

Berkeley County Schools
Senior Guide

CLASS OF
20
20

A Guide to Senior
Year of High
School...



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Welcome to Senior Year!

Your county school counselors are striving to keep up with ever-changing information regarding post-high school planning. Because the information changes so often, the internet is often your best source for up-to-date information. Many informative websites are included in this booklet. If you do not have internet access at home, please ask your teacher, counselor, or librarian to allow you access at school.

Ask questions of your counselor as you think of them. Berkeley County school counselors are listed below with their e-mail addresses.

Hedgesville High School:

Amanda Brown	ajbrown@k12.wv.us
Kevin Frankhouser	kfrankho@k12.wv.us
Mark Norris	mnorris@k12.wv.us
Robin Tabler (Secretary)	rtabler@k12.wv.us

Martinsburg High School:

Patrick Boulafentis	gboulafe@k12.wv.us
Dee Dee Dofflemyer	cdofflemyer@k12.wv.us
Jennifer Forte	jforte@k12.wv.us
Katie Myers	krmyers@k12.wv.us
Rachel Stein (Secretary)	rsbutts@k12.wv.us

Musselman High School:

Jackie Ellwanger	jtriggs@k12.wv.us
Brigitte Frye	blfrye@k12.wv.us
Kim Moore	khmoore@k12.wv.us
Christopher Showe	cshowe@k12.wv.us
Brenda Christian (Secretary)	bchristi@k12.wv.us
Cheryl Chapman (Registrar)	cachapman@k12.wv.us

Spring Mills High School:

Chrystal Copenhaver	ccopenhaver@k12.wv.us
Wendy Cox	wdcox@k12.wv.us
Jayla Crane	jayla.crane@k12.wv.us
Ben Davis	bedavis@k12.wv.us
Nancy Spangle (Secretary)	nspangle@k12.wv.us

James Rumsey Tech. Inst.

Class of 2020

Graduation Requirements

- **4 credits of English**
- **4 credits of Math***
- **3 credits of Science***
- **4 credits of Social Studies**
- **1 credit of Physical Education**
- **1 credit of Health**
- **1 credit of a Fine Art**
- **4 credits of Career Concentration Courses**
- **2 credits of Electives**
- **Total of 24 credits**

***For regular admission into WV four-year public colleges, students must successfully complete four (4) units of math- see Berkeley County Schools Program of Studies; three (3) units of lab science (college prep lab science); and two (2) units of the same world language.**

***Visit www.berkeleycountyschools.org/programofstudies to find more detailed graduation requirements.**

Website Resources

Career

- College Foundation of WV: www.cfwv.com
- MyStateMyLife: www.mystatemylife.com
- CareerOneStop: www.careeronestop.org
- James Rumsey Institute: www.jamesrumsey.com
- Occupational Outlook Handbook: www.bls.gov/ooh/
- Vocational Information: www.khake.com

College

- Academic Common Market: www.sreb.org/programs/acm/acmindex.aspx
- ACT: www.act.org
- Collegeboard: www.collegeboard.org
- College Foundation of WV: www.cfwv.com
- College Rankings: www.usnews.com/best-colleges
- Common Application: www.commonapp.org
- Edge Program: <http://careertech.k12.wv.us/edge>
- FAFSA Application: www.fafsa.gov
- National Association for College Admissions Counseling: nacacnet.org
- NCAA Clearinghouse: www.ncaaclearinghouse.net
- WV Community & Technical Colleges: www.wvctcs.org

General Scholarship & Financial Aid Websites:

- www.cfwv.com
- 1. www.GoingMerry.com
- 2. Robert C. Byrd Honors Scholarship
- 3. Underwood-Smith Teacher Scholarship
- 4. West Virginia Engineering, Science and Technology Scholarship
- 5. **Promise Scholarship**
- 6. West Virginia Higher Education grant
- 7. West Virginia College Savings Plan (SMART 529)
- www.fastweb.com
- www.studentaid.ed.gov

Interviewing and Résumé

- www.Monster.com
- www.CareerBuilder.com

Military

- General Information & ASVAB: www.military.com
- Air Force: www.airforce.com
- Army: www.goarmy.com
- Marines: www.marines.com
- Navy: www.navy.com
- United States Air Force Academy: www.usafa.af.mil
- United States Coast Guard Academy: www.cga.edu
- United States Merchant Marine Academy: www.usmma.edu
- United States Military Academy: www.usma.edu
- United States Naval Academy: www.usna.edu

Making the Right Choice for You

Check it out—you're probably best suited for...

4-year College Degree

if:

You're above or near a 2.5 GPA. All college grads will compete for a limited # of jobs (only 20% of the total jobs available in today's job market).

You value your academic classes for the simple reason that you enjoy gaining knowledge.

You've taken the necessary courses for college admission (i.e. algebra 2) and earned a GPA at or near 2.5.

You've taken the college entrance exams and scored at least a 19 (ACT).

You have only one absolute career goal that requires at least a bachelor's degree.

You have the resources (including financial aid) to pay for schooling for at least four years before you need to worry about earning a living.

You're anxious to join the academic and social environment of a four-year college or university.

Community College or Technical Training

if:

You may or may not be at the top of your class, but you have good reading comprehension and math skills.

You haven't gotten around to taking college entrance exams, or you scored below 19 on the ACT.

You're more flexible and want to be prepared for a job that is in demand and offers good pay.

You want or need to begin earning in one to two years.

You don't feel ready for the social and academic environment of a four-year college or university.

So you've chosen Community College or Technical School...

- Research your top choices of schools and majors. Visit the schools. Ask about entrance requirements (i.e. tests), application procedure and deadlines, financial aid and job placement.
- Many high-tech programs are in great demand and fill up early. Ask the school if it is necessary to apply early to guarantee acceptance.
- You may have already earned JumpStart or other college credits for courses that you have taken during high school. Ask if they will count toward your degree or certificate.
- Federal financial aid, state aid and some scholarships are available to help pay for these programs. Ask the financial aid officer what you might be eligible for. You will need to complete the FAFSA (Free Application for Federal Student Aid) in the Fall.
- Ask your counselor for a list of local scholarships that can be used at community colleges and tech schools.
- If there is any chance that you'll want to transfer to a four-year college for a 2+2 degree, talk to admissions representatives from the university **now**. Ask for a written statement of which community college courses they will accept and whether they will take the place of courses required for your intended degree. Then make decisions.
- If you're uncertain about spending one to two full years in training, contact a community college and ask about Fast Track Jobs. The number for Blue Ridge Community and Technical College is 304-260-4380.
- For more information about two-year colleges in West Virginia, go to www.wvctcs.org or call 1-866-two-year.or go to

Resources:

BlueRidge Community Technical College- (304) 260-4380

www.blueridgectc.edu

Hagerstown Community College- (240) 500-2000

www.hagerstowncc.edu

James Rumsey Technical Institute- (304) 754-7925

www.jamesrumsey.com

Community College: FAQs

Answers to Frequently Asked Questions About Community Colleges

What is community college?

Community college is the most common type of two-year college. These colleges offer many types of educational programs, including those that lead to associate degrees and certificates. Certificates and some types of associate degrees focus on career readiness. Other types of associate degrees are good preparation for study at a four-year college where graduates can earn a bachelor's degree.

Can I get financial aid?

Even though tuition at community colleges is usually low, financial aid is available. The Federal Pell Grant, for example, is open to students attending any accredited postsecondary institution. You can even qualify if you go part time.



What's the path from a 2-year to 4-year college?

Earl Johnson, Associate Vice President and Dean of Admission, University of Tulsa

Who goes to community college?

More than 40 percent of U.S. undergraduate students attend community colleges. Students who are 18 to 24 years old make up the largest age group. Community colleges also attract working adults, retirees and others who want to learn.

Why should I consider going to one?

At a community college, you can:

Save money. Costs are generally much lower than those at four-year colleges. On average, tuition and fees at two-year colleges are less than \$3,150 a year.

Prepare for transfer to a four-year college. Many community college graduates decide to transfer and complete their bachelor's degrees. Planning in advance can help ensure that the credits you earn will count toward your degree at the four-year college you hope to attend. Get [more information about transferring](#).

Get ready for a career. If you want to enter the workforce sooner, you can earn a certificate or degree in a career-oriented field, such as firefighting or engineering technology.

Try out college. Most programs are open admission. This means that you can go to college even if your high school grades aren't strong. A community college is also a good option if you're not sure you're ready for college. You'll have a chance to challenge yourself and see if college is right for you.

Take advantage of a flexible schedule. Most community colleges are convenient — you can attend full time or part time, and you can schedule your courses around home and work commitments. There's a campus within a short driving distance of almost every town in the United States.

You can use [College Search](#) to find a community college that is a good fit for you.

How can a community college help me decide what to do with my life?

You can explore different subjects before committing to a program, without having to be too concerned about tuition costs. If you take a wide range of courses — including those in the liberal arts and those that are career oriented — you can check out many different options in one place. Many community colleges offer intensive counseling that can help you assess your abilities, interests and education options.

Why do I have to work hard in high school if open admission is common?

In order to succeed in college, you need a solid foundation in reading, writing and math skills. Unless you build them in high school, you may have to take remedial, or catch-up, courses when you arrive at a community college. They are also called developmental or basic skills courses. These courses don't count toward your degree, so graduating will take you longer and cost you more if you're not prepared.

You'll probably take [placement tests](#) when you start college. The results will show whether you need to take any catch-up courses before beginning college-level study.

Is there an on-campus community?

Unlike residential colleges, many community colleges lack on-campus housing — most students live nearby. Therefore, many of these colleges make a special effort to build a sense of community on campus. You'll find a wide variety of activities, similar to those at four-year colleges.

***Taken from:** <https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/community-college-faqs>

The Other Option: Employment

You may be best suited for this if:

- You have used your high school years wisely and gained a vocational or technical skill that will help you get a good job.
- You are absolutely unwilling to continue training at this point, even if it severely limits your job opportunities and pay rate.
- You plan to join the military (you guessed it—that will involve training too)
- You're willing to start at the bottom and stay there for as long as it may take to move up to something better (this is possible with some companies, others will hire those with degrees over experienced workers)
- You accept that a lack of training will affect your job search not only now, but throughout your adult life. **Any job** in today's market will eventually require more training and education.

If you're convinced this is the option for you, check out the following resources:

WV Employment Programs: 304-267-0030
891 Auto Parts Place, Martinsburg, WV

Apprenticeships (on-the-job training)—Call the WV Bureau of Apprenticeship and Training at 304-347-5795 or search the web—there are thousands out there.

Military recruiters (will visit high schools during lunch throughout the year)

Rehabilitation Services (if you have any disability): 304-267-0005

Fast Track Jobs (short-term training programs) - for info, call BlueRidge: 304-260-4380

Additional Websites:

Indeed: one search. all jobs.

www.indeed.com

CareerOneStop

www.careeronestop.org

Mapping Your Future

www.mappingyourfuture.org

US Department of Labor

www.bls.gov/ooh/

Monster

www.Monster.com

Career Builder

www.CareerBuilder.com

Top 10 resume mistakes to avoid

Aren't sure what to put on your resume? Make sure you don't include any of these common errors. By: Peter Vogt, Monster Senior Contributing Writer

It's deceptively easy to make mistakes on your resume and exceptionally difficult to repair the damage once an employer gets it. So prevention is critical, whether you're writing your first resume or revising it for a mid-career job search. Check out how to write the perfect resume by avoiding these common pitfalls.

