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# COLLEGE COUNSELING HANDBOOK

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Class of 2021



College Counseling Office  
Holy Spirit Preparatory School  
4449 Northside Drive, Atlanta, GA 30327

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## HSP College Counseling Policies

### The Student/Parent/Counselor Responsibilities

#### Student Responsibilities

- College Search  
Self-reflect to determine what characteristics will constitute a “good college match”.
- Research colleges to learn:
  - Admissibility
  - Academic programs
  - Academic and social atmosphere
  - Cost
  - Deadlines/admissions requirements
- Meet with appropriate college representatives when they visit Holy Spirit Preparatory School or hold city wide receptions.

#### Communications

- A. Check email regularly for messages from college counselor, universities, testing agencies, or other organizations in the college application process. *“I didn’t check my email”* is not an acceptable response for missing a requirement or meeting.
- B. Utilize SCOIR. Complete assigned tasks by deadlines posted. These will include building a resume, completing the YouScience Assessment, and filling out the Junior Questionnaire.
- C. After YouScience is completed, the student should schedule an individual college planning meeting.
- D. Next, after the Student/Parent Questionnaires are completed, the student will then coordinate a parent/student meeting with the college counselor.
- E. Request two teacher recommendations during junior year before you leave for summer break. If you happen to need additional recommendation letters after reviewing your application requirements, you must ask the teachers with at least two weeks’ notice.

#### Applying

- Complete and send applications to colleges.
- Abide by application, testing and scholarship deadlines. (Please reference the policies page for more information.)
- Early Decision: You may only apply to one ED school and you must attend if you are accepted. Once you are admitted, you will withdraw your application with all other colleges and the college counselor will let them know of your ED offer as well.

#### Testing

- Register for testing.
- Request that the testing agencies send official test scores to the college(s).

### Parent Responsibilities

- Clearly state the parameters for college options with your child and the college counselor:
  - Cost
  - Location
  - Possible field(s) of study
  - Restrictions
- Complete the Parent College Questionnaire on SCOIR before spring meeting.
- At least one parent should meet with the college counselor during spring of the junior year for a family college counseling meeting.
- Meet/call the college counselor if questions or concerns arise.
- Be aware of deadlines.
- Complete financial aid forms (FAFSA and CSS Profile) if necessary.
- Work with School Counselor to secure accommodations (if applicable).

### Counselor Responsibilities

- Be a resource for students and parents.  
Be available to students and parents.
- Inform student and parents of the procedures necessary to complete the college admissions process.
- Provide guidance on the appropriateness of colleges.
- Suggest possible college options.
- At the student request, review applications and essays before submission.
- At the student request, complete and submit the counselor recommendation, secondary school report and high school transcripts.
- After student completes a teacher recommendation request on SCOIR, follow up with teacher for completion and send to designated colleges.
- Electronically submit or mail all HSP packets directly to the institution/program.
- Help students and parents make the final matriculation decision.

### The College Counseling Office Sends the Following Materials To Colleges:

- Senior Transcript: HSP will send an initial transcript (with 9-11<sup>th</sup> grade courses) and a mid-year transcript (with 1<sup>st</sup> semester of 12<sup>th</sup> grade courses) for every school you request.
- College Counselor Recommendation: The recommendation will be included with your transcript for every school that requests a letter of recommendation from the counselor.
- HSP Profile: A description of the school and the courses is offered so that college admissions officers can appreciate the context of an application from the school.
- Mid-Year Reports: Many schools request a mid-year update from you and that includes an update to your grades that will be sent by the college counseling office.
- Transcript of Final Grades upon graduation sent to the college you plan to attend.
- Please remember that the college counseling office does **NOT** send your official test scores (SAT, ACT, AP Exam). You are responsible for reporting your test scores to the school.

*Most of application materials are sent electronically through SCOIR, but we are also happy to send a paper copy of your application materials through the mail if the school requests this to be done.*

## Transcript Requests

A transcript request requires two pieces of documentation:

- 1) An email to the college counselor
  - You are welcome to mention multiple schools to which you're applying in one email, but you must make the individual requests for each in SCOIR.
- 2) A request via SCOIR

Transcript requests must be made **at least one week (5 school days, not including holidays)** prior to the university or scholarship's posted deadline.

No transcripts are guaranteed if requested during Christmas Break. You must make all transcript requests before leaving for the break. For the class of 2021, Christmas Break of senior year starts on December 18. Make sure that all early January (1/1-5) requests are made by December 18, 2020.

If a student or parent requests a transcript to be sent after the 5-day mark has passed, the college counseling office will make every effort to send the transcript in a timely manner, but cannot guarantee its arrival by the deadline or that it will be accepted by the university.

## College Visit Policies

### On Campus Visits

Every year, representatives from dozens of schools visit campus to recruit HSP students. This is an amazing opportunity to have face time with spokespeople from schools across the country and you might even talk with the person who will read your application. Please note the following policies to make sure that these meetings continue to be productive and conducive with the school day:

- Students must have approval from their teacher before missing class and must not miss a test in order to attend a meeting
- Students should sign up on SCOIR by at least the night before the school visit so that the college counselor can prepare enough space for the meeting
- Students should actively engage with visitors and endeavor to get to know each school whose visit they attend
- If any student abuses the opportunity to meet with colleges, they will no longer be allowed this privilege

### Off Campus Visits

The culminating point of your college search should be visits on campus to your top choice schools. In order to maintain your HSP studies, we ask that you only miss a school day for those schools in which you are truly interested. College visits will count as Pre-planned absences and you will be responsible for communicating your absence to your teachers and making up any missed work at an agreed upon date. If your total absences including college visits meet or exceed 10, you will be required to meet with your grade dean and the guidance counselor to discuss your absenteeism.



### Reporting Students with Disabilities

Holy Spirit Preparatory School will provide colleges with accurate information about a student's academic, extracurricular, and character record, as well as a description of those personal qualities which are relevant to the admissions process. It is HSP's policy to report that a student has a learning disability and has utilized modifications or accommodations at HSP only with the written authorization of the parent(s) of said student. Before authorizing release of such information, please discuss with the college counselor what is believed to be in the best interest of the student in relation to the colleges selected for admissions.

### Reporting Disciplinary Infractions

It is HSP's policy to report disciplinary infractions to colleges and other educational programs when it would be irresponsible or unprofessional not to do so. If the application asks if the student has been suspended, expelled, arrested, or faced severe disciplinary action while in high school, the student must answer truthfully and completely. The student should write an explanation of the incident and his/her thoughts regarding the incident and punishment. The counselor must review this information before the student sends it to the college because the counselor may be asked the same questions and may also be asked to write an explanation. If the student is suspended or expelled after completing the applications, then the student and counselor must notify the colleges that previously asked for that information on the application. The student and counselor should tell the institution(s) the facts that led to the punishment. If the student is not sure how to proceed, speak with the college counselor.

Colleges understand that high school students make mistakes. They are most concerned about patterns of behavior, behaviors that endanger, and violations of honor. Most suspensions are not a factor in an admissions decision, but failure to disclose one could certainly jeopardize a student's chance of admission.

## College Counseling Timeline and Yearly Expectations

As a college preparatory school, Holy Spirit Prep works to assure that the highest possible percentage of students are accepted to their first-choice colleges. This requires a thorough advisement process by the school, realistic decision making, and active participation by the student and family. Our program guides the student through a series of organized events that will lead to appropriate college choices during the spring of senior year.

### ***Freshman Year***

Freshmen take the PSAT in October. Students are strongly encouraged to contribute to the school by participating in extracurricular programs. Freshmen also should develop strong work habits and positive attitudes. The 9<sup>th</sup> grade academic adviser will work with the college counselor to ensure that college-appropriate curriculum decisions are made. Freshmen will have two lunch seminars with the college counselor during the year and parents will be invited to a coffee chat with the college counselor.

### ***Sophomore Year***

Sophomores take the PSAT in October. Sophomores will have two lunch seminars with the college counselor and will begin to use SCOIR during this time. The 10<sup>th</sup> grade academic adviser will work with the college counselor to ensure that college-appropriate curriculum decisions are made.

In the Spring semester, sophomores will kick off their college counseling events with the Atlanta Invitational Case Studies program that will introduce them to holistic college admission.

In June, some students may be ready to take SAT Subject Tests.

### ***Junior Year***

In September, juniors are invited to a local private school college fair with representatives from the nation's top colleges.

A junior parent night will be held in September to discuss the plan for the years ahead.

All juniors take the PSAT/NMSQT in October from which National Merit semifinalists are determined and strengths and weaknesses in scholastic preparation and aptitude are identified. Juniors will also take a pre-ACT which will be used to identify whether the ACT or SAT is best suited to their aptitudes and to develop a test prep plan.

Juniors will participate in monthly lunch seminars with the college counselor to discern their academic/career interests and to begin their college search process. They will complete YouScience, an aptitude and interests profile, and will discuss their results with the college counselor. They will then use their YouScience profile to lead into conversations about best-fit colleges and to build a college list.

In February & March, students and their parent(s) will have an individual meeting with college counselor to discuss the student's college search and preparation. Students should continue to meet with college counselor to update on interests, college list, campus visit planning, etc.

In the spring, the student identifies and asks two teachers to write letters of recommendation for the fall. (At the start of senior year, they provide their teachers with the appropriate forms.)

The student will be sitting for various standardized tests (see section on standardized tests for specifics). As with any part of the college search process, the student should consult the college counselor regarding the testing timeline.

### ***Senior Year***

Seniors will participate in a Common App Boot Camp to begin the application process in August.

Seniors will all have a check-in college counseling meeting in August/September.

Seniors sign up to meet with college admission representatives who visit HSP during the fall. In a typical year, more than 100 representatives will visit the school. A comprehensive list is posted outside the in the college counseling newsletter and on the school's website. Updates and changes are made weekly.

Seniors, when appropriate, continue to register and take the SAT Reasoning Test, SAT Subject Tests, or ACT.

Seniors continue to meet individually and in groups with their college counselor.

Seniors and parents keep their college counselor informed about progress, problems, acceptances, and final college choice. The student needs to take responsibility for following procedures and meeting deadlines. The student's college counselor is here to advise the student and facilitate the college application process, but cannot be responsible for those who do not meet their obligations.

## The College Search

### College Research

How to Research Colleges and Universities

#### *STEP ONE: SELF ANALYSIS*

Decide what you seek from your college experience. You must determine your strengths and weaknesses, preferences and biases, secondary-school experiences you wish to duplicate, and new experiences you wish to explore. Once you know what you want—even if it is in the most general terms—then you may start looking for the colleges and universities that best match your interests and goals.

#### *STEP TWO: RESEARCH*

Some general reading about colleges precedes in-depth reading about individual colleges. Because no two colleges are exactly the same, you must learn about the variations and combinations (such as the difference between a college and a university) and categories (such as large or small, urban or rural). This stage of research usually is satisfied by reading the commercial guidebooks about colleges and universities and visiting the college and university web sites. To accomplish this step, you should select 10 to 20 schools to research. The process will introduce you to some of the differences and variations. You can make better decisions when you learn more.

