



HEB ISD

**GUIDE TO GRADUATION
&
BEYOND!**

2025-2026

**COLLEGIATE ACADEMY OF HEB ISD
K.E.Y.S. HIGH SCHOOL
L.D. BELL HIGH SCHOOL
TRINITY HIGH SCHOOL**

Forward

In an effort to help students and their parents plan for the senior year of high school and beyond, the HEB ISD high school counselors have provided this handbook as a resource tool. It is our hope that this handbook will help our students make their post-secondary plans and provide them with the resources to make good decisions.

INTRODUCTION

“The best thing about the future is that it comes only one day at a time.”
Abraham Lincoln

As a rising high school senior, you will soon be making post-secondary plans. Most of the options that you may consider will involve making applications and applying for different programs. It is the intent of this publication to provide you with much information, though not all-inclusive, and to provide you with other sources you may research. Many of the seniors in the HEB system opt for college after high school and herein lies much information about exploring colleges, completing applications, and attending to admissions procedures, details, and deadlines. Also included in this handbook is information that you may find helpful if you want to enlist in the military or go immediately to the job market.

The options that are open to you are varied and often complex and involve researching many choices. To make an intelligent decision you must consider the following:

- 1. Know yourself -- your strengths and weaknesses**
- 2. Know your objectives and goals**
- 3. Know your options**

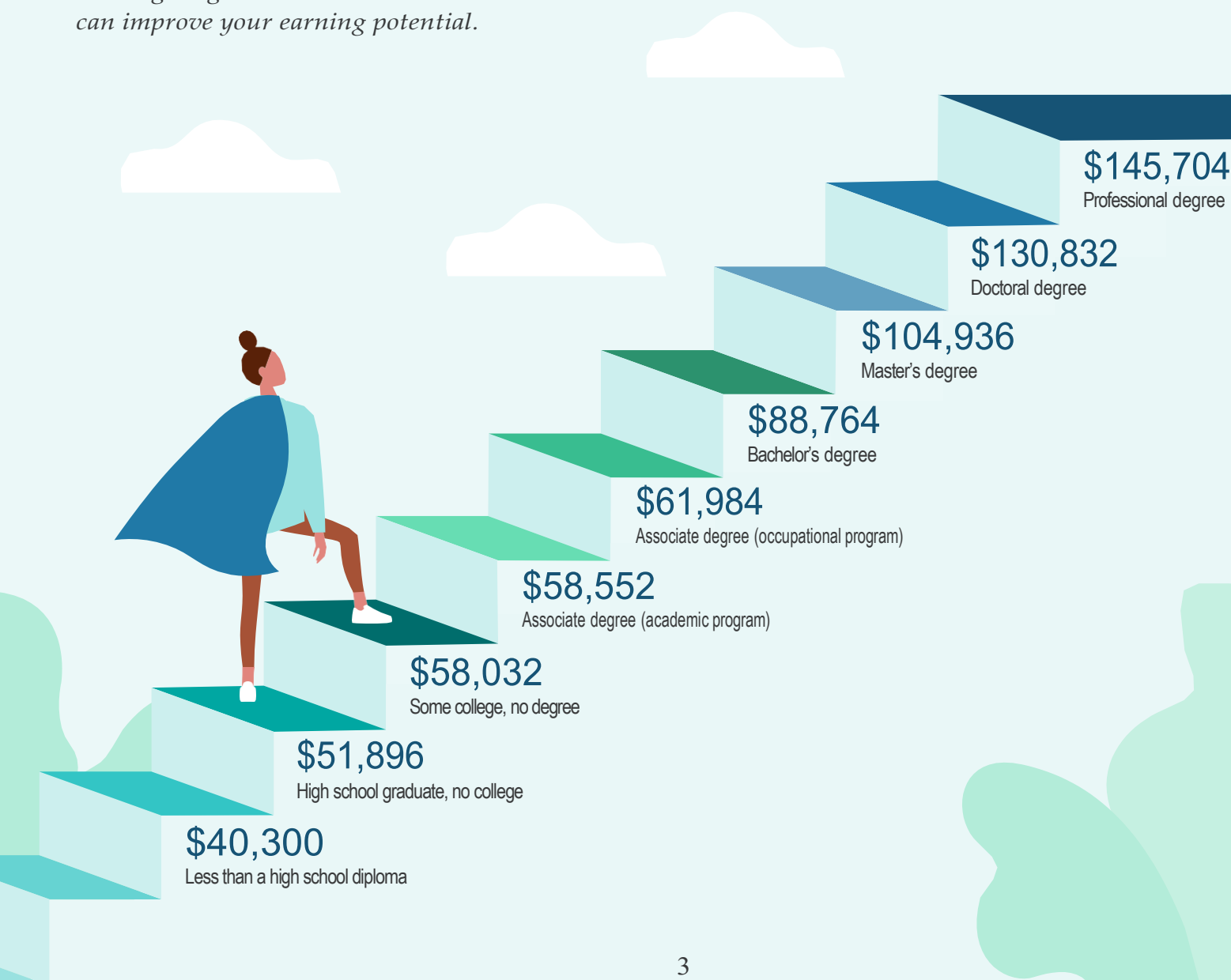
Plan carefully. Make good judgments based on your own desires. Seek advice from your parents, your teachers, your counselors and any other individuals who have your best interest at heart. Remember that any decision can be re-evaluated and changed.

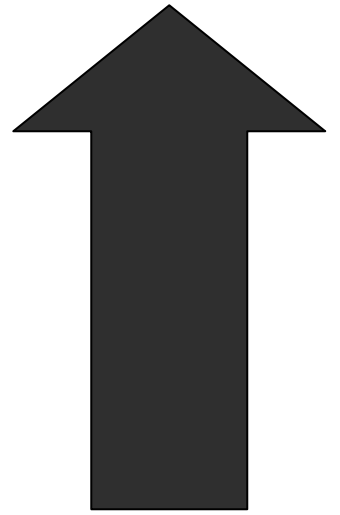
Good luck!

Why Go to College or Career School?

Think you could get a good job now? Yes, maybe you can, but a college degree or career school credential will make your chances even better. Check out the average earnings in 2020 for people 25 years of age and older with different levels of education below.

A college degree or career school credential can improve your earning potential.

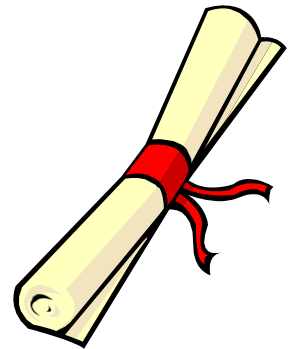




HEB ISD

GRADUATION

REQUIREMENTS



Graduation Requirements for Students Beginning 9th grade in 2014-2015 or After

The Default Plan for HEB students is the Distinguished Level of Achievement Plan, which includes one endorsement choice. Multiple endorsements are possible.

ENGLISH LANGUAGE ARTS

Four credits:

- *English I
- *English II
- English III
- English IV

MATHEMATICS

Four credits:

- *Algebra I
- Geometry

OR Algebraic Reasoning followed by Algebra II
OR Algebra II followed by a 4th math credit

SCIENCE

Four credits:

- *Biology
- Advanced Science Courses
- (3 credits-must include Chemistry or Physics)

SOCIAL STUDIES

Four credits:

- World Geography
- World History
- *U.S. History
- U.S. Government (one-half credit)
- Economics (one-half credit)

PHYSICAL EDUCATION

One credit

LANGUAGES OTHER THAN ENGLISH

Two credits in the same language

FINE ARTS

One credit

SPEECH

One-half credit - must be Professional Communications, Debate, Oral Interpretation or Communication Applications

HEALTH

One half-credit

TECHNOLOGY

One Credit

ELECTIVES FOR ONE ENDORSEMENT

Four credits

TOTAL CREDITS: 26

ENDORSEMENT CHOICES

STEM

- | | |
|-------------|------------|
| Science | Technology |
| Engineering | Math |

BUSINESS AND INDUSTRY

- Architecture & Construction
- Arts, AV Technology, & Communications
- Business, Marketing & Finance
- Hospitality & Tourism
- Information Technology
- Manufacturing
- Transportation, Distribution & Logistics

PUBLIC SERVICES

- | | |
|----------------------|----------------------|
| Education & Training | Health Science |
| Human Services | Law & Public Service |

ARTS AND HUMANITIES

- | | |
|----------------|-----------------|
| Art | Dance |
| Music | Theater |
| Social Studies | World Languages |

MULTIDISCIPLINARY STUDIES

Allows a student to complete prescribed courses from:

- Each of the four foundation subject areas
- Advanced Placement / International Baccalaureate courses from each of the four foundation subject areas
- 4 advanced courses from within one endorsement area or among endorsement areas not in a coherent sequence

Beginning with the graduating class of 2022, all students must successfully complete and submit one of the following forms:

- FAFSA (Free Application for Federal Student Aid)
- TAFSA (Texas Application for State Aid)
- Texas Education Agency's Opt-Out form

Students will need to submit the form during the fall of their senior year in order to graduate from high school.

It is the responsibility of each college-bound student to research admission requirements, as each college's requirements may differ.



*Course has a STAAR EOC. The required passing standard must be met for each EOC in order for a student to receive a high school diploma.

PERFORMANCE ACKNOWLEDGMENT

A student may earn performance acknowledgments on their high school transcript for outstanding performance:

- | | |
|---|-----------------------------------|
| • In a dual credit course | • In bilingualism and biliteracy |
| • On an AP or IB exam | • On the PSAT, ASPIRE, SAT or ACT |
| • For earning a nationally or internationally recognized industry certification | |



LEARN ABOUT YOURSELF WITH XELLO

WWW.XELLO.COM



WELCOME SECONDARY PARENTS

Xello is an online program to help all secondary students prepare for their future with activities to build self-knowledge, explore high school and post secondary options and create a plan for the future.

How to Access Your Family Xello Account



- Parents will receive an email notification to activate their account
- The email will include a line to activate the account within 17 days of notifications
- Parents only need to set a password to get started
- If parents do not activate their account they can contact their child’s school for another invite

Navigating Your Family Account

Once an account is set up parents can:

- Manage their account including changing to language (over 130)
- View your child’s account
- Try Xello for yourself



What Can Your Student Do in Xello?

- Take a Career Interest Inventory
- Explore Career Clusters to match with Programs of Study
- Explore Colleges, Careers or Military Options
- Utilize Course Planner (PGP) and Track Progress Toward Graduation
- Explore Lessons for Critical Skills and Knowledge
- Complete College Applications & Scholarships
- Build Resumes
- Track GPA and Test Scores



Looking for More Information?

[Intro Videos for Families](#)
[Navigating Your Xello Family Account](#)



Accessible for
All Students



Available on Any
Device

The Xello difference: A model that connects self-knowledge to future success

Built with thousands of hours of research with educators, Xello puts students at the center of their journey of self-discovery. Every student will build the skills and knowledge necessary for success in their own unique future.



Build Self-knowledge

Students define their interests, skills, preferences, and aspirations so they can explore the opportunities right for them.



Explore Options

Students learn about career possibilities and educational pathways by exploring rich engaging content and lessons.



Create a Plan

Students create dynamic, actionable plans that outline the steps needed to achieve school, career, and life goals.



Learn & Reassess

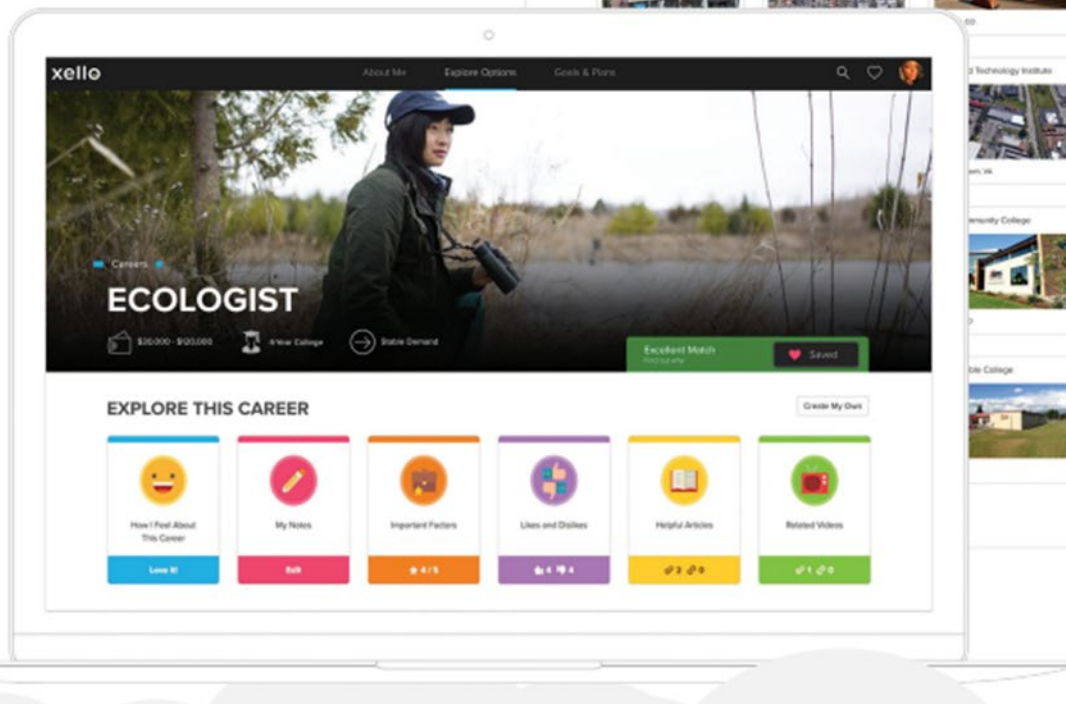
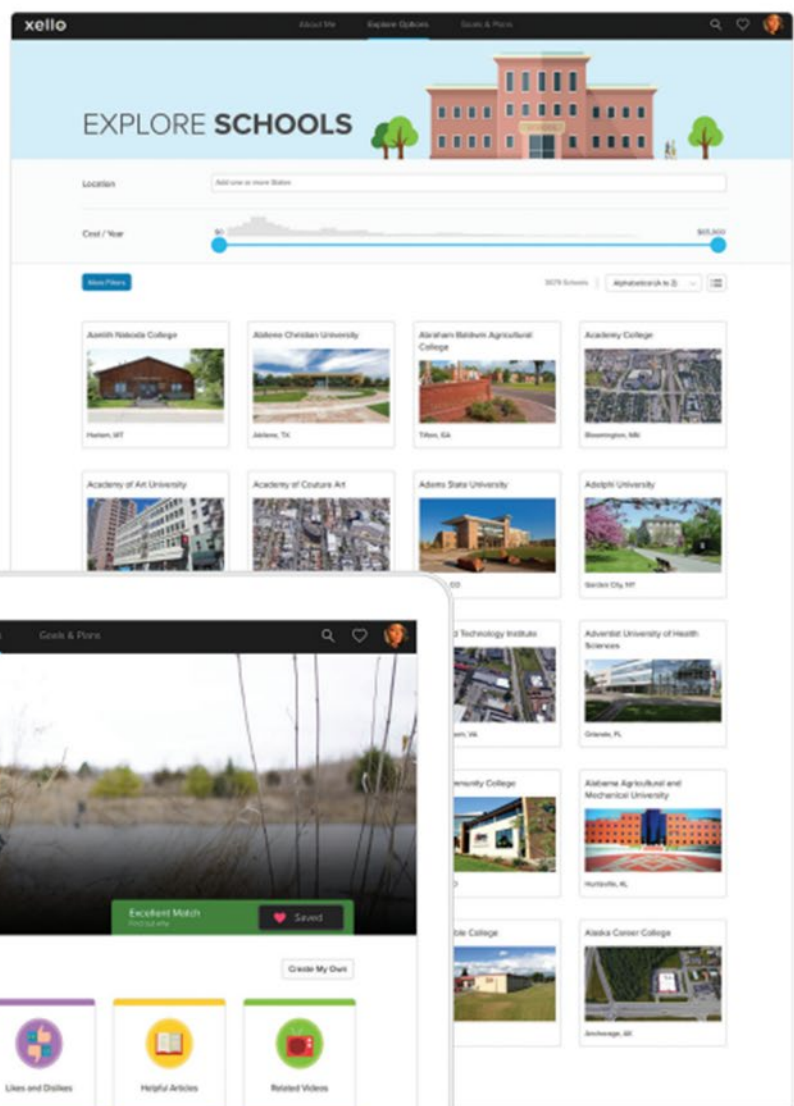
As students gain experience, knowledge, and skills, they can reassess and change their plans for the future.

