. Request letters of recommendation if required by your college(s); <i>give at least a 2 week notice</i> and provide a resume or activity/award list to help the recommender 5. Have ACT scores sent directly from ACT <i>if required by your college</i> (many colleges accept scores printed on our high school transcript) 6. When you receive an admissions decision, let your counselor know! 	<ol style="list-style-type: none"> 1. Complete paper application and attach any required fee (check or money order payable to the college); if you are unable to pay the application fee talk with your counselor about a fee waiver 2. Bring the completed application (and any additional materials, i.e., an essay) to your counselor to have it mailed with your transcript (student must sign a Transcript Request Form); CHS will mail the documents for you; Colleges must receive your transcript for your application to be processed 3. Provide counselor/teachers with any required supplemental forms (i.e. Secondary School Report Form or Teacher Evaluation Forms) 4. Request letters of recommendation if required by your college(s); <i>give at least a 2 week notice</i> and provide a resume or activity/award list to help the recommender 5. Have ACT scores sent directly from ACT <i>if required by your college</i> (many colleges accept scores printed on our high school transcript) 6. When you receive an admissions decision, let your counselor know!

College Cost Comparison Worksheet

Chart your course to see which college or university best fits your financial resources. Your total in Funds Available should be at least the same amount as your total for Expenses. If not, you have a funding gap, meaning that you have more expenses than funds available and will need to take out a loan or seek other sources of funds.

Expenses	College 1	College 2	College 3	College 4
Tuition and fees	\$	\$	\$	\$
Books and supplies	\$	\$	\$	\$
Room and board	\$	\$	\$	\$
Transportation	\$	\$	\$	\$
Miscellaneous	\$	\$	\$	\$
Total	\$	\$	\$	\$
Funds Available				
Student and parent contributions	\$	\$	\$	\$
Grants	\$	\$	\$	\$
Scholarships	\$	\$	\$	\$
Work-study	\$	\$	\$	\$
Total	\$	\$	\$	\$
Funding gap				



Financial Aid

To determine eligibility for federal aid, students planning to attend a university, college, community college, or tech school should complete the Free Application for Federal Student Aid (FAFSA) beginning in January 2011. The U.S. Department of Education prefers students file the FAFSA on-line at www.fafsa.ed.gov. This is the fastest and easiest way to apply. To prepare to complete the on-line FAFSA, you may want to pick up a “FAFSA on the Web Worksheet” from the Guidance Office beginning in January.

- ✓ To obtain parent’s and student’s pin numbers required to electronically sign online FAFSA application: www.pin.ed.gov
 - ✓ FAFSA website: www.fafsa.gov
-
- Students without internet access may request a paper copy of the FAFSA from their counselor or by calling 1-800-433-3243.
 - Contact the Financial Aid Office at the colleges to which you have applied about any other required financial aid forms and to discuss other sources of financial aid. Some colleges automatically consider all applicants for scholarships, while others require separate forms. *Check with the Financial Aid office in the fall to make sure you do not miss any financial aid or scholarship application deadlines!*



Scholarships

There are many scholarships available to students both locally and nationally. The Guidance Department maintains an extensive list of scholarships. Students can access this list in the Guidance Office or on-line at: <http://websites.kahoks.org/chs/Guidance/scholarship.pdf>

You may also want to search additional scholarships using these commonly used sites:

www.studentaid.ed.gov
www.fastweb.com
www.collegezone.org

www.finaid.org
www.studentaid.org

www.careercruising.com

Username: Collinsville

Password: High

- Click on the “Schools” tab at the top
- Click on “Financial Aid”

ACT/PSAE

The Prairie State Achievement Exam (PSAE), which is required for graduation, will be administered April 28th and 29th, 2010. Day 1 is the ACT Plus Writing. Day 2 is an Illinois State Board of Education developed science assessment and two Work Keys assessments: Applied Math and Reading for Information.

- If you would like to take the ACT again in June or later, there are ACT registration packets available in the guidance office or you can register on-line at www.actstudent.org Registration deadlines are normally a month or more before each test, so be sure to register early.

IMPORANT NOTE: *CHS students MUST use their social security number when registering for the ACT. It is required by CHS in order for your scores to be uploaded in our computer system and recorded on your transcript. If you choose not to enter your social security number, your ACT scores will not be shown on your CHS transcript, which can delay college application and admission procedures. High School Code: 141465 / Test Center Code: 173880*

2010-2011 ACT Test Dates
September 11, 2010
October 23, 2010
December 11, 2010
February 12, 2011
April 9, 2011
June 11, 2011

- On-line test prep, sample questions and test-taking tips can also be found at these websites:

<https://actonlineprep.act.org/ePrep/browserInfo.do>

All juniors have been given a password and userid to access ACT's on-line prep for free. See your counselor if you cannot locate that information.

<http://www.collinsvillelibrary.org/>

- find Online Databases; select Testing & Education Center
- Enter your library card number: 10035xxxxxxx
(see the school librarian or your counselor if you don't have a library card)

What if you get asked to interview?

You want to make a good impression, so think of possible questions and answers before you have an interview. To give you an idea of what you can expect here are some questions for you to consider.

They might ask you:

- What strengths would you like to develop?
- How do you respond under pressure? Give me an example.
- What achievements are you most proud of?
- How do you define success?
- Is there a subject, an author or activity that you have researched in depth. How has that affected you?

You might ask them:

- What are the most popular majors on campus?
- What do students like most about this campus?
- What are the most popular student activities on campus?
- How are roommates matched up?
- How do freshman register?
- What types of financial aid are available?

Make a list of possible questions and bring it with you to the interview!

Additional resources available in the Guidance Office:

<ul style="list-style-type: none">▪ Preparing for the ACT Study Guides▪ <i>College Handbook</i> – accredited colleges in the U.S.▪ <i>Book of Majors</i>▪ Peterson's books:<ul style="list-style-type: none">*<i>Scholarships Grants & Prizes</i>*<i>Four-Year Colleges</i>*<i>Vocational and Technical Schools East</i>*<i>Vocational and Technical Schools West</i>*<i>Two Year Colleges</i>▪ <i>The Scholarship Book</i>▪ <i>Fiske Guide to Colleges</i>▪ Career Resource Center with computer & internet access▪ Many Scholarship Applications	<ul style="list-style-type: none">▪ College applications, videos, and informational material▪ <i>Colleges that Change Lives</i>▪ <i>America's Best Colleges for B Students</i>▪ <i>Handbook of Illinois Post Secondary Institutions</i>▪ <i>Colleges for Careers in Teaching</i>▪ <i>But What if I Don't Want to Go to College?</i>▪ <i>America's Fastest Growing Jobs</i>▪ <i>College Outlook Magazine</i>▪ <i>In Demand Magazine</i>▪ Other informational brochures and materials pertaining to college and financial aid, resume writing, etc.
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Application Essay Tips

When writing about yourself and/or your experiences:

- Let your writing show who you are and how your experiences have formed you.
- Colleges want to know what you think and feel. Place emphasis on how your experiences and ideas relate to you goals and outlook on life.
- Be specific and write with clarity. Your essay must prove a single point.

To Get Started:

- List your activities and awards for the past 3-4 years. Indicate dates or length of time involved.
- Record major travel experiences.
- List a challenge you confronted successfully.
- List an accomplishment you had to struggle to achieve.
- Think of "words of wisdom" you have heard. Describe how those words have shaped you life.
- List some of your personality traits and tell how they have helped you in life.
- Describe people that have motivated you in your life.

Writing First Drafts:

- Allow thinking time between you jottings and you first draft.
- Make a free-form outline.
- Talk with others about possible topics.
- Set aside a block of time (at least two hours) to see what come to mind.

Next...

- Decide what is working and what is not.
- Always back up what you say with specific facts, events, quotation, examples, and reasons.
- Let you draft sit for a few days before looking it over again.
- Read it aloud.
- Ask yourself questions.
- Trust you intuition.
- Let others read it.

Extra Tips:

- Keep your audience in mind.
- Be honest and direct – don't write long-winded sentences. Don't use 50 words when five will do.
- PROOF READ – look for spelling and grammar mistakes. Don't rely on spell check for this.
- Use specific details to show how and why. Avoid generic and predictable.
- Give yourself time. Good writing takes more than a single draft.

Avoid the Following Essay Writing Mistakes:

- Not answering the question. Many applicants write quality essays, but don't actually address the question.
- Don't tell them what you think they want to hear. Bring something new to the table.
- Not having a thesis. Without a main idea, the essay will appear disorganized and rambling.
- Topic is too broad. The essay should be focused.
- Don't write a resume or repeat information that is elsewhere on the application. It will seem repetitive and boring.
- Do not plagiarize material. Always give credit where credit is due.

Mechanical Errors:

- Not revealing something about the author. The essay, regardless of the topic, needs to reveal something about the author.
- Being too ordinary. The topic needs to be unique or the approach needs to be creative.



Resume

What is it?

Your resume is an organized summary about you; an advertisement of you, a record of your strengths, abilities, goals, and accomplishments. It is positive information that you want the prospective employer or evaluators to know.

Purpose

It serves as a reference during an interview or evaluation.

Appearance

Several formats are available. See your counselor or an English teacher; check templates in Microsoft Word for examples.

Choose a format that best represents you. A resume should be:

1. Up to date.
2. Well organized and easy to read.
3. Concise – 1 page is preferred.
4. Informative; generates interest.
5. Free of grammatical errors and spelling mistakes.
6. Neat and attractive.
7. Printed on good quality paper.

Content

Personal.....Name, address, phone number, e-mail.

Objective.....State positively why you are applying for the position and what you can do for the employer/school.

Educational.....Description of education, location, dates, GPA, honors, etc. *List in reverse chronological order with most recent dates first.*

Experience.....Identify the company, organization, job title, description of duties, and dates of employment. *List in reverse chronological order with most recent dates first.*

Achievements...Accomplishments or skills not included in the other information (CPR certification, foreign language, membership in honors clubs or service organizations).

Activities.....Include membership in school or community organizations.

Hobbies.....Should be included to indicate that you are a well-rounded individual.

References.....Available upon request. If you list references, be sure to ask permission before using names (no relatives).

Check your computer software, there probably is a template.

Resume Worksheet

Heading:

First, Middle Initial, Last Name

Street Address, Apt. number, City, State, Zip

Area Code, Telephone Number

Objective (Name the position that you are seeking):

Education:

Year completed, Award, School's Name, City, State

Also, List two or three courses which would impress an employer

Work History:

Dates of Employment, duration, title, employer, job description, three or four responsibilities.

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Honors & Awards:

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Clubs & Organizations:

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Other/Relevant Information:

Functional Resume for High School Student

John Johnson
111 Collinsville Street, Collinsville, IL. 62234
618-111-1111

OBJECTIVE

Anticipates pursuing field of study in Physical therapy and seeking a contributing roll in the soccer program.

ATHLETIC PARTICIPATION

<u>Sport</u>	<u>Year</u>	<u>Position</u>	<u>Level</u>	<u>Comments</u>
Soccer	04-05	Striker	JV	Participated State Select
	05-06	Striker		Participated State Select & Travel Select
	06-07	Striker	JV/V	Member State Champion Soccer Team; Travel Select
	07-08	Striker	V	Starter; State Champion Soccer Team; IHSA All Sectional Tournament Team; Travel Select

HIGH SCHOOL INFORMATION

Collinsville High School 2201 S. Morrison Ave. Collinsville, IL. 62234	Class Rank: 50 in class of 440 – top 11% GPA: 3.6 ACT: 24 Member Monogram Club and National Honors Society
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<u>Courses Completed</u>	<u>Years Studied</u>	<u>Senior Year 07/08 Schedule</u>
English	4	AP Physics
Math	3	Pre AP Pre Calculus
Natural Sciences	3	College Prep. English Literature IV
Social Sciences	2	Oral Communication
Spanish	3	CP World History
Computers	1	AP Spanish IV
Consumer Education	1	Psychology
Health	0.5	

COMMUNITY ACTIVITIES

- Monitored youth soccer lessons at local club.
- National Honors Society; Peer Tutoring Program; Office Aid at CHS.
- Volunteered at summer youth soccer camps
- Participated in annual May fundraiser for Tepee (local club for teens).
- Annually solicited ticket sales as fundraiser for Kahok Soccer Booster Club.

Request for a Letter of Recommendation

Date: _____ Date Due: _____ (request at least 2 weeks in advance)

Student Name: _____

Major/ Career future choice: _____

College/ Technical School(s)/ Employer you want to apply to:

Action Requested:

- Send Letter to Institution (attach an addressed stamped envelope)
- Return Letter to Student
- Return Letter to School Counselor's Office
- Other _____

Reason for Recommendation Request: _____

1. What are your short/long term goals?

2. Honors/Awards Received:

3. Activities and/or Sports (list in order of importance to you). Please explain any leadership roles served, grades in which you participated, and special achievements.