#### *STEP THREE: ANALYZING MATERIALS*

Step three is really an extension of step two—you should read materials prepared by the colleges such as catalogues, view books, and reports. Read these materials cautiously; although informative, they are written to enhance the image of the college. Certain factual/statistical information about an institution can be obtained and compared from the initial research as:

- Size and location (on- and off-campus environment)
- History & Mission
- Admission requirements and procedures (deadlines, fees, required tests, courses, degree of selectivity)
- Graduation requirements and degrees awarded
- Costs (tuition, room, board, books, fees, travel, incidentals)
- Academic program (distribution requirements, core curriculum, innovative programs, majors, interdepartmental programs, independent study, off-campus and overseas programs, co-op study plans)
- Graduate placement (graduate schools, career counseling, outcome data)
- Social and political climate
- Recreational facilities and availability
- Faculty (level of degrees, accessibility to undergraduates, faculty/student ratio)

- Student body composition (size, academic level, geographic origins, social/ethnic/economic diversity, graduate vs. undergraduate, commuting or residential, suitcase school)
- Campus organizations/activities (role of Greek life, clubs, concerts, guest speakers, athletics, weekend activities)
- Housing (variety, availability for all four years, comfort, can you study there?)
- Health and counseling services, services for learning disabled, academic resource centers)

#### *STEP FOUR: COLLEGE GUIDES*

Step four leads to more insight into the college or university as a social environment where you will spend the better part of the next four years. Such sources as *The Insider's Guide to Colleges*, *The Fiske Guide to Colleges*, and *Niche.com* focus more on life at college and less on statistical information. Like the admission catalogues, these must be read with an open mind as they occasionally overstate.

#### *STEP FIVE: PERSONAL OPINION*

Talk to those directly involved with the institution. Friends who are currently enrolled, recent graduates, faculty/staff members (including admission interviewers), tour guides, college coaches, strangers you approach at the student center, bookstore, or library, and long-term alumni are invaluable sources of information, insights, and opinions. Their personal views usually are most valuable when compared and contrasted. Since each of them is providing a subjective opinion, you will have a better perspective every time you speak with another person. Just like the historian must distinguish fact from opinion, so must you!

#### *STEP SIX: THE VISIT*

The visit must be considered as serious research. Before setting foot on a campus, you should thoroughly research the school and decide what information you need to confirm or determine. Record your reactions to all visits—the things you liked and disliked, the highlights of the visit, and the names of people with whom you spoke. Months later, when memories tend to blur, your comprehensive journal will be especially helpful! You should have an interview where available (see your college counselor beforehand for tips), take a conducted campus tour, and then take time to wander the campus to acquaint yourself with the institution as thoroughly as possible. When possible, stay overnight in a dorm, attend classes, eat with the students, and experience the daily life. (HSP graduates can be a great resource for this.)

*Part of your Research will be visiting with representatives from colleges through campus visits, college fairs, and campus tours. Use the following questions as a starting point for your conversations:*

*To College Students:*

1. What's the best academic experience you've had?
2. What did you do last Saturday night? Was it a typical evening?
3. If you could change something about the college, what would it be?
4. Why did you choose to come to this college? Where else were you considering?
5. What is the surrounding community like?

*To Admission Officers:*

1. What long-range goals has the college set for itself?
2. What one thing most distinguishes this college from others in the country?
3. With what colleges do you see the greatest number of overlapping applications?
4. What types of traditions (annual events, etc.) does the college have?
5. What are the college's retention and graduation rates? Why do students choose to leave?

## HSP Resources for the College Search

### *Visit with Representatives that come to HSP*

Representatives from different institutions will visit the HSP campus to generate interest in their schools and to provide students with up-to-date information. The representatives may provide news about programs, clarify specific requirements of applications and answer questions about the school. These individuals are often the regional representatives who will be in charge of reviewing the applications from HSP.

There will be announcements made of college representatives visiting HSP, as well as postings on SCOIR and the weekly counselor newsletter. Students should research the college before participating in the visit. The visit is not an interview. However, students should present themselves productively and ask questions that they cannot easily find on the college/university website.

### *Attend College Fairs*

- Attend the spring public college fair hosted by the National Association for College Admission Counseling
- Attend the Catholic College Fair hosted by HSP
- Attend the Kipp-Lovett-Westminster College Fair hosted at the beginning of the school year

The college counselor will post dates and times, so go if at all possible!

### *Visit Colleges and Universities*

HSP strongly encourages students to visit colleges. However, before investing in expansive and expensive trips, start by visiting colleges and universities in Georgia (The University of Georgia, Georgia State University, Georgia Institute of Technology, Berry College, Georgia Southern University, Agnes Scott College, and Kennesaw State University, among others). Visiting local colleges will give students an overall idea of the differences between public vs. private, large vs. small, coed. vs. single gender, and urban vs. rural.

The ideal time to visit or revisit colleges is throughout the junior and senior years. It is best to visit a college campus when students are there and classes are in session. Students are encouraged to visit colleges/universities the junior year, giving them ample time to revisit colleges during the fall of the senior year or after they receive their admission decisions.

\*Please remember to read the Policies and Procedures page before scheduling a college visit.

## Building a College List

The final goal of the college search is to create a balanced list of colleges that fall into four categories. The terms we use – likely, possible, unlikely/reach, highly unlikely/far reach– are relative, not absolute. In determining where a given college falls for a particular student, we use our best judgment based on experience with recent HSP graduates, national trends, and institutional changes. Changes in academic performance during the junior and senior year may well move certain colleges into a different category, and better standardized test scores taken in the senior year can also increase the likelihood of acceptance. We offer frank advice to help you evaluate your chances of admission at a particular college – not as a judgment of your performance during your time at HSP or your potential as a college student. Ideally, your final list should be constructed so that you will be admitted to most of the colleges on your college list. In the “worst” case, you should still have at least two or three good choices. HSP keeps extensive statistical data on college results and stays in close contact with admission offices to present students with an accurate assessment of competitiveness.

Here are the definitions of the four major categories colleges fall into:

**Likely:** HSP students with comparable test scores and grades are usually offered admission and an offer of admission is at least 70% certain. However, it is important to apply to several “likely” colleges as the admission picture changes annually.

**Target:** HSP students with similar grades and test scores are sometimes admitted, sometimes waitlisted, and occasionally denied. Chance of admission is roughly 50%.

**Reach:** HSP students with similar grades and test scores are less likely to be admitted, except in cases where extenuating circumstances, such as strong coach support or active alumni connections, affect the decision. There is usually a 20% - 30% chance of being admitted.

**Highly Unlikely:** HSP students with similar grades and test scores have not been admitted in the past.

We recommend that your final list of colleges includes at least two colleges in the Likely category, and no more than three colleges in the Unlikely or Highly Unlikely categories. The majority of your colleges should be in the Possible category. It’s also important to note that the most selective colleges in the country will be in the Unlikely category for almost all of HSP’s students. In addition, because these colleges have so many qualified applicants, they’re not concerned with whether a student can do the work - the majority of the applicants can do so quite successfully - rather they are focused on creating a class of students who will bring unique talents to their colleges to supplement their stellar academic performance. Your counselor will be able to help you understand why certain colleges fall in a particular category. Remember that the selectivity of a college often has little bearing on the quality of the education and experience that it can offer you!



## The College Application Process

### Get Yourself Organized

Organization is one of the keys to completing a project on time, and this is certainly the case during the college application process. If you are organized, the process becomes much simpler. Create a spreadsheet or filing system with information for the following:

- Each different application—How will you apply? (Common App/Coalition/GA Futures/etc.)
- Testing information—What testing does each school require? (SAT/ACT/Subject Tests/etc.)
- Secondary school reports + Transcripts—What does the college counseling office need to send?
- Essays—What essays do you need to write for each school?
- Financial Aid and scholarship information—Do you need to fill out additional forms for each school?
- Athletic recruitment information (if necessary)

Develop a system for keeping track of deadlines. Keep a large calendar easily accessible. Give yourself deadlines prior to the colleges' and HSP's absolute deadlines. Do not procrastinate!

### The Application

First, you must research to find which application type is accepted by each school. The possible options you might encounter are:

- Common Application—The Common App is the shared application for over 750 schools in the country. The college counseling curriculum will primarily focus around filling out this application as it is the most widely used and students will easily be able to use the information gathered on the Common App to fill out other applications. It is preferable that you use the Common App when at all possible.
- Coalition Application—The Coalition App is a new competitor to the Common App and operates in essentially the same manner as the Common App.
- GA Futures—Many Georgia public schools use GAFutures as a shared application. The application can be accessed through the GAFutures.org site and at this site you will also find a wealth of other resources on higher education in GA (including your Hope Scholarship information).
- Individual College Applications—Finally, many schools operate their own applications for you to use in order to apply (e.g. University of Alabama, Auburn).

## Essay

Many colleges and universities require students to write an essay as part of the application (not all—many state institutions do not have this requirement). Why? Because they want to see: a) how well you write, b) as one admissions officer puts it, “how students can wrap their brains around broadly-based questions” and c) who you are, in your own words and from your own point of view.

The essay affords your best chance to share your thoughts, insights, and opinions; to highlight your accomplishments; and to convey your maturity and outlook on life. Look at the essay, then, as an opportunity to tell the admission committee something about yourself that isn’t in the rest of your application. College essays are therefore different from those you write for English, history or other classes. You try to write well and to wrap your brain around questions for those teachers, but usually you do not write about yourself. Some students find it hard, when applying to college, to shift gears and write about a topic that may be close to them personally. The task need not be difficult, however. Here are a few tips, many gathered from admissions officers:

### Choosing a topic:

Some colleges simply assign a topic, such as:

- Describe a person or an event that has been important in your life.
- If you had to choose four things to put into a time capsule to be opened in a thousand years, what would they be and why?
- Write about an issue of local, national or global importance.

Some essays give you the option of writing about a topic of your own choice. Whatever you choose, bear in mind:

- No topic is inherently “right” or “wrong.” Admissions people want to discover something about you that they cannot learn from your transcript or test scores, so write about something that matters to you, not what you think they want to hear.
- While no topics are “wrong”, there are wrong approaches. In general, do not report on specific experiences, but on your perception of or reaction to those experiences. For example, writing a travelogue about your summer trip to France is trite. (“The view from the Eiffel Tower was the most breathtaking thing I’ve ever seen!!!”) Instead, write about something you learned about yourself or that truly moved you while you were there. If you cannot do that, find another subject.
- Some topics do need to be treated with great care and should be avoided if you cannot do so. It is very difficult, for example, to write about personal tragedies or those that affect your community or the world. If you choose one of these subjects, be sure to focus less on the events than on how they affected you—and never focus on just the negatives, be sure to note how you’ve overcome this adversity. If you are asserting a strong opinion on a sensitive political, social, or religious issue, we recommend also pointing out that you are open to the opinions of others (if true).

### Writing the essay:

- Be yourself, and write for yourself; use your own voice. Generally, we are taught to write for a particular audience. The college essay has no audience per se except a group of strangers known as the admission committee. With no specific audience, students may compose an essay that attempts to convey an “educated” writer. This approach can result in stilted diction, posturing, and labored prose, rather than writing that reflects energy and spontaneity. If you write from the heart about a topic that is meaningful to you, you will be writing for yourself, and, as a result, your essay will be much more memorable to that group of strangers.
- Use words you are comfortable with. Do not use a thesaurus. You do not ratiocinate or cogitate, for example. You think.
- Do not try to be funny unless humor comes naturally to you and you are experienced—and good—at humorous writing.
- Good writing, as one admission officer put it, is lean, progressive, imaginative, grounded in specifics, energized by apt verbs, and respectful of the reader’s intelligence. Tell your story in a way that shows, rather than merely claims, that you have learned or matured through the situation or experience you are describing.
- Your opening sentence needs to “grab” the reader. Admissions officers read so many essays that an imaginative opening will grab their attention.
- Do not allow others to become involved in the writing process, other than as proofreaders. It will be obvious if someone else wrote the essay for you!
- Spelling, punctuation, grammar, clarity, and neatness all matter, and they can sabotage an otherwise competent and compelling essay.
- Allow plenty of time to write your essay(s). *Edit, re-edit and proofread* again and again! If you wait until the last minute, it will show.