Xello is an online program your child is using in school to help them prepare for the future. It offers a variety of activities from kindergarten to the end of high school. These activities help students build self-knowledge, explore their options, and create achievable plans. They develop the 21st-century skills needed to thrive in the world of work.

It's important for students to take ownership in planning for their future. But the caring adults in their life play an essential supporting role. Use your Xello Family account to see your child's work in future-readiness. Use this opportunity to discuss and support their future goals and plans. Please see your student's counselor for Xello assistance.



Help Students Discover Post-Secondary Options



Encourage Students to Build Self-Knowledge

The first step of being future-ready is knowing who you are. Xello helps students discover more about themselves by encouraging them to record and reflect on their strengths, skills, and interests. They learn to think critically about how to apply all they discover to create a plan that gets them excited and ready to explore!

Career Matchmaker

Students participate in an interactive assessment with situation-based questions. Their answers match them with careers that align to their passions and skills, engaging and exciting them in planning for the future.

Personality Style Assessment

Based on the Holland Model, the Personality Style assessment helps students learn why certain careers are a good match for them based on their unique traits, likes and dislikes.

Learning Style Assessment

By completing the Learning Styles assessment, students discover how they learn best, and are equipped with the tools and awareness to maximize their learning techniques.

After High School

Students begin by thinking about what they might want to do after high school - giving them a base to start from when planning their future.

Favorite Clusters

Viewing similar careers in favorite clusters helps inspire students and broadens their choices.

Experiences

With an interactive timeline, students track their accomplishments in life, education, work, and volunteer experiences, prompting them to reflect on, and learn from, their experiences.

Skills & Interests

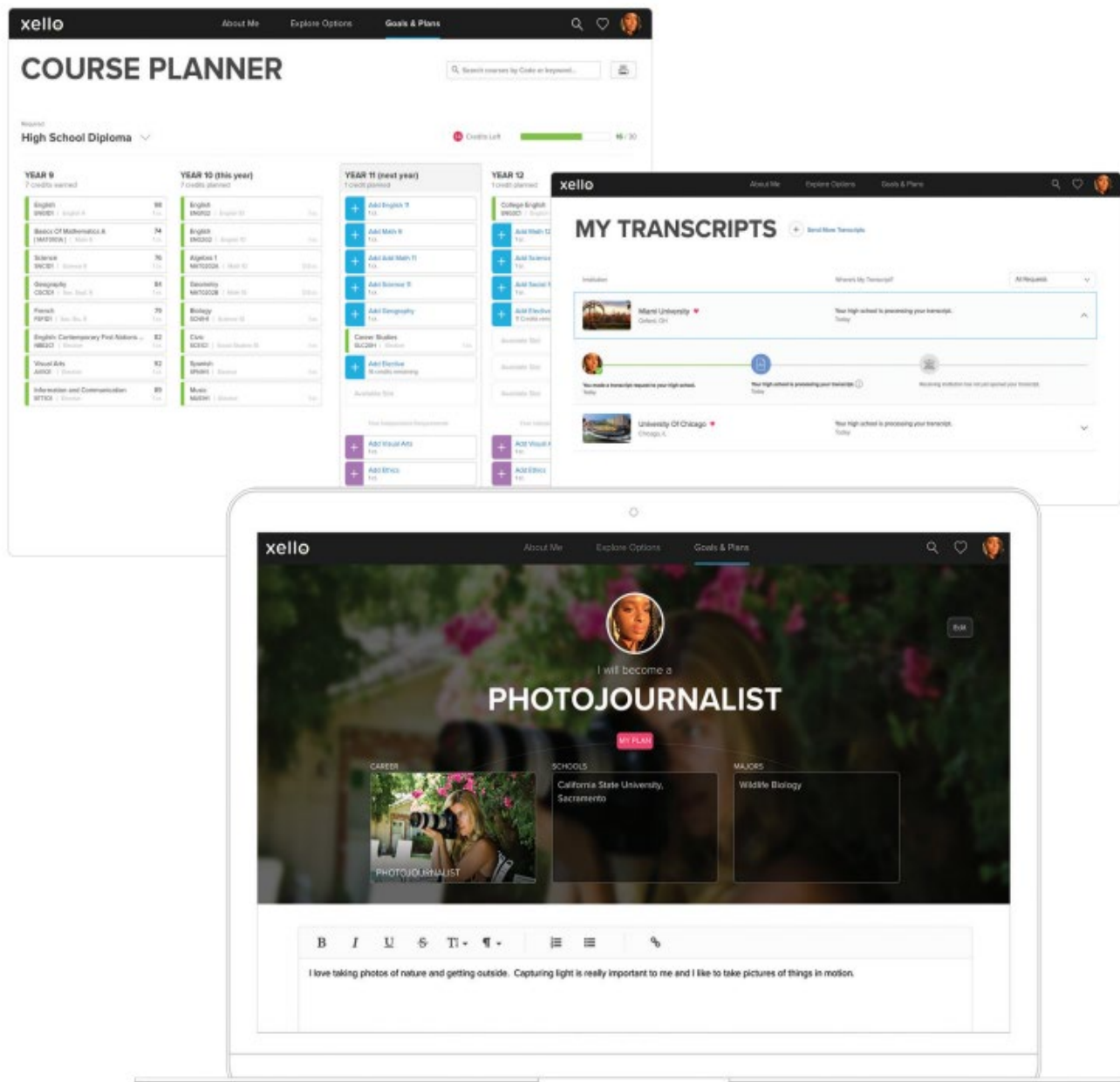
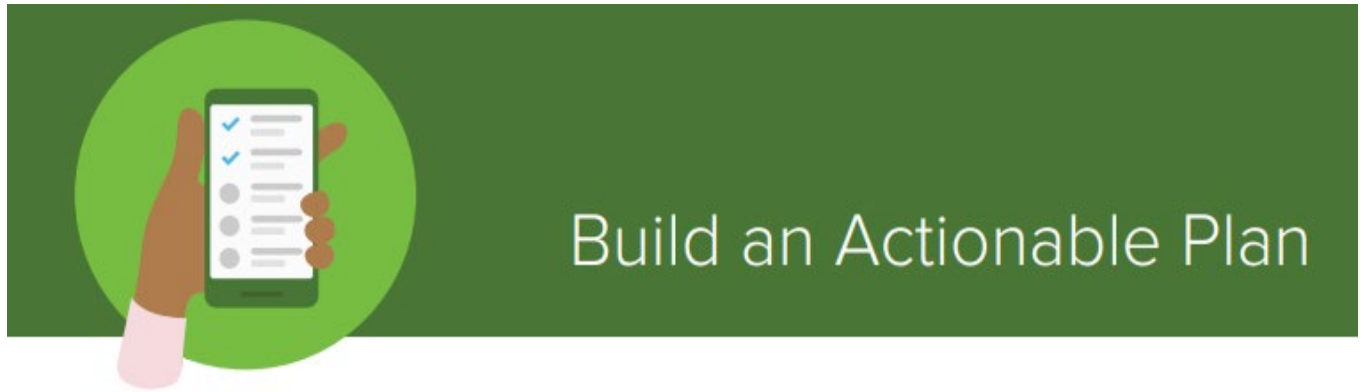
Students identify and reflect on their skills and interests to learn how to apply them to their future.

Storyboard

Students collect and store in one place their favorite photos, videos, links, and files to express their personality, represent their story, and visually capture their goals.

The screenshot displays the Xello student profile for Jameela Young, a user from Lincoln School in Grade 12. The profile is organized into several sections:

- CAREER MATCHES:** A row of five career cards: Photojournalist (\$14,000 - \$15,000), Camera Operator (\$15,000 - \$16,000), Photographer (\$14,000 - \$15,000), Biologist (\$4,000 - \$10,000), and Ecologist (\$10,000 - \$15,000).
- PERSONALITY STYLE:** A circular diagram showing traits: Organizer, Social, Thinker, Planner, and Creator.
- LEARNING STYLE:** A circular diagram showing preferences: 45% Visual, 40% Tactile, and 15% Auditory, identifying her as a Visual-Tactile Learner.
- AFTER HIGH SCHOOL...** A section for planning future goals.
- FAVORITE CLUSTERS:** A section for exploring related career paths.
- EXPERIENCES:** A timeline from 2016 to 2019 showing events like 'PHOTOGRAPHY CLASS', 'CAMP COUNSELOR', and 'CAMP COUNSELOR'.
- SKILLS:** A list of skills with star ratings: Listening, Taking Critiques, Communicating, Abstract Thinking, Photography, and Visual Communication.
- INTERESTS:** A list of interests: Filmmaking, Photography, Reading, Modeling, Art, and Softball.
- PLACES:** A world map showing locations like San Francisco, California, and Sacramento, California.
- STORYBOARD:** A collection of photos and videos, including a butterfly, a forest scene, a sunset, a close-up of a flower, a person's face, and a hand holding a small object.





TESTING

TESTS

STAAR- State of Texas Assessment of Academic Readiness

The STAAR is the state level exit examination. STAAR tests at the high school level are in the form of End-of-Course (EOC) tests. There are five tests: English 1, English 2, Algebra 1, Biology, and US History. A passing score must be achieved on all tests taken. Students will be given subsequent opportunities to retake any or all portions of the test not passed.

ACT and SAT

The ACT and SAT are given five or six times a year. The following test dates are offered on-site in HEB ISD. Trinity High School is a National Testing Center for the SAT on specific dates and L. D. Bell High School is a National Testing Center for the ACT on specific dates. Please see HEB website for dates.

SAT

Test Center – Trinity H S (#44184)

HEB ISD will administer the SAT to all enrolled juniors on a school day at no charge to the student. This is offered one time only in the spring of the junior year. Other testing dates are offered at other testing centers. Check registration materials for approved dates and locations. Test preparation sessions are offered periodically at different district locations. Dates and fees will be posted on the school websites.

TEST APPLICATION PROCEDURE

1. Consult individual college websites/catalogs for the correct test preferred by the colleges you are considering. You can send your scores to four colleges for the standard fee. If you are undecided on a college, it is advisable to take both the ACT and SAT. All Texas colleges and universities accept either test, although some colleges may prefer one to the other. You may take the tests as often as you care to pay the fee and take the test. Most colleges will take your best score. Many colleges will take the best score in each area from different test dates.

2. Register electronically for the tests. There are practice tests provided with registration. A limited number of paper applications may be available from your counselor, but online registration is highly recommended.

SAT = www.collegeboard.com

ACT = www.actstudent.org

3. Read the information and fill out the application. You will need your Social Security number and your high school code number.
L. D. Bell's code number is 443-502.
Trinity's code number is 442-322.
KEYS' code number is 442-321.
4. Choose a convenient test center where you will go to take your test on the date you select.
5. Be prepared to pay electronically with a debit or credit card. Though the ACT Writing test is considered optional, most Texas colleges require it as part of the ACT test score "package".
6. ***If you are on free or reduced lunch, see your counselor. You are eligible to receive up to two fee waivers for the SAT and to four fee waivers the ACT. Ask in the counseling office.***
7. If you are not registering online, mail before the registration deadline. If you miss the deadlines, check for late registration fees and deadlines. Both SAT and ACT offer a standby testing for an additional fee.
8. Upon successful completion of your registration, you will be prompted to print an admission ticket. This ticket that must be taken with you to the test center. You must also take acceptable picture identification.
9. Your scores will be returned to you electronically or by mail. Scores are usually returned within five weeks. Online registrants will be able to access their scores online much sooner.

