

# Killeen Independent School District

2016-2017

## Student Guide to the Future



Academic, Career and Post-Secondary Handbook for Students and Parents



A Publication of the Departments of Academic Services, Secondary Curriculum, and Guidance & Counseling

# High School Campus & District

## Board Trustees

Terry Delano	President
Corbett Lawler	Vice President
Minerva Trujillo	Secretary
Shelley Wells	Member
Susan Jones	Member
JoAnn Purser	Member
Marvin Rainwater	Member

## Killeen ISD Administration

Dr. John Craft	Superintendent
Dr. Desmontes Stewart	Deputy Superintendent
Diana Miller	Assistant Superintendent
Dr. Robin Champagne	Assistant Superintendent
David Manley	Executive Director of Secondary Schools
Joseph Welch	Executive Director of Student Services
Dr. Melissa Holt	Director of Secondary Curriculum
Shannon Lumar	Director of Guidance & Counseling

### Killeen High School

500 North 38th Street (254) 336-7208  
Killeen, Texas 76543 Fax: (254) 336-0413  
High School Code: 443850  
Susan Buckley, Principal  
Dr. Cynthia Hodges, Curriculum Director  
Sandy Briscoe, Registrar (254) 336-7211  
Counselors: (254) 336-7208  
Cynthia Bartek Shelley Juarez  
Robert Crafton Jason Mallory  
Donna Fritsche Esperanza Traino

### Robert M. Shoemaker High School

3302 South Clear Creek Road (254) 336-0900  
Killeen, Texas 76549 Fax: (254) 336-2416  
High School Code: 443869  
Sandra Forsythe, Principal  
Jennifer Lashley-Hill, Curriculum Director  
Sherry Stephens, Registrar (254) 336-0927  
Counselors (254) 336-0905  
Merium Hodge Cummings Laura Pike  
Patricia Fasano Cyntia Rodriguez  
Bernadette Hicks Yvonne Cox

### C.E. Ellison High School

909 Elms Road (254) 336-0600  
Killeen, Texas 76542 Fax: (254) 336-0606  
High School Code: 443852  
David Dominguez, Principal  
Rhea Bell, Curriculum Director  
Valerie Sather, Registrar (254) 336-0618  
Counselors: 254) 336-0629  
Barbara Critchfield Sarah Noteboom  
Juli Fischer Amy Picot  
Heather Bisson TyAnna Virdell  
Crystal Morris

### Early College High School

51000 Tank Destroyer Blvd (254) 336-0260  
Kathleen Burke, Principal Fax: (254) 336-0271  
Chiquata Wright Jones, Assistant Principal  
Wayne Hammtree, Assistant Principal  
David Leitsch, Registrar Cherie Bostick, Counselor

### KISD Career Center

1320 Stagecoach Road (254) 336-3800  
Killeen, Texas 76542 Fax: (254) 554-2056  
Nancy Duran, Executive Director for CTE  
Alison Belliveau, CTE Coordinator  
Counselors:  
Siria Durham Tracey Tepera  
Warren Kostencki Shatilya Brooks

### Harker Heights High School

1001 FM 2410 (254) 336-0800  
Harker Heights, Texas 76548 Fax: (254) 336-0829  
High School Code: 443118  
Larry Brazzil, Principal  
Sarah Salter, Curriculum Director  
Marcia Cantu, Registrar (254) 336-0816  
Counselors: (254) 336-0842  
Mary Pelletier Kimberly Shultz  
Cassie Scott Daniel Stovall  
Michelle Taylor Sarah Delozier

### Pathways Academic Campus

1322 Stagecoach Road (254) 336-7250  
Killeen, Texas 76542 Fax: (254) 336-7298  
Dr. Bobbie Reeders, Principal  
Gladys Harper, Registrar (254) 336-7252  
Counselors:  
Tanika Flowers Mona Odom

### Gateway High School

4100 Zephyr Road (254) 336-1701  
Killeen, Texas 76543 Fax: (254) 336-1711  
Christopher Halpayne, Principal  
Lendy Jones, Counselor (254) 336-1704

# Student Guide to the Future

## 2016-2017

A Publication of the Departments of Academic Services, Secondary Curriculum, and Guidance & Counseling

### Table of Contents

High School Campus & District.....	1
Senior – Things to Remember .....	4
Junior – Things to Remember .....	6
Sophomore/Freshman – Things to Remember.....	7
How Does Grade Classification Work?.....	8
Grade Classification Procedures .....	8
How to Understand Your GPA.....	9
What You Need to Know About Graduation.....	10
Where to Find Graduation Requirement Info .....	10
Graduation Worksheet.....	11
Foundation HSP with Endorsement – 26 credits .....	12
Texas State Assessment Calendar 2016-2017 .....	13
Assessment Information .....	14
Additional Ways to Earn High School and/or College Credit .....	16
Optional Course Offerings.....	17
Non-Traditional Grades Used for Special Circumstances.....	18
What to Do After High School .....	19
What to Do After High School: College .....	20
Applying to Colleges and Universities .....	22
Teacher and Counselor Recommendations .....	23
The College Campus Visit and College Evaluation .....	24
Financial Aid Information .....	26
Financial Assistance Application Process .....	26
Scholarships .....	28
Counseling Office Scholarship Application Procedure .....	28
Glossary of Terms for College-Bound Students .....	29
Admissions Guides and References .....	34
College Comparison Worksheet.....	36
Academic Résumé.....	37

Armed Services: Career and College Academies..... 38

What to Do After High School: Career ..... 39

Career Glossary of Terms ..... 40

Top 50 Fastest Growing Occupations..... 41

Texas' Occupation Trends ..... 43

25 Bachelor's Degrees with the Highest Salary Potential ..... 44

Associate's Degrees with the Highest Earning Potential..... 45

**The Killeen Independent School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies.**

Killeen Independent School District no discrimina raza, color, origen nacional, genero, incapacidad o edad en sus programas y actividades. La siguiente persona fue asignado al manejar preguntas sobre las policas non-discriminativa:

킬린 교육구는 그 해당 프로그램 및 활동에 있어서 인종, 피부, 국가, 성별, 신체장애 및 연령등을 기준으로 한 차별을 하지 않는다. 이에 따라, 무차별 정책을 취급하도록 다음과 같은 전문 행정 관리인이 지명되었다: 전문 행정 관리인

Der unabhängige Schulbezirk von Killeen (Killeen Independent School District) erlaubt in seinen Programmen und Aktivitäten keine Diskriminierungen basierend auf Rasse, Hautfarbe, nationaler Herkunft, Geschlecht, Behinderung oder Alter. Die folgende Person steht im Fall von Fragen zur Richtlinie der Nicht-Diskriminierung zur Verfügung:

**Professional Standards Administrator**  
 200 North WS Young Drive  
 Killeen, TX 76543  
 (254) 336-0000

**Marcy Eisinger, 504 Specialist**  
 902 N 10th Street  
 Killeen, TX 76541  
 (254) 336-0207

# Senior – Things to Remember

Throughout the year, attend the College Information Nights at your school and/or the Expo Center and any Career days available. Also, be sure to complete all correspondence courses (including correspondence final exam) if applicable. **Ensure that an Official Grade Report for the correspondence course is received by the registrar prior to the end of the school day of the last day of school.**

## August

- Work with your counselor to verify your graduation plan.
  - Work with your counselor to verify or adjust class choices.
  - Apply for "Early Decision," if applicable.
- Review the ACT and SAT testing timelines and mark your calendar for reviews and administrations of the tests (NCAA applicants, request scores be sent to Eligibility Center – Code is "9999").
  - For more on ACT and SAT, see [SAT and ACT](#) on the Assessments page of this document.
- NCAA applicants – verify with your counselor that you are on track to complete the Core Course Requirement.
  - Athletes should register for NCAA Clearinghouse. ([www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net))
- Using the resources in your school's Career/College Center or library, decide on three or four colleges that interest you.
  - For detailed information, see [What to do After High School: College](#) in this document.
- Listen to the announcements and read the counselors' newsletter for scholarship information, visits from college representatives, and military recruiters.
- Update your autobiography, essays or writing samples that may be required with your college application(s).
- Prepare a résumé for the teachers and your counselor that includes your activities, work experience, awards, and memberships in school and community organizations.
  - Research new clubs/organizations in your school and community to place on your résumé.

## September

- Visit college campuses, tour the dorms, and talk to professors and admission officers.
- Schedule your individual/parent conference with your counselor to discuss your plans.
- Ask teachers, counselors, or other appropriate individuals for a recommendation letter, if required by the college.
  - For more information, see [Teacher and Counselor Recommendations](#).

## October

- Sign up to see college representatives when they visit your school.
- Complete applications for admission for colleges that you are considering.
  - Request an official transcript for each college to which you are applying.
- Explore financial aid at your selected colleges. See [Financial Aid Information](#) in this document.
- Apply for all scholarships applicable to your situation. See [Scholarships](#) in this document.
- Register for your Free Application for Federal Student Aid (FAFSA) pin number at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and pick up the Free Application for Federal Student Aid (FAFSA) form from the guidance office and begin completing the information.
  - For detail information, go to [Financial Assistance Application Process](#).

## November

- Review/update your résumé for job placement and interview.
- Contact personnel departments in local businesses to discuss entry-level positions for high school graduates.
- Ask about the opportunity to shadow workers for part of their work day so that you can understand the responsibilities of people in entry-level positions.
- Ask about opportunities in the military from campus representatives.
- Complete your college applications for those colleges with a December deadline.
- Make all necessary schedule changes for the spring term by December 1

## January

- Finish and mail any applications for colleges or scholarships by the deadline.
- Attend the financial aid seminar at the high school.
- Order graduation invitations, memorabilia, cap and gown.
- Attend the College Freshman Alumni presentations during a school day.



## February

- Register for the College Board Advanced Placement (AP) exams.
- Continue to work on various scholarship applications.
  - Inform your counselor of any grant, scholarship, or financial aid awards you receive.
- Respond to college acceptance notices as received.
- Be sure to meet your college's deadline for financial aid.
- Take the EOC exams if you have not passed all sections.
  - Take advantage of tutoring and workshops to improve your scores.

## March

- Continue to consider admission and financial aid offers.
- Continue applying for local scholarships.
- If you have not done so already, submit your housing application.
- If planning to attend a state-supported school in Texas, check the criteria for the Texas Success Initiative (TSI) Assessment and register to take it, if needed. Registration forms are available in the counseling office (see Registration Bulletin or your counselor for exemption policy).
- Register with the Selective Service System, [www.sss.gov](http://www.sss.gov).
  - Men who are 18 or over must prove draft registration to receive federal financial aid for post-secondary training or education. (If you file the FAFSA you are automatically registered for the draft.)

## April

- NCAA applicants: Complete amateurism questionnaire and sign final authorization signature online on or after April 1.
- Take the EOC exams, if needed.
  - Take advantage of workshops and tutoring sessions to improve your scores.
- Study for your AP exams.
- If you have not already done so, make a final decision on the college of your choice. Notify all colleges by May 1 of your decision to accept or decline.
- Review your class ranking with your counselor.
- Receive graduation invitations and memorabilia.

## May

- Take AP/IB exams.
- Request final transcript to be sent to the college of your choice. Fill out a request form on Parchment or in the registrar's office.
- Receive cap and gown.
- Send thank you notes to scholarship donors and all who wrote letters of recommendation for you.
- Register for your college campus summer orientation. Pay attention to deadlines.
- If you have not done so already, register for the TSI exam, if needed.
- It is not too late! If you have not completed the college admission process, you can still be admitted to some colleges.

## June

- Attend and enjoy your commencement ceremony — be proud!



# Junior – Things to Remember

Attend all college and career nights available to you throughout the year and be aware of deadlines.

## August

- Work with your counselor to verify and adjust your graduation plan and course options.
- Review the ACT and SAT testing timelines and mark your calendar for reviews and administrations of the tests (NCAA applicants, request scores be sent to Eligibility Center – Code is “9999”).
  - For more on ACT and SAT, see [SAT and ACT](#) on the Assessment page of this document.
- Prospective college student-athletes: Register with the NCAA Eligibility Center.
  - Verify with your counselor that you have the correct number of Core Courses.

## September

- Schedule an individual parent conference with your counselor to communicate career/college goals.
- Become involved in clubs and organizations in your school and community for your college résumé.
- Register for the PSAT exam preparation classes and mark your calendar for the test.

## October

- Begin conversations with your high school counselor on your choice of colleges and careers.
  - Narrow your selection of college choices to no more than seven.
- Research college websites, college reference books, college catalogs, housing information material, scholarship, and financial aid information from colleges.
- Secure additional information from your counselor, bulletin boards, the internet, and conferences with college representatives

## November

- Work with your counselor to verify your second term choices.

## January

- Review the PSAT test results with your counselor.
- Search for financial aid and scholarship sources. Attend any financial aid workshops available.
- Register for one of the summer military academy camps if interested in military academies.

## February

- Schedule a conference with your counselor to match your career goals with your interests, achievements, and abilities.
- See your counselor to apply for JROTC scholarships and appointments to U.S. Service Academies.

## March

- Plan a college/career visit as part of your spring break activities and/or visit with college students who are home for spring break.
- Juniors take EOC exams as needed. Results are mailed to parents.
- Work with your counselor to verify courses for next year. Be sure that you have met all your graduation requirements!

## April

- Inquire about the Early Decision plan offered by some colleges.
- Attend college campus visitation programs designed for juniors.
- Prepare early for term finals or AP/IB Exams.

## May

- Narrow college choices and note college deadlines for registration, housing, and financial aid.
- NCAA applicants – send a copy of your transcript to NCAA (If you have attended any high schools other than KISD, they must each send a transcript too).

## Summer

- Take advantage of summer opportunities (volunteer work, jobs, academic camps, athletic camps).
- Don't forget about SAT/ACT test opportunities.
- Check online for your college admission applications.
- Spend extra time preparing a résumé and essays that you may need to accompany your applications.
- Visit some of the colleges on your list. Contact each admissions office to set up campus tours and appointments with college representatives.