## Recommendations

Most colleges require two letters of recommendation. The college counseling office guides all juniors to ask two teachers at the end of junior year so that they have the time during the summer to think about and write their letter.

### Choosing Faculty for Recommendations

One approach is to ask someone who can speak to your ability to express yourself in writing, which usually means an English or history teacher and ask someone else who can evaluate your capacity to think in abstract, analytical, and logical terms, often a science or math teacher. However, you should always select teachers from your junior or senior years who can present your “greatest academic hits” as colleges want to hear from the people who have taught you most recently. Your counselor will also assist you in choosing which teachers to ask.

### Requesting Recommendations

First, you should ask the faculty members that you would like to write your recommendations in person. This could be a nerve-wracking moment depending on how well you know the teacher, but the earlier you ask, the better as teachers will appreciate a longer amount of time to complete the letter. Once you have asked your faculty recommender, let the college counseling office know so that they can keep track of requests.

In August of your senior year, you will submit a letter of recommendation request through SCOIR so that the faculty member can upload your letter to be sent with your application.

### Counselor Letter of Recommendation

The college counselor will also write a letter of recommendation for you if the schools you are applying to require it. The counselor letter is used to describe your presence in the school and community, whereas the teacher letter describes your academic ability and contributions to the classroom.

### Thanking Your Recommenders

After you receive your college acceptances, make sure to write thank you notes to those people who advocated on your behalf in the college application process. They put time and thought into presenting you in your best light and this is the opportunity to express your gratitude.

## The Interview

Some colleges require an interview, some recommend one, and others don't have them at all. Before you schedule an interview, determine if the interview is *informative* or *evaluative*. An *Informative* interview will be much less formal and is primarily used to introduce you to the school and to give you a personal connection on campus. An *evaluative* interview will be scored and will become a part of your admission file. In all cases, if the school does offer interviews, it is a good idea to take advantage of this opportunity and to take it seriously. You are able to sign up for interviews and read about each school's policy on their website.

### *Advice For Your Interview*

- **Be punctual & polite:** Make sure that you have allowed enough of a time cushion to accommodate missed turns, traffic jams, or foul weather. If, despite your best efforts, you are still going to be late, call the admission office to inform them of your situation. Assuming you are on time, an admission officer will probably come out to the waiting room to meet you. Shake hands while maintaining eye contact. If your parents are with you, you should introduce them clearly by saying, "This is my mother, Dr. Grant, and my father, Mr. Grant."
- **Relax:** Admission officers are experienced interviewers. They expect some students to be nervous. Be yourself. Do not try to show confidence with a false display of nonchalance. You will probably find, after the first few minutes, that you are quite at home in the presence of the person who is eager to help you think soundly about your future education. If, afterward, you do not think the interview went well, you could write the admission officer who interviewed you and explain why you think it did not go as well as you had hoped. Regardless of how an interview goes, you must write your interviewer a thank-you note (an e-mail is fine as it allows for the interviewer to respond to you).
- **Be prepared:** Interviews are not only an opportunity for the admission officer to see what you are like and take your measure, but they are also an excellent way for you to learn more about a specific school. You should have read the college's view book or visited its website before you go. Avoid asking for information that is easily attainable in the school's literature. Try to ask questions for which there are no straightforward "yes" or "no" answers. As you read a college's material, write down any questions to which you cannot find an answer. A favorite question of college admission officers is, "Why are you interested in attending this college?" While it is a rather general question, you should have prepared a more specific answer than, "I know of the school's reputation for academic excellence." This statement might be true, but you will need to strengthen your answer with specifics such as, "I am interested in child psychology, and I know the department is very strong here." Try, through anecdotes and research you have picked up about the college, to articulate to your interviewer why this college is a good fit for you. As in classroom discussions, it will be obvious if you are not prepared.
- **Be yourself:** An interview is a chance for you to showcase who you are and add more personality to your application. Dress neatly, but not so out of character that you feel awkward. Do not answer questions with simple "yes" or "no" responses. It is fine to offer opinions, as detailed and extended as possible, but, as with dress, they should be in character. Interviewers are likely to press a line of questioning as far it will possibly go. Thus, if you indicate that your favorite hobby is building computers,

be prepared to talk about that topic in detail. Also, you are not there to make excuses; you are there to help an admission officer get to know you as a human being. Colleges understand that none of us are perfect, that we all make mistakes and see the world differently.

- **Speak your piece:** Interviews provide excellent opportunities for you to present to the school what type of candidate you are. If any ambiguities or unusual circumstances appear in your application—one low grade or an unusual number of courses in one department, for example—this is a good time to clarify them. For instance, if family problems have affected your studies, you can mention this. You could describe why you moved from an honors section to a regular section in a course. You can highlight unique interests and achievements, such as involvement in the HSP House System. Never be defensive, and by all means avoid a tone of complaint. Let the facts speak for themselves. You are who you are.

- **Take notes and say thank you:** Never take notes while the interview is in progress, but certainly shortly thereafter, jot down your impressions, ideas, and reactions to the school tour and the interview. If you wait too long, you will recall less. If you take no notes, all the colleges you visit will start to blend together. You might even want to encourage your parents to take their own set of notes to use as a point of comparison. These immediate reactions often prove invaluable as you ponder your options later on. Include in these notes your interviewer's name so that you can send a thank-you note upon your arrival home. Do not be afraid to ask him or her for a business card before you leave.

- **Alumni interviews:** Many colleges rely on alumni around the country for help in conducting interviews. If you are given the name of a graduate and told to contact that person or to expect that he or she will contact you, do your best to make the connection—two or three honest tries. If, after that, there is still no response, call or e-mail the college's admission office and explain your situation to them. For alumni interviews, you should follow all the same steps you would for an on-campus interview: be prepared, be yourself, be on time, and remember the interviewer's name. This person will be passing along his or her impressions of you as a person, and those, as we have said, can be very important.

### Sample Interview Questions

Below are sample questions that a college interviewer might ask you. A great practice is to work through each question and come up with an answer. One of the most difficult parts of an interview is remembering all you have done, so it will be helpful to use these questions to jog through your experiences.

1. How do you like Holy Spirit Prep? What has been the most positive experience you have had? The most negative? What would you like to change about HSP?
2. What is your role in the school community? What would your teachers say about you as a person? As a student?
3. What is the most significant contribution you have made to your school?
4. What are you looking for in a school? How did you become interested in \_\_\_\_\_?
5. What are some of your goals - personal and career - for the future?
6. Tell me about a particular class or assignment in which you found yourself most stimulated intellectually.
7. How and in what ways do you expect, plan or hope to transfer your secondary school contributions, achievements, and/or activities to the college level?
8. What has been your favorite subject in high school? Why?
9. What might you study in college?
10. What books or authors have made a lasting impression on your way of thinking? Have you read deeply in any one author or field?
11. What pressures to conform do you feel operating on you at HSP? Describe ways in which you “go your own way.”
12. How have you spent your summers?
13. What are your reactions to current events, local, national or international?
14. Describe something about which you have become indignant during the past year.
15. How would you describe yourself as a person?
16. Have you ever thought of not going to college? What would you do?
17. How do you spend your free time?
18. Many qualified students apply to our school. What characteristics single you out from others?
19. Do you have any questions? (Have some in mind!)

## Testing

Standardized testing is an important factor in admission decisions, especially at most of the “highly selective” colleges and universities. A few institutions have downplayed the importance of scores, and some have eliminated test requirements entirely, but those institutions are in the minority.

Standardized testing still matters at some level at most colleges. We want you to understand testing requirements and, just as important, to keep them in perspective.

### *BASIC TEST DESCRIPTIONS*

1. **PSAT/ NMSQT** – Preliminary SAT/National Merit Scholarship Qualifying Test

This test is given in October to the entire upper school. This test is unique as registration is completed by HSP. Scores from the junior year are used for National Merit Scholarship Qualification (NMSQT). These scores are not sent to colleges.

2. **ACT**

The ACT is a three-hour, multiple-choice exam that yields scores in five areas: English, mathematics, reading, science reasoning, and writing. The five areas also produce a composite score. Schools will consider the scores in different manners. For example, UGA only considers the Math and English scores from the ACT. Every university’s admission website will let you know how they review the various sections of the test. The ACT also offers an optional essay that some schools will require. For more information access the organization’s website at: [www.actstudent.org](http://www.actstudent.org).

3. **SAT**

The SAT includes a Reading Test, Writing and Language Test, and a Math Test. The SAT has an optional essay component, which some colleges will require.

4. **SAT SUBJECT TESTS**

These are one-hour tests measuring your knowledge of specific subject areas such as languages, math, sciences, and history. Students choose which tests to take. Some colleges require two (a few require three) SAT Subject Tests be submitted in addition to the SAT. These tests can be taken at any time during one’s high school career. While three tests can be taken at one sitting, we recommend that students only take one or two at a time. For more information about both the reasoning and subject tests, access the College Board website at: [www.collegeboard.org](http://www.collegeboard.org).

5. **AP** – Advanced Placement exam

These exams are not required for college admission and are used, instead, for college credit or placement in an advanced course in college. Colleges may look favorably on strong results if available, but students are not penalized if they have not taken the AP exams. Some colleges may allow students to submit AP scores in place of other tests.

6. **TOEFL** – Test of English as a Foreign Language

Used to evaluate English proficiency, most American colleges require the TOEFL of students whose native language is not English. For more information, access their website at: [www.toefl.com](http://www.toefl.com).



## Recommended Testing Plan—Class of 2021

### Freshman and Sophomore years

- Freshmen and Sophomores take the PSAT in October—HSP will register the students.
- Register for and take any SAT Subject Tests that you are qualified to take in June.

### Junior year

- **Determine an ACT or SAT focus based on practice tests**
  - October: PSAT— HSP will register juniors for this test
  - August-October: Practice ACT with local test prep company
- November-April: Take SAT or ACT for the first time
- May/June/July: SAT/ACT Retest OR SAT Subject Tests

### Senior year

- Re-take the SATs, SAT Subject Tests, and ACT as needed.

## SAT Subject Test Recommendations for HSP Students

In order to take...	You should be finishing...
<b>Humanities</b>	
Literature	AP Language (11 <sup>th</sup> Grade)
United States History	AP US History
<b>Mathematics</b>	
Mathematics Level 1	Algebra II (or higher)
Mathematics Level 2	Pre-calculus or equivalent course
<b>Sciences</b>	
Biology E/M (Ecological/Molecular)	AP Biology
Chemistry	AP Chemistry
<b>Languages</b>	
Latin	Latin IV
Spanish (with listening)* <i>only offered in November</i>	AP Spanish <i>*take in November of year in AP Spanish</i>
Spanish	AP Spanish

## Important Notes on Testing

***The only way for colleges to see your SAT or ACT scores is for you to arrange for official scores to be sent from the testing agency. They are not on HSP's transcript and it is your responsibility, not HSP's, to send scores.***

- Colleges require official score reports sent directly to them from the testing agency. As a rule, they will not accept a copy of the report the agency has sent to you. Always have an official report sent!
- Use the correct code. Every college and other organizations (scholarship agencies & the NCAA) that might want to see your scores has a four-digit code, found online when submitting scores.
- SAT and ACT registration allows a certain number of official reports to be sent “free” – part of the price of registration. Do not list any colleges in this space when you take the test as a junior! Do, however, consider using the spaces for senior test dates, at least for colleges to which you are fairly certain to apply. You can always add others later online.
- Score choice gives students the option at some colleges to send SAT scores by sitting (test date) and SAT Subject Test scores by individual test. Talk to your counselor about this option and whether score choice can be used in your process.
- Otherwise, Score reports for all SATs are cumulative up to the date of the request. Thus, if you request a report for the December testing date of your senior year, it will include all tests taken up to that point, both SAT and Subject Tests, if score choice is not available
- Score reports for the ACT are not cumulative. You must send a separate report for each testing date.

