



**COLLEGE HANDBOOK
FOR SENIORS**

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COLLEGE PLANNING TIMETABLE FOR SENIORS

September through December

- Take the college entrance exams (SAT and/or ACT) - register online at www.act.org and www.collegeboard.com
- Find out if the institution(s) to which you are applying require the SAT II tests
- Attend College Day on Brother Martin's campus and speak to the college representatives that visit Brother Martin's campus
- Apply for admission to all of the colleges you selected
- Be aware of scholarship, especially leadership, deadlines (usually Nov. 1)
- Apply for on-campus housing at all colleges to which you are applying
- Ask the Director of Financial Aid for any special instructions for the financial aid process at specific institutions
- Complete the FAFSA to apply for financial aid and the Louisiana's Tuition Opportunity Program for Students - the last testing of ACT that will qualify for the Louisiana TOPS Program with no penalties is the April testing

January through May

- Inform the College Counseling Office of any kind of financial award, scholarships, or grants received. This must be written documentation.
- Arrange for College Counselor to send final transcripts

*Please note: Some dates for this timetable are not necessarily final deadlines but are suggested as in the best interest for our students.

The vast majority of institutions consider applications for admissions, housing, and financial aid as three separate processes handled by three different university offices: the Office of Admissions, the Housing Office, and the Financial Aid Office.

See your College Counselor when you have questions.

DATES TO REMEMBER 2025-2026

Testing Schedule

ACT Test Schedule (<https://my.act.org/account/signin?location=https://my.act.org>)

SAT Test Schedule (<https://satsuite.collegeboard.org/>)

Test	Regular Test Date	Registration Deadline	(Late Fee Required)
ACT	September 6, 2025	August 1, 2025	August 19, 2025
ACT	October 18, 2025	September 12, 2025	September 30, 2025
ACT	December 13, 2025	November 7, 2025	November 24, 2025
ACT	February 14, 2026	January 9, 2026	January 23, 2026
ACT	April 11, 2026	March 6, 2026	March 24, 2026
ACT	June 13, 2026	May 8, 2026	May 29, 2026
ACT	July 11, 2026	June 5, 2026	July 24, 2026
SAT	August 23, 2025	August 8, 2025	August 12, 2025
SAT	September 13, 2025	August 29, 2025	September 2, 2025
SAT	October 4, 2025	September 14, 2025	September 23, 2025
SAT	November 8, 2025	October 24, 2025	October 28, 2025
SAT	December 6, 2025	November 21, 2025	November 25, 2025
SAT	May 14, 2026	February 27, 2026	March 3, 2026
SAT	May 2, 2026	April 17, 2026	April 21, 2026
SAT	June 6, 2026	May 22, 2026	May 26, 2026

Other Important Dates

Dates subject to change.

August 26, 2025	Senior Questionnaire Must be Completed
September 8, 2025	College Fair
September 4, 2025	College Seminar for Senior Parents
September 25, 2025	Financial Aid Seminar for Senior Parents
October 23, 2025	Career Day
October 30, 2025	ASVAB Testing available for seniors
May 1, 2024	National Candidate Reply Deadline
July 1, 2024	Deadline for filing FAFSA for TOPS for 2025-2026 school year

INFORMATION SOURCES

Where to begin the maze of researching colleges? Minimize the legwork by starting early, and be sure to make an appointment with your College Counselor.

There are many college resource books and comparative guides available in the Library. In this handbook, you will also find a host of web sites that you can use for college, scholarship, and career research as well as sites that can be useful in the college, scholarship, and financial aid application processes.

Speak to recent Brother Martin graduates, faculty members, parents, and any other adults you know that have attended college. Ask questions about things you want to know. These firsthand sources can provide you with helpful information that you cannot find in printed materials.

COLLEGE COUNSELORS

The College Counselors are your most accessible source of information on colleges and college admission. You may make an appointment with your College Counselor when you are a senior. During that meeting, your College Counselor will help you define your goals and interests, suggest colleges that seem to meet your requirements, guide you in a calendar of college planning, and help you with application procedures.

The College Counselors serve as your liaisons with college admissions offices. Be sure to keep them informed of your activities and accomplishments. Early in your senior year, you will receive an Activities Record and Senior Questionnaire. Please complete these and return them to the College Counselor. These are important tools that are used when writing counselor recommendations. Also, parents are asked to complete a Parent Information Sheet, giving them an opportunity to reflect on their son's experiences and accomplishments. This is also extremely helpful to the College Counselors when writing counselor recommendations.

During your college investigations, your College Counselor will help you in assessing how realistic your college choices are. In assessing the probable admissions decisions of a specific college, the counselor does not intend to either encourage or discourage your application. Where you apply is your decision - whether or not you are accepted is the college's decision. Your College Counselor attempts only to guide you so that when the admissions decisions are made you will have several choices among your acceptances.

SCOIR

SCOIR - pronounced “score” - is the new one-stop online system that provides students with college and career planning tools to use during their time at Brother Martin. Its comprehensive college and career planning solutions optimize student success and enhance school counselor productivity. SCOIR allows students to set personal goals and tasks, search for colleges and scholarships, and explore careers based on personal skills and interests. In addition, SCOIR affords Brother Martin the opportunity to participate in electronic transcript and document exchange in the college application process.

This Platform offers:

- Personalized Student Profile
- Career Search Tools
- College Search Tools
- Campus Community Exploration
- Virtual Visits
- Messaging Feature with Counselors

Sign-in Procedures:

- Go to: <https://app.scoir.com/signin>
- Email: Your Brother Martin email
- Password: Your created password from the first time you logged in (Suggest using your Brother Martin password)

After you have signed in, you have access to all of the tabs and features available in SCOIR.

To ensure that student’s documents are processed in a timely manner, follow the guide below to add colleges to your application list and to request transcripts.

- Click “My Colleges”
- Under “Applying” click “Add a college”
- Type in the college name and answer the “How are you applying?” questions
 - If you are applying through Common App, please provide your Common App ID at this time.
- Once you have submitted your application, move that college from the “Applying” list to “Applied” list.
 - This is how the counselor will be notified to send your transcript and supporting documents.

If you have any questions about SCOIR or any of its features/tabs, please see your College Counselor. Remember that all transcript and document requests must be made using the SCOIR system. This allows your College Counselor to submit documents electronically, but it also allows you to track when documents are sent. This will allow you to stay ahead of application deadlines.

Application Types

Early Decision: It is not an obligation to be taken lightly, since colleges honor one another's binding decisions. If you renege on an early decision obligation to one school, it is unlikely that another competitive school will accept you. Students can seek release from an early decision obligation on the grounds of financial hardship, if the financial aid package they are offered is genuinely inadequate; however, the burden of proof in these cases is on the student. (By the way, an important drawback to early decision admissions is that they leave applicants with no leverage to negotiate a better financial aid package – the school knows you can't go anywhere else.)

Early decision applicants are expected to submit only one early decision application to one school. They can submit applications to other colleges under normal application procedures, but agree that they will withdraw all those applications if they are accepted to the early decision school.

Early Action: Early admissions programs, which do not ask applicants to commit to attending if they are accepted, are generally known as Early Action (EA) programs. They give students the benefits of early notification without the obligations of early decision. Even if accepted, students are free to apply to other colleges and to compare financial aid offers.

Students applying to attend an Immediate Decision Day must ensure they meet the minimum qualifications (if applicable).

Rolling Admission: Colleges that use rolling admissions accept applications until they've filled all the spots in their freshman class.

Decisions are then made on a case-by-case basis and you'll usually hear back within 4 to 8 weeks. However, some colleges accept applications under a rolling admission policy and then send out decisions all at once.

There may also be less competition, but this depends on you. If you apply in December, the school won't wait until March to compare you with all the other applicants and you could actually improve your chances of being accepted. Remember though, the reverse also holds true: the later you apply, the more competition there may be for fewer spots. Procrastinators beware! There is a lot of truth to that old saying, "You snooze, and you lose!"

Applying to a school with rolling admissions late in the game can also impact your financial aid offer. A school's admission and aid policies are not one and the same. In fact, they usually come from offices that are nowhere near one another. If you're accepted after the free money's been doled out, you could be out of luck and limited to taking out loans.

Regular Admission: Colleges using this plan generally have a January, February or March application deadline and notify all of the applicants at the same time. (No later than April 15).

Single Choice Early Action: (SCEA) programs specifically require students not to make EA applications to other colleges, although they are free to apply elsewhere under the regular admissions round.

