

2023-2024

THE WINSTON SCHOOL SAN ANTONIO

SENIOR HANDBOOK

PREPARED BY
TONI SCHEXNYDER | ASSOCIATE DEAN OF COLLEGE COUNSELING

TABLE OF CONTENTS

▪ C&C Calendar - Fall	1
▪ C&C Calendar - Spring	2
▪ Senior Year - Fall Timeline	3
▪ Senior Year - Spring Timeline	4
▪ Using SCOIR	5
▪ Winston C.A.R.E.S.	6
▪ High School vs. College	7
▪ IDEA vs. ADA	8
▪ College Admission Types	9
▪ Applications for Students with Learning Differences	10
▪ Other Post-Secondary Options	11
▪ Successful Scholarship Apps	12
▪ Sample Resume - College	13
▪ Sample Resume - Career	14
▪ Avoid These Resume Mistakes	15
▪ Avoid These Interview Fashion Blunders	16
▪ Common Interview Questions	17
▪ Message from the Associate Dean of College Counseling.....	18

*"Your education is a dress rehearsal for a life that
is yours to lead."
—Nora Ephron*



2023-2024

C&C CALENDAR - FALL

SEPTEMBER

- **COLLEGE APPLICATION WORKSHOP:** September 6 @ 6:00 p.m.
- **ACT:** September 12-15 (for those qualified for on-campus testing)

OCTOBER

- **COLLEGE APPLICATION WORKSHOP:** October 18 - 6:00 to 7:00 p.m.
- **SAT SCHOOL DAY:** October 11 (& 12 for certain accommodations)

NOVEMBER

- **SA PRIVATE & INDEPENDENT SCHOOLS COLLEGE FAIR:** November 6
 - 6:30 to 8:30 p.m. @ Antonian High School
- **WSSA COLLEGE FAIR:** November 9 @ 9:15 a.m.

DECEMBER

- **JOB SHADOWING CAREER FAIR:** December 11 @ 8:30 a.m.
- **FAFSA APPLICATION OPENS:** TBD
- **FAFSA WORKSHOP:** TBD (dependent on application opening date)

LOR & TRANSCRIPT REQUEST DEADLINES

- **FOR APPS DUE 11/1:** October 6
- **FOR APPS DUE 11/15:** October 18
- **FOR APPS DUE 12/1:** November 3

****Transcripts are requested by adding a college to your "applied" list on Scoir after submitting your application.****



2023-2024



C&C CALENDAR - SPRING

JANUARY

- **LIFE AFTER WINSTON:** January 4 @ 7:00 p.m.

FEBRUARY

- **BETA & NHS INDUCTIONS:** February 7 @ 6:45 p.m.
- **ACT:** February 13-16 (for those qualified for on-campus testing)

MARCH

- **SAT:** TBD

APRIL

- **ACT:** April 23-26 (for those qualified for on-campus testing)
- **SAT SCHOOL DAY:** TBD

MAY/JUNE

- **SENIOR CELEBRATION LUNCHEON:** May 3 @ 12:00 p.m.
- **MS & US AWARDS:** May 15 @ 12:00 p.m.
- **BACCALAUREATE & GRADUATION REHEARSAL:** May 17 @ 8:00 a.m.
- **BACCALAUREATE:** May 17 @ 7:00 p.m.
- **GRADUATION:** May 18 @ 10:00 a.m.

LOR & TRANSCRIPT REQUEST DEADLINES

- **FOR APPS DUE 1/15:** December 8
- **FOR APPS DUE 2/1:** January 10
- **FOR APPS DUE 2/15 OR LATER:** January 26

SENIOR YEAR

FALL TIMELINE

SCOIR

- Input your extracurriculars and awards for teacher reference
- Add your colleges to your "applying" list on Scoir.
- Request Letters of Recommendation (at least 3 weeks before needed).
- When you submit an application, move the college to the "applied" list.
 - *This will prompt Mrs. Schexnyder to send your application documents.*
- When you receive acceptance to a college, list that school as "accepted".
- When you decide on a college, list that school as "attending".

APPLICATIONS

- College Application Checklist Template (in Google Classroom)
- Each college will designate one of the following methods for application: [ApplyTexas](#), [Common App](#), or a school-specific application
- WSSA College Application Workshop: September 6, 2023 @ 6:00 p.m.
- Set up a meeting with Mrs. Schexnyder if you need help!
- Make sure to submit ACT/SAT scores at least 6 weeks before the college's deadline (if needed).
- Applying for scholarships? Make sure you track your deadlines.
- Need to search for outside scholarships? [FastWeb](#) and [Scholarships.com](#) are great resources.
- Make sure to review all applications with a parent/guardian!