## Holistic Versus Non-Holistic Admission

An important distinction in understanding the varying styles of college admission is the difference in holistic and non-holistic admission.

- Holistic admission takes into account the “whole” applicant (hence the name “holistic admission”) including essays, extracurricular activities, recommendation letters, interviews, etc.
- Non-holistic admission is determined based solely on numbers—your GPA and test scores. Generally, schools will not say on their website that they are non-holistic, but you can deduce that this is the case if they don’t require an essay, recommendation letters, etc.

In general, the most selective public schools and all private schools will use holistic admission while most public schools will use non-holistic admission to make admission decisions.

## Freshman Index for the State of Georgia

The University System of Georgia has developed a formula called “Freshman Index (FI)” by which most public schools in Georgia make their admission decisions. The exceptions to this rule are the more competitive state schools such as GT and UGA. With the following formula and the chart in Appendix B, students can know what their admission decisions would be at many state schools before they even apply!

The **SAT FI formula** is:

$$500 \times (\text{HSGPA}) + 1.06 \times (\text{SAT ERW} + \text{Math}) - 74$$

The **ACT FI formula** is:

$$500 \times (\text{HSGPA}) + (\text{ACT Composite} \times 42) + 88$$

Clarifying Points from the University System of Georgia Admission Requirements Guide:

The HSGPA is calculated on an alpha four-point scale. Numerical grades provided on high school transcripts are converted to letter grades based on the conversion table provided by the high school. The letter grades are converted to quality points as follows:

$$A = 4 \quad B = 3 \quad C = 2 \quad D = 1 \quad F = 0$$

## Admission Programs & Deadlines

### Rolling Admissions

Some colleges have no deadlines but accept applications on a “rolling” basis and read applications as they are entered in the system and this is usually done throughout the year from September until their freshman class is full. Therefore, the earlier you apply, the earlier you hear. Notification will depend on when the application is sent. (Sometimes priority is given to early applicants.)

### Early Admission Programs

(Refer to Appendix A for a list of Early Admission Programs at popular university destinations for HSP students)

Colleges have a variety of early admission programs. These are programs in which a student applies early and receives a reply earlier than candidates applying under regular admission. It can be beneficial if a candidate applies early, but not always. There are a number of factors to consider (i.e., whether your 7th semester grades help your chances of being accepted, if the early applicant pool at a particular college is more competitive, if you need to take more tests). If you are considering applying under an Early Admission program, discuss this with the college counselor; careful planning and organization are essential.

#### A. Early Decision (ED)

ED is a plan in which students submit an application (usually by November 1 or November 15) and make a binding commitment to attend that college if accepted. Many schools have also added an Early Decision II (ED II) round. This has the same binding quality as ED I, but it is simply at a later date, usually January 15.

Early Decision (ED) is the application process in which students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. While pursuing admission under an Early Decision plan, students may apply to other institutions, but may have only one Early Decision application pending at any time. Institutions with Early Decision plans may restrict students from applying to other early plans. Institutions will clearly articulate their specific policies in their Early Decision agreement.

Should a student who applies for financial aid not be offered an award that makes attendance possible, the student may decline the offer of admission and be released from the Early Decision commitment. The institution will respond to an application for financial aid at or near the time of an offer of admission.

If you are accepted under an Early Decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications to any other university in any country. If you are an Early Decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid from the admitting Early Decision institution.

If you plan to apply ED, you must understand the magnitude of your ED commitment and the nature of the binding agreement. **You may only apply to one ED school and you must attend if you are accepted. Once you are admitted, you will withdraw your application with all other colleges and the college counselor will let them know of your ED offer as well.**

#### B. Early Action (EA)

Early Action is a similar plan to Early Decision, but under this plan, the student is not required to commit to attend the school if accepted. The student still has until May 1 to decide to attend if accepted. EA can relieve a great deal of tension as you will find out admission decisions earlier. It can also help you gauge how schools view your application.

#### C. Early Action Single Choice or Restrictive Early Action

Schools have different EA policies. Some allow you to apply to other EA schools and some will only allow you to apply to one EA school. The latter plan is known as Early Action Single Choice or Restrictive Early Action. To date, only a handful of schools have this plan. NOTE: Because each school's plan and philosophy are slightly different, it is important to read all of the requirements and program stipulations carefully.

#### Regular Decision (RD)

This is the application program that most people are familiar with. Students apply by a set date—usually around January 1—and wait to hear a reply from a college near the end of March or beginning of April. It is non-binding and allows students greater freedom of choice. However, there is no admission advantage for “regular” decision and the applicant pool is typically larger.

## Athletics in the Application Process

*Written by Carolyn Polley, Borrowed from the Buckingham, Browne, & Nichols College Handbook and adapted for HSP students.*

If you have excelled in one or more sports in high school, college coaches are likely to be interested in evaluating you as a prospective player. **Though some coaches may reach out to you, most of the time the responsibility is on you, the student-athlete, to reach out to the coach.** As a student-athlete, the college process involves two distinct, but intertwined processes: the admission process and the athletic process. The following is a guide to help you through the latter journey.

When deciding whether to continue your sport(s) in college you must consider many factors, including the commitment required once you are in college. The two divisions are the NCAA and NAIA. Many NCAA Division I and II and NAIA sports are considered full-time commitments, even into the summer months. NCAA Division III requires a full-time commitment in season and some off-season expectations. Coaches may expect their student athletes to begin their day with morning classes, clearing the afternoon for practice, film sessions, positional/individual meetings, weightlifting and conditioning, and a visit to the trainer.

DIVISION I	DIVISION II	DIVISION III	NAIA
<p>Division I schools, on average, enroll the most students, manage the largest athletics budgets, offer a wide array of academic programs and provide the most athletics scholarships.</p> <p><b>PARTICIPATION</b></p> <ul style="list-style-type: none"> <li>• 176,000 student-athletes</li> <li>• 346 Colleges &amp; Universities</li> </ul> <p><b>SCHOLARSHIPS</b></p> <p>56% of all student-athletes receive some level of athletics aid</p>	<p>Division II provides growth opportunities through academic achievement, high-level athletics competition and community engagement.</p> <p><b>PARTICIPATION</b></p> <ul style="list-style-type: none"> <li>• 118,800 student-athletes</li> <li>• 307 Colleges &amp; Universities</li> </ul> <p><b>SCHOLARSHIPS</b></p> <p>61% of all student athletes receive some level of athletics aid</p>	<p>The Division III experience provides an integrated environment that focuses on academic success while offering competitive athletics.</p> <p><b>PARTICIPATION</b></p> <ul style="list-style-type: none"> <li>• 187,800 student-athletes</li> <li>• 439 Colleges &amp; Universities</li> </ul> <p><b>SCHOLARSHIPS</b></p> <p>82% of all student-athletes receive some form of academic grant or need-based scholarships</p>	<p>The NAIA is a smaller conference that operates similarly to the NCAA but is more flexible with academic standards.</p> <p><b>PARTICIPATION</b></p> <ul style="list-style-type: none"> <li>• 60,000 student-athletes</li> <li>• 300 Schools (13 sports)</li> </ul> <p><b>SCHOLARSHIPS</b></p> <p>90% of schools offer scholarships with an average award of \$7,000 for students</p>

Process: Control what you can control

For many student-athletes, the lure and appeal of playing at the college level is worth it. In order to make it happen, you must strive to:

1. Assess your athletic ability with help from your HSP coach
2. Identify appropriate colleges with help from your college counselor
3. Communicate with college coaches and admissions offices
4. Cover all your bases & stay organized
5. Keep a positive attitude
6. Keep in mind that you are looking for a destination where you can be successful academically, athletically and personally

### An Overview of the Athletic Recruitment Process

**A. Assess athletic ability.** The first step for a student-athlete is to assess his or her athletic ability and there are numerous resources that offer knowledgeable insights that, collectively, should direct your search.

1. HSP coach: your HSP coach can not only offer insight into your athletic abilities and talents, but can also tell you where previous HSP student-athletes attended and their experiences.
2. Club coach(es): if you participate on teams outside HSP, your club coach(es) have probably seen you compete against a wider level of competition.
3. Camps and showcases: camps allow you to compete against a wide range of student-athletes and can give you exposure to a wider range of coaches as well.
4. College coaches: when coaches work with you at camp, be sure to receive assessments of your strengths and weaknesses, areas for improvement and, when appropriate, inquire as to the possible colleges or the level you may be able to play. Remember, even if a coach may not recruit you (perhaps they have a backlog of players at your position already), the world of coaching is a small one, and (s)he may know of a coach who would like to hear from you.
5. Personal evaluation: as you compete at HSP, summer camps and/or tournaments, take note of your performance against players on your team, league, and beyond. Be realistic. Attend college games, ideally those at schools in which you are interested, and assess your ability to play at that level. Then, using this information along with the informed opinions you've gathered, you can develop a game plan for your athletic recruitment.

**B. Identify appropriate colleges.** Focus on individual colleges to determine which college best fits your needs rather than restricting your search to specific athletic leagues. Your college counselor will help you in this process. Remember, your college academic career will impact your life whereas athletics will likely last four years. Finding colleges that best fit you and your interests should take priority. Put

together a list of colleges that meet both your academic and athletic criteria.

- C. Communicate with college coaches.** Be proactive! Remember that coaches only have so much time and resources to find recruits. Often, you will need to take the initiative to contact coaches and follow-up to reiterate your interest.
- D. Understand roles in this process.** Your college counselor and coach will assist you in finding a school that provides an academic, athletic, and personal fit. Use your parents as moral support, administrative assistance, and a sounding board. Coaches want to hear from you as they learn about you, your personality and what makes you tick during these interactions. Use each opportunity as a chance to make a positive impression. **As coaches will tell you, they recruit students, not parents!**

## The NCAA & The Recruiting Process

The National Collegiate Athletic Association (NCAA) is a voluntary organization through which many of the nation's colleges and universities govern their athletics programs.

### A. The NCAA Eligibility Center

The NCAA has established the Eligibility Center for purposes of recruiting and establishing student eligibility. If you expect to be recruited by a Division I or II school, and receive any of the following perks – expense paid or “official” visits, overnight accommodations, meals and/or travel expenses – you must register with the NCAA Eligibility Center prior to the visit. Check the NCAA Eligibility Center website for specific requirements ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)).

**Your NCAA GPA is Different than your HSP GPA and is a crucial part of the eligibility process.**

- The NCAA Eligibility Center converts a student’s HSP GPA (on a 4.2 scale) to a basic 4.0 scale for core courses only.
- Core Courses = English, Social Studies, Math, Science, and Foreign Language
- To calculate a student’s GPA, you add the number credits earned for each letter grade and multiply it by the point value associated with that letter grade.

	DIVISION I	DIVISION II	NAIA
Minimum GPA	2.3	2.20	2.0
Redshirted GPA	2.299 or below	2.199 or below	N/A
Minimum ACT (Sum) OR SAT (Reading & Math)	75 900	70 840	16 (Composite) 860

Be careful of rules; especially contact time periods, as these are considered your responsibility to know. If you have questions, check the NCAA website ([www.ncaa.org](http://www.ncaa.org)) or contact the



Eligibility Center directly at 1-877-262-1492.

