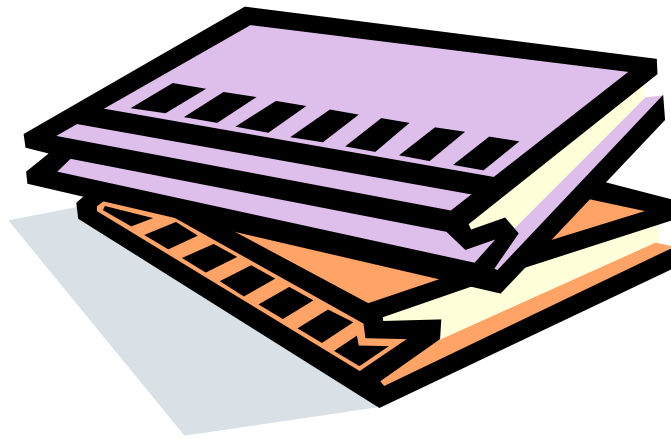


**Universal School**

**High School Counselor Handbook**

**Where Islam and Education Come Together**



**By**

**Hanan Abdallah**

**Academic Transcripts**

**Recommendation Letters**

**Checklists for College**



**Universal School**  
 7350 W. 93<sup>rd</sup> ST. Bridgeview, IL.60455  
 Phone # (708) 599-4100 Fax # (708) 599-1588  
*Mrs. Farhat Siddiqui, Principal*  
**Student Academic Transcript**

Student Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Illinois

Soc. Sec. # \_\_\_\_\_ Date Of Birth \_\_\_\_\_ Parents/Guardian \_\_\_\_\_ Entrance Date \_\_\_\_\_

Course (9 <sup>th</sup> Grade)	Grade	Credit	Course (10 <sup>th</sup> Grade)	Grade	Credit

Current GPA	Current Credits	Current GPA	Current Credit		
Course (11 <sup>th</sup> Grade)	Grade	Credit	Course (12 <sup>th</sup> Grade)	Grade	Credit

Current GPA \_\_\_\_\_ Current Credits \_\_\_\_\_ Current GPA \_\_\_\_\_ Current Credit \_\_\_\_\_  
 CCUM GPA \_\_\_\_\_ CUM CREDITS \_\_\_\_\_

Class Rank: \_\_\_\_\_ A.C.T: \_\_\_\_\_

Grades:	
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F
	P is Pass
	<b>Regular Courses:</b> A=4,B=3,C=2,D=1,F=0
	<b>Honor Courses:</b> A=4.5,B=3.5,C=2.5,D=1.5,F=0
	<b>Advanced Placement Courses:</b> A=5,B=4,C=3,D=2,F=0
	<i>Transferred Credits are not used to calculate G.P.A.</i>



**Universal School**  
7350 W. 93<sup>rd</sup> ST. Bridgeview, IL.60455  
Phone # (708) 599-4100 Fax # (708) 599-1588

Mrs. Farhat Siddiqui, Principal

***Student Academic Record (Transcript)***

**Student Name:**                      **Address:**                      **City:**                      **State:**                      **Zip:**  
xxxxxx

**Soc. Sec. #**                      **Date Of Birth**                      **Parents/Guardian**                      **Entrance Date**

<b>Course(9<sup>th</sup> Grade)</b>	<b>Grade</b>	<b>Credit</b>	<b>Course(10<sup>th</sup> Grade)</b>	<b>Grade</b>	<b>Credit</b>
English	A-	1.00	English Honors	A	1.00
Social Studies Honors	A	1.00	American History H	A-	1.00
Algebra	A-	1.00	Geometry	B+	1.00
Biology	A-	1.00	Chemistry Honors	A	1.00
Islamic Studies	A	1.00	Islamic Studies	A+	1.00
Arabic	A	1.00	Arabic	A	1.00
Intro to Web Design H	A	0.50	Physical Education	A	1.00
Physical Education	A	0.50	Driver's Ed	P	0.50

**Current GPA** 4.214    **Current Credit** 7                      **Current GPA** 4.286    **Current Credit** 7.5

<b>Course(11<sup>th</sup> Grade)</b> <b>1<sup>st</sup> Semester</b>	<b>Grade</b>	<b>Credit</b>	<b>Course(11<sup>th</sup> Grade)</b> <b>2<sup>nd</sup> Semester</b>	<b>Grade</b>	<b>Credit</b>
Arabic	A-	0.25	Arabic	A-	0.25
Quran	A	0.25	Quran	A	0.25
Physical Education	A+	0.25	Physical Education	A+	0.25
Health	A	0.25	Health	A+	0.25
Algebra II	A	0.50	Algebra II	A-	0.50
Islamic History	A+	0.50	Islamic History	A	0.50
AP Biology	B-	0.50	AP Biology	B	0.50
Writing	B-	0.50	Writing	A	0.50
AP History	B-	0.50	AP History	C+	0.50

**Current GPA** 3.86    **Current Credits** 3.50                      **Current GPA** 3.93    **Current Credits** 3.50

**Cum GPA** 4.132    **Cum Credits** 21.5

**Class Rank:** XXXX    **A.C.T:** XX

<b>Grades:</b>	
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F
P	is Pass
<b>Regular Courses:</b> A=4,B=3,C=2,D=1,F=0	
<b>Honor Courses:</b> A=5,B=4,C=3,D=2 F=0	
<b>Advanced Placement Courses:</b> A=6,B=5,C=4,D=3,F=0	
<i>Transferred Credits are not used to calculate G.P.A.</i>	

**Universal School**  
7350 W. 93<sup>rd</sup> ST. Bridgeview, IL.60455  
Phone # (708) 599-4100 Fax # (708) 599-1588

Mrs. Farhat Siddiqui, Principal

***Student Academic Record (Transcript)***

**Student Name:**                      **Address:**                      **City:**                      **State:**                      **Zip:**  
XXXXXXXX

**Soc. Sec. #**                      **Date Of Birth**                      **Parents/Guardian**                      **Entrance Date**  
08/2001

Name: \_\_\_\_\_ **SS #** \_\_\_\_\_

A.C.T.:                      **Test date:**

<b>Student Activities:</b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>
1. Basketball team member	X	X	X	
2. Science Club member	X			
3. Science fair	X	X	X	
4. Regional Science fair	X			
5. Inner-Islamic Science Competition	X			
6. Aqsa Summer Camp Counselor	X			
7. JNHS	X	X		
8. NHS 12th grade Executive Committee		X	X	X
9. Volleyball team member		X	X	
10. American Cancer Soc. Club treasurer, group leader		X		
11. NYLF National Youth Leadership Forum nominee		X		
12. NYLF in Politics nominee		X		
13. Yearbook Sports editor & photographer		X		X
14. Extended Care Nursing Home volunteer		X		
15. Farragut High School Presentations		X		
16. WYSE Regional competition			X	
17. WYSE Sectional competition			X	
18. NYLF on Medicine nominee			X	
19. The National Society of H.S. Scholars nominee			X	
20. SANAD Volunteer			X	
21. DAWA club member			X	X
22. Palos Community Hosp. Volunteer candy striper			X	X
23. Girl Scouts troop 426 group leader			X	
24. Junior Achievements member			X	
25. Inner Islamic Math Competition participant		X		
26. Who's who among American H.S. Students nominee				X
27. National Honor Roll nominee				X
28. Nasheed Club				X
ACT: English	Mathematics	Reading	Science	

**Last Date of Attendance:** Student currently enrolled in 12<sup>th</sup> grade

**Transcript issued to:** \_\_\_\_\_

**Signed by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assistant Principal.**

## CREDITS CHECKLIST

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_

In order to graduate, 8<sup>th</sup> grade students must have a G.P.A. of 2.0/4.0 or higher, and fail no more than one subject. If a student receives failing grades for a total of two or more credits in eighth grade, they will not graduate and will not be able to participate in graduation exercises. 8<sup>th</sup> grade students who take summer school at Universal, or in the local school, and pass all previously failed subjects may enroll in 9<sup>th</sup> grade the following school year.

High school students must have a minimum G.P.A. of 2.0/4.0, earn 28 credit hours (including one credit for senior project), and perform 25 hours of community service in order to graduate from Universal. The following is the breakdown of required credits:

Subject	9 <sup>th</sup> grade		10 <sup>th</sup> grade		11 <sup>th</sup> grade		12 <sup>th</sup> grade		Credits needed to graduate: 28 HRS TOTAL
	Sem1	Sem2	Sem1	Sem2	Sem1	Sem2	Sem1	Sem2	
Arabic/Foreign Language									4.0
Computers									1.0
Physical Education And Health									2.0
Islamic Studies (One credit may be Islamic History or Geography)									4.0
Mathematics (Students who take 3 credits of math must take an additional credit of computers)									4.0
English									4.0
Science									3.0
Social Studies (One credit must be in American History or Am. Government)									3.0
Senior Project									1.0
Electives									2.0

**7350 W 93<sup>rd</sup> Street**  
***Bridgeview, IL 60455***  
**(708) 599-4100 Fax (708) 599-1588**

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*Mrs. Farhat Siddiqui, Principal M.Ed.*

December 13, 2004

Dear Admission Officer,

I am writing to you on behalf of NAME, Oak Lawn, Illinois.

NAME is a mature, bright, and expressive student. She is very studious achieving straight A's since fourth grade. NAME is also brilliant in the classroom, and her determination in achieving her goals is unprecedented. She is a model student with exemplary behavior. Her teachers and peers also well like NAME. She has a natural talent to communicate and inspire others to achieve their best.

