

Hanover County Public Schools



Class of 2023

Senior Handbook

Table of Contents

School Counseling Department Information	3
Calendar of Events	4
Career Counseling Center	5
MajorClarity	7
Post-Secondary Options	7
College Planning Checklist	10
College Admission Testing	12
Scholastic Assessment Test (SAT/CollegeBoard):	12
The ACT Assessment	12
Completing Your College Application	13
Application Deadlines	13
How do I build my College List?	14
The College Visit	14
Types of Admission	15
College Application Tips	16
Financial Aid Information	17
School and Community Scholarships	17
The Student Athlete & NCAA Eligibility Center	18

School Counseling Department Information



Atlee High School

CEEB School Code: 471-415

Counseling Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.

Phone (804) 723-2117

Fax (804) 723- 2103

Twitter: @AtleeCounseling

<http://ahs.hcps.us/resources/counseling>

Mechanicsville High School

CEEB School Code: 470-765

Counseling Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.

Phone (804) 723-2201

Fax (804) 723-2297

Twitter: @MHSSCounselors

<http://ldhs.hcps.us/resources/counseling>

Hanover High School

CEEB School Code: 471-416

Counseling Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.

Phone (804) 723-3710

Fax (804) 723- 3759

Twitter: @hhshawks03

<http://hhs.hcps.us/resources/counseling>

Patrick Henry High School

CEEB School Code: 470-148

Counseling Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.

Phone (804) 365-8020

Fax (804) 365-8027

Twitter: @PH_Counseling

<http://phhs.hcps.us/resources/counseling>



CALENDAR OF EVENTS

Mark your calendar for these important upcoming events for Seniors and Parents:

- **August 1 at 8:00 am** - Senior Scholarship Application opens
- **August 15-18 at 10:00 am** - Virtual College Bootcamp & Mini College & Career Expo
- **October 1** - Financial Aid & FAFSA Open Date Information released on Schoology
- **October 24-28** - Virginia College Application Week
- **November 1 at 6:30-8:00 pm** - VACRAO College Fair and Exploration
- **December 31 at 11:59 pm** - Senior Scholarship application closes
- **May 23 at 6:30 pm** - Senior Awards at Mechanicsville HS
- **May 24 at 5:30 pm** - Senior Awards at Patrick Henry HS
- **May 25 at 9:30 am** - Senior Awards at Atlee HS
- **June 1 at 6:00 pm** - Senior Awards at Hanover HS

**Additional events and dates may be added at a later date*



Career Counseling Center

The Career Counseling Center provides students with opportunities and resources for educational planning and career exploration. Students are encouraged to visit and meet with their Career Counselor, for assistance in finding information and making decisions about life after high school. *Follow us on Social Media: Twitter @HCPSCareers, Instagram/FB @hanovercareercounseling* for the latest updates on colleges, careers, and scholarships!

How can students sign up to see their career counselor?

Students can click on the “Make An Appointment” link on any of the High School Counseling web pages.

When is the Career Counseling Center open?

School	Location	Career Counselor	Day	Hours
Atlee HS	School Counseling Office	Shannon Edwards spedwards@hpcs.us	Monday-Friday	8:30AM - 3:45PM
Hanover HS	Across from 308	April Corbin acorbin@hpcs.us	Monday-Friday	8:30AM - 3:45PM
Mechanicsville HS	Career Center in the Library	Alison Bollander abollander@hpcs.us	Monday-Friday	8:30AM - 3:45PM
Patrick Henry HS	Across hall from Counseling Center	Jennifer Crowder jcrowder@hpcs.us	Monday-Friday	8:30AM - 3:45PM

**Students are welcome to visit before or after school and at other times by appointment.*

What are some of the services available through the center?

- ✓ Assessments to identify interests, abilities and career values
- ✓ Career info such as job descriptions, salary, training options and more!

- ✓ Individual, small group, and classroom sessions on career-related topics
- ✓ Opportunities for part-time, full-time work, and volunteer opportunities
- ✓ Assistance in finding college/university or other educational programs
- ✓ Scholarship assistance

What are some of the Career Exploration programs and events available at my school?

