

Berkeley County Schools
Senior Guide

2015-2016



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Welcome to Senior Year!

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

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

Hedgesville High School:

Amanda Brown	<u>ajbrown@k12.wv.us</u>
Kevin Frankhouser	<u>kfrankho@k12.wv.us</u>
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Robin Tabler (Secretary)	<u>rtabler@k12.wv.us</u>

Martinsburg High School:

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Musselman High School:

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Spring Mills High School:

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Ben Davis	<u>bedavis@k12.wv.us</u>
Marjorie Lynch	<u>malynch@k12.wv.us</u>
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Veronica McDonald (Secretary)	<u>vmcdonal@k12.wv.us</u>

James Rumsey Tech. Inst.

Donna LeMaster	<u>dlemaste@k12.wv.us</u>
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Class of 2016

Graduation Requirements

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

***For regular admission into WV four-year public colleges, students must successfully complete four (4) units of math (three (3) must be Algebra I and higher); three (3) units of lab science (college prep lab science); and two (2) units of the same world language.**

Website Resources

Career

- College Foundation of WV: www.cfwv.com
- America's Job Bank: www.jobbankinfo.org
- Education Planner for WV Students: www.wv.educationplanner.org
- James Rumsey Institute: www.jamesrumsey.net
- Mapping Your Future: www.mappingyourfuture.org
- Occupational Outlook Handbook: www.bls.gov/oco
- Vocational Information: www.khake.com

College

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

General Scholarship & Financial Aid Websites:

- www.cfwv.com
- www.finaid.com
- www.fastweb.com
- www.studentaid.ed.gov
- www.fafsa4caster.ed.gov
- Information about West Virginia Scholarships and Grants
(<http://wvhepcnew.wvnet.edu>)
- 1. Robert C. Byrd Honors Scholarship
- 2. Underwood-Smith Teacher Scholarship
- 3. West Virginia Engineering, Science and Technology Scholarship
- 4. Promise Scholarship – www.cfwv.com
- 5. West Virginia Higher Education grant
- 6. West Virginia College Savings Plan (SMART 529)

Interviewing and Résumé

- Monster.com
- JobWeb.com
- CareerBuilder.com

Military

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

Making the Right Choice for You

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

4-year College Degree

if:

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

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

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

You've taken the college
entrance exams and scored
at least a 910 (SAT) or a
19 (ACT).

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

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

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

Community College or Technical Training

if:

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

You haven't gotten around to taking
college entrance exams, or you
scored below 910 (SAT) or
19 on the ACT.

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

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

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

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

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

Resources:

BlueRidge Community Technical College- (304) 260-4380

www.blueridgectc.edu

James Rumsey Technical Institute- (304) 754-7925

www.jamesrumsey.com



***Submit JRTI Common Application (available in Student Services Office) Some Scholarships have early deadlines—Don't Wait!**

The Questions:

**How can I get a 21st century job skill?
Without waiting too long?
Without paying too much?**

The Answer:

**James Rumsey
Technical Institute**

Post-secondary students at JRTI invest one year (and minimal tuition) and acquire valuable job skills, various industry certifications and possible community college credit hours.

Post-secondary Programs	Available Industry Certification	Potential Careers	Average Wages WV	National
Auto Mechanics (1yr.)	ASE	Service Technician or Mechanic	31,370	40,540
Surgical Tech* (1 yr.)	Certificate	Surgical Technician	36,780	45,010
HVAC/R (1 yr.)	EPA	HVAC/R technician	35,180	46,880
Electrical Technician	Journeyman	Residential Electrician Industrial Electrician	53,190	54,520
Culinary Arts (1 yr.)	American Culinary Federation Cert.	Chef or Head Cook	51,120	45,880
LPN* (1 yr.)	LPN License	Lic. Practical Nurse	35,020	43,420
Massage Therapy(6 mo.)	NCTMB,MBLEx	Massage Therapist	33,150	41,790
Electromechanical Technician	EPA 608	Electromech. Technician Industrial Machinery Installation/Maintenance	NA NA	55,600 49,220

*LPN and Surg. Tech. programs are high-demand and require early application. This includes a required orientation prior to an admissions test in April. Applicants are also interviewed. Test preparation is available in our Jill S. Weekley Learning Center. Call (304)754-9712 to schedule a required orientation and receive more information on assistance that is available.

Truck Driving (12 wks.)	CDL	Tractor Trailer Driver Light truck or delivery	37,430 29,280	41,930 33,870
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The following are high school technical programs at JRTI which may accept post-secondary students if space remains after all high school enrollments have been accepted.

Carpentry	Certificate	Carpenter	39,760	45,590
CISCO	CCNA	Network Administrator	57,330	79,770
Graphic Comm.	Certificate	Press operator, bindery worker, job printer	29,280	36,700
Graphic Design	Certificate	Graphic designer	42,020	50,670
Masonry	Journeyman	Brickmason and blockmason	40,050	50,000

Game & Web Dev.	WebAssoc & Design Spec. Adobe Associate Cert. Flash, Dreamweaver	Web Assoc & Design Specialist, Adobe Certified Associate, Flash, OCA	42,270 WebDev.67,540
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2014 Wage information taken from U.S. Dep't. of Labor-<http://stats.bls.gov/>

See our web site to learn about our many additional training opportunities that are offered online

To learn more, visit <http://www.jamesrumsey.com>

Community College: FAQs

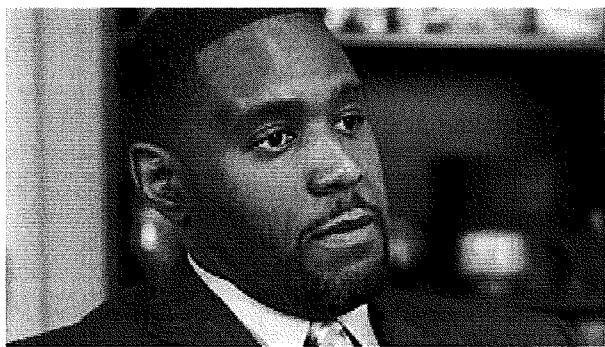
Answers to Frequently Asked Questions About Community Colleges

What is community college?

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

Can I get financial aid?

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



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

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

Who goes to community college?

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

Why should I consider going to one?

At a community college, you can:

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

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

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

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

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

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

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

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

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

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

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

Is there an on-campus community?

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

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

The Other Option: Employment

You may be best suited for this if:

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

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

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

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

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

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

Fast Track Jobs (short-term training programs) - for info, call Blue Ridge Community and Technical College (formerly Shepherd CTC) at 304-260-4380

Additional Websites:

Indeed: one search. all jobs.