INTERNET RESOURCES

Exploring Colleges:

ACT	www.act.org
Affordable Colleges Foundation	www.affordablecollegesonline.org/online-colleges/louisiana
All About College	www.allaboutcollege.com
Campus Tours	www.campustours.com
College Board	www.collegeboard.org
College Board - Big Future	https://bigfuture.collegeboard.org/
College Express	www.collegexpress.com
College Net	www.collegenet.com
College Plan	www.collegeplan.org
College Rankings	www.library.uiuc.edu/edx/rankings
College Scorecard	https://collegescorecard.ed.gov/
College View	www.collegeview.com
Go College	www.gocollege.com
Jesuit Colleges	www.ajcunet.edu
NACAC	www.nacac.com
NACAC's Publications	https://www.nacacnet.org/news--publications/publications/
Niche	www.niche.com
Peterson's	www.petersons.com
Princeton Review	https://www.princetonreview.com/
UNCF	www.uncf.org
University Links	www.Ulinks.com
US News	www.usnews.com/rankings

Athletics:

NAIA	www.naia.org
NCAA	www.ncaa.org
NCSA-College Recruiting	www.ncsasports.org

Financial Aid and Scholarships:

Award Letter Comparison Tools	https://bigfuture.collegeboard.org/pay-for-college/financial-aid-awards/compare-aid-calculator
CSS Profile Online	www.collegeboard.org
FAFSA	www.fafsa.ed.gov
Fastaid	www.fastaid.com
Fastweb	www.fastweb.com
Federal Student Aid Financial Aid Toolkit	http://www.financialaidtoolkit.ed.gov/tk/
Federal Student Aid	https://studentaid.ed.gov/
FinAid Info Page	www.finaid.org
FSA ID Creation	https://fsaid.ed.gov/npas/index.htm
College Express	www.collegexpress.com
College NET	www.collegenet.com
College Scholarships	www.college-scholarships.com
Go College	http://www.gocollege.com/financial-aid/scholarships/
Louisiana Education Loan Authority	http://lela.org/
NACAC's Publications	https://www.nacacnet.org/news--publications/publications/
Net Price Calculators	http://studentnpc.collegeboard.org/
Peterson's Scholarship Search	https://www.petersons.com/college-search/scholarship-search-results
SallieMae	https://www.salliemae.com/plan-for-college/scholarships/
UNCF	https://scholarships.uncf.org/

Test Preparation:

College Board On-Line

www.collegeboard.org

Daily practice for the new SAT

<https://collegereadiness.collegeboard.org/sat/practice/daily-practice-app>

Kaplan

www.kaplan.com

Princeton Review

<https://www.princetonreview.com/>

Career:

Planning a Career

<http://www.aie.org/life-after-college/starting-your-career/launching-job-search/>

Other Useful Sites:

www.commonapp.org

Common Application - Students may apply to many colleges using this one form. There is a list of colleges/universities that accept the Common Application.

<http://home.sreb.org/acm/choosestate.aspx>

The Academic Common Market Information and a list of majors and colleges/universities that participate.

COLLEGE REPRESENTATIVES ON CAMPUS

Each year, colleges will send representatives to Brother Martin High School to talk with prospective students. When meeting with college representatives remember to be respectful and ask questions. The representative whom you meet may be a member of the admissions committee and/or scholarship committee that reviews your applications. Make a good first impression.

College representative usually schedule their visits during periods 4, 5 or 6. These visits will be announced during daily announcements and posted on *SCOIR*. Most representatives will set up their materials outside the Student Services Office and meet with students during their unstructured time. Occasionally college representatives will request a classroom setting so that they may give a formal presentation. Students are encouraged to speak with college representatives during their unstructured periods. If a college representative will only be present when a student is in class, the student must get permission from his teacher in order to speak to that college representative. The College Counselor may be able to help you obtain such permission.

BROTHER MARTIN COLLEGE DAY/COLLEGE FAIRS

The College Day Program will be held in the fall for all students. You are encouraged to take advantage of this excellent opportunity to speak directly to college admissions officers.

The National Association of College Admissions Counselors (NACAC) sponsors a College Fair during the same week as our College Day. Juniors and seniors are encouraged to look at the list of schools in attendance and plan to attend in order to visit with school representatives that are not present at Brother Martin's College Day.

ACADEMIC COMMON MARKET

The Academic Common Market (ACM) is a tuition-savings program for college students in the Southern Regional Education Board (SREB) member states who want to pursue degrees that are not offered by their in-state institutions. Students can enroll in out-of-state institutions that offer their degree program and pay the institution's in-state tuition rates. Hundreds of undergraduate and graduate programs are available for residents of SREB states. You can easily search programs available for your home state by clicking Search for Programs.

- Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia are SREB member states
- The ACM program is not competitive or merit-based, but applicants must meet state residency and college program requirements.
- The ACM eliminates unnecessary duplication of academic programs among participating states, recognizing that it is impractical for any institution or single state to develop or maintain degree programs in every field of knowledge.
- The ACM supports existing degree programs that have the capacity to serve additional students.
- The ACM provides access across state lines for programs not available in a student's home state.
- First-professional degree programs, such as law, medicine, dentistry, pharmacy and optometry, are not offered in the ACM and cannot be requested.
- Some institutions and states may impose additional acceptance requirements, such as full-time enrollment status or GPA requirements.
- The list of degree programs and schools available with the ACM for Louisiana residents changes yearly. Use the following URL to find an accurate list of degree programs and schools that are available through the ACM.

<http://home.sreb.org/acm/ChooseState.aspx>

College Comparison Worksheet

COLLEGE NAME			
Location —distance from home			
Size —enrollment —physical size of campus			
Environment —type of school (2- or 4-year) —school setting (urban, rural) —location & size of nearest city —co-ed, male, female —religious affiliation			
Admission Requirements —deadline —tests required —average test scores, GPA, rank —notification			
Academics —your major offered —special requirements —accreditation —student-faculty ratio —typical class size			
College Expenses —tuition, room and board —estimated total budget —application fee, deposits			
Financial Aid —deadline —required forms —percentage receiving aid —scholarships			
Housing —residence hall requirement —food plan			
Facilities —academic —recreational —other			
Activities —clubs, organizations —Greek life —athletics, intramurals —other			
Campus Visits —when —special opportunities			

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STATEMENT OF STUDENTS' RIGHT AND RESPONSIBILITIES IN THE COLLEGE ADMISSION PROCESS

An outgrowth of NACAC's Statement of Principles of Good Practice, the Students' Rights Statement makes clear to entering college students those "rights" that are only alluded to by the Principles of Good Practice. It also spells out the responsibilities students have in the admission process.

When You Apply to Colleges and Universities, You Have Rights

Before You Apply:

- You have the right to receive factual and comprehensive information from colleges and universities about their admission, financial costs, aid opportunities, practices and packaging policies, and housing policies. If you consider applying under an early admission plan, you have the right to complete information from the college about its process and policies.
- You have the right to be free from high-pressure sales tactics.

When You Are Offered Admission:

- You have the right to wait until May 1 to respond to an offer of admission and/or financial aid.
- Colleges that request commitments to offers of admission and/or financial assistance prior to May 1 must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for admission and/or financial aid.
- Candidates admitted under early decision programs are a recognized exception to the May 1 deadline.

If You Are Placed on a Wait List or Alternate List:

- The letter that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admission, and the availability of financial aid and housing.
- Colleges may require neither a deposit nor a written commitment as a condition of remaining on a wait list.
- Colleges are expected to notify you of the resolution of your wait list status by August 1 at the latest.

When You Apply To Colleges and Universities, You Have Responsibilities

Before You Apply:

- You have a responsibility to research, and to understand and comply with the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure you understand the policies of each college or university regarding deposits you may be required to make before you enroll.

As You Apply:

- You must complete all material required for application and submit your application on or before the published deadlines. You should be the sole author of your applications.
- You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

After You Receive Your Admissions Decisions:

- You must notify each college or university that accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college you wish to attend, but no later than May 1. It is understood that May 1 will be the postmark date.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. The exception to this arises if you are put on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify a college or university at which you previously indicated your intention to enroll.
- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid.

If you think your rights have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date. In addition, you should ask your counselor to notify the president of the state or regional affiliate of the National Association for College Admission Counseling in your area. If you need further assistance, send a copy of any correspondence you have had with the college or university and a copy of your letter of admission to:

*National Association for College Admission Counseling
1050 N. Highland Street Suite 400
Arlington, VA 22201*

COLLEGE APPLICATION - AN OVERVIEW

Now it is time to apply to the colleges and universities that you have selected. It is recommended that all students apply to at least three to five colleges. You may apply to more schools if you so choose. These schools should vary in selectivity but should all be schools that you are truly interested in attending. Your list should include one or more colleges from each of the following categories:

- Category I: Schools where the probability of admission is a “reach”.
- Category II: Schools where the probability of admission is good or “target”.
- Category III: Schools where the probability of admission is highly likely or certain. These are your “likely” schools.

Schools that qualify as “reach”, “target”, and “likely” vary from student to student. You should select schools according to your individual academic profile.

The application process has multiple steps but dividing the process into smaller steps can help keep the process a manageable task. Stay in close communication with college representatives and your College Counselor, know your deadlines, and refer to this handbook for step by step application procedures. Make sure to record all applications in *SCOIR*. This will help you stay aware of deadlines and manage transcript requests and requests for teacher recommendations.

Get organized, and set up a filing system. Make a folder for each college or university to which you apply. Write down all deadlines that each school imposes (i.e. application, scholarship, financial aid, and housing). Make sure that you keep this list in a place where you see it often. You might even want to enter these dates into an online calendar or application. As you receive materials and correspondence from colleges, file it in the appropriate folder. As you complete tasks in the application process, document those tasks in your folders. You should keep copies of all letters, notes, and drafts of essays for each school in the designated folder as well. All of this will keep you organized, and it will provide documentation for future reference.