1. Typos and grammatical errors

Your resume needs to be grammatically perfect. If it isn't, employers will read between the lines and draw not-so-flattering conclusions about you, like: "This person can't write," or "This person obviously doesn't care."

2. Lack of specifics

Employers need to understand what you've done and accomplished. For example:

A. Worked with employees in a restaurant setting.

B. Recruited, hired, trained and supervised more than 20 employees in a restaurant with \$2 million in annual sales.

Both of these phrases could describe the same person, but the details and specifics in example B will more likely grab an employer's attention.

3. Attempting the "One-size-fits-all" approach

Whenever you try to develop a one-size-fits-all resume to send to all employers, you almost always end up with something employers will toss in the recycle bin. Employers want you to write a resume specifically for them. They expect you to clearly show how and why you fit the position in a specific organization.

4. Highlighting duties instead of accomplishments

It's easy to slip into a mode where you simply start listing job duties on your resume. For example:

Attended group meetings and recorded minutes;

Worked with children in a day-care setting;

Updated departmental files.

Employers, however, don't care so much about what you've done as what you've accomplished in your various activities. They're looking for statements more like these:

Used laptop computer to record weekly meeting minutes and compiled them in a Microsoft Word-based file for future organizational reference.

Developed three daily activities for preschool-age children and prepared them for a 10-minute holiday program performance.

Reorganized 10 years' worth of unwieldy files, making them easily accessible to department members.

5. Going on too long or cutting things too short

Despite what you may read or hear, there are no real rules governing resume length. Why? Because human beings, who have different preferences and expectations where resumes are concerned, will be reading it.

That doesn't mean you should start sending out five-page resumes, of course. Generally speaking, you usually need to limit yourself to a maximum of two pages. But don't feel you have to use two pages if one will do. Conversely, don't cut the meat out of your resume simply to make it conform to an arbitrary one-page standard.

6. A bad objective

Employers do read your resume objective, but too often they plow through vague pufferies like, "Seeking a challenging position that offers professional growth." Give employers something specific and, more importantly, something that focuses on their needs as well as your own. Example: "A challenging entry-level marketing position that allows me to contribute my skills and experience in fund-raising for nonprofits."

7. No action verbs

Avoid using phrases like "responsible for." Instead, use action verbs: "Resolved user questions as part of an IT help desk serving 4,000 students and staff."

8. Leaving off important information

You may be tempted, for example, to eliminate mention of the jobs you've taken to earn extra money for school. Typically, however, the soft skills you've gained from these experiences (e.g., work ethic, time management) are more important to employers than you might think.

9. Visually too busy

If your resume is wall-to-wall text featuring five different fonts, it will most likely give the employer a headache. So show your resume to several other people before sending it out. Do they find it visually attractive? If what you have is hard on the eyes, revise.

10. Incorrect contact information

I once worked with a student whose resume seemed incredibly strong, but he wasn't getting any bites from employers. So one day, I jokingly asked him if the phone number he'd listed on his resume was correct. It wasn't. Once he changed it, he started getting the calls he'd been expecting. Moral of the story: Double-check even the most minute, taken-for-granted details -- sooner rather than later.

Make your resume shine with help from Monster's resume writing experts!

Like what you've read? Join Monster to get personalized articles and job recommendations—and to help recruiters find you.

*Taken from <https://www.monster.com/career-advice/article/avoid-the-top-10-resume-mistakes>

Interviews are your chance to sell your skills and abilities.

They also give you a chance to find out if the job and company are right for you. Follow the tips here to ace your interviews.

Review common interview questions. Practice answering them with someone else or in front of a mirror. Come prepared with stories that relate to the skills that the employer wants, while emphasizing your:

- Strengths
- Willingness to work and flexibility
- Leadership skills
- Ability and willingness to learn new things
- Contributions to the organizations in which you have worked or volunteered
- Creativity in solving problems and working with people

Figure out in advance how well you qualify for the job. For each requirement listed in the job posting, write down your qualifications. This can show you if you lack a particular skill. Plan how you will address this in the interview so you can convince the interviewer that you can learn the skill.

Make a list of questions that you would like to ask during the interview. Pick questions that will demonstrate your interest in the job and the company. This might include commenting on the news you learned from the company website, and then asking a question related to it. Also ask questions about the job you will be expected to perform, like:

- What are the day-to-day responsibilities of this job?
- How will my responsibilities and performance be measured? By whom?
- Could you explain your organizational structure?
- What computer equipment and software do you use?
- What is the organization's plan for the next five years?

Be prepared. Remember to bring important items to the interview:

- Notebook and pens
- Extra copies of your resume and a list of references
- Copies of letter(s) of recommendation, licenses, transcripts, etc.
- Portfolio of work samples

On the day of the interview, remember to:

- Plan your schedule so you arrive 10 to 15 minutes early.
- Go by yourself.
- Look professional. Dress in a manner appropriate to the job.
- Leave your MP3 player, coffee, soda, or backpack at home or in your car.
- Turn off your cell phone.
- Bring your sense of humor and SMILE!

Display confidence during the interview, but let the interviewer start the dialogue. Send a positive message with your body language.

- Shake hands firmly, but only if a hand is offered to you first.
- Maintain eye contact.
- Listen carefully. Welcome all questions, even the difficult ones, with a smile.
- Give honest, direct answers.
- Develop answers in your head before you respond. If you don't understand a question, ask for it to be repeated or clarified. You don't have to rush, but you don't want to appear indecisive.

End the interview with a good impression. A positive end to the interview is another way to ensure your success.

- Be courteous and allow the interview to end on time.
 - Restate any strengths and experiences that you might not have emphasized earlier.
 - Mention a particular accomplishment or activity that fits the job.
 - If you want the job, say so!
 - Find out if there will be additional interviews.
 - Ask when the employer plans to make a decision.
 - Indicate a time when you may contact the employer to learn of the decision.
- Don't forget to send a thank-you note or letter after the interview.

*Taken from <https://www.careeronestop.org/JobSearch/Interview/interview-tips.aspx>

What to wear for different job interviews based on the company

By Mary Lorenz | May 3, 2018

DRESSING RIGHT FOR THE JOB INTERVIEW IS EASIER SAID THAN DONE. HERE'S HOW TO DECIDE WHAT TO WEAR AND WHEN.

As if job interviews weren't stressful enough, what with trying to remember the [right things to say and do](#), you also have to think about what you're going to wear. After all, interviews are all about showing yourself in the best possible light, and your interview outfit is part of that, says Heather Tranen, founder of [Schtick](#), which offers career coaching and personal branding.

"Showing up to an interview polished and dressed appropriately for the role you are interviewing for shows that you put effort into yourself and into understanding the organization's culture," Tranen says. She adds that a good interview outfit can help with your confidence going into the interview. "If you feel great on the outside it will calm the inner crazy person shrieking insecurities inside your head."

Deciding what to wear, when

You've likely heard the saying, "Dress for the job you want," but it's also important to dress for the *company* for which you want to work. While a suit used to be the universal standard, that's not necessarily the case anymore.

"Lately it seems like hoodie culture of the Silicon Valley start-up world has replaced the boxy pantsuits of the Wall Street glory days," Tranen says. "However, many industries still remain fairly traditional. While many companies are relaxing their dress codes, a lot of industries, such as finance and law, expect you to be on your suit A-game when you come in for an interview."

Because there are no hard and fast rules anymore, your best bet is to do your homework ahead of time to figure out what the standard dress code would be for the role and company at which you're interviewing.

6 tips for dressing for job interview success

Because every company is different in what they consider appropriate workplace attire, here are some tips to ensure you dress for success every time.

- **Do your homework.** Don't know much about the company? Tranen suggests engaging in "a little light internet stalking" to find out what the dress code is. Go on the company's website, for example, to see if there are photos and videos of employees. "This can give you insight into the company's overall vibe," Tranen says. "Model yourself accordingly." It's also OK to ask a friend at the company, or seek out alumni from your college who may work there to gain insight.

- **Err on the side of overdressing.** “A good rule of thumb is to dress one level above what folks at the company wear on a day-to-day basis. For example, if they are business casual then it's best to break out that suit collecting dust in the back of your closet,” Tranen says. (See “Decoding the dress code” below.)
- **Pay attention to details.** Make sure you always look polished. In other words, don't show up in wrinkled, stained, ripped or ill-fitting clothing. Comb your hair, and check to make sure none of this morning's spinach omelet ended up in your teeth. Consider keeping a small grooming kit with you for any last-minute touch-ups you may need.
- **Keep it simple.** You want the interviewer to focus on you, not your attire. “Avoid distracting an interviewer by embracing a simple approach to interview attire,” Tranen says. That means going easy on the jewelry, makeup, hair and clothing. Stay away from “outrageous” colors and patterns, as well as pieces that show off too much skin. “Let your awesomeness speak for itself through the answers you give throughout the interview.” That doesn't mean you have to be boring, however. Tranen says investing in “a good, classic handbag or briefcase that can fit your interview materials comfortably...will make you feel both organized and stylish.”
- **Put the perfume away.** Once you've showered, shaved and applied deodorant, avoid the urge to “bathe yourself in cologne or perfume,” Tranen says. She recalls interviewing a job candidate whose scent was so powerful, it nearly made her sick. “Needless to say, he didn't get the job.” Again, you want to be remembered for your skills. Not your scent.
- **Have a dress rehearsal.** Tranen recommends always trying on your interview clothes before the day of the interview to prevent any possible wardrobe malfunctions. “If things don't fit right anymore, if your go-to jacket is missing a button, or if the shirt you love is wrinkled, it gives you time to troubleshoot,” she says.

Decoding dress codes

Sometimes even asking about the dress code can still leave you confused. For instance, you might hear that a company is “business professional.” But what's the difference between that and business casual? Or if a company describes its dress code as “casual,” how do you know what's *too* casual? Here's a cheat sheet to deciphering some of the most common office dress codes:

- **Business professional:** In a business professional atmosphere, suits are the norm. Women might wear a skirt or pant suit with heels, while men may wear a blazer or suit jacket, button down shirt, suit pants, a tie and dress shoes.
- **Business casual:** Forget the suit when interviewing at a business casual company. Men might opt to wear dress slacks or chinos, a button down or polo shirt, a belt and dress shoes. Women might consider wearing a conservative dress, or a blouse (or sweater) with a skirt or dress pants and dress shoes or boots.
- **Casual:** When interviewing at a casual office, it's still important to look polished and professional. (Save the jeans and flip-flops for when you actually have the job.) Men might consider wearing a long-sleeved dress shirt, khaki pants a belt, and dress shoes. Women might wear a collared shirt with pants or a pencil skirt, or a work dress.

*Taken from <http://www.careerbuilder.com/advice/what-to-wear-for-different-job-interviews-based-on-the-company>

Pros & Cons: Should I Take A Gap Year?

Posted by [Annabelle Mitchell](#) on Feb 28, 2018 1:29:25 PM

After twelve years in [grade school](#), most students find the prospect of taking a gap year beyond exciting. It makes sense: Why dive into the next level of education (more papers, more deadlines, more tests), when you could spend **a year** enjoying your relationships, developing yourself, and giving back to society?

So glad you asked! Here are four pros and four cons students commonly run into during their gap year. Hopefully, after taking all the factors into consideration, you'll be able to make an informed and rewarding decision for your future.