America's Job Bank

Mapping Your Future

US Department of Labor

Monster

Career Builder

www.indeed.com

www.jobbankinfo.org

www.mappingyourfuture.org

www.bls.gov/OCO/

www.Monster.com

www.CareerBuilder.com

Anatomy of a memorable résumé

Important pieces to help you land the interview

By Alina Dizik, Special to CareerBuilder

A memorable résumé is crucial in helping you get your foot in the door. "The structure and strategy behind a résumé are often the keys to engaging employers," says Laura Smith-Proulx, executive director of résumé writing service An Expert Résumé. Getting the right résumé formula isn't as hard as it looks. Here's a top-to-bottom list to help you craft the perfect résumé:

Clear format

Many different formats are available online. Choose a format that looks professional and use an 11- or 12-point font so no one has to squint. Colors done in a tasteful manner can also help job seekers stand out, says Mary Elizabeth Bradford, author of "21st Century Résumé Guide for the Perplexed." "I prefer two colors to add character to a résumé but one must use discernment and not overdo it," she says.

Résumé title

If you're worried about starting with a boring summary of your achievements, use the top of your résumé to convey a quick title, such as, "Business Development and Sales Director" or "Vice President, IT," Smith-Proulx suggests. "Résumés without titles often appear 'headless' and confuse the reader as to your ultimate goal," she says.

Quick tagline and profile

After the title, add a one-sentence tagline to further promote your skills and "give a quick snapshot of brand value," Smith-Proulx says. Then add a profile of your qualifications in one or two sentences. Tailor your résumé with keywords from the job description to help your résumé get past the electronic filtering systems.

Reverse-chronological job history

Most hiring managers want to see this type of résumé, even if there are holes in your job history. "Even if there are gaps in your career, it's critical to show employers your work chronology, as many will rule out candidates that appear to be hiding something about their past," Smith-Proulx says. Address any gaps with a single-line explanation, she adds. With limited space, use the bullet points of each role to highlight specific achievements. If your résumé goes back more than 15 years, then simply state the company name and position without providing details.

Education

Recruiters don't need to know where you went to high school, but it's important to include any certifications or college degrees that are applicable to your career. Most of the time, graduation years are also necessary. No matter what degree you earned, don't be afraid to point it out, Smith-Proulx says. "Even seemingly unrelated degrees can be valuable to employers, as in the case of sales reps who have a degree in psychology," she says.

Extracurricular activities

Even though it doesn't speak directly to your professional background, including any hobbies or volunteering positions can help you stand out from the other applicants. Several points that allude to your personality will help hiring managers gauge whether you'd be a fit for the company's culture or provide a glimpse of your life outside of work. But be careful about disclosing too much about your religious or political views. "You'll want to avoid mentioning affiliations that disclose your religious activities, as this can turn off hiring managers who don't share your preference," Smith-Proulx says.

As you work to include the various components, it's important to tailor certain areas of your résumé. Consider your résumé from an employer's perspective -- decide which skills and accomplishments are best to highlight. "Leave out info that does not apply to your next job," Bradford says. "Get laser-focused on an ideal job and write the résumé to that industry and position." Each position is different, so having various versions can help you build a more memorable document.

Alina Dizik researches and writes about job search strategy, career management, hiring trends and workplace issues for CareerBuilder. Follow @Careerbuilder on Twitter.

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5 Important Interview Tips

By Debbie Shalom, founder of Amazing Résumés and Coaching Services

In order to increase your chances of landing a great job, you should take time to define your strategy and prepare your resources. Successful job offers are direct results of effective planning. A productive interview needs to be well-researched, planned and implemented. Follow these tips and future interviews will deliver positive and powerful results.

1. Carefully research the company. Learn as much as you can about your prospective employer's business model. Visit its Web site and read their mission statement and/or company philosophy. Identify main products, services and functions. Speak to employees, vendors or other contacts with inside knowledge. Acquire strategic information that will enable you to speak knowledgeably and offer valuable insight during your interview.

2. Thoroughly read and analyze the official job description. Visit the company's Web site or ask the recruiter/hiring manager to provide you with this information. Identify key skills and determine whether or not you meet the job requirements.

3. Be prepared to recognize and engage in various types of interviews. Interviews have different purposes and characteristics. The experienced job seeker should be familiar and comfortable with all varieties. Telephone and behavioral interviews have very different formats and objectives. Telephone interviews are prescreening tools used to determine whether or not a candidate matches the position's requirements. Employers try to streamline their search by eliminating candidates who do not fit their basic requirements. Your goal is to pass the prescreening test by proving you have the required skills. Your prize is an invitation to a face-to-face interview.

Behavioral interviews are based on the belief that "past performance is an indicator of future value." After identifying which skills and knowledge are necessary to fill the open position, employers will then develop and ask questions based on these competencies. The questions often ask the job seeker to tell about or describe a time in the past when they had to respond to a certain situation. Interviewers want to know how you handled these issues and what the outcomes were.

4. Be passionate. Every employer believes his or her company is special and unique and therefore wants to hire the best person for the job. Show your passion for the company and its products by preparing "big picture" questions that address the employer's needs.

Sample questions to ask include:

- What are the two most important tasks and issues related to this position?
- One year from now, what would you like to say about the person whom you hire for this position and what he or she was able to accomplish?
- How will this accomplishment impact the entire organization?

5. End strongly. Finish the interview by quickly summarizing how you can deliver solutions to their problems. Thank the interviewer for taking the time to speak with you. Sincerely express your interest in the position and ask what the next step will be. Request the interviewer's business card.

Remember: Positive and lasting results are built on solid groundwork. Take the time to learn about the company, the position's requirements and different interview techniques. Preparation will generate profitable results.

Debbie Shalom, founder of Amazing Résumés and Coaching Services, is a Certified Career Management Coach and professional resume writer. Debbie travels throughout the United States leading resume writing and coaching workshops. To reach Debbie please log onto our Web site www.amazingresumesmd.com or contact her directly at amazingresumes@comcast.net.

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How to dress for an interview

By Anthony Balderrama, CareerBuilder Editor

Job interviews are similar to the presidential debates that occur every election season. Two people are given the opportunity to ask and answer questions so that they can see if the candidate is right for the position. In both an interview and a debate, much thought is given to wardrobe. If you're running for president, you're probably going to incorporate the patriotic colors of red, white and blue. If you're applying for a job, you're going to stick with conservative tones. Why? Because clothes are the first impression you make -- even before you speak a single word to the interviewer.

We asked Simon Kneen, head of design and creative director at Banana Republic, to weigh in with his interview outfit tips for job seekers.

Get the best fit

Most job seekers are trying to look professional for their interviews, but sometimes a few simple missteps can harm their image and make the wrong impression.

To get the right clothing fit, Kneen recommends that men ask if stores offer tailoring. If the service isn't offered, they should check with their local dry cleaner. Women often encounter problems when they don't choose the right clothing for their body shape. "Accentuating curves and hiding problem areas are important when dressing for any event. Cinching a dress at the waist really is forgiving on almost everyone," he says.

Look polished

Tailored clothes help your professional image, but they're pointless if you're going to show up looking as if you just pulled your suit out of the bottom of the hamper. (Note: Always make sure your clothes are clean a few days before your interview so you're not actually pulling your suit out of the bottom of the hamper.)

"Once you've nailed your best fit, always be sure your pieces are properly pressed before heading to the office or an interview. Showing up in clean, nonwrinkled apparel shows you care about your appearance and yourself," Kneen says. No-iron, wrinkle-free shirts and pants are also good for job seekers who don't always have the time to drop their clothes at the cleaners.