Submit requests for transcripts and any forms or letters of recommendation at least two weeks before the deadline. Realize that all counselors and teachers are receiving requests from your classmates.

APPLICATION MATERIALS

As you follow directions for each college application packet, take note of any specific guidelines on how materials are to be submitted to the Office of Admissions. Most colleges expect to receive the various parts of the application packet separately from the appropriate sources (i.e. transcript from the high school, application from the student). Most colleges consider a transcript official only if it is received directly from the high school. However, occasionally a college will request that all parts of the application packet be mailed together. In this case, see your College Counselor for further direction.

Once a college receives any of the credentials required in the application process, the Office of Admissions will start a file for that student. As additional credentials are received, they are added to the file. Once all application requirements are complete, an admission decision may be made.

REGULAR ADMISSION

Many colleges follow what is called a “rolling admissions” process, meaning that once the student’s file is complete a decision is made. Some schools have an application deadline by which all students’ credentials must be received. Then, at some designated date after this deadline, decisions on all applicants are made at the same time.

Read all directions in each college application packet. Be aware of what credentials are required, and know how/when each college makes admissions decisions.

EARLY ADMISSION

Early Decision - This program makes provisions for a well-qualified student to apply to his first choice college early in the fall of his senior year and be notified of his admissions decision by mid-December. The student agrees to enroll if accepted and, depending on the college, to make no other applications, or withdraw other applications if he is admitted.

Early Action - This program also provides early notification to the student. However, there are usually not restrictions on the number of colleges to which a student can apply “early action” and the obligations to enroll are not as strict.

For both of these early notification programs, the student submits financial documentation earlier than usual to receive early estimates on financial aid. Students not accepted in these programs may be reconsidered with the regular applicants. If you are interested in these programs, contact the college early for specific requirements and instructions.

STEPS IN THE APPLICATION PROCESS

Take the ACT and/or SAT (More detailed information about these tests can be found on subsequent pages)

- Register online at www.act.org and www.collegeboard.com.
- Remember to indicate your high school code.
- Brother Martin High School’s code is 192015.
- When registering for the tests, enter code 1595 on the ACT registration and code 9019 on the SAT registration to have your scores sent to the Louisiana Office of Student Financial Assistance for TOPS.
- Some colleges (particularly those with selective admissions) require applicants to take the SAT II tests. Register for these online at www.collegeboard.com.
- Confirm how the colleges wish to receive your ACT or SAT scores. For Brother Martin High School students, all standardized test scores are on the back of your official transcript sent to colleges. However many colleges want these scores sent to them directly from the testing agency. We suggest that all students have their ACT and SAT scores sent to the colleges to which they are applying directly from the testing agency.

Complete the college’s application packet for admission (More detailed information about these items can be found on subsequent pages)

- Complete the application form.
- Some colleges will require a student resume that outlines your participation in extracurricular activities on and off your high school campus, work experience, community service completed, leadership positions held, honors received, and athletic accomplishments.
- Give your College Counselor any counselor recommendation or secondary school report forms and/or requests for letters of recommendation. Return your completed “Activities Record” and “Senior Questionnaire” to insure accurate information on letters of recommendation. Make all requests at least two weeks before the deadline.
- Give your teachers any requests for letters of recommendation. Give teachers at least two weeks to complete recommendation letters. This should be done using *Naviance* if possible.
- Complete the essay (if required). Always have an English teacher read your essay before you submit it.
- Complete a personal interview (if required).
- Complete and submit all forms required for financial aid and scholarship.
- Complete and submit housing reservation.

COLLEGE ADMISSIONS TESTING (SAT/ACT)

The purpose of the college entrance exam is to provide the college admissions officers with a common measure of ability to understand and compare applicants from varying educational backgrounds. (High schools, of course, have different grading practices and standards; within a high school, graduates have taken different courses.) The Scholastic Aptitude Test (SAT) and the American College Testing (ACT) programs provide that common measure of ability. SAT, a test of verbal, quantitative and writing abilities is administered by the College Board. ACT is an examination with sections in English, math, and reading. The ACT also includes an optional writing and science component. The admissions officer may combine your SAT or ACT score with your high school grade point average (GPA) to figure out your probability of success on the campus. Colleges strive to admit students who will most likely graduate.

You must apply to take these tests online. On the application, you will include Brother Martin's Code (192-015) to ensure that Brother Martin receives a copy of your test results for your transcript. Also, you should have your scores sent to the Louisiana Office of Student Financial Assistance (LOSFA) for your TOPS certification. Do this by indicating code 1595 on the ACT registration and 9019 on the SAT registration. Both ACT and SAT are given on Saturday mornings during the academic year. (A schedule is provided in the front of this handbook.) Brother Martin High School is a testing site for the ACT. You will take the SAT at another local high school. Before the test date, you will receive an admissions ticket through the mail or email, which you must take to the test center with proper identification (i.e. driver's license).

All students will take the ACT in the spring of their junior year. The ACT and SAT may be taken more than once. Usually the highest "composite" score for ACT and combined score for SAT for a single testing will be accepted, but check college catalogs or college representatives to find out how the university or college handles multiple ACT and SAT scores. (Some colleges and scholarship programs will combine the highest sub-scores from different ACT and SAT test dates, seeking to achieve a higher composite/combined score.)

Use all available resources and options to reach your educational and career goals. There are books in the Library that when used properly, can help improve scores. Also, there are software programs available for purchase at local bookstores and courses that provide a structured course of study. Brother Martin High School offers an ACT test preparation class that includes six classes prior to some ACT test dates. College Board has an extensive web page that can help you prepare for the essay portion of the SAT I. It includes tips about effective writing and the scoring process. It can be accessed at: <https://sat.collegeboard.org/practice/writing/sat-essay>

Students with documented physical or learning disabilities may be eligible for special testing and/or extended time for the ACT and SAT tests. Students needing more information about this should see their guidance counselor. Accommodations available to them include extended time, other test formats such as Braille, audiocassette, large-print, or a reader. A special application must be submitted to request these accommodations and only the testing agency can grant permission for these accommodations.

Other Important Tests

The SAT II (formerly Achievement Tests), one-hour subject matter tests, also offered by the College Board, are infrequently used in admissions, but they may be required for college placement. Some colleges award credit or exempt students from course requirements on the basis of these tests. If a college to which you are applying requires these tests, you should take them by January of your senior year. To register for the SAT II tests go to www.collegeboard.com.

Advanced Placement (AP) tests have no direct impact on college admission. In fact, the results of AP tests are generally not available until after you have been admitted to college. The test is simply the final examination for a college level course taken in high school (an AP course), and students receiving scores of 4 or 5 on the AP grading scale will be considered to receive college credit. While some students not enrolled in an AP course may take the AP and do well, this generally requires work beyond the normal classroom requirements. A number of AP courses are offered at Brother Martin High School.

Reporting Admissions Test Results

Most colleges want an official report sent directly to them from the testing agency. It is your responsibility as an applicant to report your SAT I/ SAT II or ACT scores by indicating colleges as score recipients on the registration forms or by completing an Additional Score Report (available online with the testing agencies). The Additional Score Report is for colleges or scholarship programs you did not include on the registration.

Be aware that when the colleges get a copy of your scores from the testing agency they also get notification of what order their college was in your list. Therefore, when listing the colleges to receive your scores, do not randomly list the schools. Put thought into ordering them in your order of preference. Remember that the colleges/universities that have selective admissions are the ones that will pay attention to the order.

THE COLLEGE APPLICATION FOR ADMISSION

After thorough research, determine the colleges to which you will apply. There are various methods for filing your college application. Many colleges accept the “Common Application” available at www.commonapp.org. This method of application offers you the opportunity to complete one application for admission and send it to many colleges. Visit the website to get the list of colleges/universities that accept the Common Application. If you plan to apply to colleges using the Common Application, you must register at www.commonapp.org.

Read all instructions for filing applications for admission to your selected colleges and universities. College applications will vary from one page to thirty. Therefore, it is important to establish where you will apply early in the senior year. This will give you time to complete all applications thoroughly and with the appropriate care. Also, it is recommended that you have someone else look at your completed form before submitting it. Errors can be made so proofreading by another person is advised.

SENIOR QUESTIONNAIRE AND ACTIVITIES RECORD

The Senior Questionnaire and Activities Record are very important in the application process. They provide your College Counselor with valuable information that will enhance letters of recommendation. Both of these must be turned in before any recommendation may be completed.

COUNSELOR RECOMMENDATIONS AND SECONDARY SCHOOL REPORTS

Some colleges/universities will have a form in their application packet for the College Counselor to complete. These are usually titled “Counselor Evaluation” or “Secondary School Report.” Some schools may not have a specific form but may require a recommendation letter. Typically these are to be given to the College Counselor at the same time as your transcript request for a particular school. These must be received by the College Counselor at least two weeks prior to the application deadline, allowing enough time for processing. Remember a good recommendation cannot be written without the information you provide on the Senior Questionnaire, Activities Record, and during your meeting with your College Counselor.