AFTER SUBMITTING COLLEGE APPLICATIONS

- Make sure to log in to your student portal (college-provided) to make sure that all of your application documents are received.
- *After being sent, it usually takes 2-3 weeks for colleges to process your documents.*
- If you are accepted into a college or offered a scholarship, don't forget to **RECORD YOUR ACCEPTANCE/AWARD ON SCOIR** (and tell Mrs. Schexnyder)!

SENIOR YEAR

SPRING TIMELINE

CONTINUE TO MONITOR APPLICATIONS

- Make sure to log in to your student portal (college-provided) to make sure that all of your application documents are received.
 - *After being sent, it usually takes 2-3 weeks for colleges to process your documents.*
- If you are accepted into a college or offered a scholarship, don't forget to **TELL MRS. SCHEXNYDER** by changing your status on Scoir and filling out the Scholarship offer form!

AFTER CHOOSING A COLLEGE

- Once you have decided on your college, you will need to register for housing and orientation. Most housing is first-come-first-serve, so the earlier you register, the better chance you have of reserving your first-choice housing.
- **TSI Testing:** If you are attending college in Texas, you may need to take the TSI. If you do, you should take the test at the college that you have chosen to attend. Contact that school to determine the best time to complete the exam.

PREPARE FOR GRADUATION

- Fall semester: Order invitations (Balfour will come to school)
- March/April: Send invitations (Balfour will deliver to school)
- April: Make sure to purchase appropriate clothing (will be addressed in a meeting)
- Make sure to keep your grades up and complete your community service!

AFTER GRADUATION

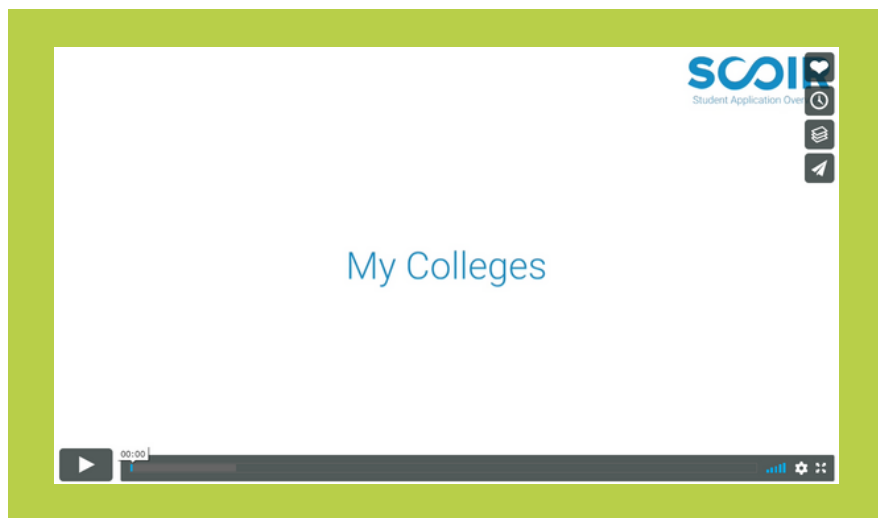
- Mrs. Schexnyder will send final transcripts to your school of choice after graduation (if classes are passed and all bills are paid).
- You will set up a time to pick up a folder with copies of our unofficial and official transcripts and your diagnostic testing for your personal records.
- Monthly Winston CARES messages via WhatsApp will start after graduation!

TRANSCRIPTS AND LETTERS OF RECOMMENDATION USING SCOIR

MANAGING "MY COLLEGES"

After submitting your application, adding a college to "applied" will prompt Mrs. Schexnyder to send your transcript.

CLICK
HERE!



REQUESTING LETTERS OF RECOMMENDATIONS

CLICK
HERE!



PLEASE MAKE SURE TO SUBMIT TRANSCRIPT AND LETTER OF RECOMMENDATION REQUESTS BEFORE OR BY THE DEADLINES LISTED ON PAGES 2 & 3 OF THIS HANDBOOK.