- ✓ **Career Cafes** - these events are held monthly at each high school and feature employers within the community. They focus on a variety of Career Clusters and Career Pathways. Students can ask their School Counselor/Career Counselor for more information.
- ✓ **Mini Job & Opportunity Fairs** - these events are held twice a year at each high school in the Fall and Spring. Representatives from local businesses and organizations will be available to share job and volunteer opportunities with students.
- ✓ **College, Military, and Technical Visits** - Representatives from these organizations schedule visits throughout the school year to share information with students about their program offerings and admissions.

Check out our **HCPS Virtual Career Center** that includes links for students to register for our HCPS Career Cafes and College/Military Visits along with several career and postsecondary planning resources for students and families to access anytime, anywhere!

- ✓ <https://bit.ly/HCPSVirtualCareerCenter>

Check out our **Hanover Career Counseling YouTube page** that has a variety of videos for students and families to access including our virtual Career Cafe events, College/Military visits, College Bootcamp resources, instructional videos on FAFSA, Scholarships, ordering transcripts and much more!

- ✓ <http://bit.ly/HanoverCareerYouTube>

What are some of the resources available in the career center?

- ✓ College handbooks
- ✓ Information on job search skills such as networking, resume writing and interviewing
- ✓ Information about college admissions testing (ACT and SAT)



FOR STUDENTS/PARENTS

THE WHAT: HCPS uses MajorClarity, an engaging and student-driven career exploration platform. Beginning in 5th grade through 12th, students will dive into MajorClarity for an interactive opportunity to identify personal career interests, test-drive career pathways, and build a plan of study.

THE HOW: MajorClarity is highly intuitive and offers a personalized approach for students. Accounts track personality preferences, career favorites, 'fit scores', college choices, and automates the process of academic and career planning all in one easy place.

THE WHY:

- *Encourage students to learn about themselves*
- *Expose kids to an expansive array of career options*
- *Connect in-class learning with long-term goals*
- *Generate excitement and hope about future planning*

Students can contact their Career Counselor or School Counselor about how to access their MajorClarity account. It's Career Exploration made easy!

Post-Secondary Options

Consider all of the opportunities...

TWO-YEAR OR FOUR-YEAR COLLEGE

There are more than 3,000 colleges in the United States. No doubt there is more than one college that will meet your specific needs and objectives. Selecting a college is a long process, one that includes research, the weighing of alternatives, and much thoughtful consideration of many aspects of your life. Your School Counseling team is here to help!

APPRENTICESHIP

Apprenticeship is a training program which allows individuals to prepare for a skilled occupation through supervised training on the job combined with classroom instruction. You can gather more information by contacting:

The Virginia Department of Labor and Industry
Department of Apprenticeship Programs
600 East Main Street, Suite 207
Richmond, VA 23219
(804) 371-2327

You may also visit the Virginia Department of Labor/Industry web site at: www.doli.virginia.gov

CAREER COLLEGES & TECHNICAL INSTITUTIONS

- Offer programs that are short-term, intensive and practical
- Offer a variety of vocational and technical programs that lead to certificates, diplomas, or degrees (i.e. associate's, bachelor's, etc.)
- Hands-on experience with business and technical equipment
- For more information contact the Virginia Career College Association at (804) 346-2783 or at www.va-cca.org

MILITARY SERVICE

Military service offers students an opportunity to discover their talents and reach their potential. Some of the benefits include experience abroad, financial security, career exploration, physical training, and work experience.

➤ **Recruiters**

Recruiters are available to provide information for our students about military opportunities. In addition, you may obtain information about the military by calling the following numbers:

Air Force	1-800-423-USAF
Air National Guard	1-800-TO-GO-ANG
Army	1-800-USA-Army
Army National Guard	1-800-GO-GUARD
Marine Corps	1-800-GO-MARINES
Navy	1-800-USA-Navy

Information about military careers is available in the Career Center or by accessing the military careers website at <http://todaysmilitary.com/>

➤ **ASVAB**

The test required for all branches of military service is the Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB allows you to learn about your abilities and how they fit into career exploration. This three-hour test is free to students. Contact your School Counseling Office for more information.