Keep it subtle

As a rule of thumb, what you wear should not be more memorable than what you say during the interview. In some fields, such as interior design, fashion and hair styling, it's often acceptable -- and in some cases, preferred -- to show attention to trends and take risks with your wardrobe. For most fields, however, employers prefer their workers to dress on the side of caution. Basic black or blue suits and skirts are safe bets for an interview, as they're unlikely to raise any eyebrows. That doesn't mean your wardrobe must be devoid of personality, however.

"Too much color and pattern can come across as too trendy or bold, especially for an interview," Kneen says. "Solid, muted colors are always best for interview apparel and can be punched up with a bright necklace, tie or even belt."

Use those accessories to personalize your attire and demonstrate your attention to detail and good judgment. Yes, an interviewer will certainly remember the interviewee who wears a paisley suit, but she is probably more likely to hire the job seeker who wore the black suit with the paisley tie.

Keep the skin to a minimum

There are no universal rules for workplace wardrobes, but you can usually assume that employers don't want you to bare too much skin in the workplace. Even before you're hired, employers want to know you have good judgment, which means dressing as if you're already on the job -- or at least dressing cautiously until you know how lax the company's dress code is.

"If you're sporting a shorter hemline, be conscious of proportions and wear a higher-neck or long-sleeve blouse, and if you're going sleeveless or strapless, keep your hemlines on the lengthier side," Kneen says. For men, most interview attire doesn't lend itself to showing too much skin. Still, jeans, shorts and tank tops are too casual for most workplaces and are more suitable for a visit to the beach, not an interview.

An interview is your chance to show an employer that you're the candidate who has the skills, personality and judgment to work within an organization and represent the brand. When choosing the right clothes for the interview, your goal is to display your professionalism and a little personality without overshadowing your qualifications. If you follow these simple guidelines, you won't have to worry about your wardrobe, and instead, you can focus on preparing answers that will land you the job.

Anthony Balderrama is the editor for CareerBuilder.com's job seeker advice and its job blog, The Work Buzz. He researches and writes about job search strategy, career management, hiring trends and workplace issues.

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Are You Interested in Serving in the Military?

General Information & ASVAB: www.military.com

Air Force: www.airforce.com

Marines: www.marines.com

Army: www.goarmy.com

Navy: www.navy.com

Still Undecided? Time is Running Out.

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

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

College Foundation of West Virginia (Career and college information): www.cfwv.com

Your Child's Career (Career exploration and job market info) www.yourchildscareer.org

WV Education Planner (Career exploration and college information) www.WVEducationPlanner.org

Peterson's (Career and college information, free test prep): www.petersons.com

Special Interest—Military Academies

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

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

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

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

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

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

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

Senior Timeline

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

Deadlines

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

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

- ...no one applied on time (or completed the FAFSA)
- ...no applicants gained college acceptance on time
- ...no applicants earned the necessary test scores in time

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

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

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

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

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

College Admission— What You Need to Know

Most schools want you to apply on-line (pay fee by credit card). Then take a stamped, addressed envelope to Guidance so they can mail your transcript. Also, ask your guidance counselor to see if you qualify for an application waiver.

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

COLLEGE ENTRANCE EXAM SCHEDULE

ACT TEST DATES 2015-2016

TESTING CENTERS/CODES

Test Date	Registration Deadline	Late Fee Required	Hedgesville High (161230)	Musselman High (173773)	Shepherd University (045320)	Berkeley Springs High (214460)
September 12, 2015	August 7, 2015	August 8–21, 2015	X	X		X
October 24, 2015	September 18, 2015	September 19–October 2, 2015	X	X		X
December 12, 2015	November 6, 2015	November 7–20, 2015	X	X	X	X
February 6, 2016	January 8, 2016	January 9–15, 2016	X	X		X
April 9, 2016	March 4, 2016	March 5–18, 2016	X	X	X	X
June 11, 2016	May 6, 2016	May 7–20, 2016	X	X	X	X

Register at: www.actstudent.org

ACT Registration Fees: ACT (no writing)- \$38, ACT (plus writing)- \$54.50

SAT TEST DATES 2015-2016

TESTING CENTER/CODES

Test Date	Regular Registration Deadline	Late Registration Deadline Mail or Phone/Online	Berkeley Springs High (49103)	Hedgesville High (49116)	Williamsport High (21503)	James Wood High (47755)
October 3, 2015	September 3, 2015	September 22, 2015		X	X	X
November 7, 2015	October 9, 2015	October 27, 2015		X	X	X
December 5, 2015	November 5, 2015	November 23, 2015	X		X	X
January 23, 2016	December 28, 2015	January 12, 2016		X	X	X
March 5, 2016 (New)	February 5, 2016	February 23, 2016	X		X	X
May 7, 2016 (New)	April 8, 2016	April 26, 2016		X	X	
June 4, 2016 (New)	May 5, 2016	May 25, 2016	X	X	X	

Register at: www.collegeboard.org

SAT Registrations Fees: 2014-2015: SAT- \$52.50

(Anticipated fees) 2015-2016: New SAT w/essay- \$54.50, New SAT w/o essay- \$43.00

College Entrance Exams – What’s the Difference?

The following information was taken from Peterson’s 2010 guide to four-year colleges:

<u>ACT</u>		<u>2015-2016 SAT</u>
“a standardized college entrance examination that measures knowledge and skills in English, mathematics, reading, and science reasoning and the application of these skills to future academic tasks.”		<i><u>*2015-2016 SAT will be REDESIGNED, see the following pages for changes</u></i> “measures developed critical reading and mathematic reasoning abilities as they relate to successful performance in college.”
<ul style="list-style-type: none"> ▪ Test 1 – English ▪ 75 questions, 45 minutes ▪ Usage and mechanics ▪ Rhetorical skills 	<ul style="list-style-type: none"> ▪ Test 3 – Reading ▪ 40 questions, 35 minutes ▪ Prose fiction ▪ Humanities ▪ Social studies ▪ Natural sciences 	<ul style="list-style-type: none"> ▪ Critical Reading ▪ 67 questions, 70 minutes ▪ Sentence completion ▪ Passage-based reading
<ul style="list-style-type: none"> ▪ Test 2 – Mathematics ▪ 60 questions, 60 minutes ▪ Pre-algebra ▪ Elementary algebra ▪ Intermediate algebra ▪ Coordinate geometry ▪ Plane geometry ▪ Trigonometry 	<ul style="list-style-type: none"> ▪ Test 4 – Science ▪ 40 questions, 35 minutes ▪ Data representation ▪ Research summary ▪ Conflicting viewpoints 	<ul style="list-style-type: none"> ▪ Mathematics ▪ 54 questions, 70 minutes ▪ Multiple-choice ▪ Student-produced response (grid-ins)
	<ul style="list-style-type: none"> ▪ Writing- Optional ▪ Costs extra 	<ul style="list-style-type: none"> ▪ Writing- Required ▪ Included in cost ▪ 49 questions plus essay, 60 minutes ▪ Identifying sentence errors ▪ Improving paragraphs ▪ Improving sentences ▪ Essay

AREA COLLEGE FAIRS

Name of College Fair	Location	Date & Time
Baltimore National College Fair (nacacnet.org/college-fairs)	Baltimore Convention Center Baltimore, Maryland	October 12, 2015: 10:00 am-1:00 pm; 6:00 pm - 8:00 pm October 13, 2015: 10:00 am - 12:30 pm
Greater Washington DC National Fair (nacacnet.org/college-fairs)	Walter E. Washington Convention Center Washington, DC	October 27, 2015: 6:00 pm - 8:00 pm October 28, 2015: 9:00 am - 12:00 pm
WV College Day Tour College Fair	Shepherd University Shepherdstown, WV	September 14, 2015: 6:00 pm September 15, 2015: 9:00 am

College Entrance Exams – What’s the Difference?

