SC Governor's School for the Arts and Humanities

GUIDANCE MANUAL

2018 - 2019
2018-2019 CALENDAR DATES AND FEES

2018-2019 SAT Test Dates and U.S. Registration Deadline

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>U.S. Registration Deadline (Expire at 11:59 p.m. Eastern Time, U.S.A.)</th>
<th>Date SAT Scores Available*</th>
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<tr>
<td>August 25, 2018</td>
<td>July 27, 2018</td>
<td>September 7, 2018</td>
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<td>October 6, 2018</td>
<td>September 7, 2018</td>
<td>October 19, 2018</td>
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<td>November 3, 2018</td>
<td>October 5, 2018</td>
<td>November 16, 2018</td>
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<td>December 1, 2018</td>
<td>November 2, 2018</td>
<td>December 14, 2018</td>
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<td>February 8, 2019</td>
<td>March 22, 2019</td>
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<td>May 4, 2019</td>
<td>April 5, 2019</td>
<td>May 17, 2019</td>
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<tr>
<td>June 1, 2019</td>
<td>May 3, 2019</td>
<td>July 10, 2019</td>
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*Estimated.

NOTE: The College Board administers the SAT on Saturdays, with more tests offered in the fall. If you can't take the test on Saturday for religious or other reasons, Sunday alternate dates are usually available.

2018-2019 ACT Test Dates and Registration Deadline

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<th>Test Dates</th>
<th>Registration Deadline</th>
<th>Date ACT Scores Available</th>
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<td>July 14, 2018</td>
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<td>July 23, 2019</td>
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</table>

*No test centers are scheduled in New York for the February test date.

2018 PSAT Date

The 2018 PSAT/NMSQT test will be administered at SCGSAH on Wednesday, October 10, 2018, to all 10th and 11th grade students. There is no fee or registration for this test.
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College Guidance Philosophy

“Applying to college is a process of decision making. Although I would not agree with those who say that where you go to college is the most important decision that you will ever make, I would agree that it is one of the most important. College is more than the courses you take: it is the career preparation you receive, the friends you make, the interests that you develop, and the memories you will keep for the rest of your life.

For most people, going to college coincides with a period of self-development, between the ages of eighteen and twenty-two, where they are learning about their own ability to interrelate, to push their intellects, and to develop their independence and self-reliance as mature, young adults. This activity, therefore, cannot be isolated from personal growth and development as a total person both social and intellectual. Applying to college, as well as being an exercise in learning how to make decisions, is an important process of self-realization—a period of learning about oneself.”

Frank C. Leana, Getting Into College

Guidance Services

Guidance Services are available for all students through individual and group counseling. Guidance Counselors assist students in making decisions about course selection, occupational planning, college and postsecondary choices, and personal/social adjustment. This Guidance Manual should help you to:

- Understand admission to colleges, art schools, conservatories, and professional companies.
- Inform you of the graduation requirements of the state of South Carolina and basic college admissions requirements.
- Assist you in the selection of appropriate courses.*
- Make you aware of your responsibilities, your parents’ responsibilities, and the school’s responsibilities in the admissions process.

Helpful Telephone Numbers

Director of Guidance: Deborah Ware
Phone: 864.282.3726 • Fax: 864.282.3755
Email: deborahware@scgsah.org

Registrar: Morgan McConnell
Phone: 864.282.3720 • Fax 864.282.3755
Email: morganmcconnell@scgsah.org

Administrative Assistant: Leigh Hegmann
Phone: 864.282.3787 • Fax: 864.282.3755
Email: leighhegmann@scgsah.org

Special Needs/Academic Assistance Coordinator: Danielle Lewis
Phone: 864.282.3728
Email: daniellelewis@scgsah.org

Dean: Julie Allen
Phone: 864.282.3757 • Fax: 864.282.3755
Email: jallen@scgsah.org

SAT Registration:
1.800.SAT.SCORE
www.collegeboard.org

SAT Customer Service Toll Free Number:
1.866.756.7346

ACT Registration:
1.318.337.1270
www.act.org

Jostens: Seniors may order invitations, class rings, caps, gowns, etc., and juniors may order class rings from this number.
1-800-JOSTENS
www.jostens.com

Student Responsibilities

The responsibility in the post-high school admission process lies with the student to complete applications and meet deadlines. The school will provide information, counseling, and support, but the process must be completed by the student. It is important that there be good communication between students, parent(s), relevant faculty members, and the guidance staff.

Listed below are the actions that represent your responsibilities as a student:

- Investigate options using print and electronic sources and consider planning visits to selected schools.
- Develop a resume that lists accomplishments, activities, any work experience, etc. Recommenders often ask for a copy of the resume to assist them in writing letters on your behalf.
- Register for the SAT, SAT Subject Tests, and ACT testing on time and as needed. It is your responsibility to be aware of all testing requirements and to see that all necessary scores are sent through the testing agency to the appropriate institutions.
- Throughout the first semester, there will be numerous admissions counselors visiting the campus. It is your responsibility to check the schedule on a regular basis regarding their visits, financial assistance information, etc. If college representative visits fall during a class time, you must talk with your teacher(s) in advance to determine if it is possible for you to miss a portion of class.
- Acquire and complete all applications by their deadlines. Most of the information regarding deadlines is published on college websites.
- Notify your counselor of any communication regarding admissions status, financial assistance status, etc.
- Provide teachers who are writing recommendations with the proper requests at least three (3) weeks ahead of the date needed. You should ask teachers
personally and in advance of sending electronic communication about the recommendation.

- As a courtesy, notify all agencies or institutions to which you have been accepted, but which you will not be attending that you are declining their acceptance offer.

The guidance office will send an official transcript with your application. We will also send your final high school transcript to the institution of record (the institution you designate in the spring that you plan to attend).

**Parent/Guardian Responsibilities**

Parents have a major responsibility in providing support and encouragement throughout the college application process. Parents should:

- Assist their student in determining whether and when a college visit may be appropriate and accompany their student when possible.

- Encourage their child to take the lead in acquiring and completing application(s).

- Remember that your advice and interest are very important as you and your child make a collaborative decision.

- Recognize that financial assistance is a personal matter specific to each family. The school is not involved in any manner except to provide information about the topic.

  - Please make certain that fees to cover college applications, tests, and other related fees are arranged in a timely manner.

  - Checks or money orders should be made out to the college/university. Do not send cash. Many institutions also allow for the use of credit cards.

**School Responsibilities**

The school will:

- Provide guidance services to you and your parents. Faculty members may make suggestions and will help locate colleges that meet your needs and abilities.

- Provide testing registration information and transportation to designated sites in Greenville.

- Provide notification of financial assistance, including scholarships, grants, and work study opportunities.

- Complete recommendations and secondary reports and send completed applications.

The Governor's School is a member of the National Association for College Admissions Counseling and supports NACAC's Statement of Principles and Good Practice. Therefore, the school will, when appropriate, notify colleges of any significant changes in your academic or personal status between the time of application and graduation. This includes, but is not limited to, a change in course design from that stated on the submitted application with transcript, a significant drop in grades, violations, probation, suspension, or dismissal.

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**Special Needs**

The South Carolina Governor’s School for the Arts and Humanities complies with all state and federal guidelines regarding the special needs of students, including but not limited to PL 94-142, PL 93-112, Section 504, Title VII, Title IX, and all amendments and updates.

Please notify the school’s Academic Assistance Coordinator regarding special accommodations, IEPs, psychological evaluation, etc., in a timely fashion.

The school makes every effort to provide ESL (English as a Second Language) services as well as tutoring options as needed for state, district, and national testing.

The South Carolina Governor’s School for the Arts and Humanities does not discriminate on the basis of race, ethnicity, disability, religion, sex, creed, gender, national origin, immigrant status, sexual orientation, or English-speaking status.
Counselor’s Letter to
Parents and/or Guardians of Seniors
and the Class of 2019

August 2018

Dear Parents and/or Guardians of Seniors and Class of 2019:

The senior year is always met with much anxiety and anticipation. I am here to help you and your scholars work through this process.

Each senior will have the opportunity to sit down with me and review his or her GPA, coursework, post-secondary interests, financial assistance, and personal matters. Parents, please encourage your scholar to visit the Guidance Office at any time during the year for help while selecting post-secondary options (conservatories, art schools, universities, colleges, and dance companies). I hope the following will help you to understand how the Guidance Department functions at the South Carolina Governor’s School for the Arts and Humanities. In addition to college counseling, I am here to assist your student in their adjustment to our school and other personal matters. Please encourage them to see me whenever necessary.

Students will have the opportunity to complete the necessary testing requirements while enrolled at SCGSAH, which may include the SAT/ACT, EOCEP, PSAT, and Career Readiness Testing. Each week, updates about testing, college scholarships, and other guidance-related information are published in the SCGSAH Weekly Bulletin, which is distributed to parents, students, and employees via email. Scholarship information, test dates, and admissions counselors’ visits will be updated regularly in Naviance, which is our online college and career preparation program. Students should review all of this information on a frequent basis.

During the year, the following will take place:

- Each senior should schedule a time to discuss issues such as applying to secondary schools, GPA, schedules, etc.
- Seniors, parents, and guardians, please review the Guidance Manual on the school website at SCGSAH.org.
- On September 29, 2018, the Governor’s School will hold its eighteenth Annual College Fair as the culminating activity of our Family Weekend. This will be a wonderful opportunity for students to explore and research college options; typically, we have about 75 colleges represented. This is a required event for students, and parents are invited to attend as well. Students are encouraged to prepare a list of questions beforehand to ask the admissions representatives.
- Seniors should typically narrow their college choices to no more than six schools and categorize them as “reach schools,” “competitive schools,” and “safety schools.”
- Seniors should check with each of their possible post-secondary college choices to review the admission requirements. This information is often available online, or you may contact the institution directly.
Please note all deadlines for applications. All college applications with a deadline between December 20, 2018, and January 7, 2019, must be submitted to the Guidance Office on or before Monday, December 17, 2018 (the office may be closed for winter break). For all other college and scholarship applications, you should forward your application(s) at least five (5) days prior to the deadline.

Please contact the Guidance Office for fee waivers and financial assistance for fees associated with SAT and ACT applications, and applying to post-secondary schools.

Students should complete their sections of each application, obtain teacher recommendation(s), and prepare any necessary portfolios, recordings, etc. Make an appointment with me for assistance with school portions of the application.

Students should also remember to check their mailboxes, school email, weekly bulletin, and Naviance on a daily basis for updates and information from the Guidance Office. See the back cover of this manual for links on financial assistance for college.

Please see the Guidance Manual (inside front cover) for SAT/ACT and PSAT dates and all other details. If you should have any questions, please do not hesitate to contact me.

Sincerely,

Deborah Ware
Director of Guidance
TESTING
PSAT • SAT • SAT Subject Tests
ACT • AP

What is the PSAT?
The PSAT is the qualifying test that juniors must take to enter National Merit, Achievement, and Hispanic Scholarship Corporation competitions for scholarships that will be awarded during the student’s senior year. The PSAT measures skills that are important for success in college—verbal reasoning, critical reading, math problem solving, and writing. Taking the PSAT/NMSQT enables students to:
• Practice for SAT program tests.
• Seek information from colleges.
• Get feedback about critical academic skills.
The PSAT will be administered Wednesday, October 10, 2018, to all 10th and 11th grade students. The test will be administered on campus at no cost to the students. One of the benefits of taking the PSAT is that you receive a score sheet listing all correct answers and all of your answers. In addition, you receive your actual test booklet; thus, you can use these materials diagnostically to prepare for the SAT.

SAT: What is the SAT and how is it used?
The SAT is a measure of a student’s ability to use learned skills and concepts in a timed test. Through extensive testing, the SAT has been shown to have a positive correlation to a student’s success in the freshman year of college, especially when viewed in conjunction with a student’s academic performance.

SAT Subject Tests: What are they and how are they used?
The SAT Subject Tests measure a student’s ability in a particular subject area. The test is taken whenever that course is completed. Many colleges require SAT Subject Tests for admission or for placement. Students should check with their college(s) for guidance on what SAT Subject Tests may be needed.

ACT: What is the ACT and how is it used?
The best indication of how well you will do in college is a measure of how well you can perform the skills necessary for college coursework. The ACT Assessment measures these skills in English, mathematics, reading, and science reasoning. These areas are tested because they include the major areas of instruction in most high school and college programs.

The ACT Assessment Writing Test
The ACT Writing Test will complement the English Test. The combined information from both tests will tell post-secondary institutions about students’ understanding of the conventions of standard written English and their ability to produce a direct sample of writing. Because post-secondary institutions have varying needs, the ACT Writing Test will be optional.
• Post-secondary institutions will make their own decisions about whether to require results from the ACT Writing Test for admissions and/or course placement.
• Students will decide whether to take the Writing Test based on the requirements of the institutions they are considering.

Requests for Fee Waivers
Requests for Fee Waivers must be made through the Guidance Counselor for SAT and ACT testing and for college applications.

SAT/ACT and PSAT Preparation
Review courses can help to relieve anxiety and to increase familiarity with the types of questions asked. Some students claim they are very helpful, but not everyone agrees. Research indicates that substantial gains in scores are a result of long-term review efforts. However, even shorter-term review courses can help to relieve anxiety and to increase familiarity with the types of questions asked.

Free Online Test Preparation Services
In addition to the services outlined below, VirtualSC.org offers free test preparation for the PSAT, SAT, ACT, and AP exams. Both the College Board and ACT websites also include links to free test preparation materials.

Preparing for the PSAT
Do the full-length practice tests found in the Official Student Guide to the PSAT/NMSQT that students will receive from the Guidance Counselor in September.

Preparing for the SATs
The booklets, SAT Preparation Booklet for the New SAT and Taking the SAT Subject Tests are excellent sources of information in preparation for the SATs. Additionally, the College Board has partnered with Khan Academy to provide online test prep for the SAT at: www.khanacademy.org.

Preparing for the ACT
Read the booklet Preparing for the ACT Assessment carefully and take the practice test well before the test day so you will be familiar with the ACT, what it measures, and the strategies you can use to do your best on it.

Check out the sample questions and explanations of correct answers on the ACT website: www.act.org.

When to take the College Admissions Tests
• The Governor’s School recommends a student take the SAT once in the spring of the junior year and again in the fall of the senior year.
• The Governor’s School recommends a student take SAT Subject Tests at the time a course of study is finished. For example, the subject test in U.S. History would be taken whenever that course is completed. Math Level 2C should be taken following completion of a pre-calculus or calculus course. Language subject tests usually are taken after the completion of at least two years of study beyond the elementary level. Many colleges require SAT Subject Tests for admission or for placement.

• The Governor’s School recommends a student take the ACT once in the spring of the junior year and again in the fall of the senior year.

• Students should be aware of the specific testing requirements for each school to which application is made.

• It is the student’s responsibility to register for the SAT, SAT Subject Tests, and/or ACT.

• If the student’s skills are weak, he/she should take advantage of review resources before taking the test again to improve results.

Advanced Placement Program (AP)
AP is a service of the College Board that provides high schools with course descriptions of college subjects and Advanced Placement Examinations in those subjects. High schools implement the courses and administer the examinations to interested students who are then eligible for advanced placement, college credit, or both, on the basis of satisfactory exam scores.

Please note that students in South Carolina who are enrolled in an AP course are expected to take the AP test associated with the course. These tests are administered at no cost to the student.

What is the difference between credit and placement?
Colleges and universities formulate an AP policy appropriate to their institution:

• Some award credit for qualifying AP Exam grades. This means you actually earn points toward your college degree.

• Others award advanced placement. This means you can skip introductory courses, enter higher-level classes, and/or fulfill general education requirements.

Many colleges and universities offer both credit and placement, which allows students to:

• Graduate in three or three-and-a-half years;

• Enter upper-level courses;

• Fulfill a foreign language requirement.

Registration Procedures for the SAT, SAT Subject Tests, and ACT
Within the first month of the school year, the Guidance Office will issue to students ACT and SAT test registration materials to include the SAT Preparation Booklet, the SAT Registration Bulletin, Preparing for the ACT Assessment, and the Student Registration Packet. Students may also access this information online at www.SAT.org and www.ACT.org. For specific questions regarding SAT/ACT registration and preparation, please visit the Guidance Office to make an appointment with the Director of Guidance.

The SAT, SAT Subject Tests, and the ACT are administered at sites other than our school. Test dates and testing sites for the SAT are listed in the SAT Registration Bulletin and at the SAT website. Information about ACT testing may be found at the ACT website or in the ACT Registration Packet. There are testing sites located throughout the state. You must register early to get your preferred testing location. You can register for the SAT and/or the ACT as soon as you decide upon the date(s) that you wish to test. To avoid late fees, please note that regular registration typically closes about five weeks prior to the test date.

If you intend to take the ACT or SAT while you are in residence at SCGSAH, you must choose GREENVILLE TECHNICAL COLLEGE as your testing site.

• For the SAT, use code 41244 to choose Greenville Technical College.

• For the ACT, use code 038270 to choose Greenville Technical College.

The school cannot provide transportation to any other sites, which is why early registration is essential. If you are assigned to another site, it will be your responsibility to work with your parent(s)/guardian(s) to make other transportation arrangements. Please note that the school cannot typically provide transportation for the August SAT date because of extended orientation activities on campus.

Step 1
Review the information and materials provided by the Guidance Office for the SAT/ACT.

Step 2
Complete the registration process for the desired test(s) by using the SAT/ACT website or following the instructions in the registration booklet. Please see the Director of Guidance if you need assistance with the registration process.

Step 3
After registering with the testing service, students requesting transportation to SAT and ACT administrations should complete the form posted on the school’s website. Transportation requests must be made at least two weeks in advance of the chosen test date. Students who do not register by the deadline are not guaranteed transportation or meals.
Step 4
On the day of the test, students who have registered for transportation should report to the residence hall lobby at 7:00 a.m. for breakfast and to the administration traffic circle for departure at 7:15 a.m. Students should bring their admission ticket and a photo ID. For test admission, the ticket and ID must match exactly.

Students and parents who have questions regarding testing recommendations, fee waivers, and college preparations should contact the Guidance Office. For questions regarding transportation requests and testing meals, please contact the Student Life Office.

*It is the student’s responsibility to see that all colleges receive the proper score reports directly from the Educational Testing Service when requested.*

**END-OF-COURSE EXAMINATION PROGRAM**

**What is EOCEP?**
The Education Accountability Act of 1998 requires the development of end-of-course examinations in gateway or benchmark courses for grades nine through twelve.

The examinations, which will count as 20% of the students’ final grades in the gateway or benchmark course, will include Algebra I/Math for the Technologies II, English I, Biology, and U.S. History and Constitution.

**Who takes EOCEP?**
All students enrolled in one of the gateway or benchmark courses must participate in the program. Each examination will be administered to the students at the end of the semester in which they are scheduled to complete the course.

**STATE-MANDATED ACCOUNTABILITY TESTING**
State and federal accountability legislation mandates that students complete designated college and career readiness assessments during their junior year of high school. Students and parents may be asked to choose between the ACT or the SAT for the college readiness test, and these scores may be used for college entrance purposes. Additional information about college and career readiness testing requirements will be shared in the fall as the South Carolinian Department of Education releases updates.

**COUNSELING RESOURCES**
In addition to the personal counseling from the Guidance staff and your teachers, SCGSAH is pleased to add additional resources through Naviance, a web-based program that offers college search information, college application access, career inventories, and other related services. Students will be introduced to Naviance during extended orientation sessions in August.

**SUGGESTED TIMETABLE FOR STUDENTS**

**Sophomore Year**
- Take the PSAT and review your results carefully to determine what area(s) to focus upon for improvement.
- Begin to think about colleges and/or other post-secondary options.
- Continue to build your résumé of activities and interests.
- Come in for personal counseling when needed.
- Attend the Governor’s School College Fair.
- As you select coursework for the following year, review course guidelines set by the South Carolina Commission on Higher Education.

**Junior Year**
- Visit college fairs, talk to friends and alumni, look at various college guides, and ask counselors and teachers for suggestions.
- Talk to your parents about the finances: will you need a scholarship? A job? Loans?
- Take the PSAT/NMSQT in the fall. Take SAT Subject Tests and Advanced Placement Program® Examinations at the end of appropriate courses of study.
- Take the SAT or ACT tests in the spring.
- Ask for viewbooks and browse online class catalogs (especially if you have an unusual or specific interest).
- Meet with your school counselor and with your parents, develop a list of colleges of interest. Consider visiting colleges during extended breaks and over the summer.
- Mention your plans to the teachers who might write your recommendations. Continue to build your résumé.
- Keep a journal or collect interesting “important moment” articles from your reading as samples for your essay.
- Request courses for your senior year that are challenging, but realistic. Check out recommended course work from your top college choices to ensure that you will meet their admissions requirements.
Senior Year

September

- Meet with your Guidance Counselor to discuss your choices and timing. Be prepared to share your tentative list of colleges.
- Review upcoming campus college admissions counselor visits and sign up to attend schools that may interest you.
- Set up campus visits and interviews; attend prospective student days and open houses at colleges of interest. Seniors have limited numbers of excused absences for college visits, so plan visits carefully.
- Determine what teacher(s) you feel can write knowledgeable letters of recommendation on your behalf and schedule a time to talk with those teachers about writing recommendations for you.
- Review application packets from colleges that interest you.
- File the NCAA Clearinghouse forms (NCAAClearinghouse.net) if you plan to play Division I sports.
- Preregister for the CSS/Financial Aid PROFILE® if required by any of your colleges (www.collegeboard.com/css).

October

- Confirm your list of choices with your counselor. Decide if you will apply regular decision or by one of the early deadlines (see individual college options).
- Take the ACT, SAT I and/or SAT II Subject Tests. Take advantage of score reporting services to colleges that are offered on testing day.
- Group schools that accept the Common Application together, but look carefully on the website (www.commonapp.org) for required supplements.
- Research scholarships that may apply to you. Talk to your parents about the finances again.
- If applying Early Decision or to a college with rolling admission, start writing your application and essay.
- Complete any rolling admissions applications, particularly to those state institutions that require only a transcript, an application form, and test scores.
- Fill out the FAFSA (Free Application for Federal Student Aid) forms. FAFSA forms are available online beginning on October 1 at www.fafsa.ed.gov.

November

- Determine if you need to take the ACT, SAT, and/or SAT Subject Tests again.
- Early Decision deadlines are often the first or second week in November. Remember that in most cases you can make only one Early Decision application.

December

- Complete all applications and essays. You can, in many cases, apply entirely online.
- Proofread everything TWICE! Make a checklist to be sure you’ve had scores sent, enclosed necessary payments, and notified your counselor about each school you’re applying to. Submit applications early. Verify receipt of online material.
- Note all deadlines for college applications. All college applications with a deadline between December 20, 2018, and January 7, 2019, must be submitted to the Guidance Office on or before Monday, December 17, 2018 (the office may be closed for winter break). For all other college and scholarship applications, you should forward your application(s) at least five (5) days prior to the deadline.
- Write thank you notes to teacher(s) who have assisted you with recommendations.

January - March

- Follow up on any missing details; continue to submit applications according to the deadlines.
- Focus on producing a solid senior record; your last semester grades still matter!
- Continue to visit or interview if you missed a school of interest; it’s best to see a college when classes are in session. Schools with rolling admission may accept applicants well into the spring.
- Prepare and file financial aid forms (www.FAFSA.ed.gov.css/FinancialAidProfile), and other scholarship applications.
- Await Student Aid Report (SAR).
- Await return of financial aid reports (FAFSA, CSS/Financial Aid Profile).

April - June

- Expect to receive both acceptances and rejections. It is natural in this process, especially if you applied to a range of schools.
- Celebrate your successes, but be mindful of the feelings of others who are anxiously awaiting news of their own.
- Review your choices carefully, considering your major, the financial obligations, location, etc. Choose one school and make your deposit before the universal reply date of May 1. If you choose to remain on a waiting list, send a letter expressing your interest and any new information that might strengthen your case.
- Notify schools of your decision (whether you accept or decline the invitation to join the freshman class).
Thank them! This allows the colleges to open spaces and provide financial assistance to students on their waiting list.

- Consider getting a summer job to help with expenses.
- Thank your parents for all they’ve done for you. Recognize that the big scary change in your life is mirrored by a big scary change in theirs.

**FINANCIAL ASSISTANCE**

There is a considerable amount of college financial aid available for students with demonstrated need. Both the amount of this aid and the type of aid programs are changing. In addition, many colleges are adding a merit consideration to grants beyond straight need criteria.

Nevertheless, aid may be available to you even if you believe your income and assets may not fall within qualifying ranges. If in doubt, the financial aid officers of the colleges to which you are applying are usually happy to give you advice.

There are now two national processors which determine your financial need. The most widely used is the CSS (College Scholarship Service/Financial Aid Profile) in Princeton, New Jersey. Further information is available at www.collegeboard.com.

You should also utilize the Free Application for Federal Student Aid (FAFSA). Their website is www.studentaid.ed.gov. You will need to check to see which service is used by a particular institution. Fee waivers are available for both FAFSA and CSS/Profile to those who qualify by family income.

You will also have to inform the college that you are requesting financial aid. There is generally a place on the application to fill in this information. In addition, some colleges may require that you submit substantiating documents.

The college will then award aid based on whatever guidelines it follows in light of your demonstrated need. Generally, this aid will consist of some outright grants, some loans, and some student work. The distribution of this aid package will vary considerably from college to college, and it should factor into decisions on which school to attend.

You will also need to be careful about what figure is used by the college to determine its cost. Some colleges will grant you aid to meet only tuition, room, and board, while others will also include the “hidden” costs of books, transportation, etc.

For those families applying to private colleges in South Carolina, there is a South Carolina tuition state grant program. This grant must be applied for separately from the application through a national processor, such as FAFSA.

The Guidance staff and colleges themselves can provide you with more information about scholarships and financial aid during the fall when the forms for the coming year are available. In the meantime, don’t preclude your child from investigating the possibility of a college because of its cost. It may not be beyond reach.

**Life, Palmetto, and Hope Scholarships**

The eligibility of students who will be attending a post-secondary school in South Carolina for Life, Palmetto, and Hope scholarship consideration is determined by the South Carolina Commission on Higher Education. Check the following website for updates: www.che.sc.gov and click on Scholarships and Grants for SC. Under each, click Q&A for more details.

**STATEMENT OF STUDENTS’ RIGHTS AND RESPONSIBILITIES IN THE COLLEGE ADMISSION PROCESS**

(The following section is from National Association of College Admission Counseling, revised August 2000).

An outgrowth of the Statement of Principles of Good Practice, the Students’ Rights Statement makes clear to entering college students those “rights” which are only alluded to by the Principles of Good Practice. It also spells out the responsibilities students have in the admission process.

**Your Rights When You Apply to Colleges and Universities**

**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 decision plan, you have a right to complete information from the college about its process and policies.

**When You Are Offered Admission**

- You have the right to wait to respond to an offer of admission and/or financial aid until May 1.
- Colleges that request commitments to offers of admission and/or financial aid 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. (This right does not apply to candidates admitted under an early decision program.)

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.

Your responsibilities when you apply to colleges and universities

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

As you apply
- You must complete all material that is required for applications and submit your applications 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 completing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

After students receive admission 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.
- 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 the college or university to 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 that 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. 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:

Executive Director NACAC
1050 North Highland Street, Suite 400
Arlington, VA 22201

INVESTIGATING INSTITUTIONS

Questions and Considerations

Governor’s School students have the benefit of having lived away from home in a dormitory setting. Thus, you have probably already formulated certain questions regarding your options. The following are additional items you may wish to take into consideration when visiting—items beyond your interest in a particular program, major, etc. You should be aware of many of these before you decide where you will visit. Catalogues and viewbooks will naturally present a rather prejudiced description. You will want to confirm your information when you actually visit. In addition, it is most valuable that you keep a record or diary of your impressions so that you don't confuse colleges and your reactions to them.

Physical description
- Geographical location
  - Weather
  - Proximity to colleges, cities, transportation, and attractive cultural opportunities.
- Setting: architecture and landscaping.
- Size of the school.
- Size of the first-year class.
- Residence halls
  - Location with respect to classes and dining services.
  - Coed? If so, are they organized by floor, suite, or room?
  - Specialized options (language dorms, honors dorms, etc.)?
• Rules? Enforced quiet hours? Visiting hours?
• Where do freshmen live? Are they grouped together?
• Are there sufficient rooms for all interested students?
• Are most rooms singles, doubles, triples, or suites?
• Do you have any input in your first-year roommate selection?

• Food Services
• Are there a variety of food plans available?
• Are dining services hours flexible?
• Will they accommodate dietary restrictions?