School	JROTC Instructor(s)
Atlee High School	Air Force JROTC: Col. Charles Schmetzer
Mechanicsville High School	Navy JROTC: CDR Pete Greenwald Chief Jay Kelley
Patrick Henry High School	Navy JROTC: Lt. Jim Head

➤ **Training/Scholarships**

All branches of the military offer training programs that lead to skilled military and civilian career opportunities. College scholarship options are also available. Recruiters can explain how the military can help pay for college.

THE WORK FORCE

Information about employment opportunities and the fastest growing companies in the Richmond area is available by visiting Virginia Workforce Connection at <https://www.vawc.virginia.gov/vosnet/Default.aspx> or Best Places to Work in Virginia at <http://www.bestplacetoworkva.com/>

Monthly College Planning Checklist

The following calendar has been devised as a checklist to give you a basic outline of working through the college admissions process:

September:

- Set-up College Visits
- Register for October/November SAT and/or ACT if needed (see [Khan Academy](#) for SAT prep and [ACT.org](#) for ACT prep)
- Maintain and/or Improve Grades
- Get information from colleges and counselors and speak with college representatives
- Attend college information seminars
- Organize dates for testing and completing applications
- Register with the NCAA Eligibility Center if needed at: <https://web3.ncaa.org/ecwr3/>
- Think about teachers for recommendations (make sure they have at least **two weeks** to write them!)

October:

- Work on college applications
- Check scholarship opportunity spreadsheet-
<http://bit.ly/ScholarshipOpportunitiesHCPS>
- Register for December ACT/SAT if needed
- Take ASVAB test if needed
- Make an appointment with your high school GReat Aspirations Scholarship Program (GRASP) Advisor
- Begin the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>
NOTE: the FAFSA becomes available October 1, 2022. Complete the FAFSA as soon as possible after October 1st of 2022 using 2021 taxes.

November:

- Continue working on college & scholarship applications and maintaining academic status
- Check scholarship opportunity spreadsheet-
<http://bit.ly/ScholarshipOpportunitiesHCPS>

December:

- o Complete Senior Scholarship Application by Dec. 31 (application closes at 11:59 p.m. on Dec. 31 – no entries can be made after this date)
<https://bit.ly/HCPSSeniorScholarshipApp2023>
- o Check scholarship opportunity spreadsheet-
<http://bit.ly/ScholarshipOpportunitiesHCPS>

January/February:

- o Consult with the GRASP advisor at your school for help if you've not already done so!
- o Make sure your Financial Aid Applications are posted by the deadline!!!
- o Check scholarship opportunity spreadsheet-
<http://bit.ly/ScholarshipOpportunitiesHCPS>

March/April:

- o Expect college responses to your applications
- o Keep track of acceptances, rejections, and awards of financial aid
- o Reply promptly to colleges to notify them of your decision
- o Meet the deadlines or you may lose the offer!
- o Let your Career Counselor know what scholarships/awards you are receiving!

May:

- o Let your School Counselor know once you have decided your next steps after graduation.

College Admission Testing

Some four year colleges require a standardized assessment as part of the admission requirements or to be considered for Merit Scholarships. Please research your college requirements prior to applying.

Scholastic Assessment Test (SAT/CollegeBoard):

The SAT is usually taken the first time in the spring of the junior year and again in the fall of the senior year. The SAT is composed of a critical reading test and a mathematical multiple-choice test.

Register for the SAT at: <https://collegereadiness.collegeboard.org/sat/register>

The ACT Assessment

Most colleges and universities accept the **ACT (American College Testing Exam)** in place of or in addition to the SAT in the admissions process. The ACT measures classroom achievement in four broad content areas as well as the ability to reason and apply problem-solving skills. The content areas assessed by the ACT are:

Reading (Arts/Literature, Social Studies/Sciences), English (Usage/Mechanics, Rhetorical Skills), Mathematics (Pre-Algebra, Elementary Algebra, Intermediate Algebra, Coordinate Geometry, Plane Geometry, Trigonometry) and Science Reasoning.

Register for the ACT at www.act.org.

**If the cost of the SAT/ACT tests would cause a financial hardship for your family, please see your school counselor for more information about fee waivers.*

Completing Your College Application

SUBMITTING YOUR COLLEGE PAPERWORK TO THE COUNSELING OFFICE:

Remember to:

- **Request an appointment with your counselor in advance of the deadline (see chart below) to complete the application process and deliver your paperwork.**
- **Include letters of recommendation** from teachers. Inform your counselor of *all* teachers from whom you have requested a recommendation.
- **Request your transcript in Parchment.** You should request a transcript be sent to each school you are applying to. If you are using the Common App to apply to schools, you will **ONLY** send your transcript to Common App. Electronic Transcripts will be free for current students. Paper Transcripts will cost \$10.00.
- **Dual Enrollment Students:** Request a transcript from J. Sargeant Reynolds Community College in order to have your college credit transferred to your college.

Application Deadlines

College Deadline

October 15
November 1
November 15
December 1
December 15
January 1
January 15
February 1

Submit to Counselor By:

October 1
October 11
November 1
November 15
December 2
December 2
December 2
January 17

Note: If your specific college deadline is not listed, please remember to submit your paperwork to your Counselor two weeks prior to the due date.

How do I build my College List?

The more information you have about colleges and universities of interest, the better chance you have of making a good decision. There are many sources of information available to you. **College catalogs and videos, MajorClarity** (the computer program), **BigFuture thru CollegeBoard**, **The College Handbook**, **The Book of Majors**, and **Getting Financial Aid**, are readily available in the Career Center for student and parent use.

Your school counselor is also available to meet with you and your parents to assist in obtaining information and considering options. Teachers, college students, and alumni are excellent sources of information about colleges.

College representatives often make visits to high schools to meet with students. Their visits can provide an excellent opportunity to learn about colleges. To take advantage of this source of information, listen carefully for announcements of visits, check the School Counseling Offices Career Center bulletin boards and Schoology, **follow us on Twitter @HCPSCareers or Instagram/FB @hanovercareercounseling** and sign up for updates on college visits, scholarships, and careers.

The College Visit

By far the most valuable source of information for you is the college visit. **Make a visit (virtually or in person) to each school you're applying to!** If at all possible, plan your visit during the academic year so you are on the campus while students are there and classes are in session. To make the most of your visit, you might utilize the following suggestions.

- Take a tour arranged by the admissions office.
- Talk with students to gain information on subjects of interest.
- Visit a class; and if possible, talk with faculty members.
- Visit the student center, the snack bar, the library, and the bookstore.
- Have a meal in the cafeteria.

Many colleges recommend an **interview with someone in the admissions office**. This interview may serve not only as a source of information about you for the admissions representative, but also as a source of information about the college for you. For this interview, consider the following:

- * Be prompt.
- * Dress appropriately.
- * Prepare before the interview by making a list of questions.
- * Do your research on the college.
- * Know your SAT/ACT scores, approximate rank-in-class, and latest grades in the courses you are presently taking. Talk about your accomplishments.
- * Be yourself.
- * When you get home, write a thank you letter.

Types of Admission

Rolling Admission:

A college using rolling admission **does not set a due date for applications**. Rather, the admissions office reviews an applicant's folder once it is complete. If the applicant meets the set criteria for admission, the student is offered admission to the college. It is advisable to apply early to schools that use a rolling admission policy.

Regular Admission:

A college using a regular admission **sets a date by which all applications must be filed**. After consideration is given to all the applications, decisions are communicated to the applicants.

Early Decision:

Many colleges offer an early decision plan for students that are confident that this is their first choice school.

If a student is accepted under an early decision plan, the student is committed to attend. Therefore, students should ONLY apply early decision to a college/university that is clearly their first choice and they are sure they will attend, if accepted.

Early Action:

Students receive a decision earlier than the standard response date but are **not required to enroll or make a deposit prior to May 1**.

Deferred Admission:

Students are permitted to postpone enrollment, usually for one year, after acceptance to the college.