- ✓ The **ACT** is an achievement test (tests knowledge of English, Math, Reading and Science Reasoning). It is entirely multiple choice and has no guessing penalty (it’s best to answer all questions). It tests English grammar more than vocabulary and requires you to remember math concepts and formulas.
- ✓ The **SAT** measures reasoning, vocabulary, math and writing. It is multiple choice except for the essay portion. Through 2015, there is a ¼ point penalty for getting a question wrong, so make only educated guesses.
- ✓ Scores: Scores for the verbal, math and writing sections are reported on a scale of 200 to 800.
- ✓ The **SAT** subject tests are required by only a small number of highly selective colleges. Register for SAT I or SAT II at www.collegeboard.com .
- ✓ **IMPORTANT!-** The SAT will change starting in March 2016. To learn more about the redesigned SAT, please go to:
<https://collegereadiness.collegeboard.org/sat-suite-assessments/sat>
- ✓ **Test preparation materials** can be found on your school’s website, both test registration sites, bookstores, and the following websites:

www.march2success.com
www.KhanAcademy.org
www.cfwv.com,
www.prepfactory.com

www.kaplan.com
www.review.com
www.number2.com
www.petersons.com

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

SAT Redesign Specifications (Beginning with the March 2016 SAT)

This high-level comparison between the current SAT and the redesigned SAT highlights major design features of the two tests. The first table provides a comparison of the major features of the current SAT and redesigned SAT. The second table provides a comparison by test, including the number of items and testing time. It is important to note that while the information in these tables represents our best understanding of the nature and features of the redesigned SAT, some specific elements, such as timing, length, and reported scores, are subject to revision based on the ongoing research process that guides the redesign.

Comparison of the Major Features: Current SAT and Redesigned SAT

Category	Current SAT	Redesigned SAT
Total Testing Time* *Redesigned SAT testing time subject to research	3 hours and 45 minutes	3 hours (plus 50 minutes for the Essay [optional])
Components	<ol style="list-style-type: none"> 1. Critical Reading 2. Writing 3. Mathematics 4. Essay 	<ol style="list-style-type: none"> 1. Evidence-Based Reading and Writing <ul style="list-style-type: none"> • Reading Test • Writing and Language Test 2. Math 3. Essay (optional)
Important Features	<ul style="list-style-type: none"> • Emphasis on general reasoning skills • Emphasis on vocabulary, often in limited contexts • Complex scoring (a point for a correct answer and a deduction for an incorrect answer; blank responses have no impact on scores) 	<ul style="list-style-type: none"> • Continued emphasis on reasoning alongside a clearer, stronger focus on the knowledge, skills, and understandings most important for college and career readiness and success • Greater emphasis on the meaning of words in extended contexts and on how word choice shapes meaning, tone, and impact • Rights-only scoring (a point for a correct answer but no deduction for an incorrect answer; blank responses have no impact on scores)
Essay	<ul style="list-style-type: none"> • Required and given at the beginning of the SAT • 25 minutes to write the essay • Tests writing skill; students take a position on a presented issue 	<ul style="list-style-type: none"> • Optional and given at the end of the SAT; postsecondary institutions determine whether they will require the Essay for admission • 50 minutes to write the essay • Tests reading, analysis, and writing skills; students produce a written analysis of a provided source text
Score Reporting* *Redesigned SAT scores subject to research	<ul style="list-style-type: none"> • Scale ranging from 600 to 2400 • Scale ranging from 200 to 800 for Critical Reading; 200 to 800 for Mathematics; 200 to 800 for Writing • Essay results scaled to multiple-choice Writing 	<ul style="list-style-type: none"> • Scale ranging from 400 to 1600 • Scale ranging from 200 to 800 for Evidence-Based Reading and Writing; 200 to 800 for Math; 2 to 8 on each of three traits for Essay • Essay results reported separately
Subscore Reporting	None	Subscores for every test, providing added insight for students, parents, admission officers, educators, and counselors

SAT Test Length and Timing Compared

Comparison of the Major Features: Current SAT and Redesigned SAT

Category	Current SAT	Redesigned SAT
Total Testing Time* *Redesigned SAT testing time subject to research	3 hours and 45 minutes	3 hours (plus 50 minutes for the Essay [optional])
Components	<ol style="list-style-type: none"> 1. Critical Reading 2. Writing 3. Mathematics 4. Essay 	<ol style="list-style-type: none"> 1. Evidence-Based Reading and Writing <ul style="list-style-type: none"> • Reading Test • Writing and Language Test 2. Math 3. Essay (optional)
Important Features	<ul style="list-style-type: none"> • Emphasis on general reasoning skills • Emphasis on vocabulary, often in limited contexts • Complex scoring (a point for a correct answer and a deduction for an incorrect answer; blank responses have no impact on scores) 	<ul style="list-style-type: none"> • Continued emphasis on reasoning alongside a clearer, stronger focus on the knowledge, skills, and understandings most important for college and career readiness and success • Greater emphasis on the meaning of words in extended contexts and on how word choice shapes meaning, tone, and impact • Rights-only scoring (a point for a correct answer but no deduction for an incorrect answer; blank responses have no impact on scores)
Essay	<ul style="list-style-type: none"> • Required and given at the beginning of the SAT • 25 minutes to write the essay • Tests writing skill; students take a position on a presented issue 	<ul style="list-style-type: none"> • Optional and given at the end of the SAT; postsecondary institutions determine whether they will require the Essay for admission • 50 minutes to write the essay • Tests reading, analysis, and writing skills; students produce a written analysis of a provided source text
Score Reporting* *Redesigned SAT scores subject to research	<ul style="list-style-type: none"> • Scale ranging from 600 to 2400 • Scale ranging from 200 to 800 for Critical Reading; 200 to 800 for Mathematics; 200 to 800 for Writing • Essay results scaled to multiple-choice Writing 	<ul style="list-style-type: none"> • Scale ranging from 400 to 1600 • Scale ranging from 200 to 800 for Evidence-Based Reading and Writing; 200 to 800 for Math; 2 to 8 on each of three traits for Essay • Essay results reported separately
Subscore Reporting	None	Subscores for every test, providing added insight for students, parents, admission officers, educators, and counselors

Taken from www.collegeboard.org

How to Find a College That Fits You

Some students want to find the perfect college. The truth is, there's no such thing. You can find many colleges at which you'll be happy and get a great education. The college search is about exploring who you are and what you want and then finding colleges that will meet your goals. Still, you do need to narrow down the possibilities into a manageable list. Here are steps you can take to find colleges where you will thrive. Stay open to all the possibilities — don't limit your search.