TRANSCRIPTS

Colleges and universities consider the high school transcript to be the most useful source of information in evaluating a student's high school academic performance. This official document contains a complete list of all courses and grades, a cumulative grade point average (GPA) for all coursework, class rank, and expected date of graduation from Brother Martin High School.

The cumulative grade point average (GPA) that appears on the transcript is computed using the student's two semester grades for each course. These grades are awarded quality points (A = 4, B = 3, C = 2, D = 1, F = 0). These points are added and the sum is divided by the total number of grades. The end result is the student's cumulative grade point average. This GPA reported in the top right corner of the transcript is weighted, meaning that the grades in all honors courses receive an additional quality point (A = 5, B = 4, C = 3, D = 2). An F still receives 0 quality points.

Many colleges/universities and scholarship programs will recalculate the student's GPA upon receiving his transcripts. The most common reasons for doing this are as follows:

- To obtain a cumulative grade point average on a 4.0 scale - This method removes the additional quality point awarded for honors classes. This is done to compare all applicants on the same scale, as high schools differ in their methodology of awarding quality points for honors classes.
- To obtain a grade point average on the student's core courses (on a 4.0 scale) – Many state institutions, including LSU, will do this. They are only interested in the student's grades in English, math, science, social studies, foreign language, and computer science and want all applicants on an equal scale.
- To obtain a grade point average using a specific formula - The TOPS program seeks to give some additional credit for honors classes. They have developed a specific formula for awarding quality points to honors classes.

When the student receives a copy of his transcript from his guidance counselor he should review it, noting the cumulative GPA, his rank, and checking that all student information (i.e. Social Security number) is correct. Students and parents wanting to know the student's core GPA (on a 4.0 scale) or his TOPS GPA should contact the College Counselor.

An official transcript must be mailed by the College Counselor to the recipient or sent electronically using *SCOIR*. Before a transcript may be sent from Brother Martin High School, we must have a "Transcript Release Form" signed by the student, if he is 18 or older, or a parent or guardian if the student is under the age of 18. Students or parents may request an unofficial transcript for their records. Sometimes admissions officers will request that students bring a copy of their transcript with them when they come for an interview. Usually colleges will accept a hand-carried official transcript if it is placed in a sealed envelope with a school official's signature across the seal. All transcript requests must be made using *SCOIR*. Please refer to the *SCOIR* section of this handbook for detailed instructions. Please see your College Counselor if you have questions about *SCOIR*.

Remember: All requests for transcripts and/or counselor recommendations must be received no later than two weeks before the application deadline.

The Senior Questionnaire and Activities Record must be on file in the College Counseling Office before any letters of recommendation can be written.

HIGH SCHOOL RESUME

Just as the transcript shows your academic achievement, the high school resume shows your achievements outside of the classroom. Many college and scholarship applications require a resume or require the completion of their form showing all the information traditionally presented on a high school resume.

There are many ways to organize and format your resume. Basically, the resume should reflect simplicity and clarity. The form is your option. *SCOIR* has a resume feature that can help you compile a resume in an organized and succinct format. See your College Counselor if you would like further explanation of this *SCOIR* feature.

Remember to include:

- Name, address, phone number, email
- Education
 - Name and address of high schools attended
 - Dates you attended
 - Cumulative Grade Point Average
 - Highest ACT composite
 - Academic Honors and Awards
- Extracurricular Activities/Memberships -including leadership, honors and awards (both high school and outside of school) - presented in chronological order
- Community Service Work Experience
- Unique Experiences (travel, camp, etc.)
- Hobbies and Interests
- References (Name/address/phone number - secure permission from person before using)

TEACHER RECOMMENDATION

It is generally agreed that the teacher recommendation, if required, is an important aspect of your application. Keeping this in mind, consider carefully the teachers you select. It is preferred that a teacher from a core subject (English, Math, Science, or Social Studies) write your letter.

Prepare some personal information about yourself to give to the teacher to help him/her individualize the letter of recommendation. This information should be anecdotal in nature, some aspect of yourself and your experiences which make you original. Perhaps the easiest way to handle this would be a conversation after school with the teacher. Some teachers will ask for a copy of your Student Activities Record that you complete for your counselor recommendation

When you have decided which teachers you will ask to write your recommendation, you should speak personally to each teacher to make the request. Do not send an e-mail request until you have spoken to the teacher personally. If the college to which you are applying accepts documents via *SCOIR*, you must request the teacher recommendation using *SCOIR*. If the college to which you are applying does not accept documents via *SCOIR*, please be sure you have given all forms and, if required, a stamped, addressed envelope to the teacher as soon as you receive the forms. Give the teacher enough time, preferably four weeks but at least two weeks, to complete the recommendation before the deadline. Avoid asking at obviously busy times of the school year. Be sure that you have filled out all applicable sections on the teacher form before delivering it to him/her.

ESSAY

Some selective colleges ask you to write a short essay to describe yourself, a significant experience, or an achievement that has special meaning to you. Avoid repeating any information that is already listed in some other part of your application. Admissions personnel read many essays and application folders, and they want additional insight with the essay. Some colleges may ask you to discuss some issue of personal, local, or national concern and its importance to you. Keep it simple and straightforward. Try not to deal with difficult ideas such as your philosophy of life or how to solve the world's problems. Do not try to con the admissions staff with obvious flattery. Some may have an open invitation in their essay assignment and may encourage you to be creative. It is strongly encouraged that you have a member of the English faculty and/or another adult read your essay before submitting it.

PERSONAL INTERVIEW AND CAMPUS VISITS

All colleges recommend that you visit their campus sometime during your application process. A few very selective colleges require an on or off campus interview, which provides an opportunity for the college and the applicant to get to know each other better. Here are some suggestions for the admissions interview/campus visit:

- Arrange for your visit/interview in advance. Your College Counselor can assist you in planning your visit. Many schools have special weekends, events, and tours.
- Be on time for your appointment.
- Give careful attention to your appearance and conduct. Admissions personnel will take notes and put them in your file. They seek to match a face with a name.
- Meet your interviewer with a firm handshake and maintain eye contact as you talk and listen.
- Be knowledgeable about the college. You will want to have read admissions materials and the catalog before the interview.
- Have a list of questions that are not answered in the admissions literature. A pencil and paper for notes may be helpful.
- Know something about Brother Martin High School before visiting. Pick up a Brother Martin Profile Sheet from the College Counselor to take with you.
- Do not expect trick questions, but be prepared to talk about yourself, your academic record, extracurricular activities, accomplishments, career interest, and interest in that particular college.
- Do not be unduly nervous; remember that the college is just as interested in selling itself to you as you are in selling yourself to the college.
- Note your interviewer's name so you can later send a letter thanking him/her for his/her time.

HOUSING

Some colleges require first-time freshmen to live in university based housing. Some larger state universities cannot require this due to space limitations. Check the college catalog for this information.

Request, complete, and submit housing reservations as soon as possible. Many schools have limited dormitory space and they all have a range of housing. The earlier you apply, the better your chances will be to get what you want.

Note: LSU, Texas A & M, USM, and UT require very early action for on-campus housing. It is recommended that you apply before the end of Christmas break.

Some schools require that you be admitted before you can apply for on-campus housing.

HELPFUL HINTS IN COMPLETING THE ADMISSIONS PROCESS

- When comparing the colleges to which you will apply, remember that typically smaller schools will provide an immediate personal atmosphere, more leadership opportunities, strong academic and career counseling, and smaller classes. However, this is not always true. Within large universities, students will often find a “sub group” with which they are bonded. This is usually either within their major field of study or an organization that they actively participate. Then, while they are enrolled in a large school, they have their own personal atmosphere, availability of leadership participation, and close-knit academic counseling.
- When finalizing the list of colleges/universities to which you will apply, be sure you have at least one college in both the “realistic” and “safety” categories. In both of these categories, your grades and standardized test scores should be consistent with college entrance requirements.
- Remember that your resume tells what you have done outside of the classroom. Do not generalize your accomplishments or honors. Be as specific as possible to show how dedicated, enthusiastic, and committed you have been in these activities.
- All college acceptances are conditional on the successful completion of your second semester transcript during your senior year. It is important to complete your senior year successfully.
- The published average SAT or ACT scores are just that – average. If you feel your academic record is solid, do not let fear or rejection stop you from applying to the school of your choice.
- If you are dissatisfied with your SAT or ACT score, try again. Tutoring, test preparation resources, and counseling are available. Colleges usually accept your highest score.
- It is thoughtless to apply to schools just to see if you will be accepted or just to see if you will get a scholarship if you have no intention of attending. Other candidates will be eliminated and this is not fair.
- Do not expect anyone to do your college preparatory work for you. Check that your applications, fees, transcripts, recommendations, essays, etc. have been received by the colleges. Be cognizant of deadlines.
- As soon as you know you will not be accepting an offer of enrollment or scholarship, notify that college and thank them for considering you. All of these letters are kept - you never know when you might be transferring.