College Application Tips

- Carefully **read all directions** accompanying the application prior to actually starting the application.
- Be careful that all **information is correct**.
- If possible, download the application to **practice filling in the required information**. Have an adult proofread your application and essay if one is required before you fill in the information on the actual application.
- Be sure the actual application is filled out with **no errors**. Your application makes a statement about you. Take pride in your application; it may affect the admission decision.
- **Confirm** that teachers have submitted to your counselor the **recommendation letters** required by the college.
- On those applications requiring essays, **write a rough draft of your essay first**. Make certain you have completely answered the questions. Proofread your rough draft before entering it on the application form.

WHEN YOU WRITE YOUR ESSAY . . .

Do write lean! A cardinal rule, promulgated by former Cornell University professor William Strunk, Jr., is for the writer to omit **needless words**.

Do start early. Leave plenty of time to revise, reword, and rewrite.

Do read the directions carefully. You will want to answer the question as directly as possible; and you will want to follow word limits exactly.

Do focus on an aspect of yourself that will show your best side. You might have overcome some adversity, worked through a difficult project, or profited from a specific incident.

Do feel comfortable expressing anxieties. Everybody has them, and it's good to know that an applicant can see them and face them.

Do speak positively. Negatives tend to turn people off.

Do write about your greatest assets and achievements. You should be proud of them!

Don't repeat information given elsewhere on your application. The committee has already seen it – and it looks as though you have nothing better to say.

Don't write on general, impersonal topics – like the nuclear arms race or the importance of good management in business. The college wants to know about you.

Don't sacrifice the essay to excuse your shortcomings unless you intend it to be a natural and integral part of your topic. If it's a question of underachievement, you should find a spot somewhere else in the application (or use a separate sheet of paper) to explain why you had not been working to your ability.

Don't use clichés.

Don't go to extremes: too witty, too opinionated, or too "intellectual".

Financial Aid Information

GRASP Advisors will be available to help students and parents with the following:

- Explain the College Financial Aid Process
- File the **FAFSA** or the **Free Application for Federal Student Aid**
- Complete additional financial aid applications for specific schools
- Locate outside scholarships
- Apply for work-study programs and student/parent loans
- Interpret Financial Aid Award Letters

All students should file a FAFSA. If you don't file, you will not be eligible for federal/state aid, work-study programs, or federal loans. In addition, you may not be eligible for merit scholarships based on grades, SATs, and athletics. Remember- it is free to file.

GRASP Advisors for Hanover County

PATRICK HENRY HIGH SCHOOL:

Ms. Cathy Semel
Email: patrickhenry@grasp4va.org
Google voice:

HANOVER HIGH SCHOOL:

Ms. Joannalyn Jordan
Email: hanover@grasp4va.org
Google voice: (804) 250-1137

ATLEE HIGH SCHOOL:

Ms. Patty Wood
Email: atlee@grasp4va.org
Google voice: (804) 396-4507

MECHANICSVILLE HIGH SCHOOL:

Ms. Barbara Hassett
Email: Mechanicsville@grasp4va.org
Google voice: (804) 223-2134

THE GEORGETOWN SCHOOL:

Ms. Paula Powell
Email: ppowell@grasp4va.org
Google voice: (804) 214-6518

School and Community Scholarships

Students are strongly supported by local organizations and clubs. One scholarship form serves as an application for all scholarships that are administered by each high school's Scholarship Committee. This application is made available to students on **August 1 and is due by December 31 at 11:59 pm**. The scholarship committee considers all submitted applications. Scholarships will be awarded at school Senior Award ceremonies.

<https://bit.ly/HCPSSeniorScholarshipApp2023>

The Student Athlete & NCAA Eligibility Center

Prospective student-athletes must register with the NCAA Eligibility Center in order for eligibility to be determined. If there is a possibility that you may be participating in a Division I or Division II sport at an institution, you ***must*** register online at <https://web3.ncaa.org/ecwr3/>. Remember each student must send a transcript to the Eligibility Center through Parchment. If official test scores appear on the transcript, they need not be sent separately. If they do not, the student must request additional score reports to be sent to the Eligibility Center. To do so, simply designate the NCAA Eligibility Center as a score recipient on the test registration form by filling in code 9999 in the section on college and scholarship codes.

Student-Athletes will be required to upload their own transcript to the NCAA through Parchment.