

Senior Packet

2019-2020



WHERE CHAMPIONS ARE MADE



Congratulations, you have made it to your senior year! We hope you are prepared for one exciting year! Academically, you must finish this year strong to ensure that you have all credits needed to graduate, and to continue to the next stage of your life – college, technical school, military, or work.

If you are interested in attending college or vocational schools, there are some important steps that must be completed:

1. Apply! Apply! Apply! Apply to all colleges that you are interested in attending. Please note that some colleges have early application and scholarship deadlines that begin as early as November of this year. Please research to make sure that you do not miss any early application deadlines!
2. Take or retake that ACT exam. Please check with the school of your choice for ACT requirements. Please note that WSCC requires minimum ACT sub-scores in certain areas to take college courses and avoid remedial course work. Also, please note that students must have an ACT composite score of 21 or a 3.0 GPA to qualify for the Lottery Scholarship. Higher ACT scores may increase scholarship opportunities! Please see ACT deadlines enclosed in this packet.
3. Complete the FAFSA (Free Application for Federal Student Aid) starting October 1st. FAFSA is required for Tennessee Promise eligibility and for college/technical school entrance. Please see additional information enclosed in this packet.
4. Finally, check with the counseling department for various scholarship announcements and applications. Sadly, many seniors miss numerous scholarship opportunities because they do not take the time to pick up and complete a scholarship application. Please review each application carefully –many applications are disqualified because they are filled out incorrectly or some areas are omitted. Finally, turn them in by the appropriate deadline!
5. Please visit school counseling website at <http://mhhs.w.hcboe.net/> for more senior information, including scholarships and upcoming events.

The West High Counseling Department would like to assist you and your parents in working together to ensure success in preparation for choosing careers and post-secondary training for the future. Please feel free to contact us throughout this year for assistance. GO TROJANS!!

Counselor Contact Information

Tonya Ely	elyt2@hcboe.net	last names A-E
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Graduating with Honors & Distinction

Graduating with Honors

In order to graduate with “honors”, students must score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT.

ACT Benchmark scores:

English	18
Math	22
Reading	22
Science	23

Graduating with Distinction

In order to graduate with “distinction”, students must earn a B average

And, complete ONE of the following:

- Earn a national and/or state recognized industry certification
- Participate in at least one of the Governor’s Schools
- Participate in one of the state’s All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams
- Earn 12 or more semester hours of transcribed postsecondary credit
- Earn statewide recognition or award at a skill- or knowledge-based state tournament, convention, or competition hosted by a statewide student organization, and/or qualify for national recognition by a national student organization

Additional Recognition for Graduation

Tennessee Scholar

- Academic requirements: maintain a C or above average in all classes
- Attendance requirements: 95% attendance in 4 years (no more than 36 missed days in 4 years)
- A minimum of 80 hours of community service
- No out of school suspensions

Work Ethic Diploma

In order to receive the Work Ethic Diploma distinction a student must earn a minimum of 20 points and a regular high school diploma. The standards will be discussed through TNN.

Tennessee Tri-Star Scholar

A student who earns a composite score of nineteen (19) or higher on the ACT, or an equivalent score on the SAT, and earns a capstone industry certification as promoted by the Department of Education, shall be recognized as a Tennessee Tri-Start Scholar upon graduation from high school.

Your SENIOR Year

Fall Checklist – August through September

- ☐ Make sure you continue to meet high school graduation and college admission requirements.
- ☐ Organize and record relevant dates on a calendar so you can plan your year more effeciently.
- ☐ Make copies of your admissions and financial aid forms. Practice filling them out before completing the final application.
- ☐ Meet with visiting recruiters from the schools that interest you.
- ☐ Arrange visits to schools you are considering and schedule admissions interviews if required.
- ☐ Make the final preparation of your portfolios, audition tapes, writing samples, or other evidence of talent required for admission and/or for scholarships. Finalize your resume to send with your applications.
- ☐ Submit your college admissions applications early. Watch out for deadlines! Do not wait until you have received your ACT/SAT scores before applying. Most college applications should be completed by the end of October.
- ☐ Talk with your parents about what type of budget you'll be on during your freshman year.
- ☐ Take or re-take the ACT or SAT.
- ☐ Keep records of everything you submit.
- ☐ Identify at least two of the following to write solid recommendation forms for you; a teacher, an extracurricular advisor, a counselor, a principal, or an employer. Give the recommendation forms to teachers, counselors, etc. at least one month before they are due. Follow up on the progress of these recommendations.
- ☐ Prepare a resume. Provide information relating to your school, church and community involvement to include grades 9-12.
- ☐ If seeking athletic scholarships, contact the coaches from the schools you are considering and include a resume of your accomplishments.
- ☐ Apply for financial aid by completing and submitting your Free Application for Federal Student Aid (FAFSA) as soon after October 1 as possible. The FAFSA information is available from your school counselor, from your college's financial aid office, or online at <http://www.fafsa.ed.gov>.