• Libraries
• How extensive are the hours?
• Is this where most people study?
• Are all resources easily accessible to all students?
• What is the computer access like?

• Computer Facilities
• Are there computer hookups or Wi-Fi in campus buildings and residence halls?
• Are computers networked throughout the school?
• Are there computers available around the campus?
• What computer system is most prevalent?

• Laboratories
• Foreign language?
• In science, what are the lab set-ups, and are they available to undergraduates?

• Student Services and Health Center
• Are good hospital or clinic facilities available?
• Is there a strong counseling service?
• What about career guidance and placements?
• Is there a strong alumni network?
• Is there an active student government?

Extracurricular Info/Facilities
• Performance Venues
• Quality and reputation of program and equipment?
• Open to non-theater majors for participation?
• How many presentations yearly?
• What kinds of presentations?

• Health/Physical Education/Athletics
• How important are they to campus life?
• What opportunities are there for personal development outside organized sports?
• Is there a good intramural program?
• Are there student exercise facilities?

• Special Facilities
• How about art studios and museums?
• Are there dance studios?
• Is there an observatory for astronomy students?
• Is there a campus radio/television station?

• Fraternities, Sororities, Social Clubs
• Do they exist and in what number and variety?
• What effect do they have on campus life?
• What pressure is there to join?
• Other social opportunities outside the Greek system?

Other Considerations
• What is the calendar organization (semester, trimester)?
• Is there a special winter or January program?
• Are summer programs available or required?
• How many courses do students usually take per term?

• Alternative Study Program
• Are there exchange programs with other colleges for a term or for a year?
• Are there foreign study programs available and encouraged?
• Are there internship programs?

• Academic Policies (usually accurately described in the catalog)
• What courses are required?
• What does the honors program look like?
• When must a student declare a major?
• Are there any interdisciplinary majors available?
• What are class sizes like in various subjects? (Average class size is not always helpful information.)
• What differences exist between introductory and advanced classes in terms of size?
• Are tutorials available?
• What opportunities are there for independent study?
• What departments are particularly distinguished? Particularly weak?
• How are grades determined?
• In large classes, what types of tests and papers
are there and who grades them?
∙ What characterizes the academic atmosphere (competitive, energetic, informal, formal)?
∙ What is the attrition rate? For first-year students? By the end of the senior year? Is there a difference in the rates for men and women?
∙ What are the proportions of failures, drop-outs, and transfers?
∙ What percentage of graduating seniors go on to graduate school? In what areas of study?
∙ Is there an active placement service that helps students find jobs and internships during the time they are in college as well as after they have been graduated?
∙ Are there opportunities to work on campus and/or in the community?

Miscellaneous
• Check out the bulletin boards.
• Pick up several copies of student newspapers.
• Try to arrange to eat a meal where the students do.
• Talk to as many students as possible. Don’t let the tour guide be your only source of information.
• What are the regulations for student behavior? Is there an active honor code?
• If you have a special interest—academic, artistic, or athletic—try to arrange a meeting with the coach, professor, advisor, or dean.
• Keep a diary of your impressions and a record of the name(s) of those with whom you met or spoke.
• Write a thank you letter or email to any campus representative with whom you met.
South Carolina Governor’s School for the Arts and Humanities
15 University Street • Greenville, SC 29601 • Fax • 864.282.3755

For more information contact
Deborah Ware • 864.282.3726
or deborahware@scgsah.org

Saturday • September 29th
1:00 pm - 3:00 pm
College Fair Booth Visitation for Students, Parents, and Faculty

This event is during Family Weekend.
RECOMMENDATION REQUEST FORM

Students: Please give your teachers three (3) weeks notice for all recommendation requests.

Please type or print all information.

<table>
<thead>
<tr>
<th>Student’s Full Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grade (circle one):</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Art Area (circle one):</th>
<th>Dance</th>
<th>Drama</th>
<th>Creative Writing</th>
<th>Music</th>
<th>Visual Arts</th>
</tr>
</thead>
</table>

Requesting a recommendation from (teacher’s name) ___________________________________________________________

Postsecondary Insitution(s) and address(es) for which recommendation is being requested:

<table>
<thead>
<tr>
<th>Institution and Address</th>
<th>OL</th>
<th>CA</th>
<th>GC</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Key:**  
OL = Teacher will Do Online • CA = Common Application • GC = Teacher will Give to Guidance Counselor  
T = Teacher Will Mail

*Other (specify: Scholarship, etc.) _____________________________________________________________________________

Date of Request __________________________ Date to return to Guidance Office** __________________________

Date to mail application(s)* __________________________________________________________________________________
END-OF-YEAR SENIOR REPORT

Seniors, Parents, and Guardians:

The End-of-Year Senior Report and Awards Letter information will be collected via an online survey program and through Naviance in the spring.

Please take note of the following:

Part I of the survey will request Alumni Information.

Part II will request Financial Assistance (scholarships, grants, and other sources) you received from all colleges and organizations.

Seniors, Parents, and Guardians: This information is reported to the state in this manner: Total amount amassed in scholarship offers for the graduating class. It will also be reported to the Chairman of the South Carolina Governor’s School for the Arts and Humanities Board of Directors to be announced at the commencement ceremony, as well as to the Governor’s School for the Arts Foundation Board.

The completion of this data will let us know your plans, including:

• Where to mail your final transcript
• The school you plan to attend or the dance company you may join
• Your intended major
• Other plans
• The total amount of financial assistance amassed for your graduating class

It will also update your file for the alumni coordinator.

Due Date: This form should be completed by the first week of May.

Most common error:
You list only the institution you plan to attend in the fall. You are to list all offers for financial assistance from all institutions from which you received offers for financial assistance. Please do not list loans or work study.