1. **Registration:** If you expect to be actively recruited by a Division I or II school, you must register online at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) at the end of your junior or by the beginning of your senior year. If you do not expect to be actively recruited but still hope to play at the Division I or II level, register in your senior year.
  - The registration fee for domestic students is \$65. If you think you are eligible for a waiver, talk to your college counselor prior to registering.
2. **Registration Checklist:**
  - Registration and Payment.
  - Preliminary Transcript(s) sent after the completion of grade 11: All transcripts must be official and sent directly from each secondary institution you have attended. If you have attended a secondary school other than HSP, you must have an official transcript sent directly from previous institution(s). HSP cannot send transcripts from another institution to the NCAA Eligibility Center.
  - Official Test Scores must be sent directly from testing agencies: Enter code 9999 to have scores automatically sent to NCAA. These scores will not be shared with colleges and is solely used by the NCAA. The NCAA will use your highest combined SAT or ACT total (note the writing section is not currently required).
  - Final Amateurism Certification: Login on or after April 1 of grade 12 to update academic and amateurism information and request Final Amateurism Certification.
  - Final Transcript and proof of graduation, which will be sent by the College Counseling Office in June of your senior year.
3. **Academic Eligibility:** For a student to be declared eligible at the Division I or II, (s)he must complete a minimum combination of Core Courses in English, Math, Natural/Physical Science, Social Science, Foreign Language and non-doctrinal Philosophy and Religion courses. Each student must attain a GPA and corresponding test score as outlined in the NCAA's Guide for the College-Bound Student-Athlete. You may see the list of approved courses on the NCAA Eligibility Center's website.

**B. Official and Unofficial Visits:**

An **official visit** is a visit financed in whole or part by the college:

- One visit per college.
- Must present high school transcript and valid PSAT/SAT/ACT test scores prior to visit.
- Visit cannot exceed 48 hours.

- There is a limit of five official visits, regardless of the number of sport(s) you intend to play in college.

An **unofficial visit** is a visit made at a prospect's own expense and can be very helpful, particularly early in the process.

- Unlimited number permitted and may be taken at any time.
- Prospect must pay for all expenses.
- All D III visits are unofficial. There is no such thing as an "official" D III visit.

### **C. Division III Athletic Programs**

The largest of the three divisions, it comprises mainly of small to medium-sized institutions. Division III colleges do not offer athletic scholarships but are bound by several of the same rules and regulations that apply to Division I and II schools. There are some excellent advantages for students at Division III colleges. It is possible to play more than one sport, perhaps try out a new sport, and a more flexible athletic schedule that allows more time for studying and campus life.

### **D. National Letter of Intent (NLI)**

The National Letter of Intent, which is administered by the NCAA Eligibility Center with oversight from the Collegiate Commissioners Association, is a binding agreement by a participating institution to provide athletic aid to an eligible prospective student-athlete in exchange for a commitment to enroll at the institution for one academic year.

- A student-athlete is not required to sign an NLI in order to receive athletic aid.
- An institutional financial aid agreement must accompany an NLI.
- Failure of the student-athlete to attend the institution for one full academic year will result in a penalty.
- NLI cannot be hand-delivered by or signed in the presence of an institutional staff member.
- Certain circumstances will render NLI unenforceable.
- A verbal commitment is considered a non-binding agreement and is not recognized by the NLI.
- Some conferences (Ivy League) and schools (service academies) do not subscribe to NLI.
- Questions: Please call 205-458-3013 or visit [www.nationalletter.org](http://www.nationalletter.org).
- Remember, you are committing to a college, not a coach. If the coach leaves, your letter still holds.

### **E. Athletic Scholarships**

Some Division I and II colleges award athletic scholarships to students with outstanding ability. These scholarships are based on talent without regard to financial need. An outstanding student-athlete may be offered a scholarship called a “Grant in Aid,” by a particular college before he or she has received decisions from other colleges. Before accepting the “Grant in Aid” you may be asked to sign a “Letter of Intent” wherein you promise to enroll at the college and withdraw all your other applications. If you should be offered a “Grant in Aid,” we suggest you speak with your parents, counselor and coach before you sign on the dotted line.

Athletic scholarships are very competitive and most do not cover full tuition. The NCAA places caps on the number of scholarships a school may offer for each sport and most schools do not fully fund sports. For example, though the NCAA allows 12.9 full scholarships for Division I women’s soccer, a school may only fund 6. As of now, only the largest of women’s soccer programs are fully funded (e.g., Penn State, UNC, Santa Clara, University of Portland, Florida State, etc.). Therefore, a coach will be forced to divide the allocated scholarships across his/her team of 20 players. The average awarded scholarship is \$8700, while most tuitions range from \$20,000 - \$50,000.

All scholarships are 1 year in length. A college cannot promise more than one year, though they may verbally commit to longer. A college must notify you by July 1 with offer for the following year and can opt to not offer you the scholarship for a variety of reasons. The Ivy League does not offer athletic scholarships of any kind. Any scholarships from Ivy League institutions are need-based.

### Working with College Coaches

To optimize your process, you should expect to reach out to college coaches by completing online questionnaires, sending emails, sending links to videos, and phoning coaches. Remember, coaches are extremely busy and have no way of knowing each student-athlete on their own accord. Take the initiative to contact coaches and start the process. The first step in being recruited is introducing yourself!

#### A. Quick Tips for Contacting Coaches:

- ✓ Stay organized! Start your process by getting organized. Be prepared to keep track of contacts and phone calls. You will want to keep copies of what you send to each coach.
- ✓ Contact coaches directly. Inform them of your interest and your level of participation in high school. The more personalized the contact, the better. Be sure to address the letter to the coach and describe specific reasons for your interest in his/her institution.
- ✓ Draft an introductory letter and athletic resume. Names, addresses, and telephone numbers for college coaches can be found in the NCAA National Directory of College Athletics or by visiting the college's website.
- ✓ Follow Up. Remember, you are an unknown. Follow up that information was received. It shows interest and that you are serious about school.

- ✓ Visit! Arrange to meet with coaches and tour the athletic facilities. See a game if possible or meet with current players. If you are a serious athlete, you will be spending a lot of your time and energy on your sport. Follow up a week or two ahead to confirm your visit.
- ✓ Notify coaches of any new information, especially a schedule of upcoming games and tournaments, summer plans, and other events that could impact your recruitment.
- ✓ Listen carefully to coaches. A coach who says “it would be nice to have you on the team” does not see you the same way as one who says that “you will be an impact player here and are our number one recruit.”
- ✓ Remember, coaches want to talk to you, not your parents! These conversations can be a chance for you to show your attitude, personality and approach to the sport. Coaches are trying to assess if you will fit in their program.
- ✓ Ultimately, no matter what a coach may promise, your letter of acceptance comes from the admission office, so make sure you follow the advice of your college counselor as the athletic process and admission process, while tied together, are distinct processes.

#### **B. Recruiting Timeline:**

1. **Identification.** Coaches are constantly looking to optimize their recruit list with the best fits for their program. The first step is to send an introductory letter or email and to complete any questionnaires. Note that you may need to follow-up with the coach. Do not take silence for a lack of interest. In fact, following up will show your interest in the program and desire to play.
2. **Follow-up Contact.** Once the coach has established contact with you, (s)he will send emails, mailings, and even invitations to visit camp or special visit days. This is a positive sign but indicates solely that the coach is further assessing your abilities.
3. **Phone Calls.** First contact will occur on or around July 1 of your senior year, a date determined by the NCAA. You may always call the coach however.
4. **Repeated and Weekly Contact.** As your senior year commences, a coach will contact you as often as the NCAA will allow. Generally, this is a weekly call (or as allowed by the NCAA), just to touch base and show his/her continued interest in you as a prospective student-athlete.
5. **Invitation to Campus.** For Division I or II schools, this could be an official visit. A DI or DII coach has a limited number of official visits (s)he can offer, so if you are “offered,” it is a positive sign that you are a serious recruit.
6. **Support from Coach.** The coach will prioritize his/her recruit list based on a variety of factors, including academics (grades and test scores), needs of the team (positions, athleticism), and the guidelines established by the NCAA and the institution. Sometimes this can mean a scholarship offer (and perhaps a letter of intent), a request that you apply early, or submission of your application for a likely letter (Ivy League).

**Important Dates in Recruiting:** Every sport has an individual recruiting calendar with specific rules for sophomore, junior, and senior year. You can find these on the NCAA website to understand what you should expect.

### **C. Summer Camps**

There are a wide variety and levels of summer camps available. Camps offer you a chance to compare your skills against wider competition, extend your exposure to college coaches, and to assess your level of play. Before registering, it is best to get a sense for the caliber of competition, which coaches will be in attendance and which coaches will be on staff and working with campers. You should attend camps at colleges of interest and where you believe you might be a competitive recruit. Coaches may also attend camps off-campus as well. Check the list of coaches present at each camp to help you determine which camps to attend. To optimize your camp experience, get feedback! Do not hesitate to approach coaches for specific feedback on your strengths and weaknesses, ways you can improve and where you may be able to play at the college level. Though a coach may not see you as a potential recruit, (s)he may have ideas for you!

### **D. Showcases**

Showcases can offer you a chance for exposure to coaches beyond the local area. Talk to other players to determine which showcases they plan on attending. Talk to high school, club and college coaches for advice.

### **E. Video**

More than likely, a coach may not be able to see you play in person, as your season will overlap with his/hers. If that is the case, you may consider preparing a video. Consult with your HSP coach and the college coach to determine what should be on the film. Most videos will include a brief highlight section along with a half or two against quality competition. There may times where a skills video may be appropriate, depending on your sport and/or position. The entire video may only be 10 to 15 minutes in length. Be sure to include your name, team, and uniform color and number on the video! College coaches find a secure YouTube link to be most convenient method of receiving videos.

### **F. Applying with Coach's Support**

A coach's recruiting list can be fluid well into senior year. At some point, however, (s)he will be able to offer you feedback on the level of support (s)he can offer. The level of support can vary across sports, schools and leagues. Just as coaches maintain a pool of potential recruits throughout the process, so, too, should you keep a list of coaches with whom you remain in contact.

Whether (s)he is the coach of a soccer team with a list of thousands of recruits or a cross-country team with a list of several hundred, (s)he will work to narrow the list to a final group of recruits they would like to see on the team. You should have a clear understanding of the level

of support you will receive from the coach and where you stand in the context of the other recruits.

For a coach to offer you support in the admission process, (s)he will want your transcript and test scores in order to assess your likelihood for admission. Often times, a coach will work with a liaison in the admission office to assess your chances. If (s)he asks you to apply early or submit materials for a “pre-read,” contact your college counselor and HSP coach.

## Checklist for Student Athletes by Year

### Freshman Year

- STUDY – Your transcript starts now!
- Let your high school coach know you may be interested in competing at the college level
- Start creating an athletic resume by investing your energy into your development as a player in meaningful ways.
- It is essential at this point in a student-athlete's career to focus on development and experience
  - Go to camp – focus on programs with strong instructional curriculum as opposed to showcase camps
  - Play on club teams, play as much as possible
  - Attend clinics/showcases for experience, not evaluation

### Sophomore Year

- Meet with your HSP coach to discuss your hopes and prospects of playing.
- Fill out perspective student-athlete questionnaires on websites of schools you are interested in
  - Send coaches a short introductory email with name, school, grade, position and contact information
- Start filming your games/matches/meets
- Attend summer camps/showcases
  - Get in front of coaches of schools in which you're interested
  - Email college coaches summer camp/showcase schedule
- Ask coach(es) to assess your athletic talent
  - What division best suites my athletic talents?

