

## Magruder High School Counseling Services

### VISION STATEMENT

Magruder High School counselors serve as advocates for our students. Using a proactive approach, we support and assist our students academically, socially, and in post secondary planning. In collaboration with the Magruder learning community, our students are encouraged to reach their highest potential in becoming well-rounded citizens.

Counseling Services Staff: Counselor assignments made alphabetically

Ms Nancy Fiallo A- CAP

Dr. Diane Berman CAR – CZ (Resource Counselor)

Mr. Michael Stallings D – GRA

Ms Ruth Ragsdale GRE – KP

Mrs. Susan Schwartz KR – MARQ

Mrs. Ann Goode MARR – PH

Mr. Robert Bean PI – SM

Mr. Victor Quiroz SN – Z

ESOL Counselor – Ms Margaret Earle

Registrar – Mrs. Pat Ridgway

Secretary – Mrs. Wendy Hoover

Career Center Coordinator – Mrs. Heidi Garland

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## HOW TO MAKE AN APPOINTMENT WITH YOUR COUNSELOR

Magruder counseling services has an open door policy for students before and after school and during lunch. At other times, an appointment is needed unless you have an emergency. To make an appointment, drop by the counseling office and see Mrs. Hoover, the counseling services secretary.

You may also contact your counselor by phone (310 840 4614) or on line. Counselor email addresses are as follows:

[Robert\\_A\\_Bean@mcpsmd.org](mailto:Robert_A_Bean@mcpsmd.org)

[Diane\\_R\\_Berman@mcpsmd.org](mailto:Diane_R_Berman@mcpsmd.org)

[Nancy\\_C\\_Fiallo@mcpsmd.org](mailto:Nancy_C_Fiallo@mcpsmd.org)

[Marjorie\\_A\\_Goode@mcpsmd.org](mailto:Marjorie_A_Goode@mcpsmd.org)

[Michael\\_B\\_Stallings@mcpsmd.org](mailto:Michael_B_Stallings@mcpsmd.org)

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[Susan\\_H\\_Schwartz@mcpsmd.org](mailto:Susan_H_Schwartz@mcpsmd.org)

[Victor\\_Quiroz@mcpsmd.org](mailto:Victor_Quiroz@mcpsmd.org)

## COUNSELING PROGRAM OVERVIEW

The counseling department offers the following services for Magruder students and parents:

Academic counseling

College advising

Personal counseling

Career counseling

Group counseling on selected topics

Outside counseling referrals

Coordination of parent/teacher conferences and Educational Management Team meetings

Processing of school transcripts

College letters of recommendation

Work permits

Homework requests

Tutor information

New student enrollment

Processing of college applications

Crisis intervention

AP testing

High School Plus information

Summer school information

Financial aid and scholarship information

Parent Support group

## GRADUATION REQUIREMENTS

Student must complete 22 credits in the following areas:

| Subject            | Number of credits required   |
|--------------------|--|
| English            | 4 credits  |
| Math               | 4 credits, including Algebra and Geometry  |
| Science            | 3 credits, including Biology and a year of a Physical Science  |
| Social Studies     | 3 credits: US History, NSL Government, and Modern World History are required                                   |
| Physical Education | 1 credit   |
| Health             | .5 credit (one semester)   |
| Fine Arts          | 1 credit   |
| Technology         | 1 credit   |
| Program completer  | 2 credits Foreign Language OR<br>2 credits Advanced Technology OR<br>4 credits of a Career Development program |

Students must complete 75 hours of Student Service Learning

Students must pass High School Assessments in Algebra, English, NSL Government, and Biology.

COUNSELING SERVICES CALENDAR  
2009 – 2010

JULY

- Schedule changes
- Senior credit review letters
- Conferences with students and parents

AUGUST

- 9<sup>th</sup> grade student and parent orientations
- Schedule conflicts
- Review summer school grades

SEPTEMBER

- Back to School Night
- Meetings with seniors
- Senior Information Night
- Orientation to counseling services and career center (9<sup>th</sup> grade)

OCTOBER

- PSAT
- SAT (10<sup>th</sup>) & ACT (24<sup>th</sup>)
- Hispanic College Fair/College Expo
- High School Assessments
- ASVAB Test
- Interim reviews and conferences
- Individual meetings with juniors

NOVEMBER

- Report Cards distributed
- SAT (7<sup>th</sup>)
- Financial Aid Night
- Report card review and conferences

DECEMBER

- SAT (5<sup>th</sup>) & ACT (12<sup>th</sup>)
- Individual meetings with 10<sup>th</sup> graders
- 10<sup>th</sup> grade career exploration on Naviance
- Interim reviews and conferences
- Registration for 2010-2011
- PSAT scores distributed

JANUARY

- SAT (23<sup>rd</sup>)
- High School Assessments
- Incoming 9<sup>th</sup> grade parent meeting
- Report card review and conferences
- Schedule changes for spring semester
- Individual senior conferences

## FEBRUARY

- Tools for Success parent meeting
- Report cards distributed
- ACT (6<sup>th</sup>)
- Registration at middle schools
- MD Distinguished Scholar nominations

## MARCH

- SAT (13<sup>th</sup>)
- College Information night
- Individual conferences with 9<sup>th</sup> graders

## APRIL

- Report cards distributed
- College Fair
- ACT (10<sup>th</sup>)
- AP Registration
- H S As
- Report card conferences
- Individual conferences 10<sup>th</sup> graders

## MAY

- AP Exams
- SAT (May 1<sup>st</sup>)
- High School Assessments
- Awards Night
- College advising and packets to Juniors

## JUNE

- Report cards mailed
- SAT (5<sup>th</sup>) & ACT (12<sup>th</sup>)
- 504 Plan reviews
- GRADUATION
- Summer school registration

## COLLEGE APPLICATION PROCESS

### 11<sup>th</sup> GRADE CALENDAR of EVENTS

- \_\_\_\_\_ Take the PSAT
- \_\_\_\_\_ Attend college programs sponsored by Counseling Services & the Career Center
- \_\_\_\_\_ Acquire work experience via a part time job, internship, or community service
- \_\_\_\_\_ Complete required student service learning (75 hours)
- \_\_\_\_\_ Meet with your counselor to discuss graduation requirements and post high school plans
- \_\_\_\_\_ Meet with college admissions representatives in Career Center
- \_\_\_\_\_ Do a college search in the Career Center
- \_\_\_\_\_ Do a scholarship search in the Career Center
- \_\_\_\_\_ Register for an SAT prep course.
- \_\_\_\_\_ Research college admissions requirements
- \_\_\_\_\_ Get information on the military, if interested
- \_\_\_\_\_ Get information on other postsecondary programs, if interested
- \_\_\_\_\_ Register for the SAT, ACT or Accuplacer exam
- \_\_\_\_\_ Schedule an appointment with your counselor to discuss next year's schedule
- \_\_\_\_\_ Get college applications and information
- \_\_\_\_\_ Organize file system for college information
- \_\_\_\_\_ Plan college visits
- \_\_\_\_\_ Write your resume
- \_\_\_\_\_ Attend College Fairs and information sessions
- \_\_\_\_\_ Research summer enrichment programs
- \_\_\_\_\_ Check on summer school, if needed

### 12 GRADE CALENDAR of EVENTS

- \_\_\_\_\_ Make an appointment for you and your parents to meet with your counselor
- \_\_\_\_\_ Request applications from colleges (or get them on line)
- \_\_\_\_\_ Register for SAT, ACT, or Accuplacer test.
- \_\_\_\_\_ Keep checking scholarship opportunities on Family Connections
- \_\_\_\_\_ Review your transcript with your counselor
- \_\_\_\_\_ Complete any outstanding student service learning hours
- \_\_\_\_\_ Visit colleges and talk to admissions representatives
- \_\_\_\_\_ Attend Financial Aid night with your parents
- \_\_\_\_\_ Remind parents to fill out the FAFSA after Jan 1
- \_\_\_\_\_ Complete college applications by December 1
- \_\_\_\_\_ Seek letters of recommendation from counselor and teachers
- \_\_\_\_\_ Update your resume