Winston CARES

Alumni College & Career Support Program

Program Outline

ENROLLMENT:

- Upon graduation, new alumni are automatically enrolled in the Winston CARES program.
- Alumni can opt out when they are ready to navigate college or their career on their own.
- Alumni will be transitioned out of the program 6 months after college graduation (if they have not opted out prior to that date) or if they do not respond to 6 months of Winston CARES communications.

PARTICIPATION:

- The level of support provided by the Winston CARES program can be personalized based on individual needs.
- Alumni can request one-on-one meetings with the College & Career Coordinator, if needed.
- Alumni will be considered as "participating" in the Winston CARES program if they respond to one or more of CARES communications per month.

COMMUNICATION:

- Monthly check-ins with alumni will be conducted via WhatsApp.
- Monthly "CARES Calls" will be hosted via Google Meets.
- To request a one-on-one meeting with the College & Career Coordinator, alumni should use the "request a meeting" link on the CARES resource page.

All communication requesting services provided by the Winston CARES program should be sent by alumni to the Associate Dean of College Counseling via WhatsApp.

As per FERPA regulations, Mrs. Schexnyder cannot disclose any information about a participant's academics to their parents, nor can she contact a college on behalf of or inquiring about a participant.

HIGH SCHOOL VS. COLLEGE

- > Your time is usually structured by others
- > You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities
- > Teachers remind you of your incomplete work
- > Teachers have been trained in teaching methods to assist in imparting knowledge to students
- > Teachers often take time to remind you of upcoming assignments, tests, and due dates
- > Testing is frequent and covers small amounts of information. Test reviews are typically provided
- > Consistently good homework and participating grades can "save" you if your test/essay grades are not strong
- > Guiding principle: "Effort Counts. "Courses usually reward "good faith effort"

- < You manage your own time
- < Guiding Principle: You are old enough to take responsibility for what you do and don't do as well as the consequences of your decisions
- < Professors may not remind you of your incomplete work
- < Professors are experts in their field and may not have training in teaching methods and best practices
- < Professors expect you to read and follow the course syllabus to remember assignment due dates and exams
- < Testing is less frequent and covers large amounts of information. You are responsible for creating your test review
- < Test and essay grades usually count for the majority of the course grade. In fact, some courses do not have homework grades
- < Guiding Principle: "Results count". Though effort is important, it will not substitute for results in the grading process

IDEA VS. ADA

> Individuals are entitled to a free and appropriate education in the "least restrictive environment"

> Services are automatically provided to the student by the school

> Counselor advocates on behalf of students and assist with development of accommodations plan

> Teachers receive a copy of accommodations plan and specific information about disability

> Teachers will sometimes give leniency in grading to help student "move on"

> Educational/psychological testing is provided by the school/district

Students compete for admission and must be "otherwise qualified" to enter college, without consideration of disability <

Services are provided by the school IF the student seeks them out <

Students advocate - No accommodations plan is created, but an outline of approved accommodations is provided <

Professors are given outline of accommodations, but not specific information about disability <

Students with disabilities are graded by the same standard as other students <

Students are responsible for making sure that their testing is up-to-date <

Law of Entitlement
Guarantees **SUCCESS**

Civil Rights Law
Guarantees **ACCESS**

DEFINITIONS OF ADMISSION TYPES

NON-RESTRICTIVE APPLICATION TYPES

Students are not restricted from applying to other institutions and have until May 1 to consider options and confirm enrollment.

Regular Decision: Students submit an application by a specific date and receive a decision in clearly stated amount of time.

- *COMMITMENT*: non-binding

Rolling Admission: Institutions review applications as they are received and send admission decisions throughout the admissions cycle (usually within 4-6 weeks of submitting application).

- *COMMITMENT*: non-binding

Early Action: Students apply early and receive a decision well before the institution's regular response date.

- *COMMITMENT*: non-binding

RESTRICTIVE APPLICATION TYPES

These plans have restrictions or are binding. Students are responsible for researching and following restrictions.

Early Decision: Students make a commitment to their first-choice institution where, if admitted, they **MUST** enroll. The application deadline occurs early (usually October 15 or November 1).

- *COMMITMENT*: **BINDING**

Restrictive Early Action: Students apply early and receive a decision early. They may be restricted from applying ED, EA, or REA at any other institutions. If admitted, they have until May 1 to decide on enrollment.