# Sophomore/Freshman – Things to Remember

## August/September

- Work with your counselor to verify and adjust your graduation plan and course options.
  - Inform your counselor that you are planning to attend postsecondary education in order for your schedule of classes to include college preparatory classes.
- Start the habit of reviewing the admission requirements for the colleges you might consider attending upon graduation.
- Become involved in clubs and organizations in your school and community. Colleges look for students who are involved, have a highly developed talent or skill, and have attained leadership positions.
- Students with documented special testing needs should register for extended time on college entrance exams during their sophomore year. See your guidance office for details.

## October/November/December

- Improve your computer skills and ability to take notes and prepare for exams.
- Prepare for college entrance exams by registering and attending preparation courses: PSAT, PLAN, SAT, and ACT.
- Work with your counselor to verify your second term choices.

## January/February

- Work with your parents and counselor to verify/update the courses in which you are pre-registered for the next school year.
- Review the PSAT test results with your counselor.

## March/April

- Begin to research general information on colleges and universities that you are considering.
- Explore financial aid and scholarship opportunities so that you will know what is expected of you far in advance of your senior year.

## May

- Make plans, if necessary, for credit recovery, credit acceleration or retake standardized tests in summer school.

## Summer

- Take advantage of summer opportunities: volunteer, academic, athletic, jobs, and camps.
- Visit colleges and look for summer enrichment programs held on college campuses. Colleges look for students who use their summer to develop themselves academically and socially.





# How Does Grade Classification Work?

Grade classification will be based on the following credits: \*

Freshmen/9th Grade.....	(Promotion from 8 <sup>th</sup> grade)
Sophomore/10th Grade.....	6
Junior/11th Grade .....	12
Senior/12th Grade.....	17

\*Special Education determines credits with I.E.P.

\*Students will not be promoted beyond their class unless they meet the requirements for early graduation as outlined in the Application for Early Graduation.

## Grade Classification Procedures

- Current KISD students will be reclassified at the end of each school year, after grades are final for the spring semester.
- Classification for students new to KISD will be determined no later than September 15<sup>th</sup> of each school year, based on receipt of official records from previous schools. All new students will be initially classified based on records provided at the time of enrollment, conversation with parents and student, and conversation with the sending campus.
- Students enrolled at Pathways Academic Campus will be reclassified each nine weeks.
- All students will be classified based on the number of credits earned and the number of years in school, with the exception of students who are behind on credits and students who have filed Early Graduation documents. Students will be classified as follows:
  - **Freshman (9<sup>th</sup> Grade):** A student must have been promoted from the 8th grade.
  - **Sophomore (10<sup>th</sup> Grade):** A student must have satisfactorily completed 6 credits and one year of high school.
  - **Junior (11<sup>th</sup> Grade):** A student must have satisfactorily completed 12 credits and two years of high school or completed 12 credits and have an Early Graduation Plan on file.
  - **Senior (12<sup>th</sup> Grade):** A student must have satisfactorily completed 17 credits and three years of high school or have completed 17 credits and have an Early Graduation Plan on file.
- Students are not re-classified during the school year, with the following exceptions:
  - Juniors (11<sup>th</sup> Grade) who are fourth year students and have earned sufficient credits to graduate at the next spring graduation ceremony will be re-classified as seniors (12<sup>th</sup> grade) at the semester.
  - Sophomores (10<sup>th</sup> Grade) who are third year students, have earned at least 14 credits, and have passed the four core area classes during the fall semester, will be re-classified as juniors at the semester to allow them to adequately prepare for the senior year.
  - Students who have early graduation plans on file will be reclassified, based on credits earned, at the end of the semester during which they submit completed Early Graduation documents.
- Regardless of classification, students who successfully earn the necessary credits and pass the required STAAR EOC tests are eligible to graduate. Participation in graduation activities is governed under Board policies FMH Legal/Local, EIF Legal/Local, and the Student Code of Conduct.



# How to Understand Your GPA

A grade point system has been established in order to determine class rank. Such a system is necessary because all courses, whether IB, Advanced Placement, Pre-AP/honors, regular, or basic, use the same grades: 90-100 (excellent), 80-89 (above average), 75-79 (average), 70-74 (minimal passing), and below 70 (failing, or no credit).

The grade point system differentiates among the levels by assigning more points for a grade earned in an Advanced Placement/IB class than for the same grade in a Pre-AP/honors-level, regular, or basic class. Beginning in the ninth grade, this system is used to determine class rank. Students are listed according to total grade points from highest to lowest in a "class rank". College admissions are based partially on a student's rank.

## Grade Point Distribution

Courses are classified into four groups: Advanced Placement/IB/Dual credit, Pre-AP/honors, Regular, and Basic. Grade points are awarded in the following manner:

Grades		Grade Points			
Quality of Work	Numerical Grade	Advanced Placement IB / Dual Credit	PreAP / IB Honors	Regular	Basic
Excellent	97-100	18	16	13	10
	94-96	17	15	12	9
	90-93	16	14	11	8
Good	87-89	15	13	10	7
	84-86	14	12	9	6
	80-83	13	11	8	5
Fair	77-79	12	10	7	4
	75-76	11	9	6	3
	70-74	10	8	5	2
Failing	69	0	0	0	0
Not acceptable for credit					

**Grade Point Average (GPA)** used to determine Class Rank of a student will be as determined in board policy Academic Achievement / Class Ranking EIC (LOCAL).

## Distinguished Honor Roll

A student who earns an 11.7 or more grade point average in a grading period and is a full-time student is on the Distinguished Honor Roll.

## Honor Roll

A student who earns a 10.1 or more grade point average in a grading period and is a full-time student is on the Honor Roll.

## Academic Achievement Awards

Academic achievement awards are given by KISD for outstanding achievement to students in all grades. Students must be full-time students, maintain an 11.7 grade point average and meet district residency requirements. For 9th grade students, awards are granted based on the fall semester; however, for students in grades 10-12 awards are granted based on the spring semester of the preceding year and the fall semester of the current year.

## University Interscholastic League

Students may only have 10 absences per class period per year due to extracurricular activities. Inquiries may be made to sponsors or coaches (i.e. cannot have more than 10 absences 7th period per year for a UIL activity). The Killeen Independent School District will identify for students the advanced courses which may allow exemptions for grades below 70 for No Pass, No Play eligibility. The courses shall include those identified in 19 TAC, 74.30(b) at each UIL eligibility grading period. The principal will receive a list of all students enrolled in exempt courses who have a grade below 70. The principal or designee, after researching the reasons for failure for each student will, on an individual basis, determine the eligibility for extracurricular participation.

# What You Need to Know About Graduation

## Guidelines for Participation in Graduation

Senior students will be eligible to participate in spring graduation ceremonies when:

- They have completed the course requirements for graduation from KISD and have passed the Texas state assessments.
  - Participation in graduation activities is governed under Board policies FMH Legal/Local, EIF Legal/Local, and the Student Code of Conduct.
- They have met the current graduation requirements and provided credit verification from the sending high school (if applicable). Students will receive diplomas from their home school if a reciprocal agreement can be made with sending school.
- They are not enrolled in Gateway High School.
- Special education students with disabilities are allowed to participate in a graduation ceremony after four (4) years of high school or when graduation requirements are met. Special education students may participate in only one graduation ceremony.

## KISD Honor Graduates

KISD Honor graduates will be those students who have:

- Completed the requirements for either the Recommended, Foundations with Distinguished Level of Achievement, or the Distinguished Achievement Program
- Earned at least five (5) credits designated honors or Advanced Placement, and rank in the top five (5) % of the graduating class.
  - Class rank will be determined on Friday of the week in which the midpoint of the final 9-week grading period falls.

## Valedictorian and Salutatorian Selection

The Valedictorian and Salutatorian will be selected from among the students who have been designated as KISD Honor graduates, those students having the highest and second highest grade point averages will be designated as valedictorian and salutatorian, respectively.

Additionally, in order to be considered as valedictorian or salutatorian,

- Students who reside in the attendance zone of the school from which he or she is graduating, must be enrolled by the first Monday following Labor Day of the senior year.
  - A student who does not reside in the attendance zone of the school from which he or she is graduating and who is attending on an intra-district or inter-district transfer must be enrolled by the first Monday following Labor Day of his or her junior year.
- In case of a tie for valedictorian or salutatorian, the designation would first be awarded to a student who has completed the Distinguished Achievement Program over a student who has completed the Recommended Program.
- Beginning with students who entered grade 9 in the 2014-2015 school year, ties shall be broken by awarding the designation of valedictorian to the student who has earned the largest number of performance acknowledgements.
  - If the students who tie have completed the same number of performance acknowledgements or graduation program, co-valedictorians or co-salutatorians will be named.

## Early Graduates - Class Rank & Val/Sal Designation

Rank in class shall be computed with that year's graduating class. Students graduating ahead of or behind their respective classes shall not be eligible for recognition as valedictorian or salutatorian but shall be eligible to be included in the list of honor graduates.

## Early Graduation Declaration

Students who intend to graduate early must declare those intentions at the beginning of the semester in which they intend to graduate. An application form may be obtained from the office of the registrar at each high school.

## Fast Track 2 CTC

CTC and KISD prepare students for a seamless transition from high school to college by preparing students during their senior year for admission to Central Texas College.

# Where to Find Graduation Requirement Info

Graduation worksheets for the Foundations High School Program (FHSP), Minimum High School Program (MHSP), Recommended High School Program (RHSP) and the Distinguished Achievement Program (DAP) are included in this document but the detailed graduation requirements are on the KISD web site:

Departments > Guidance and Counseling > Graduation Requirements > High School Course Book or  
Students & Parents > Graduation Requirements > High School Course Book.

# Graduation Worksheet

(Students entering 9<sup>th</sup> grade 2013-2014 and before)

**TAKS:** Students entering 9<sup>th</sup> grade 2010-2011 or before: Language Arts  Math  Science  Social Studies   
**STAAR:** Students entering 9<sup>th</sup> grade 2011-2012 and after: English I  English II  Algebra I  Biology  US History

## Recommended High School Program 26 credits

<p><b>English – 4 credits</b></p> <p>English I <input type="checkbox"/> <input type="checkbox"/></p> <p>English II <input type="checkbox"/> <input type="checkbox"/></p> <p>English III <input type="checkbox"/> <input type="checkbox"/></p> <p>English IV <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Social Studies – 4 credits</b></p> <p>World Geography <input type="checkbox"/> <input type="checkbox"/></p> <p>World History <input type="checkbox"/> <input type="checkbox"/></p> <p>US History <input type="checkbox"/> <input type="checkbox"/></p> <p>Government <input type="checkbox"/></p> <p>Economics <input type="checkbox"/></p> <p><b>Foreign Language – 2 credits</b></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Math – 4 credits</b></p> <p>Algebra I <input type="checkbox"/> <input type="checkbox"/></p> <p>Geometry <input type="checkbox"/> <input type="checkbox"/></p> <p>Algebra II <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p><b>PE / Substitutes – 1 credit</b></p> <p>_____ <input type="checkbox"/></p> <p>_____ <input type="checkbox"/></p> <p><b>Fine Arts – 1 credit</b></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/></p> <p><b>Speech – 0.5 credit</b></p> <p>_____ <input type="checkbox"/></p>	<p><b>Science 4 credits</b></p> <p>Biology <input type="checkbox"/> <input type="checkbox"/></p> <p>Chemistry <input type="checkbox"/> <input type="checkbox"/></p> <p>Physics <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Electives – 5.5 credits</b></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/></p>
--	--	--

## Distinguished Achievement Program 26 credits

Same as Recommended Program (Exception is Electives plus below):

**Foreign Language – 3<sup>rd</sup> credit** \_\_\_\_\_

**Four Advanced Measures (See DAP)** \_\_\_\_\_

**Electives – 4.5 credits** \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_

## Minimum High School Program 22 credits

<p><b>English – 4 credits</b></p> <p>English I <input type="checkbox"/> <input type="checkbox"/></p> <p>English II <input type="checkbox"/> <input type="checkbox"/></p> <p>English III <input type="checkbox"/> <input type="checkbox"/></p> <p>English IV <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Social Studies – 3 credits</b></p> <p>World Geo/Hist <input type="checkbox"/> <input type="checkbox"/></p> <p>US History <input type="checkbox"/> <input type="checkbox"/></p> <p>Government <input type="checkbox"/></p> <p>Economics <input type="checkbox"/></p> <p><b>Fine Arts – 1 credits</b></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Math – 3 credits</b></p> <p>Algebra I <input type="checkbox"/> <input type="checkbox"/></p> <p>Geometry <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Academic Elective – 1 credit</b></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p><b>PE / Substitutes – 1 credit</b></p> <p>_____ <input type="checkbox"/></p> <p>_____ <input type="checkbox"/></p> <p><b>Speech – 0.5 credits</b></p> <p>_____ <input type="checkbox"/></p>	<p><b>Science – 2 credits</b></p> <p>Biology <input type="checkbox"/> <input type="checkbox"/></p> <p>IPC** <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Electives / Others – 6.5 credits</b></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____ <input type="checkbox"/></p>
--	---	--

**\*\*IPC\*\*** May substitute Chemistry or Physics for IPC and then must use the second of these two courses as the Academic Elective credit.

# Foundation HSP with Endorsement – 26 credits

(Students entering 9<sup>th</sup> grade 2014-2015 and after)

STAAR/EOC: English I  English II  Algebra I  Biology  U S History

Note: Students must enter high school on the Foundations High School Program (FHSP) with endorsements.