Your SENIOR Year

Spring Checklist – January through May

- ☐ Call the school of your choice and confirm that they have received your admissions application materials, including letters of recommendation and housing applications.
- ☐ Request that your high school send a copy of your transcript to the school where you have applied. Make sure your first semester senior year grades, GPA, class rank, etc. are included on the transcript.
- ☐ The information you receive back, after the FAFSA is processed, is the Student Aid Report (SAR). If any portion of the information on the SAR is incorrect, please correct it and resubmit it to the processing center.
- ☐ Submit any additional financial aid forms and documentation that are required by the school of your choice. Some of these forms may be available online including the FAFSA and some admission applications.
- ☐ Notify the school(s) in writing as to whether you are accepting or declining admissions by the proper deadline.
- ☐ Review your financial aid award letter with your parents and be sure that you understand the terms and conditions that accompany each kind of aid. Sign your financial aid award letter and return it to the school.
- ☐ Notify the financial aid office of any outside scholarships or grants that you have accepted since your initial application.
- ☐ Be aware of due dates for tuition, fees, room and board, and other expenses. Find out when your financial aid will be dispersed and whether you can defer payments until the funds are available.
- ☐ Respond immediately to ALL correspondence regarding school, scholarships, and financial aid.
- ☐ Participate in summer orientation programs for incoming freshman after graduation.
- ☐ Meet all class registration deadlines.

Important Dates to Remember

September 4-18	Counselor/Student Appointments
September 9-13	College Application and Exploration Week
September 23	College Fair trip to Carson-Newman
October 1	FAFSA – Seniors and parents can start completing FAFSA after this date.
October 1	Senior ACT take/retake
September 3	Senior Parent Scholarship/Financial Aid Meeting at 6:00p.m.
October 3	1 st Mandatory TN Promise meeting at 9:00a.m. at West High (auditorium)
November 1	Deadline to apply for Tennessee Promise Scholarship
February 1	FAFSA Deadline for Tennessee Promise Scholarship
February 1	Complete FAFSA to ensure Tennessee Student Assistance Grant availability (based on income) – Funds are first come first serve.
March 4	2 nd Mandatory TN Promise meeting at 5:30p.m. at West High (cafeteria)
April 15	Deadline to submit Work Ethic Diploma Requirements
April 15	Deadline to submit Tennessee Scholar Applications

Area College Scholarship Deadlines

Name of College	Scholarship Deadlines	Open House Dates
Carson Newman University	Apply Early	Showcase Saturday: October 5, November 2, February 22 Eagle Experience: October 22, March 24, April 7
East Tennessee State University	December 15	October 5 October 19
King University	Apply Early	October 12 February 29 November 9 March 21
Middle Tennessee State University	December 1	September 21 October 2 (True Blue Tour-Knoxville) November 2 February 22 March 21
Tennessee Tech University	December 15	October 5
Tusculum University	Apply Early	
University of Tennessee at Chattanooga	December 1	October 14 (Moc in a Minute- Knoxville) November 9 (Blue & Gold Preview)
University of Tennessee at Knoxville	November 1 Competitive, December 15 General	Sept. 28 (Big Orange Preview)
Walters State Community College	February 1	

- Students are responsible for learning college/scholarship deadline dates that pertain to post-secondary schools that interest them.
- Check the scholarship board, school website, schoology and with your school counselor weekly for new postings regarding local/regional scholarships.

Online Scholarship & Financial Aid Information

Collegeboard.org
Collegefortn.org
Collegetoolkit.com

mhhsw.hcboe.net
studentaid.ed.gov
tn.gov/collegepays

fastweb.com
collegeexpress.com
scholarships.com

goingmerry.com/
StudentScholarships.org

Additional Information

Transcripts

Colleges/Universities and scholarship providers will request that students have their school transcript sent to them as part of the application process.