NAME's hard work, academic capabilities, and dedication allow her to take three Advanced Placement courses and become an AP Scholar in her Junior Year. NAME is not only competing with top ranked students from the senior class, but she is motivating them to try harder as a result of her drive.

NAME is not only committed to her studies but to numerous activities as well. She has done extensive research this past summer at Columbia College and was accepted into summer programs at Harvard, Princeton, Northwestern and Yale. She has won numerous awards ranging from student of the year to Who's Who among High School students, as reflected in her transcript. She competed in WYSE and won an outstanding presentation award at the State Science Fair. (These are just a few of NAME's accomplishments!) It is clearly evident from NAME's impressive transcript that she has a balance between her academics and extra curricular activities. NAME makes achieving a 4.50/4.0 GPA while participating in extensive activities seem effortless.

I feel that NAME will achieve many successes as a result of her intellectual capabilities, organization, and ambition. NAME would also make an excellent addition to Northwestern, and I highly recommend her.

Sincerely,

Mrs. Hanan Abdallah  
Assistant Principal/ Counselor



**Universal School**  
**7350 W 93<sup>rd</sup> Street**  
**Bridgeview, IL 60455**  
**(708) 599-4100 Fax (708) 599-1588**

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*Mrs. Farhat Siddiqui, Principal M.Ed.*

December 16, 2004

Dear Admission Officer,

I am writing on behalf of **NAME**, SS#, of ADDRESS, Orland Park, Illinois.

**Name** is a hardworking, mature, and dedicated student. Her outlook is optimistic, and her attitude is always positive. **Name** displays an exuberant amount of energy that attracts people to her. She is also very much liked and respected by her teachers and peers.

**Name** is not only a very diligent student, but she is also dedicated to several extra curricular activities. She is a member the National Honor Society, the yearbook staff, and has served as treasurer of the student council, and secretary of the Science Club. **Name** is also very athletic and a valuable member of the volleyball and basketball teams.

**Name** is always busy and has done extensive work with the community as a dedicated member of the Diversity Club, SANAD etc...

**Name** would make an excellent addition to the College of Choice, and I highly recommend her.

Sincerely,

Mrs. H. Abdallah  
Assistant Principal

**Universal School**

7350 W. 93<sup>rd</sup> St. Bridgeview, IL.60455  
 Phone (708) 599-4100 Fax # (708) 599-1588

***Extracurricular Activities Form***

*Information requested is necessary for academic transcript. PLEASE PRINT NEATLY.*

First and Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_

Parents (Guardians) name: \_\_\_\_\_

Current Address: \_\_\_\_\_

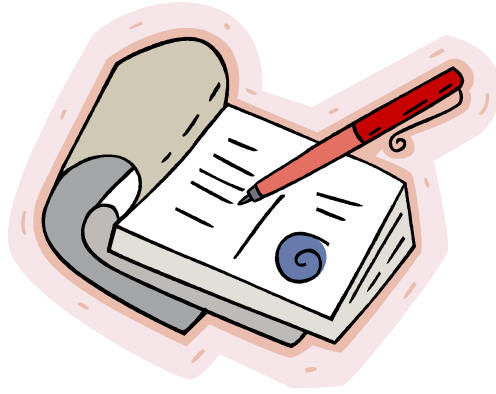
Date of Birth \_\_\_\_\_  
Street city state zip code  
Month /day/year Social Security Number \_\_\_\_\_

Universal's student since: \_\_\_\_\_ Expected to graduate on \_\_\_\_\_ / \_\_\_\_\_  
year month year

*FORMS WILL NOT BE ACCEPTED WITHOUT SIGNATURES OF COACHES OR SPONSORS.  
 PLEASE SUBMIT UPDATED AND/OR COMPLETED FORM TO COUNSELOR.*

Activity	Title	Signature & Name	Grade(s)			
			9	10	11	12
Club, sport, event	Member, officer, participant, etc.	Coach or sponsor				

## **School Profile**



## **Tentative Student Schedules**

## Demographic Information

- Universal School, 7350 West 93<sup>rd</sup> Street, Bridgeview, Illinois 60445
- CEEB Code: 140404
- Counselor: Hanan Abdallah, Phone (708) 599 -4100, Fax (708) 599 - 1588, e-mail haldabe@hotmail.com.
- 90 – 100% of Seniors attend 2 or 4 year colleges
- Our school is made up of 55% White American (including Hispanic and Middle-Eastern), 30% Asian American, 10% African – American and 5% other.
- We are a Pre-k – 12<sup>th</sup> grade institution.
- 25% of our student body has received a partial or full scholarship to attend Universal School.

## Curriculum

- 28 credits is the minimum requirement for graduation.
- Honors classes are available in Mathematics, English, Social Studies and Science.
- Advanced Placement classes are as follows: Biology, Calculus (AB and BC), English Literature, English Language, Human Geography, and US History.
- Students are allowed to take Honor courses beginning in 9<sup>th</sup> grade.
- Students are allowed to take AP classes in 11<sup>th</sup> and 12<sup>th</sup> grade
- All seniors are required to research and present an paper to their class and English teachers to graduate.
- "All juniors and seniors are required to do 25 hours of community service each year."
- Universal School is on semesters, and quarter's system.

## Grade Point Average

- Grading scale, A = 90 to 100, B = 80 to 89, C = 70 – 79, D = 60 – 69, F is below 60.
- GPA is weighted. It is a If weighted, how is it weighted?
- Explain what is included in your cumulative GPA - only academic courses, all courses, only 11th grade, all years, etc.
- Then, please calculate a cumulative GPA, or at least a GPA for each school year.

## Rank in Class

- Make a clear statement of whether you provide rank in class or not.
- We provide a specific rank and it is weighted? It includes: a weight of .5 for Honors classes, and a weight of 1 point for AP? How much weight is given?
- Many schools give two ranks: a weighted rank and an unweighted rank (all course rank).
- Do you have shared ranks? (There may be a place on the counselor report to answer this year - more appropriate than in the profile). If no rank is given, colleges need a grade distribution.
- GPA range: The lowest GPA in the class is 1.857, the highest GPA in the class is 4.5 and **the mean GPA for the class is above a 2.5**. There is a minimum requirement of 2.0 GPA to continue to participate Providing a grade distribution by deciles or quintiles or quartiles is preferable
- grade distribution by each course taught in the 11th grade (or for 9th, 10th, and 11th grades).

## Testing

- Mean ACT score is 23.

- Mean AP result at the end of the junior year is an 85% of students received scores of 3 or higher.
- Over 40% of our students who are enrolled in AP courses have been recognized as AP scholars.

## **Optional**

- Colleges our students have attended for the past several years are University of Chicago, Northwestern University, Cornell, UIUC, UIC, Benedictine, Loyola, DePaul, St. Xavier, Governor State College, Prairie State College, College of Dupage and Moraine Valley College
- Our high school is located in a white, suburban community.
- Web site address for the high school is [Universalschool.org](http://Universalschool.org).
- Our students last year were invited to participate in the State Spelling Bee, the WYSE competition, Illinois Math League, Math Counts, Regional and State Science Fair.

This past school year we added two new AP courses and will continue to add AP course that benefit our students.

## Course Guide for High school students:

The following is an example of tracks you may wish to use in:

### **MATHEMATICS**

#### Track I - Math

Pre-Algebra  
Algebra I  
Geometry  
Consumer Math  
Algebra II

#### Track II- Math

Algebra I or Algebra I Honors  
Geometry or Geometry Honors  
Algebra II or Algebra II Honors  
Pre-Calculus or Pre-Calculus Honors

Students that enter Universal in 9<sup>th</sup> grade may be placed in Track III or allowed to take a summer course of Algebra or Geometry if they fulfill all the requirements to allow them to enter Track III

#### Track III – Math

Pre-requisite of Algebra I in 8<sup>th</sup> grade

Geometry or Geometry Honors  
Algebra II or Algebra II Honors  
Pre-Calculus or Pre-Calculus Honors  
AP Calculus AB or BC

### **SCIENCES**

#### Track I

Biology  
Chemistry  
Physiology OR  
Genetics OR  
Environmental

#### Track II

Biology  
Chemistry  
Physics  
AP Physics OR  
AP Biology

Date: \_\_\_\_\_

Name of student: \_\_\_\_\_

Grade: 11/12 Girls

**Tentative Schedule for Junior and Senior Students**

Period	Subject	Teacher	Room
1	Health M. W. F.	Syed	201
	Desktop Publishing M.W.F.	Ibrahim	218
	P.E. T. Th.	Abusafa	Gym
	Islamic Studies	Khudeira	203
2	AP English	Jarad	201
	Honors English	Khudeira	203
	English	Ibrahim	217
3	AP Biology	Syed	Lab
	Physiology	Qureshi	204
4	Pre-Calculus	Sahloul	202
	Algebra II	Hamayel	206
	Consumer Math	Madhi	217
5	AP Biology T. W.	Syed	Lab
	Lunch		Cafeteria
	AP Calculus	Sahloul	202
6	AP History	Benameur	209
	AP Geography	Madhi	217
	Psychology	Syed	203
7	Journalism	Alshair	218/Comp Lab
	Islamic Studies	Khudeira	203
8	Arabic	Jammal	206
		Khater	202
		Martini	209
		Azhari	214B