## English – 4 credits

English I    
 English II    
 English III    
 \_\_\_\_\_

## Math – 4 credits

Algebra I    
 Geometry    
 \_\_\_\_\_    
 \_\_\_\_\_

## Science 4 credits

Biology    
 \_\_\_\_\_    
 \_\_\_\_\_    
 \_\_\_\_\_

## Social Studies – 3 credits

WGeo/WHist    
 US History    
 Government   
 Economics

## LOTE – 2 credits

\_\_\_\_\_    
 \_\_\_\_\_

## Electives – 5 credits

\_\_\_\_\_    
 \_\_\_\_\_    
 \_\_\_\_\_    
 \_\_\_\_\_    
 \_\_\_\_\_

## Fine Arts – 1 credit

\_\_\_\_\_

## Physical Ed – 1 credit

\_\_\_\_\_   
 \_\_\_\_\_

## Additional Credits for Endorsement – 2 credits

\_\_\_\_\_   \_\_\_\_\_

## Endorsements

STEM   
 BUSINESS & INDUSTRY   
 ARTS & HUMANITIES   
 PUBLIC SERVICE   
 MULTIDISCIPLINARY

## Performance Acknowledgments

DUAL CREDIT   
 BILINGUALISM & LITERACY   
 AP or IB EXAM   
 OUTSTANDING PERFORMANCE   
 CERTIFICATE or LICENSE

## Distinguished Achievement

ENDORSEMENT   
 SCIENCE (4 credits)   
 MATH (4 credits including Algebra)

# Texas State Assessment Calendar 2016-2017

Testing	TAKS	STAAR	Report Dates
---------	------	-------	--------------

## 2016 Assessments

Oct 17 (Mon)	Exit Level ELA		December 2, 2016
Oct 18 (Tues)	Exit Level Mathematics		December 2, 2016
Oct 19 (Wed)	Exit Level Science		December 2, 2016
Oct 20 (Thur)	Exit Level Social Studies		December 2, 2016
Dec 5 (Mon)		English I	January 13, 2017
Dec 6 (Tues)		Algebra I	January 13, 2017
Dec 7 (Wed)		English II	January 13, 2017
Dec 8 (Thur)		Biology	January 13, 2017
Dec 9 (Fri)		U S History	January 13, 2017

## 2017 Assessments

Mar 6 (Mon)	Exit Level ELA		April 14, 2017
Mar 7 (Tues)	Exit Level Mathematics		April 14, 2017
Mar 8 (Wed)	Exit Level Science		April 14, 2017
Mar 9 (Thur)	Exit Level Social Studies		April 14, 2017
Mar 28 (Tues)		English I	June 2, 2017
Mar 30 (Thur)		English II	June 2, 2017
May 2 (Tue)		Algebra I	June 2, 2017
May 3 (Wed)		Biology	June 2, 2017
May 4 (Thur)		U S History	June 2, 2017

## 2017 Summer Assessments

June 19 (Mon)	Exit Level ELA		July 21, 2017
		English I	July 28, 2017
June 20 (Tues)	Exit Level Mathematics		July 21, 2017
		Algebra I	July 28, 2017
		U.S. History	July 28, 2017
June 21 (Wed)	Exit Level Science		July 21, 2017
		English II	July 28, 2017
June 22 (Thur)	Exit Level Social Studies		July 21, 2017
		Biology	July 28, 2017



# Assessment Information

## PSAT

Pre-college entrance planning and assessment is available through either of two programs: PSAT/NMSQT.

The PSAT/NMSQT is sponsored by the College Board and the National Merit Scholarship Corporation. It provides students an opportunity to practice for the SAT because questions and format are very similar. Taking the PSAT allows students to compare their abilities for college work with the abilities of other college-bound students. The 11th grade administration of this test is also the first step in entering the National Merit Scholarship Foundation Corporation.

## College Entrance Testing

### **Texas Success Initiative (TSI) Assessment**

The TSI Assessment is a program used by the Texas institutions of higher education as an instrument designed to help determine if you are ready for college-level course work in the general areas of reading, writing and mathematics. If you are an incoming college student in Texas, you are required to take the TSI Assessment unless you are already exempt. (See exemptions below)

Killeen ISD provides up to two free administrations of these tests to sophomores, juniors and seniors in preparation for Dual Credit, TBI, Concurrent Enrollment, Texas Scholars, or Fast Track 2 CTC programs. Please see your counselor for details and scheduling of tests.

**Before you take the TSI Assessment, you must participate in a Pre-Assessment Activity.**

**TSI Exemptions – If you think you may be exempt, please contact an advisor at your institution.**

- Have met the minimum college readiness standard on SAT®, ACT, or a statewide high school test;
- Have successfully completed college-level English and math courses;
- Have enrolled in a Level-One certificate program (fewer than 43 semester credit hours);
- Have been, or currently are, in the military.

## SAT and ACT

- Killeen ISD administers the SAT and ACT on set calendar dates.
- Students with documented special testing needs should contact their counselors early in the school year for further information.
- Students must register for these tests well in advance of the testing dates.
- Registration packets for both the ACT and the SAT are available from your counselor's office.
- Registration online is encouraged: Internet registration is available at [www.collegeboard.com](http://www.collegeboard.com) (SAT) and/or [www.act.org](http://www.act.org) (ACT)
- Killeen Independent School District offers opportunities to prepare for the SAT. Students should check with their counselors regarding specific dates.

### ACT Administration

September 10, 2016  
October 22, 2016  
December 10, 2016  
February 11, 2017  
April 8, 2017  
June 10, 2017

### SAT Administration

October 1, 2016  
November 5, 2016  
December 3, 2016  
January 21, 2017  
March 11, 2017  
May 6, 2017  
June 3, 2017

## International Baccalaureate (IB)

Students enrolled in IB, HL, or SL classes will test in the spring. See IB Coordinator or Project Advanced Counselor for specific test dates.

## College Board Advanced Placement (AP)

AP courses are designed to prepare students for the Advanced Placement test in the spring. All students enrolled are expected to take the Advanced Placement test.

- All students enrolled in an Advanced Placement course will be required to take the Advanced Placement exam.
- Students not enrolled in Advanced Placement classes are allowed to take the College Board's AP tests at their own expense.
- The dates for the regularly scheduled AP exams are May 1-5 and May 8-12. Each of the subject areas must be administered on a particular day and time. The specific day, time and subject area information can be found at <http://professionals.collegeboard.com/testing/ap/about/dates/next-year>.
- Alternate AP exams are administered on May 17-19. The information for late testing can be found at <http://professionals.collegeboard.com/testing/ap/coordinate/late/schedule>.

### **Credit by Examination (CBE)**

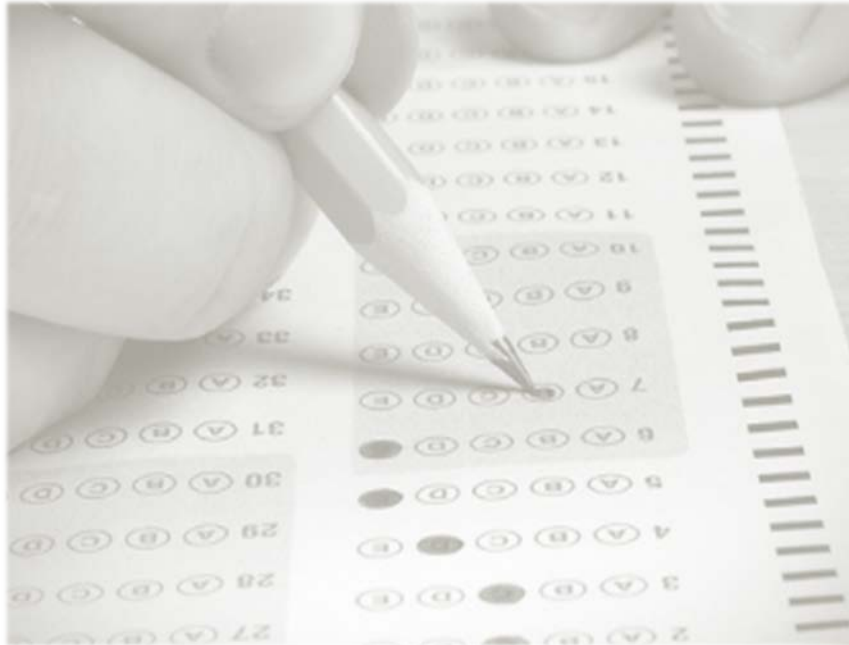
CBE is available in selected courses to students who have had prior instruction in a course but did not receive state or local credit for the course.

- Students scoring a grade of 70 or above on a test covering the essential knowledge and skills of the course will receive credit for the course.
- CBE courses may not be used to regain eligibility.
- Testing is scheduled during June, July, November and January through the Assessment and Accountability office (336-0319).
- Additional information about registration and procedures are available through the campus curriculum director's office or the guidance office.

### **Examination for Acceleration (EFA)**

EFA is available in selected courses to students who have no prior instruction in a course.

- Students scoring a grade of 80 or above on a test covering the essential knowledge and skills of the course will receive credit for the course.
- EFA courses may not be used to regain eligibility.
- Testing is scheduled during June, July, November and January through the Assessment and Accountability office (336-0319).
- Additional information about registration and procedures are available through the campus curriculum director's office or the guidance office.



# Additional Ways to Earn High School and/or College Credit While in High School

College Board Advanced Placement (AP)  
Dual Enrollment  
Concurrent Enrollment  
Credit by Examination (CBE)

IB Programme  
Examination for Acceleration (EFA)  
Correspondence Courses

See [assessment section](#) and [optional course offerings](#) for more information.

## Online Courses

Killeen ISD is pleased to be able to offer online courses to our students. Students interested in learning more about the electronic/online courses at any of Killeen ISD's high schools should visit with their counselor or campus site coordinator.

## Summer School Courses

KISD offers summer school courses each summer primarily for credit recovery.

- A maximum of one credit may be earned in summer school.
- Summer school information is available in the last semester of school in the guidance office.
- Offerings primarily consist of core area courses required for graduation.

## Evening Academy

The district's credit recovery sessions will be held at the Pathways Academic Campus in the fall and spring.

- Counselors will make course selection decisions based on the student's academic needs.
- Students attending Evening Academy must be recovering credit.
- Applications will be completed and turned in to the home campus guidance office.

## Articulation (Local) or Advanced Technical Credit (ATC statewide)

KISD has agreements with colleges that provide college credit for certain courses completed in high school. See your guidance counselor, CTE Teacher, or visit the KISD Career Center Office for more information.

## Pathways Academic Campus

The campus will offer various schedules and course options with appropriate academic and support services to enable students to stay in school, or re-enter school, and pursue personalized educational goals. Students will work in a blended learning environment while pursuing a high school diploma.

- Students will work at a self-paced rate while pursuing a high school diploma.
- Students will be assigned an academic schedule and follow KISD graduation requirements.
- As each academic course is completed, the student will be reassigned to another course until all courses required for graduation are mastered and completed.
- Students, who are 16 to 20 years old, may apply through their campus registrar during the school year for entry into Pathways Academic Campus.
  - Exceptions may be made for 15 year old students if the following criteria are met:
    - will become 16 years of age during the current school year
    - behind on credits
    - acceptable discipline record from sending campus
    - extenuating circumstances exist
- Pathways Academic Campus is both open entry and open exit.
- Graduates will earn a high school diploma.
  - The diploma will be an Ellison, Harker Heights, Killeen, or Shoemaker High School diploma.
  - Graduates will participate in their respective campus (EHS, HHHS, KHS, or SHS) graduation ceremony.
- Students wishing to enroll in Pathways Academic Campus due to pregnancy must provide a medical statement of verification to their campus registrar.
- All students must submit their application through their respective home campus before being accepted at Pathways Academic Campus.

# Optional Course Offerings

## Special Education

Special education courses are offered to enable identified students with disabilities to fulfill graduation requirements. Students requiring special education services should be referred to a school counselor for diagnostic testing to determine eligibility and placement.

## Dual Enrollment

Qualified students may enroll in courses taught at each high school. Courses are listed in the Course Selection Guide as Dual Enrollment. CTC and Temple College courses carry AP grade points. **Procedures for Dual Credit are covered in Administrative Procedure IV-BB.**

## Concurrent Enrollment

Students in KISD may be enrolled in approved higher institutions while also enrolled in high school under provisions in the KISD policy manual (EHDD).

- A student must have the approval of the high school principal or other school official designated by the district to be eligible to enroll and be awarded credit toward state graduation requirements.
- The course(s) for which credit is awarded shall provide advanced academic instruction beyond or in greater depth than the essential knowledge and skills for the equivalent high school course.
- Concurrent enrollment courses will receive high school credit provided the final grade is a 70 or above.

## Correspondence Courses

Correspondence courses are accepted for fulfillment of graduation **if approved by the campus Curriculum Director** and:

- The course is taken through the University of Texas, Texas Tech University or other public institutions of higher education approved by the Commissioner of Education.
- The correspondence Official Grade Report is received by the registrar prior to the end of the school day of the last day of school if the course is to count toward high school graduation.

Students earn a maximum of two state-required credits through correspondence courses and are enrolled in only one correspondence course at a time. The Superintendent or designee may waive limitations on an individual basis for extenuating circumstances.

## Course Load – Reduced/Early Release

All students are expected to be enrolled in 7 of 7 classes each semester unless authorized a reduced load or an early release.

- **Work Release:** Students who attend a career preparation class [7778] or [7779] are allowed, but not required to take, two work releases to allow time for their work based learning programs.
- **Senior Release:** Fourth year, senior students with 21 or more credits who have passed all portions of Texas State Assessments are allowed to take a reduced class load of 6 of 7 classes each semester with parental approval.
- **Concurrent Enrollment Release:** Students taking a concurrent enrollment college course may reduce their high school course load by 1 course for each concurrent enrollment course for a maximum of two courses.

Students must attend a minimum of 5 periods a day of which two work releases can count as a class of attendance. Applications can be obtained from the guidance office.



# Non-Traditional Grades Used for Special Circumstances

## Auditing a Course (AU)

The audit grading option will be assigned by the registrar and must be declared by or on the student's fifth day of class in the course.

- It may be used if the student has registered too late to meet the TEKS of the course or has never been enrolled for prior credit.
- An audited course will be posted on the student's Academic Achievement Record (AAR).
- Grade points will not be affected.
- The Audit Grading Option form is available from the registrar and will be maintained in the student's AAR.

## Incomplete (I)

An "I" is assigned if a student has not completed all necessary work in a course but will make up the work.

- This is a temporary grade that must be cleared before the end of the following semester except in extenuating circumstances determined by the campus principal.
- If the work is not or will not be completed prior to the end of the following semester, an "I" will remain on the Academic Achievement Record.
- A student is ineligible for the period following the awarding of an unresolved incomplete grade.

## No Credit \*

An \* is assigned to the grade (ex. 82\*) on the transcript if student has lost credit due to absences during the grading period.

- No credit is awarded but UIL eligibility is based on the awarded grade.
- If the awarded grade was passing, the student is eligible.
- If the awarded grade was failing, the student is ineligible. However, the loss of credit could cause students not to meet the UIL requirements for eligibility during the first six weeks of the following year.