Decide What You Want in a College

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

Here are some aspects to consider:

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

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

Keep an Open Mind

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

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

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

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

Do Your Homework

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

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

Keep Perspective

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

And remember that there are many good college matches for every student, and that you can be successful at many types of schools.

*Taken from: <https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/how-to-find-a-college-that-fits-you>

Applying to College: FAQs

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

When should I start?

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

How do I begin?

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



What parts of applying do students control?

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

How many colleges should I apply to?

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

Should I apply early?

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

Should I use an online or a paper application?

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

Should I send additional material?

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

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

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

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

What is the Common Application?

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

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

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

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

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

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

Absolutely. Remember that after financial aid packages are determined, most students will pay far less than the "sticker price" listed on the college website. You don't know if you can afford a college until after you apply and find out how much aid that college will offer you (if you're accepted). Fill out the FAFSA as early as possible after Jan. 1 to qualify for the most aid.

Even if the aid package the college offers is not enough, you have options. Many colleges are willing to work with students they have chosen for admission to ensure that those students can afford to attend.

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

What to Know About Applying Early

If you find a college that you're sure is right for you, consider applying early. Early Decision and Early Action plans allow you to apply early (usually in November) and get an admission decision early (usually by Dec. 15).

Early Decision plans are binding

You agree to attend the college if it accepts you and offers an adequate financial aid package. You can apply to only one college for Early Decision. You may also apply to other colleges through the regular admission process, but if you're accepted by your first-choice college early, you must withdraw all other applications.

Early Action plans are nonbinding

While the college will tell you whether or not you're accepted by early January, you have the right to wait until May 1 before responding. This gives you time to compare colleges, including their financial aid offers, before making a decision. You can also apply Early Action to more than one college.

Single-choice Early Action is another option offered by a few colleges

This plan works the same way as other Early Action plans, but candidates may not apply early (either Early Action or Early Decision) to any other school. You can still apply for regular admission to other schools and are not required to give your final answer of acceptance until the regular decision deadline.

Get advice from your school counselor before applying Early Decision. While it may seem appealing to get the process over with early, it might be too soon to know that you've made the right college choice.

If you need financial aid, Early Decision might not be a good idea

You shouldn't apply under an Early Decision plan if you think you'll be better off weighing financial aid packages from several colleges later in the spring. While you can turn down an early acceptance if the college is unable to meet your need for financial aid, "need" in this context is determined by formulas, not by your family.

Not every college offers an early plan

More than 400 colleges offer an Early Decision plan, an Early Action plan, or both; but that is less than 20 percent of all colleges.

Essay Writing Tips for Students

A great application essay presents a vivid, personal, and compelling view of you to the admissions committee. It rounds out the rest of your application and helps you stand out from other applicants. The essay is one of the only parts of the application over which you have complete control, so take the time to do a good job on it.

Following are some tips to help you as you write your essay:

- Write simply.
- Keep your focus narrow and personal.
- Provide specific evidence (facts, events, quotations, examples) to support your main idea.
- Use vivid, compelling details (show, don't tell).
- Address the topic squarely. For example, if an application asks you to explain any deficiencies in records (e.g., a low grade or bad semester), provide a straightforward, reasonable response.
- Don't repeat information that is found elsewhere in the application, such as lists of courses or extracurricular activities.
- Write about something unique and different—not just what you think the admissions officer wants to hear (they read many essays about the charms of their university, for example).
- Apply principles of good composition (e.g., organize the essay with a beginning, middle, and end).
- Structure your writing in a way that allows the reader to draw his or her own conclusions.
- Revise and proofread to make sure there are no typographical, spelling, or grammatical errors.

Source: Tips adapted from the *College Counseling Sourcebook* (New York: College Entrance Examination Board, 2004) based on information from *The College Application Essay*, rev. ed., by Sarah Myers McGinty (New York: College Entrance Examination Board, 2004).

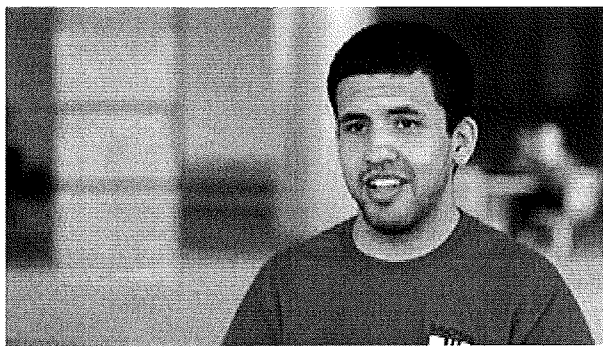
How to Get a Great Letter of Recommendation

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

Colleges value recommendations because they:

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

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



Get recommendation letters from people who know you well.

When to Ask for Recommendations

Make sure to give your references at least one month before your earliest deadline to complete and send your letters. The earlier you ask, the better. Many teachers like to write recommendations during the summer. If you apply under early decision or early action plans, you'll definitely need to ask for recommendations by the start of your senior year or before.

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

Whom to Ask

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

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

- If you're unsure about asking someone in particular, politely ask if he or she feels comfortable recommending you. That's a good way to avoid weak letters.

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

How to Get the Best Recommendations

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

Here's how:

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

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

Final Tips

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

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

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

Special Interest—Athletics

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

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

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

NCAA Eligibility Basics - FAQs about the NCAA Eligibility Center

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

What is the NCAA Eligibility Center?

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

What are NCAA Divisions I, II, and III?

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

When should students register?

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

How do students register?

Students must register online at the NCAA Eligibility Center. They will have to enter personal information, answer questions about their course work and sports participation outside of high school and pay a registration fee.

Can students have the registration fee waived?

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

What records does the Eligibility Center require?

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

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

How often can students update their athletics participation information?

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

What are the NCAA academic eligibility requirements?

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

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

For more information, see the NCAA's *Guide for the College-Bound Student-Athlete*, in the Publications section of the NCAA website.

What are core courses?

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

How are high school courses classified as core courses?

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

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

What are the NCAA amateurism eligibility requirements?

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

Keep in mind

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

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

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

FINANCIAL AID INFORMATION

Financial Aid—Deciphering the Puzzle

There are four basic types of financial aid:

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

To apply for **federal aid**:

- ✓ Request a pin number in November at www.pin.ed.gov.
- ✓ Starting January 1, you and your parents may complete the **Free Application for Federal Student Aid (FAFSA)** form.
- ✓ Complete on-line at www.fafsa.gov by March 1.
- ✓ Use income tax data to report how much your family earned. If income tax data isn’t complete yet, file FAFSA with estimates and correct it later.
- ✓ You must be accepted at a college to receive financial aid for that college.
- ✓ The FAFSA will ask you for the federal school code of your intended college. If you can’t find it on-line, contact the school’s financial aid office. The government will determine how much the school will cost, how much your family should be able to pay (Estimated Family Contribution) and the school will send you a Student Aid Report (SAR) later to let you know how you can get help paying for the rest. For more information, go to www.fafsa.gov

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

Financial aid checklist

for students and parents

Use this checklist as a personal record and as a reminder of the steps to take to obtain financial aid. Check off each step as you complete it.