## ANATOMY of the COLLEGE APPLICATION

APPLICATION-----RECOMMENDATIONS  
TRANSCRIPT -----ADMISSION FOLDER -----STUDENT ACTIVITIES  
TEST SCORES -----

### THE APPLICATION

The application includes simple biographical information such as birth date and family information. Frequently, students are asked to write essays, which are intended to inform the admission committee about student experiences, strengths and weaknesses, and writing ability. The goal of the essay is for the student to present themselves in the best possible light. Originality is definitely a plus. Most college applications are on line and should be sent electronically if possible.

### TRANSCRIPT

The transcript is the student's academic record. This is the most important factor in the applicant's folder. Many consider the transcript to be the best indicator of later college success. The program of study, specific courses, credits earned and course grades are aspects of the record that admissions officers will consider in evaluating the student's transcript. Colleges pay special attention to the challenging courses the student has successfully taken. Your transcript provides both an unweighted and a weighted GPA. MCPS does not compute class rank, but a school profile is sent with every college application.

### ADMISSION TEST SCORES

Most 4 year colleges require standardized test scores. Either the SAT or the ACT is acceptable at most schools. Test scores are used as a way of predicting whether or not a student will succeed in college. They may also be used to help place students in appropriate courses. Students who plan to take the SAT or ACT may improve their scores but taking prep classes, using test prep computer software, or taking free practice tests.

Students who plan on attending Montgomery College are not required to take the SAT or the ACT, but must take another test called the Accuplacer. Scores on this test are used for class placement. For more information, see your counselor or the Career Coordinator.

### RECOMMENDATIONS

Teacher and counselor recommendations are an important part of the admission folder at many 4 year colleges. Teachers may comment on the type of contributions the student made to the class, on written and oral work, and on the student's intellectual curiosity and thinking ability. The counselor can highlight strengths that would differentiate this applicant from other candidates,

and comment on the student's potential to succeed in college. The recommendations give the admissions committee more information about the student's unique qualities, characteristics, and involvement in extracurricular activities.

## STUDENT ACTIVITIES

Although the student's academic credentials are the primary factor in determining admission, the student's involvement in activities can be a significant supporting credential. Out of school activities such as employment, scouting, church groups and volunteer work should not be overlooked. Many college applications request information about a student's involvement in these activities, including summer experiences. Just being a member in an organization is not an important factor. Rather, the level of involvement and accomplishment is what colleges are looking at. It is better for the student to be involved in one activity and to be a significant contributor than to be superficially involved in several clubs or organizations. Examples of a significant contribution include serving as a Key Club officer, writing regularly or editing the school newspaper, becoming an Eagle Scout, or devoting a significant amount of time to a community service project.

## TOP TEN STRENGTHS AND EXPERIENCES COLLEGES LOOK FOR IN HIGH SCHOOL STUDENTS:

1. A rigorous high school curriculum that challenges the student and includes some AP and Honors classes
2. Grades that represent strong effort and an upward trend.
3. Solid scores on standardized tests (SAT, ACT).
4. Involvement in a few activities, demonstrating leadership and initiative.
5. Letters of recommendation from teachers and counselors that give evidence of integrity, special skills, positive character traits, and an interest in learning.
6. Special talents or experiences that will contribute to an interesting and well-rounded student body.
7. A well written essay that provides insight into the student's unique personality, values and goals. The essay should be thoughtful and personal, and should demonstrate good writing ability.
8. Demonstrated enthusiasm, often exhibited by campus visits and an interview, showing an interest in attending that particular college.
9. Out of school experiences, including work and community service that illustrates responsibility, dedication, and development in areas of interest.
10. Demonstrated intellectual curiosity through reading, school and leisure pursuits, etc

## TESTING: The SAT and ACT

### ACT TEST DATES 2009-2010

October 24, 2009  
December 12, 2009  
February 6, 2010  
April 10, 2010  
June 12, 2010

Go to [www.actstudent.org](http://www.actstudent.org) for registration deadlines.

### SAT TEST DATES 2009 - 2010

October 10, 2009  
November 7, 2009  
December 5, 2009  
January 23, 2010  
March 13, 2010  
May 1, 2010  
June 5, 2010

Go to [www.collegeboard.com](http://www.collegeboard.com) for registration deadlines.

### WHY SHOULD I PREPARE for the SAT or ACT???

The SAT or ACT are important factors in your college application. College admission is competitive, so successful applicants will do what they can to increase their chance of getting in. The SAT and ACT do not just measure your academic abilities; they also measure your test taking skills, including time management, speed, comprehension, and efficiency. Preparation is essential to mastering these exams!

## HOW CAN I PREPARE for the SAT or ACT???

Magruder has a free SAT Prep course offered as a one semester class during the school day. If you are interested in this class, contact your counselor.

Revolution Prep offers an SAT class at Magruder after school hours that includes review of problem strategies and practice exams. Financial aid is available. Contact your counselor, the Career Coordinator, or go to [www.revolutionprep.com](http://www.revolutionprep.com) or call 1-877-REV-PREP

Montgomery College offers a 32 hour SAT prep course that includes weekly timed practice tests primarily using resources and textbooks from the College Board. Contact <http://www.montgomerycollege.edu/wdce/mcps/satprep.html>

College Board offers test tips and practice problems. Contact: <http://www.collegeboard.com>

ACT offers an ACT preparation guide, practice problems and an online ACT prep course. Contact: <http://www.actstudent.org/index.html>

Petersons offers courses for both the SAT and ACT. Practice tests and study guides are available for purchase without course enrollment. Contact: <http://www.petersons.com>

Kaplan provides workshops, private tutoring and 12 session courses for the SAT and ACT. Contact: <http://www.kaptest.com/atschool> or call 800 KAP TEST

Tutor Find offers one on one tutoring for the SAT by a certified tutor at the student's home. Contact: <http://www.tutorfind.com> or call 800 64-TUTOR

Summit Education Group offers one on one tutoring in various academic subjects and the SAT. Contact: <http://www.mytutor.com> or 800 MY-TUTOR.

More suggestions and resources:

Visit the college and career center.

Visit a bookstore to get practice books

Search the internet for additional test preparation services

## SHOULD I TAKE THE SAT, THE ACT, or BOTH????

There is no simple answer to this question. Some students do better on the SAT and some do better on the ACT. Discuss this with your school counselor.

## DIRECTIONS FOR COMPLETING THE TRANSCRIPT REQUEST FORM

Complete the Transcript Request Form. Remember to

----Get parent signature

----Complete self evaluation questionnaire

Give Form to the Registrar ---Before school, during lunch, or after school; NOT during class time.

- Transcript request form (white copy for 1<sup>st</sup> request; yellow copy for additional requests)
- Addressed envelope for each college with stamps (2 or 3 per envelope)
- Do NOT write your own return address. Return address must be Magruder's
- Include Secondary School Report Form or Counselor Recommendation Form . This is supplied by the college. If it is online, you need to print it and turn in hard copy with transcript request form.

FEES:

- 1 – 3 transcripts, no charge
- 4 – 7 transcripts, \$3.00 each
- 8 and up, \$5.00 each

Teacher Recommendations: Student is responsible to make arrangements. Give each teacher writing a recommendation a stamped, addressed envelope for each college you are applying to and asking that teacher to write a letter for.

NOTE: Addressed envelope with ONE stamp should be given to the Registrar to send MID YEAR transcript in February. One per college. There is a \$1.00 charge per transcript.

FINAL TRANSCRIPT will be sent in June to the college student will be attending. Student to provide stamped, addressed envelope with \$1.00 fee. All colleges require a final high school transcript.