## Pass/Fail Grading Option

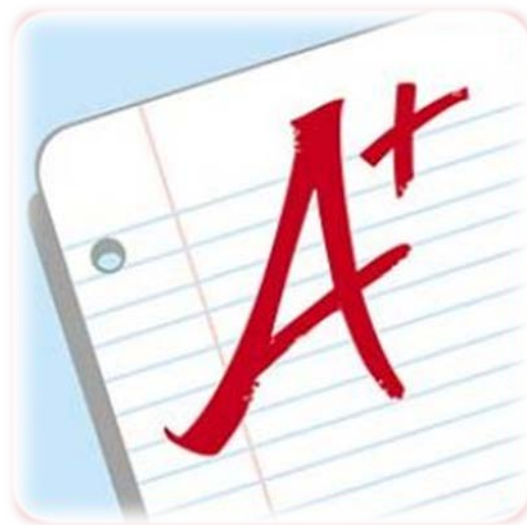
The course or courses taken with the pass/fail grading option must be courses in excess of state and local required courses for graduation.

- No required courses may be taken on a pass/fail basis on a KISD campus.
- This option is limited to two courses taken on a KISD campus in a student's high school career.

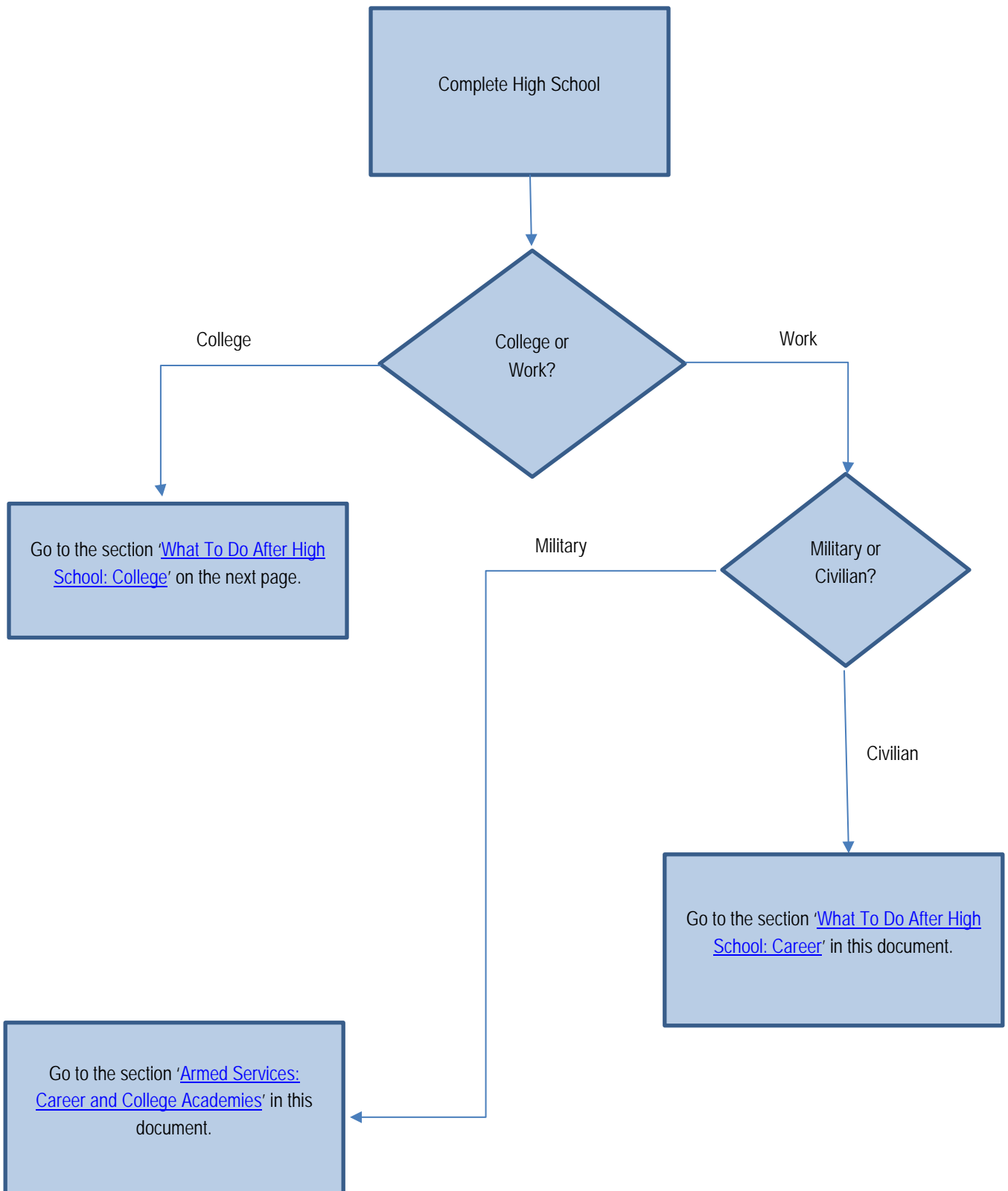
## Repeating a Course

When a student repeats a course in which he/she has already earned credit:

- The Principal's/Registrar's approval is required within the first 5 school days and the request form will be maintained in the student's Academic Achievement Record (AAR).
- All grades, whether for the course taken initially or the repeated course will be posted on the AAR and used to calculate grade point average.
- The repeated course credit will not be awarded if the student has already received credit.
- The Repeated Course Request form is available from the Registrar's office.



# What to Do After High School





# What to Do After High School: College

## College Application Process (Start Early)

The process for applying for college admissions varies from one college to another. Therefore, it is the applicant's responsibility to be familiar with this process. Applying means sending an application form, high school records, and entrance exam scores to the college.

### Deadline dates are important!

- One of the questions asked most frequently is, "What should my final list of colleges include?" Inherent in this question are two considerations:
  - First, how many schools should I apply to
  - Second, what range of schools should be included with regard to admissions competition?
- As a general rule, we advise that you apply to approximately three to five schools, which have the most important features desired by you.
- Generally, we recommend that your final list includes schools from each of the following categories:
  - **Category I:** Your first choice schools; often referred to as "**reach**" schools. It is fine in this group to include a couple of "**long shots**."
  - **Category II:** Schools that possess the significant features you desire and at which the probability of admission is even or slightly better than even. These schools are categorized as "**on target**" or "**realistic**" schools.
  - **Category III:** Schools that have most of the features you desire and in which the probability of admission is "**highly likely**" to "**certain**". We refer to schools in this category as your "**safety**" schools.

While there is no hard and fast rule, by the end of your junior year you usually include two or three schools from categories one and two and at least one or two schools from category three. Use the sample information on the following pages to perform each step in the application process.

1. Contact the college at the website or by mail for admissions forms, as well as forms for financial aid, scholarships, and housing.
  - a. Review the college catalog online. Some schools may require payment for their bulletins.
  - b. Some schools, such as University of Texas at Austin, require receipt of official SAT/ACT results directly from the testing agency before an application is mailed.
2. Fill out a transcript request form and submit your payment to the cashier.
  - a. Your first three official transcripts are free; additional transcripts cost \$5.00 each.
  - b. Please allow 48 hours for transcripts to be processed.
3. Send your application to the college either online or by mail.
  - a. **It is important to meet all college and scholarship deadlines.**
4. Request to have a final transcript sent to the college you plan to attend.
  - a. Do this in May because final transcripts will be sent to colleges by mail in mid-June.
5. During the entire process it is extremely important that you do not throw things away.
  - a. Test scores, application instruction sheets, information from colleges, financial aid forms, applications, and correspondence with colleges are examples of material commonly lost by an applicant who is not organized.
  - b. Keep complete and accurate records of everything associated with the process.
6. If you used a fee waiver for your SAT or ACT test, see your counselor for a college admissions fee waiver.

## Application Deadlines

Most colleges prefer an online application; just remember to download a copy of the completed online application for your personal records.

### Early Decision

If you are applying under "Early Decision Admission," you are required to commit to that college or university at the time of application.

- You should apply under early admission only if you know that you can make a well-reasoned, first-choice decision.
- Upon admission, the institution will require a nonrefundable deposit well before May 1.
- You may apply to other colleges but may have only one Early Decision application pending at any time.
- Colleges will respond to requests for financial aid at or near the time admission is offered.
- If admitted, you must enroll unless the financial aid award is inadequate.

### Early Action

You are permitted to apply to a college or university of your choice and receive a decision early in the senior year, well in advance of the normal spring response dates.

- Though you will hear early regarding your admission, you are not committed to attend, and you may apply to other colleges.
- If you are applying for financial aid, you must follow the aid application deadlines set by the institution.

- You are not required to make a commitment before May 1, but you are encouraged to do so as soon as a final choice is made.

### Early Notification

This is when the college is tightening its admission criteria and has moved up its deadline to assure a diverse group of students attend in the fall. The college/university still has a specific deadline date but waiting until deadline date may be too late.

### Regular Decision

A regular decision is a plan in which institutions review most of their applications before notifying the majority of candidates of their admission.

- In this process, colleges set a deadline for completing applications and will respond to completed applications by a specified date.
- If you are applying for financial aid, you must follow aid application deadlines set by the school.
- You may apply to other colleges.
- You will not be required to make a decision regarding enrolling before May 1.
  - Highly competitive, out-of-state, private colleges have January 1, January 15, February 1, or February 15, as deadline dates.
  - Some out-of-state public colleges require nonresidents to apply as early as October 1 and many require applications before December 1.

### Rolling Admissions

This is a term used to describe the application process in which an institution reviews applications as they are received and offers decisions to students soon after they are made.

- You must follow aid application deadlines set by the school if you are applying for financial aid.
- You may apply to other colleges, and you will not be required to make a decision regarding enrolling before May 1.
- Applications to colleges with “rolling admissions” may be sent before you receive your SAT/ACT score with date noted of test administration.

### Wait List

A term used by institutions when they delay offering or denying admission, but there is a possibility of admission in the future.

- Colleges offer admission to wait list candidates if too few regularly admitted candidates accept their offers of admission.
- Please refer to the Statement of Students’ Rights and Responsibilities provided by your college for rights of those placed on a wait list.

### General Tips on Applications:

- If you consider applying for financial aid, find out if your college choices have “need blind” admissions policies (that is, your financial status has no bearing on whether you are accepted or rejected) or if your financial aid application will affect admissions decisions.
- Request your FAFSA pin number in October. More information on FAFSA is in [Financial Assistance Application Process](#) below.
  - File the FAFSA/CSS profile as early as possible. Send these even earlier than the regular admissions applications.
- Make copies of all application forms to use as rough drafts. Save the official copy to complete and mail to the college.

### NCAA

- Division I eligibility requirements: <http://www.ncaa.org/student-athletes/play-division-i-sports>
- Division II eligibility requirements: <http://www.ncaa.org/student-athletes/play-division-ii-sports>.
- Eligibility Center: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

### NCIA

- NAIA Eligibility Center at [PlayNAIA.org](http://PlayNAIA.org) determines eligibility of all first-time NAIA student-athletics.

### Military Academies

- Interested in Military Academies? Be sure to check out the [Armed Services](#) page.

### College Web Resources

- |   |   |
|---|---|
| ○ <a href="http://www.collegeboard.org">http://www.collegeboard.org</a>         | <a href="http://www.petersons.com">http://www.petersons.com</a>             |
| ○ <a href="http://www.gocollege.com">http://www.gocollege.com</a>               | <a href="http://www.princetonreview.com">http://www.princetonreview.com</a> |
| ○ <a href="http://www.collegeview.com">http://www.collegeview.com</a>           | <a href="http://www.collegelink.com">http://www.collegelink.com</a>         |
| ○ <a href="http://www.usnews.com/education">http://www.usnews.com/education</a> | <a href="http://www.allaboutcollege.com">http://www.allaboutcollege.com</a> |
| ○ <a href="http://www.campustours.com">http://www.campustours.com</a>           | <a href="http://www.collegeplan.org">http://www.collegeplan.org</a>         |
| ○ <a href="http://www.collegedegree.com">http://www.collegedegree.com</a>       | <a href="http://www.collegexpress.com">http://www.collegexpress.com</a>     |
| ○ <a href="http://www.texasmentor.org">http://www.texasmentor.org</a>           | <a href="https://www.applytexas.org">https://www.applytexas.org</a>         |
| ○ <a href="http://www.comparecollegetx.com">http://www.comparecollegetx.com</a> |   |

# Applying to Colleges and Universities

## Before You Apply

- You have a responsibility to research and understand the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing.
  - You should also be sure that you understand the policies of each college or university regarding deposits that you may be required to make before enrollment.

## As You Apply

- You must complete all material that is required for application, and submit your application on or before the published deadlines.
  - You should be the sole author of your applications
- Seek the assistance of your high school counselor early and throughout the application period.
  - Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits and/or interviews at colleges of your choice.
  - Check with your counselor about a possible excused absence prior to a planned campus visit.
- Make copies of everything you mail throughout the college application process.

## After You Receive Your Admission Decisions

- You must notify each college or university admissions office whether you are accepting or rejecting its admissions offer.
  - You should make these notifications as soon as you have made a final decision as to the college that you wish to attend, but no later than May 1.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university.
  - The exception to this arises if you are put on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit.
- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications.
  - The exception to this is if you are an early decision candidate and are seeking financial aid. The previously mentioned withdrawal of other applications should happen after you have received notification about financial aid.

## Applying for Housing

- Since many colleges require on-campus living for freshman students, it is important to know the procedure for housing arrangements at the school of your choice.
- An application form and a deposit are usually required to reserve housing.
- Contact the Housing Office for the proper forms and other information.
  - Some colleges only accept housing applications from students who have been accepted for admission.
  - Other universities have specific early deadlines. Check the college catalog carefully.

## Requests for Transcripts

- Requests for copies of a student transcript should be made through the Registrar's Office.
  - Allow at least 48 hours to process but it is best to make transcript requests well in advance of the necessary date (allow 4-5 days).
- College and scholarship applications usually require an official copy of a transcript.
  - An official copy carries a special seal and is mailed directly to the requesting agency by the Registrar.
- For other cases, the transcript will accompany the counselor recommendation form.
- Read the instructions from the college carefully.
- Final transcripts will be mailed in mid-June.



## Teacher and Counselor Recommendations

Teacher and counselor recommendations are important aspects of many application materials. Keeping this in mind, **carefully consider the teachers** selected to complete your recommendations.