For you and your parents

If you are in doubt as to whether or not to apply for aid, apply!

Do not wait for college acceptance letters before filing for aid. File in January or February — the earlier the better. You do not need to have completed your tax returns prior to filling out the Free Application for Federal Student Aid (FAFSA) or the CSS/Financial Aid PROFILE® (PROFILE). An estimate of income and/or income tax information is adequate. You cannot file the FAFSA until after Jan. 1, but complete it before Feb. 1 if at all possible.

- ☐ **Complete FAFSA on the Web.** Get worksheets to fill out prior to filing the FAFSA at www.fafsa.ed.gov. Filing online is much faster than by mail, and the website has prompts that help you avoid making mistakes. You and your parents will both need a PIN, or electronic password, before completing the form — available at www.pin.ed.gov. It's a good idea to get your PIN in advance of the deadline, although PINs can still be obtained during the FAFSA sign-up process.
- ☐ **If you are applying to colleges that require PROFILE, file that form as early as possible** — as soon as you can estimate your and your parents' income tax information, keeping in mind your college's deadline. If you are applying under an early decision plan, complete your PROFILE in late November or early December.
- ☐ **Complete income tax forms as soon as possible** in order to provide accurate data on financial aid forms. Some colleges have early February deadlines.
- ☐ **Make a list of the financial aid priority dates and deadlines** at the colleges to which you are applying. Ask each college if it requires supplemental forms, and obtain them as needed.
- ☐ **Apply for federal and state funds** by answering the appropriate questions on the FAFSA.
- ☐ **Check for scholarships** for which you might be eligible:
 - ☐ Each college/postsecondary institution (your best source)
 - ☐ Those posted in the counseling office
 - ☐ Local and state scholarships

Details to remember

- ☐ **In all written communications to financial aid offices**, put your name, address and date of birth on every page.
- ☐ **Keep your financial aid worksheets.** Always make photocopies of your financial aid forms for your records.
- ☐ **If you have questions about an item, do not guess.** See your counselor or speak with the college financial aid officer directly.
- ☐ **Do not leave blank spaces on the forms.** Use zeros instead.
- ☐ **Proofread!** And again, make photocopies of everything!

After you've filed the forms

- ☐ **If you properly complete the FAFSA, you will receive a Student Aid Report (SAR)** that will provide your eligibility index for federal and state aid.
- ☐ **If there are errors or incorrect information on the SAR**, you can make corrections online.
- ☐ **Financial aid offers are sent by colleges either with, or shortly after you receive, a letter of acceptance.** You will be asked to sign an acceptance of the amount received, and the money will be sent to the college/postsecondary institution.
- ☐ **Ask your counselor for assistance** if you have general questions. Specific questions, including those about uncommon situations, should be directed to the college financial aid officers.

For more college planning tools and guidance, visit BigFuture.org.

Sources: Glenbrook High School, Illinois, and Amherst Regional High School, Massachusetts.

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Senior-year calendar for students applying for financial aid

September

- When you write or e-mail colleges that interest you, ask for financial aid info, including what forms to file and their due dates. Put this data on your calendar and to-do list. Note:
 - All colleges ask you to fill out the FAFSA (Free Application for Federal Student Aid) not just for grants/scholarships, but also for college loans. See November.
 - Some colleges require the CSS/Financial Aid PROFILE®. Click on the Pay for College link at collegeboard.com to complete the application online. You can do so as early as Oct. 1.
 - Ask if your colleges require their own aid forms, too.
- If you plan to apply for Early Decision, ask whether your college offers an early estimate of financial aid eligibility and which forms to file.

October

- Research aid opportunities using your library, financial aid guidebooks and Web sites, including Scholarship Search on collegeboard.com. Your counselors may have other resources, too. Look for the following:
 - federal financial aid sources;
 - private scholarships;
 - state and local programs; or
 - scholarships, including merit and departmental scholarships, offered by colleges to which you'll apply. Reference materials include books (*The College Board Scholarship Handbook*) and search engines (e.g., collegeboard.com); both report on national sources of aid. For local and state aid sources (often overlooked!), see your counselor and the public library.
- Begin work on aid applications. Private scholarship programs may have very early deadlines.
- Ask a counselor if there will be a family financial aid night at your school or elsewhere in your area this fall. Be sure to attend: The event may be your single best source of information.
- Use financial aid calculators like those at collegeboard.com to estimate your family's college costs.

Senior-year calendar for students applying for financial aid (page 2)

November

- Visit www.pin.ed.gov and get a personal identification number (PIN). You will need a PIN to use as an electronic signature when completing the FAFSA online at www.fafsa.ed.gov (not at www.fafsa.com, which is a Web site that charges at least \$79.99 for its services).

December

- You and your family may want to save final pay stubs for the year. On aid forms that you'll file early in the new year, use the stubs to estimate income.

January

- Submit your FAFSA as soon as you can after (but not before) Jan. 1. Men 18 or older must register for the Selective Service to receive federal financial aid. To register, complete a check-off box on your FAFSA, or register at any post office.

February

- Parents and students are encouraged to complete and file income tax returns as soon as possible. Colleges may request copies of your tax returns to finalize aid offers.

March

- As you receive letters of acceptance, check with aid offices to see if additional documentation must be submitted. Some colleges may request copies of your family's income tax forms, W-2 forms and other materials.

April

- Use the online Compare Your Aid Awards tool at collegeboard.com to help you understand and compare financial aid award offers from two or more colleges. Talk with financial aid officers if you have questions. If you get no aid (or not enough), ask whether other financing plans are available.

May

- If you've been offered aid from your chosen college, be sure to accept the offer as instructed in your award letter. (Note: You'll need to reapply for financial aid every year.)
- If you've received aid from other schools, let them know that you won't be attending.

Source: The College Board

The Promise Scholarship:

www.cfww.com

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

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

The West Virginia Higher Education Grant Program:

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

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

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

QUICK START GUIDE

www.CFWV.com

CFWV.com is a **FREE** interactive online resource designed to help students and families plan, apply, and pay for education and training beyond high school. Check out the list of resources and features available below. Then jump in and start exploring the site!

HIGH SCHOOL PLANNING	Your Plan of Study	By Career Cluster or Pathway
		From Scratch
	High School Planning Timeline	Introduction
		7th Grade
		8th Grade
		9th Grade
		10th Grade
		11th Grade
		12th Grade
		College Freshman

COLLEGE PLANNING	Prepare for College	College Planning Timeline
		Getting Ready for College
	Test Prep	ACT
		SAT
		GRE
		Vocabulary Builder
	Explore Postsecondary Schools	School Exploration Tools
		Browse Schools
	Explore Programs and Majors	Search Programs and Majors
		Browse Programs and Majors
	Applications	Apply to College/Track Applications
		Practice a College Application
	Be a Star - Get Recruited!	

