

# Academic Planning

FACT  
SHEET

BE SURE TO  
CHECK THE  
ACCURACY  
OF YOUR  
TRANSCRIPT.

ALWAYS KEEP  
YOUR MOST  
RECENT  
TRANSCRIPT  
IN YOUR FILES.  
YOU MAY NEED  
TO REFER TO IT  
OFTEN.

## WHAT YOU NEED TO KNOW

### TRANSCRIPTS

Your high school transcript is a complete record of the classes you have taken, along with the grades you received in those courses. You will be required to send in a high school transcript at some point in most every college application.

#### Where do I find my transcript?

Most high school counseling offices or school business offices will include a registrar who can provide you with either an official or unofficial transcript. If you are just requesting a copy for your review and records, then an “unofficial” copy is fine. However, if you are asked to send a copy to college admissions offices or for scholarship applications, you will need to request an “official” copy from the registrar or your high school counselor.

#### When do I send my transcript?

College applications will state if they would like a copy of your transcript at the time of application. Schools that use the Common Application (see the TRACK IT! College Applications unit) will allow school counselors to upload your transcript when they electronically send your secondary school report. Do not assume that your counselor will send your transcript – if in doubt, make a request.

Some colleges will ask you to build your transcript on the application and send in your official transcript at the end of senior year to validate your data. Remember that your academic accomplishments are typically the most important criteria in college admissions, so be sure to be accurate when completing applications – that means include all classes, grades and an accurate GPA when asked.

Some high schools charge a small fee to print and send official transcripts.  
*Be sure to request your transcript at least two weeks prior to the due date.*

After every grading period, it is important to check your transcript for accuracy. It may be virtually impossible to petition for a grade change two years later! Make sure that any classes you have taken through your school district in the summer are also included on your final transcript. Request a transcript from online organizations and colleges that you have attended during high school as well.

# ACADEMIC PLANNING

KEEP UP THE  
MOMENTUM TO  
FINISH OFF YOUR  
SENIOR YEAR!

## Curriculum Guide

The first task that every freshman in high school should do prior to the first day of school is to locate the curriculum guide for their school. This document will list all of the classes that are offered by the school, class descriptions, graduation requirements, prerequisites, and any other pertinent information. The curriculum guide can usually be found on the school website. If you don't see it there, request it from the counseling office.

Once you are armed with your curriculum guide, proceed to mapping out a four-year academic plan for yourself. Consider not only the requirements, but reflect upon your goals. If you love art, perhaps take a few electives in the art department during high school. If you excel at science, consider registering for an extra science class at a local community college or an approved online course. If you really take control of your academic planning, you will likely be more engaged in a purposeful high school experience.

Be sure to revisit your Four-Year Academic Plan (see the worksheet in this unit) each year to revise it as needed. For example, if your Honors English class was a breeze for you in sophomore year, consider taking an AP English class your junior year!

## Advanced Courses

It is wise to consider the advanced courses that your high school offers. Admissions officers like to see that students are challenging themselves when appropriate. Many schools offer Honors classes, Advanced Placement (AP) courses, or International Baccalaureate (IB) Programs that provide an opportunity to take college level classes. You will typically receive an extra point on your GPA for mastering advanced level courses. In addition, many colleges will give college course credit if you score well on the final, official test.

## Grade Point Average

The majority of colleges consider a student's high school GPA as one of the top criteria in admission decisions. It is important to understand this statistic, and learn how to validate it throughout your high school years to ensure accuracy. A GPA is an average of all the grades you have received in the courses you have completed during high school. GPAs are based on how your school awards grades. Some schools use a 4.0 point system where each "A" is worth four points and each "B" is worth three points, and so on. Other schools may use a 100 scale, with 100 being an A+. Each college you apply to may desire a different GPA calculation. Here are the most common ways to calculate your GPA:

**Overall 9-12, un-weighted GPA:** this GPA includes all coursework taken during all years in high school. It includes P.E., health and other non-college prep electives. Give each grade received in a course a point value (A = 4, B = 3, etc.) and add up all grades. Divide this number by the total number of grades you have earned.

**GPAS CAN BE CALCULATED MANY WAYS! CHECK EACH COLLEGE TO SEE HOW THEY CALCULATE FOR ADMISSIONS PURPOSES.**

**Overall 9-12, weighted GPA:** this GPA is similar to the calculation listed above, except that for each AP or IB course (also, some honors courses will be given extra weight – check with your high school to see if this is the case.) you can add an additional point to each grade. For example, a 'B' received in an AP or IB English course is worth 4.0 points instead of the usual 3.0 points. Likewise, an 'A' received in an AP or IB class is worth 5.0 points instead of the usual 4.0 points. Assign point values to each of your grades, add them all up and then divide by the total number of grades.

There are several other variations colleges might use in their admission decision. Some colleges will only include college preparatory or academic courses in the GPA calculation. Or may choose to only use grades from 10th - 12th grades.

**ALWAYS check the GPA calculation policy before you begin the application process. It is wise to understand and calculate your GPA after each grading period to be sure your high school hasn't inadvertently made a mistake in the calculation; it is easier to correct a mistake right after the grading period, rather than waiting a year or two.**

## STEP OUTSIDE THE BOX:

**There are many ways to learn! Gain new skills or discover new interests with these creative learning experiences:**

- Community College Courses (3 units or more are typically transferrable and weighted by colleges!)
- Online courses and MOOCs -Massive Open Online Courses (many are free!): Coursera, Udacity, MIT Open Courseware and EdX are a few options.
- Ted Talks - Keep a list of Ted Talks you've listened to - it might come in handy on a college application.
- For those interested in coding, the internet is full of fantastic, free coding courses!
- Follow blogs, websites, and elists on topics of interest.

*Even if the experience doesn't give you a GPA boost, you are demonstrating a love of learning!*

Notes:



# Roadmap to Success Worksheet:

**WORK  
SHEET**

\_\_\_\_\_’s Four-Year High School Academic Plan

SUBJECT	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
<b>HISTORY/SOCIAL SCIENCE</b> 2 YRS. REQUIRED, 3 YEARS RECOMMENDED: 1 YR. US HISTORY, 1 YR US GOV/ ECON, 1 YR. WORLD CULTURES OR GEOGRAPHY				
<b>ENGLISH</b> 4 YRS. REQUIRED: COLLEGE PREPARATION COURSES				
<b>MATHEMATICS</b> 3 YRS. REQUIRED – 4 RECOMMENDED: COLLEGE PREPARATION COURSES BEGINNING WITH ALGEBRA 1				
<b>LAB. SCIENCE</b> 2 YRS. REQUIRED – 3 RECOMMENDED: 1 YR. PHYSICAL SCIENCE AND 1 YR. BIOLOGICAL SCIENCE				
<b>LANGUAGE OTHER THAN ENGLISH</b> 2 YRS. REQUIRED – 3 RECOMMENDED: 2 YEARS (SAME LANGUAGE)				
<b>VISUAL &amp; PERFORMING ARTS</b> 1 YR. REQUIRED				
<b>OTHER REQUIREMENTS</b>				
<b>COLLEGE PREP ELECTIVES</b> 1 YR. REQUIRED				
<b>High School requirements:</b> <b>HEALTH/DRIVERS ED</b> PE 2 YEARS <b>TECHNOLOGY ELECTIVE</b> 1 YEAR				

This Curriculum worksheet is based on the average coursework requirements of most colleges. Remember to check the requirements for the specific schools in which you are interested.

Notes:

