

SENIOR 2008 GRADUATES'
PARENT & STUDENT HANDBOOK



MONAHANS HIGH SCHOOL
GUIDANCE OFFICE

MONAHANS HIGH SCHOOL

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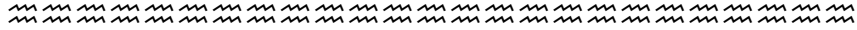
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MONAHANS HIGH SCHOOL
GUIDANCE OFFICE
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Dear Seniors and Parents:

This handbook has been prepared primarily to assist high school seniors in the selection of and admission to a college or vocational-technical school. It is not intended to take the place of a conference with your counselor. It is a resource for your personal use and future reference. Every effort will be made by the counselor to help you in any way possible. If you need assistance, please feel free to make an appointment for a conference.

The senior year is a very important and exciting time in your life as you begin the final preparations for college, vocational-technical school, the armed services or employment. This handbook explains and simplifies the process of college admissions and financial aid, a process that is at times mind-boggling and seems endless. Hopefully, this handbook will give you the assistance you need to make the transition from high school to college or vocational-technical school.

Please visit the counseling and guidance office. We have numerous resource guides that you may check out as well as college catalogues, applications for admission, scholarship information, test preparation materials, test registration packets, and financial aid information and applications. Your dreams can become reality with careful planning and preparation.

Sincerely,

Debbie Gambino
Kim Thomas
Counselor

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RECOMMENDATIONS FOR USING THIS HANDBOOK

- ❖ Read this handbook from cover to cover and become thoroughly familiar with all of the information it contains.
- ❖ Use the calendar on pages 38 to help you keep up with important dates, events, and deadlines. Write the correct date on the calendar anytime you complete a task—i.e., mail: applications, letters, test registrations, etc.
- ❖ Use the College Admission Checklist to ensure that you are completing all required forms.
- ❖ Share this handbook with your parents. Most parents want to be actively involved in college and career planning.

FACING THE OPTIONS

What Are Your Choices?

- ❖ 4 Years of College or University?
- ❖ 2 Years of Junior or Community College?
- ❖ Vocational-Technical School?
- ❖ Night classes with day employment?
- ❖ Apprenticeship?
- ❖ Armed Services?
- ❖ Full-time employment?
- ❖ Marriage?
- ❖ Any combination of these?

The Counseling and Guidance Office will be happy to assist you in looking at your options and in searching for more information.

***DON'T WAIT FOR IT TO HAPPEN,
MAKE IT HAPPEN!***

If you want to succeed, plan—set goals—work toward your goals. The responsibility for making your dreams a reality is ultimately yours.

COLLEGE PLANS

A student who plans to enter college after high school should know the requirements for entrance into the college he / she plans to enter. The requirements for entrance vary with different colleges and tend to change from year to year.

Selecting the right college to meet your abilities, ambitions and needs is one of the most important decisions you will make as a young adult. In most instances, there is a wide selection of colleges available which will meet your needs. Selecting the college that is just right for you can be an overwhelming task unless you study the differences between colleges and set priorities that are important to you.

FACTORS TO CONSIDER IN COLLEGE SELECTION

SIZE:	Very small (500) to very large (34,000+)
LOCATION:	At home, close to home, far from home, in-state, out-of-state
KIND:	Public, private, church-related, 2-year, 4-year
COST:	Includes tuition, fees, books, room & board, travel expenses, miscellaneous expenditures
ADMISSION REQUIREMENTS:	What are the course requirements? Is a particular class rank required? Are test scores required? Are test scores tied to class rank—or, must you present a minimum score depending on class rank?
CURRICULUM & DEGREES OFFERED:	Does the college have adequate programs of instruction in the area in which you intend to major?
PHYSICAL FACILITIES:	Appropriate classrooms, laboratories, libraries and dormitories
FINANCIAL AID:	What financial aid is available? How much financial aid? Any special types of financial aid or scholarships unique to the college?
TRANSFER OF CREDITS:	Will credits earned at this institution be recognized by other colleges should you decide to transfer.
EXTRA-CURRICULAR ACTIVITIES:	Does the college offer a variety of activities, including athletic programs, which are of interest to you?

COLLEGE ADMISSIONS CHECKLIST

(Hint: Check off as you complete)

- ___ 1. Register for and take the ACT and or the SAT Reasoning Test as early as possible during the fall semester of your senior year. This is so the processing of your applications to college will not be delayed. (It takes about 4-5 weeks to receive your test scores.)

- ___ 2. By early fall of your senior year, select the colleges / universities or vocational schools in which you are interested. If necessary, narrow your choices down to three or four. (See the section on selecting a college [COLLEGE PLANS] on page 7.)

- ___ 3. Check the admission requirements for each college or vocational school you have selected. This will help you determine if you meet or will be able to meet the admission criteria.
 - ❖ Required high school courses
 - ❖ Required college entrance test and minimum test scores
 - ❖ Required additional tests
 - ❖ Vocational or Technical Aptitude Tests

- ___ 4. Check out the college catalogues from the counseling & guidance office. If catalogue is not available, write to the office of admissions to request one. (See sample letter on page 31.)

- ___ 5. Complete a COLLEGE FACT SHEET for each college you are considering. (Blank fact sheet is on page 34).

- ___ 6. Obtain applications for admission from the Counseling and Guidance Office or request one from the office of admissions of the college of your choice. (See sample letter on page 31).

- ___ 7. Complete the application for admission and mail it along with any other required forms (health forms, essays, letters of recommendation, etc.) and any applicable fees that may be required to process your application. Be sure to meet admission deadlines.

- ___ 8. Pick up a RECORDS RELEASE FORM (see sample on page 30) from the Registrar. Complete it and return it signed to the Registrar. The first two transcripts are free. Additional transcripts may be obtained for \$1.00 each.

- ___ 9. If you plan to stay in the dorms, apply for housing by completing an application and submitting the required deposits and fees by the housing deadline. Remember, some colleges require freshmen to live on campus.

- ___10. Register to take the THEA test if you do not qualify for an exemption based on your SAT, ACT, or Exit-Level TAKS test scores. Take the THEA before enrolling in college.
- ___11. If you have earned concurrent credit through Odessa College, arrange to have your credit transferred. Request Odessa College to send your college transcript to the college of your choice. Record Release forms for Odessa College are available in the Counseling Center.
- ___12. Complete the College Fact Sheet for each college you apply to for admission. (Blank forms are on page 34.)
- ___13. Make copies of all letters and applications. (KEEP ON FILE.)
- ___14. If you have not heard from the college within a month or two of mailing the application, contact the Office of Admissions to verify that your application has been received and your file is complete. If your file is not complete, follow-up with whatever is missing.
- ___15. In January, pick up the Free Application for Federal Student Aid (FAFSA). www.fafsa.ed.gov Be sure you keep a copy of your pin number in a safe place. Complete it as soon as possible after your parents have completed their Income Tax Return. (Refer to page 25 for the (FINANCIAL AID CHECKLIST.)
- ___16. Complete all other financial aid applications and forms required by the college. Make sure you meet all the financial aid application deadlines.

PLEASE NOTE: Before any prospective student will be considered for financial aid by the college, he / she must have been accepted for admission. However, do NOT wait until you have been granted admission before applying for financial aid. *Remember, an application for financial aid does not constitute an application for admission.*

RESUMES & LETTERS OF RECOMMENDATION

As you apply for admission to a college, for scholarships, or for jobs, you will find that you may have to ask someone to write a letter of recommendation for you. A resume is also a very important part of the application process. It is definitely most helpful to the person whom you ask to write a letter of recommendation for you. It helps them to remember and to include or comment upon all of your accomplishments.

GUIDELINES FOR LETTERS OF RECOMMENDATION:

- ❖ Be courteous to the people you ask to write a letter of recommendation.
- ❖ Time Period – Ask the person several days in advance of the due date, or even weeks before. A good recommendation requires time and thought.
- ❖ Give them the complete information needed such as name, address and a resume.
- ❖ Furnish a stamped envelope.

****NEVER ask a person to write a recommendation letter the same day it is due!!***

COLLEGE ORIENTATION

Most colleges provide orientation sessions for college freshmen during the summer prior to their attendance in the fall. Information concerning these sessions is mailed to the student upon receipt of his/her application for admission.

These orientation sessions are most valuable. Every effort is made to assist freshmen in bridging the gap between high school and college. Students are also allowed to register for fall classes and are counseled as to course selection and college majors.

**GENERAL INFORMATION FOR THE ACT ASSESSMENT
PROGRAM, SAT I: REASONING TESTS,
SAT II: SUBJECT TESTS,
THEA**

1. Before you choose a test date, consider the application deadlines of the colleges and scholarship programs that are of interest to you. It takes about 4-5 weeks after the test date for the college or scholarship agency to receive your test scores. Make sure that your scores will arrive in time to meet the deadlines.
2. If you do not score as well as you believe you can, retake the test.
3. Your test scores may be reported to colleges / scholarship agencies of your choice and may be used to determine your admission status and eligibility for scholarships.

ACT ASSESSMENT PROGRAM

The ACT Assessment includes four curriculum-based tests that measure student's educational development in English, Mathematics, Reading, and Science Reasoning. A student's performance on these tests has a direct relationship to his or her academic development. There is also an optional writing portion.

ENGLISH TEST:

The English Test is a 75-question, 45-minute test that measures the student's understanding of the conventions of standard written English (punctuation, grammar, and sentence structure) and of rhetorical skills (strategy, organization, and style.) Spelling, vocabulary, and rote recall as rules of grammar are not tested. The test consists of five prose passages, each of which is accompanied by a sequence of multiple-choice test questions.

MATHEMATICS TEST:

The Mathematics Test is a 60-question, 60-minute test designed to assess the mathematical skills that students have typically acquired in courses taken up to the beginning of grade 12. The test consists of 60 multiple-choice test questions, some of which are illustrated with a table, graph, chart, or diagram as appropriate. Questions are classified according to 6 content areas. Those are: pre-algebra, elementary algebra, intermediate algebra, coordinate geometry, plane geometry, and trigonometry.

READING TEST:

The Reading Test is a 40-question, 35-minute test that measures the student's reading comprehension as a product of skill in referring and reasoning. The test comprises four prose passages that are representative of the level and kinds of texts commonly encountered in college freshman curricula.

SCIENCE REASONING TEST:

The Science Reasoning Test is a 40-Question, 35-minute test that measures the student's interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural science. The scientific information is conveyed in one of three different formats. Those formats include: data representation, research summaries, and conflicting viewpoints.

Writing Test (Optional):

The Writing Test is a 30-minute essay test that measures your writing skills – specifically those skills emphasized in high school English and entry-level college courses.

SAT I: REASONING TEST

The SAT I: Reasoning Test is a three-hour test, primarily multiple-choice, that measures critical thinking and mathematical reasoning abilities related to successful performance in college.

MATHEMATICAL

The mathematical test consists of two 30-minute sections plus one 15-minute section. Calculator use is permitted, but they are not required. Ten questions require students to produce their own responses and enter them in special grids on the answer sheet. Emphasis is on data interpretation and applied math questions. There are 60 questions total.

Critical Thinking

The critical reading section of the SAT contains two types of questions:

- Sentence completion (19 questions)
- Passage-based reading (48 questions)

Writing

The writing section includes both multiple-choice questions and a direct writing measure in the form of an essay. The multiple-choice questions will test:

- Improving sentences (25 questions)
- Identifying sentence errors (18 questions)
- Improving paragraphs

SAT II: SUBJECT TESTS

Some colleges require the Sat II: Subject Tests for admission. Some require one or more of these tests; some require various combinations of tests; others permit students to choose. A student should check the entrance requirements of the colleges of his/her choice. Some institutions use the Subject Tests for placement and guidance—some use the scores from these tests for placement in guidance discussions with incoming students to help them select courses.

The Sat II: **Subject Tests** measure your knowledge or skills in a particular subject and your ability to apply that knowledge. All Subject Tests take one hour of testing time, and all consist entirely of multiple-choice questions, except the Writing Test, which consists of a 20-minute essay and 60 multiple-choice questions. The use of a calculator is prohibited on all subject tests except Mathematics Level IC and Level IIC.

TEXAS HIGHER EDUCATION ASSESSMENT (THEA) formerly called TASP TEXAS ACADEMIC SKILLS PROGRAM (TASP)

All students entering Texas public colleges since the fall of 1989 must take the THEA test before enrolling. A high school student becomes eligible to take the THEA once he has mastered all four sections of the TAKS. There are some exemptions in place. Check with your counselor to see if you qualify for an exemption.

All students in Texas seeking admission to a state approved teacher education program are required to perform satisfactorily on the THEA.

The THEA consists of three sections: writing, reading and math. A student may take one, two, or three sections at a given test administration. You will have five hours to complete the test. You do not need to retake any section you have already passed.

READING:

The reading section consists of approximately 40 multiple choice questions matched to about seven reading selections of 300 to 750 words each. The selections represent a variety of subject areas and are similar to reading materials that students are likely to encounter during their first year of college.

MATHEMATICS:

The mathematics section of the TASP Test consists of approximately 50 multiple-choice questions covering four general areas: fundamental mathematics, algebra, geometry, and problem solving. The test questions focus on a student's ability to perform mathematical operations and solve problems. You may use a calculator for this test.

WRITING:

The writing section consists of two subsections: a writing sample subsection and a multiple-choice subsection. The writing sample subsection requires students to demonstrate their ability to communicate effectively in writing on a given topic. The multiple-choice subsection includes approximately 40 questions assessing students' ability to recognize various elements of effective writing. You are scored first on the writing sample subsection. If your score on the writing sample subsection is neither a clear pass nor a clear fail, the multiple-choice subsection contributes to your passing status.

COLLEGE NOT FOR YOU?

If academic interests do not have a strong appeal to you, this does not mean that you have no need for further training. In our changing world, the largest increase in job opportunities occurs in fields that call for technical skills and semi-professional abilities. Training is available from various sources—The Texas State Technical College, junior colleges, vocational schools and private schools.

There are three hundred (300) junior colleges and tech schools in Texas and all of them offer two types of education:

1. Vocational/ Technical Courses
2. Regular academic College Courses

The state schools are less expensive to attend than private ones and are accredited by the Texas Education Agency. So, check first to see if the training you want is available at a school before enrolling in a private school.

The SAT and ACT are not usually required for Tech-Prep training. Check the school's catalog for specific information about which tests are required or accepted at their college.

CAREER TECHNICAL TRAINING AT PUBLIC OR PRIVATE SCHOOLS

Are you considering a career in a vocational or technical area? If so, where could you go for this type of training? Generally, people think first of only private schools for vocational or technical training. Two-year public schools such as junior or community colleges offer a wide variety of certificate types programs as well as an academic program.

It is no longer true that only academic studies are offered in the junior colleges; rather these colleges are rapidly becoming training centers which provide excellent training in almost any area desired from refrigeration to dental assistant. The list goes on and on.

The financial aid administrators are well trained. They offer the same expert services and assistance to vocational/technical school students as is provided for academic students. Vocational scholarships are available as well as state and federal grants.

If you are considering vocational/technical training, it would be wise to consider a cost comparison. Usually public schools cost about one fourth as much as the private schools for tuition and fees.

Investigate all phases of the school such as program content, facilities, job placement services, and whether or not it is state approved before making a decision between a public and private school. It may be that the course desired is offered only at a private school, but know the facts and then make a decision.

ACADEMIES/ROTC

Air Force ROTC

HQ Air Force ROTC Recruiting Division
551 E Maxwell Blvd.
Maxwell AFB, AL 36112-6106

Army ROTC

Gold Quest Center
P. O. Box 3279
Warminster, PA 18974-9872

Navy-Marine Corps ROTC

College Scholarship Program
Commander, Navy Recruiting Command
801 N. Randolph St.
Arlington, VA 2203-1991

QUALIFICATIONS: Generally (may vary with branch of service), U.S. citizen, male or female, at least 17 years of age, moral integrity, physically qualified, enrolled or accepted at a college which hosts the ROTC Program, sign a service agreement (varies with each branch of service, but usually a minimum of six years...four active, two reserve) to follow graduation from college, be able to complete degree prior to reaching 25 years of age on June 30 of graduation/commissioning year. ROTC pays tuition, books, fees of an instructional training. Applications may be obtained from the addresses above, local recruiting offices, reserve units, high school counselor's offices, and the ROTC units at various colleges and universities. Obtain application early!! **TAKE REQUIRED SAT /ACT EARLY DEADLINE FOR RECEIPT OF COMPLETE APPLICATIONS.**

ACADEMIES

AIR FORCE

Director of Admissions (RRS)
2304 Cadet Drive, Suite 200
USAF Academy, CO 80840-5025

A candidate must obtain a nomination in a category authorized by law before he/she can be considered for appointment. Applicant must be between 17 and 23 years of age, a U.S. citizen, unmarried, qualified academically, medically, and in a physical aptitude. Apply to your congressman.

ARMY

Director of Admission
United States Military Academy
West Point, NY 10996-1797

Admission based on academic merit, athletic achievement, and record of extra-curricular activities, and upon congressional nomination; must be between 17 and 23 years of age on July 1 of year admitted, U. S. citizen, unmarried with no legal obligation to support a child or children; must pass medical, physical and aptitude examinations. Tuition, room and board are no cost; uniform and books paid for by cadets from cadet salary. Graduates receive a Bachelor of Science degree and commission as a 2Lt. of the US Army, in which all who graduate must serve on Active Duty for 5 years.

COAST GUARD

Director of Admissions
U.S. Coast Guard Academy
15 Mohegan Avenue
New London, CT 06320-4495

Appointment based solely on the basis of annual nationwide competition. Competition is open to any young American who meets the basic eligibility requirements. Candidates are selected on the basis of either SAT or ACT results, high school class standings and leadership potential. Must be a high school senior or graduate, between the ages of 17-22, a U.S. citizen, unmarried and of good moral character. Applications for appointment must be submitted prior to December 15th of the year prior to entry.

MERCHANT MARINE

Director of Admissions
The United States Merchant Marine Academy
Kings Point, NY 11024

A candidate must obtain a nomination (Congress or Senate) to be considered for an appointment, U.S. citizen, 17-25 years old, male or female, good moral character, physical aptitude, and academically qualified. Write to admission's office for detailed information on nomination procedure.

NAVY

Southwest Regional Admissions Director
United States Naval Academy, 117 Decatur Road
Annapolis, MD 21402-5018

A candidate must obtain a nomination to be considered for an appointment as a midshipman. Nominations may be obtained from U.S. senators and representatives, the President, the Vice-President, and the Secretary of the Navy. Candidates must be at least 17, must be single and have no children, women candidates may not be pregnant. All candidates must be U.S. citizens. Selection based on candidate's school records, SAT/ACT scores, recommendation from school officials, extra-curricular activities, and other evidence of character, leadership potential, academic aptitude, health and physical fitness.

SCHOLARSHIPS

Several local organizations and individuals annually offer a number of scholarships to deserving students to help defray expenses of college or professional training. Any senior who is interested in applying for one of these **MUST** complete the **LOCAL SCHOLARSHIP APPLICATION**. Forms should be completed by March 8. (Applications will be distributed in February.)

EDUCATIONAL EXPENSES AND FINANCIAL AID

The cost of education varies greatly from school to school. Generally, state supported colleges are less expensive than independent (private) colleges. The full cost of college must include direct costs such as tuition, fees, books and supplies, as well as indirect living cost such as room and board, transportation, and personal expenses.

The primary responsibility for paying for college falls on the student and his/her parents. Family income and assets are evaluated in the financial aid process to determine student's eligibility. As you prepare for college, you may find that your own financial resources—including help from your parents are not enough to meet the costs of the college which you plan to attend.

It is the difference between costs to attend college and the family contribution that can be met with financial aid:

Therefore: . . . Total educational expenses for an academic year

Less: Expected Student/Family Contribution

Equals: Financial Need

FINDING OUT ABOUT STUDENT AID

This section tells you about federal student aid programs and how to apply for them. Education or training after high school costs more than ever, and you need to learn about as many sources of aid as you can. The best way to start is by checking the free information sources listed on the next page.

Money is available on a first-come-first-served basis to those who apply. This financial assistance may be in the following forms:

Scholarships: These are generally awarded based on academic ability; results of standardized tests (SAT, ACT, or PSAT, etc). These do not have to be repaid, and a student does not necessarily have to be a straight “A” student to qualify.

Awards/Grants: These are awarded for specific reasons (minority student, winning a photography contest, speech contest, etc.). These do not have to be repaid.

Jobs/Work-Study: Employment on or off-campus. Wages paid directly to the student or credited to his/her account.

Educational Loans: Educational loans are from various sources. Banks, foundations, unions, etc., also have loan programs. These loans usually have a lower rate of interest, and must be repaid. Some loans will not require repayment until after you have completed your education.

If you are thinking about paying a scholarship search organization for student aid sources, you should know that over 80 percent of all aid awarded comes from federal and state programs. Another 19 percent comes from institutional and other sources of aid. You can find out about all of these sources yourself. If a scholarship search organization guarantees its services, find out what you have to do to get a refund if the guarantee is not met.

SOURCES YOU SHOULD USE TO FIND OUT ABOUT FINANCIAL AID:

1. College/University Financial Aid Officer – This person controls about ninety percent (90%) of all student financial aid available. Please contact the financial Aid Office of the college/university or vocational/technical institute you wish to attend EARLY.
2. Institutional Scholarships – Various departments at a college (art, English, history, math, etc.) may offer scholarships to students enrolled in specific majors. Contact your major department at your choice of college.
3. Special Programs/Grants – Various colleges have special programs or awards for specific groups of students (i.e., special assistance programs for minority students, church-related awards for members of a special religious sect, dependent of a clergyman, etc.)

4. Business firms/Unions/Ex-Military – Various businesses, especially large companies, have scholarships, grants or awards for dependents of their employees, or in some cases, for anybody. The same holds true for some unions. Military or ex-military organizations are also in this category.
5. Educational Loans -- Loans are sometimes available at lower interest (in comparison to a regular “personal loan”) from credit unions, commercial banks, savings and loan associations, etc.
6. Public library -- Your public library is an excellent source of aid. Your financial need is usually considered, but other factors may also be taken into account.

FINANCIAL AID FOR TEXAS STUDENTS Program Update-Academic Year 2008 – 2009

TEXAS Grant Program (Toward Excellence, Access, & Success)

- ❖ For Texas residents who have graduated from a Texas public high school or an accredited Texas private high school in the Fall of 1998 or later.
- ❖ Must have completed the recommended or advanced high school curriculum or its equivalent.
- ❖ Must demonstrate financial need.
- ❖ Must not have been convicted of a felony or of a crime involving a controlled substance.
- ❖ For students enrolled at least $\frac{3}{4}$ time in an undergraduate degree or certificate program at a public or non-profit independent college in Texas.
- ❖ Initial award must be applied for within 16 months of high school graduation.
- ❖ To continue the award, the student must meet satisfactory academic progress requirements set by the institution during the first year and complete at least 75% of all hours taken with an overall GPA of 2.5 on a 4.0 scale in all subsequent semesters (may receive awards for up to 150 semester credit hours or six years, whichever occurs first).
- ❖ Amount of award varies. In general, the maximum award is the lesser of the student’s financial need or the amount of his/her tuition and mandatory fees.

Obtain information through the director of financial aid at any public or nonprofit independent college or university in Texas.

Teach for Texas Conditional Grant Program

This is a student loan with cancellation provisions for Teaching. Prospective teachers must be enrolled in degree programs leading to certification in a teaching field designated as having a critical shortage of teachers; or, agree to teach in a Texas community certified as experiencing a critical shortage of teachers.

- ❖ Meet all of the requirements of the TEXAS Grant program as listed above, with the exception of the requirement for Fall 1998 or later high school graduates with the recommended or advanced high school curriculum.
- ❖ Have applied for and been accepted into an educator certification program and be enrolled at least $\frac{3}{4}$ time at an approved institution as a junior or senior in a baccalaureate degree program or in a fifth year certification program.
- ❖ Demonstrate financial need and have applied for any available financial aid or assistance.
- ❖ Have obtained a recommendation from the dean of the college/school or department of education.
- ❖ Enter into an agreement with the Coordination Board to teach full time for five years at the preschool, primary, or secondary level in a public school in Texas in a critical shortage field or in a community experiencing a critical shortage of teachers.
- ❖ Amount of the award in a given semester or term is equal to two times the amount of the TEXAS Grant the student is eligible to receive for that same semester or term.
- ❖ Students continue to be eligible for the Teach for Texas Conditional Grant for up to six years after receiving the credit hours, as long as they do not receive funds through the TEXAS Grant and Teach for Texas Conditional Grant for more than 150 hours total.

For more information, contact the Coordinating Board at (512) 427-6367, or visit the web sites at:

<http://www.thecb.state.tx.us/divisions/student>.
<http://www.collegefortexans.com>

FEDERAL STUDENT AID — GENERAL INFORMATION

The U.S. Department of Education has the following major student financial aid programs:

\$FEDERAL PELL GRANTS

**\$FEDERAL SUPPLEMENTAL EDUCATIONAL
OPPORTUNITY GRANTS (FSEOG)**

\$FEDERAL WORK-STUDY (FWS)

\$FEDERAL PERKINS LOANS

\$FEDERAL PLUS LOANS

GRANTS are financial aid you don't have to pay back.

WORK-STUDY lets you work and earn money to help pay for school.

LOANS are borrowed money that you must repay with interest.

Undergraduates may receive all three types of financial aid. Not all schools take part in all programs. To find out which ones are available at a school, contact the school's financial aid officer.

STUDENT ELIGIBILITY

To receive aid from these programs, you must —

1. demonstrate financial need
2. have a high school diploma or a GED certificate
3. be enrolled as a regular student in an eligible program
4. be a U.S. citizen or eligible non-citizen
5. have a Social Security Number

THE APPLICATION PROCESS

1. You can apply for federal student aid by completing the **Free Application for Federal Student Aid (FAFSA)**, which is online. To apply electronically go to fafsa.ed.gov. There is no charge to apply for federal student aid.
2. For the Federal Stafford and Federal Plus programs there are some additional steps you must take to apply. Check with the College Financial Aid Director.

3. Read the instructions when you apply for financial aid. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, since this is the area where most mistakes are made.

Apply as soon as possible after January 1. If you have to confirm or correct any information you provided, reprocessing the FAFSA will take another two or three weeks. Also, you may have to prove the information you reported is correct. You need to complete each step in the process promptly, so you do not miss any deadlines. **Missing a deadline means you could lose out on financial aid.**

4. If it has been more than 4 weeks since you sent in your FAFSA and you have not heard anything, you can check on your application by calling 1-319-337-5665. (You will need to pay for these calls as the Center does not accept collect calls.) Or, you can write to—

**Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044**

If you write, make sure you include in your letter full name, permanent address, Social Security Number, date of birth, and signature.

5. Aid from federal programs is not guaranteed from one year to the next. You must re-apply every year. Also, if you change schools, your aid may not necessarily go with you. Check with your new school to find out what steps you must take.

RECORDS NEEDED

When you apply, you should have certain records on hand:

1. The U.S. income tax return is the most important record because you must use exact numbers from specific lines on the tax return when you report financial information. You'll need to refer to—
 - a. your tax return
 - b. your parent's return (if you apply as a dependent student), and
 - c. your spouse's return (if you are married and your spouse filed a separate return.)
2. Referring to the tax form will make it easier to answer the questions when you apply. You may apply even if a tax return is not yet completed. However, this means you will have to estimate the financial information you report, and you will have to prove the accuracy of your estimates before you are awarded aid. Also, you will later have to change any figures that prove to be incorrect.

3. Other useful records to have on hand:
 - a. W-2 forms and other records of income received
 - b. Current bank statements
 - c. Records of any benefits received from the Social Security Administration, Department of Veteran's Affairs, and other agencies
 - d. Business/farm records
 - e. Records of bonds, stocks, and other investments

4. **You should save all records and all other materials used in applying for aid** because you will need them later if either the U.S. Department of Education or your school selects you for a process called "verification." This means you will have to prove that the information you reported is correct. (Many schools require all financial aid applications to verify the information they report.) As part of the verification process, you will have to provide copies of documents, such as the ones mentioned above. If you do not provide proof, you will not receive aid from the U.S. Department of Education. Make sure you keep the documents mentioned, and make sure the information you report is accurate!

STUDENT AID REPORT

You will receive a Student Aid Report (SAR) If you applied electronically, your school will either notify you that your application results are in or will mail you a computer printout of the same information that would be on the SAR.

If you receive a SAR, it will contain the information you gave on your Expected Family Contribution (EFC) number, which is used in determining your eligibility for federal student aid. If your SAR says you are eligible for a Federal Pell Grant, your school may use the SAR as the basis to pay you, or your school may have already received your application information from the federal application processor and may be able to pay you without a SAR. However, it is best to submit your SAR to your school. Your Pell Grant eligibility determines how many parts your SAR will have and what to do next.

TELEPHONE NUMBERS

You may sometimes need answers right away to questions about federal student aid. If so, you may call one of the numbers below at the FEDERAL STUDENT AID INFORMATION CENTER between 9:00 p.m. and 5:30 p.m. (Eastern Time), Monday through Friday:

1-800-4-FED AID (1-800-433-3243)—a toll-free number—the Information Center provides the following services.

- a. helping you answer questions when you apply for aid
- b. checking on whether a school takes part in federal student aid programs or if a school has a high default rate
- c. explaining student eligibility requirements
- d. mailing publications on federal student aid

1-319-337-5665

You must call this number at the Information Center if you want to find out if your Free Application for Federal Student Aid (FAFSA) has been processed, or if you want a copy of your Student Aid Report (SAR). Please note that you will have to pay for this call. The Center cannot accept Collect Calls.

FINANCIAL AID CHECKLIST

CHECK OFF AS YOU COMPLETE:

- ___ 1. Pick up the Free Application for Federal Student Aid (FAFSA) in the counseling and guidance office in January or go to www.fafsa.ed.gov.
- ___ 2. Collect the following records that may be needed to fill out the application:
 - a. U.S. Tax Return(s) (1040,1040A,1040EZ) for 2008
 - b. W-2 Form (s) and other records of income for 2008
 - c. Records of untaxed income (i.e., welfare, social security, veterans' benefits, etc.)
 - d. Current bank statements
 - e. Records of medical or dental bills paid in 2008 (not covered by insurance).

- f. Business and farm records
 - g. Records of stocks, bonds, and other investments.
 - h. Social Security numbers for yourself & your parents
- ___3. Carefully complete the FAFSA as soon as possible after calculating income tax return(s) during the month of January and mail as soon as possible. **(Keep a copy for your records.)**
 - ___4. Complete any addition financial aid application forms required by the college to which you are applying **(Keep copy.)**
 - ___5. Find out the college's priority deadline for applying for aid. Check the college catalogues.
 - ___6. If your family's tax return has been completed but will not be filed until after the priority deadline, you should complete the FAFSA anyway.
 - ___7. Submit a copy of your family's income tax return if required by the college for verification.
 - ___8. Complete all financial aid applications accurately, completely, and legibly to avoid costly delays in processing your applications.
 - ___9. After you have completed the FAFSA and other required financial aid forms, respond promptly to any other requests from the college. Be patient with the financial office of each college and remember: financial aid requests will differ from college to college.
 - ___10. When you receive your Student Aid Report (SAR) from the U.S. Department of Education, check it carefully. If there are errors in the information, follow the instructions carefully. (Call the financial aid office of the college to see if they corrected the information electronically.)
 - ___11. When all information in the SAR is correct, follow the instructions for sending the SAR to the financial aid office of the college. The college will need the original SAR before it can be award any aid. If you have more than one college under consideration, follow the instructions on the SAR for requesting additional SARs.
 - ___12. When the college completes its review of the SAR, it will put together a financial aid packet for the student. Each student will be informed of his/her aid via an award letter from the college.

- ___13. If accepting the offer, the student must sign the award letter, return it to the college, and keep a copy. If rejecting the offer, the student should let the school know immediately so the financial aid can be offered to other applicants. If at the time of receiving a financial aid award letter, the student hasn't received award letters from the other colleges under consideration, he/she should accept the offer. If the student decides later on another college, he/she should immediately let the college (that has made the award) know of his/her decision.
- ___14. If the family's financial situation changes and the student needs more or less financial aid than was awarded, the student should inform the financial office. The student will have to provide more documentation for additional aid.
- ___15. Check the Scholarship File in the Guidance Office for available scholarships, information, eligibility criteria, applications, etc. Contact the financial aid office at the college for any unique scholarships they may have. Also, contact the major field of study department at the college for any scholarships they may have. Other sources to contact for scholarships are the parent's places of employment, churches, local community organizations, and businesses. The public library, the high school guidance office or the financial aid office of a nearby college may also have excellent resources to investigate scholarship opportunities. **THESE SOURCES ARE ALL FREE! DO NOT HIRE A SCHOLARSHIP SEARCH COMPANY TO OBTAIN SCHOLARSHIPS UNLESS YOU HAVE INVESTIGATED THE COMPANY'S RECORD THROUGH THE BETTER BUSINESS BUREAU.**
- ___16. All scholarship applications and/or essays should be completed neatly, thoroughly and thoughtfully.
- ___17. If you are awarded a scholarship, accept it. If you determine that you will not use the scholarship, contact the individual or institution awarding the scholarship as soon as possible.

TEST DATE CALENDAR
2008-2009

ACT ASSESSMENT
MHS ACT HIGH SCHOOL CODE: 444855

Test Date	Regular Registration Postmark Deadline <i>(regular fee)</i>	Late Registration Postmark Deadline <i>(regular fee plus late fee)</i>
❖ September 13, 2008	August 12 2008	August , 13-22, 2008
❖ October 25, 2008	September 19, 2008	September 20-October 3,2008
❖ December 13, 2008	November 7, 2008	November 8-20, 2008
❖ February 7, 2009	January 6, 2009	January 7-16, 2009
❖ April 4, 2009	February 27, 2009	February 28-March 13, 2009
❖ June 13, 2009	May 8, 2009	May 9-22, 2009

All test dates in Monahans

Registration packets are available in the MHS Counseling Center or you may register online at <http://www.act.org>.

Current test fees are indicated with the registration packets.

Standby policy: If you miss the late registration deadline, you may still be able to take the test as a standby. However, there is no guarantee. Test centers accept standbys on a first-come, first-served basis only if they have sufficient space, testing materials, and staff. Take with you a completed registration form, test standby fee, registration fee, and acceptable I.D. You will not be admitted until all pre-registered candidates have been seated.

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SAT ASSESSMENT

MHS SAT HIGH SCHOOL CODE: 444-855

TEST DATES	REGISTRATION DEADLINES	LATE REGISTRATION (UNITED STATES)
October 4, 2008	September 9, 2008	September 16, 2008
November 1, 2008	September 26, 2008	October 10, 2008
December 6, 2008	November 5, 2008	November 18, 2008
January 24, 2009	December 26, 2008	January 6, 2009
March 14, 2009	February 10, 2009	February 24, 2009
May 2, 2009	March 31, 2009	April 9, 2009
June 6, 2009	May 5, 2009	May 15, 2009

Registration packets are in the counselor’s office or online registration at <http://www.collegeboard.com>.

STUDENTS HOLIDAYS ARE:

- October 7, 2008 PRC
- November 26-28, 2008 Thanksgiving Holidays
- December 22-Jan.1, 2008 Christmas Holidays
- February 6-9, 2009.....Holiday
- March 17, 2009 PRC
- March 9-13, 2009..... Spring Break
- April 10, 2008Easter Holiday
- May 8 & May 16, 2009.....Holiday/Weather Days

Monahans High School
Student Services
809 S. Betty
Monahans, TX 79756
(432) 943-2519

RECORDS RELEASE FORM

This is to request and authorize Monahans High School to release all official records, files and data for the named student.

Date of Request: _____

Date of Birth: _____

Date of Graduation: _____

If student did not graduate, date of last attendance: _____

Student: _____
(Last) (First) (Middle/Maiden)

Current Address: _____

(City) (State) (Zip)

Send Records To: _____
(Name of college, school, other)

(Mailing Address)

(City) (State) (Zip)

(Signature of Parent or guardian if student is under 18)
(Signature of student if over 18)

RETURN REQUEST TO: Gina Dixon
Student Services
Monahans High School
809 S. Betty
Monahans, TX 79756

**SAMPLE LETTER FOR: REQUEST FOR COLLEGE CATALOGUE,
APPLICATIONS, CAMPUS VISITS, AND FINANCIAL AID INFORMATION.
Choose a paragraph or a combination of paragraphs that meets your needs.**

Your Street Address
Your City, State Zip
Current Date

Office of Admissions
Name of College
Address
City, State Zip

TO WHOM IT MAY CONCERN:

I am presently a senior at Monahans High School and will graduate on May 30, 2008. I am interested in pursuing a college education and considering attending (name of college). I plan to enroll in college the Fall semester of 2008. Please send me an application for admission, a college catalogue, and any other information which I might need.

I am also interested in visiting your campus, taking a campus tour, and meeting with an Admissions Counselor. Since I am considering _____ as my major, I would also like to meet with the director when it is convenient.

My parents and I would like to investigate college costs and possible sources of financial aid. Please send us information on financial aid applications.

I appreciate your time and consideration in this endeavor.

Sincerely,

(Your Signature)

Your Name (**Typed**)

SAMPLE FINANCIAL AID APPLICATION LETTER

Your Mailing Address
City, State Zip
Current Date

Financial Aid Office
Name of college
Mailing Address
City, State Zip

TO WHOM IT MAY CONCERN:

I am presently a senior at Monahans High School and will graduate May 30, 2009. I plan to attend (name of college) beginning the Fall semester of 2009. I have already submitted my application for admission along with my test scores and an official transcript to the admission office.

I am enclosing with this letter my Student Aid Report (SAR). I wish to be considered for all federal and state financial aid (grants, scholarships, loans, work-study program, etc.) as well as any financial aid program or scholarships that might be unique to (name of college). If there are any other applications or forms that I need to fill out for your institution, please send those to me. If you need additional information, please do not hesitate to contact me at (432) _____ - _____.

Sincerely,

(Your Signature)

Your Name (**Typed**)

SAMPLE RESUME

NAME:

AGE:

BIRTHDATE:

NUMBER OF FAMILY MEMBERS:

FATHER'S PLACE OF EMPLOYMENT:

MOTHER'S PLACE OF EMPLOYMENT:

SPECIAL INTERESTS OR HOBBIES:

EDUCATIONAL PLANS AFTER GRADUATION:

HONORS/AWARDS

EXTRA-CURRICULAR ACTIVITIES

GRADE 9:

GRADE 10:

GRADE 11:

GRADE 12:

COLLEGE FACT SHEET

Admissions Deadline: _____
 Housing Deadline: _____ Financial Aid Deadline _____

Freshman Required To Live On Campus? Yes / No

ADMISSION REQUIREMENTS

HIGH SCHOOL COURSES
(REQUIRED)

TESTS
(REQUIRED—YES / NO?)

_____ ACT

_____ SAT I

_____ SAT II: SUBJECT

_____ THEA

REQUIRED—YES / NO?

High School Transcript _____

Essay _____

Autobiography _____

Recommendation Letters _____

How Many? _____

Health Form _____

Other _____

FINANCIAL AID—REQUIRED

_____ FAFSA

_____ Institutional Forms

_____ College's Own Application

COST OF ATTENDANCE:

NOTES:

Tuition and Fees:		
Room and Board:		
Books and Supplies:		
Transportation:		
Miscellaneous:		
Total Cost:		
Financial Aid Awarded:		
Expected Family Contribution:		

SCHOLARSHIP APPLICATION WEB ADDRESSES

SOMETHING FOR EVERYONE

<http://www.collegelink.com>

CollegeLink – provides an easy access to over 1000 college web sites.

<http://collegeboard.org>

College Board Online – association of schools and colleges offering services and programs in the areas of assessment, guidance, admission, placement, financial aid, curriculum, and research.