SAT vs. ACT

	SAT	ACT
How often is the test administered?	Seven times per year	Six times per year
What is the test structure? Evidence Based Reading & Writing, Math and an essay (optional)	Four section exam; Evidence Based Reading, Evidence Based Writing, Math and an essay (optional)	Five section exam; English, Math, Reading, Science, and Writing (optional); the Experimental section is added to tests on certain dates only and is clearly experimental
What is the test content?	Math: Up to 9 th grade basic Geometry and Algebra II Evidence Based Reading, Evidence Based Writing; Real World Vocabulary, revising and editing writing in passages; Focus on analyzing Literature, Social Studies, and Science passages. One passage will be Primary Source from American and/or World History.	Math: up to trigonometry (Pre-Calculus) Science: Charts, experiments Reading: four passages, one each of Prose Fiction, Social Science, Humanities, and Natural Science English: stresses grammar Writing: an essay
Is there a penalty for wrong answers?	No	No
How is the test scored:	200-800 per section, added together for a combined score – a 1600 is the highest possible combined score. Writing is a separate score- 800 is maximum score.	1-36 for each subject, averaged together for a composite score – a 36 is the highest possible composite score
Are all scores sent to schools?	Yes. You can send four free score reports to colleges every time you register for the SAT prior to when scores are released. This is the fastest way to send all SAT scores to colleges and scholarship programs.	No. There is a “Score Choice” option. Students can choose which schools will receive their scores AND which scores the schools will see.
Are there other uses for the exams?	Scholarship purposes Certain statewide testing programs	Scholarship purposes Certain statewide testing programs
What is best time to register?	At least six weeks before the test date	At least four weeks before the test date

TEXAS SUCCESS INITIATIVE ASSESSMENT (TSI)

As part of the TSI, all students are required to take an approved placement test unless exempt by the criteria listed below. Students should check with the college/university to which they are applying to find out approved placement tests.

Criteria for exemption from TSI:

- a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment.
- A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no composite score.
- The use of scores from both the ACT administered prior to February 15, 2023, and the ACT administered after February 15, 2023, is allowable, as long as the benchmarks set forth in the first two bullets of this list are met.
- taken the SAT administered March 2016 and later and earned a minimum score of 530 in Mathematics shall exempt the Math section of the TSIA.
- taken the SAT administered March 2016 and later and earned a minimum score of 480 on the Evidence-Based Reading and Writing test for an exemption in the reading and writing sections of the TSIA.

CREDIT BY EXAMINATION

Many colleges allow students to earn credit by taking examinations in given subjects. If the student meets the college's required performance level, credit will be granted. Each college has its own requirements so the student will have to consult the college catalog to determine specific requirements.

Most colleges will accept results from the International Baccalaureate (IB), Advanced Placement (AP), and/or College Level Examination Program (CLEP). Information regarding IB and AP tests is available through the IB and AP classes and each counseling office. IB and AP tests are administered within the district during the month of May. CLEP tests are usually administered by the colleges at the college campus for a fee.

In addition to IB, AP, and CLEP, many colleges have their own departmental tests for credit. In determining whether you should attempt credit by examination, it is wise to consult with college personnel who can give you specific guidelines and requirements.

Generally, CLEP and departmental tests are taken after students have been admitted to the college of their choice. Many times these tests are taken during college orientation.



High School Timetable

High School Timetable

Sophomore Year

1. Complete the Xello Interest Inventory and research training/education required by different careers.
2. Build on your Course Planner in Xello to help in planning for your future.
3. Look at ways you can be considered “College/Career Ready” by the state of Texas by the time you graduate.
4. Take the PSAT test.
5. Establish membership in clubs and organizations.
6. Focus on your GPA and class rank.
7. Collect information about colleges through your school’s guidance office, Xello and the internet. You may begin getting brochures from colleges in the mail.
8. Compile a list of colleges in which you are interested in attending.
9. Become familiar with college entrance requirements that typically include your academic performance (GPA, class rank, and types of courses you take), and ACT /SAT test scores.
10. Continue taking challenging college prep courses.
11. Research college costs, scholarships, and other forms of financial aid. You can do this in Xello. If you haven’t started saving for college, do so as soon as possible.
12. Pass all parts of the STAAR End of Course Tests that you are taking this year.

Junior Year

1. Attend the HEB ISD College Fair in September.
2. Take the PSAT/NMSQT test.
3. Register to take the May or June SAT and/or ACT.
4. Continue taking challenging college prep courses.
5. Research college options and begin to narrow choices (5-7 colleges) and plan college visits.
6. Review college requirements and deadlines for admission, scholarships, housing, and financial aid.
7. Schedule college visits. If possible, your visit should include a campus tour, a chance to sit in on a class, and an interview with an admissions counselor.
8. Get an estimate of how much financial aid your family may qualify for by completing the FAFSA4caster at <https://studentaid.gov/aid-estimator/>
9. Begin comparing the costs of colleges that you are considering.

10. Register with NCAA Clearinghouse if you plan to be a college athlete for a Division I or II school. The website is www.ncaaclearinghouse.net and there is fee.
11. Pass all parts of the STAAR End of Course Tests that you are taking this year
12. Determine what you need to do to be considered “College/Career Ready” by the time you graduate. Talk to your counselor for information and to make a plan.

Senior Year

There is a myth that senior year should be easy. This is NOT true. Colleges and universities want applicants who have pushed themselves academically during their senior year in preparation for post-secondary education.

August:

1. Register for the SAT/ACT. (If you did not take it as a junior or are not satisfied with your score)
2. Check with your counselor to make sure your senior year courses are the ones you need credit for to graduate or earn an endorsement and to be considered “College/Career Ready”.

August – December:

1. Attend the HEB ISD College Fair.
2. Continue taking challenging college prep courses.
3. Know the admission, scholarship, housing, and financial aid deadlines for your top colleges.
4. Ask for personal references from teachers, school counselors, or employers early in the year. Follow your school’s procedure for requesting recommendations and make sure that your portions of the forms are filled out completely and accurately.
5. Visit with college admission counselors that come to your school during the year.
6. Begin working on your college essay(s) if needed for your admission application.
7. Apply for admission to the colleges you have chosen. APPLYTEXAS can be used for freshman admission to many Texas universities and junior colleges. The website is www.ApplyTexas.org
8. Order transcripts from the counseling office or on www.parchment.com for each college application.
9. Get FSA ID (Federal Student Aid ID) for the FASFA application. The website is www.studentaid.gov
10. the Free Application for Federal Student Aid (FAFSA) as soon as possible, then watch the mail for your Student Aid Report (SAR) – it should arrive three to six weeks after the FAFSA is filed. It is a graduation requirement.

11. Students applying for Early Decision must apply between October 1st and November 1st.
Do not apply for Early Decision unless you are 100% certain that university is your first choice.
Students accepted through the Early Decision process are bound to attending that university.
12. Start applying for scholarships through XELLO and the counseling office.
13. Check college websites and contact the university's financial aid office for scholarship opportunities.
14. If you are not considered "College/Career Ready" – talk to your counselor about how to get this designation.

January – May:

1. Complete the Free Application for Federal Student Aid (FAFSA) if you have not already done so.
2. Compare financial aid packages from different schools.
3. Keep working hard all year; second and third trimester grades can affect scholarship eligibility.
4. Decide which college to attend; most colleges require a decision by May 1. Make sure to ask about housing applications, deposits, and summer orientation.
5. Make sure you have ordered your cap and gown if you are planning to participate in graduation ceremonies
6. Notify the university you will attend of your decision and pay freshman deposit by the deadline.
7. Before you graduate, be sure to go to your counseling office to request a final transcript to send to the college you will attend.

Texas Education Agency

Graduation Toolkit

Information for Planning Your High School Years & Beyond



including information about the new
Foundation High School Program

◆ Overview

◆ Choices

◆ Resources

◆ Benefits

◆ Checklists

◆ Glossary

Texas Education Agency

Graduation Toolkit

Graduation Program - *Overview*

Distinguished Level of Achievement
- *Benefits*

Texas High School Diploma - *Steps*

Endorsements - *Choices*

Graduation Program - *Checklists*

Information - *University*

Information - *Workforce*

Graduation Program - *Glossary*

Texas Education Agency Graduation Toolkit

Graduation Program – Overview

Foundation High School Program

A new, more flexible graduation program that allows students to pursue their interests will be in place for all students who enter high school, beginning in the 2014-2015 school year.

The program contains up to four parts:

- A 22-credit foundation program which is the core of the new Texas high school diploma
- Five endorsement* options that allow students to focus on a related series of courses
- A higher performance category called Distinguished Level of Achievement
- Performance Acknowledgments that note outstanding achievement

The Foundation requirements (22 credits) include:

English (4 credits) • English I • English II • English III • An advanced English course

Mathematics (3 credits) • Algebra I • Geometry • An advanced math course

Science (3 credits) • Biology • Integrated Physics & Chemistry or an advanced science course
• An advanced science course

Social Studies (3 credits) • World History or World Geography • U.S. History
• U.S. Government (one-half credit) • Economics (one-half credit)

Languages Other Than English (2 credits) • 2 credits in the same language or
• 2 credits from Computer Science I, II, III

Physical Education (1 credit)

Fine Arts (1 credit)

Electives (5 credits)

Speech: Demonstrated proficiency

Endorsements Total credits with endorsements 26

Enhancements

Additionally, a student may earn the Distinguished Level of Achievement and/or a Performance Acknowledgment for outstanding performance. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.

Distinguished Level of Achievement

- Foundation Program requirements
- 4 credits in math including Algebra II
- 4 credits in science
- at least 1 endorsement

Performance Acknowledgments

- dual credit course
- bilingualism and biliteracy
- PSAT, ACT's Plan, SAT or ACT
- Advanced Placement or International Baccalaureate exam
- earning a nationally or internationally recognized business or industry certification or license

*A student entering 9th grade must indicate an endorsement he or she plans to follow. A student may change or add an endorsement at any time.

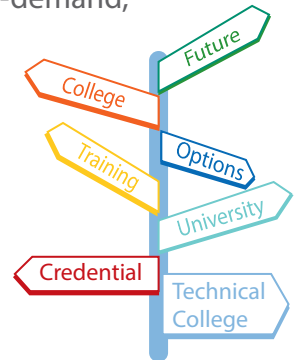
A student may graduate without earning an endorsement if, after his or her sophomore year, the student's parent signs a form permitting the student to omit the endorsement requirement.

Distinguished Level of Achievement – *Benefits*

Choices determine options

Most of the very best jobs available now and in the future require education and training beyond a high school diploma. Whether you intend to pursue a high-demand, industry workforce credential from a community or technical college or a traditional four-year degree from a university, the choices made in high school will determine your future options.

To best prepare yourself now for the transition to post-high school education or quality workforce training, choosing and taking the right classes is essential. The Distinguished Level of Achievement will ensure the best preparation for your future.



Why it matters — *Benefits*

The Distinguished Level of Achievement opens a world of educational and employment opportunities for you beyond high school. The Distinguished Level of Achievement will:

- Allow you to compete for Top 10% automatic admissions eligibility at any Texas public university;
- Position you among those first in line for a TEXAS Grant* to help pay for university tuition and fees; and
- Ensure you are a more competitive applicant at the most selective colleges and universities.

*Must be financially qualified

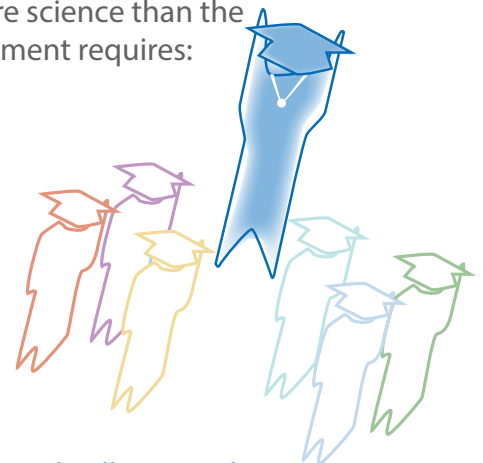
What it means

The Distinguished Level of Achievement requires more math and more science than the Foundation High School Program. The Distinguished Level of Achievement requires:

- A total of four credits in math, including Algebra II;
- A total of four credits in science; and
- Successful completion of an endorsement in your area of interest.

Advantages

- Opportunity to earn an endorsement in an area of interest
- More college and university options
- More financial aid options
- Better preparation for college-level coursework at community/technical colleges and universities
- Opportunity for immediate enrollment in classes related to your chosen field of study
- Strong foundation to successfully complete an industry workforce credential or college degree



Texas High School Diploma – *Steps*

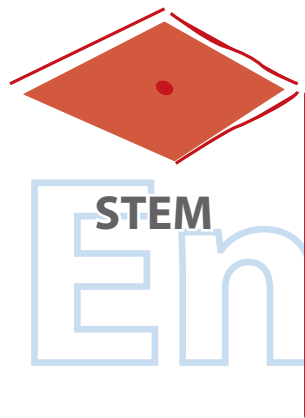
Distinguished Level of Achievement

26 Credits • Algebra II Required • Eligible for Top 10% Automatic Admissions to Texas Public Universities

22 Credits for the Foundation High School Program

Requirements of 1 Endorsement

(including 4th credit of Math and Science and 2 additional electives)



Be sure to visit your school counselor to learn more about your options.
Students may earn more than one endorsement.

Endorsements – *Choices*

Endorsements

For the first time, students will be able to earn one or more endorsements as part of their graduation requirements. Endorsements consist of a related series of courses that are grouped together by interest or skill set. They provide students with in-depth knowledge of a subject area.

Students must select an endorsement* in the ninth grade. Districts and charters are not required to offer all endorsements. If only one endorsement is offered, it must be multi-disciplinary studies.

Students earn an endorsement by completing the curriculum requirements for the endorsement, including 4th credit of math and science and 2 additional elective credits.

Students can choose from 5 endorsement areas

Science, Technology, Engineering and Mathematics (STEM)

- Career and Technical Education (CTE) courses related to STEM
- Mathematics
- Science
- Computer Science
- Combination of no more than two of the categories listed above

Business and Industry (one of the following or a combination of areas)

- Agriculture
- Arts
- Audio/Video
- Finance
- Marketing
- Food and Natural Resources
- Hospitality and Tourism
- Information Technology
- Manufacturing
- Technology Applications
- Architecture and Construction
- Technology and Communications
- Business Management and Administration
- Transportation or Distribution and Logistics
- English electives in public speaking, debate, advanced broadcast journalism, advanced journalism including newspaper and yearbook

Public Service (one of the following)

- Human Services
- Law
- Corrections and Security
- Health Science
- Public Safety
- Education and Training
- Government and Public Administration
- Junior Reserve Officer Training Corps (JROTC)

Arts and Humanities (one of the following)

- 2 levels each in two languages other than English (LOTE)
- 4 levels in the same LOTE
- Courses from one or two areas (music, theater, art, dance) in fine arts
- English electives not included in Business and Industry
- Social Studies
- American Sign Language (ASL)

Multi-Disciplinary Studies (one of the following)

- 4 advanced courses from other endorsement areas
- 4 credits in each foundation subject area, including English IV and chemistry and/or physics
- 4 credits in Advanced Placement, International Baccalaureate, or dual credit selected from English, mathematics, science, social studies, economics, LOTE or fine arts

*Visit your school counselor to learn more about your options.
Students may earn more than one endorsement.