- *COMMITMENT*: non-binding

WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

COLLEGE APPS FOR STUDENTS WITH LEARNING DIFFERENCES

DISCLOSURE

There is no reason not to disclose that you have a learning difference. In fact, that information may help colleges get a better overall picture of you as a student. Talking about how you have navigated high school with a learning difference can even be a positive aspect of your application!

DOCUMENTATION

As a general rule, you will not send your diagnostic testing and accommodation plan to colleges along with your application (except in certain circumstances, i.e. Schreiner). Most students will need to send/take their testing and accommodation plan to the school when they schedule a meeting with the college's disabilities services office. Your testing and accommodation plan should be current, usually within three years of applying.

THE ESSAY

College admission essays may require more work for students with learning differences than for others. Working hard on this essay and getting it to where you want it to be is *totally* worth it, though! Students who want to make their learning differences known prior to admission may find that the essay is a good place to address your challenges and the strategies you've learned to help you navigate your education.

EXTRA APPLICATIONS

Colleges with structured programs for students with learning differences may require separate applications for admissions and the learning services program. These applications usually ask students to explain the services they receive in high school. They are also (typically) asked to write an essay articulating their strengths and weaknesses and their general learning style. The application, essay, testing, and (sometimes) an interview can help the school decide if the student would benefit from the service.



OTHER TYPES OF POST-SECONDARY OPTIONS

TRADE SCHOOLS

A trade school is a post-secondary educational institution designed to train students for a specific job in a skilled trade career through hands-on learning.

- Plumbers
- Electricians
- Heating/Air Conditioning
- Cosmetology
- Automotive Mechanics

MILITARY

There are many benefits to joining the military including skill development, job training, competitive pay, money for college education, leadership opportunities, retirement benefits, etc.

Military members can use benefits like the GI Bill, on-base college campuses, post-graduate scholarships, etc.

BRANCHES OF THE MILITARY

- Army & Army Reserve: The dominant land power - guards U.S. installations and properties throughout the world
- Air Force & Air Force Reserve: The nation's source of air and space power
- Marine Corps & Marine Corps Reserve: Known as the nation's rapid-reaction force
- Navy & Navy Reserve: Secures and protects the oceans around the world
- Coast Guard & Coast Guard Reserve: Conducts rescues, law enforcement, and drug prevention on domestic waterways
- Air National Guard: A separate reserve force of the U.S. Air Force
- Army National Guard: An elite group of soldiers who dedicate a portion of their time to serving the country - each state has it's own Guard

ON AVERAGE, INDIVIDUALS WHO HAVE COMPLETED POST-SECONDARY EDUCATION EARN 28% MORE THAN A HIGH SCHOOL GRADUATE.

TIPS FOR SUCCESSFUL SCHOLARSHIP APPLICATIONS

APPLY FOR EVERYTHING YOU CAN

COMPLETE APPLICATIONS IN FULL

FOLLOW DIRECTIONS PRECISELY

LEAVE AN IMPRESSION WITH YOUR ESSAY

ASK FOR HELP IF YOU NEED IT

MAKE A COPY OF THE APPLICATION

REVIEW BEFORE YOU SUBMIT

DON'T MISS THE DEADLINE!

WATCH YOUR EMAIL FOR UPDATES

Scholarship Search Websites

www.fastweb.com

www.scholarships.com

www.careeronestop.org



SAMPLE RESUME - COLLEGE



High School Student Sample Resume (for College)

FirstName LastName

6 Pine Street, Arlington, VA 12333

home: 555.555.5555

cell: 566.486.2222

email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia
2006 – 2010

Experience

Sales Associate, The Retail Store

June 2008 – Present (# of hours per week)

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care

2007 – Present (# of hours per week)

- Provide child care for several families after school, weekends and during school vacations.

Pet Sitter

2006 – 2008 (# of hours per week)

- Provide pet sitting services including dog walking, feeding and yard care.

Achievements

- National Honor Society: 2008, 2009, 2010
- Academic Honor Roll: 2006 - 2010

Volunteer Experience

Big Brother / Big Sisters (# of hours)

Arlington Literacy Program (# of hours)

Run for Life (# of hours)

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

ApplyTexas and Common App have portions of their applications where you can enter this information.

SAMPLE RESUME - CAREER



High School Student Sample Resume (for Career)

FirstName LastName

6 Pine Street, Arlington, VA 12333

home: 555.555.5555

cell: 566.486.2222

email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia

2006 – 2010

Experience

Sales Associate, The Retail Store

June 2008 – Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care

2007 - Present

- Provide child care for several families after school, weekends and during school vacations.