### Junior Year

- Develop a list of colleges that fit your academic and athletic criteria with your college counselor.
- At the same time, develop a "broken leg list" of colleges that interest you outside of your athletic pursuits.
- Contact coaches at colleges of interest
  - Provide your athletic resume, highlight DVD/Youtube link, game/meet schedule, and camp/showcase schedule
- Continue to fill out questionnaires for colleges of interest
- Initiate meeting with high school coach to review collegiate aspirations
  - Have coach contact colleges when/if appropriate
- Attend camps and showcases at schools you are interested in
- Take standardized tests for the first time in the early winter.
  - When you take any ACT or SAT Reasoning Test request your score report sent to the NCAA for free by filling out 9999 in the score report box when you register.
- Register for NCAA Clearinghouse (spring term)
  - [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

### Senior Year

- Follow up contact with college coaches
- Update athletic resume and highlight film
- Keep in contact with your college counselor and HSP coach. Let your HSP coaches know what coaches you are in contact with and if you want them to contact coaches on your behalf. This should only be done after you have been in touch with college coaches yourself.
- Work closely with College Office during application process
- Do not commit to a coach until you have discussed your options with your college counselor, parent, and HSP coach. Never commit during your visit to a school, wait a few days to think it over.
- On or after April 1 of senior year, update academic and amateurism information and request Final Amateurism Certification online with the NCAA Eligibility Center.



## Financial Aid

### I. Cost of Attendance

The cost of attendance includes the total price of tuition, fees, room, board, textbooks, supplies, transportation and personal expenses for one year of college. This is also known at some colleges as the “Student Budget.” There may be separate student budgets for students who live on campus, off campus or with their parents. Some colleges will adjust the cost of attendance to include the cost of a computer, student health insurance and dependent care.

- **Tuition** - Tuition costs will vary greatly from college to college and may range from \$4000 to \$15,000 a year.
- **Room & Board** - Room & Board may range from \$3000 to \$10,000 a year.
- **Books** - Generally the cost of books is influenced heavily by the field of study you are entering. An average student can plan to spend between \$300 and \$900 a year.
- **Miscellaneous Supplies & Fees** - Basic supplies are going to be necessary such as pens, notebooks, bookbags, lab safety equipment, which probably won't amount to more than \$500 a year. Optional items can significantly increase expenses such as computers, scientific calculators or software.
- **Cost of Living Expenses** - Consider how much you will spend on extra-curricular activities, eating out or supplies for your dormitory/apartment.
- **Travel Expenses** - You will most likely incur some travel expenses including airfare, train tickets, auto insurance, and auto maintenance, associated with going to college.

Some colleges will give you an estimated Cost of Attendance for the current academic year. You can use an inflation rate of 4% a year to calculate the costs for your subsequent years as a guide. This will be the **actual** sticker price for a school and this is your starting point for the Net Price Calculator.

**Net Price Calculator:** Every college and university in the U.S. is required to have a net price calculator on their website. The net price or out-of-pocket cost is the bottom line cost of college. It is the difference between the cost of attendance and grants. It is the amount of money you must pay from savings, income and loans to cover college costs. Be sure to use this as a guide, not a definite promise of grants/scholarships/loans.

Start Here: <http://www.usnews.com/education/best-colleges/features/net-price-calculator>

**MyIntuition** is another Net Price Calculator offered by select schools that provides an accurate picture of your projected financial contribution after asking only 6 questions.

Visit [myintuition.org](http://myintuition.org) to try out this valuable tool!

## II. What Is Financial Aid?

Financial aid is help for meeting college costs, both direct educational costs (tuition, fees, and books) and personal living expenses (room and board, personal expenses, and travel). Financial aid is usually awarded in a package based on need-based aid and no-need scholarships awarded for various talents.

Packages will include three different kinds of aid:

- Grants – gifts that do not require repayment
- Low-interest loans – offered by federal agencies and from schools themselves. Payment plans vary.
- Work-Study - an opportunity for the student to work during the school year to contribute to the cost of attending.

Schools have varied expectations for filing for financial aid. Read the directions for each school, the forms required for that school and the filing deadlines.

### **Need-Based Financial Aid**

Most colleges award financial aid in a “package”. Individual colleges determine financial aid packages based upon the information the applicant provides on several forms:

1. The Free Application for Federal Student Aid (FAFSA)
  - All students applying for financial aid must complete this form. Families supply information about their income and assets. The form filled out using a completed tax return from the prior year. For example, a student entering college in the Fall of 2020 would have a FAFSA filled out with tax forms from 2018. Forms are available on October 1 of senior year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and should be submitted in the next couple of months (pay attention to individual school deadlines for financial aid forms). The HSP college counseling office recommends that all students complete the FAFSA because some college merit scholarship programs require this documentation.
2. The College Scholarship Service (CSS) Profile
  - Most private colleges and universities require more information than the FAFSA can provide. These schools require that the student complete the PROFILE as well. This form helps institutions determine the financial aid package for admitted students. There is a fee for setting up the file, as well as fees for sending the information to most schools. So be sure that the schools require this information first. Students may file the PROFILE at [www.collegeboard.org](http://www.collegeboard.org).
3. College/University Institutional Forms
  - Some colleges have forms of their own in addition to or instead of the PROFILE. Check with each school and follow the directions and deadlines.

**Merit-based Scholarships**

Aside from the National Merit program and competitive scholarships sponsored by businesses and community service organizations, “merit-based” awards are generally awarded by an institution specifically for use at that institution. Almost all colleges have merit-based scholarships for outstanding students. Students should contact the colleges/universities directly for information concerning the scholarships available at the institution.

**Other Scholarship options**

ROTC scholarships are only for use at colleges and universities with ROTC programs and typically cover tuition and books and provide an additional monthly stipend. Students must file applications generally by early December for Air Force, Navy and Army scholarships. Students interested in these scholarships should begin investigating them *immediately*.

Naval Reserve Officer Training Corps (NROTC) – <http://www.navy.com/navy/>

Air Force Reserve Officer Training Corps - <http://www.afrotc.com/scholarships/>

Army Reserve Officer Training Corps - <http://www.goarmy.com/rotc/scholarships.jsp>

### III. Scholarship Searching

The internet has vastly simplified the process of searching and applying for scholarships. Free scholarship databases abound; register at several sites since their search parameters may be different, giving you access to a greater variety of scholarships. One caveat: **you should never be asked to pay a fee to find or apply for scholarships**. Beware of those scholarship search companies that claim that they can guarantee that you'll be eligible for a scholarship. Treat all such offers as the scams that they are.

Most of the students who succeeded in earning scholarships did so for two reasons:

1. They met the criteria outlined by the scholarship sponsor.
2. They approached the application process strategically and were selective in their pursuit of scholarship opportunities. It's that simple.

There is no magic recipe that will help you win a scholarship. What there is, however, is a time-tested strategy that many students find incredibly helpful in organizing their scholarship search. The students who apply these techniques usually come out ahead in the end.

#### A. Start Your Search

Start your search by registering at [www.fastweb.com](http://www.fastweb.com) (and other scholarship search sites listed at the end of this section). After completing your registration and profile form, they'll notify you of all types of scholarships that fit your description. You take it from there by applying to those scholarship programs that interest you. Many programs are at least partially need-based, so you may have to submit family financial information. Often, the application includes an essay, but a generic essay about your achievements, experiences, or goals may fit the bill.

You can also use the web to search for corporate scholarships, scholarships for students of color, and/or for students from a low-income background. College Greenlight is a great website to find scholarships for students from underserved populations as well.

<p><i>Scholarships for students of color include:</i></p> <p>Gates Millennium Scholarship Program  Jackie Robinson Program  LULAC National Scholarship Fund  Ron Brown Scholar Program  Hispanic College Fund  Microsoft Minority Technical Scholarship Program  Thurgood Marshall Scholarship Fund  United Negro College Fund  Xerox Technical Minority Scholarship Program</p>	<p><i>Corporate scholarships include:</i></p> <p>Best Buy  Target  McDonald's Ronald McDonald House  Coca Cola Scholars Foundation  Boeing Company  Discover Card</p>
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If you're competitive by nature, search out contests in the arts (Arts Recognition and Talent Search,) sciences (Intel Science Talent Search), computers (Imation Computer Arts Scholarship) and numerous other areas.

**B. Make a list.**

- I. Gather the information for all of the scholarship offers that you are qualified to apply for. The latter part of this suggestion is essential — do not spend valuable time applying for scholarships for which your GPA, major, community involvement requirement or any other criteria does not meet the standard. There are likely hundreds of awards for which you specifically qualify, so focus your attention on those.
- II. Read through your list and eliminate all awards that you are not qualified for.

**C. Assess each individual opportunity.**

This will take time but your investment will pay off. After narrowing down your list so that it only includes the scholarships that are most relevant, consider the following categories:

- *Deadlines.* How long do you have to complete the scholarship?
- *Difficulty of preparation.* Considering the deadline, do you have time to thoroughly prepare for this award?
- *Award amount.* How much is the award worth? If it is only worth a few hundred bucks, consider whether or not you are willing to spend your time on it. Keep in mind though that every little bit does help and that you have a greater chance at receiving slightly smaller awards as opposed to full tuition grants simply because they are less competitive.

**D. Prioritize your opportunities.**

- I. Now that you have determined the value of the scholarships that you have selected based on when the deadline is, preparation required, and the amount of the award, create a rating system.
- II. A simple way to do this is to rate each scholarship with a ( + ) or ( - ) sign next to the award. For example, an award with three plus signs is a scholarship for which you must apply. The deadline is far off, average preparation is required and the reward is \$2,000. On the other hand, a scholarship with two minus signs might cause you to reconsider before taking the time to apply. It could be that amount of preparation required simply exceeds the amount of effort you are willing to exert because the scholarship award is only \$100.

### E. Begin applying

Alright, you've determined what scholarships you are actually interested in applying for. Chances are your list is a good bit shorter now and much more feasible. Begin submitting to the scholarships that you have ranked highest in priority. Good luck!

Many of the scholarship programs allow you to apply online. Others may use a paper application, often available by download from the program's website.

### Helpful Financial Aid & Scholarship Sites

Scholarship Search Sites	Website Link
FastWeb	<a href="http://www.fastweb.com">www.fastweb.com</a>
College Board's Scholarship Site	<a href="http://bigfuture.collegeboard.org/scholarship-search">bigfuture.collegeboard.org/scholarship-search</a>
Scholarships.com	<a href="http://Scholarships.com">Scholarships.com</a> 😊
College Greenlight	<a href="http://www.collegegreenlight.com">www.collegegreenlight.com</a>
Financial Aid Links	
FAFSA	<a href="http://www.fafsa.gov">www.fafsa.gov</a>
Basic FAFSA Information	<a href="http://StudentAid.gov/fafsa">StudentAid.gov/fafsa</a> & <a href="http://StudentAid.gov/complete">StudentAid.gov/complete</a>
HOPE & Zell Miller Scholarship	
GA Futures	<a href="http://www.gafutures.org">www.gafutures.org</a>
HOPE Eligibility	<a href="https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/eligibility/">https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/eligibility/</a>

## Hope/Zell Miller Scholarship

The state of Georgia has two lottery funded scholarship programs for students who graduate from a Georgia high school – the HOPE Scholarship and the Zell Miller Scholarship. Both Scholarships are available to Georgia residents who have demonstrated academic achievement. The scholarships provide money to assist students with the educational costs of attending a HOPE eligible postsecondary institution located in Georgia; however, there are different qualifications for both awards and both scholarships payout at different levels.