EIGHT FACTORS THAT COLLEGES CONSIDER WHEN MAKING DECISIONS

- The single most important credential in the applicant's folder is your academic record, particularly the junior year and the first half of the senior year. Usually you can help your admission chances by making a strong effort to improve during this time. However, the courses taken throughout all four years are equally important and will receive scrutiny by admissions officers.
- College Board examinations such as the SAT and ACT also play a major role in the college admissions process. Most schools pay close attention to the SAT and ACT scores mainly because, when used with high school grades and rank in class, they are reliable predictors for college success.
- Extracurricular activities, both at school and at home, play a role in the admissions process. Colleges frequently state they look for students who will make a significant contribution to the college community. Because around 70 to 80 percent of all students can handle the academics, colleges often look for that extra dimension - musicians, editors, actors, photographers, athletes, and others with a developed and usable talent as well as students with leadership qualities. Students with superior ability in these areas can expect to receive review by faculty with expertise and careful consideration by the admissions office.
- For most competitive colleges, recommendations are an essential part of an applicant's file. The exceptions to this rule are large state universities, where written recommendations are often not required or given as much weight. Recommendations describe not only achievements and skills but also character, integrity, and patterns of growth. Teachers' reports also play an important role in the selection process, particularly when the teachers know the student well and are willing to detail potential in specific areas.
- Children of alumni may receive careful or special consideration at most colleges. The obvious reason is the institution benefits immeasurably by having some students who represent a continuing tradition of loyalty and understanding. A legacy or family tie does not guarantee admission, but it does insure an extra close "look." With two equal candidates, the legacy would probably have the edge. However, these students must still meet the high academic and personal standards required by the college, and legacies must compete against legacies to claim a place in the class.
- On-campus interviews are fairly helpful to both the candidate and the college. Applications can sometimes be bland; thus the interview can become important. Some college admissions directors feel failure to visit a campus within 150-200 miles of a student's home indicates the lack of a true interest in the college. This is truer of small, private colleges than it is of large universities; yet, a visit to the campus of a large school will also be beneficial to compare facilities and get a feel for the complexities of student life there. Many colleges send representatives to secondary schools to conduct interviews and, in some case, this interview will be sufficient.
- Correspondence with colleges should be initiated by the student, not his parents. Colleges see this as a reflection of a student's sense of responsibility and independence. It also indicates such items as accuracy, clarity, courtesy, and maturity. If there is a particular problem on the school record or the application that needs further clarification, the parent should feel free to write the college. Just as colleges keep files on students, students should keep files on the colleges. Included in the files should be copies of letters, notes, and drafts of essays. Your College Placement Counselor can be helpful with correspondence with colleges, filling out applications, and writing the required essays.
- Colleges that require student essays consider them a very important element in the admission of the student. Essays broaden an admissions officer's insight into the student's maturity, academic ability, and personality.

FINANCIAL AID AND SCHOLARSHIP

Financial Aid

Financial Aid is assistance based solely on needs (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). This form is available online <http://www.fafsa.ed.gov>. Completion of the FAFSA requires information from your parents' tax return from the prior fiscal year. The FAFSA will be available beginning October 1st of your senior year. Some colleges will also require the College Scholarship Service, Financial Aid Profile. This is available online at <http://student.collegeboard.org/css-financial-aid-profile>. Finally, an institutional financial aid application may be required by the specific college.

There are three kinds of financial aid available:

- Grants that are awarded to the student and do not have to be repaid.
- Loans that a student must repay after leaving college.
- Work-Study, which is part-time work that is often related to a student's field of study

Scholarship

A scholarship is a monetary award granted on the basis of outstanding achievement. Scholarships are typically awarded for achievement in academics, leadership, athletics, community service, student talent (i.e. music, art), potential achievement in a specific academic subject, ethnic background, residence and/or essay writing ability. A majority of the scholarships that our graduates receive are college/university based. When applying for admission to the colleges of your choice make certain to inquire about scholarship opportunities and applications. Sometimes the application for admission also serves as the application for scholarship, however there is often a separate scholarship application. Contact the department of the major that you will be studying. Often they have scholarship funds available as well.

As your College Counselor receives scholarship information (particularly scholarships that are not university based), it will be posted on Education Management. Also, students should investigate scholarship possibilities using the reference books and websites listed in the handbook. Your College Counselor is a valuable source for scholarship opportunities. It is wise to periodically discuss the latest scholarship opportunities with her.

SCOIR will allow you to search national scholarship opportunities. Do not forget to use this feature in your scholarship search. See your College Counselor if you have additional questions about this SCOIR feature.

Three Steps to Tap into Financial Aid and Scholarships:

To apply for grants and scholarships, you'll most likely have to fill out financial aid forms such as the Free Application for Federal Student Aid (FAFSA) and the CSS/Financial Aid Profile. Outside scholarships usually have their own application forms and application processes.

- **Complete the FAFSA (<https://studentaid.gov/>)**
You must fill out the FAFSA to qualify for federal aid. Many states and colleges use the FAFSA to award aid as well. Results will be forwarded to the colleges that you specify. Information requested is based on data from you as well as your parent's income tax return. The FAFSA opens on October 1 and will be based on the previous tax year.
- **Find Out Which Financial Aid Forms Your College Requires (<https://cssprofile.collegeboard.org/>)**
Apply for your college's gift aid by filling out the required forms. In many cases, this will be the FAFSA, but some colleges require the CSS/Profile or their own forms. Contact the college's financial aid office to find out what is required. If the college requires its own form, obtain an application for financial aid from the college's Financial Aid Office. This can usually be done online. Return it to the Office of Financial Aid at that specific college. (Remember that you must be accepted by the Office of Admission before you will be considered for financial aid.)
- **Research and Apply for Outside Scholarships**
Start by talking with your school counselor about how to find outside scholarships. Read *Where to Find College Scholarships* (<https://bigfuture.collegeboard.org/pay-for-college/grants-and-scholarships/where-to-find-college-scholarships>) for more tips. Use free online searches, such as the College Board's Scholarship Search and the *Naviance* scholarship search tool. To apply for an outside scholarship, you'll probably have to fill out an application form, and you may also have to submit financial aid forms.

When the Financial Aid Office receives the forms described above, the financial aid officer will be able to work up a financial aid package to meet your specific needs. Remember that financial aid is granted on a first-come, first-served basis. This means that you must apply early. Usually the college financial aid officer offers a financial aid package which consists of a combination of grants, loans, scholarships, 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 financial aid package to meet each student's needs.

The college will try to offer financial aid that will pay the difference, if any, between the agencies' 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. Students and parents may compute their estimated family contribution (EFC) on the FAFSA website.

Tuition Opportunity Program for Students (TOPS)

TOPS is a comprehensive program of state scholarships for Louisiana residents. Eligibility requirements and award amounts are outlined on the following pages.

To apply for TOPS awards, you must submit the Free Application for Federal Student Aid (FAFSA) by July 1st after your senior year. The ACT score used for TOPS application must be obtained prior to your high school graduation (April testing in your senior year) in order to receive full TOPS funding. When registering for the ACT, you must enter code 1595 to send scores to the appropriate agency. When registering for the SAT, you must enter code 9019 to send scores to the appropriate agency.

Remember that your TOPS GPA is not the same as your cumulative GPA, which appears on your transcript. TOPS recalculates your GPA based on the TOPS Core Curriculum. Classes used for the Core Curriculum are listed on the following pages.

AWARD LEVELS



TOPS OPPORTUNITY

4 YEAR AWARD

- TOPS Core Minimum GPA: **2.50**
- Minimum Composite ACT Score: Score equal to the previous year's state average, **but never less than 20**
- Completion of TOPS OPHE Core Curriculum
- Minimum SAT Score: **1030**
- Minimum CLT Score: **66**



TOPS PERFORMANCE

4 YEAR AWARD

- TOPS Core Minimum GPA: **3.25**
- Minimum Composite ACT Score: **23**
- Completion of TOPS OPHE Core Curriculum
- Minimum SAT Score: **1130**
- Minimum CLT Score: **80**



TOPS HONORS

4 YEAR AWARD

- TOPS Core Minimum GPA: **3.50**
- Minimum Composite ACT Score: **27**
- Completion of TOPS OPHE Core Curriculum
- Minimum SAT Score: **1260**
- Minimum CLT Score: **91**



TOPS EXCELLENCE

4 YEAR AWARD

- TOPS Core Minimum GPA: **3.50**
- Minimum Composite ACT Score: **31**
- Completion of TOPS OPHE Core Curriculum
- Minimum SAT Score: **1360**
- Minimum CLT Score: **101**



TOPS TECH

2 YEAR AWARD

- TOPS Core Minimum GPA: 2.50
- Minimum Composite ACT Score: **17 OR**
- Minimum WorkKeys Score: **Silver Level**
- Completion of TOPS Tech JumpStart Core Curriculum or TOPS OPHE Core Curriculum
- Minimum SAT Score: **920**
- Minimum CLT Score: **54**

AWARD REDUCTION

Your award may be reduced by one or two semesters because: 1. Your application was submitted after the deadline; 2. You qualified for TOPS based on an ACT score achieved in May, June, and/or July of the year you graduated from high school; or 3. You enrolled in an out-of-state college. See pages 5 and 6 for additional information.