ALLOW 20 SCHOOL DAYS FOR THE PROCESSING OF TRANSCRIPTS.

Colonel Zadok Magruder High School

TRANSCRIPT REQUEST FORM

Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Social Security # \_\_\_\_\_ Student ID# \_\_\_\_\_

COLLEGE/UNIVERSITY

COLLEGE DEADLINE DATE

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Permission is granted to Magruder HS to release transcripts to those institutions indicated above. The signature of a parent or guardian is required if the applicant is under 18 years of age. If the applicant is 18 years of age, he/she can sign to release the records. ANY SAT OR ACT SCORES IN THE STUDENT'S RECORD WILL BE SENT AS PART OF THE TRANSCRIPT UNLESS IT IS SPECIFICALLY NOTED THAT THEY ARE TO BE WITHHELD.

Signature of Parent: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

Counselor's Name \_\_\_\_\_ Letter of recommendation \_\_\_\_yes \_\_\_\_no

**IMPORTANT:** If a teacher recommendation is needed, the student is responsible for making the arrangements.

Please provide the following information:

Name of parent \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

YOU MUST ALLOW 20 SCHOOL DAYS FOR THE PROCESSING OF YOUR TRANSCRIPTS!

DEADLINES TO TURN IN TRANSCRIPT REQUEST FORM:

| COLLEGE APPLICATION DEADLINE | DUE DATE TO MRS. RIDGWAY |
|------------------------------|--------------------------|
| October 1                    | September 2              |
| October 15                   | September 15             |
| November 1                   | October 2                |
| November 15                  | October 15               |
| December 1                   | October 28               |
| December 15                  | November 13              |
| January 1                    | November 20              |
| January 15                   | December 8               |
| February 1                   | January 5                |

The largest volume of transcript requests occur between November 1 and January 15. Transcript requests are processed in the order in which they are received. Late and/or last minute transcript requests are in jeopardy of not meeting college deadlines. Please adhere to the above dates.

The Registrar's Office is open daily for processing transcript requests as follows:

- \*All lunch periods
- \* Before school
- \* After school

#### COUNSELOR LETTERS OF RECOMMENDATION

The more information we have about the student, the more thorough job we can do on your letter. Students are advised to get to know their counselor! Please fill out the questionnaire below. Try to give detailed answers. Turn this in to the registrar, Mrs. Ridgway, with your transcript request form.

## SELF EVALUATION QUESTIONNAIRE

Please answer the following questions on a separate sheet of paper. Turn this in with your transcript request form.

1. What type of college appeals to you and what do you hope to gain from college?
2. In what school activities did you participate? (Examples-clubs, SGA, sports, theater, etc). Please describe your role in the club/activity and responsibilities.
3. What do you like to do when you are not in school? (Examples- hobbies, sports, religious affiliated activities, etc)
4. If you work or volunteer, please describe what you do. What have you learned from these experiences?
5. Describe your academic strengths.
6. In what areas do you feel a need to improve?
7. Describe a life experience which has had a significant impact on you.
8. List 3 adjectives which best describe you. How would you describe your personality?
9. What is your anticipated major in college (if you know), and what is your career goal or area of interest?
10. What else would you like a college to know about you?
11. Will you be a first generation college student?

## CHOOSING A COLLEGE

How do students finally decide which colleges to apply to? Ask yourself the following questions:

- What type of college would I like to attend? Liberal arts? Business? Engineering? Trade or technical? What is my tentative choice of a major?
- In what geographical area do I want the college to be? How far do I want to be from home?
- Do I want to attend a small college or a large university? A two year or four year program? Coeducational or single sex institution?
- In what environment do I want to be? Urban? Rural? Suburban? Will I live on campus or live at home and commute?
- What are the costs? How will these costs be met?
- What special services do I require?

Once you have had an opportunity to review these questions and come up with tentative answers, it is time to visit your school counselor again. The counselor can help you do a college search based on these answers and your grades, test scores and interests. You can then make a list of colleges that meet your criteria and are consistent with your academic profile.

There are numerous college websites that can assist you in your search.

## COLLEGE WEBSITES

<http://connection.naviance.com/magruder/>

Family Connection- Research colleges, sign up for college visits, compare data from previous Magruder students who have applied and been admitted to colleges. You will need a password, which you can obtain from the Magruder College and Career Center. Your counselor or College and Career Coordinator can help you learn how to use this website.

<http://www.fastweb.com>

Fast Web – free scholarship database

<http://www.nacac.org>

National Association for College Admission Counseling- Information and resources

<http://www.ed.gov> - United States Department of Education

<http://www.collegeboard.org> – College Board Online. SAT registration. Services on assessment, admission, placement, financial aid, etc.

<http://www.petersons.com> – Peterson's. Details on accredited colleges. Database of scholarships

<http://www.act.org> - American College Testing. ACT registration. Services for college bound students and parents.

<http://www.campustours.com> – virtual college tours, webcams, interactive campus maps, college videos, and pictures.

<http://www.collegeexpress.com> – CollegeExpress – advice on college admission. College profiles. Tips on getting in, campus life, athletics, and how parents can get involved.

<http://www.nextstepmagazine.com> – college matching, step-by-step planning, career search.

<http://www.review.com> – Princeton Review- Test preparation. Comprehensive information and ratings for 1200 four year colleges and universities.

<http://www.collegeparents.org> – College Parents of America. National membership organization dedicated to helping parents prepare and put children through college.

<http://www.finaid.org> – Information about types of financial aid and how to apply for it.

<http://www.fafsa.ed.gov> – Free Application for Federal Student Aid – Website for free application for need-based financial aid. Submit during student's senior year, after Jan 1.

<http://www.ncaa.org> – For athletes. National Collegiate Athletic Association.

## PLANNING FOR COLLEGE COSTS

College can be affordable- the key is good planning.

Don't rule out college because of costs. Financial aid is available which can provide money to help pay tuition and fees, room and board, meals, books, personal expenses, etc

When should you apply? As soon as you receive information in the fall of your senior year. Watch DEADLINE DATES! Be on the alert for FAFSA materials, usually available in December.

## TYPES OF FINANCIAL AID

GRANTS - Based on financial need and do not have to be repaid.

LOANS – Available for students and parents. Student loans are low interest, repayment does not begin until 6 months after graduation. Payback duration up to 10 years.

WORK STUDY - Student employment program; work part time for the college.

SCHOLARSHIPS - Usually designated for good academic ability (merit based), athletic skills, other special talents; do not have to be repaid.

For help in researching and applying for financial aid and scholarships, students and parents are encouraged to make an appointment with Mrs. Garland, the College and Career Information Coordinator.

## COLLEGE VISITS

Visiting the colleges you are seriously considering is essential! (You wouldn't buy a house without seeing it first, would you?). Here are some tips to make the most of your visit.

1. Read the school catalogue or browse its website so you won't ask questions that can be easily looked up.
2. Call ahead to schedule an interview, a tour, and a dorm stay (if available).
3. Sit in on a class you're interested in.
4. Find out if professors teach the classes, or if they delegate that duty to a graduate student.
5. Find out if the department for your possible major is considered to be strong or weak. Ask about the placement rates of graduates in the major to graduate schools and to employment.
6. Talk to students and teachers in the department you are most interested in.
7. See if laboratories, computer centers and other facilities are well equipped.
8. Read the school newspaper, bulletin boards, and other information sources to pick up general information and a feel for the "atmosphere" on campus.
9. Browse through the library and book store.
10. Visit a dorm and find out about housing options. If possible, stay overnight.
11. Eat a meal in the student cafeteria.
12. Check into student services like health care, counseling, career development, job placement, etc.
13. Visit the campus center/student union and find out about activities on campus, including clubs and organizations, recreation facilities, entertainment, etc.