- Complete your personal profile/activity sheet and make copies so you can give them to anyone you ask for a recommendation.
- When you have decided which teachers you will ask to write your recommendations, be sure that you give all forms to them as soon as you receive them.
  - Add a note telling the teacher the exact date the recommendation is due to the college or scholarship committee.
- Be sure that you have filled out all applicable sections on the teacher form before delivering it to the teacher.
- Provide the teacher with a stamped and properly addressed envelope for mailing the recommendation.
- On most teacher/counselor recommendation forms you will be asked whether you waive your right to view the recommendation.
  - It is generally better to indicate "yes" so admissions officers know that teachers' or counselors' comments are completely candid.
- Deliver the recommendation personally to the teacher along with information about yourself.
  - Do NOT leave it on a desk, in the teacher's mailbox or depend on someone else to deliver it for you.
- Give plenty of notice. **Ten school days** is the minimum acceptable time period to give a teacher or counselor.
- Any students who transferred during high school may want to request letters of recommendations from teachers and counselors from their former high school.
- It is appropriate to follow up a teacher recommendation with a thank you note.

### Photographs

Some applications (particularly scholarship applications) may ask for a photograph. Order a sufficient number of pictures with that thought in mind.



# The College Campus Visit and College Evaluation

## The Campus Visit

It is very important to research colleges of interest. You can use the College/Career Center and the library at your school and/ or go on a college visit. Also, refer to the [Admissions Guides and References](#) in this handbook.

There is no better way to learn about a college or university's faculty, facilities, spirit, atmosphere, academic atmosphere, and student values than to visit the campus when college is in session. It is better to see through your own eyes rather than rely upon the word of a friend or the school's promotional materials. With appropriate documentation, students may use one school day per year to visit a college or university. See your counselor for details.

The campus visit can be considered "educational insurance".

- You are more likely to choose a college that is "matched" to your needs and value system.
- You will have an opportunity to evaluate how students live, etc.
- You will be able to observe where you will eat, sleep, study, attend classes, and take part in campus activities.
- If you can't visit in person, take a virtual tour on the internet. See your college search web sites.

## Preparing for a College Visit

- Arrange your visit in advance. Avoid being a "drop-in."
- Your counselor will assist you in planning your visit.
  - Many schools have special weekend events and tours; some send brochures and registration materials to your school. Check campus websites.
- Allow sufficient time for a college visit (preferably a full day, not less than half a day) at each campus.
- Familiarize yourself with the college catalog/bulletin before you arrive on campus.
- Inform the college about your areas of interest, curriculum, activities, etc.
- Indicate to the college whether you have applied for admission.
- Be aware of information about your high school before visiting (Example: four-year, public, enrollment, class size, course offerings).
- Summarize your personal interests, awards, activities, etc. (Refer to your Personal Record.).
- Give careful attention to your appearance, grooming, and conduct.
  - The campus interview facilitates "putting a face with a name." Often notes are kept and placed in your application file. Remember to put forward your best appearance. You are representing your high school and future applicants as well as yourself.

## During the College Visit:

- Visit several classes.
- Talk to the college students and ask them about the academic and social life on campus.
- Take a notebook. After you have visited, make some notes while the information is fresh in your mind:
  - Impression of facilities, campus, and dormitories
  - Impression of faculty and students
  - Instructional program and regulations
  - Names and titles of officials with whom you visited

## Classes

- What is the average freshmen class size? Upperclassmen?
- Who will teach freshmen courses: Graduate assistants or full professors?
- What is the faculty advisor system? How easy is it to meet with the advisors? How are they assigned? (By department major, randomly, etc.)

## Campus

- Does the campus appeal to you?
- What is the size?
  - Is it easy to get around?
  - Will you need a car?
    - Are freshmen permitted to have cars?
    - Is parking a problem?

## Housing

- Is on-campus housing a problem?
- Are freshmen required to live in a dorm?
- How is housing assigned? Is there a separate housing application? Deadline? Deposit?
- How are roommates assigned? Can you request a particular roommate?
- How many students per room? Are single rooms available?
- Are the study facilities in the dorm satisfactory? Are there study hours or "quiet rooms"?
- Are dining facilities of the dorm satisfactory? Is it required or optional to purchase meals?
- What percentage of students live on campus? Off campus? Commute?

## Admissions Criteria

- How will the college/university be evaluating the student?
  - What criteria is used in the process (test scores, GPA, rank, area of study, recommendations, activities, other factors)?
- Application deadlines and procedures? (Refer to [Applying to Colleges and Universities](#) section of this handbook.)

## College Costs and Financial Aid/ Scholarship Opportunities

- What are the school's basic costs (tuition, room, board, fees)?
  - What other costs are involved in attending (books, personal, etc.)?
- What kinds of financial aid programs are available?
  - What is the procedure for applying?
  - Deadlines?
  - Work opportunities?
  - Loans?
  - Merit or no-need scholarships?
  - Athletic or talent awards?

## Services for Students with Disabilities

- Does the college offer a comprehensive program for students with documented disabilities?
- Is subject-area tutoring available?
- Are the following aids and services provided? Alternative exam arrangements – Note takers – Textbooks on tape – Counseling

## After the Campus Visit

- Write thank you notes to the director of admissions and to any other staff or faculty who interviewed you and extended courtesies while you were on campus.
  - This should be done promptly upon returning home.
  - Also, thank persons from your school who have helped you.
- See your counselor in order to discuss what you have learned.
- Begin completing the "[College Comparison Checklist](#)" to compare and contrast your choices.
- Review evaluations and impressions; begin ranking the colleges on your list.





# Financial Aid Information

Do not be afraid to apply to a college due to costs. Apply for financial aid to that school and it might become a possibility.

## Financial Aid Process

This section is an introduction to the financial aid process. It is not intended to be an encyclopedia of all existing financial aid programs. It should be used by both you and your parents as you look for the best financial aid package to fund a college education.

- Financial aid programs were developed to help students pay for college.
- Funds from the state or federal government, civic groups, churches, employers, and even the colleges themselves enable more and more students to attend an institute of higher learning.

## Free Application for Federal Student Aid (FAFSA)

Detailed information is provided on the following pages in [Financial Assistance Application Process](#) area.

## Sources of Financial Aid at College

Since the best source of financial aid is through the institution of your choice, it is very important that you contact the financial aid director at the college(s) you are considering. The financial aid director is your primary contact for financial aid throughout your college career.

## Types of Scholarships for Financial Aid

- Scholarships are usually based on need or achievement.
  - Many scholarships are awarded from the college based on merit.
- These are available from national, state and local donors, contests, employers, parents' associations, and many other sources.
- Scholarships do not have to be paid back.

## Grants

Grants are federal, state, or local money based on financial need that do not have to be repaid.

## Combat Deployed Exemption

The legislature of the State of Texas has recently enacted a change to the Education Code. This code allows dependents an exemption from payment of resident tuition. A student who is a dependent child, including stepchild, of a member of the U.S. Armed Forces who is a Texas resident or entitled to pay resident tuition (military waiver) and who is deployed on active duty for the purpose of engaging in a combat military operation outside of the United States is eligible for this exemption.

## Work-Study Programs

Works-study programs provide jobs on or off campus for students who demonstrate financial need. Most students work between 10 and 20 hours a week.

## Loans

- Student loans are borrowed money that must be repaid with interest. These include subsidized loans, unsubsidized loans, and parent loans.
- Some are based on need while others are available to any borrower.

## Tuition Credit

Under Senate Bill 1, Texas students who graduate from high school in 36 months and plan to attend a Texas public post-secondary program, may qualify for a \$1,000 tuition credit.

- To receive the tuition credit, the Texas Higher Education Coordinating Board must receive documentation from your school that verifies your graduation as well as other criteria.
- The Coordinating Board will notify your post-secondary institution.
- See your Registrar for further information.

## Financial Aid Web Resources

- <http://www.tgslc.org>
- <http://www.ed.gov>
- <http://www.collegeboard.com>
- <http://www.finaid.org>
- <http://www.mycollegeguide.org>
- <http://www.fastweb.com>

# Financial Assistance Application Process

Applying for student financial assistance can be complicated. The first and most important step in the application process is to complete the **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**. The FAFSA is the principal application document and the information that you provide on this form serves as the basis for determining your eligibility for the federal student aid programs. You will need to complete the FAFSA for most scholarships and all grants/loans.

In addition to the FAFSA, many colleges and universities require students to complete one or more supplemental application forms and a fee may be charged.

- Use the online applications at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - A personal identification number (PIN) is needed to complete the application.
  - Find out from your college aid office whether there are additional forms you need to complete to be considered for institutional or state aid.
  - Complete the forms as instructed and mail them to the appropriate office(s).
- Find out the college's priority deadline for applying for aid.
  - This information should be in the college catalog online or can be obtained by calling the financial aid office.
  - Count back four to six weeks for processing time. Prior to that date, send your federal application to the processor as indicated in the form's instructions. (For example, if the priority deadline is April 1, your federal application should be sent to the processor by mid-February.)
  - Federal applications may not be filed before October 1 of the year aid is needed.
- In the appropriate area of the federal application form, indicate to which college(s) you want the analysis of the federal application sent.
  - Be sure to give the correct spelling and addresses for your colleges of choice, so your information will be forwarded to them.
- When the analysis of the financial information you have provided is complete, the information will be made available to the colleges.
- Contact the college aid office and make sure they have all the information needed to consider you for local/state aid. If not, provide it promptly.
- You will receive a summary statement called a Student Aid Report (SAR), which should be reviewed very carefully.
  - Follow instructions for making corrections and return the form. Keep a copy of the corrected form.
- When the college finishes working with the SAR information, it will put together a financial aid package containing the types of aid they can offer each student.
  - You will be informed of your aid offer via an award letter from the college.
  - If accepting the offer, you must sign the award letter, return it to the college and keep a copy.
  - If rejecting the offer, let the school know immediately so the financial aid can be offered to other applicants.
- The school will send you any additional applications it needs to process your request for financial aid.
  - Fill them out promptly and return them, keeping copies.
- If your family financial situation changes during the year and more or less financial aid is needed, inform the financial aid office. You will have to provide additional documentation to receive more aid, but schools may be able to provide more money.

### What Information is needed?

Sometimes students and parents are surprised when they are asked to provide personal financial information for financial aid. Most or all of the data is collected from you to meet requirements of the federal government and to ensure that the financial aid programs are administered fairly for all students. In addition to a financial aid application, you may be required to provide federal tax returns for the student and the parents.

**Total Income includes:** 1) income from tax form, 2) IRA/KEOGH payments, 3) Social Security benefits, 4) AFDC (Aid to Families with Dependent Children), and 5) other untaxed income.

**Standardized Allowances are:** 1) Federal income tax paid, 2) Social Security payments, 3) state and other taxes, and 4) income protection allowance based on number of members in a household or in college.

**Net Worth includes:** 1) cash, savings and checking accounts, 2) non-home real estate/investment equity, and 3) net worth of business.

**Student contribution is:** 1) savings from work and gifts, and 2) untaxed income.

### Tips for Completing the FAFSA Form:

- Be sure both student and parent(s) remember to sign.
- For income reporting, parents often use their W-2 form. They should take the Adjusted Gross Income from their last 1040 federal tax return.
- Parents should list the actual taxes paid as shown on their last 1040 federal tax return.
- Students/parents should include Social Security, child support, Aid to Dependent Children (ADC), etc.
- Divorced parents should list only their own income and that of their current spouse.
- Fill out a separate application for a Stafford Loan if required.
  - Check with your college's financial aid office to verify how they process their student loans.
- Round off numbers to the nearest dollar.
- Follow instructions. Use pen or pencil as required.

# Scholarships

You may have read that “millions of scholarship dollars go unclaimed each year.”

Is this true? It may be, but often for very simple reasons:

- The rules for awarding some scholarships are so restrictive that few students are eligible.
- Eligible students don't apply, apply late, or make mistakes on their applications.
- The scholarship process requires time, work, and dedication on the part of you and your parents as well as school personnel. Many times those who are the most organized and the most diligent in the application process are the ones who receive scholarships.

**You and your parents have the responsibility to:**

- Request FAFSA pin number for online application purposes.
- Fill out the Free Application for Federal Student Aid (FAFSA) after October 1, of your senior year. Forms are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Investigate scholarships through the scholarship files in the Guidance Office or online.
- Read the KISD Scholarship List distributed through senior classes or the Guidance Office which will report current scholarships, describe eligibility, amount of award, donor information, and deadlines. It will feature local donor scholarships as well as national grants and contests.
- Individual college scholarship information may be found at the college's website.
- Contact the financial aid director of the college(s) you are considering as soon as you have applied. Financial aid is assigned on a first-come, first-served basis.
- Investigate possible scholarship opportunities available via your parents' employment, the college or university you will attend, community organizations, and other sources such as the internet.
- Watch for scholarship opportunities from large corporations, department stores, and restaurant chains such as Target, Wal-Mart, J.C. Penney, Sears and Whataburger. While these are nationally competitive, local merchants often give awards of smaller amounts with the opportunity to advance to the next level.
- Investigate scholarship publications available in the library. You may also buy books on scholarships at local book stores.
- Become familiar with your school's computer software. Check with your Guidance Office about the process and availability of accessing the computers.
- Necessary scholarship information is available for free through the Guidance Office, internet and public resources.
- Beware of businesses that offer scholarship searches for fees. We do not recommend paying for these services.

## Scholarships Web Resources

- <http://www.aie.org/>
- <http://www.salliemae.com>
- <http://www.finaid.com>
- <http://www.theccb.state.tx.us>
- <http://www.CollegeForTexans.com>
- <http://www.fastweb.com>
- <http://www.college-scholarships.com>
- <http://www.wiredscholar.com>
- <http://www.militarychild.org>

## Counseling Office Scholarship Application Procedure

- **Gather information:** Listen to your school's TV and PA announcements, pick up scholarship lists in class or the Guidance Office; check with clubs, employees, and organizations.
- **Determine qualifications:** Look closely to find all scholarships for which you could qualify. Don't minimize your qualifications.
- **Pick up applications:** Applications are available in the Guidance Office.
- **Complete applications:** Type, if possible. Be sure it is as neatly done and as complete as possible.
- **Order transcript:** Fill out a request for a transcript in the Registrar's office.
- **Request letters of recommendation:** Ask teachers, counselors, coaches, ministers, employers, family, friends etc. Be sure to give everyone a ten-day notice and a stamped, addressed envelope.
- **Write essay:** Have someone proof it for you, then rewrite and submit.
- **Meet deadlines:** Pay close attention to deadlines and mail applications at least three days prior to the received deadline and two days prior to the postmark deadline.
- **Follow-up:** When you are contacted by a scholarship donor or your college for consideration or awarding of a scholarship, bring a copy of the offer to your counselor so that you may be recognized at the awards ceremony.