AWARD AMOUNTS

TOPS OPPORTUNITY AWARD

AWARD AMOUNT: TOPS Award Amount

The TOPS Opportunity Award pays the TOPS Award Amount, which is based on the cost of tuition set by the administering agency for a student at that particular institution for the 2016-2017 academic year unless increased by an Act of the Legislature.

LAICU AWARD AMOUNT: Weighted Average of the TOPS Award Amount

If a student attends a college within the Louisiana Association of Independent Colleges and Universities (LAICU), the award amount will be the weighted average award amount, which is calculated by dividing the amount paid to all students who were enrolled at a public four-year institution during the 2016-2017 academic year by the number of students paid.

LA NATIONAL GUARD AWARD AMOUNT: Tuition Exemption + \$600 Annual Book/Materials Stipend

Students who are serving in the Louisiana National Guard will receive the tuition exemption as mandated by Louisiana state law. Students who are serving in the Louisiana National Guard and eligible for the Opportunity Award will receive a sum of \$300 per semester (\$600 per academic year) to be applied toward the cost of books and other instructional material.

TOPS PERFORMANCE AWARD

AWARD AMOUNT: TOPS Award Amount + \$400 Stipend

The TOPS Performance Award pays the TOPS Award Amount, which is based on the cost of tuition set by the administering agency for a student at that particular institution for the 2016-2017 academic year unless increased by an Act of the Legislature plus an annual stipend of \$400.

LAICU AWARD AMOUNT: Weighted Average of the TOPS Award Amount + \$400 Stipend

If a student attends a college within the Louisiana Association of Independent Colleges and Universities (LAICU), the award amount will be the weighted average award amount, which is calculated by dividing the amount paid to all students who were enrolled at a public four-year institution during the 2016-2017 academic year by the number of students paid, plus an annual stipend of \$400.

LA NATIONAL GUARD AWARD AMOUNT: Tuition Exemption + \$600 Annual Book/Materials Stipend + \$800 Annual Educational Stipend

Students who are serving in the Louisiana National Guard will receive the tuition exemption as mandated by Louisiana state law. Students who are serving in the Louisiana National Guard and eligible for the Performance Award will receive a sum of \$300 per semester (\$600 per academic year) to be applied toward the cost of books and other instructional material. In addition, Louisiana National Guard Performance Award recipients receive \$400 per semester (\$800 per academic year) for other educational expenses.

TOPS HONORS AWARD

AWARD AMOUNT: TOPS Award Amount + \$800 Stipend

The TOPS Honors Award pays the TOPS Award Amount, which is based on the cost of tuition set by the administering agency for a student at that particular institution for the 2016-2017 academic year unless increased by an Act of the Legislature plus an annual stipend of \$800.

LAICU AWARD AMOUNT: Weighted Average of the TOPS Award Amount

If a student attends a college within the Louisiana Association of Independent Colleges and Universities (LAICU), the award amount will be the weighted average award amount, which is calculated by dividing the amount paid to all students who were enrolled at a public four-year institution during the 2016-2017 academic year by the number of students paid, plus an annual stipend of \$800.

LA NATIONAL GUARD AWARD AMOUNT: Tuition Exemption + \$600 Annual Book/Materials Stipend + \$1600 Annual Educational Stipend

Students who are serving in the Louisiana National Guard will receive the tuition exemption as mandated by Louisiana state law. Students who are serving in the Louisiana National Guard and eligible for the Honors Award will receive a sum of \$300 per semester (\$600 per academic year) to be applied toward the cost of books and other instructional material. In addition, Louisiana National Guard Honors Award recipients receive \$800 per semester (\$1,600 per academic year) for other educational expenses.

TOPS EXCELLENCE AWARD

AWARD AMOUNT: Tuition and Fees or \$12,000 (whichever is less)

If a student attends a public institution in Louisiana, the award pays an annual amount equal to tuition and fees as reported to the Board of Regents in the annual mandatory survey on tuition and fees, or \$12,000, whichever is less.

LAICU AWARD AMOUNT: Tuition and Fees or \$8,500 (whichever is less)

If a student attends a private institution within the Louisiana Association of Independent Colleges and Universities (LAICU), the Award pays an annual amount equal to tuition and fees as reported to the Board of Regents in the annual mandatory survey on tuition and fees or \$8,500, whichever is less.

LA NATIONAL GUARD AWARD AMOUNT: Tuition Exemption + \$600 Annual Book/Materials Stipend + \$2000 Annual Educational Stipend

Students who are serving in the Louisiana National Guard will receive the tuition exemption as mandated by Louisiana state law. Students who are serving in the Louisiana National Guard and eligible for the Excellence Award, will receive a sum of \$300 per semester (\$600 per academic year) to be applied toward the cost of books and other instructional material. In addition, Louisiana National Guard Excellence Award recipients receive \$1,000 per semester (\$2,000 per academic year) for other educational expenses.

TOPS TECH AWARD

AWARD AMOUNT: TOPS Award Amount

The TOPS Tech Award pays the TOPS Award Amount, which is based on the cost of tuition set by the administering agency for a student at that particular institution for the 2016-2017 academic year unless increased by an Act of the Legislature.

LA NATIONAL GUARD AWARD AMOUNT: Tuition Exemption + \$600 Annual Book/Materials Stipend

Students who are serving in the Louisiana National Guard will receive the tuition exemption as mandated by Louisiana state law. Students who are eligible for the TOPS Tech Award will receive a sum of \$300 per semester (\$600 per academic year) to be applied toward the cost of books and other instructional material.

PROPRIETARY AND COSMETOLOGY SCHOOL AWARD AMOUNT: Weighted Average of the TOPS Award Amount

If a student attends an approved proprietary and cosmetology school, the award amount will be the weighted average award amount, which is calculated by dividing the amount paid to all students who were enrolled in a technical program of study during the 2016-2017 academic year by the number of students paid.

LOUISIANA ASSOCIATION OF INDEPENDENT COLLEGES AND UNIVERSITIES (LAICU):

There are currently no TOPS Tech eligible programs at any LAICU institutions.

AWARD AMOUNTS BY INSTITUTION

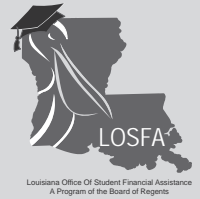


TOPS
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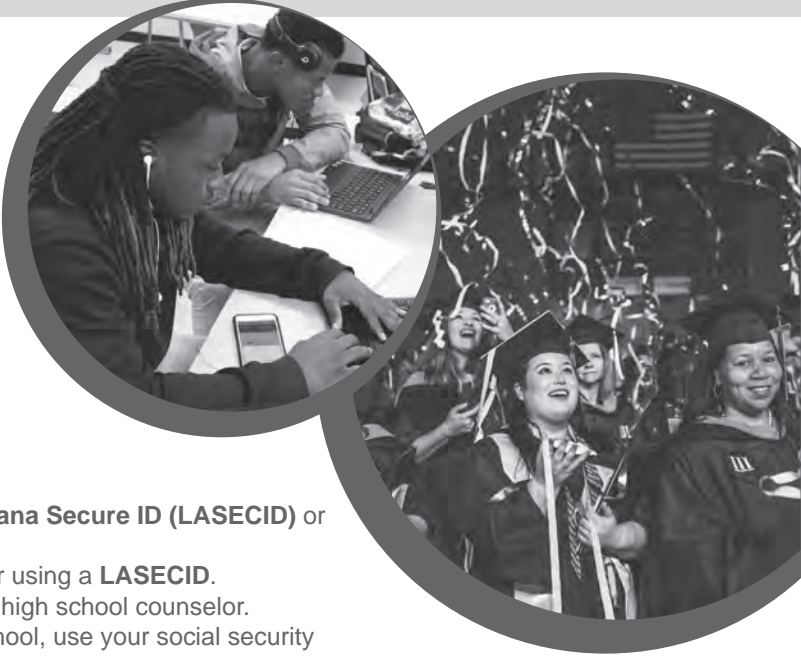


TOPS
TECH

How to Register for a STUDENT HUB ACCOUNT



- 1 **CLICK HERE** to access www.mylosfa.la.gov.
- 2 Hover over **Applications** and choose **Student**.
- 3 Scroll down to the bottom of the page.
- 4 Click the **Register Here** Button.
- 5 Select **Student** or **Parent**.
- 6 Select if you are registering with a 10 digit **Louisiana Secure ID (LASECID)** or the 6 digit **LOSFAID**.
 - **High School Students** will most likely register using a **LASECID**.
 - The LASECID can be obtained from your high school counselor.
 - If you attend an approved private high school, use your social security number to register.
 - **College Students** typically register using a **LOSFAID**.
 - To obtain the LOSFAID, e-mail LOSFA at custserv@la.gov with your full name and date of birth.
- 7 Enter the LASECID or LOSFAID, Student's First Name, Student's Last Name, Student's Date of Birth, and High School Attended. **DO NOT ABBREVIATE THE HIGH SCHOOL NAME!** (Example: if you attend Swamp High School, do not put SHS or Swamp. Type out Swamp High School.)
- 8 A pop-up box that says "**Information – Student Found**" should show if the information you entered is correct.
- 9 **Enter your information to create your account.** This includes a login name, password, password verification, challenge question, e-mail address (use an e-mail that you will have access to after high school graduation) and type of e-mail (Choices are: Parent Home, Parent School, Parent Work, Student Home, Student School, Student Work).
- 10 Click **Register** to finish.
- 11 Once finished, **login using your login name and password.**
- 12 Once you are logged in, under the Welcome Text, you should see your **LOSFAID** has been automatically assigned to you.
- 13 Once you have created your account, you will have access to your **TOPS Tracker** (high school transcript information) and **ACT Scores**. This information will populate once your school has a signed consent form on file for you. **Please update your home address and telephone number under the contact information tab.**



NOTES:

- Passwords expire every 12 months.
- If the student has taken the ACT, the information will populate 48 hours after registering for a Student Hub Account.