PROS

1. Go Travel

The gap between [high school](#) and college provides a once-in-a-lifetime chance to take advantage of your freedom and explore the world. **Many students find this experience life-changing**, broadening their horizons and allowing them to discover more about themselves and their worldview. Later in life, traveling can be difficult to do for more than a week or two at a time if you're trying to balance college or a full-time job.

2. Find Good Work

Settle down with a solid job, lay low, and put away as much money as possible before starting the next phase of life. College can be unthinkably expensive, but with some savings built up prior to [freshman year](#), **you don't have to be the stereotypical "broke college student."** You might also take this time to find a quality *paid* internship, which may not pay as much but will definitely equip you with valuable life and workplace skills.

3. Build Your Resume

Jumping straight from [high school](#) to college doesn't afford you the option to pursue those unique opportunities that'll likely take your resume up a notch. Additionally, **a diverse portfolio of employment, education, charity work, volunteer work, or travel** will make you a much more likely candidate for a future job opportunity or elite degree program than you may have been otherwise.

4. Crystallize Your Goals

Many students begin their college education without a sure understanding of what they'd like to do with their lives. After all, it is a huge decision. Spending a year away from school exploring yourself, [your faith](#), and your gifts, often provides a certain sense of **clarity and vision for the future**. You'll also have the opportunity to try completely new things and join new communities, which may open up unexpected doors. Either way, you'll have the chance to crystallize your understanding of who you are, what you'd like to pursue next, and how best to achieve your goals.

CONS

1. It's Expensive

First things first, if you don't plan to be employed during your gap year, it's going to cost you *a lot* of money—**especially if you decide to travel**. Even unpaid internships can be costly when adding up commuting costs, lunch money, new work clothes, and other factors.

2. The Productivity Vacuum

The fact is, it's really easy to lose motivation during your gap year. If you don't have a clear plan on how to **maximize your productivity** throughout the year, you may wind up watching an incredible amount of Netflix.

3. Goodbye, School...

After a year away from the academic lifestyle and all its accompanying pressures, **you may not be inclined to go back**. Maybe you're content with your job or traveling, and simply don't have it in you to go back to the old routine. This may be okay depending on your life calling but most people find it critical to have a Bachelor's degree in today's workplaces.

4. Motives?

What's the real reason you want to take a gap year? Is it because you actually want to grow, experience new things, and contribute to society, or is it because you simply want **a year off to veg**? If you don't have a clear reason why you'd like to take the year off, it may be more detrimental than helpful to your long-term growth. Check your heart and don't be afraid to ask those difficult questions.

*Taken from: <https://www.phc.edu/teencampsblog/should-i-take-a-gap-year>

Are You Interested in Serving in the Military?

General Information & ASVAB: www.military.com

Air Force: www.airforce.com

Marines: www.marines.com

Army: www.goarmy.com

Navy: www.navy.com

Still Undecided? Time is Running Out.

Consider an option that offers the better of two worlds—the **2+2 degree** plan. Here's how it works. The student enters a two-year degree program in his/her field of interest (i.e. someone with an interest in law may enter a paralegal program). Upon completion, she may be able to transfer many of those credits to a four-year institution to continue in a pre-law program. After the first two years, she has a degree and a marketable skill in case she decides not to continue, or she can use them to help her earn good pay while she pursues the four-year degree. **Important:** If you want to consider this possibility, ask the intended four-year college now for a written statement of which courses will be accepted and which ones will replace required courses for your degree of choice.

Use the information below to help you make a wise decision.

- **ASVAB Practice:** www.asvabpracticetestonline.com
- **College Foundation of West Virginia:** www.cfwv.com
- **March2Success:** www.march2success.com

Special Interest—Military Academies

Students who want to attend **military academies** need to start early in earning excellent academic records and making contacts with persons who are qualified to nominate them. Visit the websites for the following academies to learn about their application procedures and deadlines:

United States Military Academy (West Point, NY) www.usma.edu

United States Air Force Academy (Colorado) www.usafa.edu

United States Naval Academy (Annapolis, MD) www.usna.edu

United States Merchant Marine Academy (New Jersey) www.usmma.edu

United States Coast Guard Academy (Connecticut) www.cga.edu

So you're going to a four year college...

Senior Timeline

September	October	November
<ul style="list-style-type: none"> • Take or retake the ACT and/or SAT • Meet with your school counselor to go over your school credits, cumulative GPA, etc. • Finalize or narrow down your college choices • Check dates for the area college fair at Shepherd and/or national fairs in D.C. and Baltimore • Get organized! Make a checklist of application deadlines, requirements, open house dates, etc. • Start researching scholarships • Make appointments to visit college campuses • Submit your work-based learning points that you have earned • Begin collecting information that you will need for the FAFSA form 	<ul style="list-style-type: none"> • Take or retake the ACT and/or SAT (if necessary) • FAFSA becomes available. Complete your FAFSA at www.fafsa.gov • Continue to visit colleges during their Open Houses or Campus Visitation Days • If you are applying to highly selective schools, consider applying for "Early Decision" or "Early Action" now • Ask for letters of recommendations • Start your first drafts of college essays (make sure you have someone review them) • Check to see if the college requires the CSS/Financial AID Profile • Continue to participate in extracurricular and volunteer activities 	<ul style="list-style-type: none"> • Complete your application essay. • Take or retake the ACT and/or SAT (if necessary) • Apply for the Promise Application at www.cfww.com • Request your transcript via www.parchment.com • Make sure you and your parent(s) obtain a FSA ID for the FAFSA for at www.studentaid.ed.gov • Ask your counselor if there will be a financial aid night • Send in your applications to colleges with rolling admissions (first-come, first served). Make sure you keep a copy.
December	January	February
<ul style="list-style-type: none"> • Take or retake the ACT and/or SAT (if necessary) • Do your best to finish your college applications before you leave for winter break • Make sure you apply for scholarships that have early deadlines • Call or email the college's financial aid office to see if they require any additional financial aid forms 	<ul style="list-style-type: none"> • Take or retake the ACT and/or SAT (if necessary) • Submit any additional financial aid forms (PROFILE or the individual school's forms) • Make sure you keep a copy of all forms submitted! • Continue to research scholarships • Keep focusing on your schoolwork! 	<ul style="list-style-type: none"> • Take or retake the ACT and/or SAT (if necessary) • If you have not made up your mind, continue to visit colleges during their Spring Open Houses or Campus Visitation Days • Follow up with each college that they have received all your application materials • Make sure your FAFSA is complete by March 1st • Send midyear report to colleges
March	April	May
<ul style="list-style-type: none"> • Take or retake the ACT and/or SAT (if necessary) • Many community scholarships are due this month – make sure they are complete with the required documents (transcript, essay, recommendation, etc.) • College admission decision will start arriving. Make sure you review everything you receive and promptly respond to any requests from the college admissions or financial aid offices • Register to take the AP exam in May • Deadline to apply for the Promise Scholarship is March 1. 	<ul style="list-style-type: none"> • Take or retake the ACT and/or SAT (if necessary) • Financial aid award letters will generally be mailed around this time • Compare the financial aid packages from the colleges that accepted you • Don't get senioritis! Now is not the time to start slacking off – colleges and scholarships will continue to look at your final GPA 	<ul style="list-style-type: none"> • Take or retake the ACT and/or SAT (if necessary) • If you are taking an AP class, exams will be given this month • Go to www.parchment.com to send out your final transcripts. • Make sure your final transcript is also sent to the NCAA Eligibility Center if you are playing Division I or Division II sports • Mail thank you notes to people or organizations that gave you a scholarship • Complete all paper-work for the college of your choice (scheduling, orientation, housing, etc. • GRADUATION!

Deadlines

Every year.... counselors meet with seniors in the fall to explain the college and financial aid application process and deadlines.

Every year.... some scholarships go unclaimed because:

...no one applied on time (or completed the FAFSA)

...no applicants gained college acceptance on time

...no applicants earned the necessary test scores in time

Every year.... a few students and parents show up in the guidance offices after the March deadline in a panic because they have missed most of the opportunities for financial aid.

Don't let this be you! The deadlines are set by the colleges, national testing organizations, and independent scholarship organizations. The counselors do not have the power to extend them. While senior year is a flurry of activity, getting caught up in the fun and forgetting the necessary preparations can have serious long-term consequences.

The first deadlines to be considered for college-bound students are the ACT/SAT deadlines. These are crucial for college acceptance, and also affect many scholarship awards. If you need retakes, sign up early and take advantage of test prep opportunities before it's too late!

ACT (Register at www.act.org) Registration dates are listed later in booklet.

SAT (Register at www.collegeboard.org) Registration dates are listed later in booklet.

College Admission— What You Need to Know

Most schools want you to apply on-line (pay fee by credit card). Then send your transcripts via www.parchment.com. Also, ask your school counselor to see if you qualify for an application waiver.

Most students apply for **regular admission**, (there is a specific deadline, often Feb.1 or Mar. 1). Other types are **rolling admissions** (applications are accepted year-round), **early admission** (student applies early to only one school and commits to go there if accepted), and **honors programs** (includes special classes for academically advanced students).

COLLEGE ENTRANCE EXAM SCHEDULE

ACT TEST DATES 2019-2020

Test Date	Registration Deadline	Late Fee Required
September 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	September 21– Oct. 4, 2019
December 14, 2019	November 8, 2019	November 9–22, 2019
February 8, 2020	January 10, 2020	January 11–17, 2020
April 4, 2020	February 28, 2020	February 29–March 13, 2020
June 13, 2020	May 8, 2020	May 9–22, 2020
July 18, 2020	June 19, 2020	June 20-26, 2020

Find Up-to-date Test Centers & Register at: www.act.org

ACT Registration Fees: ACT (no writing)- \$50.50, ACT (plus writing)- \$67.00

SAT TEST DATES 2019-2020

Test Date	Regular Registration Deadline	Late Registration Deadline Phone/Online
August 24, 2019	July 26, 2019	August 13, 2019
October 5, 2019	September 6, 2019	September 24, 2019
November 2, 2019	October 3, 2019	October 22, 2019
December 7, 2019	November 8, 2019	November 26, 2019
March 14, 2020	February 14, 2020	March 3, 2020
May 2, 2020	April 3, 2020	April 21, 2020
June 6, 2020	May 8, 2020	May 27, 2020

Find Up-to-date Test Centers & Register at: www.collegeboard.org

SAT Registrations Fees: SAT w/o essay- \$49.50, SAT w/essay-\$64.50

SAT vs ACT: Which Test is Right for You?

Many students and parents begin the college prep process by comparing the ACT and SAT tests. The [SAT](#) and [ACT](#) generally cover the same topics. Both ACT and SAT scores are used for college admissions decisions and awarding merit-based scholarships. Most colleges do not prefer one test over the other.