# Glossary of Terms for College-Bound Students

## **Acceptance Form**

The written acknowledgment by the student of receipt of an award letter. The form usually provides for acceptance of offered aid, possible declination of all or part of the package, and some means of requesting an appeal, if that is desired, to modify the award. Frequently, acceptance letters and award letters are combined into a single document.

## **Accreditation**

Recognition of a college or university by any of the regional or national accrediting bodies indicating that the institution as a whole has been judged to be meeting its objectives.

## **ACT Assessment**

The group of tests, administered by the American College Testing (ACT) Program and required or recommended by colleges as part of the admission process, which measure educational development in English, Writing, Mathematics, Social Studies, and Natural Sciences. Given at specified test centers throughout the year. An additional fee is required in order to complete the optional Writing exam.

## **Adjusted Gross Income**

All taxable income as reported on a U.S. income tax return.

## **Advanced Placement**

Granting credit and/or assignment to an advanced course on the basis of evidence that the student has mastered the equivalent of an introductory course.

## **Advanced Placement (AP) Program**

A service of the College Board that provides high schools with course descriptions in college subjects and Advanced Placement examinations in those subjects. High schools implement the courses and administer the examinations to interested students who are then eligible for advanced placement, college credit, or both, on the basis of satisfactory grades.

## **Assets**

Cash on hand in checking and savings accounts; trust, stocks, bonds, other securities; real estate (excluding home), income producing property, business equipment, and business inventory. Considered in determining expected family contribution (EFC) under the regular formula. Parents who expect to apply for financial aid and have a college savings account should consult a financial advisor regarding in whose name the account should be listed.

## **Associate Degree**

A degree granted by a college or university after the satisfactory completion of a two-year full-time program of study or its part time equivalent. In general, the associate of art (AA) or associate of science (AS) degrees are granted after students complete a program of study similar to the first two years of a four-year college curriculum. After earning the degree, students can transfer to four-year colleges to complete bachelor's degrees. The associate in applied science (AAS) is awarded by many colleges upon completion of technological or vocational program of study.

## **Award Letter**

A means of notifying successful financial aid applicants of the assistance being offered. The award letter usually provides information on the types and amounts of aid offered, as well as specific program information, student responsibilities, and the conditions which govern the award. Generally provides students with the opportunity to accept or decline the aid offered.

## **Bachelor's Degree**

The degree given for successful completion of the undergraduate curriculum at a four-year college or a university. Also called baccalaureate degree.

## **Business Assets**

Property that is used in the operation of a trade or business, including real estate, inventories, buildings, machinery and other equipment, patents, franchise rights, and copyrights. Considered in determining a family's expected contribution (EFC) under the regular formula.

## **Calendar**

The system by which an institution divides its year into shorter periods for instruction and awarding credit. The most common calendars are those based on the semester, trimester, quarter, and 4-1-4 (two equal terms of about 16 weeks with a 4-week interim term).

## **College Scholarship Service (CSS)**

One of three Multiple Data Entry (MDE) services that processes the Free Application for Federal Student Aid (FAFSA).

## **College-preparatory Subjects**

A term used to describe subjects required for admission to or recommended as preparation for college, sometimes referred to as "college-prep". It is usually understood to mean subjects from the fields of English, history and social studies, foreign languages, mathematics, science, and the arts.

**College Level Examination Program (CLEP)**

A program of examinations in undergraduate college courses that provides students and adults the opportunity to demonstrate college-level achievement.

**College Work Study Program (CWS)**

A federally sponsored program that provides jobs for students who have demonstrated financial need. Generally, students are paid at least the federal minimum wage, and the jobs are available through colleges as well as public and private nonprofit agencies.

**Cooperative Work Study Education**

A program in which the student alternates between full-time college study and full-time paid employment related to the area of study. Under this plan, the bachelor's degree often requires five years to complete.

**Cost of Attendance**

Generally, this includes the tuition and fees normally assessed a student, together with the institution's estimate of the cost of room and board, transportation and commuting costs, books and supplies, and miscellaneous personal expenses.

**Deferment of Loan**

A condition during which payments of principal are not required, and, for Federal Perkins and subsidized Federal Stafford and Federal Direct Stafford Loans, interest does not accrue. The repayment period is extended by the length of the deferment period.

**Deferred Admission**

The practice of some colleges of allowing students to postpone enrollment for one year after acceptance.

**Departmental Scholarship**

An award of gift assistance that is specifically designated for a recipient in a particular academic department within the institution.

**Dependent Student**

A student who does not qualify as an independent student and whose parental income and asset information is used in calculating expected family contribution (see *Independent Student*).

**Dual Enrollment**

The practice of some colleges to allow high school students to enroll in certain college courses. These students are not considered full-time college students.

**Early Admission**

Admitting students of superior ability into college courses and programs before they have completed the standard high school program.

**Early Decision**

A plan offered to applicants who are sure of the college they want to attend and are likely to be accepted by that college. An early decision application is initiated by the student, who is then notified of the college's decision usually by December 15 of the senior year.

**Early Notification**

Applicants who meet a college's requirements in the areas of high school course work, class rank, and test scores are admitted as soon as their application is complete.

**Educational Expenses**

See *Cost of Attendance*.

**Eligible Institution**

An institution of higher education, vocational school, postsecondary vocational institution or a proprietary institution of higher education which meets all criteria for participation in the federal student aid programs.

**Enrolled**

The completion of registration requirements (other than the payment of tuition and fees) at the institution the student is or will be attending.

**Enrollment Status**

At those institutions using semesters, trimesters, quarters, or other academic terms and measuring progress by credit hours, enrollment status equals a student's credit hour workload categorized as either full-time, three-quarter-time, half-time, or less-than-half-time.

**Exceptional Need**

An eligibility criterion in the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Perkins Loan Programs.

**Expected Family Contribution (EFC)**

The amount a student and his/her family are expected to pay toward the student's cost of attendance.

**Federal Pell Grant**

A grant program for undergraduate students who have not yet completed a first baccalaureate or bachelor's degree.

**Federal Perkins Loans**

One of the campus-based programs; a long term, low interest loan program for both undergraduate and graduate students.

**Federal PLUS Loans**

Long-term loans made available to parents of dependent students.

**Federal Stafford Loan Program (subsidized and unsubsidized)**

Long term, low interest loans administered by the Department of Education through private guarantee agencies.

**Federal Work-Study Program (FWS)**

One of the campus-based programs; a part-time employment program which provides jobs for undergraduate and graduate students who are in need of such earnings to meet a portion of their educational expenses.

**Financial Aid Administrator**

An individual who is responsible for preparing and communicating information pertaining to student loans, grants or scholarships, and employment programs, and for advising, awarding, reporting, counseling, and supervising office functions related to student financial aid.

**Financial Aid Award**

An offer of financial or in-kind assistance to a student attending a post-secondary educational institution. This award may be in the form of one or more of the following types of financial aid: repayable loan, a non-repayable grant and/or scholarship, and/or student employment.

**Financial Aid Package**

A financial aid award to a student comprised of a combination of forms of financial aid (loans, grants, scholarships, and/or employment).

**Financial Need**

The difference between the institution's cost of attendance and the family's ability to pay (i.e., expected family contribution).

**Free Application for Federal Student Aid (FAFSA)**

The original input document (aid application) of the Department of Education's need analysis system. It is the original input form completed by an applicant and family. The document is the foundation for all need analysis computations performed. Submit completed form after October 1 of the senior year.

**Full-time Student**

Generally, one who is taking a minimum of 12 semester or quarter hours per academic term in institutions with standard academic terms.

**Gift Aid**

That form of financial aid which does not require repayment or require that work be performed.

**Grade Point Average (GPA)**

An indicator of the student's overall scholastic performance. The GPA is computed by totaling the number of grade points earned in each course and dividing the sum by the total number of courses carried.

**Graduate or Professional Student**

A student enrolled in an academic program of study above the baccalaureate level at an institution of higher education.

**Grant**

A type of financial aid that does not have to be repaid; usually awarded on the basis of need, possibly combined with some skills or characteristics the student possesses.

**Guaranty Agency**

A state agency or private, non-profit institution or organization which administers a student loan insurance program.

**Honors Program**

Any program offering opportunity for superior students to enrich their educational experience through independent, advanced, or accelerated study.

**Independent Student**

A student who has attained age 24, or who has not attained age 24 but:

- is an orphan;
- is a ward of the court;
- is a veteran;
- is married or is a graduate or professional student;
- has legal dependents other than a spouse; or
- presents documentation of other unusual circumstances demonstrating independence to the student financial aid administrator.

**Independent Study**

An arrangement which allows the student to earn college credit through individual study, usually planned with and supervised by a faculty advisor.

**Loan**

An advance of funds which is evidenced by a promissory note requiring the recipient to repay the specified amount(s) under prescribed conditions.

**Major**

The subject of study in which the student chooses to specialize; a series of related courses, taken primarily in the junior and senior years.

**Military Scholarships**

Reserve Officer Training Corps (ROTC) scholarships available for the Army, Navy, and Air Force at many colleges and universities throughout the United States.

**Need Analysis**

A system used to estimate a student applicant's need for financial assistance to help meet his/her educational expenses.

**Open Admissions**

The policy of some colleges of admitting virtually all high school graduates, regardless of academic qualifications, such as high school grades and admissions test scores.

**Packaging**

The process of combining various types of student aid (grants, loans, scholarship, and employment) to attempt to meet full amount of student's need.

**Parent Loan Program**

A loan program in which parents and graduate students and self-supporting undergraduate students can borrow from a bank or other lending institutions.

**Parent's Contribution**

A quantitative estimate of a parent's ability to contribute to post-secondary educational expenses.

**Part-Time Student**

One who attends an institution on less than a full-time basis as defined by the institution.

**Pre-AP**

Preparatory courses taken before Advanced Placement (AP) courses.

**Pell Grant**

Financial assistance awarded by the federal government on the basis of need. The grant may be used toward tuition, room and board, books, or other educational costs. Requires no repayment.

**Promissory Note**

The legal document which binds a borrower to the repayment obligations and other terms and conditions which govern a loan program.

**Provisional Admissions**

Sometimes offered to students who do not meet the regular admissions requirements at a university. These students may be required to demonstrate their ability in a summer school program.

**Refund**

The amount due to a student who withdraws or fails to pursue his/her course of study when funds have been paid to the institution.

**Regular Student**

A person who is enrolled or accepted for enrollment at an institution of higher education for the purpose of obtaining a degree or certificate.

**Repayment Schedule**

A plan, which should be attached to the promissory note at the time a borrower ceases at least half-time study, which sets forth the principal and interest due on each installment and the number of payments required to pay the loan in full.

**Reserve Officers Training Corps (ROTC)**

Air Force, Army, and Navy programs on certain campuses which combine military education with baccalaureate degree study, often with financial support for those students who commit themselves to future service in the Armed Forces.

**Residency Requirements**

A minimum number of terms a student must spend on campus to be eligible for graduation. Also the minimum amount of time a student is required to have lived in a state in order to be eligible for in-state tuition at a public college or university.

**Review Status**

Any of the following may be considered when a student is not automatically accepted into a university: SAT/ACT scores, class rank, essays, letters of recommendation, special circumstances, extra-curricular activities, and socio-economic hardship.

**Rolling Admissions**

An admissions procedure by which the college considers each student's application as soon as all the required credentials, such as school record and test scores, have been received. The college usually notifies applicants of its decision without delay.

**Scholarship**

A form of financial assistance which does not require repayment or employment and is usually made to students who demonstrate or show potential for distinction, usually in academic performance, at the institution.



**Scholastic Aptitude Test (SAT)**

A test on verbal, critical reasoning, mathematics, and writing abilities given by the College Entrance Examination Board (CEEB) at specified test centers throughout the year. Required or recommended by colleges as part of the admissions process.

**SAT II (Achievement Tests)**

Tests in a variety of academic subjects designed to test the level of knowledge of a student in particular academic disciplines in relation to other students throughout the country. Some colleges use the SAT II for placement in various levels of freshman courses; some use them as an additional indicator in the admissions process.

**Statement of Selective Service Registration**

A document male students must sign for federal, need-based assistance in which students note that they have, if required to do so, registered with the Selective Service.

**Student Aid Report**

The official notification sent to a student of the results of processing the student's FAFSA. The report shows the expected family contribution and usually must be submitted to the financial aid office at the institution at which the student enrolls for the student to receive payment under the Federal Pell Grant Program.

**Student Contribution**

A quantitative estimate of the student's ability to contribute to post-secondary expenses.

**Student Financial Aid**

Funds awarded to a student to help meet post-secondary educational expenses.

**Study Abroad**

Any arrangement by which a student completes part of the college program by studying in another country.

**Taxable Income**

Income earned from wages, salaries, and tips, as well as interest income, dividend income, business or farm profits, and rental or property income.

**Transcript**

Official record of high school or college courses and grades generally required as part of the college application.

**Transfer Student**

A student who has attended another college for any period, which may be defined by various colleges as any time from a single term up to three years. A transfer student may receive credit for all or some of the courses successfully completed before the transfer.

**Undergraduate Student**

A student who has not achieved the educational level of a baccalaureate or first professional degree.

**Untaxed Income**

All income received that is not reported to the Internal Revenue Service or is reported but excluded from taxation.

**Verification**

The process of confirming information submitted on student aid applications through the comparison of specified documents to the data on the Student Aid Report (SAR) or other applications for student aid.

**Veteran**

A person who has served on active duty in the Army, Navy, Air Force, Marines or Coast Guard, and who was discharged other than dishonorably. Veterans are considered to be independent. There is no minimum length of service requirements.