COLLEGE ATHLETICS

Many Brother Martin student-athletes wish to pursue playing sports in college. We have alumni who have successfully played at competitive Division I, Division II, and Division III schools (NCAA). We also have graduates who have done so at NAIA and NJCAA schools.

Many factors need to be considered when a student is thinking about playing sports in college. Very, very few high school athletes will earn a college athletic scholarship. Generally state winners or nationally ranked athletes may be recruited by colleges in Division I schools. However, if you have enjoyed being on an athletic team and hope to continue playing in college as a “walk on”, you may wish to consider the Division II, III or NAIA colleges where you would have a greater chance of continuing to enjoy the sport but where academics will be the deciding factor in your admission. Students are encouraged to speak to their coaches, the Athletic Director, and the College Counselor for help. Your search for the right college or university should focus upon your educational needs and athletic opportunities simultaneously. The key to making a good choice is to know yourself and to be realistic.

Some of the questions athletes need to ask of themselves are:

- Do I want to play a sport in college?
- Am I passionate about this (or these) sport(s)?
- Am I physically and mentally capable of playing at a higher level?
- How much time am I willing to commit to this sport each day?
- Do I want to play more than one sport in college?
- At what level would I like to play?
- Do I meet all eligibility requirements for the level at which I wish to play?

NCAA

The National Collegiate Athletic Association (NCAA) is a membership-driven organization dedicated to safeguarding the well-being of student athletes and equipping them with the skills to succeed on the playing field, in the classroom and throughout life. They support learning through sports by integrating athletics and higher education to enrich the college experience of student-athletes. NCAA members – mostly colleges and universities but also conferences and affiliated groups – work together to create the framework of rules for fair and safe competition.

Eligibility requirements are listed in this handbook. The NCAA Eligibility Center can be accessed using the following URL: <https://web3.ncaa.org/ecwr3/>

Guide for College-Bound Athletes can be accessed using the following URL: <http://www.ncaapublications.com/productdownloads/CBSA17.pdf>

NAIA

The National Association of Intercollegiate Athletics (NAIA), headquartered in Kansas City, MO, is a governing body of small athletics programs that are dedicated to character-driven intercollegiate athletics. Since 1937, the NAIA has administered programs and championships in proper balance with the overall college educational experience. The student-athlete is the center of all NAIA experiences. Each year more than 60,000 student-athletes have the opportunity to play college sports at NAIA member institutions. Most recently, the association opened the doors to the NAIA Eligibility Center, where prospective student-athletes are evaluated for academic and athletic eligibility. It delivers on the NAIA's promise of integrity by leveling the playing field, guiding student-athlete success, and ensuring fair competition.

The NAIA Eligibility Center can be accessed using the following URL: <https://play.mynaia.org/>

For more information about NAIA requirements, recruiting, etc.: http://www.playnaia.org/d/NAIA_GuidefortheCollegeBoundStudent.pdf

NJCAA

The National Junior College Athletic Association (NJCAA) is committed to providing quality athletic opportunities to enhance the entire collegiate learning experience of its students. The Association and its member colleges strive to provide equal opportunities for all concerned student-athletes. The Association is sensitive to the special needs and circumstances of the Community/Junior College student while keeping within the high academic standards of the 525 member institutions.

The NJCAA Eligibility Center can be accessed using the following URL: <http://eligibilitycorner.njcaa.org/category/general/>

Division I Academic Standards

Division I schools require you to meet academic standards. To be eligible to practice, compete and receive an athletics scholarship in your first year of full-time enrollment, you must meet the following requirements:



DIVISION I

1. Earn 16 NCAA-approved core-course credits in the following areas:

ENGLISH	MATH (Algebra I or higher)	SCIENCE (Including one year of lab, if offered)	EXTRA (English, math or science)	SOCIAL SCIENCE	OTHER Any area listed to the left or courses listed in additional discipline (world language, comparative religion or philosophy)
4 years	3 years	2 years	1 year	2 years	4 years

- Complete your 16 NCAA-approved core-course credits in eight academic semesters or four consecutive academic years from the start of ninth grade. If you graduate from high school early, you still must meet core-course requirements.
- Complete 10 of your 16 NCAA-approved core-course credits, including seven in English, math or science, before the start of your seventh semester. Once you begin your seventh semester, any course needed to meet the 10/7 requirement cannot be replaced or repeated.
- Earn a minimum 2.3 **core-course GPA**.
- Ask your high school counselor to upload your **final official transcript** with proof of graduation to your Eligibility Center account.

EARLY ACADEMIC QUALIFIER

If you meet **specific criteria** after six semesters of high school, you may be deemed an early academic qualifier for Division I and may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

QUALIFIER

You may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

ACADEMIC REDSHIRT

You may practice during your first regular academic term and receive an athletics scholarship during your first year of full-time enrollment but may NOT compete during your first year of full-time enrollment. You must pass either eight quarter or nine semester hours to practice in the next term.

NONQUALIFIER

You will not be able to practice, compete or receive an athletics scholarship during your first year of full-time enrollment.



GRADE
9
REGISTER

- » If you haven't yet, **register** for a free Profile Page account at eligibilitycenter.org for information on NCAA initial-eligibility requirements.
- » Use NCAA Research's **interactive map** to help locate NCAA schools you're interested in attending.
- » Find your high school's list of NCAA-approved core courses at eligibilitycenter.org/courselist to ensure you're taking the right courses, and earn the best grades possible!

GRADE
10
PLAN

- » If you're being actively recruited by an NCAA school and have a Profile Page account, **transition** it to the required **certification account**.
- » Monitor the **task list** in your NCAA Eligibility Center account for next steps.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.
- » If you fall behind academically, ask your high school counselor for help finding **approved courses** you can take.

GRADE
11
STUDY

- » Ensure your **sports participation** information is correct in your Eligibility Center account.
- » Check with your high school counselor to make sure you're on track to complete the required number of NCAA-approved **core courses** and graduate on time with your class.
- » Share your **NCAA ID** with NCAA schools recruiting you so each school can place you on its **institutional request list**.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.

GRADE
12
GRADUATE

- » **Request your final amateurism certification** beginning April 1 (fall enrollees) or Oct. 1 (winter/spring enrollees) in your Eligibility Center account at eligibilitycenter.org.
- » Apply and be accepted to the NCAA school you plan to attend.
- » Complete your final NCAA-approved **core courses** as you prepare for graduation.
- » After you graduate, ask your high school counselor to upload your final **official transcript** with proof of graduation to your Eligibility Center account.

How to plan your high school courses to meet the 16 core-course requirement: **4 x 4 = 16**

9 th GRADE	10 th GRADE	11 th GRADE	12 th GRADE
(1) English (1) Math (1) Science (1) Social Science and/or other	(1) English (1) Math (1) Science (1) Social Science and/or other	(1) English (1) Math (1) Science (1) Social Science and/or other	(1) English (1) Math (1) Science (1) Social Science and/or other
4 CORE COURSES	4 CORE COURSES	4 CORE COURSES	4 CORE COURSES

CONTACT THE NCAA ELIGIBILITY CENTER

U.S. and Canada (except Quebec):
877-262-1492 (toll free), Monday-Friday
9 a.m. to 5 p.m. Eastern time
International (including Quebec):
on.ncaa.com/IntlContact



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Division II Academic Standards

Division II schools require you to meet academic standards. To be eligible to practice, compete and receive an athletics scholarship in your first year of full-time enrollment, you must meet the following requirements:

NCAA DIVISION II

MAKE IT *YOURS*

1. Earn 16 NCAA-approved core-course credits in the following areas:

ENGLISH	MATH (Algebra I or higher)	SCIENCE (Including one year of lab, if offered)	EXTRA (English, math or science)	SOCIAL SCIENCE	OTHER Any area listed to the left or courses listed in additional discipline (world language, comparative religion or philosophy)
3 years	2 years	2 years	3 years	2 years	4 years

2. Earn a minimum 2.2 **core-course GPA**.
3. Ask your high school counselor to upload your **final official transcript** with proof of graduation to your Eligibility Center account.

EARLY ACADEMIC QUALIFIER

If you meet **specific criteria** after six semesters of high school, you may be deemed an early academic qualifier for Division II and may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

QUALIFIER

You may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

PARTIAL QUALIFIER

You may practice and receive an athletics scholarship but may NOT compete during your first year of full-time enrollment.