*Taken from: <https://www.princetonreview.com/college/sat-act>

	SAT	ACT
Why Take It	Colleges use SAT scores for admissions and merit-based scholarships.	Colleges use ACT scores for admissions and merit-based scholarships.
Test Structure	<ul style="list-style-type: none"> • Reading • Writing & Language • Math • Essay (Optional) 	<ul style="list-style-type: none"> • English • Math • Reading • Science Reasoning Essay (Optional)
Length	<ul style="list-style-type: none"> • 3 hours (without essay) • 3 hours, 50 minutes (with essay) 	<ul style="list-style-type: none"> • 2 hours, 55 minutes (without essay) • 3 hours, 40 minutes (with essay)
Reading	5 reading passages	4 reading passages
Science	None	1 science section testing your critical thinking skills (not your specific science knowledge)
Math	Covers: <ul style="list-style-type: none"> • Arithmetic • Algebra I & II • Geometry, Trigonometry and Data Analysis 	Covers: <ul style="list-style-type: none"> • Arithmetic • Algebra I & II • Geometry and Trigonometry
Calculator Policy	Some math questions don't allow you to use a calculator.	You can use a calculator on all math questions.
Essays	Optional. The essay will test your comprehension of a source text.	Optional. The essay will test how well you evaluate and analyze complex issues.
How It's Scored	Scored on a scale of 400–1600	Scored on a scale of 1–36

College Entrance Exams – What’s the Difference?

- ✓ **Test preparation materials** can be found on your school’s website, both test registration sites, bookstores, and the following websites:

www.march2success.com

www.KhanAcademy.org

www.cfww.com

www.prepfactory.com

www.kaplan.com

www.review.com

www.number2.com

- ✓ Your school may also have an ACT/SAT Prep class that is taught during the day or in the evening. Ask your counselor for details.
- ✓ Students may qualify for an ACT/SAT fee waiver. For example, students who get free or reduced lunch are eligible for this. Ask your counselor for details!

COLLEGE FAIR TOUR

Name of College Fair	Location	Date & Time
WV College Day Tour College Fair	Shepherd University Shepherdstown, WV	October 8, 2019: 9:00-11:00 am 6:00-7:30 pm http://www.shepherd.edu/collegefair
Greater D.C. National College Fair	Walter E. Washington Convention Center Washington, D.C.	October 27, 2019: 1:00- 4:00 p.m. https://www.nacacfairs.org/attend/national-college-fairs/greater-washington-dc/
Baltimore National College Fair	Baltimore Convention Center Baltimore, MD	October 21, 2019: 9:00a.m.- 12:00 p.m. 6:30 p.m. - 8:30 p.m. October 22, 2019: 9:00 a.m. - 11:30 a.m. https://www.nacacfairs.org/attend/national-college-fairs/baltimore-national-college-fair/
ASBC HBCU College Festival	Walter E. Washington Convention Center Washington DC	February 2020 http://www.alfredstreet.org/ministries/outreach-and-missions/hbcu-festival/

How to Find a College That Fits You

Some students want to find the perfect college. The truth is, there's no such thing. You can find many colleges at which you'll be happy and get a great education. The college search is about exploring who you are and what you want and then finding colleges that will meet your goals. Still, you do need to narrow down the possibilities into a manageable list. Here are steps you can take to find colleges where you will thrive. Stay open to all the possibilities.

Decide What You Want in a College

Ask yourself what's important to you, where you want to be and who you want to become. Then you can figure out what types of colleges will allow you to reach your goals.

Here are some aspects to consider:

- Size
- Location
- Distance from home
- Available majors and classes
- Housing options
- Makeup of the student body
- Available extracurricular activities
- Campus atmosphere

Which of these aspects are things you feel you must have to be comfortable at a college? Which things are you flexible on? Also, think about what you want to accomplish in college. Do you want to train for a specific job or get a wide-ranging education? If you have a major in mind, are the colleges you're considering strong in that area?

Keep an Open Mind

While it's good to have some ideas in mind about what sorts of colleges will be right for you, stay open to all the possibilities at the beginning of your search.

Challenge your assumptions about what will work for you. For example, "you may not think you're able to thrive in a large institution because you come from a small high school, but ... you may actually do better in that type of setting," notes Luis Martinez-Fernandez, a history professor at the University of Central Florida.

Talk to people who know you. Tell parents, teachers, relatives, family friends and your school counselor about your goals, and ask if they can suggest colleges that may be a good fit for you.

Don't limit your search. At the start of this process, you may rule out colleges because you think that they are too expensive or too hard to get into, but this may not be the reality. Remember that financial aid can make college more affordable and colleges look at more than just grades and test scores.

Do Your Homework

Once you have a list of schools, it's time to do research. To learn more about the colleges you're considering, check out college guidebooks and the colleges' websites. Jot down your questions and get answers by:

- Talking to your school counselor or teachers
- Checking out colleges' student blogs, if available
- Contacting college admission officials
- Asking admission officials to recommend current students or recent graduates to talk to
- Visiting college campuses.

Keep Perspective

During your search, keep asking yourself questions about your preferences and goals. You are changing throughout high school, so your answers may change during the search process.

And remember that there are many good college matches for every student, and that you can be successful at many types of schools. *Taken from: <https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/how-to-find-a-college-that-fits-you>

Applying to College: FAQs

Here are answers to a few of the most commonly asked questions about applying to college.

When should I start?

The summer before your senior year is the best time to start. Most students do the majority of their application work in the fall of their senior year.

How do I begin?

Find out [what goes into an application](#) and begin collecting the materials you need. Create a folder for each college you are applying to. At the front of each folder, put a [checklist](#) of what you'll need for the application and when it's due.



What parts of applying do students control?

Suzanne Colligan, Director of College Counseling, Georgetown Visitation Preparatory School

How many colleges should I apply to?

Five to eight colleges is the recommended number. They should all be colleges you'd be happy to attend. It's good to apply to some colleges that are a bit of a stretch for you and some that you feel will likely admit you. But most should feel like good, realistic matches.

Should I apply early?

It depends. If you are sure about which college you want to attend, [early decision or early action](#) might be the best choice for you. If you're not sure, keep in mind that some early application plans require you to commit early. You may want to keep your options open.

Should I use an online or a paper application?

Check with the college to see which is preferred. Most colleges prefer online applications because they are easier to review and process — some even offer a discount in the application fee if you apply online. Applying online can also be more convenient for you — it's easier to enter information and correct mistakes. Whichever method you choose, be sure to tell your school counselor where you have applied so your school transcript can be sent to the right colleges.

Should I send additional material?

It's best if you can express everything about your qualifications and qualities in the materials requested. Colleges spend a great deal of time creating their applications to make sure they get all the information they need about each applicant. If you feel it's absolutely necessary to send additional material, talk to your counselor about it.

Some arts programs may require portfolios or videos of performances. Check with the college to find out the best way to submit examples of your work.

Is it OK to use the same material on different applications?

Definitely. There's no need to write a brand-new essay or personal statement for each application. Instead, devote your time to producing a great version of basic application parts.

What is the Common Application?

The [Common Application](#) is a standardized application used by more than 525 colleges. Instead of filling out eight different applications, simply fill out one and submit it to each college.

Be aware that you may need to submit additional or separate documents to some colleges. You also still need to pay individual application fees for each college.

Should I apply to colleges if my admission-test scores or grades are below their published ranges?

Yes. The admission scores and grades that colleges show on their websites are averages or ranges — not cutoffs. There are students at every college who scored lower (and higher) than the numbers shown.

Remember that colleges consider many factors to get a more complete picture of you. For example, they look at the types of classes you take, your activities, recommendation letters, your essay and your overall character. Colleges are looking for all kinds of students with different talents, abilities and backgrounds. Admission test scores and grades are just two parts of that complete picture.

Should I even bother applying to colleges I don't think I can afford?

Absolutely. Remember that after financial aid packages are determined, most students will pay far less than the "[sticker price](#)" listed on the college website. You don't know if you can afford a college until after you apply and find out how much aid that college will offer you (if you're accepted). Fill out the [FAFSA](#) as early as possible after Jan. 1 to qualify for the most aid. Even if the aid package the college offers is not enough, you have options. Many colleges are willing to work with students chosen for admission to ensure that those students can afford to attend.

*Taken from: <https://bigfuture.collegeboard.org/get-in/applying-101/applying-to-college-faq>

The Facts About Applying Early: Is It Right for You?

About 450 colleges offer early admission plans. Under these plans, students can apply to colleges early — well before the usual deadline — and get a decision early. Some students who apply under these plans have a better chance of getting in than they would through the regular admission process. Colleges benefit from the plans as well because they get students who really want to attend that college to commit early.

Applying early can be a good idea if you're sure which college you want to attend.

How to Decide If Applying Early Is Right for You:

Applying early can be a good idea if you're sure about which college you want to attend. That means you've researched its programs and, if possible, visited its campus.

But think twice about applying early if:

- You want to compare admission and financial aid offers from several colleges.
- You'd benefit from having another year of high school work to show colleges.

Early Admission Options

There are three main types of early admission plans. All three plans usually require you to apply in October or November. All the plans give you an early decision; you'll know in December or January if you've been accepted.

Other parts of the plans vary by college, though, so talk with a counselor or teacher ahead of time to make sure you understand the rules. Here are some details about each option.

Early decision plans:

- You can apply to only one early decision college.
- If the college accepts you and offers you enough financial aid, you must go to that college. That's why these plans are referred to as "binding."
- Some colleges have two early deadlines, called early decision deadline I and early decision deadline II. They both work the same way, but the second deadline gives you more time to decide whether to apply early.
- Although you may apply to additional colleges through the regular admission process, you must withdraw all other applications if you're accepted by this college.

Early action plans:

- You can apply to more than one early action college.
- If you're accepted, you can say yes right away or wait until spring to decide.
- You can also decline the offer.

Single-choice early action plans:

- You can apply early to only one college. Otherwise, these plans work the same as other early action plans.
- You can still apply to other colleges through the regular admission process.
- You don't have to give your final answer to the early application college until spring.

*Taken from: <https://bigfuture.collegeboard.org/get-in/applying-101/the-facts-about-applying-early-is-it-right-for-you>

Tips for Writing an Effective Application Essay

An admission officer shares tips on writing an essay that reflects who you really are.

By: Jeff Brenzel, Dean of Undergraduate Admissions, Yale University, *Adapted from* [The College Application Essay](#) by Sarah Myers McGinty.

How should you present yourself in an essay?

When you apply to college, you'll need to complete an essay as part of your application. This is your opportunity to show admission officers who you are and provide information about yourself that didn't fit in other areas of your application. The essay also reveals what you can do when you have time to think and work on a writing project.

The number one piece of advice from admission officers about your essay is "Be yourself." The number two suggestion is "Start early." Check out these other tips before you begin.

Choose a Topic That Will Highlight You

Don't focus on the great aspects of a particular college, the amount of dedication it takes to be a doctor or the number of extracurricular activities you took part in during high school.

Do share your personal story and thoughts, take a creative approach and highlight areas that aren't covered in other parts of the application, like your high school records.

Keep Your Focus Narrow and Personal

Don't try to cover too many topics. This will make the essay sound like a résumé that doesn't provide any details about you.

Do focus on one aspect of yourself so the readers can learn more about who you are. Remember that the readers must be able to find your main idea and follow it from beginning to end. Ask a parent or teacher to read just your introduction and tell you what he or she thinks your essay is about.

Show, Don't Tell

Don't simply state a fact to get an idea across, such as "I like to surround myself with people with a variety of backgrounds and interests."

Do include specific details, examples, reasons and so on to develop your ideas. For the example above, describe a situation when you were surrounded by various types of people. What were you doing? Whom did you talk with? What did you take away from the experience?

Use Your Own Voice

Don't rely on phrases or ideas that people have used many times before. These could include statements like, "There is so much suffering in the world that I feel I have to help people." Avoid overly formal or business-like language, and don't use unnecessary words.