To send a transcript, the students must do the following:

- **Complete a School Transcript Request Form in the Counselor's Office at least 7 (seven) days prior to the date transcript is due.**
- Turn the request in to the counseling secretary (Mrs. Howerton).
- The first five transcripts are sent to the colleges free of charge. Any additional transcript request will cost \$3.00.

College Day

Each senior is allowed one college day during their senior year. Students are required to submit a parent note to Mr. Kinsler **BEFORE** going on the college visit. Upon visiting the college, students are required to submit a letter of attendance from the college to the front office to excuse the absence.

Military Contacts

Air Force	Staff Sergeant Twyman	423-586-6477
		Cell: 423-277-6326
Army	Sergeant First Class Kesler	423-586-0661
		Cell: 615-364-0914
Navy	Petty Officer Jonathan Karg	423-581-3000
		Cell: 423-307-0654
Marines	Staff Sergeant Beaudet	Cell: 423-231-7123
National Guard	Staff Sergeant Reaves	423-587-7042
		Cell: 423-254-7417

College Advisor

Emily Emerick eeemerick@niswongerfoundation.org

Located in the counseling office every Thursday & Friday to assist with TN Promise, FAFSA, Career Search, College Applications, Scholarships, ACT registration, and any additional college needs!

NCAA Eligibility

For information on NCAA Eligibility for student athletes, visit <http://www.ncaa.org/student-athletes/future/eligibility-center>

ACT Test

ACT: www.actstudent.org

ACT wants everyone to register online. A student must have a credit card, voucher, or waiver to cover the cost of the test. You must include your Social Security Number or else you will have trouble receiving your Lottery Scholarship upon graduation because the system will not connect your ACT, FAFSA, and High School.

In addition to the junior year ACT and senior year retake, students who are on free and reduced lunch can take the ACT two additional times for free by receiving a fee waiver from the Counseling Office.

Register *ONLINE for the ACT at:

www.actstudent.org

West High ACT code 431-587 (Where scores are sent)

West High Test Center Code 193810 (Where you take the test)

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

SENIORS MAY TAKE OR RE-TAKE THE ACT AT NO COST ON OCTOBER 1

Dates with * indicate that the test will be administered at Morristown West High School.

Students will not be admitted to the test center without an admission ticket.

All ACT registration materials and study booklets are available in the school counseling office.

ACT College Readiness Benchmark Scores			
English 18	Math 22	Reading 22	Science 23

SAT Test

Why take the SAT?

The SAT is an important step on the path to college. It's accepted by colleges and universities throughout the country, and some even use it to place you out of certain classes.

It helps you with college planning

The SAT connects you to free college planning resources, where you can learn more about the application process, access financial aid tools, explore majors and more – all to help you find the right fit.

It connects you to scholarships and financial support.

There are many ways the SAT can help you and scholarship organizations find each other. Many colleges also use your scores for merit awards.

It gives you an equal chance.

The SAT was created to help promote equality in college admission. It still does so today. The SAT is the most rigorously researched and designed test in the world, which ensures that students from all backgrounds have an equal chance to succeed.

When to Take the SAT

Most students take the SAT during the spring of their junior year of high school. Many students choose to take the SAT a second time in the fall of their senior year after becoming familiar with the test-day experience.

Register ONLINE at sat.collegeboard.org/register

<u>Test Dates</u>	<u>Registration Deadlines</u>	<u>Late Registration</u>
October 5, 2019	September 6, 2019	September 24, 2019
November 2, 2019	October 3, 2019	October 22, 2019
December 7, 2019	November 8, 2019	November 26, 2019
March 14, 2020	February 14, 2020	March 3, 2020
May 2, 2020	April 3, 2020	April 21, 2020
June 6, 2020	May 8, 2020	May 27, 2020

*Materials can be located in the school counseling office.

FREE Application for Federal Student Aid

FAFSA FSA ID

Step 1: Apply for a FSA ID number at www.fsaaid.ed.gov .

Student and parent must obtain a FSA ID.

Step 2: Collect all documentation needed to complete the FAFSA.

Step 3: File for financial aid at www.fafsa.ed.gov.

This is a **FREE** process. There are scams out there. Please do not pay to complete this process.

FAFSA stands for Free Application for Federal Student Aid. Students and/or parents may complete the FAFSA online at www.fafsa.ed.gov as soon as possible after October 1.