<http://www.peterson.com/ugrad>

Peterson's – details on every US-accredited college, searchable database of scholarships, and more.

<http://www.usnews.com/usnews/edu>

U.S. News Online – Colleges & Careers – find a college or grad school. See the national rankings, apply online, find a scholarship, and discover what the best jobs are.

<http://www.campustours.com>

Campus Tours – source for virtual college tours, webcams, interactive campus maps, college videos, movies, and pictures.

<http://www.collegeplan.org>

College Planning – provides students, families, and education professionals with information on college selection, admission, financial aid and scholarships.

<http://www.cbnet.com>

College Bound.NET – resources and advice for high school juniors and seniors looking into colleges.

<http://www.collegeguides.com>

College Choice & Admissions – information resources on college choice and admissions.

<http://www.collegedegree.com>

College Degrees.com – search engine for finding schools with degree programs, an index of schools, and grant information.

<http://www.collegeview.com>

CollegeView – profiles of colleges and universities, virtual tours, electronic applications, and financial aid gives students and parents a picture of what college life is like.

<http://fastaid.com>

FASTaid Free Scholarship Search – online access to a scholarship database and comprehensive guide to financial aid and scholarship acquisition.

<http://www.jayi.com/ACG>

College Guide – FISHNET – free financial aid information.

<http://www.iwc.pair.com/scholarshippage>

The Scholarship Page – browse, search, and submit scholarships for free! Links provided to other free searches.

<http://www.mach25.com>

Register on-line for Selective services.

<http://applytexas.org>

Texas public universities common application. Apply on line.

<http://www.act.org>

Register for ACT on line.

COLLEGE LIFE / STUDENT LIFE

<http://www.adirondacksolutions.com>

About College – a complete guide to everything you really wanted to know about college life. What’s really happening on college campuses.

<http://www.luminet.net/~jackp/survive.html>

Student Survival Guide – semi-humorous approach to learning the ropes of survival in higher education. Links to Web resources.

ACADEMIC HELP

<http://www.iss.stthomas.edu/studyguides>

Study Guides and Strategies – advice given to its students to improve their test-taking skills, study techniques, time and stress management, etc., by the College of St. Thomas.

<http://www.mtsu.edu/~studsk1>

Study skills Help Page – designed at Middle Tennessee State University, there are tips and links here that will help any beginning student.

<http://www.eoc-sema.org/>

Provides basic information about career and academic choice, financial aid and resources available to those seeking to continue their education.

<http://mapping-your-future.org>

Mapping Your Future – everything from selecting a career and a school through scholarship sources and frequently asked questions.

<http://sandburg.unm.edu/scholarships/scholars.html>

College Scholarships and Graduate Fellowships – an index and Graduate Fellowships – an index to a wide variety of sources.

<http://www.collegepress.com>

CollegeXpress – advice for parents and students on college admissions, college profiles, tips on getting in, applying online, financial aid, campus life, athletic information, and how parents can get involved.

<http://www.gocollege.com>

GoCollege – find appropriate schools by matching test results and other variables. An easy to use college search engine.

<http://www.overview.com>

Overview – a searchable database of colleges, universities, and vocational schools.

<http://www.review.com>

Princeton Review – comprehensive information and statistics for over 1200 four-year colleges and universities.

<http://www.freschinfo.com>

Free Scholarship Info – finding service with database of over 2,000 sources of scholarships for college and university students. Also provides free counseling, information on internships, and more.

<http://www.nextstepmagazine.com>

Helps high school students with careers, jobs, and college preparation and peer issues.

SCHOLARSHIPS & FINANCIAL AID

http://www.ed.gov/prog_info/SFA/StudentGuide

The Student Guide is the most comprehensive resource on student financial aid from the U.S. Department of Education.

<http://www.college-scholarships.com>

Colleges, Universities, & Scholarships – lists admissions and financial aid office e-mail addresses and phone numbers.

<http://www.collegeispobible.org>

College is Possible – information on preparing for college, choosing the right college, and paying for college.

<http://www.cnct.com/home/ijblack>

Black Excel College – admissions and scholarship service for African-American Students.

<http://www.finaid.org>

Financial Aid for Female Students

http://www.ed.gov/prog_info/SFA/StudentGuide

Financial Aid Student Guide from the US Department of Education.

<http://www.collegefortexans.com>

Information on the Texas Grant and other information for students wishing to pursue higher education.

<http://www.fie.com/molis/scholar.htm>

Minority Scholarships and Fellowships.

<http://www.adventuresineducation.org>

Adventures In Education – sponsored by the Texas Guaranteed Student Loan Corporation.

<http://www.fastweb.com>

FastWEB – information to locate and apply for college scholarships, internships, loans and savings opportunities, and to successfully transition from high school to college and from college to career.

<http://ultimate.org/2569>

College Guidance Services – Financial Aid Information, Services, and Materials.

<http://www.fie.com/molis/scholar.htm>

Provides information about scholarship opportunities for qualified minority applicants.

<http://mars.uthscsa.edu/scholar.html>

Scholarship information.

SENIOR CALENDER

SEPTEMBER-- DECEMBER	Take ACT/SAT Apply for Admission to College / Tech Schools Apply for Housing Senior Pictures
OCTOBER 9	College Preview Day – High School Gym 1:30-3:00
OCTOBER-- DECEMBER	Individual Graduation Announcements
NOVEMBER	Order Graduation Announcements Order Cap and Gown
JANUARY 7	Financial Aid Application for 2009-2010 School Year Available in Counseling Center
FEBUARY	Distribute Local Scholarship Application to Seniors through English IV Classes.
APRIL	Distribute Graduation Announcements
APRIL 13	Evaluate Senior Grades and Inform Parents if Graduation Status Is Questionable
MAY 12	Awards Assembly
MAY 24	Baccalaureate
MAY 29	GRADUATION DAY!!!