# Admissions Guides and References

## Handbooks

These general guides provide factual information about colleges and universities. Much of this information is produced from questionnaires mailed to colleges. They are generally available in your school guidance offices, public libraries and in most bookstores.

- Barron's, *Compact Guide to Colleges*
- Barron's, *Profiles of American Colleges* (includes selective index)
- Barron's, *In-Depth Profiles of American Colleges*
- Beacon Press, *Guide to Alternative Colleges and Universities*
- Barry Beckham, *The Black Students Guide to Colleges*
- B'nai B'rith Hillel Foundation, *Jewish Life on Campus*
- Cass & Birnbaum's, *Comparative Guide to American Colleges*
- College Entrance Examination Board, *Index of Majors*
- The Feminist Press, *Every Woman's Guide to Colleges & Universities*
- Lovejoy's, *College Guide*
- Peterson's, *Annual Guide to Undergraduate Study*
- Peterson's, *The Competitive Colleges*
- Piper Foundation, *Compendium of Texas Colleges and Financial Aid Calendar*

## Admissions Guides

- Steven Cohen and Paulo de Oliveira, *Getting In!*
- Howard Greene and Robert Minton, *Scaling the Ivy Wall*
- John C. Hoy, *Choosing A College*
- Richard W. Moll, *Playing the Private College Admissions Game*
- G. Gary Ripple, *Campus Pursuit: How to Make the Most of the College Visit and Interview*
- Zola Schneider, *Campus Visits and College Interviews*
- R. Fred Zuker and Karen C. Hegener, *Guide to College Admissions: Getting Into the College of Your Choice*

## Application Suggestions

- Harry Bauld, *On Writing the College Application Essay*
- Gelband, Kubale & Schorr, *Your College Application*
- Sarah Myers McGinty, *Writing Your College Application*
- Mustang Publishing/Kampmann & Company, *Essays That Worked: 50 Essays from Successful Applications to the Nation's Top Colleges*
- G. Gary Ripple, *Do It - Write: How to Prepare A Great College Application*
- Helen Power and Robert DiAntonio, *The Admissions Essay*

## Financial Aid References

- American Chemical Society (Washington, D.C.), *Financial Aid for College Students; Sources of Information*
- American Legion, *Need A Lift?*
- Don Betterton, *Let the Military Pay for Your College Education*
- Chronicle Guidance Publications, *Student Aid Annual*
- Cassidy and Alves, *The Scholarship Book: The Comprehensive Guide to Private Sector Scholar Grants and Loans for Undergraduates*
- The First Interstate Bank, *How to Pay for College: The Financial Aid Information Guide*
- Garrett Park Press, *Directory of Special Programs for Minority Group Members*
- Krefetz, *How to Pay for Your Children's College Education*
- Keesler, *Financial Aids for Higher Education*
- Knights of Columbus, *Financial Aid to Education*
- Leo L. Kornfeld and G.M. Siegel, *How to Beat the High Cost of Learning*
- Marlene and Dr. Stephen H. Lazar, *Financial Aid for College-Bound Athletes*
- Andrea E. Lehman and Eric A. Suber, *The College Money Handbook*
- Macmillan, *Scholarship, Fellowships, Grants and Loans* (one of five volumes of *The College Blue Book*)
- National Association of Student Financial Aid Administrators, *Financial Aid for Counselors*

Octameron Associates, *Don't Miss Out!*

Octameron Associates, *The A's and B's of Academic Scholarships*

Octameron Associates, *Top Dollars for Technical Scholars*

Peterson's Guides, *After Scholarships, What?*

Allan Deutschman, Peterson's Guides, *Winning Money for College*

Piper Foundation, *Compendium of Texas Colleges and Financial Aid Calendar*

Reference Service Press, *Directory of Financial Aid for Women*

Renz, *Foundation Grants to Individuals*

Schlachter, *Directory of Financial Aids for Women*

Schlachter, *Directory of Financial Aids for Minorities*

Texas Higher Education Coordinating Board, *Financial Aid for Texas Students*

The College Board, *The College Cost Book*

The U.S. Department of Education. *The Student Guide*. This is probably one of the best, most comprehensive guides for students and their parents.

U.S. Government Printing Office, *The Student Guide: Five Federal Financial Aid Programs*



# College Comparison Worksheet

<b>COLLEGE NAME</b>			
<b>LOCATION</b>			
Distance from home			
<b>SIZE</b>			
Enrollment			
Physical size of campus			
<b>ENVIRONMENT</b>			
Type of school (2 year or 4 year)			
School Setting (urban, rural)			
Location & size of nearest city			
Co-ed, male, female			
Religious affiliation			
<b>ADMISSION REQUIREMENTS</b>			
Deadline			
Tests Required			
Average test scores, GPA, rank			
Special requirements			
Notification			
Contact person			
<b>ACADEMICS</b>			
Your major offered			
Special requirements			
Accreditation			
Student – faculty ratio			
Typical class size			
<b>COLLEGE EXPENSES</b>			
Tuition, room & board			
Estimated total budget			
Application fee, deposits			
<b>FINANCIAL AID</b>			
Deadline			
Required forms			
% receiving aid			
Scholarships			
<b>HOUSING</b>			
Residence hall requirement			
Availability			
Types and sizes			
Food plan			
Costs			
Deadline			
<b>FACILITIES</b>			
Academic			
Recreational			
<b>ACTIVITIES</b>			
Clubs, organizations			
Greek life			
<b>OTHER NOTES</b>			

# Academic Résumé

John Smith  
5550 Anderson Way  
Killeen, TX 76543

## EDUCATION:

KISD High School, Killeen TX

- 12th grade: AP English Literature, AP Statistics
- 11th grade: AP English, AP U.S. History
- 10th grade: Pre-AP English, Pre-Geometry
- 9th grade: Pre-AP English

## HONORS AND AWARDS:

### Scholastic:

- Distinguished Honor Roll: 12th grade
- Honor Roll: 9th, 10th, 11th grades

### Baseball:

- Scholar Athlete: 11th grade
- KISD All-Academic Team: 11th grade
- Region Championship Team: 11th grade
- Most Valuable Pitcher-JV Baseball: 10th grade

## CLUBS AND ACTIVITIES:

- National Youth Leadership Forum on Law: 11th grade (1 of 350 students selected nationwide based on scholastic and leadership abilities)
- Delegate to National Youth Leadership Forum: 12th grade
- Student newspaper: 10th, 11th grades
- Baseball Coach/Instructor: 9th, 10th, 11th grades

## COMMUNITY SERVICE:

- \* YMCA Counselor-in Training: 10th grade (summer camp volunteer, selected Outstanding CIT)
- \* Killeen Historical Society: 10th grade (museum information, sales, clerical assistance)
- \* Killeen Little League: 10th, 11th grades (Coach/Instructor for Baseball Camps)

## LEADERSHIP:

- Discussion Group Leader: 12th grade AP English Literature
- Delegate to National Youth Leadership Forum: 12th grade-Presentations to students recruitment of students
- National Youth leadership Forum on Law: 11th grade Designated Supreme Court Justice

## SPORTS:

- Baseball: Varsity Baseball 11th, 12th grades, JV Baseball 9th, 10th grades
- Traveling and Club Tournament Baseball Teams: 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades
- Football: 9th grade

## PERSONAL BACKGROUND:

Interests: recreational sports, spectator sports, car restoration, and music

# Armed Services: Career and College Academies

Opportunities in education and training are available for men and women in all branches of the Armed Forces. In peacetime, one of the major functions of the armed services is training. All branches of the services now prefer to take high school graduates for specialized training. Training in the armed services can range from a few weeks to a year depending upon the field of specialization. Some of the training is related completely to military service, but much of it is applicable to jobs in civilian life. Your options include the Air Force, Army, Navy, Marines, Coast Guard, National Guard, and U.S. Merchant Marines.

The Armed Services Vocational Aptitude Battery, ASVAB, is the most widely used multiple-aptitude test battery in the world. As an aptitude test, the ASVAB measures your strengths, weaknesses, and potential for future success. The ASVAB also provides you with career information for various civilian and military occupations and is an indicator for success in future endeavors whether you choose to go to college, vocational school, or a military career.

## Armed Services Recruiting Offices

201 E Central Texas Expressway, Harker Heights, TX 76548

### US Air Force Recruiting Office

[www.af.mil](http://www.af.mil)

254-690-8726

### US Marine Corps Recruiting Station

[www.marines.com](http://www.marines.com)

254-690-2626

### US Army Recruiting Station

[www.goarmy.com](http://www.goarmy.com)

254-690-8554

### US Navy Recruiting Office

[www.navy.com](http://www.navy.com)

254-690-2096

## Academy Preparatory Schools

The Academy Preparatory Schools, popularly known as a "Prep School," are designed to academically, physically, and militarily prepare qualified young men and women to enter an Academy. Candidates who apply for appointment directly to the Academy need not reapply for the Prep School because, if you do not meet admission requirements, you will automatically be considered for a Prep School appointment. Admission is generally limited to enlisted members on active duty and athletes. Successful completion of the Prep School improves the chances for appointment as an Academy cadet, but appointment is not guaranteed. If one receives an appointment to a Prep School, eventually an appointment to an Academy, then five years of postsecondary education is required for graduation. Register for one of the summer military academy camps

## United States Service Academies

Appointments at the United States Service Academies are few; therefore, it is important to contact your chosen academy by the spring of your junior year. Every student is on a full scholarship in an intense training program to meet the demands of leadership and success.

### **Air Force Academy**

The Air Force Academy prepares cadets for careers as Air Force officers with a reserve commission as a second lieutenant in the Air Force when they graduate. The Academy offers a bachelor of science in 26 different majors. [www.usafa.af.mil](http://www.usafa.af.mil)

### **Coast Guard Academy**

The Coast Guard Academy offers a Bachelor of Science in one of eight technical or professional majors. Included in the curriculum are professional skills necessary to the Coast Guard's work. [www.uscga.edu](http://www.uscga.edu)

### **Naval Academy**

The United States Naval Academy offers an academic program with tradition and state-of-the-art technology. Annapolis has 18 major fields of study with an emphasis on practical experience in leadership and professional operations. [www.usna.edu](http://www.usna.edu)

### **United States Military Academy at West Point**

The United States Military Academy at West Point offers an academic program with 19 majors in 25 fields of study with extensive training and leadership experience. [www.usma.edu](http://www.usma.edu)

# What to Do After High School: Career

People who can identify his or her own interests, skills, aptitudes, values, and lifestyle find it easier to find a compatible career.

## Career Interests

Although career interests may change over time, the process of doing a career search is a valuable tool which you will continually use. Career exploration is an ongoing process which occurs throughout one's life. It involves self-exploration, compiling information regarding the world of work, and exploring different options and career paths. It is important to begin this process early so that self-understanding and learning about the world of work will allow you to become aware of how your interests, abilities, and values will lead to satisfying career opportunities.

Bridges Website: [www.bridges.com](http://www.bridges.com)

Login \_\_\_\_\_ Password \_\_\_\_\_

## Find Your Interests

Visit your Career Guidance Center at each high school or use the following sources:

- Bridges Custom Portfolio at [www.bridges.com](http://www.bridges.com)
- Career Development Resources [www.cdr.state.tx.us](http://www.cdr.state.tx.us)
- Tech Prep
- Discover Your Aptitudes and Skills
- Take the Armed Services Vocational Aptitude Battery (ASVAB)
- Develop skills through Career and Technology Education (CTE) and academic classes

## Achieve Texas

The 16 broad career clusters and 81 pathways help students plan educational and career goals. [www.AchieveTexas.org](http://www.AchieveTexas.org)

## Campus Career Centers

A Career Center is located in the Guidance Center on each high school campus to include the KISD Career Center and Pathways Academic Center. They are open every school day for use in researching careers and colleges.

## Connections between High School Courses and Careers

Courses you select in high school will affect what you can do after high school. While reading through this guide think about the connection between school and work. Many courses are needed for daily living activities even though they are not directly related to a career.

If you are considering going straight into the workforce or into a technical training program following graduation, you still need to complete your high school education and earn a high school diploma.

## While in high school, you will want to:

- Look** at the five endorsements offered under the Foundation High School Program.
- Determine** your area of interest.
- Complete** your selected endorsement along with the required foundation program to earn your high school diploma.
- Learn** about available jobs, and any required post-high school or technical training.
- Explore** new career opportunities.
- Research** wage and occupation information, required levels of education and training requirements.
- Discover** your interests and abilities; use labor market resources at [www.texasrealitycheck.com/](http://www.texasrealitycheck.com/) and at [www.texasworkforce.org/customers/jsemp/career-exploration-trends.html](http://www.texasworkforce.org/customers/jsemp/career-exploration-trends.html).
- Research** which jobs are among the fastest and most in-demand in Texas at [www.texascaresonline.com/hotshots/hotshotslists.asp](http://www.texascaresonline.com/hotshots/hotshotslists.asp).

## Community College & Career Schools

- Find** training and certifications for specific occupations or skills through community colleges or career schools and colleges at [www.texasworkforce.org/svcs/propschools/career-schools-colleges.html](http://www.texasworkforce.org/svcs/propschools/career-schools-colleges.html).



# Career Glossary of Terms

## **Apprenticeship**

A work experience in which the employee has the opportunity to learn a particular job; may or may not be for pay.

## **Aptitude**

Ability or talent in a particular area.

## **Benefits**

Indirect additions to an employee's salary such as insurance packages, travel opportunities or discounts on merchandise.

## **Career Center**

A media center that contains books, videos, computer software, magazines, and other materials designed to help students identify their career interests and ways to explore them. Career Centers are located on high school campuses and always available on college campuses. Public libraries also contain career materials.

## **Community College**

An institution of higher learning that includes training programs in technical areas as well as purely academic areas (examples include electronics, photography, desktop publishing, and auto mechanics).

## **Dictionary of Occupational Titles**

A resource book that provides descriptions of over 12,000 occupations including the physical strength required to do the job, the reasoning, math, and language abilities involved, and the amount of education or training necessary for entry into the occupation.

## **Hot Jobs**

Those jobs in which there are many openings and which show great growth potential; will vary based on location and economics.

## **Career Glossary of Terms for Students and Their Parents Interest Inventory**

A series of questions that people can answer to narrow the kinds of careers that match what they like to do, what skills they have, and in what conditions they prefer to work. Inventories are available on computers in career centers, in book stores, and from your counselor.