Why is it so important to fill out the FAFSA?

Colleges and technical schools require students to complete the FAFSA in order to determine financial aid and student loans. You may be eligible for federal and state financial aid, including grants, scholarships, loans, and work-study. To receive the lottery scholarship (if eligible), you must complete the FAFSA!

Items Needed for FAFSA Completion

You will need records of income earned in the year prior to when you will start school. You may also need records of your parents' income information if you are a dependent student. For college freshmen entering the 2020-2021 school year, you will need financial information from 2018. You will need the following:

Your Social Security Number. Be sure it is correct!
Your driver's license (if any)
Your 2018 W-2 Forms and other records of money earned
Your (and your spouse's, if you are married) 2018 Federal Income Tax Return. <ul style="list-style-type: none">➤ IRS 1040, 1040A, 1040EX➤ Foreign Tax Return, or➤ Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
Your Parents' 2018 Federal Income Tax return (if you are a dependent student)
Your 2018 untaxed income records <ul style="list-style-type: none">➤ Social Security➤ Temporary Assistance for Needy Families➤ Welfare➤ Veterans benefits records
Your current bank statements

Keep these records! You may need them again. Do not mail your records to Federal Student Aid.

*Students *and* parents processing *valid Social Security Numbers* must create FSA ID usernames/passwords (fsaid.ed.gov) to sign the FAFSA electronically.

*Most students and parents will submit FAFSA using IRS Data Retrieval Tool to upload *2018* tax information

***FAFSA Opens October 1, 2019**

***FAFSA Deadline February 1, 2020 (for TN Promise completion)**



As a senior at Morristown Hamblen High School West, you are eligible for the Tennessee Promise scholarship, which provides two years of tuition-free education at a community college or college of applied technology. Tennessee Promise is a last-dollar scholarship, which means it will cover all costs of tuition and mandatory fees after all gift aid (Pell, TELS, and TSAA) has been applied. As a Tennessee Promise student, you will also be paired with a partnering organization and a mentor who will support you during the college application process. Students must participate with the partnering organization to access Tennessee Promise dollars.

Any student can apply for Tennessee Promise by November 1 at www.TNPromise.gov. Beyond the application, you must meet the following deadlines and requirements:

1. Apply by November 1. You can apply for Tennessee Promise at www.TNPromise.gov.
2. File the FAFSA by February 1. You must file your Free Application for Federal Student Aid (FAFSA) by February 1 at www.fafsa.gov to meet Tennessee Promise requirements.
3. Attend mandatory meetings on October 3, 2019 at 9:00a.m. in the auditorium and March 4, 2020 at 5:30p.m. in the cafeteria at Morristown West. You are required to attend the first and second mandatory meetings coordinated by tnAchieves.
4. You will need to complete 8 hours of community service for each semester you receive Tennessee Promise funding, including the summer before you begin college. Community service hours must be completed between November 2, 2019-July 1, 2020.
5. Apply to and register for classes at an eligible program. Before the fall semester begins, you will need to apply to a community college, college of applied technology, or eligible program at a four-year institution. Scholarship funds will be paid directly to the school once your enrollment is confirmed.

For more information on Tennessee Promise and to apply, please visit www.TNPromise.gov. Remember, if you do not complete the Tennessee Promise application and requirements, but still choose to attend a community college or technical school, you will be responsible for all tuition and mandatory fees not covered by other scholarships or financial aid.

If you have questions related to your Tennessee Promise application or are having difficulties with the login process, call 1.800.342.1663.

tnAchieves is the partnering organization to the Tennessee Promise scholarship that will administer the non-financial components of Tennessee Promise to students in your county, such as the mentoring component and additional post-secondary access support. If you have any questions regarding this information, please contact tnAchieves at amanda@tnachieves.org.



How Do I Become Eligible

For Tennessee Promise

Here's a checklist!