Date: \_\_\_\_\_

Name of student: \_\_\_\_\_

Grade: 10 Girls

**Tentative Schedule for 10<sup>th</sup>.Grade Class**

Period	Subject	Teacher	Room
1	Computers	Alshair/Farid	Comp. Lab
2	American History	Benameur	209
3	English	Jarad	201
4	Islamic Studies	Khudeira	203
	Algebra II	Hamayel	206
5	Lunch		Cafeteria
	Lab M	Syed	Lab
6	Chemistry	Syed	Lab
7	Geometry	Qureshi	204
	Islamic Studies	Khudeira	203
8	Arabic	Jammal	206
		Khater	202
		Martini	209
		Azhari	214B



Date: \_\_\_\_\_

Name of student: \_\_\_\_\_

Grade: 9 Girls

**Tentative Schedule for 9<sup>th</sup>.Grade Class**

Period	Subjects	Teacher	Room
1	World History	Benameur	209
2	Biology Lab	Hamadeh	Lab
3	P. E. T. Th. Computers M. W. F.	Abusafa Alshair/Farid	Gym Comp. Lab
4	Islamic Studies	Elsheikh	204
5	Lunch Study Hall		Cafeteria 214B
6	English	Jarad	201
7	Algebra I	Hamayel	206
8	Arabic	Jammal Khater Martini Azhari	206 204 209 214B

Date: \_\_\_\_\_

Name of student: \_\_\_\_\_

Grade: 8 Girls

**Tentative Schedule for 8<sup>th</sup>.Grade Class**

Period	Subjects	Teacher	Room
1	Arabic	Jammal Martini Azhari	216 107 214B
2	P. E. T. Th. Islamic Studies M.W. F.	Abusafa Elsheikh	Gym 214A
3	English	Ibrahim	218
4	Computers M.W. F. Grammar T. Th.	Alshair/Farid Abusafa	Comp Lab 213
5	Study Hall Lunch	Khudeira	203 Cafeteria
6	Physical Science	Qureshi	204
7	Pre Algebra	Sahloul	202
8	Social Studies	Madhi	217

**Universal School**  
2005-2006

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_  
Grade: 11/12 Boys

***Tentative Schedule for Junior and Senior Students***

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
8			

**Universal School**  
2005-2006

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_  
Grade: 10 Boys

***Tentative Schedule for Sophomore Students***

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
8			

**Universal School**  
2005-2006

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_  
Grade: 9 Boys

***Tentative Schedule for Freshman Students***

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
8			

**Universal School**  
2005-2006

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_  
Grade: 8 Boys

***Tentative Schedule for Middle School Students***

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
8			

**The Importance of:**

**PSAT**

**&**

**PLAN**



**ACT**

**&**

**SAT**

**EXAMS**

**Universal School**  
**7350 W 93<sup>rd</sup> Street**  
**Bridgeview, IL 60455**  
**(708) 599-4100 Fax (708) 599-1588**

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*Mrs. Farhat Siddiqui, Principal M.Ed.*

As President Clinton mentioned in his State of the Union address on February 4, 1997 “We must make the thirteenth and fourteenth years of education, at least two years of college, just as universal in America by the 21st century as a high school education is today, and we must open the doors of college to all Americans.”

How do we succeed in such a tremendous and arduous goal? How do we insure that every American Muslim considers higher education a part of their growth into adulthood? We can ensure this by insisting that every Muslim child has instilled in him/her the belief that an education is an investment in life and success, as an individual and as a member of a community. That by becoming educated through the institutions available to us, and the services that are given to us free, we will open doors to opportunities that will last us a lifetime. Opportunities to gain knowledge, support our families, and work with or lead others to a better life that they otherwise would not have.

In order to guarantee our students such advantages, Universal School has planned a **Free Parent Seminar by Ivy Bound on October 8, 2004**. This seminar will help prepare parents for what to expect in the sophomore, junior, and senior years of their child’s High School career. It will inform students about the benefits of taking and preparing early for such mandatory college admission exams as the ACT and SAT.

It is also mandatory for all Universal students to take the PLAN exam, a Preliminary College examination that will help your child estimate their ACT scores and receive mailings from the colleges that are interested in their academic strengths. This exam will be administered on September 28, 2004.

We have also scheduled the PSAT Exam, an exam that assists in the same way that the PLAN does, yet also allows students to qualify for a National Merit Scholarship.  
The costs of these examinations are \$8.50 each.

In addition, all juniors and seniors have been invited to participate in college fairs and college visits during the months of September and October. These events are organized and supervised by Universal Staff.

We will be attending College Fairs at:

- Illinois Institute of Technology (IIT) on September 24, 2004
- The University of Chicago, on October 11<sup>th</sup>, 2004
- College of Dupage on October 21<sup>st</sup>, 2004  
(Over 200 Universities will be represented.)

Permission slips have been handed out and must be returned by the date noted so that the colleges will have ample time to reserve seating for our students.

Universal School will also be hosting representatives from the following colleges on October 6<sup>th</sup>, 2004:

- DePaul University
- Loyola University
- Benedictine University
- Moraine Valley Community College

Questions you may want your child to ask the college admissions officers include the following:

- What is the GPA and SAT/ACT test score requirements?
- What is the cost of attendance? Are there other costs, such as lab fees or health fees?
- What applications and other documents are required to apply for admission and financial aid?
- Is there an admission application fee? When is the fee due? Is it refundable? If I cannot afford to pay the fee, can it be waived?
- What are the applications deadlines for admissions and financial aid? Does the school award institutional scholarship? How do I apply?
- Is there adequate housing for everyone?
- Are students required to live in the residence halls?
- Is the residence halls co-ed? Is there a deadline to secure freshman housing? Can you choose your roommate?
- Does the college offer a freshman orientation?
- Do most students who graduate obtain a job in their field?
- Do they get admitted to graduate school?
- Do employers do on-campus job recruiting?
- What is the student/faculty ratio?
- Does faculty include teaching assistants or do professors teach the majority of the classes?
- Are there tutors or academic support services available?
- What is the academic advising system like?
- How do you determine your major? How do you know which classes to take?

The following website may assist you in finding which college is right for your son/daughter, and what types of financial assistance/scholarships your family members may be eligible for

<http://www.wisemantech.com/guidance/>. This site has links to career planning, financial aide and college planning, among other things.

**We hope to see all of you there on October 8<sup>th</sup>, 2004.**

Please submit completed slips to Mrs. Abdallah.

Sincerely,

Mrs. Hanan Abdallah, M.Ed.  
Assistant Principal

## **About PSAT/NMSQT**

The Preliminary SAT®/National Merit Scholarship Qualifying Test is a co-sponsored program by the College Board and [National Merit Scholarship Corporation \(NMSC\)](#).

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It's a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives you a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures:

- critical reading skills
- math problem-solving skills
- writing skills

You have developed these skills over many years, both in and out of school. This test doesn't require you to recall specific facts from your classes.

The most common reasons for taking the PSAT/NMSQT are:

- to receive feedback on your strengths and weaknesses on skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice.
- to see how your performance on an admissions test might compare with that of others applying to college.
- to enter the competition for scholarships from the National Merit Scholarship Corporation.
- to help prepare for the SAT. You can become familiar with the kinds of questions and the exact directions you will see on the SAT.
- to receive information from colleges when you check "yes" to Student Search Service.

**You should definitely take the PSAT/NMSQT in your junior year.** Many students benefit by taking it earlier, typically in their sophomore year. Sophomores will be provided with a sophomore percentile so that they can compare their performance to other sophomores who are also planning on going to college. If you take it earlier, recognize that the PSAT/NMSQT is a junior-level test, so don't get discouraged if your score is low. Your score will usually increase as your years of study increase. If younger students focus on the skills, not the score, they can work to improve those skills. This will help improve performance in high school, as well as better prepare them for college, the junior-year PSAT/NMSQT, and the SAT.



**Universal School**  
**7350 W 93<sup>rd</sup> Street**  
**Bridgeview, IL 60455**  
**(708) 599-4100 Fax (708) 599-1588**

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*Mrs. Farhat Siddiqui, Principal M.Ed.*

October 13, 2004

Dear Parent/ Guardian,

Assalamu-Alaikum, for those of you who were able to attend the Seminar on October 8, we hope that it was informative and you are interested in enrolling your child in the classes we are hosting.

We believe that these classes will be very beneficial for your child and that they will help your son/daughter improve their scores on the ACT Examinations, which will help determine their acceptance for college entrances. By becoming educated through the institutions that are available and the services that are provided we will open doors to opportunities that will last us a lifetime.

It is very important that you register by Monday, October 25, 2004. The fee is \$360.00, in the form of a check made payable to Universal School.

**Late Registration Fee is \$190.00 for a total fee of \$550.00.**

If you have any questions or concerns please contact me at (708) 599-4100.

Jazakum-Allahu Khairun,

Mrs. Abdallah  
Assistant Principal

P.S. For those who were not able to attend this very important seminar, please consider enrolling your child in the ACT Preparation Classes offered on Saturday.

**Insha-Allah, you all have a wonderful, peaceful Ramadan and Eid!**

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*Mrs. Farhat Siddiqui, Principal M.Ed.*

November 30, 2004

Student name: \_\_\_\_\_

Grade: \_\_\_\_\_

Dear Parent/Guardian and student:

Assalamu-Alaikum. This is a reminder to Parents/Guardians of students who are registered to attend the IVY BOUND SAT/ACT preparation classes beginning this Saturday December 4<sup>th</sup>. Classes will run from 9:30 AM to 12:30 PM, and continue through March 26<sup>th</sup>, 2005.