### Eligibility Requirements

Below are the detailed eligibility requirements for both the HOPE Scholarship and the Zell Miller Scholarship. There are two ways to apply for the HOPE Scholarship and the Zell Miller Scholarship:

- 1) Complete the Free Application for Federal Student Aid (FAFSA) or,
- 2) Complete the online Georgia Student Finance Application (GSFAPPS)

<https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/zell-miller-scholarship/application-procedure-and-deadline/>.

HSP submits final grades and credits for all high school students to the Georgia Student Finance Commission at the conclusion of each school year to confirm eligibility.

In short, the eligibility requirements for the HOPE Scholarship are a 3.0 HOPE GPA on a 4.0 Scale (see below for details on HOPE GPA) plus 4 academic rigor credits (see below for details on academic rigor credits). Eligibility for the Zell Miller Scholarship are a 3.7 HOPE GPA, 1200 SAT or 26 ACT, plus 4 academic rigor credits. AP Courses earn an extra .5 weight in the GPA calculation for all grades earned below a 'B'. 'A's do not receive extra weight as they will not allow a GPA over a 4.5

**HSP has designed our curricular plans to allow on-level and accelerated/AP level students to enroll in the required # of rigorous courses.**

- To be eligible for all HOPE programs (including Zell Miller) students must:
- Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
- Be a legal resident of Georgia;
- Meet enrollment requirements;
- Be in compliance with Selective Service registration requirements;
- Meet academic achievement standards;
- Be in good standing on all student loans or other financial aid programs;
- Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
- Not have exceeded the maximum award limits for any HOPE program.
- <https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/eligibility/>

- To receive **HOPE Scholarship** funding, students must meet the following academic requirements:

Graduate from a HOPE eligible high school with a minimum 3.0 grade point average (as calculated by GA Student Finance Commission). <https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/eligibility/hope-gpa-calculation/>

Meet academic rigor requirements. Beginning with students graduating from an eligible high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List

(<https://www.gafutures.org/media/113414/rigor-course-list-july-2016.pdf>), in addition to meeting the GPA requirements.

- To receive the **Zell Miller Scholarship** students must:  
Meet all HOPE Scholarship eligibility requirements and meet one of the following academic requirements:

Graduate from an eligible high school or accredited high school program as the valedictorian or the salutatorian and meet all HOPE Scholarship eligibility requirements.

Graduate from an eligible high school with a minimum 3.7 grade point average (as calculated by GSFC) combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration and meet all HOPE Scholarship eligibility requirements.

Be enrolled as a degree-seeking student at a Zell Miller eligible college or university in Georgia.

Meet academic rigor requirements, beginning with students graduating from high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirements.

### *Award Amounts*

The award amounts for each year varies depending on state funding. Below is a sample of awards for a typical 2019-2020 full-time student for two academic semesters at a few popular Georgia schools:

College/University	Type of School	Hope Award	Zell Award
Berry College	Private	\$4304	\$5616
Emory University	Private	\$4304	\$5616
Georgia College & State University	Public	\$6870	\$7508
Georgia Tech	Public	\$7680	\$10258
Georgia Southern	Public	\$5010	\$5464
Kennesaw State	Public	\$5010	\$5562
University of Georgia	Pubic	\$7680	\$9790



## Appendix B: Email Address

*From ECampusTours.com*

“When applying for admission to college or applying for a job, it is crucial to present yourself in a professional manner. While your email address may seem insignificant in the overall process of receiving admittance to a college or obtaining a job, it is actually a factor that some college admission officers and human resources personnel take into consideration. Here's how to create a professional email address for college admission applications and employment applications/resumes.

### Avoid Cutesy or Risqué

While a cute or risqué email address can seem clever among your group of friends, it can send the wrong message to college admission officers and HR personnel. Avoid email addresses that use nicknames or profanity and email addresses that are offensive or have sexual connotations. It may seem like common sense, but both college admission officers and HR personnel have reported seeing those kinds of email addresses on applications. Avoid the following style of email addresses:

iluvbutterflies@hostname  
 onedirection4ever@hostname  
 ladiesman@hostname  
 jpop69@hostname  
 spacecadet@hostname  
 thenextkimkardashian@hostname  
 sleepin247@hostname  
 blondiewithbrains@hostname

### Choose Simple and Straightforward

When creating a professional email address, keep it simple and straightforward. Use variations of your first, middle, and last name. Here are some ideas to guide you:

john.smith@hostname  
 john\_smith@hostname  
 jsmith@hostname  
 johns@hostname  
 johnraysmith@hostname  
 john.ray.smith@hostname  
 john.r.smith@hostname  
 j.r.smith@hostname  
 smith.john@hostname  
 smith.j@hostname  
 smith.j.r@hostname

Taking a little time to think about how your email looks from the standpoint of the recipient can go a long way toward presenting a professional image. It's fine to have a cutesy email address for personal use among your family and friends, but be sure to create a professional email address before you begin filling out college admission applications or applying for employment.”

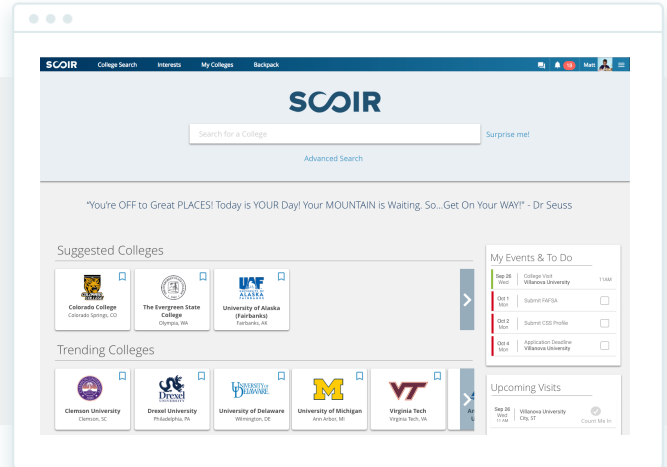
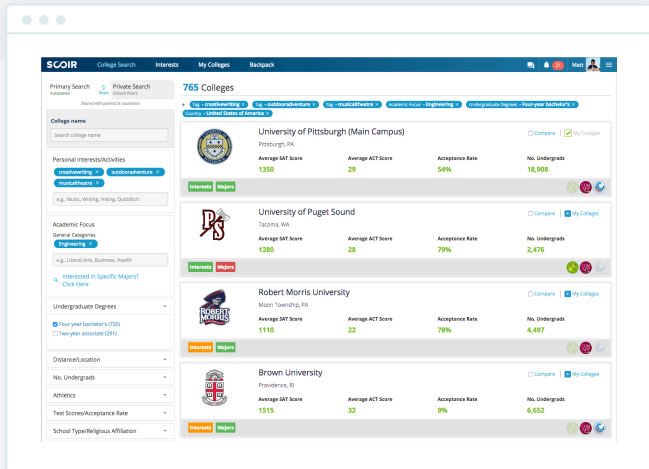
<http://www.ecampustours.com/for-students/college-planning/applying-for-college/creating-a-professional-email-address#.WXe4l4grLIV>



Your College Search Starts Here

## Discover & Manage

Explore your personalized Dashboard  
Discover new colleges  
Track your applications & deadlines



## Find your fit

Use Scoir's powerful, engaging search engine to explore your way.

Cycling

OutdoorAdventure

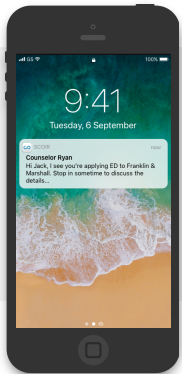
Engineering

CreativeWriting

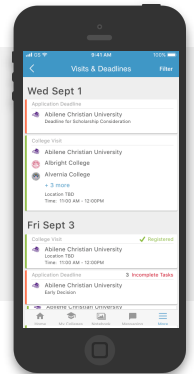
150 Miles from Houston, TX

Music

Soccer NCAA Div II



### Receive notifications & Message with your Counselor



### Search & Register for College Visits

### Curate your college list Manage your tasks Track your outcomes

Following (Schools you like)

Add a College		
	<b>Arizona State University</b> Tempe, AZ	
Avg SAT	Avg ACT	Acceptance Rate
1215	25	83%
	<b>Franklin &amp; Marshall College</b> Lancaster, PA	
Avg SAT	Avg ACT	Acceptance Rate
1215	25	83%
	<b>Yale University</b> New Haven, CT	
Avg SAT	Avg ACT	Acceptance Rate
1215	25	83%

Applying (Applications in Progress)

Add a College		
	<b>University of Pittsburgh</b> Pittsburgh, PA	
November 15		
Regular Decision		Tasks Complete 7/10
3 of 5 documents sent		
Avg SAT	Avg ACT	Acceptance Rate
1215	25	83%
	<b>High Point University</b> High Point, NC	
Avg SAT	Avg ACT	Acceptance Rate
1215	25	83%

Applied (Submitted Applications)

Add a College		
Where are you Enrolling? Drop your choice here.		
	<b>University of Charleston</b> Charleston, SC	
Nov 15 Early Decision		
PENDING		Tasks Complete 10/10
Major: Engineering		
3 of 5 documents sent		
Avg SAT	Avg ACT	Acceptance Rate
1215	25	83%

# Sign up today, find your future college.

Look for an invite from your counselor or head to [app.scoir.com](http://app.scoir.com) to register.



# University System of Georgia

## Freshman Admission Requirements

### *SAT/ACT, HSGPA, and Freshman Index Requirements*



The University System of Georgia's [colleges and universities](#) provide many opportunities for students to pursue their educational goals. This document provides the minimum test scores, High School GPA, and Freshman Index required for freshman admission to each USG college and university. In addition to these requirements, freshman applicants must satisfy the Required High School Curriculum (RHSC) as outlined on the USG's [Staying on Course](#) document. Prospective students are encouraged to contact the Admission Office of their college or university of interest to learn more about their requirements and deadlines.

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>ABRAHAM BALDWIN AGRICULTURAL COLLEGE</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	380	1830	2.0
		Math	360		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	330		
		Math	310		
	<b>ACT</b>	English or Reading	12		
		Math	14		
<b>LEARN MORE:</b>	Visit the <a href="#">Abraham Baldwin Agricultural College Office of Admission</a> .				

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>ALBANY STATE UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	1940	2.0
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	400		
	<b>ACT</b>	English or Reading	17		
		Math	17		
			Minimum HSGPA <sup>2</sup>		
<b>ASSOCIATE PATHWAY</b>	2.0				
<b>LEARN MORE:</b>	Visit the <a href="#">Albany State University Office of Admission</a> .				

USG Freshman Admission Requirements – SAT/ACT, HSGPA, FI

<b>ATLANTA METROPOLITAN STATE COLLEGE</b>	Minimum HSGPA <sup>2</sup>		
	2.0		
<b>LEARN MORE:</b>	Visit the <a href="#">Atlanta Metropolitan State College Office of Admission</a> .		

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>AUGUSTA UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	2240	2.0
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	400		
	<b>ACT</b>	English or Reading	17		
		Math	17		
<b>LEARN MORE:</b>	Visit the <a href="#">Augusta University Office of Admission</a> .				

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>CLAYTON STATE UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	1940	2.0
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	400		
	<b>ACT</b>	English or Reading	17		
		Math	17		
Composite		17			
<b>LEARN MORE:</b>	Visit the <a href="#">Clayton State University Office of Admission</a> .				