ENDORSEMENTS

Graduation Program – *Checklists*

8th Grade

- ☐ **Review** choices offered under the **Foundation High School Program** and the **Endorsements** to decide on your future academic path.
- ☐ **Select** the endorsement that best fits your area of personal interest and the major you plan to study in college.
- ☐ **Recognize** that most college entrance requirements include rigorous advanced courses including **Algebra II**, higher-level science courses and languages other than English.

9th/10th Grade

- ☐ **Monitor** high school credits; be sure to meet all **local and state requirements** by the end of the senior year.
- ☐ **Take dual enrollment** or **Advanced Placement courses** if possible to earn college credit while still in high school.
- ☐ **Keep** list of awards, honors and extracurricular activities for scholarship and college applications.
- ☐ **Research** colleges or universities you are interested in attending. **Check** admission and application requirements and timelines.
- ☐ **Explore** interests and take advantage of **Career Day** opportunities.
- ☐ **Attend college nights** hosted by your high school. **Talk** with school representatives about the types of financial aid available.
- ☐ **Take** the Preliminary SAT/National Merit Scholarship Qualifying Test in your sophomore year for practice. In your junior year, take the PSAT for eligibility for the National Merit Scholarship Competition. Students who take the PSAT or ACT's PLAN tend to score higher on the SAT or ACT than those who do not.

11th/12th Grade

- ☐ **Take dual enrollment** or **Advanced Placement courses** if possible to earn college credit while you are still in high school.
- ☐ **Check** with your counselor's office to learn about available scholarships. Be sure to apply early and for as many scholarships as possible. Do not limit yourself to local scholarships.
- ☐ **Consider** taking SAT/ACT preparation classes. **Sign up** and take the ACT and/or SAT test, preferably in your junior year but no later than the fall of your senior year.
- ☐ **Fill out** the FAFSA (Free Application for Federal Student Aid) early in the spring of your senior year.
- ☐ **Apply** to college during the fall of your senior year.

If you plan to pursue technical training or enter the workforce after graduation, see the Information - *Workforce Resources* page or visit Texas Reality Check at www.texasrealitycheck.com/.

Resources

House Bill 5

www.tea.state.tx.us/graduation-requirements/hb5.aspx

In 2013, the Texas Legislature passed House Bill 5 creating a new graduation plan for Texas students — the Foundation High School Program. This webpage provides an array of information including:

- A side-by-side comparison of the Foundation High School Program and the previous graduation plans (PDF)
- A Foundation High School Program Frequently Asked Questions (PDF)
- Approved Foundation High School Program Rules — Detailed information about the state's graduation plan (PDF)

Compare College TX

www.comparecollegetx.com

Compare College TX is an interactive, mobile-friendly web tool designed to help students and parents learn more about Texas public universities and community/technical colleges.

Did you know...

credit

students can earn college credit while still in high school by taking Advanced Placement courses and earning high scores on the AP tests or by enrolling in and passing dual credit courses?

eligible

students ranked in the Top 10 percent of their graduating class from an accredited public or private Texas high school are eligible for automatic admission to any Texas public university if they have completed the Distinguished Level of Achievement?

earnings

over their lifetime, high school graduates with a bachelor's degree earn 84 percent more* than a high school graduate?

tuition

the highest ranking graduate at each Texas public high school receives a certificate from the Texas Education Agency that can be used as a scholarship to cover tuition costs at any Texas public college or university?



*Center on Education and the Workforce, "The College Payoff: Education, Occupations, Lifetime Earnings," August 2011. Georgetown University

Career

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

While in high school, you will want to:

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

Community College & Career Schools

- ☐ **Find** training and certifications for specific occupations or skills through community colleges or career schools and colleges at www.texasworkforce.org/svcs/propschools/career-schools-colleges.html.

Did you know... training

many of the high-demand jobs¹ will require some postsecondary education?

tuition

students attending community colleges or trade schools may also be eligible for state or federal financial aid?²

credential

that Texas public school students can earn a Performance Acknowledgement with their diploma by earning a nationally- or internationally-recognized credential for a specific professional occupation, such as certified nurses' aid certification (CAN) or computer tech certification (CTC) while in high school?

earnings

over their lifetime, high school graduates with a workforce certificate from a community or technical college earn 20 percent more³ than those with only a high school diploma?

¹ Texas Workforce Commission

² Get the facts at www.collegeforalltexans.com or studentaid.ed.gov

³ Center on Education and the Workforce, "Certificates: Gateway to Gainful Employment and College Degrees," June 2012. Georgetown University

Graduation Program – *Glossary*

Foundation High School Program

The basic 22-credit graduation program for Texas public school students.

Endorsements

Areas of specialized study. The areas are:

- Science, Technology, Engineering and Mathematics (STEM)
- Arts and Humanities
- Public Service
- Business and Industry
- Multidisciplinary Studies

A district or charter that offers only one endorsement must offer Multidisciplinary Studies.

Distinguished Level of Achievement

A high level of academic achievement earned by going beyond the Foundation High School Program. It requires a total of 26 course credits, including Algebra II, a fourth science credit and an endorsement. A student must earn this designation to be eligible for Top 10 percent automatic admission to a Texas public university.

Performance Acknowledgments

Students may earn an additional acknowledgment on their diploma because of outstanding performance in areas such as dual credit courses and bilingualism and biliteracy; on Advanced Placement, International Baccalaureate, PSAT, ACT's Plan, the SAT or ACT exams; or by earning a nationally- or internationally-recognized business or industry certification.

Course Credit

A unit of measure awarded for successful completion of a course. Completion of a one semester course typically earns one-half credit for a student.

Industry Workforce Credential

A state, nationally, or internationally-recognized credential that aligns with the knowledge and skills standards identified by an association or government entity representing a particular profession or occupation and valued by business or industry. Examples include a credential for certified nurse aid (CNA) or the automotive service excellence (ASE) certification in the automotive industry.

STAAR

State of Texas Assessments of Academic Readiness (STAAR) is the state-mandated test given annually to students in grades 3-8 and in five high school courses.

EOC

STAAR end-of-course exams are state mandated tests given during the final weeks of a course. In addition to meeting graduation course requirements, students are required to pass five end-of-course exams to earn a diploma from a Texas public high school. Those five exams are given when a student takes English I and II, Biology, Algebra I and U.S. History courses.

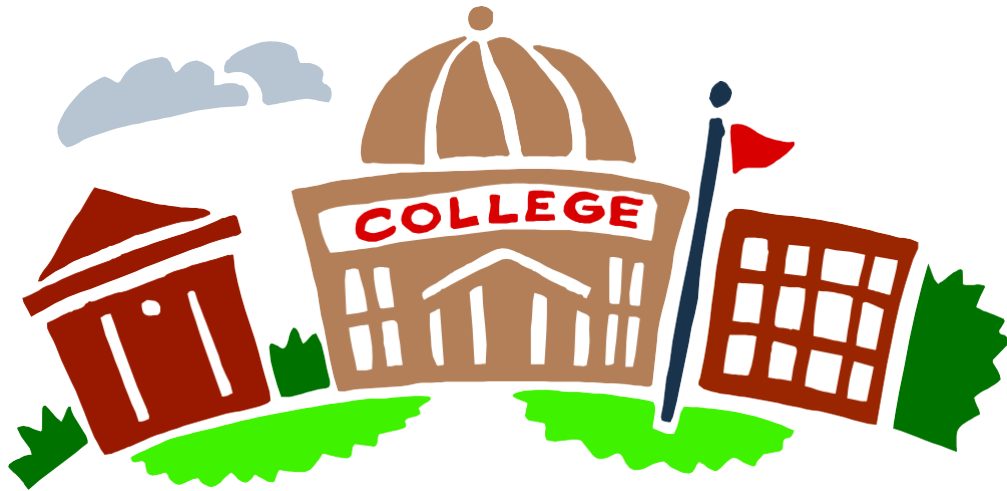




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Produced by the
Texas Education Agency
in cooperation with the
Texas Higher Education Coordinating Board
and the
Texas Workforce Commission

BR14-130-02



COLLEGE SELECTION

COLLEGE SELECTION

There are many considerations in the selection of a particular college or university. The intention of this section is to make the student aware of both academic and personal factors that might play a part in his or her college decision. Not all these factors listed are important to each graduate so each should be weighed according to individual priorities. Using the resources we have previously discussed, you can decide which colleges meet your criteria.

ACADEMIC CONSIDERATIONS

Academic considerations should be the primary factors in college selection, yet we know that a balance of all requirements – academic, social, and personal – is needed. Without any understanding of the academic atmosphere, a subjective decision is difficult. We urge you to read carefully these academic considerations and weigh their relative importance to you.

1. Will you be more comfortable at a junior college or a four-year college?
2. What are your personal study habits? Do they fit with the school attitude?
3. Do you know your degree direction? Does the school have adequate curriculum for it? Does it satisfy your specialized interests? Are you aware of job availability in possible career fields relating to those degree directions?
4. Is the school fully accredited?
5. What are its colleges and graduate professional schools?
6. What are admission standards? (more competitive, less competitive)
7. What is the extensiveness of course and program offerings? How soon can you get into courses in your degree plan program?
8. Are there advanced placements? What type are they? (Credit by Exam or Summer school credits)
9. Are there special academic programs available? (i.e., accelerated programs, Plan II, honors, remedial)
10. Is there a foreign study program?
11. What scholarship programs are available? (see “Finances” section for inquiries)
12. What are faculty and class sizes? Is class format lecture or discussion? What is the ratio of students to professor? Remember that published ratios are sometimes misleading, and may be averaged, particularly for first year students. Are labs required?
13. How is the academic year divided? (semester, quarter, block system) What is the normal course load and what provisions are required to take more or less?
14. What is the attrition rate of the freshman class?
15. What is the diversity of students and faculty? (scholastic, geographic, graduates vs. undergraduates.)
16. Are credits transferable to other schools you might consider for transfer? Are they applicable to your degree plan? (Remember, D’s don’t transfer.)
17. Find out what percent of graduates, of those who apply, are admitted to professional schools.
18. Are there foreign language requirements for either high school graduation or college in meeting admission standards or degree requirements?
19. What internship opportunities are available?
20. Is there a job placement service for graduates?

PERSONAL CONSIDERATIONS

The following information attempts to focus on those non-academic considerations in choosing a college. Read them carefully and be fair to yourself in appraising those that apply to you.

1. How important are existing friendships with peers going to other colleges? Will they influence your decision?
2. Family traditions. Are they tied to a particular college, university or religion? Is that important to you?
3. What is the extensiveness of campus facilities for personal, social and academic needs?
4. What is the degree of personal discipline, independence and aggressiveness required of a student?
5. Area of the country in which school is located and proximity to home (travel to and from home).
6. Geographic considerations of climate and clothing needs, and whether the school is located in an urban, suburban or rural area. How does the cost of living vary in the cities or communities under consideration? (Dallas vs. Sherman; Houston vs. Austin)
7. Is the school co-educational or exclusively male/female? What are the ratios?
8. What is the size of the school? Small? Medium? Large?
9. What transportation is available? Are automobiles allowed for freshmen? Do you have a car? What are available transportation services? (shuttle, bus service, mass transit)
10. Dorm availability or general living options. Are there dorms and what type - apartments, special freshman housing? What are the regulations concerning each? What is housing proximity to library, student union, and other campus activity centers?
11. What are expenses – tuition, travel, room and board, miscellaneous? (See “Finances” section).
12. What extracurricular activities are available? (athletics, fraternities, sororities, band, social groups, debate clubs, union activities, student government, etc.)
13. What religious organizations are active and what provisions are there for religious services?
14. Is military training or ROTC offered?
15. Are fraternities or sororities national or local? Can you transfer affiliation to another university? What are their room and board requirements and facilities? Are there time requirements of this affiliation and will they affect your scholastic plans?
16. Living Quarters. What do you have to furnish? Is there an adequate study facility? How are roommates selected? Are conditions to your standard or need? What are facility rules and curfews?
17. Are cultural activities available to suit your interests? (lectures, concerts, plays, etc.)
18. What is the school’s reputation? (academic, social, or a good balance)
19. Have you talked to graduates or undergraduates of the college? What are the impressions given?
20. What percent graduate from college?
21. Are counselors available for personal problems?
22. What is the participation of the student body in policy-making? Is it important to you?
23. Is part-time work available and how is it arranged? (refer to “Finances” section).
24. If you receive an internship during the summer and ultimately a job, are you willing to move permanently to this college town?

Types of Schools

Start your college search by recognizing the many different types of colleges. Students usually do not consider this before submitting their applications. Although most students go to a four-year college or university, you should at least consider other alternatives. You may find that another type can best suit your needs.

Universities offer many degree programs and have many colleges within the university structure. Check the catalog to decide what each college within the university offers and what the admission procedure is for each. You might find that you do not apply to the university but rather directly to that specific college that is part of the university. Specific undergraduate colleges within a university system may include: Engineering, Architecture, Business, Liberal Arts and Sciences, Agriculture, Pharmacy, Education, and Nursing.

Large universities offer both advantages and disadvantages. Their size generally enables them to offer a more comprehensive curriculum, a greater degree of flexibility and a choice of courses and a greater research opportunity. They have large libraries and quite often more famous names on their faculties. However, to some students the size may be overwhelming and often there is less opportunity for close association with professors. Generally, there is greater competition to participate in some extracurricular activities.