We would like to emphasize that these classes will be very beneficial for your child and they will better prepare your son/daughter for the ACT Examinations, which will help determine their acceptance for colleges and universities. By becoming educated through the institutions that are available and the services that are provided, we will open doors to opportunities that will last us a lifetime.

It is important to note that the students come prepared with the necessary supplies, which include a scientific calculator, plenty of pencils, a notebook or scratch paper, and arrive on time.

The scheduled Saturdays are as follow:

December	January	February	March
4,11,18	8,15,29	5,12,19,26	5,12,19,26

If you have any questions or concerns, please contact me at (708) 599-4100.  
Please ensure that your child is picked up on time since Saturday school is in session.

Jazakum-Allahu Khairun,

Mrs. Abdallah  
Assistant Principal

***BE PREPARED, BE ON TIME, AND BE READY TO LEARN!***

'rs



*Farhat Siddiqui*  
Principal, M.Ed.

*Mrs. Suhad Amir*  
Assistant Principal, M.Ed.

*Hanan Abdallah*  
Assistant Principal, M.Ed.

# *Universal School*

7350 W. 93<sup>rd</sup> Street, Bridgeview, IL 60455 (708) 599-4100 Fax: (708) 599-1588 [www.universalschool.org](http://www.universalschool.org)

December 20, 2004

Dear Parent(s) of Rana Abuzir,

Assalamu-Alaikum. I hope this letter reaches you in the best of health and Iman.

The Saturday ACT instructors have requested that all of the students finish all assigned Essay Questions and fax the papers to them over the break. Any student who fails to do so will not receive the full benefits of the course or the skills necessary to succeed on the ACT exam in April. Please note that these essays are past due and the students were already reminded.

I am aware that we are all expecting to see your child reap the rewards of this class and that the cost attached is significant, yet this will not be achieved without his/her dedication.

Your child should be picked up at 12:30 and asked to complete the assignments, as requested by the instructors.

Insha-Allah they will continue to receive the same high level of classroom instruction with the ultimate goal of doing well on all preparatory exams in mind.

If you have any questions or comments please feel free to call me during school hours.

Sincerely,

Mrs. Abdallah  
Assistant Principal



*Farhat Siddiqui*  
Principal, M.Ed.

*Mrs. Suhad Amir*  
Assistant Principal, M.Ed.

*Hanan Abdallah*  
Assistant Principal, M.Ed.

# *Universal School*

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December 20, 2004

Dear Parent(s) or Guardians of 10<sup>th</sup> and 11<sup>th</sup> grade students,

Assalamu-Alaikum, I hope this letter reaches you in the best of health and Iman.

I am sending this letter to you in regards to the recent PSAT and PLAN exams that your child has taken. The PLAN and PSAT are pre- ACT and pre-SAT exams which are fairly ordinary college entrance exams with **extraordinary powers**. Every student who plans on attending a four-year college needs to take one of these exams and do everything they possibly can to succeed.

Recently the exam results have arrived and they give a break down of strengths and weaknesses in Reading, English, Mathematics and Science Reasoning (PLAN only). Many students have asked, “What is it that I can do to succeed?”.

Overall our students received scores that are comparable to the national average, yet there is a lot that we can do as educators, a school and as individuals to prepare and do better.

The best way to attack each section of these examinations is by:

1. Preparing well in advance. Don't wait to the week before the exam. Register for a course.
2. Set aside a few minutes every day to practice. The College board recommends 15-25 minutes a day.
3. Create a personalized study plan. How you design your study plan will depend on the amount of time you have until your test and on your personal strengths and weaknesses in the four areas.
4. Purchase and read ACT and SAT study guide materials. They are available at any bookstore and on – line.

Sincerely,

Mrs. Abdallah  
Assistant Principal

The AP Coordinator notifies AP students of where and exactly when the exams they are taking will be given. Those in charge of administering the exams should allow about an hour for various pre- and post-administration activities and from two to three hours for each AP Exam.

## **2005 Exams Schedule**

### **2005 Late Testing Schedule**

## **2006 Exams Schedule**

### **2005 Exams Schedule**

#### **Week 1**

	<u>Morning Session</u> 8:00 a.m.*	<u>Afternoon Session</u> 12:00 p.m.*
May 2	English Language	French Language** Human Geography**
May 3	Calculus AB Calculus BC	World History
May 4	Computer Science A** Computer Science AB** Spanish Language**	Statistics
May 5	English Literature	French Literature** German Language**
May 6	United States History	European History Studio Art (portfolios due)

#### **Week 2**

	<u>Morning Session</u>	<u>Afternoon Session</u>
May 9	Biology** Music Theory**	Physics B** Physics C**
May 10	Chemistry** Environmental Science**	Psychology
May 11	Government & Politics: United States	Government & Politics: Comparative** Art History**
May 12	Macroeconomics	Microeconomics
May 13	Spanish Literature	Latin Literature** Latin: Vergil**

\* Schools in Alaska must begin the morning exam administration between 7:00 a.m. and 8:00 a.m. and the afternoon exam administration between 11:00 a.m. and 12:00 p.m.

\*\* Coordinators should contact AP Services if a student would like to take exams that are scheduled for the same slot.

Coordinators are responsible for notifying students when and where to appear for the exams. Early testing is not permitted under any circumstances.

## 2005 Late Testing Schedule

	<u>Morning Session</u> 8:00 a.m.	<u>Afternoon Session</u> 12:00 p.m.
May 18	U.S. History Statistics Psychology Go/Po: Comp German Language	English Language Go/Po: U.S. Environmental Science French Language
May 19	English Literature Microeconomics Physics B Spanish Literature Music Theory	Biology Macroeconomics World History Physics C Latin: Vergil Latin Literature
May 20	Calculus AB Calculus BC Comp Science A Comp Science AB French Literature	Spanish Language Chemistry Art History Human Geography European History

## 2006 Exams Schedule

### Week 1

	<u>Morning Session</u> 8:00 a.m.*	<u>Afternoon Session</u> 12:00 p.m.*
May 1	English Language	French Language** Human Geography**
May 2	Computer Science A** Computer Science AB** Spanish Language**	Statistics
May 3	Calculus AB** Calculus BC** Music Theory**	World History
May 4	English Literature	French Literature** German Language**
May 5	United States History	European History Studio Art (portfolios due)

### Week 2

	<u>Morning Session</u> 8:00 a.m.*	<u>Afternoon Session</u> 12:00 p.m.*
May 8	Biology** Italian Language**	Physics B** Physics C**
May 9	Government & Politics: United States	Government & Politics: Comparative
May 10	Chemistry** Environmental Science**	Psychology** Russian Language**
May 11	Macroeconomics** Art History**	Microeconomics

## Preparatory Exams 2005 – 2006

### Act Test Dates:

**Test Date**  
September 24, 2005\*  
October 22, 2005  
December 10, 2005  
February 11, 2006\*\*  
April 8, 2006  
June 10, 2006

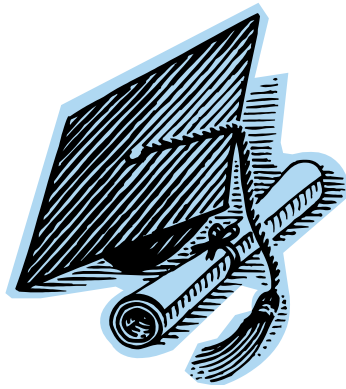
**Registration Deadlines**  
August 19, 2005  
September 16, 2005  
November 4, 2005  
January 6, 2006  
March 3, 2006  
May 5, 2006

### SAT Test Dates

**Test Dates**  
October 8, 2005  
November 5, 2005  
December 3, 2005  
January 28, 2006  
April 1, 2006  
May 6, 2006  
June 3, 2006

**Registration Deadlines**  
September 7, 2005  
September 30, 2005  
October 28, 2005  
December 22, 2005  
February 24, 2006  
March 31, 2006  
April 28, 2006

# Timetables for High School and College Planning





# High School

## Freshman Year

- Settle into the routine of high school.
- Strive to improve your study, organization and time- management skills.
- Begin Taking Strong academic courses. Plan on taking four years each of Math, Science, Social Studies, English and Foreign Language.
- Commit as much as possible to volunteer activities.
- Get involved in extracurricular activities. Pick one or two you plan to continue with for four years.
- Look for leadership opportunities within those organizations.
- Strive to join NHS and Honors Courses.
- Do self-assessment. Consider what areas of study you might like to explore, what activities you enjoy and what courses you would like to take in your high school career
- Attend Career Day and begin exploring future options. Talk to professionals about their careers, why they chose it and what they would do differently if they had the choice.
- Talk to your teachers, parents and friends about your future plans.
- In the summer volunteer, as much as possible, take a summer course to enrich your knowledge and explore other programs. Take a summer job part-time if possible.
- Behavioral Detentions and Suspensions may affect your college plans. Avoid being labeled as a student with behavioral concerns,

## Sophomore Year

- Continue to take Honors Courses and AP courses if allowed by our teachers.
- Take the PSAT And PLAN standardized exams in October. These will help you assess your aptitudes, skills, talents, interests and personality. This will help you to organize your thoughts about future college and career plans.
- PSAT and PLAN exam scores are used by Universal to assess your capabilities in AP classes, though a program provided by the College Board called AP Potential.
- Talk to your parents about college and financing your education. See what SAT and ACT scores the colleges are using as acceptance criteria's.
- Involve yourself in extra-curricular activities and volunteer work.
- Be an active participant in your classes. Teachers will recommend strong academic students with minimal behavior issues to AP courses.
- Maximize your summer by working, volunteering or taking courses.