GRADE
9
REGISTER

- » If you haven't yet, **register** for a free Profile Page account at eligibilitycenter.org for information on NCAA initial-eligibility requirements.
- » Use NCAA Research's **interactive map** to help locate NCAA schools you're interested in attending.
- » Find your high school's list of NCAA-approved core courses at eligibilitycenter.org/courselist to ensure you're taking the right courses, and earn the best grades possible!

GRADE
10
PLAN

- » If you're being actively recruited by an NCAA school and have a Profile Page account, **transition** it to the required **certification account**.
- » Monitor the **task list** in your NCAA Eligibility Center account for next steps.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.
- » If you fall behind academically, ask your high school counselor for help finding **approved courses** you can take.

GRADE
11
STUDY

- » Ensure your **sports participation** information is correct in your Eligibility Center account.
- » Check with your high school counselor to make sure you're on track to complete the required number of NCAA-approved **core courses**.
- » Share your **NCAA ID** with NCAA schools recruiting you so each school can place you on its **institutional request list**.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.

GRADE
12
GRADUATE

- » **Request your final amateurism certification** beginning April 1 (fall enrollees) or Oct. 1 (winter/spring enrollees) in your Eligibility Center account at eligibilitycenter.org.
- » Apply and be accepted to the NCAA school you plan to attend.
- » Complete your final NCAA-approved **core courses** as you prepare for graduation.
- » After you graduate, ask your high school counselor to upload your final **official transcript** with proof of graduation to your Eligibility Center account.

How to plan your high school courses to meet the 16 core-course requirement: **4 x 4 = 16**

9 th GRADE	10 th GRADE	11 th GRADE	12 th GRADE
(1) English (1) Math (1) Science (1) Social Science and/or other	(1) English (1) Math (1) Science (1) Social Science and/or other	(1) English (1) Math (1) Science (1) Social Science and/or other	(1) English (1) Math (1) Science (1) Social Science and/or other
4 CORE COURSES	4 CORE COURSES	4 CORE COURSES	4 CORE COURSES



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TRANSITION TO COLLEGE - “BREAKING AWAY”

A positive transition from high school to college begins with the college selection and admission process. Familiarize yourself with your selected college - the programs, environment, and expectations. This familiarity will help you finish this school year confidently and prepare for next school year with the same confidence.

Be aware that you will experience college-related anxiety. As the end of high school and beginning of college draws nearer, stress and excitement will become more intense. Your behavior and the behavior of your friends and family may be different. The student may become adversarial, challenging or generally difficult, suddenly become quiet, reserved, withdrawn, or forgetful. The closer the student's relationship with his family, the more obvious his stress may become. Parents may become emotional as they anticipate their son leaving, particularly if he is the oldest, youngest, or only child at home. They will also experience anxiety as they realize that they will soon experience a new lifestyle. Parents may show more attentiveness, for example, by preparing their son's favorite dinner or seeking opportunities to spend time with their son.

Your transition to college begins with freshman orientation. This is your chance to get to know the layout of the institution and learn its policies and procedures. For example, you will find out where to go if you want to add/drop a class and where various services like writing labs and career counseling are located. During orientation you should establish a relationship with your academic advisor. He or she is your most valuable resource for academic information. Before registration, look in the college's catalog to see what classes you should take, and then discuss this with your advisor.

This may be one of the first times in your life that you have had the opportunity to structure your own time. One of the most exciting things that new college students encounter is the concept that they will no longer be going to classes every day from 8:00 am to 3:06 pm. A typical freshman's schedule may include classes that begin at 8:00 am and end at noon, mixed with other days that do not begin until 11:00 am and end at 3:00 pm. Enjoy this newfound freedom, but remember to manage your time wisely.

College professors will be very different from high school teachers. The material in your assigned text may not be discussed in class, but its content may be included on exams. The work that is expected of you may be more intense, with more outside reading and research required. Maximize your relationship with your professors by visiting them during office hours and getting to class on time, well groomed and prepared. Show an interest in the subject by listening, not talking, while the professor is lecturing. Read the material ahead of time and ask questions. The best seating choice for a student in a large lecture class is the front so that you can remain focused and not be distracted by the large class sitting behind you.

A common cause of poor adjustment to college life for resident students is roommate conflict. Talk with your roommate before you go away (if you already know each other) or within the first three days of moving into your dormitory or apartment. Discuss each other's preferences with regards to study time, music, visitors in the room, borrowing personal items, sleep schedules, drinking, and any other issues important to either of you. Most importantly, communicate with each other. Talk out any disagreements or displeasures that you have.

Unresolved problems, be they academic or personal, lead to anxiety and depression. Do not allow yourself to think that you are odd or different if you have problems. You must reach out to those that can help combat any negative emotions. Your academic advisor, the counseling center, and a peer-advising program are three potential sources of support.

SKILLS NEEDED IN COLLEGE

Getting into college is important, but staying in college is even more important. In all likelihood, you will have the potential to do the work at your selected college or you would not have been admitted. Lack of ability is not the case of most failures. To survive in college, you should begin to master the following skills while in high school:

- You should be able to read most materials of average difficulty at a rapid rate--that is, read, understand, and retain what you have read.
- You should be able to write easily, clearly, fluently, and correctly.
- You should be able to express yourself verbally in a clear, effective manner.
- You should be able to handle abstract concepts, interpret facts and ideas, and find implications in what you read.
- You should be able to reason involving skills used in solving math problems, even though you may not take more than the required college math courses.
- You should be able to use and cite the library resources effectively; namely, searching on electronic databases, online searching, using ready-reference materials, as well as printed resources.
- You should be competent in using all the work and study skills such as note taking, outlining, reviewing, and memorizing.

The courses that you take in high school are academic preparation for college. The stronger your high school preparation, the more varied your career options will be, and the more likely your college success will be. Taking a full academic course load during your senior year is particularly important in preparing for college.

Thinking, understanding, and problem solving, not rote memorization, are the basis for college preparation. These skills require persistence, flexibility, experimentation, and concern for accuracy. Development of these skills should be your major goal throughout high school. It is important that you gain confidence in your abilities.

BEFORE YOU GO TO COLLEGE, REMEMBER...

- If you seek fraternity affiliation, know in advance how much time you will be expected to devote to non-academic requirements.
- Discuss the following matters with your parents:
 1. Medical Insurance - Are you still covered on your family's policy? What information do you need with you at school?
 2. Should you take your car to school? If so, is your insurance in effect?
 3. Should items of value be stolen from your dorm, are you covered on a personal property floater or your parents' policy?
- D's do not transfer from one college to another.
- Credits are counted by semester hours. Most English, math, history, and business courses are three semester hour courses. Students taking a three hour course meet in that class for three hours each week for one semester. If they pass that course, they earn three semester hours. Please be aware of courses that are not worth three semester hours (i.e. labs).
- A college semester load is between 12 and 18 hours for a full time undergraduate student.
- If you decide to investigate the possibility of attending community colleges as a preliminary step to your education career, remember that you must complete 30 semester hours to be considered a transfer student. The courses that make up these hours cannot be developmental or remedial classes. Be clear about what you are scheduling when you meet with your academic advisor.
- Most undergraduate degrees require at least 120 semester hours. This ordinarily takes a total of four years to complete, if a student carries an average load of 30 semester hours per year.
- All documents should be signed with your first name, middle initial, and last name. Avoid using nicknames.
- Memorize your social security number if you have not already done so. It will probably be your student number in college.
- Open a checking account and ask your parents to teach you how to balance it. If your parents are contributing financially, they can make deposits into your account. When paying your bills by check, write a brief explanation on the check. This will provide receipts for payments and be a manner of tracking yearly expenses.
- Save \$200 before going to college. This will provide an "emergency fund" if you need it.
- Often university bookstores will sell used textbooks at a reduced price. Inquire about this. Also, you may be able to sell your textbooks back to them when you have completed the course. It is advisable to keep textbooks in your major for future reference.
- Before you begin college, make sure you know for which expenses you are responsible and which expenses your parents are responsible. This will give you a clear understanding of the financial costs of college and will lead to your learning budgeting skills.
- Be careful of debit card and credit card use. Make sure you are aware of the balance, and the card is in your possession at all times. Credit cards are the beginning of your credit record. Your credit rating will follow you throughout your lifetime and can affect major purchases such as automobiles and houses.
- If you are receiving work study funds in a financial aid package, you must sign the back of your work study paychecks and give them back to the business office to apply to tuition.
- For residential students, you do not have to call mom and dad every night, but an occasional call is most appreciated - especially if you are not asking for money. Also, returning home for the first time can sometimes be stressful. Your parents or siblings may have found other uses for your room, and your new independence may cause conflicts between you and your parents. Strengthen your relationship with your parents by telling them about your new school and your routine there. Remember to be flexible and keep the lines of communication open between you and your parents.
- Be aware of drop dates. If you fail to drop a class before the published drop date, you will receive an F on your permanent college transcript.

BROTHER  **MARTIN**

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