Helping students create an account:

1. Go to www.cfwv.com.
2. Click "create an account" on the right side of the page.
3. Select the student's grade level and click "go."
4. Click "find" and select your student's school.
5. Assist the student in completing the form — make sure they take note of their username and password.
6. Click "create an account!"

FINANCIAL AID PLANNING	Financial Aid 101	The Basics
		Determine your Eligibility
		Apply, Apply, Apply!
		Consider your Loan Options
		Know your Responsibilities
		Financial Aid Glossary
		Federal Grants Based on Need
		Federal Loan Programs
		Repaying Student Loans
		Expected Family Contribution
	Financial Aid Calculators	College Savings Calculator
		Student Loans Over Projected Earnings (SLOPE)
		Financial Planning Timeline
	Build Your Plan	Financial Aid Wizard
		State-level Scholarships
	Find Scholarships	Scholarship Finder

CAREER PLANNING	Learn about Yourself	Interest Profiler
		Career Cluster Survey
		Basic Skills Survey
		Transferable Skills Checklist
		Work Values Sorter
		Learning Styles Inventory
	Explore Careers	Search Careers
		Career Exploration Tools
		Browse Careers
	Get a Job	Resumé Builder
		Cover Letter Creator
		Job Interview Practice
		Thank You Letter Builder
		Review Today's Job Market

CFWV is coordinated by the WV Higher Education Policy Commission, in conjunction with the WV Council for Community and Technical College Education, the WV Department of Education, and WV GEAR UP. Paid for by the U.S. Department of Education, College Access Challenge Grant funds.

West Virginia HIGHER EDUCATION Policy Commission

cfwv.com

Search for Scholarships

Don't be Scammed!!

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

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

Apply, Apply, Apply

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

Hedgesville High School
Martinsburg High School
Mussleman High School
Spring Mills High School

<http://berkeleycountyschools.org/domain/2552>
<http://berkeleycountyschools.org/Page/5163>
<http://musselmancounseling.weebly.com>
<http://smhscounseling.weebly.com/>

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

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

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

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

Avoiding Scholarship Scams

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

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

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

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

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

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

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

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

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

Encourage parents and students to ask questions

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

Ways to investigate companies

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

- The Better Business Bureau (BBB) in the city where the scholarship service is located
- The Federal Trade Commission at 877-FTC-HELP
- Your state department of consumer protection
- Your state attorney general's office
- The National Consumer League's Fraud Center

Free scholarship searches

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

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

2015-2016 SCHOLARSHIPS LIST

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

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

ALL scholarship deadlines and award amounts are subject to change.

Check application for accurate deadlines and scholarship award amounts.

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

2015-2016 SCHOLARSHIPS LIST

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

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

ALL scholarship deadlines and award amounts are subject to change.

Check application for accurate deadlines and scholarship award amounts.

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

2015-2016 SCHOLARSHIPS LIST

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

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

ALL scholarship deadlines and award amounts are subject to change.

Check application for accurate deadlines and scholarship award amounts.

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

2015-2016 SCHOLARSHIPS LIST

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

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

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Check application for accurate deadlines and scholarship award amounts.

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

2015-2016 SCHOLARSHIPS LIST

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

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

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

2015-2016 SCHOLARSHIPS LIST

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

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

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2015-2016 SCHOLARSHIPS LIST

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

Name	Due Date	Criteria	Other Information
Hagerstown Business College/ Kaplan University	Visit website	HBC/Kaplan University offers many scholarships.	Visit the school's website at www.hagerstownbusinesscol.edu or call 1-800-987-7734.
Hagerstown Community College	Visit website	The college offers many scholarships.	Visit the school's website at www.hagerstowncc.edu Or call 1-240-500-2000
Hispanic College Fund	March 1	The Hispanic College Fund (HCF) offers various scholarships. The HCF is a national non-profit organization based in Washington, D.C., with a mission to develop the next generation of Hispanic professionals.	Visit Website: www.hispanicfund.org
Hispanic Scholarship Fund	Visit Website	Organization offers various scholarships to Hispanic/Latino students.	Visit Website: www.hsf.net
Hispanic/Latino College Fund	Visit Website	Organization offers various scholarships to Hispanic/Latino students.	Visit Website: www.latinocollegedollars.org
Hunt-Arnold Scholarship/ Fairmont University	May 1	Recipients chosen will be well-rounded and active pillars of both their school and community. Additional criteria include African-American, letters of support, and an interview.	Visit Website: http://www.fairmontstate.edu/finaid/funding/hunt-arnold-diversity-scholarship
Imagine America Scholarship Program	March 1	For vocational and technical schools. Criteria include a 2.5 GPA, financial need, and demonstrated community experience during senior year.	See your counselor if you are interested. Information at www.imagine-america.org
Izaak Walton	April 15	Fields of agriculture, forestry, wildlife, ag sciences, fisheries, conservation	\$1,000-renewable 4 years

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2015-2016 SCHOLARSHIPS LIST

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

Name	Due Date	Criteria	Other Information
James “Jim” Bailey Scholarship	March 1	Criteria include enrollment in a vocational or technical school, 2.5 GPA, community service, good attendance, excellent character, financial need and two letters of recommendation.	Mail Application to: Joe Meadows, WVAPT Treasurer PO Box 388 Milton, WV 25541
James A. Tolbert Sr. Civil Rights Scholarship	April 1	Criteria include acceptance to a four-year college or university as a full-time freshman, at least a 3.0 GPA, financial need, and a non-immediate relative of the James A. Tolbert, Sr. family.	Scholarship award amount is \$800.00
James Rumsey Technical Institute (JRTI)	April 15	JRTI offers many different scholarships all having different criteria. Scholarships are for postsecondary training at JRTI.	Includes one scholarship for FULL TUITION to a senior from each high school.
Janice M. Scott Memorial Scholarship	March 31	Must have 3.0 GPA, Leadership, community service, extracurricular activities. Parents' income cannot exceed \$60,000	
Kanawha Valley Foundation Scholarships	Feb. 14	MANY scholarships are available through this foundation	Applications are available in the School Counseling Department or contact The Greater Kanawha Valley Foundation 304-346-3620 www.tgkvf.org .
KFC	Visit Website	Scholarships are based upon financial need and entrepreneurial drive.	Scholarship award amount varies. Visit Website: www.kfcscholars.org

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

2015-2016 SCHOLARSHIPS LIST

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

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

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

2015-2016 SCHOLARSHIPS LIST

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

Name	Due Date	Criteria	Other Information
Norman Smith Revolving Loan Trust	Sept. 15 & April 15	This is a LOAN program for students entering the ministry or any aspect of the medical field including doctors, nurses, pharmacy, dentistry, physician assistants, technicians, etc.	The level of funding can be up to \$1,500 per semester.
Paul and Katherine Bennett Education Fund Scholarship	March 1	Applicant must be planning to attend a college full time. Academic achievement, positive character, leadership, and community service are considered.	
Paul M. Saab Memorial Kiwanis Scholarship	May 15	Criteria includes being involved in the Key Club or having a relative who is a Kiwanis International member, excellent academic and leadership record and will be attending Shepherd University.	Scholarship award amount varies.
Ray Osbourne "Never Cheat a Child Scholarship"	March 1	Criteria include outstanding character (one who never gives up) and effort (help others). Student must be involved in school-sanctioned, extra-curricular events. Min. GPA is 2.5. Community volunteer work is important. Essay required.	Scholarship award amount is \$1,000. Submit completed application to the School Counseling Department.
Royal & Gwen Steeley Foundation Inc. Scholarships	March 1	Residence of West Virginia for at least one year, 2.5 GPA or greater, full-time enrollment at an accredited university or college in West Virginia, demonstrated financial need.	Two scholarships will be offered to a Berkeley and/or Jefferson County student. The scholarship awards will pay for, but not exceed, the actual cost of tuition and fees, room and board on campus, and books, less any amount (except for a one-time prize of \$500 or less) the awardee receives from another scholarship or grant.