## Fall of Junior Year

- Begin to think about what you are looking for in a college, in terms of size, location, majors available, etc.
- Remember that colleges look for a high school record that reflects challenging course work, a strong GPA, involvement in extracurricular activities/community service and leadership skills in its applicants.
- Study for and take the PSAT in October.
- Go to the local College Fairs i.e. Moraine Valley and Navy Pier in October, as well as, local community colleges.
- Attend meetings with college representatives who visit Universal School for College Fair.
- Attend all meetings with college representatives and make sure you attend with your parents.
- Compile a list of 10 schools to research. Send away for catalogues, check the Internet, do other research about the colleges and the scholarships that they offer.
- Visit colleges (especially during vacations and days off).
- Research Financial Aid and Scholarship opportunities.
- Complete an interest inventory if you are unsure about what careers you might be suited for.

- Check college web pages to search for application information, early admissions applications, essay information and potential college scholarships that you are eligible for.

### *Spring of Junior Year*

- Sign up for the SAT 1 and ACT and send official scores to the colleges of your choice.
- Take test preparation courses, if necessary.
- Continue to visit college campuses. Set up interviews with college admissions officers and plan to stay overnight at the colleges you are most serious about attending.
- Set up informational interviews with people in careers that interest you. Find out where they went to college, what education and experience they have, how they got the job, and the positive and negative aspects of their work. Consider volunteering or working in a field of interest of yours to explore what a career in that area might involve.
- Make plans for a productive summer. That might entail summer school, a job, travel, volunteering, etc.
- Keep records of your work experience and extracurricular activities.
- Begin writing your college essays (check on line to see if college essays are posted).
- Ask teachers to start preparing your college recommendation letters.
- Take the SAT and ACT. Register for SAT I and SAT II exams like Chemistry, U. S. History, Writing and Math, if required at the colleges to which you are planning to apply.
- Register for challenging courses for your senior year.
- Take AP and other exams.

### *Fall of Senior Year*

- Narrow your list of college choices to five.
- Make sure that you have applications for all the colleges you plan to attend. Applications can be downloaded from college web pages, or submitted electronically. Check to see if the colleges accept the Common Application.
- Make copies of the applications and begin filling them out.
- Immediately inform your high school counselor. Meet with her regularly and inform her of where you are sending out applications. Transcripts need to be sent out from the school, often times the counselor will send out your application, counselor recommendation letter and transcript in one envelope.
- Finish writing college application essays.
- Ask teachers to prepare recommendation letters for you. Give them an information sheet about yourself, as well as the names and addresses of the colleges to which you are applying, and the deadlines. Attach a stamped envelope to your formal request.
- Meet with college representatives who visit Universal School..
- Continue researching scholarship opportunities for which you might be eligible.
- Check to see if the colleges to which you are applying require supplemental financial aid forms or the PROFILE form, and if so, complete and file them.
- Attend special meeting for seniors.
- Register for the SAT or ACT in the early fall, if retaking.
- Register for SAT II Achievement Tests, if needed.
- Continue to visit colleges, if necessary.



## **Senior Year Schedule**

### **SEPTEMBER/OCTOBER**

- Prepare applications for early decision or early admission.
- Prepare applications for UIUC, Benedictine, St. Xavier and other schools that have rolling admissions.
- Continue working on other applications.

### **NOVEMBER**

- Continue to prepare applications.
- Retake the SAT I and ACT. Take the SAT IIs, if required.
- Give any “Counselor Recommendation” forms to your counselor.

### **DECEMBER**

- Begin completing the FAFSA, which will be accepted beginning January 1<sup>st</sup>.
- Finish any applications that have December 15 or January 1 deadlines.
- Prepare for midterm exams.

### **JANUARY**

- Give Mid-Year Reports with addressed, stamped envelopes to your counselor.
- Mail FAFSA forms any time after January 1. The FAFSA can be sent electronically.
- Give any January 15 and February 1 deadline applications to your counselor.
- Make sure the colleges have all the necessary applications materials and that you have contacted the SAT and ACT Testing Services about sending score reports directly to the colleges. Send official Act scores directly to the college.
- Arrange Admissions interviews, if required.
- Continue to visit colleges you are most interested in attending.

### **FEBRUARY**

- Submit FAFSA no later than February 15.
- Retake the SAT I try to visit college campuses during the February Break.

### MARCH

- Receive March 15 notifications.
- Visit colleges during spring break.
- Receive Financial Aid Students Aid reports (SARs) and make corrections, if necessary.

### APRIL

- Receive April notifications from colleges.
- Visit colleges to which you have been accepted.
- Make a decision on which college you plan to attend and notify the Admissions Office and Financial Aid Office of your decision. Send in tuition and housing deposits by May 1.
- Let other colleges know of your plans to attend college elsewhere.
- Receive SARs and forward to the college you plan to attend.
- Finalize plans for summer programs or work.

### MAY

- May 1 is the due date for college deposits (DO NOT POSTPONE!)
- Take Advanced Placement exams.
- Inform your counselor of your college choice so that final transcripts can be sent there after graduation.
- Let your counselor know of any acceptances/denials and scholarship offers.

### JUNE

- GRADUATION!
- Register for and attend any college orientations.

### *Checklist for Making the Most of High School*

- Take classes recommended for college preparation. Talk to your counselor.
- Use testing information. Examine your scores and take extra courses or get tutoring assistance for weaker academic areas.
- Establish goals for each school year. Talk to your counselor about what you should be doing in light of your college and career plans.
- Explore careers through research and experiences. Use a career counseling program and job shadow or do internships in careers you are interested in pursuing.
- Surf the Internet for information on education and career planning.
  - Take a college entrance exam during your junior year.
  - Never stop learning. Education is a lifelong pursuit.



## Plan Your High School Course Selections

### Colleges care about which courses you're taking in high school.

The courses you take in high school show colleges what kind of goals you set for yourself. Are you signing up for advanced classes, honors sections, or accelerated sequences? Are you choosing **electives** that really stretch your mind and help you develop new abilities? Or are you doing just enough to get by?

Colleges will be more impressed by respectable grades in challenging courses than by outstanding grades in easy ones.

**Electives** are courses students may select to meet total graduation requirements.

**Do your high school course selections match what most colleges expect you to know?** For example, many colleges require two to four years of foreign language study.

Successful completion of the courses in the chart below is commonly expected of prospective students. Of course, each college and university may have different high school course requirements. Be sure to check with the colleges you're interested in to see what they recommend or require.

### *High school courses recommended for college\**

<b>English</b>	Four or more years (grammar, composition, literature, etc.)
<b>Mathematics</b>	Three or more years (Algebra I and higher—does not include general math, business math, or consumer math)
<b>Natural Sciences</b>	Three or more years (Earth science, biology, chemistry, physics, etc.)
<b>Social Sciences</b>	Three or more years (history, economics, geography, civics, psychology, etc.)
<b>Additional Courses</b>	Some colleges and universities require other classes as prerequisites for admission, such as two or more years of the same foreign language or courses in the visual arts, music, theater, drama, dance, computer science, etc.

\* Specific high school course requirements vary from institution to institution. Be sure to check with the schools you're interested in to see what they recommend or require.

**Help your students  
help themselves!**



**They may not have a clue  
on where to get started!**

## **20 Questions to Ask Your School Counselor They're There to Answer Them**

Your school counselor, or guidance counselor, is one of your best resources as you plan for college. She or he has information about admission tests, college preparation, and your education and career options. Here are some basic questions to help get your conversation started:

1. What are the required and recommended courses -- for graduation and for college prep?
2. How should I plan my schedule so I'll complete them?
3. Which elective courses do you recommend?
4. Which AP® courses are available?
5. When is the PSAT/NMSQT® going to be given here?
6. Is this school a testing center for the SAT®, or will I need to go somewhere nearby?
7. Do you have any after-school or evening sessions available for college planning, or the SAT?
8. Do you have college handbooks or other guides that I can browse or borrow? Do you have a copy of the free *Taking the SAT* booklet, which has a practice test in it?
9. What activities can I do at home and over the summer to get ready for college?
10. What kinds of grades do different colleges require?
11. Are there any college fairs at this school, or nearby?
12. Where do other kids from this school attend college?
13. What are the requirements or standards for the honor society?
14. Can you put me in touch with recent grads who are going to the colleges on my wish list?
15. Do you have any information to help me start exploring my interests and related careers?
16. If my colleges need a recommendation from you, how can I help you know me better, so it can be more personal?
17. Are there any special scholarships or awards that I should know about now, so I can work toward them?
18. Can I see my transcript as it stands now, to see if everything is as I think it should be?
19. Do you have any forms I need to apply for financial aid?
20. How does our school compare to others, in terms of test scores and reputation?

### **Reality Check**

Your school counselor may be the most wonderful and accessible person on the planet, or she or he may be juggling a thousand students and barely know your name. So remember that the person who has the biggest stake in your academics is you. It's up to you to stay on top of opportunities and deadlines, to take control of your future.