Examples:

<table>
<thead>
<tr>
<th>Vassar College</th>
<th>Voorhees College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Grant</td>
</tr>
<tr>
<td>$ 4,000.00 x 4 years</td>
<td>$ 2,000.00 x 4 years</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Scholarship</td>
</tr>
<tr>
<td>$10,000.00 x 4 years</td>
<td>$15,000.00 x 4 years</td>
</tr>
<tr>
<td>Other (Rotary, Garden Club)</td>
<td>Other (Art Scholarship)</td>
</tr>
<tr>
<td>$ 1,000.00 x 1 year</td>
<td>$30,000.00 x 1 year</td>
</tr>
</tbody>
</table>

NOTE: This is a required form.
ACADEMIC ACHIEVEMENT
AWARD QUALIFICATIONS

Please note that these criteria are determined by the SC Department of Education.

For a student to receive an Academic Achievement Honors Award, the student must:

1. Complete 24 units of credit as prescribed;
2. Receive a minimum grade of “B” for each semester course in grades 9-12 through the seventh semester;
3. Achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT mathematics, or an ACT score of 30 on English or 33 on mathematics.

- OR -

Each student shall have:

4. Completed 24 units of high school credit;
5. Be eligible for graduation with a state high school diploma;
6. Have a combined score of 1400 on the SAT verbal and mathematics sections, or an ACT composite score of 31.

Of the 24 units earned, 18 units must be college preparatory coursework, four units in additional electives, and two units in one or more of the following: English, science, social studies, or mathematics.

College preparatory coursework includes:

- English (English I or above) 4 units
- Mathematics (Algebra I or above) 4 units
- Laboratory Science 3 units
- Social Studies 3 units
  (United States/South Carolina Studies, Economics/Government, and one unit of Global Studies/World Geography, or Western Civilization)
- Computer Science 1 unit
- Physical Education 1 unit
- Foreign Language 2 units
## TESTING FLOW CHART

<table>
<thead>
<tr>
<th>Test</th>
<th>Who Will Take</th>
<th>Months/Dates</th>
<th>Preparation</th>
<th>Effect on Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EOCEP</strong></td>
<td>All students enrolled in Algebra I, Biology, U.S. History and Constitution</td>
<td><strong>U.S. History, Biology</strong></td>
<td>State standards provided to students, teachers, and parents. (EOCEP, Teacher Guide.)</td>
<td>The test will count 20% of the student’s final grade in the eligible classes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late Spring, Dates TBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PSAT</strong></td>
<td>All 10th and 11th grade students</td>
<td>Wednesday, October 10, 2018</td>
<td>Practice test provided by College Board. All students receive a copy. Teachers serve as resource. VirtualSC.org or <a href="http://www.khanacademy.org/SAT">www.khanacademy.org/SAT</a></td>
<td>Students must take as juniors in order to participate in the National Merit, National Achievement, and National Hispanic Programs. Tenth grade: an early preparation for the same.</td>
</tr>
<tr>
<td><strong>SAT, ACT, SAT Subject Test</strong></td>
<td>Juniors and seniors</td>
<td><strong>ACT - 6 times a year</strong></td>
<td>Practice test provided by College Board. SAT Workshop on campus. <a href="http://www.khanacademy.org/SAT">www.khanacademy.org/SAT</a> VirtualSC.org</td>
<td>College Entrance Tests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAT I - 7 times a year</td>
<td></td>
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<tr>
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<td></td>
<td>SAT II - All months except March</td>
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<tr>
<td></td>
<td></td>
<td>Please check dates for appropriate test. Refer to the website <a href="http://www.collegeboard.com">www.collegeboard.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AP</strong></td>
<td>All students who take AP courses and those who wish to take and pay on their own without the classroom preparation.</td>
<td><strong>Spring 2018 Dates:</strong> May (week 1) May (week 2)</td>
<td>Practice test provided by College Board. VirtualSC.org</td>
<td>See pages 5-6 of this manual.</td>
</tr>
<tr>
<td><strong>Career Readiness</strong></td>
<td>Grade 11</td>
<td>TBA</td>
<td>None</td>
<td>May earn a Career Readiness Certificate</td>
</tr>
</tbody>
</table>

*The SAT and ACT state testing dates for juniors pending.*  
**Go to VirtualSC/SC Online Virtual School Program, then Shmoop (Free standardized tests prep. Create an account and practice! Also go to Khan Academy (khanacademy.org) for free practice for all tests.
## SAT/ACT Score Comparisons

<table>
<thead>
<tr>
<th>New SAT</th>
<th>ACT</th>
<th>New SAT</th>
<th>ACT</th>
<th>New SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1600</td>
<td>36</td>
<td>1250</td>
<td>26</td>
<td>900</td>
<td>17</td>
</tr>
<tr>
<td>1590</td>
<td>35</td>
<td>1240</td>
<td>26</td>
<td>890</td>
<td>16</td>
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<tr>
<td>1580</td>
<td>35</td>
<td>1230</td>
<td>25</td>
<td>880</td>
<td>16</td>
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<tr>
<td>1570</td>
<td>35</td>
<td>1220</td>
<td>25</td>
<td>870</td>
<td>16</td>
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<tr>
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<td>35</td>
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<td>25</td>
<td>860</td>
<td>16</td>
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<tr>
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<td>34</td>
<td>1200</td>
<td>25</td>
<td>850</td>
<td>15</td>
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<tr>
<td>1540</td>
<td>34</td>
<td>1190</td>
<td>24</td>
<td>840</td>
<td>15</td>
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<tr>
<td>1530</td>
<td>34</td>
<td>1180</td>
<td>24</td>
<td>830</td>
<td>15</td>
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<td>1520</td>
<td>34</td>
<td>1170</td>
<td>24</td>
<td>820</td>
<td>15</td>
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<td>1510</td>
<td>33</td>
<td>1160</td>
<td>24</td>
<td>810</td>
<td>15</td>
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<tr>
<td>1500</td>
<td>33</td>
<td>1150</td>
<td>23</td>
<td>800</td>
<td>14</td>
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<td>1490</td>
<td>33</td>
<td>1140</td>
<td>23</td>
<td>790</td>
<td>14</td>
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<td>32</td>
<td>1130</td>
<td>23</td>
<td>780</td>
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<td>32</td>
<td>1120</td>
<td>22</td>
<td>770</td>
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<td>1460</td>
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<td>1110</td>
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<td>1340</td>
<td>28</td>
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<td>26</td>
<td>910</td>
<td>17</td>
<td>560</td>
<td>11</td>
</tr>
</tbody>
</table>
SCHEDULE CHANGE REQUEST

Please Note: In accordance with state guidelines, students who withdraw from a course after five (5) days in a 90-day course, or ten (10) days in a 180-day course, shall be assigned a grade of 61 and 0 quality points. The “F” will be calculated in the student’s overall grade point ratio.