Do write in your own voice. For the above example, you could write about a real experience that you had and how it made you feel you had to take action. And note that admission officers will be able to tell if your essay was edited by an adult.

Ask a Teacher or Parent to Proofread

Don't turn your essay in without proofreading it, and don't rely only on a computer's spell check to catch mistakes.

Do ask a teacher or parent to proofread your essay to catch mistakes. You should also ask the person who proofreads your essay if the writing sounds like you.

*Taken from: <https://bigfuture.collegeboard.org/get-in/essays/tips-for-writing-an-effective-application-essay-college-admissions>

How to Get a Great Letter of Recommendation

Colleges often ask for two or three recommendation letters from people who know you well. These letters should be written by someone who can describe your skills, accomplishments and personality.

Colleges value recommendations because they:

- Reveal things about you that grades and test scores can't
- Provide personal opinions of your character
- Show who is willing to speak on your behalf

Letters of recommendation work for you when they present you in the best possible light, showcasing your skills and abilities.



Get recommendation letters from people who know you well.

When to Ask for Recommendations

Make sure to give your references at least one month before your earliest deadline to complete and send your letters. The earlier you ask, the better. Many teachers like to write

recommendations during the summer. If you apply under early decision or early action plans, you'll definitely need to ask for recommendations by the start of your senior year or before.

Remember that some teachers will be writing whole stacks of letters, which takes time. Your teachers will do a better job on your letter if they don't have to rush.

Whom to Ask

It's your job to find people to write letters of recommendation for you. Follow these steps to start the process:

- Read each of your college applications carefully. Schools often ask for letters of recommendation from an academic teacher — sometimes in a specific subject — or a school counselor or both.
- Ask a counselor, teachers and your family who they think would make good references.
- Choose one of your teachers from junior year or a current teacher who has known you for a while. Colleges want a current perspective on you, so a teacher from several years ago isn't the best choice.
- Consider asking a teacher who also knows you outside the classroom. For example, a teacher who directed you in a play or advised your debate club can make a great reference.
- Consider other adults — such as an employer, a coach or an adviser from an activity outside of school — who have a good understanding of you and your strengths.

- Perhaps most important, pick someone who will be enthusiastic about writing the letter for you.
- If you're unsure about asking someone in particular, politely ask if he or she feels comfortable recommending you. That's a good way to avoid weak letters.

Your teachers will do a better job on your letter if they don't have to rush.

How to Get the Best Recommendations

Some teachers write many recommendation letters each year. Even if they know you well, it's a good idea to take some time to speak with them. Make it easy for them to give positive, detailed information about your achievements and your potential by refreshing their memory.

Here's how:

- Talk to them about your class participation.
- Remind them of specific work or projects you're proud of.
- Tell them what you learned in class.
- Mention any challenges you overcame.
- Give them the information they need to provide specific examples of your work.
- If you need a recommendation letter from a counselor or other school official, follow these guidelines:
 - Make an appointment ahead of time.
 - Talk about your accomplishments, hobbies and plans for college and the future.
 - If you need to discuss part of your transcript — low grades during your sophomore year, for example — do so. Explain why you had difficulty and discuss how you've changed and improved since then.

Whether approaching teachers, a counselor or another reference, you may want to provide them with a resume that briefly outlines your activities, both in and outside the classroom, and your goals.

Final Tips

The following advice is easy to follow and can really pay off:

- Waive your right to view recommendation letters on your application forms. Admission officers will trust them more if you haven't seen them.
- Give your references addressed and stamped envelopes for each college that requested a recommendation.
- Make sure your references know the deadlines for each college.
- Follow up with your references a week or so before recommendations are due to make sure your letters have been sent.
- Once you've decided which college to attend, write thank-you notes. Tell your references where you're going and let them know how much you appreciate their support.

*Taken from: <https://bigfuture.collegeboard.org/get-in/your-high-school-record/how-to-get-a-great-letter-of-recommendation>

Special Interest—Athletics

Students who wish to participate in **college athletics** must register with the **NCAA (National Collegiate Athletic Association)** Eligibility Center and meet eligibility standards (based on grades and entrance test scores—the higher your GPA, the lower the requirement for the test scores). Apply early by going to www.eligibilitycenter.org. You will need to print out a transcript request page and take it to the guidance secretary with a stamped, addressed envelope in order to have your transcript sent for evaluation.

- ✓ **VERY IMPORTANT NOTE: If you apply on-line, make sure that you print a signature and mail it in. Also, let your counselor or the guidance secretary know that you have applied on line.**

The formula to determine your eligibility uses your high school GPA, your composite ACT and SAT score, and your financial need as determined by FAFSA.

NCAA Eligibility Basics - FAQs about the NCAA Eligibility Center

Student-athletes must register with the NCAA Eligibility Center to be eligible to play NCAA Division I or II sports in college. Athletes playing in Division III do not have to register.

What is the NCAA Eligibility Center?

The **NCAA Eligibility Center certifies whether prospective college athletes are eligible to play sports at NCAA Division I or II institutions.** It does this by reviewing the student-athlete's academic record, SAT® or ACT scores, and amateur status to ensure conformity with NCAA rules.

What are NCAA Divisions I, II, and III?

The NCAA is the governing body of many intercollegiate sports. Each college regulated by the NCAA has established rules on eligibility, recruiting and financial aid and falls into one of the three membership divisions (Divisions I, II and III). Divisions are based on college size and the scope of their athletic programs and scholarships.

When should students register?

The NCAA recommends that student-athletes register at the **beginning of their junior year** in high school, but many students register after their junior year. There is no registration deadline, but students must be cleared by the Eligibility Center before they receive athletic scholarships or compete at a Division I or II institution.

How do students register?

Students must register online at the [NCAA Eligibility Center](http://www.eligibilitycenter.org). They will have to enter personal information, answer questions about their course work and sports participation outside of high school and pay a registration fee.

Can students have the registration fee waived?

Students who have received a waiver for the SAT or ACT are eligible for a waiver of the registration fee. The student's counselor must submit confirmation of the student's test fee waiver. Go to the [NCAA Eligibility Center High School Portal](#) for more information.

What records does the Eligibility Center require?

Students should arrange to have you send their high school transcript as soon as they have completed at least six semesters of high school. The transcript must be mailed directly from their high school. They must also arrange to have their SAT or ACT test scores reported directly by the testing company to the Eligibility Center. Students can arrange this when they register for the tests.

***You are responsible for sending in students' final transcripts and proof of graduation** at the end of their senior year.

How often can students update their athletics participation information?

Students can update the information on the athletics participation section online as often as they want (and should update it regularly), up until the time when they request a final certification of their status. At that point — usually three to four months before enrolling in college — students must finalize their information.

What are the NCAA academic eligibility requirements?

To play sports at an NCAA Division I or II institution, the student must:

- Complete a certain number of high school core courses (defined below).
- Earn a certain minimum grade point average in these core courses.
- Earn a certain minimum score on the SAT or ACT.
- Graduate from high school.

See the NCAA's *Guide for the College-Bound Student-Athlete*, in the [Publications section of the NCAA website](#).

What are core courses?

This is the name that the NCAA gives to high school courses that meet certain academic criteria specified by the association. Students must complete a certain number of core courses for NCAA Division I and II eligibility.

How are high school courses classified as core courses?

All participating high schools submit lists of the courses that they offer that meet NCAA core-course criteria. If approved, the courses are added to a database that the NCAA Eligibility Center maintains. You can check this database or view a list of approved core courses on the [NCAA Eligibility Center High School Portal](#) to see whether your student-athletes are enrolled in courses that will count toward NCAA eligibility.

It is often the counselor who provides the NCAA with the list of your school's core courses and updates it annually. The NCAA may ask for more information before approving a core course.

What are the NCAA amateurism eligibility requirements?

To play sports at an NCAA Division I or II institution, the student athlete must follow NCAA amateurism rules about receiving a salary or prize money for athletic participation, playing with a professional team and other areas. For more information, see the *Guide for the College-Bound Student-Athlete*.

Keep in mind

The best way for students to prepare for a future in college athletics is to complete the approved core courses and earn appropriate grades in them. Indeed, more students fail to qualify to play NCAA sports because of lack of appropriate course work than for low test scores.

Make sure your athletes are enrolled in the courses on your high school's core-course list, and also know the eligibility requirements of the [NCAA Eligibility Center](#). Then make sure your athletes are taking the necessary courses, earning the necessary grades and doing anything else they must to stay on track for NCAA eligibility.

*Taken from: <https://professionals.collegeboard.com/guidance/prepare/athletes/clearinghouse>

Financial Aid—Deciphering the Puzzle

There are four basic types of financial aid:

1. **Grants**—based on need and do not have to be repaid. Given by the federal or state government and some schools.
2. **Scholarships**--given by organizations to help specific types of students (certain majors, schools, group memberships, etc.) Many require high achievement, leadership, service or an essay. Scholarships usually do not need to be paid back, but some may if you do not continue to meet their criteria.
3. **Work-Study**—Government-funded part-time jobs on the campus. College financial aid office manages this need-based program.
4. **Loans**-must be repaid with interest. Some government loans are:
 - a. Federal Perkins loan-loan made to the student based on family income.
 - b. PLUS (Parent Loan for Undergraduate Students)—made to the parents. Requires a credit check and origination fee.
 - c. Direct Stafford Loan—made to the student, payments start six months after graduation. If it is “subsidized”, the government pays the interest while you’re in school. If it is “unsubsidized”, the interest builds and you pay interest on it as well.

To apply for **federal aid**:

- ✓ Request FSA ID at www.studentaid.ed.gov.
- ✓ You may complete your FAFSA for the 2020-2021 school year starting this Fall using 2018 tax returns.
- ✓ Complete FAFSA (Free Application for Federal Student Aid) on-line at www.fafsa.gov by March 1.
- ✓ Use income tax data to report how much your family earned.
- ✓ You must be accepted at a college to receive financial aid for that college.
- ✓ The FAFSA will ask you for the federal school code of your intended college. If you can’t find it on-line, contact the school’s financial aid office. The government will determine how much the school will cost, how much your family should be able to pay (Estimated Family Contribution) and the school will send you a Student Aid Report (SAR) later to let you know how you can get help paying for the rest. For more information, go to www.fafsa.gov

To apply for state aid (including PROMISE), you must complete the FAFSA to be considered.

Myths About Financial Aid

Don't fall for these myths about federal student aid and the application process!

"Federal student aid is just 'free money' like grants."

Reality: Federal student aid includes three different kinds of financial help: grants, low-interest loans, and work-study funds (a part-time job on or near campus). To learn more about the different types of federal student aid, visit StudentAid.gov/types.

"My parents make too much money, so I won't qualify for aid."

Reality: There is no income cut-off to qualify for federal student aid. Many factors—such as the size of your family and your year in school—are taken into account. And remember: when you fill out the Free Application for Federal Student Aid (FAFSA®) form, you're also automatically applying for funds from your state, and possibly from your school as well. In fact, some schools won't even consider you for any of their scholarships (including academic scholarships) until you've submitted a FAFSA form. Don't make assumptions about what you'll get—fill out the FAFSA form and find out.

"Only students with good grades get financial aid."

Reality: While a high grade point average will help a student get into a good school and may help with academic scholarships, most of the federal student aid programs do not take a student's grades into consideration. Provided a student maintains satisfactory academic progress in his or her program of study, federal student aid will help a student with an average academic record complete his or her education.