Colleges are divided by departments and usually offer one or two degrees (Bachelor of Arts, Bachelor of Science) in many academic disciplines. This would include a major in departments such as Math, English, Literature, Science, Foreign Language, Politics, History, or Electrical Engineering. There are various types of colleges (liberal arts, technological, military, education) that have smaller enrollment than most universities and offer fewer degrees. Most offer no Ph.D. program, but may offer graduate degrees.

Small colleges say their professors devote more time to undergraduates, classes are more intimate, students get to know each other more easily, and too many subjects do not dilute the curriculum. However, if you are concerned about the size of the classes because you feel that you may need help, you would be wise to find out from students at the college you have in mind just how helpful the teachers are. Even at small colleges, faculty members are often not accessible. Also, to be considered is whether you may find the limited number of degrees offered a disadvantage. More than 50 percent of students switch their majors in college.

Junior or community colleges offer two basic programs:

- ❖ The transfer program is designed to prepare the student for transfer after two years to a four-year college or university. Good academic standing enables the student to make this transfer without loss of credit.
- ❖ The terminal program is for students who want specialized training that leads to career opportunities at the completion of two years. (Some programs take less time.)
The catalog describes the courses available, among which are: secretarial, hotel management, automotive mechanics, data processing, and many others.

Technical schools specialize in one or more of the branches of engineering technology, aeronautics, air conditioning, heating and refrigeration, automotive diesel and steam technologies, construction, chemical technology, electronics, mechanics and metallurgy, tool designing, computer technology and others. One of the greatest occupational demands in the years just ahead will be for technicians.

Courses run from one to three years. Some schools offer work/study cooperative programs. Night courses are available at many schools.

For admissions to a technical institute, you should have a good record in mathematics through algebra and geometry. Mechanical or scientific aptitude is important.

Vocational schools offer additional postgraduate training in most fields. Courses run from a few weeks to several years. Business and secretarial schools offer typing, stenography, bookkeeping, data processing, word processing and other business related courses. At other schools, you can learn acting, police work, dressmaking, mortuary science, cosmetology, upholstering, welding, modeling, selling and other various skills.

A graphic of a spiral-bound notebook. The spiral binding is on the left side, and the notebook is open to a page with a list of questions. The page has a black border on the right side, and there are several other pages visible underneath.

QUESTIONS TO ASK ON YOUR COLLEGE VISITS:

- 1. How large are your classes?**
- 2. How difficult is it to get to know the faculty?**
- 3. What kind of academic support is available? Tutors? Learning Labs?**
- 4. What are your GPA requirements?**
- 5. Is it better to get an A in a regular course or a B/C in an AP course?**
- 6. How important are junior year grades? Senior year grades?**
- 7. Are there any other requirements? Do I need to take any special high school courses?**
- 8. What kind of aid do you offer?**
- 9. How much math and language should I take?**
- 10. Is aid academic or need based?**
- 11. What percent of students get aid?**
- 12. What's the social atmosphere? Is it a suitcase/commuter school on weekends?**
- 13. What type of organizations and clubs are there?**
- 14. Is it easy for freshmen to get involved in activities and mix with upperclassmen?**
- 15. What tests do I need to take?**
- 16. Are advisors knowledgeable? Do you have the same one for four years? Can you change?**

The Campus Visit

How to make the most of your trip to a prospective college or university

By Emily White Youree
Special to the Star-Telegram

When the freshman year rolls around high school students begin fielding that ever-looming question: Where will you attend college?

For the next four years, teens and parents alike debate, consider and research universities and potential career interests.

A key component in narrowing the collegiate choice should be campus visits to school of interest. Cynthia A. Gay, director of external relations at Texas A&M University, said, "There's nothing more important that a campus visit because that is when you can find out about the university first-hand. It helps students get a better idea about what they want."

Kristin K. Vaughn, director of college counseling at Fort Worth Country Day, adds, "Each college has its own vibe — a personality based on its history, size, location, academic and extracurricular programs as well as its important traditions. To assume all colleges are the same would be an unfortunate assumption."

While a campus visit can provide students with a "feel" of the campus in a way statistics or even a website cannot provide, as Barbara Ozuona, the academic coordinator at Paschal High School, noted, an onsite visit also "gives you an opportunity to experience the climate and area." She said, "If you are thinking about attending a school in a new region, then visit during most challenging season: For example, if you want to attend a school in the north, then visit during winter to determine if you can handle the climate difference. Consider the weather; it can impact your experience."

Questions to ask

While on campus, ask these questions:

- What characteristics distinguish your institution from others?

- What type of student is a good match for your school?

- What is the admissions process? Deadlines?

- What are advantages/disadvantages of living on campus?

- What activities exist? Study abroad? Social groups?

- What is the total cost?

- What financial aid is available?

- What is the retention rate?

- What support services exist to help freshman adjust to college life?

- What is the average freshman class size? What is the class setting?

- How difficult is it to get into the university, and how difficult to get into the schools within the university?

- How accessible are professors?

- What infirmary facilities exist?

- How seriously does the college handle hazing and other safety issues?

Check out these

Before driving away, be sure to check out these

campus locations:

For Parents

- Residence hall to see the ins and outs of where your teen will live.

- Admissions/financial aid offices are the areas parents will interact with on a more regular basis throughout the student's college tenure.

For the Student

- Residence hall as well. What are the standard freshmen facilities? Are they showing the "model, nicest dorm," or are you seeing where you will actually live?

- Student center and where students hang out.

- Library and computer lab — What resources are available for your studies?

- Dining facilities — actually have a meal, don't just visit. Find out when are they open and how accessible is the food.

- Typical freshman classroom — how many and what size?

Also, check out the area around campus. Eat at restaurants. Discover what the city/town offers. Is there nearby public transportation? Even consider visiting other nearby college campuses, even if not interested in those to get a feel for what else is out there, what schools are around.

When to go

By the end of the high school student's junior year, he or she should have a good handle on the schools to which he or she wants to apply. Campus visits could take place the end of sophomore year and beginning of junior year. Some even start visiting as early as 9th grade.

According to Justin Doty, director of domestic recruitment, at the Trinity University, "Seniors who begin research and visiting schools early often have a more manageable college search process.

They can actually enjoy their senior year if they are able to apply in the fall of senior year. It is ideal to apply early so students can receive admission, scholarship and financial aid notification by December/January."

Prepare

Before you step foot on a college campus, consider these tips:

- Visit the website; learn student body size, majors offered, etc.

- Plan the logistics of the trip — when, where, what, how.

- Determine the best time of year to visit to gain a total picture. Spring and summer break is a convenient time for high schoolers, but if you visit while college students are gone, then you miss out on the atmosphere, etc.

- Make sure the dining halls are open during your visit. Will other buildings and such be open while you are on campus?

- Schedule major appointments in advance — advisor, professors and even students in potential field.

WHAT COUNTS IN COLLEGE ADMISSIONS

What admissions staff found as “considerably important” in a national survey:

Factor	Considerable importance	Moderate Importance	Limited Importance	No Importance
Grades in college prep courses	76.0%	12.5%	9.3%	1.4%
Strength of curriculum	51.8	35.3	7.3	5.5
Admission test scores (SAT, ACT).	54.3	27.9	13.7	4.1
Grades in all courses	77.1	13.8	6.4	2.8
Essay or writing sample	18.9	35.9	22.1	23.0
Student's demonstrated interest	13.7	25.5	32.1	28.8
Counselor recommendation	14.6	46.0	25.8	13.6
Class Rank	9.2	24.0	34.6	32.3
Teacher recommendation	10.9	46.4	28.0	14.7
Subject test scores (AP, IB)	6.9	30.6	30.6	31.9
Portfolio	6.2	5.7	27.6	60.5
Interview	4.7	17.4	31.9	46.0
SAT II scores	2.4	6.1	21.2	70.3
Extracurricular activities	7.9	36.0	36.9	19.2
State graduation exam	1.9	7.6	21.9	68.6
Work	2.8	15.6	47.4	34.1

SOURCE: NACAC Admission Trends Survey, 2017

Texas public universities and colleges will automatically accept the top 10% of the graduating class from public high schools, if the student graduates with a Distinguished Level of Achievement Diploma. The University of Texas at Austin automatically accepts the top 5%

IMPORTANT TERMS ASSOCIATED WITH COLLEGE

TYPES OF DEGREES:

AA – Associate of Art Degree – 2-year degree (approximately 65 credit hours) awarded by community or junior colleges and some 4-year colleges

BA or BS Degree – Bachelor of Art or Bachelor of Science Degree – 4 year degree (approximately 130 credit hours) in a fine arts, liberal arts, math, or science area

MA or MS Degree – Master of Arts or Master of Science Degree – degree awarded after completion of a BA or BS degree, usually 30-45 credit hours

Ph.D., Ed.D., Professional School (law, medicine, veterinary) – degree awarded after completion of BA or BS, usually takes from 3 to 5 years to complete depending on the area, an MA or MS may be required

TERMS:

- ❖ **Credit hour – unit of measure for classes and program. An average college class is 3 or 4 credit (or clock) hours. An average semester load is 14-18 hours which is 4-6 courses. 12 hours is usually considered a full time student.**
- ❖ **Major – primary area of study. Majors usually require 30+ credit hours.**
- ❖ **Minor – secondary area of study. Usually 18-25 credit hours. Not always required.**
- ❖ **Liberal Arts – studies in a college or university intended to provide general knowledge and to develop the general intellectual capacities e.g. language, philosophy, history, literature, abstract science**
- ❖ **Syllabus – a list of assignments usually for a whole semester**
- ❖ **T. A. – Teaching Assistant – a student who is earning an advanced degree and teaching 100 and 200 level courses**
- ❖ **100 level courses – freshman courses; 200 level courses – sophomore courses, etc.**

- ❖ **RA or CA – Resident Advisor or Corridor Advisor – an older student who lives on your floor or hall in the dorm and helps with any living situation or problems that might arise. The CA or RA can also advise you of different services on campus.**
- ❖ **Requirements – For a university, you must meet 3 sets of requirements: 1 for the university, 1 for the college, and 1 for the department. To find out what the requirements are, consult the college catalog. When you choose a college, read the catalog of the college and keep it with you for your entire stay.**
- ❖ **You do not “go to college” like you attend high school. If your English 101 class is scheduled for 9:00-9:50 on MWF, then you meet Eng. 101 on Monday, Wednesday, Friday, from 9:00 to 9:50 your time from 9-10 on Tuesday and Thursday is your choice. (Perhaps the library to study!)**
- ❖ **An increased level of maturity and independence is assumed in college, particularly in relation to study and homework. A general rule is that for every hour you spend in class, you should spend 2 hours studying for the class. Don’t get behind.**
- ❖ **If you’re having a problem in class, go talk to the instructor! Each instructor will have specified office hours.**
- ❖ **In addition to the expense of tuition, the other big expense, particularly for state schools, is room and board. You must have a place to live and new freshmen are wise to live in a dorm for 2 good reasons: first, you’ll make new friends, be more involved and feel more a part of the college experience and second, it’s more convenient than an apartment, closer to classes and less upkeep. Housing applications are separate applications and for some state schools (UT and A & M) applications must be sent early.**
- ❖ **After you graduate, your college will probably have a freshman orientation program and invite you and your parents to the campus. By all means, go! Hopefully you will get pre-registered before your first set of classes with the help of an advisor. If you cannot or do not register until a few days before classes begin, you’ll wish you had pre-registered. Registration day can be a most frustrating, tiresome experience. Avoid it if you can.**

FINANCIAL AID



Financial Aid

Financial Aid is assistance based solely on need (the family's ability to pay versus the cost of attending a college). To determine the amount of need, a college requires your family to submit a confidential financial statement. This consists of **the Free Application for Federal Student Aid (FAFSA)** and the **Financial Aid Form (FAF)** from the College Board Scholarship Service. Both of these forms are available directly from the internet. (www.fafsa.ed.gov) Also, the college in addition to the FAFSA may require an Institutional Financial Aid/Scholarship Application.

[FAFSA RESOURCES and F.A.Q](#)

Students and parents should both apply for an FSA ID early in the senior year. This is the electronic signature required to sign the FAFSA. This is a free service, but must be done BEFORE the FAFSA can be completed and submitted. To apply for an FSA ID, visit the website: The website is www.studentaid.gov

The college will try to offer financial aid which will absorb the **difference**, if any, between the agency's computed **family contribution** and the **college student's budget** (tuition, room, board, transportation, books, etc.) Since college costs vary, the amount of your financial aid package may also vary from college to college. The only constant will be the expected amount of family contribution.

Usually the Financial Aid Officer offers a "Financial Aid Package" or a "Package Deal", which consists of a combination of grants, loans, and part-time work. In completing financial aid application forms, students are encouraged to apply for all forms of financial aid since this gives the Financial Aid Officer the opportunity to work up a "Package Deal" to meet each student's needs.

There are **four principal kinds** of financial aid available:

1. Grants that are awarded to the student and do not have to be repaid.
2. Loans that a student must repay after leaving college.
3. Work study programs: Student has a part time job often related to his/her field of study.
4. Scholarships that are awarded to the student based on merit or need and do not have to be repaid.

Federal Student Aid

- ❖ Federal Pell Grants
- ❖ Federal Direct Loans
- ❖ Federal Family Education Loans (FFEL)
- ❖ Federal Supplemental Educational Opportunity Grants (FSEOG)
- ❖ Federal Work-Study (FWS)
- ❖ Federal Perkins Loans

Direct and FFEL Program Loans

Low interest loans for students and parents are available through the Federal Direct Student Loan (Direct Loan) program and the Federal Family Education Loan (FFEL) program. Both the Direct Loan Program and the FFEL Program help students meet their education costs. Many of the benefits to students are identical in the two programs. Financial need does not need to be established. Be sure to inquire about:

➔ Stafford Loans

➔ PLUS Loans

For further information call: 1-800-4-FED-AID (433-3243)

SCAM ALERT

You probably have already begun receiving mail offering services for seniors, from information about senior pictures to paying for college. You will, no doubt, receive several letters of information about scholarship and financial aid services offering sources of money for college. BE VERY CAREFUL. Your most prudent source on this topic is your high school counseling office or college financial aid office.

H-E-B high schools offer several financial aid workshops during the course of the year. Area colleges also offer general financial aid workshops. Many times these workshops are associated with College Night/Fair programs or they are offered independently in late January or early February in early tax season when the FAFSA can first be filed.