<table>
<thead>
<tr>
<th>Please DROP the following class(es):</th>
<th>Period</th>
<th>Semester</th>
<th>Teacher’s Signature</th>
<th>Date Book Returned</th>
</tr>
</thead>
<tbody>
<tr>
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The Academic Office must receive a written or faxed agreement from your parent/guardian prior to dropping or adding a class.

Student Name (print) ________________________________ Student Signature __________________________ Date __________

Administrative Authorization ________________________ Date __________ Parent Signature __________________________ Date __________

High School Code: 410914
Requirements for SC Diploma

- **English**: 4 units
- **Math**: 4 units
- **Science**: 3 units
  - Biology 1 unit
  - Two other sciences
- **Social Studies**: 1 unit
  - U.S. History
  - U.S. Government ½ unit
  - Economics ½ unit
  - Other Social Studies 1 unit
- **Physical Education or ROTC**: 1 unit (including health)
- **World Language** or Occupational Education: 1 unit
- **Computer Science**: 1 unit (including keyboarding)
- **Electives**: 7 units

**TOTAL**: 24 units

**4 Units of English**: Completion of English I, II, III, and IV. College Prep will meet this criterion.

**3 Units of Mathematics**: These include Algebra I (Math Tech I and II can count together as a substitute if student completes Algebra II), Algebra II, and Geometry. A fourth higher-level mathematics course is strongly recommended.

**3 Units of Laboratory Science**: 2 units must be taken from different fields and selected from among Biology, Chemistry, or Physics. The third unit can be from the same field as one of the first two units or from any laboratory science for which Biology and/or Chemistry are prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which Biology and/or Chemistry are not prerequisite will not meet this requirement.

**2 Units of the Same World Language**: 3 units are strongly recommended because some colleges require three units.

**3 Units of Social Science**: 1 unit of U.S. History; a half unit in Government and a half unit in Economics are required. World History or another history elective is recommended.

**1 Unit of Physical Education or ROTC**

**4 Units of Electives**: These must be taken from three different fields from Computer Science, English, Fine Arts, Foreign Languages, Humanities, Laboratory Science (excluding earth science, physical science, environmental science or other science courses for which Biology and/or Chemistry are not prerequisite), Mathematics above Algebra II, and Social Sciences. It is suggested that one unit be in Computer Science, which includes programming, and one be in Fine Arts (appreciation of, history, or performance).

State colleges and universities may require additional units. Units successfully completed at the home school are transferred to the Governor’s School. It is expected that you have taken and passed the exit exam prior to enrolling in the Governor’s School. It is also expected that you have successfully completed a unit of Physical Education (or JROTC).

Please see the Course Selection Guide on the SCGSAH website for additional information on course selection.

*Many institutions require Biology, Chemistry, and Physics.
**Some institutions require three years of the same foreign language.
Many state institutions require a minimum of two years of the same language.
COLLEGE CATEGORY LIST

Name ________________________________________________________________

“Sure Bet” or “Safety Schools”
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

“Competitive Schools”
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____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

“Reach Schools”
____________________________________________________________________
____________________________________________________________________
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HELPFUL WEBSITES

Naviance: succeed.naviance.com/scgsah

College Board Online: www.collegeboard.org
This not-for-profit organization offers information on PSAT, SAT and AP exams as well as college, scholarship, major and career searches.

College Board’s Savings Advisor: www.cssprofile.collegeboard.org
The CSS/Financial Aid PROFILE, short for the College Scholarship Service PROFILE, is an application distributed by the College Board in the United States allowing college students to apply for financial aid.

College Board’s Roadmap: www.bigfuture.collegeboard.org/explore-careers
College Board’s resource for exploring online majors, colleges, and careers.

FastWeb: www.fastweb.com
The leading online resource in finding scholarships/financing college.

The Federal Government: www.ed.gov/about/offices/list/ope/index.html
Department of Education/Office of Postsecondary Education (OPE) information about grants, grant opportunities, and the role OPE plays in the accreditation process and development of higher education policy and regulations.

Department of Education website with information on paying for college, avoiding scams, and repaying loans.

Request Federal Student Aid ID: www.studentaid.ed.gov/sa/fafsa/filling-out/fsaid
The FSA ID, which consists of a user-created username and password, allows users to electronically access personal information on Federal Student Aid websites as well as electronically sign a FAFSA.

FAFSA online: www.fafsa.ed.gov
Free online application for Federal Student Aid.

ACT: www.act.org
Everything you need to know about the ACT test, including registration, test prep, test dates, and scores.

Petersons Education Center: www.petersons.com
Database of accredited schools which can be used to search for schools, programs, and scholarships.

Princeton Review: www.princetonreview.com
A private college admission services company offering test preparation services, tutoring and admissions resources, online courses, and books.

South Carolina Resident information on college costs, the factors that determine cost, and what types of financial assistance are available.


Test Prep Websites

VirtualSC: www.VirtualSC.org
Free AP test prep materials through Schmoop: www.virtualsc.org/testprepservices/

Khan Academy: www.khanacademy.org/sat
Free SAT test prep.

Kaplan: www.kaplan.com/test
Fee-based online test prep.