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

2015-2016 SCHOLARSHIPS LIST

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

Name	Due Date	Criteria	Other Information
S. Katherine Boxwell and Edwin P. Churchill West Virginia Scholarship (Bank of Charles Town)	February 15	Must have a 3.0 GPA, financial need and good citizenship. Must plan to study full-time in the areas of accounting, business administration, civil engineering, computer science, economics, education, political science, psychology, or social science.	Each high school can nominate one candidate for a scholarship that is renewable for 4 years. The amount may not exceed the cost of tuition room and board, books and supplies at any WV public institutions for resident students. Submit completed application to the School Counseling Department.
Scholar Athlete Milk Mustache of the Year (Sammy) Awards	March 1	Award based on academic performance (35%), athletic excellence (35%), leadership (15%), and community service (15%). Anyone may nominate an athlete.	Nationally, 25 regional winners will receive scholarships of \$7,500. 1-800-872-8050
Shepherd University Multicultural Leadership Team Scholarship	February 1	Applicants for this scholarship must be full-time, undergraduate, degree-seeking Shepherd University students who demonstrate leadership qualities and a commitment to improving race relations, enhancing cultural diversity, and promoting multiculturalism.	The average scholarship award amount covers 25 to 75 percent of a student's tuition fees, and room.
State of West Virginia: Department of Transportation/ Division of Highways	June 30	Cooperative Education Program in Civil Engineering. Must have 24 college hours and have a GPA of 2.0 or better	Must be a civil engineering student at WVU or WV Institute of Technology. Visit Website: www.transportation.wv.gov Click on "See More" under the "Business" section; DOH Scholarships are listed under "Other Resources."

ALL scholarship deadlines and award amounts are subject to change.

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

2015-2016 SCHOLARSHIPS LIST

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

Name	Due Date	Criteria	Other Information
Tri-State Ravens Nest - True Grit Scholarship	March 31	High school senior accepted at a college/university. Additional criteria include academics, community involvement and personal need.	
Tuscarora Ruritan	March 1	Academic excellence, financial need, leadership and accomplishments are important. Must write an essay: "The responsibilities and obligations of an American Citizen"	Scholarship award is \$1000. Recipient must attend a dinner in March or April. Submit completed application to the School Counseling Department.
University Healthcare Foundation/Judge Gray Silver Health Professions Scholarship	March 1	Student must attend an area college and major in a health related curriculum.	Scholarship award amount is \$500.
University Healthcare Foundation Auxiliary Landis Health	March 1	Nursing, Pre-med, Pharmacy & Dentistry	Award amount: \$1,000
University Healthcare Foundation Ruth Ann Widmeyer Nursing Scholarship	March 1	Students must be pursuing a career in a Nursing profession	Award amount: \$500
Valley Health Health Care Career Scholarship	April 15	Student must be pursuing a degree or certification in the health field, have a cumulative 2.8 g.p.a, have financial need or be first in your family to go to college.	
West Virginia Hospitality and Travel Association Educational Foundation	Visit website	Many scholarships and lists of organizations with scholarships related to the travel and hospitality industry.	Website: www.wvhta.com Click on "Education Foundation" to explore available scholarships.

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2015-2016 SCHOLARSHIPS LIST

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

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Check application for accurate deadlines and scholarship award amounts.

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

EASTERN WV COMMUNITY FOUNDATION SCHOLARSHIPS

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

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

Name	Due Date	Criteria	Other Information
Berkeley County Teaching Scholarship	March 1	Must pursue a degree and career in education. Academic achievement, leadership, and financial need are also considered.	Scholarship award amounts vary.
Walter and Mary Jo Ziler Brown	March 1	Career in the veterinarian field required. Scholarship may be renewable one additional year.	Scholarship award amount is \$250.00.
Terry Derflinger Earth Sciences	March 1	Career in the agriculture field. Must attend a West Virginia college and/or university, possess financial need, active in community service and have a 2.0 GPA.	Scholarship award amount is \$250.00.
N. Blaine Groves Rotary Scholarship	March 1	Must attend a West Virginia college and/or university, have excellent academic performance, financial need, and involvement in extra-curricular activities. An interview may also be required.	Scholarship award amount is \$1,000.00.

EASTERN WV COMMUNITY FOUNDATION SCHOLARSHIPS

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Name	Due Date	Criteria	Other Information
George W. and Holly Hancock Memorial Scholarships	March 1	More than one scholarship is awarded. Scholarships are for African-American students with excellent academic achievement, leadership skills, financial need, and demonstrated community service.	More than one scholarship is given. Scholarship award amounts vary from \$500 to \$1,000.
Karos Family Fund	March 1	Must attend a West Virginia college and/or university with intent of becoming a Pharmacist	Scholarship award amount is \$250.00.
Martin Luther King, Jr.	March 1	Academic achievement, school and community participation, leadership and one's philosophy of life are considered. Any student may apply. An essay about Dr. King is required. Can be used for a 2 or 4 year college or university.	A one-time scholarship award amount of \$1,000.00.
Miller's Electric	March 1	Must attend James Rumsey Technical Center within the electrical, heating/ventilation/air/ Refrigeration or culinary arts concentrations.	Scholarship award amount is \$250.00.

EASTERN WV COMMUNITY FOUNDATION SCHOLARSHIPS

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Name	Due Date	Criteria	Other Information
Clyde E. Smith	March 1	Applicants must have intent to earn a business degree.	Scholarship award amount is \$500.00.
Steeley Memorial	March 1	Must attend a West Virginia college and/or university with intent of becoming a teacher.	Scholarship award amount is \$1,250.00.
Terry Lee Walker	March 1	Must attend a West Virginia college and/or university, have a 2.0 GPA, financial need and evidence of extra-curricular activities.	Scholarship award amount is \$1,000.00.
Wurzburg Family	March 1	A 3.0 GPA and financial need. Award goes to a recipient unlikely to receive the Promise Scholarship. The scholarship may also be renewable.	Scholarship award amount \$2,000.00.

Your Future Begins Today!

2015-2016 SCHOLARSHIPS LIST

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

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

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

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

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

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

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