In the metroplex, we are fortunate to have many good options for post-secondary education. Most of these schools fall in the public or private categories. For example, the University of Texas at Arlington and Tarrant County College are public colleges while Texas Christian University and Texas Wesleyan University are private schools. A third type of college is the proprietary college. This is a type of college that offers students certain kinds of programs, but they do it as a business, that is, for profit. These types of colleges can offer good programs, but you will need to do your research to conclude that this type of college is offering the best program for your money. Other colleges in the area may offer the same program for less money per credit hour. Proprietary colleges are eligible for federal financial aid programs and usually have placement programs. Proprietary colleges tend to do lots of advertising.

An important fact to remember is that you should NEVER have to pay money to find or receive scholarships/grants. If a service or agency requires an initial fee, see your counselor first.

REMEMBER

The process of applying to college typically involves four separate admissions applications:

- ◆ The application of admissions to the college
- ◆ The application for housing at your chosen college
- ◆ The application for financial aid
- ◆ The application for scholarships (generally has the earliest deadline)

Do You Need Money for College or Career/Trade School?

September 2023



Apply for Federal Student Aid

What is federal student aid?

It's money from the federal government that helps you pay for college, career school, trade school, or graduate school expenses. Federal student aid is available through grants, work-study funds, and loans.

How do I apply for aid?

You need to complete the *Free Application for Federal Student Aid* (FAFSA®) form by logging in at fafsa.gov to apply online or by filling out and mailing the FAFSA PDF.

When completing the FAFSA form, you and any required contributors will provide information that will determine your eligibility for federal student aid. Contributor is a new term being introduced on the 2024–25 FAFSA form—a contributor is anyone (student, the student's spouse, a biological or adoptive parent, and/or the parent's spouse) who is required to provide information on the FAFSA form, sign the FAFSA form, and provide consent and approval to have their federal tax information transferred directly from the IRS into the form.

Consent and approval for the transfer of federal tax information are required when completing the FAFSA form, even if you did not file a U.S. tax return or are asked to manually enter your federal tax information into the FAFSA form. If you or your contributor(s) don't provide them, you won't be eligible for federal student aid. When you and your contributor(s) give consent and approval, you agree to have your federal tax information transferred directly into the FAFSA form via direct data exchange with the IRS; allow the U.S. Department of Education (ED) to use the federal tax information to determine eligibility for federal student aid; allow ED to share the federal tax information with colleges, career/trade schools, and states for use in awarding and administering financial aid; and allow ED to reuse your federal tax information on another FAFSA form that you are a contributor on (e.g., parents with multiple dependent children submitting a FAFSA form).

Each contributor, including the student, will need their own StudentAid.gov account to complete and sign the FAFSA form online. You can create a StudentAid.gov account, which you'll access using an FSA ID (account username and password), before you fill out the 2024–25 FAFSA form. Starting in December 2023, some contributors and students can create an account without a Social Security number, but this will limit account abilities. It should only be done by a parent, the spouse of a student, or the spouse of a parent that has been identified as a contributor on the FAFSA form or if you are a citizen of the Freely Associated States and need to complete the FAFSA form online. To find out more about the StudentAid.gov account and FSA ID, visit StudentAid.gov/help-center/answers/article/fsa-id.

When should I apply?

Each year, the FAFSA form is available for the next school year. You'll need to reapply for aid every year you are in school. Here's a summary of key dates for submitting the FAFSA form depending on when you plan to go to school:

2024–25 Award Year	If you plan to attend college from July 1, 2024–June 30, 2025	You will submit the 2024–25 FAFSA form	You can submit the FAFSA form until June 30, 2025
2023–24 Award Year	If you plan to attend college from July 1, 2023–June 30, 2024	You will submit the 2023–24 FAFSA form	You can submit the FAFSA form until June 30, 2024



The FAFSA® form is free!

Completing and submitting the FAFSA form is free and quick, and it gives you access to most sources of financial aid— federal, state, and school resources— to help pay for college or career/trade school.

Who gets federal student aid?

Every student who meets certain eligibility requirements can get some type of federal student aid. Some of the most basic eligibility requirements for students are that you must

- demonstrate financial need (for need-based programs);
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (some exceptions apply);
- be enrolled or accepted for enrollment in an eligible degree or certificate program;
- be enrolled at least half-time (for Direct Loans); and
- maintain satisfactory academic progress in college, career/trade school, or graduate school.

For the full list of eligibility requirements, visit [StudentAid.gov/understand-aid/eligibility/requirements](https://studentaid.gov/understand-aid/eligibility/requirements).





Dependency Status


All applicants for federal student aid are considered either “independent” or “dependent.”

Independent Student	Dependent Student
If you answer YES to any of these questions, then you may be an independent student. You may not be required to provide parental information on your FAFSA® form.	If you answer NO to ALL of these questions, then you may be a dependent student. You may be required to provide your parent’s information on your FAFSA form, and they may be identified as a contributor on your form.

- 1. Will you be 24 years old or older by Jan. 1 of the school year for which you are applying for financial aid? For the 2024–25 award year, were you born before Jan. 1, 2001?
- 2. Are you married and not separated?
- 3. Are you a graduate or professional student (working toward a master’s or doctorate degree)?
- 4. Do you have children or other legal dependents, other than your spouse, who live with you and receive more than half of their support from you?
- 5. Are you a veteran of or currently serving on active duty in the U.S. armed forces?
- 6. At any time since you turned 13, were both of your parents deceased, were you in foster care, or were you a ward or dependent of the court?
- 7. Are you an emancipated minor or are you in a legal guardianship as determined by a court?
- 8. Are you an unaccompanied youth who is homeless or self-supporting and at risk of being homeless?

Starting in the 2024–25 award year, certain students who indicate on their FAFSA form that they have unusual circumstances will be granted a dependency status of “provisionally independent.” Unusual circumstances refer to a situation where a student is unable to contact a parent or where contact with a parent would pose a risk to the student. Examples of unusual circumstances include human trafficking, legally granted refugee or asylum status, parental abandonment or estrangement, student or parent incarceration, and death of a parent.

Students with unusual circumstances will be able to skip questions about their parents on the FAFSA form and submit the form without a parent signature. After submitting the FAFSA form, the student must then provide documentation of their unusual circumstances to the college, career school, or trade school they plan to attend.

 For more information about dependency status on the FAFSA form, visit [StudentAid.gov/dependency](https://studentaid.gov/dependency).

Types of Aid

*Amounts awarded vary annually and are subject to change.
Visit [StudentAid.gov](https://studentaid.gov) for the most up-to-date details*

1 Federal Grants: Money that generally doesn't have to be paid back

Federal Pell Grant

For the 2024–25 award year, the Federal Pell Grant is for undergraduates with financial need who have not earned a bachelor's or professional degree. Eligibility is linked to family size and the federal poverty line. Federal Pell Grant access has been expanded to include students who are confined or incarcerated and enrolled in an approved Prison Education Program, and Federal Pell Grant lifetime eligibility has been restored for students who had an eligible loan discharge. Additionally, students who previously qualified for an Iraq and Afghanistan Service Grant or the Children of Fallen Heroes program will be awarded the maximum Pell Grant award because they are undergraduate students whose parent or guardian died as a result of military service. For details and updates, visit [StudentAid.gov/pell-grant](https://studentaid.gov/pell-grant).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is for undergraduates with exceptional financial need. Federal Pell Grant recipients take priority. Funds depend on availability at school. For details and updates, visit [StudentAid.gov/fseog](https://studentaid.gov/fseog).

Teacher Education Assistance for College and Higher Education (TEACH) Grant

The TEACH Grant is for undergraduate, post baccalaureate, and graduate students who are completing or plan to complete course work needed to begin a career in teaching. To receive a TEACH Grant, a student must agree to teach for four years in a high-need field at an elementary school, secondary school, or educational service agency that serves students from low-income backgrounds. If a student doesn't complete the teaching service requirement, all TEACH Grants the student received will be converted to a Direct Unsubsidized Loan that must be repaid, with interest charged from the date of each TEACH Grant disbursement. For details and updates, visit [StudentAid.gov/teach](https://studentaid.gov/teach).

2 Federal Work-Study: Money is earned through a job and doesn't have to be repaid

Your total work-study award depends on

- ✓ when you apply,
- ✓ your level of financial need, and
- ✓ your school's funding level.



For Federal Work-Study program details and updates, visit [StudentAid.gov/workstudy](https://studentaid.gov/workstudy).

3 **Federal Student Loans:** These are loans that accumulate interest; they must be repaid

Who is it for?

Direct Subsidized Loan

For undergraduate students who have financial need. A student must be enrolled at least half-time. No interest is charged while a student is enrolled at least half-time, during the grace period, and during deferment periods.

Direct Unsubsidized Loan

For undergraduate and graduate or professional students. A student must be enrolled at least half-time. Financial need is not required. Interest is generally charged during all periods.

Direct PLUS Loans

For parents of dependent undergraduate students and for graduate or professional students. A student must be enrolled at least half-time. Financial need is not required. Interest is generally charged during all periods.

What is the maximum annual loan amount?

Direct Subsidized Loan

Up to \$5,500, depending on grade level.

Direct Unsubsidized Loan

For undergraduate students, up to \$12,500 (minus any subsidized amounts received for the same period), depending on grade level and dependency status. For graduate or professional students, up to \$20,500.

Direct PLUS Loans

Maximum amount is the cost of attendance minus any other financial aid received.

What is the interest rate?

Interest rates for all types of Direct Loans will vary by loan type and by award year. The rates are determined each year, and when they are determined, they apply to all loans that have a first disbursement date during the period beginning on July 1 of one year and ending on June 30 of the following year. Loans received during different award years may have different fixed interest rates. For more information on interest rates and to find details about the most up-to-date interest rates, visit [StudentAid.gov/interest](https://studentaid.gov/interest).

Where do I get more details and updates on loans?

Direct Subsidized and Unsubsidized Loans

[StudentAid.gov/sub-unsub](https://studentaid.gov/sub-unsub)

Direct PLUS Loans

[StudentAid.gov/plus](https://studentaid.gov/plus)



I completed the FAFSA® form. Now what?

After you submit your 2024–25 FAFSA form, you'll receive a FAFSA Submission Summary. Your FAFSA Submission Summary will include the answers that you submitted on your FAFSA form (with the exception of the federal tax information transferred directly from the IRS), your Student Aid Index (SAI), and an estimation of what federal student aid you may be eligible for. If you provided a valid email address in your application, you'll receive an email with instructions on how to access an online copy of your FAFSA Submission Summary within three days (if you apply online) or three weeks (if you mail in a paper FAFSA form).

When you receive your FAFSA Submission Summary, review it to make sure you didn't make any mistakes on your FAFSA form:

- If the information on your FAFSA Submission Summary is accurate and you don't need to make any changes, just keep it for your records.
- To find out how to correct mistakes or make updates to your FAFSA form, visit [StudentAid.gov/apply-for-aid/fafsa/review-and-correct](https://studentaid.gov/apply-for-aid/fafsa/review-and-correct) or contact the school(s) to which you applied.

The information in your FAFSA Submission Summary will be provided to the schools you listed on your FAFSA form, and the schools will use that information and your SAI to make a final determination of your eligibility and financial aid need. You will receive an aid offer from the schools where you applied and/or were accepted for admission.

If you complete the 2023–24 FAFSA form, you will receive a Student Aid Report (SAR) after you submit. It will include a summary of the information you submitted on your FAFSA form (with the exception of federal tax information transferred into the FAFSA form using the IRS Data Retrieval Tool). You should review your SAR to make sure it's accurate and that you don't need to correct any mistakes or update your FAFSA form.



Do I have to repay my loans?

Yes. Student loans, unlike grants and work-study funds, are borrowed money that must be repaid with interest, just like car loans and home mortgages. You cannot have these loans canceled because you didn't like the education you received, didn't get a job in your field of study, or are having financial difficulty. So think about the amount you'll have to repay before you take out a loan and only borrow the amount you need. Learn more about loan repayment at [StudentAid.gov/repay](https://studentaid.gov/repay).



What's an aid offer and how much aid will I get?

If you applied for admission to a college or career/trade school you listed on your FAFSA form, that school will get your FAFSA information. The school will calculate your aid and send you an aid offer (often electronically).

Most schools will wait to send you an aid offer only after they accept you for admission. The aid offer will tell you how much aid you're eligible to receive at that school and will include the types and amounts of financial aid you may receive from federal, state, private, and school sources. This combination of help from different sources is your financial aid package. How much aid you receive depends on some factors, including

- cost of attendance (for each school);
- Student Aid Index (SAI)—the SAI doesn't represent a dollar amount but, instead, it's a number used by your school to calculate how much and what types of financial aid you're eligible to receive based on your FAFSA information;*
- year in school; and
- enrollment status (e.g., full-time, half-time, etc.).

You can compare school aid offers and see which school is most affordable once financial aid is taken into account. Contact the school's financial aid office if you have any questions about the aid being offered to you. For more information on how aid is calculated, visit [StudentAid.gov/how-calculated](https://studentaid.gov/how-calculated).



How will I receive my aid?

Your college or career/trade school—not the U.S. Department of Education—will distribute your aid. In most cases, your federal student aid will be applied directly to your school account. The financial aid staff at your school will explain exactly how and when your aid will be disbursed (paid out).

*If you're completing and submitting the 2023–24 FAFSA form, your Expected Family Contribution will still be included in the factors that determine how much aid you receive.

What else do I need to remember when applying for federal student aid?

- ✓ Only borrow what you need and what you can afford to pay back.
 - ✓ Your FAFSA information has to be correct to ensure that you receive your aid promptly and in the right amount. Always respond to (or act upon) any correspondence your school sends you—and meet all deadlines.
 - ✓ Contact the school if you're interested in school or state grants.
-

Free Help Is Available

Free help is available any time during the application process. Online help is available while you complete your application at fafsa.gov. You can also get free information and help from your school counselor, the financial aid office at the college or career/trade school you plan to attend, or the U.S. Department of Education at StudentAid.gov or 1-800-433-3243. You should never have to pay for help!