## **Extracurricular Activities** **Life Outside the Classroom**

Sure, life in school is pretty interesting. You've got algebraic equations, Bunsen burners, sentence diagrams... But chances are, you've got commitments outside of school, too. Maybe you have a part time job, play in a band, are on a sports team, or do volunteer work.

### **Colleges Care**

The good news is that colleges pay attention to your life inside and outside the classroom. Yes, your academics probably come first, but your activities reveal a great deal about you, such as:

- How you've made a meaningful contribution to something.
- What your non-academic interests are.
- Whether you can maintain a long-term commitment.
- Whether you can manage your time and priorities.
- What diversity you'd bring to the student body.

### **Maintaining a Balance**

Keep in mind, colleges are not interested in seeing you "do it all."

"We're looking for a commitment to and a passion for an activity outside of the academic setting -- we're looking for depth rather than breadth." *Nanci Tessier, College Admission Director*

Colleges don't have a checklist of requirements when it comes to extracurriculars -- they want to see your individuality -- and your consistent commitment.

### **Haven't Gotten Involved Yet?**

Lots of school, community, and religious organizations give you chances to explore your interests and talents. If you haven't felt drawn into something yet, there's no shortage of opportunities for you to explore. For example:

### **School Activities**

It's pretty easy to find out about activities available at school. Once you start exploring, sometimes the challenge is figuring out how much to do. Here are some quick tips:

- Most importantly, when you find something you like to do, stick with it.
- If you're interested and have extra time, try to excel in more than one area. For example, write for the paper and volunteer. But make sure you're giving your all to each activity, and, most importantly, to your school work.
- Don't worry about being president, or captain. The key is whether you've done something significant, center stage or behind the scenes.

### **Work Experience**

Work experience -- paid or volunteer, year-round or summer -- can help you identify career interests and goals, gain work experience, and apply classroom learning to the real world. It's also a great way to earn money for college, of course. Consider arranging for an internship or to shadow someone at his or her job.

## Community Service

You can also gain skills and experience through volunteer work, such as by tutoring elementary school kids or spending time at a local hospital. Some schools even offer academic credit for volunteer work.

### Steps for Creating a Weekly Time Management Schedule

1. Print out a [Time Management Weekly Schedule](#)
2. Fill in the following things on your weekly schedule with a ruler and pencil:
  - All classes
  - One hour for lunch and dinner
  - Campus jobs
  - Athletic practices
  - Regularly scheduled meetings (such as clubs)
  - Language labs
  - Peer Tutor or Peer Mentor meetings
  - Regular exercise or workouts
  - Any TV shows you always watch!
3. Make photocopies of this schedule for weekly time management adjustments.
4. Fill in study time for one week on one of your schedules, based on the class work, tests, papers, and projects that you have that specific week.

As you schedule study hours, remember to keep in mind that different people study different ways. Some classes will be take less time to study for than others, and other classes may require more effort. Be sure to ask yourself the following questions:

  - At what time of day do I prefer to study? Morning, afternoon, or night?
  - Do I prefer to study for several hours at a time or for short chunks of time?
  - What are my easiest and most difficult courses?
  - Will I study on the weekends? (Remember that Sunday is usually a study night that can be used for planning assignments and catching up.)

Use your answers to these questions as a guide when scheduling your study time. Also, be sure to schedule breaks after a block of two hours of studying. This will help you to be refreshed and refocused!
5. Try your schedule for a week. When you schedule your study time for the next week, ask yourself what you liked and didn't like about the previous week's schedule, and change things accordingly. This will help you to create a schedule that is best suited to your habits and needs.

Another important aspect of time management is long-term planning. [Anticipating and Planning for Courses](#) can help you to manage your time over the course of the semester!

## Sample Study Time Tables:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
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8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							

**Monthly Time Table:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

## How to Be a Successful Student

### STUDY STRATEGIES USED BY SUCCESSFUL STUDENTS

- **Connect class work to long-range goals\***

Some students love to learn for the sake of learning but many more need to believe that what they are doing in class has a purpose in the future. If you are one of those students in this later group, try to apply what you learn in class to practical situations or your daily life.
- **Become active and involved in learning\***

It is also important to make learning an active, as opposed to passive, process. Making a learning situation active requires that you actually process what you are hearing or reading. Put it into your own words to make the material more meaningful to you.
- **Identify preferred learning style\***

Different people have different learning styles. Dunn's classification of learning styles is visual, auditory, kinesthetic and tactile. The classification defined by Kolb and McCarthy identify learning styles as imaginative, analytic, common-sense and dynamic. It is important to try to identify your preferred learning style and use that as much as possible in your study process. This will increase your retention of the material.

### Overcoming Test Anxiety

**Test anxiety** is an uneasiness or apprehension experienced before, during, or after an examination because of concern, worry, or fear. Almost everyone experiences some anxiety. But some students find that anxiety interferes with their learning and test taking to such an extent that their grades are seriously affected.

#### **What can be done about it?**

Fortunately, there is a great deal that you can do to keep the anxiety from interfering with your performance. First, it's important to know that you don't have to eliminate it entirely. It helps to be "up" for exams. You just want to reduce the anxiety to a manageable level.

**Getting prepared** for the exam is more than half the battle. Attend all of your classes, find out what you're expected to know and when the exams are scheduled. Keep up with your work so that you can avoid "cramming" for exams. Become more efficient in your study habits. Have a study schedule that makes use of "wasted time". Study in a location where you can concentrate, get interested in the material, and give it your complete attention. Use a method such as SQ3R (Survey, Question, Read, Recite, Review) for reading your textbooks. Make flashcards and review them often. Learn how to take good notes. Go over them right after class and review periodically. Make outlines and summary sheets. Ask yourself, "What is the important information?" Being in a study group with motivated classmates is often helpful. Most colleges have Reading and Writing Centers to help you improve your study and test taking skills. Free tutoring is also usually available. In general, organized, self-confident students with efficient study habits may actually spend less time studying than others who receive lower grades.

#### **So How Do You Get To Be Self Confident?**

**Self talk.** Research shows that the self-talk of test-anxious students almost always tends to be negative and self-defeating. "Everyone in this class is smarter and faster than I am." "I always mess up on tests." "If I don't do well on this exam, then I'll flunk the course." "These are trick questions." "This is a weed-out course."

Become aware of what you say to yourself. Try writing your negative thoughts and then disputing each one with a positive statement. Start to encourage yourself as you would a friend. Repeating your positive statements to yourself will help reprogram your mind for success instead of for failure.

#### **Other Techniques**

- Visualize yourself doing well and reaching your goals.
- Aim for an A level of understanding. Don't overprotect yourself by saying you'll be lucky to get a C, so why study more?
- Try not to compare yourself with others.
- Become an expert in learning what is going well and what you can do to improve. Collect data by keeping a journal.
- Reward yourself after studying instead of getting involved in avoidance behaviors.
- Practice relaxing (progressive relaxation, self-hypnosis, guided imagery, etc.) so that relaxation becomes an automatically learned response.
- Aim for a state of relaxed concentration. When you concentrate, you have all of your energy focused on your work with none wasted on worry.
- Take care of yourself by eating well and getting enough sleep.
- Plan time to exercise regularly and do it.

## Test Taking Strategies

### **Before:**

- Take a practice test the day before with conditions as much like the test as possible.
- Review your summary sheets for an overall view of the material. Recite in your own words
- Get enough sleep. Avoid caffeine, which increases anxiety.
- Remember to encourage yourself and STOP critical statements.
- Give yourself time to feel composed and to be on time for the exam. Avoid anxious classmates who are talking about the exam.

### **During:**

- Look over the entire test, READ THE DIRECTIONS, plan your approach, and schedule your time.
- Start with the easiest question first.
- Focus your attention on the test. Don't waste time and energy worrying, thinking about the consequences of not doing well, or wondering what others are doing.
- If you don't know an answer, mark the question.
- Suggest to yourself that you probably studied it and the answer will come to you when you get back to it.
- If you start to feel anxious, practice your relaxation techniques. Use anxiety as a cue to relax. Close your eyes, take three deep breaths and then back to the task.

Essay Exams. Organize your thoughts in a brief outline. Look for key words such as compare, contrast, describe, identify. Start with a short summary or topical sentence and then make your points. Don't ramble. Remember what the professor emphasized.

Objective Exams. Think of your own answer before looking at the choices provided. Eliminate clearly wrong answers and make an educated guess (unless there is a severe penalty for wrong answers). After you have answered those you know, return to those you checked. Think about only one question at a time. After you have answered those you know, return to those you checked.

- If your time is running out, concentrate on those questions you know well and/or have the most weight.
- Use all the time allowed for reviewing your answers, completing ideas. Only change answers if you are sure of yourself.

### **After:**

- Reward yourself for having tried. Don't go over the test questions with others. No matter how the test went, you can learn from the returned exam.

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## **How to Select Your Courses** **Create a Solid Academic Portfolio**

Your course schedule may seem like a random selection of classes to you, but college admission officers see it as the blueprint of your high school education. They're looking for a solid foundation of learning that you can build on in college.

Take at least five solid academic classes every semester. The following subjects and classes are standard fare for success in high school and beyond, whether you plan to attend a 4-year, 2-year, or technical school.

### **English (Language Arts)**

Take English every year. Traditional courses such as American and English literature help you improve your writing skills, reading comprehension, and vocabulary.