## **Occupational Outlook Handbook**

A resource book that provides important information on the world of work and the qualifications that will be needed by workers.

## **On-the-Job Training**

A work experience in which an employee learns how to do a job not by going to school but by actually doing the job and being supervised by experienced workers.

## **References**

People who are willing to write or speak on behalf of someone who is applying for a job; should not be a member of the applicant's family.

## **Technical School**

A training program that prepares a person to do a particular job; differs from a university program in that it usually focuses entirely on preparation to do that job and not on general academic subjects.



# Top 50 Fastest Growing Occupations

#	Occupation	Employment		Percent Change *	Earnings	Typical Education
		2014	2024			
1	<a href="#">Wind Turbine Service Technicians</a>	4,400	9,200	108%	\$\$\$	Some college, no degree
2	<a href="#">Occupational Therapy Assistants</a>	33,000	47,100	43%	\$\$\$\$	Associate's degree
3	<a href="#">Physical Therapist Assistants</a>	78,700	110,700	41%	\$\$\$	Associate's degree
4	<a href="#">Physical Therapist Aides</a>	50,000	69,500	39%	\$\$	High school diploma or equivalent
5	<a href="#">Commercial Divers</a>	4,400	6,000	37%	\$\$\$	Postsecondary non-degree award
6	<a href="#">Nurse Practitioners</a>	126,900	171,700	35%	\$\$\$\$	Master's degree
7	<a href="#">Physical Therapists</a>	210,900	282,700	34%	\$\$\$\$	Doctoral or professional degree
8	<a href="#">Statisticians</a>	30,000	40,100	34%	\$\$\$\$	Master's degree
9	<a href="#">Ambulance Drivers and Attendants, Except Emergency Medical Technicians</a>	19,600	26,100	33%	\$\$	High school diploma or equivalent
10	<a href="#">Occupational Therapy Aides</a>	8,800	11,600	31%	\$\$	High school diploma or equivalent
11	<a href="#">Physician Assistants</a>	94,400	123,200	30%	\$\$\$\$	Master's degree
12	<a href="#">Operations Research Analysts</a>	91,300	118,900	30%	\$\$\$\$	Bachelor's degree
13	<a href="#">Personal Financial Advisors</a>	249,400	323,200	30%	\$\$\$\$	Bachelor's degree
14	<a href="#">Cartographers and Photogrammetrists</a>	12,300	15,900	29%	\$\$\$\$	Bachelor's degree
15	<a href="#">Genetic Counselors</a>	2,400	3,100	29%	\$\$\$\$	Master's degree
16	<a href="#">Interpreters and Translators</a>	61,000	78,500	29%	\$\$\$	Bachelor's degree
17	<a href="#">Audiologists</a>	13,200	16,900	29%	\$\$\$\$	Doctoral or professional degree
18	<a href="#">Hearing Aid Specialists</a>	5,900	7,500	27%	\$\$\$	High school diploma or equivalent
19	<a href="#">Optometrists</a>	40,600	51,600	27%	\$\$\$\$	Doctoral or professional degree
20	<a href="#">Forensic Science Technicians</a>	14,400	18,200	27%	\$\$\$	Bachelor's degree
21	<a href="#">Web Developers</a>	148,500	188,000	27%	\$\$\$\$	Associate's degree
22	<a href="#">Occupational Therapists</a>	114,600	145,100	27%	\$\$\$\$	Master's degree
23	<a href="#">Diagnostic Medical Sonographers</a>	60,700	76,700	26%	\$\$\$\$	Associate's degree
24	<a href="#">Phlebotomists</a>	112,700	140,800	25%	\$\$	Postsecondary non-degree award
25	<a href="#">Ophthalmic Medical Technicians</a>	37,000	46,100	25%	\$\$\$	Postsecondary non-degree award
26	<a href="#">Nurse Midwives</a>	5,300	6,600	25%	\$\$\$\$	Master's degree

#	Occupation	Employment		Percent Change *	Earnings	Typical Education
		2014	2024			
27	<a href="#">Solar Photovoltaic Installers</a>	5,900	7,400	24%	\$\$\$	High school diploma or equivalent
28	<a href="#">Emergency Medical Technicians and Paramedics</a>	241,200	299,600	24%	\$ \$	Postsecondary non-degree award
29	<a href="#">Opticians, Dispensing</a>	75,200	93,000	24%	\$ \$	High school diploma or equivalent
30	<a href="#">Medical Assistants</a>	591,300	730,200	24%	\$ \$	Postsecondary non-degree award
31	<a href="#">Reinforcing Iron and Rebar Workers</a>	18,700	23,100	23%	\$ \$ \$	High school diploma or equivalent
32	<a href="#">Biomedical Engineers</a>	22,100	27,200	23%	\$ \$ \$ \$	Bachelor's degree
33	<a href="#">Orthotists and Prosthetists</a>	8,300	10,100	23%	\$ \$ \$ \$	Master's degree
34	<a href="#">Substance Abuse and Behavioral Disorder Counselors</a>	94,900	116,200	22%	\$ \$ \$	Bachelor's degree
35	<a href="#">Cardiovascular Technologists and Technicians</a>	52,000	63,500	22%	\$ \$ \$	Associate's degree
36	<a href="#">Bicycle Repairers</a>	10,800	13,200	22%	\$ \$	High school diploma or equivalent
37	<a href="#">Law Teachers, Postsecondary</a>	21,100	25,700	22%	\$ \$ \$ \$	Doctoral or professional degree
38	<a href="#">Massage Therapists</a>	168,800	205,200	22%	\$ \$ \$	Postsecondary non-degree award
39	<a href="#">Criminal Justice and Law Enforcement Teachers, Postsecondary</a>	17,400	21,100	21%	\$ \$ \$ \$	Doctoral or professional degree
40	<a href="#">Mathematicians</a>	3,500	4,200	21%	\$ \$ \$ \$	Master's degree
41	<a href="#">Speech-Language Pathologists</a>	135,400	164,300	21%	\$ \$ \$ \$	Master's degree
42	<a href="#">Athletic Trainers</a>	25,400	30,800	21%	\$ \$ \$	Bachelor's degree
43	<a href="#">Anesthesiologists</a>	33,700	40,800	21%	\$ \$ \$ \$	Doctoral or professional degree
44	<a href="#">Computer Systems Analysts</a>	567,800	686,300	21%	\$ \$ \$ \$	Bachelor's degree
45	<a href="#">Medical Secretaries</a>	527,600	635,800	21%	\$ \$	High school diploma or equivalent
46	<a href="#">Surgeons</a>	46,000	55,100	20%	\$ \$ \$ \$	Doctoral or professional degree
47	<a href="#">Clinical, Counseling, and School Psychologists</a>	155,300	185,900	20%	\$ \$ \$ \$	Doctoral or professional degree
48	<a href="#">Mental Health Counselors</a>	134,500	160,900	20%	\$ \$ \$	Master's degree
49	<a href="#">Insulation Workers, Mechanical</a>	30,100	35,900	19%	\$ \$ \$	High school diploma or equivalent
50	<a href="#">Healthcare Social Workers</a>	160,100	191,000	19%	\$ \$ \$	Master's degree

\$ = Less than \$22,610    \$ \$ = \$22,610 & \$34,720    \$ \$ \$ = \$34,760 & \$56,120    \$ \$ \$ \$ = Greater than \$56,230

Source: CareerOneStop, Path to Career Success, <http://www.careeronestop.org>

# Texas' Occupation Trends

According to [TexasCareerCheck.com](http://TexasCareerCheck.com), these are the top 25 occupations making above Texas median wage of \$34,550, ranked by highest projected number of jobs added for the period 2012 – 2022.

Rank	Title	Annual Salary	Projected TX Annual Openings
1	Registered Nurses	\$69,891.00	9,020
2	Elementary School Teachers, Except Special Education	\$52,813.00	7,095
3	General and Operations Managers	\$128,942.00	7,065
4	Heavy and Tractor-Trailer Truck Drivers	\$41,294.00	6,290
5	Bookkeeping, Accounting, and Auditing Clerks	\$39,009.00	3,880
6	Accountants and Auditors	\$78,488.00	5,685
7	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	\$72,534.00	4,860
8	First-Line Supervisors of Office and Administrative Support Workers	\$59,468.00	5,170
9	First-Line Supervisors of Food Preparation and Serving Workers	\$35,475.00	4,490
10	Maintenance and Repair Workers, General	\$35,294.00	4,290
11	Secondary School Teachers, Except Special and Career/Technical Education	\$53,641.00	4,700
12	Middle School Teachers, Except Special and Career/Technical Education	\$53,075.00	3,545
13	Licensed Practical and Licensed Vocational Nurses	\$45,129.00	3,735
14	Sales Representatives, Services, All Other	\$60,744.00	4,045
15	First-Line Supervisors of Construction Trades and Extraction Workers	\$68,435.00	2,290
16	First-Line Supervisors of Retail Sales Workers	\$46,209.00	4,435
17	Computer Systems Analysts	\$94,045.00	2,085
18	Computer User Support Specialists	\$51,180.00	2,165
19	Business Operations Specialists, All Other	\$79,646.00	2,185
20	Industrial Machinery Mechanics	\$52,099.00	2,145
21	Billing and Posting Clerks	\$35,162.00	1,890
22	Lawyers	\$143,487.00	1,865
23	Electricians	\$45,676.00	2,015
24	Machinists	\$41,496.00	1,785
25	Software Developers, Applications	\$99,827.00	1,540

## Employers are looking for:

- an eye on the bottom line – What can I do to keep costs down, help profitability, and contribute to overall goals?
- a positive attitude and honest character with an ability to communicate appropriately in writing, speaking, and listening
- assertiveness - confident of abilities, but willing to ask questions
- successful work history (whether paid or unpaid) and educational qualifications - competence in basic skills and abilities
- a team player-gets along well with peers, supervisors, and subordinates

## 25 Bachelor's Degrees with the Highest Salary Potential

As part of their [2016 – 2017 College Salary Report, Payscale.com](#) asked survey respondents whose culminating degree is a bachelor's, and who graduated from schools in the U.S., work full-time in the U.S., and are not on active military duty to answer questions about their current employment and compensation.

At the top of this STEM-heavy list is Petroleum Engineering. Careers associated with this degree, described by the Bureau of Labor Statistics as belonging to those who "design and develop methods for extracting oil and gas from deposits below the earth's surface," pay early career wages of just under \$97,000 per year, and mid-career wages of \$172,000. Systems Engineering comes in second, with mid-career wages of \$121,000.

Rank	Major	Early Career Pay	Mid-Career Pay
1	Petroleum Engineering	\$96,700	\$172,000
2	Systems Engineering	\$66,400	\$121,000
3	Actuarial Science	\$60,800	\$119,000
4	Chemical Engineering	\$69,800	\$119,000
5	Computer Science (CS) & Engineering	\$71,200	\$116,000
6	Nuclear Engineering	\$68,500	\$116,000
7	Electronics & Communications Engineering	\$68,000	\$115,000
8	Electrical & Computer Engineering (ECE)	\$68,100	\$114,000
9	Aeronautical Engineering	\$63,000	\$113,000
10	Computer Engineering (CE)	\$69,600	\$113,000
11	Computer Science (CS) & Mathematics	\$63,500	\$111,000
12	Physics & Mathematics	\$56,200	\$111,000
13	Applied Mathematics	\$56,100	\$110,000
14	Electrical Engineering (EE)	\$67,000	\$110,000
15	Electrical & Electronics Engineering (EEE)	\$64,000	\$108,000
16	Industrial & Systems Engineering	\$63,800	\$108,000
17	Materials Science & Engineering	\$65,800	\$108,000
18	Physics	\$55,100	\$108,000
19	Computer Science (CS)	\$65,300	\$107,000
20	Engineering	\$62,600	\$107,000
21	Industrial Distribution	\$56,800	\$107,000
22	Mining Engineering	\$70,200	\$107,000
23	Aerospace Engineering	\$65,400	\$106,000
24	Government	\$49,600	\$105,000
25	Biomedical Engineering (BME)	\$62,700	\$104,000

## Associate's Degrees with the Highest Earning Potential

As part of their [2016 – 2017 College Salary Report](#), [Payscale.com](#) asked survey respondents whose culminating degree is an associate's, and who graduated from schools in the U.S., work full-time in the U.S., and are not on active military duty to answer questions about their current employment and compensation.

At the top of the list is Computer Engineering. Careers associated with this degree offer early career pay of \$41,000 and mid-career pay of \$77,300. Economics, with associated occupations paying mid-career wages of \$76,500, comes in second.

	Associate's Degree	Early Career Pay	Mid-Career Pay
1	Computer Engineering (CE)	\$41,000	\$77,300
2	Economics	\$36,500	\$76,500
3	Management Information Systems (MIS)	\$43,600	\$76,400
4	Construction Management	\$44,500	\$73,400
5	Electrical Engineering (EE)	\$42,200	\$70,800
6	Electronics & Communications Engineering	\$43,100	\$70,700
7	Engineering	\$37,800	\$70,500
8	Dental Hygiene	\$62,100	\$69,100
9	Computer Programming	\$42,900	\$68,800
10	Occupational Health and Safety	\$52,700	\$68,700
11	Electrical & Electronics Engineering (EEE)	\$39,700	\$68,200
12	Mechanical Engineering Technology (MET)	\$41,300	\$68,100
13	Mechanical Engineering (ME)	\$42,700	\$67,500
14	Computer Science (CS)	\$40,400	\$67,300
15	Civil Engineering (CE)	\$35,000	\$67,000
16	Electrical Engineering Technology (EET)	\$42,000	\$66,900
17	Nursing	\$52,500	\$65,600
18	Electronic Systems Technology (EST)	\$43,400	\$65,000
19	Diagnostic Medical Sonography	\$52,300	\$64,800
20	Mechanical Design	\$43,800	\$64,600
21	Electronic & Computer Technology	\$41,900	\$64,500
22	Civil Engineering Technology (CET)	\$36,900	\$64,400
23	Electrical & Computer Engineering (ECE)	\$44,100	\$63,900
24	Electronics Engineering	\$44,900	\$63,600
25 (tie)	Architecture	\$38,600	\$63,500
25 (tie)	Fashion Design	\$36,200	\$63,500

## Notes



## Notes

## Notes