Stay Connected

 [/FederalStudentAid](https://www.facebook.com/FederalStudentAid)

 [/FederalStudentAid](https://www.youtube.com/FederalStudentAid)

 [/FAFSA](https://twitter.com/FAFSA)

 [/FederalStudentAid](https://www.instagram.com/FederalStudentAid)

Contact Us

StudentAid.gov/contact



USING THE INTERNET TO PLAN FOR COLLEGE

COLLEGE PLANNING ON THE INTERNET



APPLYING FOR ADMISSION

Apply Texas - (www.applytexas.org) Submit this online application to most Texas state funded colleges. You can save a partially completed application to retrieve at a later time. Most schools will require an application fee that must be paid directly to the college.

If you used a fee waiver for the SAT, you are eligible for up to 4 college application fee waivers. See your counselor for details/forms.

The Common Application (www.commonapp.org), now also available through Xello! The Common Application is the recommended form of 230 selective colleges and universities for admission to their undergraduate programs. A download version is available.

FINANCIAL AID

FAFSA – Free Application for Federal Student Aid- (www.fafsa.ed.gov) To be eligible for any type of aid, you must complete the FAFSA each year. This is a free service provided by the US Department of Education. Your results are sent both to you and to the college of your choice. FAFSA must be completed in the fall of your senior year in order to meet the application deadlines of the college financial aid office.

FAFSA ID – An FSA ID is a username and password that gives you access to Federal Student Aid's online systems and can serve as your legal signature./Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member.

www.fafsa.ed.gov

NCAA CLEARINGHOUSE – If you want to be considered for an Athletic Scholarship then you should register during your junior year with the NCAA Clearinghouse as a Prospective Student-Athlete. (www.ncaa.org) There is a fee, but if you have taken the SAT or ACT using a fee waiver, the fee can be waived. See your counselor for more information.

More and more colleges are moving away from printed paper copies of their forms and applications using online forms and catalogs. The expense of printing and postage, along with the environmental impact make online services very desirable.

INTERNET INSIGHT

The following web sites can be beneficial to you throughout the application process and in your quest to financially support your college career. HEB ISD does not endorse or recommend any specific website. These are for information purposes only. This list may contain obsolete websites, as they are constantly changing.

<u>All Student Loan</u>	www.allstudentloan.org	college cost calculator, loans, scholarships
<u>Best Schools USA</u>	www.bestschoolsusa.com	tips on school selection and admission process
<u>Campus Tours</u>	www.campustours.com	links to virtual campus tours, interactive campus maps, webcams and campus pictures
<u>Career Builder</u>	www.careerbuilder.com	job search, resume tip, interview advice
<u>Career Development Resources</u>	www.ala.org	educational based information
<u>College for all Texans</u>	www.collegeforalltexans.com	scholarships for Texans
<u>College is Possible</u>	www.collegeispossible.com	a campaign to provide information related to preparing for, paying for, and choosing the right college

<u>College Net</u>	www.collegenet.com	school information
<u>College Recruiting</u>	www.CollegeRecruiting.com	connects student and colleges
<u>Common Application</u>	www.applytexas.org	Texas schools applications and majors
<u>Common Application</u>	www.commonapp.org	an application for 900 colleges across the nation
<u>eCampusTours</u>	www.ecampustours.com	virtual tours, college planning, scholarship search, student loan information
<u>EduPass</u>	www.edupass.org	college information for international students
<u>Fast WEB</u>	www.fastweb.com	extensive listings of scholarships
<u>FinAid</u>	www.finaid.org	financial aid information
<u>Free Application for Federal Student Aid</u>	www.fafsa.ed.gov	government financial aid application
<u>Indeed</u>	www.indeed.com	job search, resume tip, interview advice
<u>Kaplan Test Prep and Admissions</u>	www.kaptest.com	SAT/ACT test prep courses
<u>Kuder</u>	www.kuder.com	education planner, resume builder, financial aid information, scholarship search, college comparison
<u>MOSAIEC (formerly known as - AIE)</u>	www.mosaiec.org	college and career planning guide
<u>National College Funding Services, P.A.</u>	https://www.ncfs-inc.com	financial aid information, college panning, college search, common application

<u>Nelnet</u>	https://nelnet.inviteeducation.com/	college planning, financial aid information
<u>Sallie Mae College Answer</u>	www.collegeanswer.com	college planning, financial aid information
<u>SAT</u>	www.collegeboard.com	SAT registration and testing information
<u>Scholarships</u>	www.scholarships.com	scholarship search, financial aid information
<u>Schools in the USA</u>	www.schoolsintheUSA.com	links to over 1500 colleges, applications, career information
<u>Super College</u>	www.supercollege.com	college admissions, financial aid information
<u>The Princeton Review</u>	www.princetonreview.com	test prep information
<u>U.S. Air Force ROTC</u>	www.afrotc.com	scholarship, career information
<u>U.S. Army ROTC</u>	www.armyrotc.com	scholarship, career information
<u>U.S. Dept. of Education</u>	www.ed.gov	college funding
<u>U.S. Government</u>	www.usajobs.gov	education and career links
<u>U.S. Navy ROTC</u>	https://www.nrotc.navy.mil/	scholarship, career information
<u>US News and World Report</u>	www.usnews.com	education section--national rankings of colleges

TEXAS 2 -YEAR COLLEGES

College-University	City	Website
Alvin Community College	Alvin	www.alvincollege.edu
Amarillo College	Amarillo	www.actx.edu
Angelina College	Lufkin	www.angelina.edu
Austin Community College	Austin	www.austincc.edu
Blinn College	Brenham	www.blinn.edu
Brazosport College	Lake Jackson	www.brazosport.edu
Brookhaven College	Farmers Branch	www.dcccd.edu
Cedar Valley College	Lancaster	www.dcccd.edu
Central Texas College	Killeen	www.ctcd.edu
Cisco Junior College	Cisco	www.cisco.edu
Clarendon College	Clarendon	www.clarendoncollege.edu
Coastal Bend College	Beeville	www.coastalbend.edu
College of the Mainland	Texas City	www.com.edu
Collin County Community College	Plano	www.collin.edu
Del Mar College	Corpus Christi	www.delmar.edu
Eastfield College	Mesquite	www.dcccd.edu
El Centro College	Dallas	www.dcccd.edu
El Paso Community College	El Paso	www.epcc.edu
Frank Phillips College	Borger	www.fpctx.edu
Galveston College	Galveston	www.gc.edu
Grayson County College	Denison	www.grayson.edu
Hill College	Hillsboro	www.hillcollege.edu
Houston Community College	Houston	www.hccs.edu
Howard College	Big Spring	www.howardcollege.edu
Jacksonville College	Jacksonville	www.jacksonville-college.edu
Kilgore College	Kilgore	www.kilgore.edu
Laredo Community College	Laredo	www.laredo.edu
Lee College	Baytown	www.lee.edu
Lon Morris College	Jacksonville	www.beabearcat.com
McLennan Community College	Waco	www.mclennan.edu
Midland College	Midland	www.midland.edu
Mountain View College	Dallas	www.dcccd.edu
Navarro College	Corsicana	www.navarrocollege.edu
North Central Texas College	Gainesville	www.nctc.edu
North Harris College	Houston	www.lonestar.edu

College-University	City	Website
North Lake College	Irving	www.dcccd.edu
Northeast Texas Community College	Mt. Pleasant	www.ntcc.edu
Northwest Vista College	San Antonio	www.alamo.edu
Odessa College	Odessa	www.odessa.edu
Palo Alto College	San Antonio	www.alamo.edu
Panola College	Carthage	www.panola.edu
Paris Junior College	Paris	www.parisjc.edu
Ranger College	Ranger	www.rangercollege.edu
Richland College	Dallas	www.dcccd.edu
St. Phillip's College	San Antonio	www.alamo.edu
San Antonio College	San Antonio	www.alamo.edu
San Jacinto College Central	Pasadena	www.sanjac.edu
San Jacinto College North	Houston	www.sanjac.edu
San Jacinto College South	Houston	www.sanjac.edu
South Plains College	Levelland	www.southplainscollege.edu
South Texas Community College	McAllen	www.southtexascollege.edu
Southwest Texas Junior College	Uvalde	www.swtjc.edu
Tarrant County College-NE	Hurst	www.tccd.edu
Tarrant County College-NW	Ft. Worth	www.tccd.edu
Tarrant County College-S	Ft. Worth	www.tccd.edu
Tarrant County College-SE	Arlington	www.tccd.edu
Tarrant County College – Trinity River Campus	Fort Worth	www.tccd.edu
Temple College	Temple	www.templejc.edu
Texarkana College	Texarkana	www.texarkanacollege.edu
Texas State Technical College	Harlingen	www.tstc.edu
Texas State Technical College	Marshall	www.tstc.edu
Texas State Technical College	Sweetwater	www.tstc.edu
Texas State Technical College	Waco	www.tstc.edu
Trinity Valley Community College	Athens	www.tvcc.edu
Tyler Junior College	Tyler	www.tjc.edu
Vernon Regional Junior College	Vernon	www.vrjc.cc.tx.us
Victoria College	Victoria	www.vc.cc.tx.us
Weatherford College	Weatherford	www.wc.edu
Western Texas College	Snyder	www.wtc.cc.tx.us

TEXAS 4-YEAR COLLEGES AND UNIVERSITIES

College-University	City	Website
Abilene Christian University	Abilene	www.acu.edu
Amberton University	Garland	www.amberton.edu
Angelo State University	San Angelo	www.angelo.edu
Austin College	Sherman	www.austincollege.edu
Baylor University	Waco	www.baylor.edu
Concordia University	Austin	www.concordia.edu
Dallas Baptist University	Dallas	www.dbu.edu
East Texas Baptist University	Marshall	www.etbu.edu
Hardin-Simmons University	Abilene	www.hsutx.edu
Houston Baptist University	Houston	www.hbu.edu
Howard Payne University	Brownwood	www.hputx.edu
Huston-Tillotson College	Austin	www.htc.edu
Jarvis Christian College	Hawkins	www.jarvis.edu
Lamar University	Beaumont	www.lamar.edu
LeTourneau University	Longview	www.letu.edu
Lubbock Christian University	Lubbock	www.lcu.edu
McMurry University	Abilene	www.mcm.edu
Midwestern State University	Wichita Falls	www.msutexas.edu
Our Lady of the Lake University	San Antonio	www.ollusa.edu
Paul Quinn College	Dallas	www.pqc.edu
Prairie View A&M University	Prairie View	www.pvamu.edu
Rice University	Houston	www.rice.edu
St. Edward's University	Austin	www.stedwards.edu
St. Mary's University	San Antonio	www.stmarytx.edu
Sam Houston State University	Huntsville	www.shsu.edu
Schreiner College	Kerrville	www.schreiner.edu
Southern Methodist University	Dallas	www.smu.edu
Southwestern Adventist University	Keene	www.swau.edu
Southwestern Assemblies of God University	Waxahachie	www.sagu.edu
Southwestern University	Georgetown	www.southwestern.edu
Stephen F. Austin State University	Nacogdoches	www.sfasu.edu
Sul Ross State University	Alpine	www.sulross.edu
Tarleton State University	Stephenville	www.tarleton.edu
Texas A&M International	Laredo	www.tamui.edu

College-University	City	Website
Texas A&M University	College Station	www.tamu.edu
Texas A&M University	Commerce	www.tamuc.edu
Texas A&M University	Corpus Christi	www.tamucc.edu
Texas A& M University	Galveston	www.tamug.edu
Texas A&M University	Kingsville	www.tamuk.edu
Texas Chiropractic College	Pasadena	www.txchiro.edu
Texas Christian University	Ft. Worth	www.tcu.edu
Texas College	Tyler	www.texascollege.edu
Texas Lutheran University	Seguin	www.txlutheran.edu
Texas Southern University	Houston	www.tsu.edu
Texas State University	San Marcos	www.txstate.edu
Texas Tech University	Lubbock	www.ttu.edu
Texas Woman's University	Denton	www.twu.edu
Texas Wesleyan University	Ft. Worth	www.txwesleyan.edu
Trinity University	San Antonio	www.trinity.edu
University of Dallas	Irving	www.udallas.edu
University of Houston	Houston	www.uh.edu
University of Houston-Downtown	Houston	www.dt.uh.edu
University of the Incarnate Word	San Antonio	www.uiw.edu
University of Mary Hardin-Baylor	Belton	www.umhb.edu
University of North Texas	Denton	www.unt.edu
University of St. Thomas	Houston	www.stthom.edu
University of Texas	Arlington	www.uta.edu
University of Texas	Austin	www.utexas.edu
Texas Southmost College	Brownsville	www.tsc.edu
University of Texas	Dallas	www.utdallas.edu
University of Texas	El Paso	www.utep.edu
University of Texas Pan American	Edinburg	www.utrgv.edu
University of Texas of Permian Basin	Odessa	www.utpb.edu
University of Texas	San Antonio	www.utsa.edu
University of Texas	Tyler	www.uttyler.edu
Wayland Baptist University	Plainview	www.wbu.edu
West Texas A&M University	Canyon	www.wtamu.edu
Wiley College	Marshall	www.wileyc.edu



MILITARY CAREERS

MILITARY ACADEMY APPOINTMENTS

Students who are interested in pursuing a military academy should begin in the spring of their junior year. Education and training at each of the academies is worth approximately \$250,000, which is all scholarship with no cost to the student. The return service commitment is five or more years of active military service as a commissioned officer. The first step in the process is to write, or email the respective academy and request a pre-candidate questionnaire. Academy catalogs and other specific information should be requested from the following addresses: Please note that students, NOT parents, should initiate all contact with the academies.