- literature
- writing/composition
- and/or speech

### **Math**

You need algebra and geometry to succeed on college entrance exams, in college math classes, and in most careers. Take them early on and you'll be able to enroll in advanced science and math in high school -- and you'll show colleges you're ready for higher-level work.

- algebra
- geometry
- algebra II
- trigonometry and/or calculus

### **Science**

Science teaches you to think analytically, and apply theories to reality. Laboratory classes let you test what you've learned through hands-on work. Six semesters are recommended.

- two semesters in biology
- two semesters in chemistry and/or physics
- two semesters in earth/space sciences, advanced biology, advanced chemistry, or physics

### **Social Studies**

Understand local and world events that are happening now by studying the culture and history that has shaped them. Social sciences round out your core curriculum.

- two semesters in U.S. history
- one semester of U.S. government
- one semester in economics
- one semester in world history or geography
- one additional semester in the above or other areas



## **Foreign Languages**

Solid foreign language study shows colleges you're willing to stretch beyond the basics. Many colleges require at least two years of foreign language study, and some prefer more.

## **The Arts**

Research indicates that students who participate in the arts often do better in school and on standardized tests. The arts help you recognize patterns, discern differences and similarities, and exercise your mind in unique ways, oftentimes outside of a traditional classroom setting.

## **Computer Science**

More and more college courses and jobs require at least a basic knowledge of computers. Computer skills also can help you do research and schoolwork better and faster.

## **Advanced Placement (AP®)**

Try out college-level work, master valuable skills, and, with satisfactory grades, maybe even receive college credit. More than 1,400 higher education institutions award credit based on satisfactory AP Exam grades. [Learn more about the AP Program.](#)

## **Independent Study**

If you're interested in a subject that isn't offered at your school -- say, botany, economics, instrumental music, etc. -- don't give up on your interest. Many schools allow motivated students to pursue independent studies, often with a teacher as an adviser. Most schools have rigorous standards for independent study. Be sure to talk to a counselor or teacher to find out if independent study is an option at your school, and what requirements may exist.

## **Valuable Web-Sites@ Islamic Schools.....com**



**There are thousands of Internet Sites available to help you and your Students, From College Board, to Fast web and FAFSA. Grants, common college applications, as well as, scholarship opportunities await every counselor and student. Take advantage of it all, its there for you!**

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## Test Preparation

### [ACT](#)

This link to the ACT organization gives current information about all the products ACT markets. It allows students to register for an ACT test, learn test taking strategies to maximize ACT scores, see sample questions, read research and information available from ACT.

### [ACT/SAT Conversion Table](#)

Site sponsored by the College Board allows direct comparison between an ACT and SAT score.

### [College Board Online Home Page](#)

Students, parents, & counselors will find a comprehensive menu of information to aid in the transition to college. Includes EXPAN (for free) college, career & financial aid database.

### [Kaplan](#)

Test Prep on line. Self tests plus many topics.

### [TEST PREP.COM\(tm\) Home Page](#)

A web site loaded with free and complete online test preparation solutions. The WebWare(tm) for the SAT test is a complete SAT test-prep course.

### [The Princeton Review](#)

The Princeton Review helps people find and get into the right college or other school. They have great resources to help with testing, admissions, financial aid etc.

# College Information

## [2002 Colleges](#)

The 2002 Colleges, Universities and Scholarships Page is designed to offer college-bound students, parents, and counselors easy access to information on colleges and universities throughout the United States, free scholarship and financial aid searches, SAT and ACT test preparation tips, and more.

## [About College Admissions](#)

This commercial site contains helpful hints for writing effective essays required in college applications as well as free interviewing tips, info on how to choose a college and SAT prep course.

## [Any College](#)

Use this database to search for colleges by program, state, school type, sport and school name.

## [Apply!](#)

Download free software for applications to more than 500 US colleges and universities. The site also includes tips that will make the admission process less stressful, and help you find financial aid.

## [Black College Common Application](#)

Apply to twenty historically black colleges with one application for \$30.

## [C3 Apply](#)

This site sponsored by ACT has a college search feature, college applications on line, ACT's Financial Aid Estimator, and virtual college tours.

## [Campus Program](#)

Comprehensive site organizes colleges by location and/or major and also has articles on how to survive at college and improve academic skills

## [Campus Safety](#)

Campus safety is a topic that should be considered by students and parents as part of the school selection process.

## [Campus Security](#)

The OPE Campus Security Statistics Website is a direct link to reported criminal offenses for over 6000 colleges and universities in the United States. If you are thinking of attending college in a large urban city, a small liberal arts college, a specialized college, or a community college you can find their security statistics here.

Website is maintained by the Office of Post secondary Education of the US Department of Education.

## [Campus Starter](#)

Searchable data base allows visitors to locate a suitable college by program, name or location. Once a college is selected a student can request more information electronically. A parallel version of the site is especially for international

students who wish to study in the US. Site also includes career guidance information.

## [Campus Tours](#)

The Campus Tours Index provides fast and easy access to interactive tours of colleges across the United States.

## [Careers and Colleges](#)

Comprehensive, but somewhat commercial site on a variety of post secondary opportunities.

## [The Center for All Collegiate Information](#)

Mega page with links to college information sites; department sites; student, graduate and faculty sites; sports sites, and collegiate organization sites.

## [Channel 4000 College Guide](#)

Figure out which college is right for you and how to pay for it. This site is affiliated with Minnesota, but has many articles about the college application process that would benefit students in any state.

## [Choosing and Using Your Major](#)

Site from the University of Virginia has sound advice on choosing your major. Includes separating myth from fact, strategies for choosing a major, and evaluating the majors/ careers you are considering.

## [Chronicle of Higher Education](#)

Since 1992, all colleges have been required by federal law to compile annual statistics about crime on their campuses. Each year *The Chronicle* asks all colleges with enrollments of more than 5,000 for copies of those security reports.

## [College Base](#)

Offers help on the SAT & ACT, has a collection of college stories, and evaluations of colleges from the student's perspective.

## [College Board Online Home Page](#)

Students, parents, & counselors will find a comprehensive menu of information to aid in the transition to college.

Comprehensive site to help students prepare for college is especially strong in highlighting programs that promote support services underprivileged students.

### [College is Possible](#)

This comprehensive site sponsored by a coalition of universities contains information on selecting a college, application process, and financial aid.

### [College Link](#)

Comprehensive college information site takes you from planning, exploring, applying for admission to college to scholarship and financial aid information to help you to pay for it.

### [College Mom Advice](#)

Written by moms (OK dads too) who have experienced the pursuit of the college adventure with their teenagers. Topics covered will relate to high school, getting ready for and college activities.

### [College NET](#)

Wide variety of college info including searching for matching characteristics, graduate programs, financial aid, scholarships, featured schools.

### [College News](#)

Free campus new wire includes text from many college newspapers in the Chicago, New York Boston, and Philadelphia areas.

### [College Opportunities On-line](#)

This site is a direct link to over 9,000 colleges and universities in the United States. If you are thinking about a large university, a small liberal arts college, a specialized college, a community college, a career or technical college or a trade school, you can find them all here.

This site was created by the National Center for Education Statistics in the US Department of Education. It was authorized by Congress in 1998 to help college students, future students, and their parents understand the differences between colleges and how much it costs to attend college. If you are not sure what colleges might be of interest, COOL has the tools to help you search for a college based on its location, program, or degree offerings either alone or in combination. Once you've found some colleges of interest, you can obtain important and understandable information on all of them.

### [College Planning Center](#)

A complete college planning and preparation site. It includes planning calendars, financial aid summary notes, downloadable application forms, and links to a product engine to customize your financial aid package.

### [College Prep 101](#)

This on line course is intended to provide high school students with the information they will need to decide on attending college. Included in the lessons is information to help with college preparation, selecting a college, easing the transition to college, and managing the changes in life which occur during college.

### [College Profiles](#)

Features in-depth profiles with information about academic programs, athletics, campus life, and financial aid, along with geographic search, directories for honors programs, women's colleges statistics on minority enrollment and numerous other resources for prospective college students.

### [College Program.com](#)

This site not only searches for college programs by state, but also allows you to find colleges by specific career fields, majors, and occupations.

### [College and University Rankings](#)

The University of Illinois has gathered links to a collection of sites that rate colleges with various criteria. The site also discussed the philosophical difficulties with the whole process of ranking colleges.

### [College View](#)

A free online college search service with profiles of 3,500+ colleges & universities, sites, virtual tours, electronic applications, financial aid info, career planning tools, and more. Find others with similar interests in Coffee Shop.

### [Colleges That Change Lives](#)

Based on the book by Loren Pope and filled with information and first hand experiences, this website offers a unique perspective on forty remarkable liberal arts colleges. You can also sign up for a free monthly newsletter filled with advice on preparing for college and specific universities.

### [College Zone](#)

Takes a student from choosing a college as a senior to finding success on a university campus as a freshman.

### [Collegiate Choice Walking Tour Videos](#)

Tours are simple, non-promotional videos of the student guided campus tour offered at over 700 colleges and universities across the United States, Canada, England, Ireland, and Scotland. These videos are not professionally produced. Guidance counselors not commercial film makers, are doing the recordings. \$15/college tour + shipping

### [Common Application](#)

Visit this site to download a pdf file (Adobe Acrobat needed) of the Common Application accepted by 230 colleges and universities.

### [Common Music Application](#)

Apply to nine music conservatories with one application.