Pet Sitter

2006 - 2008

- Provide pet sitting services including dog walking, feeding and yard care.

Achievements

- National Honor Society: 2008, 2009, 2010
- Academic Honor Roll: 2006 - 2010

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Other Skills: *optional section*

- Other languages spoken
- Trainings, certifications, etc.

Google Docs has great templates to use to make your resume more aesthetically pleasing.

AVOID THESE

RESUME MISTAKES

SPELLING/GRAMMAR MISTAKES

You don't gain anything by getting these things right, but you can lose a lot by getting them wrong. Use spell-check but don't solely rely on it. It won't catch everything, so make sure to review your resume and even have someone else review it too.

TOO DUTY-ORIENTED

Your resume should not repeat buzzwords in the job description. It should highlight your accomplishments and extra skills.

INNACCURATE OR MISSING CONTACT INFO

The main reason for submitting a resume is to get a phone call for an interview. How can someone contact you if your information is innacurate or missing? Be sure that your resume has your name, phone number, email address, and street address listed.

LONG RESUMES OR PARAGRAPHS

Hiring managers read a lot of resumes, so if yours is too long, they will skip over it. Format your resume to focus on the skills and accomplishments that apply to the job you are applying for and keep it concise.



AVOID THESE INTERVIEW FASHION BLUNDERS

LET THEM SEE YOU, NOT SMELL YOU

When it comes to perfume or cologne, less is best. Make sure that you have showered and smell fresh, but not like a flower garden or pine forest.

YOU DON'T NEED TO BE "INSTA" READY

An interview is a great time to show off your "no-makeup" makeup skills. Wearing too much makeup can be distracting and look unprofessional.

BUSY, BUSY, BUSY!

If you wear a printed shirt or dress, make sure that the print isn't too busy. Also, make sure that any jewelry you wear isn't too large or loud. You want the interviewer to be focused on you!

MESSY HAIR, DON'T CARE

Avoid "extreme" hairstyles and colors, bedhead, hair hanging in your eyes, and other "I don't care" looks. Make sure that your hair is washed and neatly styled to help you look your best.

THIS ISN'T THE CLUB OR THE COUCH

If you would wear an outfit for a night out or a day of binge-watching your favorite show, it's not the right outfit for an interview. Make sure that your clothes aren't too revealing and that you don't look more casual than the company's employees.



20 MOST COMMON

INTERVIEW QUESTIONS

- What are your strengths?
- What are your weaknesses?
- Why are you interested in working for us?
- Where do you see yourself in 5-10 years?
- What can you offer us that others can't?
- What accomplishment are you most proud of?
- Tell me about a time you made a mistake and how you fixed it.
- Tell me about a time that you worked with others.
- Why should we hire you?
- What are your salary requirements?
- Tell me about a time that you went above and beyond the requirements for a project.
- What motivates you?
- How do you handle pressure?
- Tell me about a time you solved a conflict or problem at work.
- Are you a leader or a follower?
- What are some of your leadership experiences?
- How would you deal with an upset client?
- Describe yourself.
- What would you like to accomplish in your first 30-60 days in this position?
- What questions do you have for me?

A MESSAGE FROM THE **ASSOCIATE DEAN OF COLLEGE COUNSELING**

Congratulations! You have made it to your senior year. Now is the time for you to take your future into your own hands. Your parents and I will be here to help guide you, but the process you are about to jump into is your own. This is an exciting (and, yes, sometimes scary) time in your life and my hope for you is that you savor every moment of it. One of the most important things that I've learned in my life is that we all make mistakes, and that's okay. The true test of your character is how you pick yourself back up and learn from them. The great thing is, you've got people around who will help you navigate the new road that you're on. Enjoy your journey. The best is yet to come!

- Mrs. Schexnyder



MRS. SCHEXNYDER'S CONTACT INFORMATION

- Email: tschexnyder@winston-sa.org
 - (best way to contact)
- Remind

THE WSSA HONOR CODE

"I will be honorable, respect my peers and myself, learn from my mistakes, strive for academic excellence, and serve my school and the community to the best of my ability."



*“I encourage you to live with life. Be courageous,
adventurous. Give us a tomorrow, more than we deserve.”
—Maya Angelou*