**U. S. Air Force Academy
HQ USAFA/RRS
2304 Cadet Drive, Ste. 3100
USAF Academy, CO 80840-5002
(800) 443-9266**

**U. S. Military Academy
Director of Admissions
606 Thayer Road
West Point, NY 10996-1797
(800) 822-2769**

**U. S. Merchant Marine Academy
Admissions Office
300 Steamboat Road
Kings Point, NY 11024-1699
(866) 546-4778**

**U. S. Naval Academy
Candidate Guidance Office
52 King George St
Annapolis, MD 21402
(410) 293-1858**

Written requests for nominations and applications should be sent to one of the following:

**The Honorable John Cornyn,
United States Senate
Attn: Academy Nominations Coordinator
517 Hart Senate Office Building
Washington, D.C. 20510
Web Address:
www.cornyn.senate.gov**

**U. S. Senator John Cornyn
5001 Spring Valley Rd. Ste. 1125E
Dallas, Texas 75244**

**U.S. House of Representatives
Congresswoman Beth Van Duyne
1725 Longworth HOB
Washington, D.C. 20515
www.bethvanduyne.house.gov**

**The Honorable Ted Cruz
United States Senate
Russell Senate Office Building,
127A Russell, Suite 404
Washington, D.C. 20510
Web Address:
www.cruz.senate.gov**

**U.S. Senator Ted Cruz
Lee Park Tower II
3626 N. Hall St., Suite 410
Dallas, Texas 75219**

**Congresswoman Beth Van Duyne
City of Keller Town Hall
1100 Bear Creek Parkway
Keller, TX 76248**

The deadline for academy nominations is typically around early October. You are encouraged to seek acceptance into more than one academy.

Military Careers

Meet your training needs in the Military

All young people eventually must answer the question “What will I do when I finish high school?” Joining the military could be the answer to that question for you. Yet, enlistment standards are higher than ever before, with almost 97 percent of enlistees having a high school diploma. Basic training is very physical, highly structured, and consists of very long days with little free time. Basic training teaches the art of survival and introduces recruits to military discipline. Among the advantages to enlisting in the military is the opportunity to receive training in an occupation that could support you later in civilian life.

The military must employ individuals with many different abilities and skills in order to operate as a self-sufficient community. The military services need auto, ship and aircraft mechanics to maintain the transportation systems; food service specialists to provide meals for thousands of soldiers; and computer programmers to maintain information and communication systems. This is just a small list in comparison to the wide spectrum of military occupations. Over 75 percent of military occupations have counterparts in the civilian work force. For example, dental hygienist, air traffic controller, computer programmer, aircraft mechanic, and electronic technician occupations exist in both the civilian and military work forces.

The military uses the **Armed Services Vocational Aptitude Battery (ASVAB)**, an interest assessment tool, to help them place recruits in an occupation. The **ASVAB** is designed to help students:

1. Identify, understand and organize information about their interests, abilities, and personal preferences.
2. Select occupations that best match their personal characteristics.
3. Use career information resources to further explore the occupations they select.

U. S. Air Force Recruiting Office
1424 Airport Freeway, Ste. S
Bedford, TX 76022
(817) 267-0115

U. S. Marine Recruiting Office
6020 Parker Blvd., Ste. 130
N. Richland Hills, TX 76180
817-656-5500

US Coast Guard Recruiting Office
2240 Market Place Blvd., Ste. 100
Irving, TX 75063
(972) 506-3047

U. S. Army Recruiting Office
9101 Boulevard 26, Suite 121
N. Richland Hills, TX 76180
(817) 428-4072

U. S. Navy Recruiting Office
9101 Boulevard 26, Suite 111
N. Richland Hills, TX 76180
(817) 577-4983

US Army National Guard Recruiting Office
1400 Guard Drive
Dallas, TX 75217
(214) 391-1484



ENTERING THE WORK FORCE

The Job of Getting a Job

This section is to help you in your job search. A recent survey of employers reveals that many applications are rejected based on the following:

- ❖ Little desire or poor reason for wanting the job.
- ❖ Inability to communicate during a job interview.
- ❖ Inappropriate attire.
- ❖ Poor manners.
- ❖ Sloppily completed application form.

Mastery of the job application form and handling of the interview are essential to obtaining your chosen job. Review carefully the steps outlined in this section. You can develop the job-getting skills that you need.

Sources of Employment

1. **Informal Contacts** – Friends, neighbors, relatives, school alumni, church, club and community groups, professional organizations, career centers and career counselors. People you know are often the first source of job opening information.
2. **Online Search** – Monster.com, Careerbuilder.com, glassdoor.com, indeed.com, job.com, simplyhired.com, USAjobs.gov are all reputable websites for job seekers.
3. **Texas Workforce Solutions** – a good source of information.
8701 Bedford-Eules Rd., Ste. 100
Hurst, Texas
(817) 413-4000
4. **School Teachers, Principals, Counselors, Coordinators, and Vocational Teachers** - a good source because they tend to have recommendation power.
5. **Chamber of Commerce** – a good source especially if you are from out of town. They know who hires what type of employees.
6. **Job Placement** – a service offered by various colleges and universities; a good source of all types of jobs. (Usually open only to current students and alumni.)
7. **Classified ads** in the newspaper, professional journals, and trade magazines provide a broad range of definite openings.
8. **Business News** – The local newspaper often discloses a new store expansion, a new industry moving to town, or someone's promotion.
9. **Bulletin Boards** – at churches, schools, governmental offices, private businesses, and others; good source but sometimes out of date.

10. **Look for help wanted signs** - They usually need someone immediately.
11. **Professional Organizations** – Engineers, teachers, accountants, computer programmers, etc.
12. **Private Employment Agencies** – are not geared to entry-level jobs and are often less than helpful for the beginner. Many are fee-paid by the companies. Some, you pay the fee.
13. **Service Clubs** such as Rotary, Lion, and Optimists often have a job-finding project for teenagers. The service clubs listed in the telephone book and the offices can furnish this information.
14. **Business Organizations** – National Alliance of Businessmen, Handy Andy, “Help Yourself” Employment Service and many others.
15. **Governmental Agencies** – SANYO, CETA, CEP EEA, JOB CORP, Goodwill Industries, Human Resource Development, Manpower Development Training, Texas Rehabilitation Commission, Work Incentive Program, and many others.

Important First Steps in Finding the Right Job

1. Select a type of work that is in line with your aptitudes, abilities, and interests – something that you would be happy doing
2. If possible, seek work in an expanding field – one that will provide an opportunity for advancement.
3. Prepare a resume. Include: Objective, Education, Experience, Employment, and have available at least three to five well-chosen references, if requested – make sure you have their permissions to use their names. Obtain a guide for preparing attractive, comprehensive resumes. We have several books with samples in the College and Career Center.
4. Get a certified copy of your birth certificate.
5. If you do not already have a Social Security card, apply for one at the nearest Social Security Administration office. You will need your birth certificate and another form of identification.

How to Ask for a Job Interview

1. If you ask for a job interview by letter:
 - a. Have it well prepared and properly written.
 - b. Type the letter unless a handwritten letter is requested.
 - c. Use short, concise sentences and do not go over one page in length.
2. If you ask for the interview by telephone:
 - a. Make your call businesslike and courteous.
 - b. Speak distinctly and with confidence.

Writing a Good Introductory Letter

You will need to exercise great care in writing a good introductory letter that accompanies your resume. To achieve worthwhile and positive results, it must be personalized and be effective enough to show what a solid, sincere, and dependable person you are. This cover letter should be business-like and to the point, but should also show a warm, friendly personality. In short, it must “sell” you.

1. In your letter, introduce yourself, how you found out about the job, and why you are sending them your resume.
2. Write to a specific person who is responsible for hiring in your area of interest.
3. Be as brief as possible. If the letter takes more than one page, do not write on the backside of the page.
4. Reflect personal confidence in our qualifications.
5. State that you will call to make an appointment for an interview.
6. Make certain that the employer knows how and where he can get in contact with you.
7. Write several drafts of the letter before you decide upon a final one.
8. Make your letter as attractive as possible; arrange information in a logical order; write in a positive tone and express your ideas clearly.
9. Make sure your letter is free of grammatical and spelling errors.
10. Make a copy of your letter so you can refresh your memory at a later date as to what you wrote.

Note of interest: A job seeker that is sincere about gaining employment should take everything into consideration. You should plan when your letter will arrive and be read by the appropriate person. Most people say that Mondays and Fridays are the business days. If your letter arrives on one of those days, it might not receive the prospective employer’s full attention. Try to make your letter arrive during the middle of the week. Be prepared and take advantage of every opportunity.

DONT’S in Preparing a Letter of Application

Avoid the common pitfalls in these three categories: Personal, Job and Miscellaneous.

Personal

- Avoid going into detail about your outstanding abilities.
- Avoid bragging about past personal experiences.
- Avoid the immature attitude that the world owes you a job.
- Avoid information about early childhood and schooling.
- Avoid revealing personal gripes or so-called secret ambitions.
- Avoid mentioning that you want the job because you need it.

Job

- Avoid stating that you are not interested in money.
- Avoid criticizing a past employer – be loyal even if it hurts.

Miscellaneous

Avoid going into too much detail; be as brief and to the point as possible.
Avoid intellectual vocabulary; very few people are impressed with technique.
Avoid unrelated information, i.e., you were a billiard champion, and you want a job as a mechanic.
Avoid repeating information or “dragging out” a letter of an interview. Close tactfully, and avoid postscripts (PS) in correspondence.

Writing a Resume

Basic information to include:

Your name
Your address
Your telephone number - state if it is home or office and use only the telephone numbers that you want a prospective employer to call.
Opening statement – include the job you want and how you can be an asset to the company.
Work experience – stress your skills.
Education – name your most recent school, degree, and location.
Hobbies/interests
References - have a list of reference available, but first get permission from your sources before using their names.

Filling Out the Application

Top suggestions for getting the most visibility out of your online application:

1. Thoroughly read job descriptions. Most recruiters will tell you a big pet peeve is hearing from job seekers who apply even if they are not qualified for the job. Take the time to understand exactly what the company expects from applicants for jobs that interest you; do not ignore the detailed description of what the job entails.

2. Create an original cover letter. If the company asks for a [cover letter](#), be sure to include one. Make sure to write one specific to your accomplishments and skills and one that addresses the job description properly. Go a step further and mention how you will use that knowledge and those skills on the job. Avoid sending out a generic, run-of-the-mill cover letter. "

3. Identify key words and tailor your resume. Take your time and look over your resume. Find the [key words](#) in the job description and make sure you indicate how your accomplishments address those requirements. Be sure to customize your resume and/or cover letter slightly to each specific job.

4. Make sure your responses are on target and error free. With paper applications, poorly written submissions can be tossed in the 'circular file,' never to be seen again, but with digital applications, error-laden content lives on at that company, potentially hurting your chances for a relationship with the employer in the future as well. This is a scary thought, but one that should motivate you to triple-check your content for spelling, content, and grammar. Additionally, make sure all of your information is completely spelled out—in other words, avoid abbreviations. In many cases, abbreviations that may be understood readily by the hiring managers are not familiar to the first-line recruiters.

5. Maintain one candidate profile per company. Once you apply to a company that uses an online application system, the organization saves your personal information. While you should tailor your resume and/or cover letter for each job submission, maintain one master profile for all of your applications for that company. Multiple profiles in one company's system can cause confusion. By only submitting one profile per company, you can eliminate the odds of the wrong profile being disqualified by a first-line recruiter.

6. Fill out all fields within the application process. By filling out every field, you are not just giving information that could make you stand out from the competition, but also demonstrating your interest and desire for the job. Many recruiters just skip over candidates who don't complete their applications. Also, many companies filter candidates by their responses to certain fields within the online application forms. Don't miss out on any chances to be included in the recruiters' filtering processes for the position.

7. Ensure your social profile is current. Companies are now encouraging candidates to include professional information from their [social profiles](#), typically LinkedIn, Google+, or Facebook, within their online application process.

8. Clean up your public social media profile. A [technology-savvy hiring company](#) is more likely to take an active interest in your social media profile postings. Make sure you don't have public images or content that would distract, or worse yet, deter hiring managers or recruiters from wanting to hire you. Don't provide red flags for recruiters and hiring managers. If used properly, social media can help you connect with potential employers—just make sure your online data is working for you, not against you.

9. Review all the information you imported before submitting. Before hitting the submit button, take a final glance at the content you have provided. Keep in mind that once you hit that button, your information is sent to the recruiter directly. First impressions are important, so make the best one possible when you apply.

“Selling Yourself” in the Interview

Be Prepared

Allow yourself an extra thirty minutes prior to your appointment for any last minute problems, such as traffic or bad weather.

If you are unfamiliar with where you are going, make a preliminary visit so you will know where to park and how to find the office where you will be interviewing.

Plan what you will be wearing that is within the company’s dress code. A business suit is always appropriate.

Makeup, cologne, and hairstyle should be kept to a minimum. Grooming is very important.

Greet your interviewer by name, with a firm handshake, while at the same time making direct eye contact and having a smile.

Make sure you are familiar with the company by having read any literature, annual reports, organization charts, or any other kind of information you can obtain.

Speak freely, distinctly, positively, and to the point. Be enthusiastic and sincere.

Focus attention on your strong points by using examples to describe yourself, your abilities, and your accomplishments.

Admit any limitations or weaknesses in the past tense and how you have overcome them.

By the end of the interview, if salary has not been discussed, tactfully ask the interviewer what the salary range is and what you are to receive if you are offered the position and accept it.

Be certain that you understand if you are to be hired, or if you will be given further consideration.

End the interview by asking for the job and restating your abilities. Thank the interviewer and leave courteously and with poise.

After the Interview

Promptly thank interviewers, contacts and references for their help. This common courtesy can open many doors.

If you have not been notified as indicated about the filling of the job, call back to show your interest and concern. It sometimes helps to swing a decision.

If a job offer is made to you, notify the employer immediately of your acceptance. Confirm the time and place where you will report.

Notify other prospective employers that you are employed and are no longer available.

Did you fail to get a job? Take time to think through your experience. Did you make a mistake you can improve on the next time? Did your application lack good references?

Don’t be discouraged. Determination and flexibility are needed in job seeking. Make a serious “job” of it. Stick to your plan, and you will find the work you want.

Equal Opportunity Statements

Section 504

- 1. No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity sponsored by this school district except as specifically provided in Section 504 Implementing Regulations.**
- 2. Hurst-Euless-Bedford Independent School District does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities.**

Title IX

- 1. No administrative officer or employee of the Hurst-Euless-Bedford Independent School District, acting in his/her official capacity may discriminate on the basis of a person's sex, race, religion, color, language, or national origin regarding: personnel practices, including assigning, hiring, promoting, compensating, and discharging employees; use of facilities; awarding contracts; and participation in programs.**

No student shall, on the basis of sex, race, religion, language, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this school district except as specifically provided in Title IX implementing regulations

This booklet is compiled and prepared by:

**Guidance and Counseling Department
Hurst-Euless-Bedford I.S.D.**