### [Dormitories Around the World](#)

On this page you find links to various dormitories (or residential homes) from all over the globe. Some offer pictures of their dorms and/or include short essays. The dorms are sorted first by the country they're in and secondly by the university's name.

### [Early Decision/Early Action](#)

### [How College Admissions Works](#)

The admissions director of Duke University gives real life examples of how the admissions process works.

### [Illinois Mentor](#)

The Federation of Independent Illinois Colleges and Universities has created an information management system for college bound high school students. It has sections on admissions, financial aid and college preparation. This site is new and all planned features are not yet completed.

### [Illinois Virtual Campus](#)

Connect to hundreds of online and other distance learning courses and programs offered by Illinois colleges and universities. The IVC is a directory of distance courses and degree and certificate programs offered by Illinois universities, a link to participating Illinois universities, and a link to student support services for Illinois students

### [International Student](#)

Site offers advice and services of all sorts, including links to information about being a student in another country, an international scholarship search, student loans and insurance.

### [iTransfer](#)

This site offers course selection information for students who plan to attend a community college and transfer to a university in Illinois. It identifies schools that are members of the Illinois Articulation Initiative and have agreed to a common core of general education courses that will transfer.

### [Ivy Edge](#)

This commercial site offers to help you edit your college application essays for a fee. However, this part of their site has helpful free guides to writing essays and applying to colleges that may be downloaded for free.

### [Ivy League Admission](#)

commercial essay writing service also gives free writing advice for competitive admissions programs.

### [Kaplan](#)

Test Prep on line. College application software, career info, self tests plus many more topics.

### [Kiplinger's Best Public Universities](#)

Site sponsored by noted finance magazine sorts the schools in their survey of public colleges by overall rank, cost, quality measures or financial aid measures. Clicking on the college names after the search will take you to their Web sites. the site also has a similar search for [private universities](#).

### [Making College Count](#)

This site gives advice for college success -- to survive college, get a degree, and have great opportunities available after school. Many topics including picking a major, managing money, acing finals, etc.

### [Mapping Your Future](#)

On this site you'll find information to help you plan your career, select a school & plan for your future.

### [My College Guide](#)

This site has a college search section as well as articles about admissions, getting money for college, and doing well once you are admitted.

### [My Majors](#)

Take a short quiz on this site and it analyzes this information and suggests six majors to think about because they match your interests and high school experience. It can also give you more information about what these majors are, what type of courses you would take to get a degree and what jobs are available to graduates with various degrees.

### [My Footpath](#)

Free "Ask the Counselor" advice on the college planning and selection process and fee-based admissions reports.

### [My Road](#)

Comprehensive site allows you to explore majors, find a college and research careers.

A searchable database of 900+ career fields, 6000+ vocational schools, colleges, and universities and links of scholarships, sources of loans, financial aid and advice.

### [Next Step](#)

Comprehensive new college information site.

### [Pathways to College](#)

The Pathways to College Network is a national alliance of organizations committed to using research based knowledge to improve the college success of underserved students, under represented minorities, low income students, those who are the first in their family to go to college and students with disabilities.

### [The Personal Statement](#)

Site from the University of California - Berkley walks a student through the process to follow to compose an exemplary personal statement as part of the college application process.

### [Peterson's Education Center](#)

The Education and Career Center includes consistently organized information about educational opportunities at all levels. It also gives the ability to search Peterson's databases and share info with others. On line applications for 209 universities and graduate schools - some can be transmitted electronically and some can be printed and mailed in the usual manner.

### [Preparing Your Child for College](#)

This site produced by the US Department of Education explains the benefits of a college education and about ways to put college within reach academically and financially. Throughout their school years, students make academic and other decisions that affect whether they will

### [\*\*AORN Foundation - Association of Operative Registered Nurses\*\*](#)

On-line scholarship applications for students interested in nursing.

### [\*\*Armenian Student's Association of America\*\*](#)

Nonprofit organization provides scholarships for Armenian-Americans.

### [\*\*\\*Broke Scholar\*\*](#)

Broke Scholar is a free search engine that lets you search through a database of more than 900,000 college scholarships.

After you complete the on-line questionnaire, Broke Scholar shows you each scholarship's name, how much money is available, and the application deadline. Click on the name of any scholarship and Broke Scholar shows you more in-depth information about that scholarship including applicable majors and schools, contact information, and even a link to the scholarship provider's Web site.

### [\*\*Cheerleading Scholarships\*\*](#)

Alpha list by state of schools that offer cheerleading scholarships. Also gives information about tryouts.

### [\*\*Club Scholarship\*\*](#)

Clubscholarship.com has over 500,000 awards in a searchable database that allows users to browse for the best matches. It also has a school search feature, EFC calculator, and Financial Aid Forum.

### [\*\*College Net\*\*](#)

Fill out a questionnaire and receive information on scholarships that match your characteristics.

### [\*\*College Scholarships.com\*\*](#)

While this commercial site promises to build a personalized list of scholarships that fit a student, it also includes regularly updated scholarship information that is available to anyone who visits the site.

### [\*\*Culinary Scholarships\*\*](#)

There are several organizations that offer scholarships for culinary school. The James Beard Foundation makes dozens of scholarships available for study at institutions around the world, some for full-time study and some for cooking demonstration seminars. Awards are based on financial need and aptitude. Find out more by visiting [www.jamesbeard.org](http://www.jamesbeard.org). Awards for hospitality including culinary arts are available through the American Culinary Federation at [www.acfchefs.org](http://www.acfchefs.org). The ACF website also includes a useful directory of accredited institutions. Les Dames d'Escoffier International offers scholarships for women in culinary studies. For more information visit

[www.ldei.org](http://www.ldei.org).

### [\*\*Engineering Scholarships\*\*](#)

Part of a comprehensive site on engineering career information.

### [\*\*\\*Fast Web\*\*](#)

Very comprehensive site contains a database of over 600,000 scholarships and is growing all the time. Complete a questionnaire and Fast Web will give you a list of scholarships for which you are eligible. Some scholarship applications are available on line.

Fast Web will also notify you if additional scholarships are added to its data base that are a match for you.

### [\*\*Free 4 U\*\*](#)

Mega scholarship site with links to special interests and specific majors.

### [\*\*Free Scholarship Search\*\*](#)

While this data base was created for students who attend UCLA, students attending any college would find useful leads at this site.

### [\*\*\\*FRESH\*\*](#)

Weekly newsletter of scholarship and financial aid information. Also has list of contests students can enter to win money for college.

### [\*\*GeoScholarships\*\*](#)

Free scholarship search site also has links to other financial aid information.

### [\*\*Gilman\*\*](#)

List of financial resources for students who wish to study overseas.

### [\*\*Go Abroad\*\*](#)

Searchable data base for students who need financial assistance to study over seas.

### [\*\*Guaranteed Scholarships\*\*](#)

This comprehensive site lists scholarships that are unlimited in number, and require no interview, essay, portfolio, audition competition or other "secondary" requirements. The scholarships are listed by college. This site would be especially useful to valedictorians and other students with outstanding qualifications.

### [\*\*Hispanic Fund\*\*](#)

This site lists scholarships for Hispanic students and universities who participate in the Hispanic Fund scholarship program.

### [\*\*Hispanic Scholarship Fund\*\*](#)

This site lists scholarships for Hispanic students, including some for undocumented students.

### [\*\*Hope Scholarship\*\*](#)

Information about this scholarship provided by the US Department of Education.

### [\*\*International Scholarships\*\*](#)

Scholarship resource for international students wishing to study abroad.

### [\*\*Lunch Money\*\*](#)

Search for scholarships by state, religion, sport, etc. Some scholarship applications available from this site. Site also includes other financial aid information.

### [Nursing Scholarships](#)

Extensive linked list of scholarships for the nursing profession.

### **ROTC**

Information for students interested in obtaining Reserve Officer Training Corps scholarships from the [Army](#), [Navy](#), or [Air Force](#).

### [Scholarship Hunter](#)

A free comprehensive scholarship and contest search site that does not require a student to enter large quantities of personal information.

### [Scholarship Page](#)

The creator of this site started by looking for electrical engineering scholarships for himself, but has expanded to many other majors. Also included are scholarships grouped by gender, heritage, state, and membership in organizations.

### [\\*Scholarship Resource Network](#)

Database of over 8,000 programs with a distribution level of over 150,000 awards for undergraduate and postgraduate students worth a total of more than \$35 million. This database also includes student loan forgiveness programs for those who have graduated from college and need alternatives for repayment.

### [Scholarship Scams](#)

Site run by the Federal Trade Commission that helps students and parents avoid unethical scholarship database providers.

### [\\*Scholarships.com](#)

Free college scholarship search & financial aid information resource, connecting students & parents with college funding opportunities.

Create a personal profile & the search will match you to the database of college scholarships. Search results include scholarship summaries & a custom application request letter.

### [Venture Scholars](#)

Program in order to increase the number of traditionally underrepresented students entering science and math-based careers. The Ventures Scholars Program has identified high-achieving African-American, Black, Latino, Hispanic, and Native American students from their PSAT scores and has provided them with recognition and information to increase their chances of pursuing careers in medicine and the allied health professions, science, engineering and mathematics. This has been accomplished by partnering with a consortium of undergraduate and professional institutions nationwide and providing opportunities for these institutions to recruit, enroll, and prepare targeted students for these professions.

### [\\*Wired Scholar](#)

Additional Internet Sources have been used and or recommended throughout the handbook. No site address or name has been deleted or modified intentionally.