Students from the Class of 2020 must satisfy the following requirements and deadlines to become TN Promise eligible:

- ☐ Apply to the Tennessee Promise program at **www.TNPromise.gov** by **November 1, 2019**
- ☐ Apply for admission to a community college or a Tennessee College of Applied Technology (TCAT)
- ☐ Complete 2018-19 FAFSA at **www.FAFSA.gov** by **February 1, 2020**
- ☐ Attend first mandatory meeting coordinated by TNAchieves on **October 3, 2019 at 9:00a.m.**
- ☐ Attend second mandatory meeting coordinated by TNAchieves on **March 4, 2020 at 5:30p.m.**
- ☐ Complete 8 hours of community service between **November 2, 2019 - July 1, 2020**



COLLEGE COMPARISON CHART

Post-Secondary Institution	ACT/GPA Requirements 2019-2020
Carson Newman University	Average GPA 3.4 Average ACT 23
East Tennessee State University	Minimum GPA 2.3 OR Composite ACT 19
King University	Minimum GPA 3.0 AND Composite ACT 22
Lincoln Memorial University	Minimum GPA 3.2 OR Composite ACT 19
Maryville College	Minimums required for scholarship consideration GPA 3.0 AND Composite ACT 19
Middle Tennessee State University	Minimum GPA 3.0 OR Composite ACT 22 OR Minimum GPA 2.7 AND ACT 19
Milligan College	Minimums required for scholarship consideration GPA 3.5 AND ACT 20
Tennessee College of Applied Technology	High School Diploma or GED
Tennessee Technological University	Minimum GPA 2.5, Composite ACT 17, and ACT Subscores 15+ OR 3.0 GPA (test optional)
Tusculum College	Minimum GPA 2.0 AND Composite ACT 18
University of Tennessee Chattanooga	GPA 2.85 AND Composite ACT 18 OR Minimum GPA 2.5 AND ACT 21
University of Tennessee Knoxville	Minimum GPA 3.8 AND Minimum ACT 28 (ACT varies per scholarship to be awarded)
Walters State Community College	High School Diploma or GED

College & Career Exploration Information

Major Clarity

Major Clarity allows students to access career exploration and academic planning through online activities and video content. Students are aligned to customizable academic plans of study based on their career interests that keep them on track throughout secondary and post-secondary education.

CollegeforTN

The *CollegeforTN System* is a web-based career and educational planning system. The tools found in *CollegeforTN* will help students enhance self-awareness, build meaningful education and career plans, and prepare for their postsecondary education.

- Go to the *CollegeforTN* website at www.collegefortn.org
- Select Create an Account under SIGN IN
- Upon creating an account, you will be allowed to view college virtual tours, explore career options, build your resume, etc.

Occupational Outlook Handbook

The Occupational Outlook Handbook is the Nation's premier source for career information! The profiles featured here cover hundreds of occupations and describe What They Do, Work Environment, How to Become One, Pay, and more. Each profile also includes BLS employment projections for the 2010–20 decade.

- Go to The Occupational Outlook Handbook at <http://www.bls.gov/ooh/>
- Click on A-Z Index
- Type in a career of your choice
- Explore career information

College Navigator

This website helps to navigate through different colleges to discover information about tuition, financial aid, admissions, majors, estimated expenses, and more. Visit <https://nces.ed.gov/collegenavigator/> for more information.

College Scorecard

This website helps discover and compare schools to help you make the choice on where to attend college. This compares results and filters them by costs, salaries, and graduation rates. You can also look at individual school profile. For more information go to <https://collegescorecard.ed.gov/>

QuestBridge

This is a competitive college prep scholars program. There is a separate application process to be completed by their stated deadline. These students gain admission with full scholarships or generous financial aid to QuestBridge college partners. For more information go to <https://www.questbridge.org/>

BigFuture

Explore your interests and take time to find a college that will put you on a path to a bright future. Visit <https://bigfuture.collegeboard.org/> for more information.

RESUME GUIDE

Construction/Layout - Keeping it Professional

- Keep it organized, easy to read, and make sure your important points stand out
- Font: use 10-12 point font in a "universal" font style (i.e., Arial, Garamond, Tahoma, etc.)
- Margins: Between 0.5-1.0 inch margins, and equal on all 4 sides
- Length: Keep it to one page, especially for students/recent grads.
- Use good, quality (cotton fiber bond) paper, colored white or ivory, 8 1/2 x 11. Light blue or gray colored paper is sometimes used in apply for positions where creativity is important (ex. Marketing, elementary education, communications).
- NO spelling, grammatical, punctuation, or typographical errors. Proofread!

Important Categories of a Resume

- 3 Major Categories = Contact Information, Education, and Work Experience
- Additional Categories = Leadership Experiences, Honors/Awards, Community/Volunteer Service, Professional Affiliations, Computer Skills, Relevant Coursework, Languages, Licenses/Accreditations/Certifications, Languages

Contact Information

- Include both your school and permanent address
- Indicate which phone number is your cell
- Include your email address. If you have more than one, put the one you check most frequently.