"I don't have good credit, so I can't get a student loan."

Reality: You don't need to get a credit check for most federal student loans (except for Direct PLUS Loans). Also, you won't need a cosigner to get a federal student loan in most cases.

"My ethnicity or age makes me ineligible for federal student aid."

Reality: There are basic eligibility requirements (which you can find at StudentAid.gov/eligibility), but ethnicity and age are not considered.

"My parents aren't U.S. citizens, so there's no way I'll get aid."

Reality: Your parents' citizenship status is NOT a factor, and the FAFSA form won't even ask you about it. If your parents don't have Social Security numbers, they must enter 000-00-0000 when the FAFSA form asks for their Social Security numbers.

"The FAFSA® form takes forever to fill out, and it's really hard to do."

Reality: If you've got 30 minutes to spare, you're good. Because that's about how long it takes to fill out the FAFSA form. It's also not nearly as hard as you might think.

"I support myself, so I don't have to include parent information on the FAFSA® form."

Reality: This is not necessarily true. Even if you support yourself and file taxes on your own, you may still be considered a dependent student for federal student aid purposes. If you are considered dependent, you must provide your parents' information on the FAFSA form. The form asks a series of questions to determine your dependency status. You can preview the questions at StudentAid.gov/dependency.

"I can't file my FAFSA® form in October because I haven't applied to any schools."

Reality: Actually, you CAN complete your FAFSA form before submitting any college or career school applications. You'll need to list at least one school on your FAFSA form, but go ahead and add every school you're considering, because some schools have early deadlines to apply for their limited funds. Then later, you can add or delete schools on your FAFSA form.

"I'll have to update my FAFSA® form after I file my taxes in the spring, won't I?"

Reality: Nope! Just enter the tax information the form asks for—or better yet, transfer it directly from the Internal Revenue Service if you're offered that option while applying—and you're good to go. No need to update later. Remember: The FAFSA form asks for your and your parents' tax information from the tax year that was two years prior to the start of the school year for which you're applying for aid. For example, the 2018–19 FAFSA form asks for 2016 tax and income information, while the 2019–20 FAFSA form will ask for 2017 tax and income information.

"I didn't qualify for financial aid last year, so filling out the FAFSA® form again is just a waste of time."

Reality: It's super important to fill out a FAFSA form every year you're in college or career school. Why? Because things can change. For instance, your school or state might create a new grant or scholarship, or the factors used to calculate your aid could change from one year to the next. Either way, if you don't submit a new FAFSA form, you're out of luck.

So what's next?

Go to fafsa.gov and fill out the form. If you applied for admission to a college or career school and have been accepted—and you listed that school on your FAFSA form—the school will receive the information from your FAFSA form, calculate your aid, and send you an electronic or paper aid offer telling you how much aid you're eligible for at the school.

Have questions? Contact or visit the following:

- StudentAid.gov
- a school's financial aid office
- studentaid@ed.gov
- 1-800-4-FED-AID (1-800-433-3243) toll free
- TTY for the deaf or hard of hearing: 1-800-730-8913

Find this fact sheet at StudentAid.gov/resources#myths and share it with others! December 2017

The Promise Scholarship:

www.cfwv.com

The PROMISE Scholarship is a merit-based financial aid program for West Virginia residents. Students who achieve certain academic goals are eligible to receive funds to help pay for college. Eligible high school graduates will receive annual awards up to \$4,750 to cover the cost of tuition and mandatory fees at public or independent institutions in West Virginia.

For updated information, go to www.cfwv.com or ask your counselor. Again, PROMISE is not need-based, but you must complete the FAFSA and the separate Promise Scholarship Application to be eligible. **Seniors must apply by March 1.**

The West Virginia Higher Education Grant Program:

The West Virginia Higher Education Grant is a need-based and academic achievement program for eligible students who attend an approved West Virginia colleges or university. It can also be used in Pennsylvania. The award amount each year varies based on a number of factors including the financial need of applicants and available funding. The grant is for tuition and fees at the student's school of higher education. If the student maintains academic success and demonstrates need, it can be renewed for up to eight semesters.

To be eligible, the student must complete a FAFSA form by **March 1.**

NOTE: West Virginia offers programs for Medical Student Loans, teaching majors, honors program participants, as well as contracts for the study of optometry, veterinary medicine, and podiatry at out-of-state schools for a reduced cost. These programs can be accessed once you are in college with proven academic success.

Search for Scholarships

Don't be Scammed!!

Companies that want you to pay them to find scholarships or complete the FAFSA are unnecessary—you can find the same information yourself at no cost. If they make guarantees, ask for a credit card or bank account number, or tell you that you've won a contest you never entered, don't buy it. There are numerous free scholarship search sites, including: www.fastweb.com, www.finaid.org, www.goingmerry.com, and www.freescholarships.com

Remember the FAFSA stands for the Free Application for Federal Student Aid. Do not pay a website or anyone to complete this form!

Apply, Apply, Apply

Your counselor can give you a list of some state, regional and county scholarships upon request. You can also find this info at:

Hedgesville High School

<https://wv01000962.schoolwires.net/domain/2552>

Martinsburg High School

<http://mhscounselingdept.weebly.com/>

Musselman High School

<http://musselmancounseling.weebly.com/>

Spring Mills High School

<http://smhscounseling.weebly.com/>

You should also request a list of scholarships that are only for students at your high school. Read the criteria carefully to see if you may qualify. If so, place a reminder note on your calendar and get applications on-line or in guidance. Deadlines are crucial, and you must remember that the guidance office staff will have many students that need transcripts, reference forms and recommendation letters. Also, snow days and illnesses are beyond our control.

If you need to request these items, **do not wait until the due date and then expect it to be done immediately. Remember:**

**“Lack of planning
on your part
does not necessarily
create an emergency
on our part.”**

- ✓ Each post-secondary school has a complete program of scholarships.
- ✓ **BE SURE to contact the financial aid office of the college(s) to which you apply!!**

Avoiding Scholarship Scams

In their search for help with rising education costs, students and parents can be easy marks for scholarship scams. By keeping students and families informed and updated, you can help them tell a genuine scholarship opportunity from a scam.

Too good to be true: If it sounds too good to be true, it probably is. **Here are some common signs of scams:**

Exclusive scholarship info: If a service claims to have "exclusive" information — not available anywhere else — this is almost certainly a fiction. In fact, the vast majority of financial aid comes from the federal government and from colleges themselves. Those private foundations and organizations that do offer scholarships are eager to spread the word so they can attract the best candidates; they have no interest in keeping secrets.

No work — free money for college: Another red flag is a claim from any service that it will do "all the work" for applicants. Any legitimate scholarship sponsor will want to hear from the student, and that often means filling out paperwork and writing a letter or essay. There is simply no way around it.

Scholarship guaranteed: No service can guarantee students a scholarship. Money-back guarantees are a common feature of scholarship scams — the fine print reveals a list of virtually impossible stipulations in the event the student wants to reclaim the fee. Every true scholarship has some parameters — such as grade point average, professional interest, volunteer service or club affiliation. So if a service claims it can obtain funds for anyone, it's not being honest.

You've been selected: Unsolicited offers are always suspect and any notification that comes over the phone is almost sure to be a scam. If students receive information that was not requested, they should investigate before giving out any personal information or paying "processing" fees. Students should ask how the organization got their name, make follow-up phone calls to check the answer, conduct an online search on the organization and, of course, come to your office for advice.

Application fees: As a general rule, no one should have to pay more than postage to apply for a scholarship. Legitimate foundations rarely charge applicants and if they do the fee is minimal.

"Advance-fee" loans: Tell families to be wary of any offer for an unusually low-interest education loan that requires the student to pay an upfront fee before the loan will be approved or disbursed. Real lenders deduct their processing fees from the loan check before they send it to the student. Families should be especially suspicious if they don't recognize the lender's name — it's worth showing the offer to their local bank officer for a professional opinion.

"Free seminar" or candidate interview: This is often a glorified sales pitch for a financial aid or scholarship consulting service, or a pricey private student loan.

Encourage parents and students to ask questions

If an organization is legitimate, then information such as a physical address or telephone listing for the company should be available and verifiable. Warn families to particularly beware of P.O. boxes, especially in Florida and California (homes to a disproportionate number of these fraudulent organizations).

Ways to investigate companies

Your office should be the first stop for students with questions or doubts about any scholarship offer. They can also contact consumer-protection and government organizations to find out whether a company is under investigation or has been the object of complaints. (Of course, the absence of filed complaints or active investigations does not necessarily mean that the company is legitimate.) Some of these organizations are:

- The Better Business Bureau (BBB) in the city where the scholarship service is located
- The [Federal Trade Commission](http://www.ftc.gov) at 877-FTC-HELP
- Your state department of consumer protection
- Your state attorney general's office
- The [National Consumer League's Fraud Center](http://www.consumerleague.org)

Free scholarship searches

Scholarship information is available for free to those who take the time and effort to conduct their own search. **There is no reason to ever have to pay anyone to help find scholarships.**

*Taken from: <http://professionals.collegeboard.com/guidance/financial-aid/scams>

2019-2020 SCHOLARSHIPS LIST

Scholarship applications are available in the School Counseling Department unless otherwise noted.

Name	Due Date	Criteria	Other Information
Academic Common Market	Visit website.	A cooperative program among the states in the Southern Regional Education Board. Students can attend school in another state for in-state tuition. The program of studies must be one that is not offered in West Virginia and must be matched with a student from the other state who attends a West Virginia college for a program not offered in his or her home state.	Arrangements MUST be made prior to enrollment. Contact: WV Higher Educational Policy Commission Phone: 304-558-0262 http://home.sreb.org/acm/StateInfo.aspx?state=WV
AES Engineering Services	Various due dates based upon scholarship. Check application for deadline	Scholarships are intended for future leaders across a wide spectrum of fields of study; Applicants are not required to take Engineering courses. Must submit an essay. Scholarships are awarded on the basis of character, as determined by evaluated the essays that are submitted.	Scholarship award amount varies.
Albert Yanni Scholarship for Technical Education	March 15	For students who have completed technical education programs and want to pursue technical education at the post-secondary level. Criteria: top 25% of class, no grade below "C"; have at least 4 credits in one technical concentration.	Scholarship award amount is \$2,000.00.
Allegheny College of Maryland	Visit website or call.	The college has a lot of one and two year programs in medical assisting, hospitality, business, etc. There are scholarships for each program.	Contact the college by phone: 1-301-784-5000 or visit the college website: www.allegany.edu

Name	Due Date	Criteria	Other Information
Alpha Delta Kappa Scholarship (for prospective educators)	March 1	For any senior planning to major in education. Must have a 3.0 GPA. Financial need is not considered.	The \$200 scholarship award is for one year only. Complete the application and mail it to Alpha Delta Kappa; address may be found on the application.
American Cancer Society's Scholarship Program	April 1	Applicant must be a cancer survivor, a senior in high school, and less than 25 years of age. www.cancer.org	Scholarships are \$1,000 each.
Aspiring Animation Professional Scholarship		http://www.animationcareerreview.com	
Aspiring Fashion Professional Scholarship		http://www.fashion-schools.org	
Aspiring Nurse Scholarship		http://www.nursingschoolsalmanac.com	
Back Creek Valley #25 (JUOAM) Junior Order of United American Mechanics	March 1	Candidate must be planning to attend a West Virginia college or university. Criteria include a minimum GPA of 3.0 and a written autobiography.	Each high school receives one \$500 scholarship. An interview is required of finalists. Submit your completed application to the School Counseling Department.
Berkeley County Deputy Sheriff's Association	Feb. 28	Must have 3.5 GPA, ACT score of 20 or SAT of 930. Proof of enrollment at an accredited school. Essay Required.	\$1,000 scholarships awarded to two Berkeley County Seniors
Berkeley County Education Association Scholarship	March 1	Must have a 3.0 GPA. Additional Criteria: Participation in school and community activities, and demonstration of positive character. Preference is given to student(s) whose parent is a BCEA member.	One year scholarship of \$500. Interview may be required. The scholarship may be used for college, trade school, or technical school. Submit completed application to the School Counseling Department.