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>COLLEGE OF COASTAL GEORGIA</b>	<b>SAT</b> <i>(Since March 2016)</i>	Reading test	19	1850	2.0
		Math	390		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	350		
		Math	350		
	<b>ACT</b>	English or Reading	14		
		Math	14		
<b>LEARN MORE:</b>	Visit the <a href="#">College of Coastal Georgia Office of Admission</a> .				

USG Freshman Admission Requirements – SAT/ACT, HSGPA, FI

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>COLUMBUS STATE UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	1940	2.5
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	440		
		Math	410		
	<b>ACT</b>	English or Reading	17		
		Math	17		
<b>LEARN MORE:</b>	Visit the <a href="#">Columbus State University Office of Admission</a> .				

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>DALTON STATE COLLEGE</b>	<b>SAT</b> <i>(Since March 2016)</i>	Reading test	19	1830	2.0
		Math	360		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	330		
		Math	310		
	<b>ACT</b>	English or Reading	14		
		Math	12		
<b>LEARN MORE:</b>	Visit the <a href="#">Dalton State College Office of Admission</a> .				

Minimum HSGPA <sup>2</sup>	
<b>EAST GEORGIA STATE COLLEGE</b>	2.0
<b>LEARN MORE:</b>	Visit the <a href="#">East Georgia State College Office of Admission</a> .

USG Freshman Admission Requirements – SAT/ACT, HSGPA, FI

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>FORT VALLEY STATE UNIVERSITY</b> SPRING AND SUMMER 2020	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing/Reading Test	480/24	1940	2.25
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	400		
	<b>ACT</b>	English or Reading	17		
		Math	17		
<b>FALL 2020 AND BEYOND</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	1940	2.25
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	400		
	<b>ACT</b>	English or Reading	17		
		Math	17		
<b>LEARN MORE:</b>	Visit the <a href="#">Fort Valley State University Office of Admission</a> .				

<b>GEORGIA COLLEGE AND STATE UNIVERSITY</b>	<p>Georgia College &amp; State University receives a larger number of applications from academically qualified students than the institution has the capacity to admit and enroll. Consequently, some highly qualified applicants with strong test scores and high school GPAs may not be extended an offer of admission. Georgia College and State University utilizes a holistic review process which includes the consideration of additional factors such as recommendations, essays, community involvement, and interviews. Those interested in admission should visit the GCSU website and/or speak with an admissions representative to learn more. In accordance with Board of Regents Policy 4.1.6, Georgia College &amp; State University requires proof of lawful presence in the U.S. for admission.</p>				
	<b>LEARN MORE:</b>	Visit the <a href="#">Georgia College and State University Office of Admission</a> .			

			Minimum	
			Test Scores	HSGPA <sup>2</sup>
<b>GEORGIA GWINNETT COLLEGE</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	2.0
		Math	440	
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430	
		Math	400	
	<b>ACT</b>	English or Reading	17	
		Math	17	
	<b>ACCUPLACER</b> Classic/Next-Generation	Reading Comprehension/Reading	46/216	
		WritePlacer	3	
		Elementary Algebra/Quantitative Reasoning, Algebra & Statistics	32/212	
	<b>LEARN MORE:</b>	Visit the <a href="#">Georgia Gwinnett College Office of Admission</a> .		

USG Freshman Admission Requirements – SAT/ACT, HSGPA, FI

			Minimum	
			Test Scores	HSGPA <sup>2</sup>
<b>GEORGIA HIGHLANDS COLLEGE</b>	<b>ACCUPLACER</b>	Reading	216	2.0
		WritePlacer	2	
		Quantitative Reasoning, Algebra & Statistics	216	
<b>LEARN MORE:</b>	Visit the <a href="#">Georgia Highlands College Office of Admission</a> .			
<b>NOTES:</b>	SAT or ACT scores may be used to exempt Accuplacer testing. Students are encouraged to submit official scores directly to GHC to determine eligibility for exemption. Students with approved English transfer credit from a regionally accredited institution may be eligible to exempt the Accuplacer Reading Comprehension and WritePlacer tests. Students with approved mathematics transfer credit from a regionally accredited institution may be eligible to exempt the Accuplacer math test.			

<b>GEORGIA INSTITUTE OF TECHNOLOGY</b>	The Georgia Institute of Technology receives a larger number of applications from academically qualified students than the institution has the capacity to admit and enroll. Consequently, some highly qualified applicants with strong test scores and high school GPAs may not be extended an offer of admission. Georgia Tech utilizes a holistic review process which includes the consideration of additional factors such as recommendations, essays, and community involvement. Those interested in admission should visit the Georgia Tech website and/or speak with an admissions representative to learn more. In accordance with Board of Regents Policy 4.1.6, the Georgia Institute of Technology requires proof of lawful presence in the U.S. for admission.			
	<b>LEARN MORE:</b>	Visit the <a href="#">Georgia Institute of Technology Office of Admission</a> .		

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>GEORGIA SOUTHERN UNIVERSITY</b>  STATESBORO AND ARMSTRONG CAMPUSES	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	2040	2.5
		Math	440		
		Total	1030		
	<b>ACT</b>	English or Reading	17		
		Math	17		
		Composite	20		
<b>LIBERTY CAMPUS</b>	Minimum HSGPA <sup>2</sup>				
	2.0				
<b>LEARN MORE:</b>	Visit the <a href="#">Georgia Southern University Office of Admission</a> .				



USG Freshman Admission Requirements – SAT/ACT, HSGPA, FI

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>GEORGIA SOUTHWESTERN STATE UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based English & Writing	480	1940	2.0
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	400		
	<b>ACT</b>	English or Reading	17		
		Math	17		
<b>LEARN MORE:</b>	Visit the <a href="#">Georgia Southwestern State University Office of Admission</a> .				

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>GEORGIA STATE UNIVERSITY</b>  ATLANTA CAMPUS	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	2500	2.75
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	400		
	<b>ACT</b>	English or Reading	17		
		Math	17		
<b>PERIMETER COLLEGE CAMPUSES</b>	Minimum HSGPA <sup>2</sup>				
	2.0				
<b>LEARN MORE:</b>	Visit the <a href="#">Georgia State University Office of Admission</a> .				

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>GORDON STATE COLLEGE</b>	<b>SAT</b> <i>(Since March 2016)</i>	Reading test	19	1830	2.0
		Math	360		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	330		
		Math	310		
	<b>ACT</b>	English or Reading	12		
		Math	14		
<b>LEARN MORE:</b>	Visit the <a href="#">Gordon State College Office of Admission</a> .				

USG Freshman Admission Requirements – SAT/ACT, HSGPA, FI

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>KENNESAW STATE UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	500	2200	2.5
		Math	490		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	450		
		Math	450		
	<b>ACT</b>	English or Reading	18		
		Math	18		
<b>LEARN MORE:</b>	Visit the <a href="#">Kennesaw State University Office of Admission</a> .				

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>MIDDLE GEORGIA STATE UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	380	1860	2.0
		Math	360		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	330		
		Math	310		
	<b>ACT</b>	English or Reading	12		
		Math	14		
<b>LEARN MORE:</b>	Visit the <a href="#">Middle Georgia State University Office of Admission</a> .				

			Minimum			
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>	
<b>SAVANNAH STATE UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	1940	2.0	
		Math	440			
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430			
		Math	400			
	<b>BACHELOR'S PATHWAY</b>	<b>ACT</b>	English or Reading			17
			Math			17
Composite			17			
<b>ASSOCIATE PATHWAY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	380	1790	2.0	
		Math	360			
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	330			
		Math	310			
	<b>ACT</b>	English or Reading	12			
		Math	14			
<b>LEARN MORE:</b>	Visit the <a href="#">Savannah State University Office of Admission</a> .					

USG Freshman Admission Requirements – SAT/ACT, HSGPA, FI

<b>SOUTH GEORGIA STATE COLLEGE</b>	Minimum HSGPA <sup>2</sup>
	2.0
<b>LEARN MORE:</b>	Visit the <a href="#">South Georgia State College Office of Admission</a> .

<b>UNIVERSITY OF GEORGIA</b>	The University of Georgia receives a larger number of applications from academically qualified students than the institution has the capacity to admit and enroll. Consequently, some highly qualified applicants with strong test scores and high school GPAs may not be extended an offer of admission. The University of Georgia utilizes a holistic review process which includes the consideration of additional factors such as recommendations, essays, community involvement, and interviews. Those interested in admission should visit the UGA website and/or speak with an admissions representative to learn more. In accordance with Board of Regents Policy 4.1.6, the University of Georgia requires proof of lawful presence in the U.S. for admission.
<b>LEARN MORE:</b>	Visit the <a href="#">University of Georgia Office of Admission</a> .

			Minimum					
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>			
<b>UNIVERSITY OF NORTH GEORGIA</b>  BACHELOR'S PATHWAY	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	530	2500	2.0			
		Math	480					
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	480					
		Math	440					
	<b>ACT</b>	English or Reading	20					
		Math	18					
	<b>ASSOCIATE PATHWAY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing			380	1830	2.0
			Math			360		
<b>SAT</b> <i>(Prior to March 2016)</i>		Critical Reading	330					
		Math	310					
<b>ACT</b>		English or Reading	12					
		Math	14					
<b>LEARN MORE:</b>	Visit the <a href="#">University of North Georgia Office of Admission</a> .							
<b>NOTES:</b>	Due to high demand, University of North Georgia (UNG) bachelor's degree admission is a selective process. Some applicants meeting minimum test score and GPA requirements may not be extended an offer of admission. Those interested in applying to UNG to pursue a bachelor's degree should speak with a UNG admissions representative to learn more.							

USG Freshman Admission Requirements – SAT/ACT, HSGPA, FI

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>UNIVERSITY OF WEST GEORGIA</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	2120	2.0
		Math	450		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	410		
	<b>ACT</b>	English or Reading	17		
		Math	17		
<b>LEARN MORE:</b>	Visit the <a href="#">University of West Georgia Office of Admission</a> .				

			Minimum		
			Test Scores	Freshman Index <sup>1</sup>	HSGPA <sup>2</sup>
<b>VALDOSTA STATE UNIVERSITY</b>	<b>SAT</b> <i>(Since March 2016)</i>	Evidence-Based Reading & Writing	480	2040	2.0
		Math	440		
	<b>SAT</b> <i>(Prior to March 2016)</i>	Critical Reading	430		
		Math	400		
	<b>ACT</b>	English or Reading	17		
		Math	17		
<b>LEARN MORE:</b>	Visit the <a href="#">Valdosta State University Office of Admission</a> .				

## NOTES

### GENERAL NOTES

Please note that admission requirements are subject to change. Meeting the minimum requirements provided in this document does not guarantee admission to any USG college or university. Eligibility for admission is determined after a complete review of an applicant’s credentials.

Questions regarding admission to a specific USG college or university should be directed to that institution. General questions regarding this document should be directed to the USG’s Office of Student Affairs by emailing [student-affairs@usg.edu](mailto:student-affairs@usg.edu) or calling 404-962-3110.

### FOOTNOTES

<sup>1</sup>The SAT FI formula is:

$$500 \times (\text{HSGPA}) + 1.06 \times (\text{SAT ERW} + \text{Math}) - 74$$

The ACT FI formula is:

$$500 \times (\text{HSGPA}) + (\text{ACT Composite} \times 42) + 88$$

<sup>2</sup>The High School GPA (HSGPA) is calculated using the 17 units of the Required High School Curriculum (RHSC) as outlined on the USG’s [Staying on Course](#) document. The HSGPA is calculated on an alpha four-point scale. Numerical grades provided on high school transcripts are converted to letter grades based on the conversion table provided by the high school. The letter grades are converted to quality points as follows:

A = 4	B = 3	C = 2	D = 1	F = 0
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