Objective

- Briefly indicate the sort of position, title, and area of specialization sought
- Ex: Seeking a ... (summer internship/full time position/part time position) in....(accounting/an elementary school/the human services field)

Education

- Work from your most current degree backwards (ie Masters, then Undergrad, then high school)
- Indicate name of university, location, and anticipated date of graduation
- Indicate your major, minor, any areas of concentration, and cumulative GPA
- Omit high school if you have completed more than two years of college, unless referencing impressive honors or relevant extracurricular activities
- Include any honors, awards, or scholarships
- If you want one of these to stand out, consider giving it its own "Academic Highlight" category

Relevant Coursework

- List major classes you have completed or are currently enrolled in, as well as a few classes from your cognate, minor, or concentration

Employment Experience

- Start with your most recent experience and work backward (reverse chronological order)
- Include Name of Company, City, State, Position, and dates of employment
- Begin sentences/phrases with powerful action verbs. Describe responsibilities, accomplishments, problems/solutions, contributions
- Indicate transferable skills valued by employers:
 - Communication - ability to listen, write, and speak effectively
 - Analytical/Research - assess a situation, seek multiple perspectives, gather information, identify key issues
 - Flexibility/Adaptability/Managing Multiple Priorities
 - Interpersonal Abilities - relating to co-workers, inspiring others, managing conflict
 - Leadership/Management
 - Planning/Organizing - design, plan, organize, and implement projects/tasks within an allotted time frame, goal setting
 - Problem Solving/Reasoning/Creativity - finding solutions to problems using creativity, reasoning, past experiences, and available information and resources
 - Teamwork - working with others professionally to achieve a common goal

Extracurricular Activities, Community Service, Leadership

- List any clubs/sports/activities you are involved in on campus, including agencies you have done community service with
- List positions of responsibility/leadership - include your title, the name of the organization, and date
- Include hobbies and personal interests only if they are relevant

References

- Include three references, one for character, one for education, and one for employment
 - Simply stating "Available on Request" is sufficient if space doesn't allow for the above



Please sign up for Remind notifications to stay up-to-date with important events and information from the Counseling Office!

Seniors Class of 2020

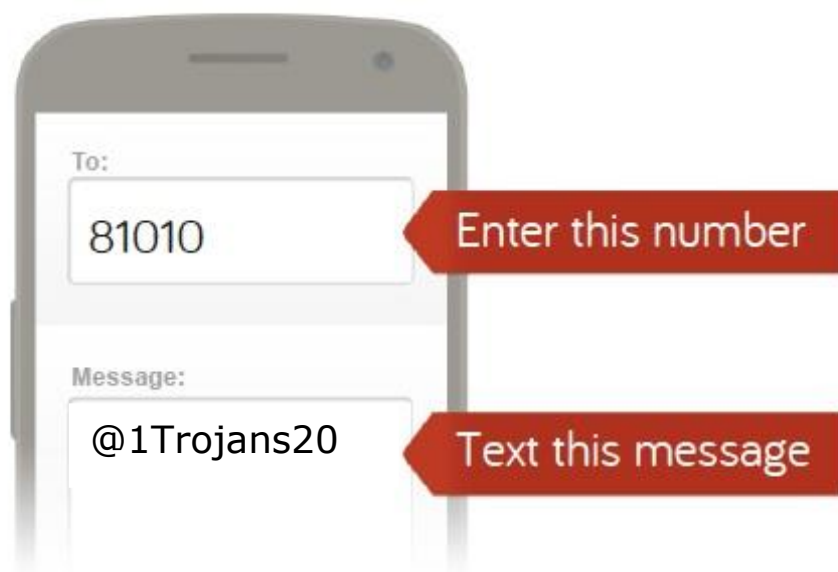
For Last Names A-E: @1Trojans20

For Last Names F-L: @2Trojans20

For Last Names M-R: @3Trojans20

For Last Names S-Z: @4Trojans20

Text 81010 with the following message - based on the student's grade level and last name. For example, for a senior with the last name Smith, text 81010 to @4Trojans20.



Follow us on the following Social Media platforms for additional updates and information!



@MoWestCounsel



@MoWestCounsel



@MoWestCounsel