Name	Due Date	Criteria	Other Information
Berkeley County Education Association-Education of Support Professions	March 1	Applicant must be child/grandchild of current BEEA-ESP member	
Berkeley County Farm Bureau	April 25	Applicant must be pursuing a college education in the agricultural field.	
Berkeley County PTA (Raymond S. Dispanet Memorial Scholarship)	March 1	Criteria include academic achievement, financial need, positive character, leadership, and community service. May be used for college or vocational school.	Scholarship award is \$600 and renewable for four years. Interview is required for finalists. Submit application to the School Counseling Department.
Berkeley County School Service Personnel Scholarship	April 1	Applicant must have a 2.5 GPA, plan to attend college full-time and be a child or grandchild of a BCS service personnel employee who is also a BCSSPA member.	
Berkeley County Schools Pageant	Mid Oct.	Varying awards. Scholarship pageant 9 th – 12 th Grades held in November.	Scholarship awards are \$1,000.
Berkeley County Young Farmers	March 1	Applicant must be pursuing a college education in the agricultural field.	Scholarship award amount is \$500.
Blue Ridge CTC Foundation Scholarship	April 1	Must have 3.5 GPA, must be enrolled in at least 6 credit hours at BRTC.	Award amount is \$750 to one graduate at each Berkeley County High School.

Name	Due Date	Criteria	Other Information
Bulldog Federal Credit Union	April 1	Applicant must be a member of the Bulldog Federal Credit Union. Criteria are academic achievement, excellent character, and school and community activities. Financial need is strongly considered.	Two scholarships of \$500 are awarded based on gender: One to a male student and one to a female student. Call 301-797-6318 ext. 3134 for more information. Mail your application to the credit union; address is listed on the application.
Burger King Scholars	January	2.5 GPA See Website or school counselor for more specific eligibility criteria.	http://www.bkmclamorefoundation.org/WhatWeDo/ScholarsProgram Scholarships are awarded \$1,000 per year.
Calvin H. Kibler and Dorothy Rutherford Kibler Memorial Scholarship	March 1	Student must attend Shepherd University. Additional criteria include above average academic achievement, participation in school and community extra-curricular activities, and strong personal character.	Scholarship award amount varies. Submit completed application to the School Counseling Department.
Civitan Club of Martinsburg Dalfonzo Memorial Scholarship	Feb. 1	Applicants must pursue studies in special education, vocational-technical training, theology, or a medically related field. Application must be neat and legible.	Scholarship awards are \$1, 000 each. Submit completed application to the School Counseling Department.
Civitan Club of Martinsburg Fellows Scholarship	Feb. 1	Open to all areas of study.	Scholarship awards are \$1, 000 each. Submit completed application to the School Counseling Department.
Colleen Miller Memorial	April 1	Bachelor's degree in education, 3.0 gpa, Berkeley County Schools, University/College in WV	Varies each year.

Name	Due Date	Criteria	Other Information
Eagle School Intermediate Scholarship	March 15	Applicants must have completed fifth (5 th) grade at Eagle School Intermediate and going to attend a two or four year college, or a trade school.	Scholarship award amount varies.
Eastern Panhandle Alumnae Chapter Delta Sigma Theta Sorority Inc. Scholarship	March 1	Female graduate from accredited secondary high school in Berkeley or Jefferson County entering a four year college or university as a full-time freshman. GPA of 3.0	Scholarship award is \$1,000.00 per county.
Eastern Panhandle Board of Realtors	April 1	Scholarship may be used for any college, university or technical school. Criteria include an essay, work and attendance history and a thoroughly completed application.	Scholarship award is \$500. Contact: <u>Eastern Panhandle Board of Realtors</u> 408 Randolph Street Martinsburg WV 25401 Attention: Scholarship Committee Phone: 304-263-8512 Fax: 304-267-8120
Eastern Panhandle Conservation District	1 st Monday in March	Students who plan on majoring in an agricultural related field.	Scholarship award amount is \$500.00
Eastern WV Community Foundation	Various due dates based upon scholarship. Check application for deadline.	The Eastern West Virginia Community Foundation administers many different scholarship funds for the benefit of Eastern Panhandle County residents pursuing education in a post-secondary setting. Each scholarship fund has its own selection criteria to evaluate and determine scholarship awards.	Scholarship award amounts vary.

Name	Due Date	Criteria	Other Information
Educational Communications Scholarship Foundation	May 15	To award scholars on the basis of grade point average, achievement test scores, leadership qualifications, work experience, evaluation of an essay, and some consideration of financial need.	Mail a request for an application to: Educational Communications Scholarship Foundation 721 N. McKinley Road Lake Forrest, IL 60045 Ask school counselor for more specific information.
Elks Emergency Educational Grants	Dec. 31	Grant program provides financial assistance to children of deceased or totally disabled Elks members. Must be under age 23, have a financial need and be a full-time student.	Contact the Elks Foundation at 773-755-4732 or scholarship@elks.org
Elks Organization Scholarships	Visit Website	<ul style="list-style-type: none"> • Elks Legacy Award for Children of Elks • Elks Most Valuable Student Award 	Applications are available at www.elks.org or from the local Elks Lodge: Martinsburg, WV No. 778 121 E King St Martinsburg, WV 25401-4205
GFWC WV	April 1	University/College in WV	\$1,000
GFWC WV Women's Club of Martinsburg	April 1	Scholarship may be used for any college, university or technical school. Scholarship is for one year only. Additional Criteria: Cumulative 2.5 GPA, a written personal synopsis of their interest in continuing their education, and a student interview.	\$1,000

Name	Due Date	Criteria	Other Information
Hagerstown Community College	Visit website	The college offers many scholarships.	Visit the school's website at www.hagerstowncc.edu Or call 1-240-500-2000
Hispanic College Fund	March 1	The Hispanic College Fund (HFC) offers various scholarships. The HCF is a national non-profit organization based in Washington, D.C., with a mission to develop the next generation of Hispanic professionals.	Visit Website: www.hispanicfund.org
Hispanic Scholarship Fund	Visit Website	Organization offers various scholarships to Hispanic/Latino students.	Visit Website: www.hsf.net
Hispanic/Latino College Fund	Visit Website	Organization offers various scholarships to Hispanic/Latino students.	Visit Website: www.latinocollegedollars.org
Hunt-Arnold Scholarship/ Fairmont University	May 1	Recipients chosen will be well-rounded and active pillars of both their school and community. Additional criteria include African-American, letters of support, and an interview.	Visit Website: http://www.fairmontstate.edu/finaid/funding/hunt-arnold-diversity-scholarship
Imagine America Scholarship Program	March 1	For vocational and technical schools. Criteria include a 2.5 GPA, financial need, and demonstrated community experience during senior year.	See your counselor if you are interested. Information at www.imagine-america.org
Izaak Walton	April 15	Fields of agriculture, forestry, wildlife, ag sciences, fisheries, conservation	\$1,000-renewable 4 years

Name	Due Date	Criteria	Other Information
James "Jim" Bailey Scholarship	March 1	Criteria include enrollment in a vocational or technical school, 2.5 GPA, community service, good attendance, excellent character, financial need and two letters of recommendation.	Mail Application to: Joe Meadows, WVAPT Treasurer PO Box 388 Milton, WV 25541
James Rumsey Technical Institute (JRTI)	April 15	JRTI offers many different scholarships all having different criteria. Scholarships are for postsecondary training at JRTI.	Includes one scholarship for FULL TUITION to a senior from each high school.
Janice M. Scott Memorial Scholarship	March 31	Must have 3.0 GPA, Leadership, community service, extracurricular activities. Parents' income cannot exceed \$60,000	
Kanawha Valley Foundation Scholarships	Feb. 14	MANY scholarships are available through this foundation	Applications are available in the School Counseling Department or contact The Greater Kanawha Valley Foundation 304-346-3620 www.tgkvf.org .
KFC	Visit Website	Scholarships are based upon financial need and entrepreneurial drive.	Scholarship award amount varies. Visit Website: http://kfcfoundation.org

Name	Due Date	Criteria	Other Information
Leaders of Tomorrow Scholarship	Check Application	Criteria include leadership in academics and community; full-time enrollment in any accredited four-year college/university, freshman, meet GPA and SAT/ACT requirements per individual award, and essay presentation to scholarship committee.	Scholarship award amount varies.
Lord Fairfax Community College	Visit website	The college offers a variety of scholarships for specific programs.	Visit the LFCC's website: www.lfcc.edu Or call 1-800-906-5322
Martinsburg Lioness	March 1	Criteria include academic success, career plans, leadership, and school and community service. Given to Hedgesville High or Martinsburg High graduate.	-Submit completed application to the School Counseling Department. -Scholarship is not guaranteed to be offered every year. -One scholarship is awarded.
McCormack Nursing Scholarship at Shepherd University	March 1	Applicant MUST prove outstanding academic and personal achievement. Must write an essay.	
McDonalds Educates	March 1	Criteria include a 3.0 GPA, leadership, community service, and positive character.	Scholarship award amount varies. www.mcdonalds.com
Mikey Hart Memorial	April 15	Firefighting or Paramedic, 2.5 gpa	Amounts may vary.
NAACP Scholarship	March 15	Criteria include entering a four year college or university as a full-time student, 3.0 GPA, an interview by a member of NAACP's scholarship committee, and to be present when awards are announced.	

Name	Due Date	Criteria	Other Information
Norman Smith Revolving Loan Trust	Sept. 15 & April 15	This is a LOAN program for students entering the ministry or any aspect of the medical field including doctors, nurses, pharmacy, dentistry, physician assistants, technicians, etc.	The level of funding can be up to \$1,500 per semester.
Paul and Katherine Bennett Education Fund Scholarship	March 1	Applicant must be planning to attend a college full time. Academic achievement, positive character, leadership, and community service are considered.	
Paul M. Saab Memorial Kiwanis Scholarship	May 15	Criteria includes being involved in the Key Club or having a relative who is a Kiwanis International member, excellent academic and leadership record and will be attending Shepherd University.	Scholarship award amount varies.
Pittman Orthodontics	April 1	U.S. citizenship, Residence in WV for at least one year, Expected graduation from a High School in Berkeley, Jefferson and Morgan County in current academic year, Full-time enrollment at a 2-4 year University or College in WV, GPA of 2.5 or greater	Up to three awards of \$500
Roy & Gwen Steeley Memorial Scholarship	March 1	Residence of West Virginia for at least one year, 2.5 GPA or greater, full-time enrollment at an accredited university or college in West Virginia, demonstrated financial need.	Two scholarships will be offered to a Berkeley and/or Jefferson County student. The scholarship awards will pay for, but not exceed, the actual cost of tuition and fees, room and board on campus, and books, less any amount (except for a one-time prize of \$500 or less) the awardee receives from another scholarship or grant.