4. Out of school activities (i.e. youth groups, employment, etc.).
5. Hobbies or special interests.
6. If your counselor were to meet 1,000, how would he/she remember you?
7. List two academic or personal strengths and give two examples to support them?
8. In what areas do you hope to improve?
9. Which class/subject has had the greatest impact upon you and why?
10. Any special conditions/circumstances you'd like us to know about?
11. List 6 adjectives or personality traits you, your friends, or family would use to describe you.

1.	4.
2.	5.
3.	6.

12. What are your 2 most favorite books or movies and why?
 - 1.
 - 2.
13. What person has influenced you the most and why?

Sample Letters

The following letters can be used as a general guide in how to communicate with colleges.

<p>Your Street City, State, Zip Code</p> <p>Director of Admissions Name of School Address of School Date</p> <p>Dear Admissions Counselor (use name if you have it):</p> <p>I will graduate from Collinsville High School in May 20** and would like a catalog to apply for admission to (name of school). Please send me a catalog and an application, as well as any other necessary forms and materials. Thank you.</p> <p>Sincerely,</p> <p>(Your Signature) Your typed name</p>	<p>Requesting Catalog and Application Materials (type this one)</p>
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<p>Date Dear _____:</p> <p>Just a note to thank you for taking the time to speak with me about _____ (name of college/school/job). I enjoyed meeting with you and learning more about (comment on the discussion, for example scholarship opportunities) at _____.</p> <p>Sincerely,</p> <p>(Your Signature)</p>	<p>“Thank you for the interview” (hand write this one)</p>
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<p>Date Dear _____:</p> <p>Thank you very much for your generosity in awarding the _____ Scholarship. (Now say something personal about yourself or your plans). The name and address of the financial aid office where I will be attending is:</p> <p>Sincerely,</p> <p>(Your Signature) Your typed name</p>	<p>“Thank you for the Scholarship!” (type this one)</p>
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Military Contacts

Air Force

Staff Sergeant, USAF Kevin L Dunn
Air Force Recruiting Office
2008 Vandalia Street Suite 2
Collinsville, IL 62234
618-343-9146
Kevin.Dunn@us.af.mil

Illinois Air National Guard

Technical Sergeant Larry Thomas, Recruiter
St. Claire Plaza
525 Lincoln Hwy Suite 19
Fairview Heights, IL 62208
(618) 222-5709 – office
(618) 698-2968 – cell
larry.thomas@ilscot.ang.af.mil

Air Force ROTC (Reserve Officers' Training Corps)

Captain Jake Wendell, Recruiter
3631 Forest Park Avenue
St. Louis, Mo 63108
(314) 977-8312 – office
(314) 977-8227 – cell
reginald.wendell@maxwell.af.mil

Army

Sergeant Joshua Griffin
US Army Recruiting Station
1104 Collinsville Crossing Blvd
Collinsville, IL 62234
(618) 345-7874 – office 1- 877-202-7885 - cell
Joshua.Griffin@usarec.army.mil

Army National Guard

SSG Mario Saenz
2931 State Street
East St. Louis, IL 62205
Office – 618-875-6765 Cell – 618-920-2090

Army ROTC (Reserve Officers' Training Corps)

Lieutenant Colonel James A. Gottschling Jr, Professor of Military Science
Southern Illinois University Edwardsville
Edwardsville, IL 62026
(618) 650-2501 – office
jgottsc@siue.edu

Coast Guard

Chief Petty Officer Leonard Raasch, Recruiter
10712 West Florissant Ave.
St. Louis, Mo 63136
(314) 521-3845 – office
leonard.r.raasch@uscg.mil

Marines

Staff Sergeant John R. Lewis
Marine Corps Recruiting Command
2010 Vandalia
Collinsville IL 62234
618-344-2132
John.lewis@marines.usmc.mil

Navy

MM2 (SS) Nathan C. Walter
Navy Recruiting Station
2010 Vandalia
Collinsville IL 62234
618-344-0043 – office 618-319-3354 – Cell
Nathan.walter@navy.mil