Name	Due Date	Criteria	Other Information
S. Katherine Boxwell and Edwin P. Churchhill West Virginia Scholarship (Bank of Charles Town)	February 15	Must have a 3.0 GPA, financial need and good citizenship. Must plan to study full-time in the areas of accounting, business administration, civil engineering, computer science, economics, education, political science, psychology, or social science.	Each high school can nominate one candidate for a scholarship that is renewable for 4 years. The amount may not exceed the cost of tuition room and board, books and supplies at any WV public institutions for resident students. Submit completed application to the School Counseling Department.
Shepherd University Scholarships	Vary	Vary	www.shepherd.edu/scholarships/
Shepherd University Multicultural Leadership Team Scholarship	February 1	Applicants for this scholarship must be full-time, undergraduate, degree-seeking Shepherd University students who demonstrate leadership qualities and a commitment to improving race relations, enhancing cultural diversity, and promoting multiculturalism.	The average scholarship award amount covers 25 to 75 percent of a student's tuition fees, and room.
State of West Virginia: Department of Transportation/ Division of Highways	June 30	Cooperative Education Program in Civil Engineering. Must have 24 college hours and have a GPA of 2.0 or better	Must be a civil engineering student at WVU or WV Institute of Technology. Visit Website: www.transportation.wv.gov Click on "See More" under the "Business" section; DOH Scholarships are listed under "Other Resources."
Tuscarora Ruritan	March 1	Academic excellence, financial need, leadership and accomplishments are important. Must write an essay: "The responsibilities and obligations of an American Citizen"	Scholarship award is \$1000. Recipient must attend a dinner in March or April. Submit completed application to the School Counseling Department.

Name	Due Date	Criteria	Other Information
University Healthcare Foundation/Judge Gray Silver Health Professions Scholarship	March 1	Student must attend an area college and major in a health related curriculum.	Scholarship award amount is \$500.
University Healthcare Foundation/Frank Sabado, Jr., MD Tennis Classic Scholarship	March 1	High scholastic standing and character, pursuing an approved course of study to become a medical doctor.	Award amount: \$2,000
University Healthcare Foundation Auxiliary Landis Health	March 1	Nursing, Pre-med, Pharmacy & Dentistry	Award amount: \$1,000
University Healthcare Foundation Ruth Ann Widmeyer Nursing Scholarship	March 1	Students must be pursuing a career in a Nursing profession	Award amount: \$500
University Tutor's Scholarship Contest	Monthly	http://www.universitytutor.com/scholarship-contest	Every month, University Tutor hold a \$1000 scholarship contest where students write a short essay in response to a monthly prompt. The submitted essays are reviewed at the end of the month and one winner is chosen to receive the \$1000 scholarship.
Valley Health Health Care Career Scholarship	April 15	Student must be pursuing a degree or certification in the health field, have a cumulative 2.8 g.p.a, have financial need or be first in your family to go to college.	
West Virginia Hospitality and Travel Association Educational Foundation	Visit website	Many scholarships and lists of organizations with scholarships related to the travel and hospitality industry.	Website: www.wvhta.com Click on "Education Foundation" to explore available scholarships.

Name	Due Date	Criteria	Other Information
WV Junior Chamber International Senate Scholarship	January	Must show leadership, financial need.	Scholarship award amount is \$1,000
WV Parents and Teachers, Inc. (PTA)	January 1	Scholarship may be used for any college, university or vocational school. Additional criteria include overall quality of application and essay, volunteer service, leadership, honors received, extra-curricular activities, 2.0 GPA and ACT or SAT score. Three letters of recommendation required.	Scholarship award amount is \$500.
WVU Davis College of Agriculture, Natural Resources and Design	Visit Website	Many scholarships for these students A new scholarship for forestry in the amount of \$3,000.	Visit Website: www.davis.wvu.edu/pay-for-college/scholarship-applications Click on "Future Students"
WVU Lyons Scholar (for female residents)	March 31	For a female student exhibiting courage, leadership, and integrity. Pays full room and board at Lyon Tower for freshman year.	Contact: Lyons Scholarship Committee, Housing Administration P O Box 6430 Morgantown, WV 26506-6430 1-304-293-4491
WVU Multicultural Scholarship	March 31	Criteria include an essay, leadership potential, community involvement, financial need, and opportunity, to expand the cultural experience in the dorms	Scholarship pays half of student's room and board for one year. Contact: WVU Housing Administration P O 6430 Morgantown, 26506-6430 Phone: 304-293-4491
William F. & Eva Kief 4-H Scholarship Award	March 1	Scholarship may be used for any college, university or technical school. Criteria include being a 4-H member, academic achievement, participation in school and community activities, and good personal character.	Scholarship award amount is \$500.00.

**ALL scholarship deadlines and award amounts are subject to change.
Check application for accurate deadlines and scholarship award amounts.**

***Your School's Counseling Department may have earlier deadlines in order to process scholarships**

EASTERN WV COMMUNITY FOUNDATION SCHOLARSHIPS

Utilize the Eastern WV Community Foundation application for the scholarships listed on the next three pages. Scholarship applications are available in the School Counseling/Guidance Department unless otherwise noted.

Submit completed applications to the School Counseling/Guidance Department unless otherwise noted.

Name	Due Date	Criteria	Other Information
Berkeley County Teaching Scholarship	March 1	Must pursue a degree and career in education. Academic achievement, leadership, and financial need are also considered.	Scholarship award amounts vary.
Walter and Mary Jo Ziler Brown	March 1	Career in the veterinarian field required. Scholarship may be renewable one additional year.	Scholarship award amount is \$250.00.
Terry Derflinger Earth Sciences	March 1	Career in the agriculture field. Must attend a West Virginia college and/or university, possess financial need, active in community service and have a 2.0 GPA.	Scholarship award amount is \$250.00.
N. Blaine Groves Rotary Scholarship	March 1	Must attend a West Virginia college and/or university, have excellent academic performance, financial need, and involvement in extra-curricular activities. An interview may also be required.	Scholarship award amount is \$1,000.00.
George W. and Holly Hancock Memorial Scholarships	March 1	More than one scholarship is awarded. Scholarships are for African-American students with excellent academic achievement, leadership skills, financial need, and demonstrated community service.	More than one scholarship is given. Scholarship award amounts vary from \$500 to \$1,000.
Karos Family Fund	March 1	Must attend a West Virginia college and/or university with intent of becoming a Pharmacist	Scholarship award amount is \$250.00.

Martin Luther King, Jr.	March 1	Academic achievement, school and community participation, leadership and one's philosophy of life are considered. Any student may apply. An essay about Dr. King is required. Can be used for a 2 or 4 year college or university.	A one-time scholarship award amount of \$1,000.00.
Miller's Electric	March 1	Must attend James Rumsey Technical Center within the electrical, heating/ventilation/air/Refrigeration or culinary arts concentrations.	Scholarship award amount is \$250.00.
Clyde E. Smith	March 1	Applicants must have intent to earn a business degree.	Scholarship award amount is \$500.00.
Steeley Memorial	March 1	Must attend a West Virginia college and/or university with intent of becoming a teacher.	Scholarship award amount is \$1,250.00.
Terry Lee Walker	March 1	Must attend a West Virginia college and/or university, have a 2.0 GPA, financial need and evidence of extra-curricular activities.	Scholarship award amount is \$1,000.00.
Wurzburg Family	March 1	A 3.0 GPA and financial need. Award goes to a recipient unlikely to receive the Promise Scholarship. The scholarship may also be renewable.	Scholarship award amount \$2,000.00.

Note: Scholarships and their websites change often. This list is meant to be a starting point. There are many more opportunities available.

Each high school offers school-specific scholarships, not listed in this guide. Please visit your School Counselor for information regarding additional school-specific scholarships.

Schools, colleges, universities, vocational and technical schools offer scholarships based on ACT and SAT scores. Additional scholarships with varying criteria are also available.

Financial assistance and scholarships available in West Virginia (in-state) schools may be accessed through the website: www.cfwv.com.

Visit your School Counselor to verify the availability of the following additional scholarships:

ACLU WV Foundation Youth Activist	National Wild Turkey Federation
AFT Robert G Porter	Naval Reserve OTC
American Legion Oratorical	Optimist International Essay Contest
American Quarter Horse Foundation	Pittsburgh Technical Institute
Antique Trader	Richard C Flint Social Sciences
APHA Get Ready	Ron Brown Scholar Program
Appalachian Leadership and Education Foundation	Ronald McDonald House Charities
Armed Forces Comm. & Electronics Assoc	Ruritan National Foundation
Best Buy	Scout of the Year
Big Sun Athletics	Shenandoah Valley Manufacturers Association
Blair and Sue Montgomery Pierpont CTC	State Fair of WV
Bonner Scholars Program/Concord University	<u>The WV Pumpkin Festival Scholarship</u>
Buick Achievers	Toyota Community Scholars Award
Business Education Partnership	Tri-State Ravens Nest #12 - Football
Charles J McClain Presidential/Fairmont Univ.	U.S. Depart. of Agriculture National Scholars
<u>Coca-Cola Scholarships</u>	US Air Force ROTC
<u>Congressional Black Caucus Scholarships</u>	US JCI Senate Foundation
DAR National Society	US State Department Study Abroad
DECA	UT Nuclear Engineering
Dell Scholars Program	WACE National Co-Op
Diabetes Scholars Foundation	Washington Co. Wrestling Officials Association
Fairmont State Music	West Point Summer Leader Seminars
Frostburg State Music	West Virginia Garden Clubs
Gates Millennium	West Virginia JCI Senate
High School Diplomats	WV Desk and Derrick
Marion Parks Lewis Foundation Art Education	WV Federal Credit Union
Mikey A Hart Paramedic Fire	WV Lions Youth Camps and Exchange
National FFA	WVU Extension Service and Health Programs
National Garden Clubs	WVU Loyalty Permanent Endowment Fund

**ALL scholarship deadlines and award amounts are subject to change.
Check application for accurate deadlines and scholarship award amounts.**

Helping You Rise!

A Celebratory Baccalaureate Service

May 29, 2019

Dear Parents and Graduates;

On behalf of the Berkeley County Ministerial Association I want to take this opportunity to congratulate all the graduates. We take pride in each one of you for your achievement and your parents and guardians for the support and encouragement they have provided you.

We would like to invite you, all the graduates from the four High Schools, and your families to this year's Baccalaureate Service. A Baccalaureate Service is a service of blessing and sending out. "Give everyone what you owe him: If you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honor, then honor". Rom 13:7. You graduates and parents have earned it and we the ministers and others of Berkeley County want to honor you and celebrate your accomplishments. We also want you to know that as each of you enter into this new phase of your life, both graduates and parents, we are here for you.

Service will be held at Spring Mills High School at 3pm on May 17, 2020.

We will have representatives from each school's graduating class, local clergy and school officials participating in the service. We would like to offer each graduate an opportunity to introduce themselves tell of their future plans and appear in a group photo. We hope that you will accept this invitation. We believe it will become a valued part of your graduation experience.

Dress for this service will be dressy casual. If you have any questions regarding the service please contact Pastor Nathaniel Wright at 304-263-0366 or pastorwright4@frontier.com.

With Blessings,

Pastor Nathaniel Q. Wright
Berkeley County Ministerial Association