



**Woodrow Wilson High School
College Advising Handbook
2024-2025**

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Meet Your Advisors

Ms. Pennybacker | Blue Team | RA-Z (Mondays 9-1)

wpennybacker@aspdallas.org

- Graduated from Hamilton College in 2019
- Majored in History and Russian Studies



Mr. Hate | Pink Team | DOB - LON (Tuesdays 9-1)

jhate@aspdallas.org

- Graduated from UT Arlington in 2021
- Majored in Marketing and Management



Ms. Cer | Yellow Team | LOP-PR (Wednesdays 9-1)

mcer@aspdallas.org

- Graduated from the University of North Texas in 2019
- Majored in Psychology and Minored in Sociology and Human Development & Family Science



Ms. Turner | Purple Team | A-DIX (Thursdays 9-1)

vturner@aspdallas.org

- Graduated from the University of North Texas in 2022
- Majored in Journalism/Public Relations and Anthropology



Understand ASP

ASP stands for Academic Success Program. We are a full-time, comprehensive, complimentary college advising service for all Woodrow Wilson HS students. ASP Advisors provide the following services:

1. Underclassman planning
2. College selection
3. Application building
4. Essay writing
5. Financial aid completion (FAFSA, CSS Profile)
6. Scholarship completion
7. Dallas ISD graduation requirement assistance

During school hours, find your ASP Advisors in Portable 6. After school, find us on [Remind](#), [Google Classroom](#), and Instagram @aspwwhs!

All documents (FAFSA Confirmations, Acceptance Letters, Financial Aid Letters, Scholarship Notifications) MUST BE SENT OR FORWARDED TO aspwwhsdocuments@gmail.com

College Timeline | [ASP Public Calendar](#)

August-September

1. College Application Season begins!
2. Students should:
 - a. Set up an account on Scoir <https://app.scoir.com> (DO NOT CREATE YOUR OWN ACCOUNT. If you cannot sign in to Scoir using your Dallas ISD credentials, see an ASP Advisor for account activation.)
 - b. Join ASP Remind @aspwwhs25
 - c. Join ASP Google Classroom with code 5UW62XA
 - d. Create an account on CommonApp <https://www.commonapp.org/>
 - e. Request recommendation letters from two academic teachers and give a completed copy of the Teacher Rec Letter Survey (on Google Classroom) at least one month prior to your earliest deadline
 - f. Request counselor recommendation letter from an ASP Advisor and fill out the Counselor Rec Letter Survey (on Google Classroom)
3. Important dates & deadlines:
 - a. 9/10 ASP SAT Prep Start Date
 - b. 9/13 ASP Ambassadors President Application Deadline
 - c. 9/14 ASP College Kick-off at WT White High School
 - d. 9/15 Gates Scholarship Deadline
 - e. 9/21 ASP x Davidson Scholars Application Deadline
 - f. 9/26 QuestBridge Scholars Application Deadline

October-November

1. Application season underway
2. Students should:
 - a. Work on College Applications and essays on CommonApp and have them reviewed by ASP Advisors
 - i. *REQUIRED BY DISD*: Two four-year college applications
 - b. Update Scoir with colleges you have applied to by adding them to the Applied column in the My Colleges section
 - c. Create account for FAFSA on <https://studentaid.gov> (NOTE: DO NOT complete FAFSA form at this time)
 - d. Locate parents' 2023 1040 Tax Return to prepare for FAFSA and CSS Profile
 - e. Help parents create accounts for FAFSA on <https://studentaid.gov> (NOTE: PARENTS AND STUDENTS NEED ACCOUNTS!)
 - f. Submit Early Action applications on October 15, November 1, or November 15
 - g. Submit Dallas County Promise Path Form
3. Important dates & deadlines
 - a. 10/15 Early Action Deadline for UT Austin, UNC Chapel Hill, Texas A&M University Engineering

- b. 10/1 CSS Profile Opens
- c. 10/26 UT Austin Showcase (Location TBD)

December-January

1. Application season continues
2. Students should:
 - a. Continue to complete applications and work with ASP Advisors before submission
 - b. Complete FAFSA with assistance from ASP Advisors and forward FAFSA confirmation email to aspwwhsdocuments@gmail.com
 - c. **Check email** for communications from colleges and **set up college portals** according to email instructions from colleges.
 - d. Update Scoir with colleges you have applied to by adding them to the Applied column in the My Colleges section
 - e. Submit all application materials (essays, etc) for January deadlines to ASP Advisors **before Winter Break**
 - f. Ensure you have completed Dallas County Promise Path
3. Important dates & deadlines
 - a. 12/01 2025-2026 FAFSA Opens
 - b. 12/01 Texas A&M University and University of Texas FINAL deadlines, scholarship deadlines for **most** Texas public universities
 - c. 12/01 Dell Scholarship Deadline (AVID)
 - d. 12/01 Ron Brown Scholarship Deadline
 - e. 12/01 UVA Jefferson Scholarship Deadline

February-May

1. College decisions and award letter season begins
2. Students should:
 - a. Submit or forward all college acceptance letters and financial aid letters to aspwwhsdocuments@gmail.com (MAKE SURE EMAIL INCLUDES YOUR NAME!)
 - b. Update My Colleges on Scoir with acceptances and denials
 - c. Meet with ASP Advisors to review acceptances, financial aid, and college decisions
 - d. Complete FAFSA verification (if applicable)
 - e. **Check Remind for important dates & deadlines**

Advisor Meeting Guidelines

This year, in order to focus on reaching the entire senior class, ASP will be limiting our “open office” hours. Instead, we will be actively retrieving students from class on a weekly basis.

Walk-in Meetings*

Walk-in meetings for any college task are available to all students Monday thru Thursday from 1:00 to 4:30. At any other time, your ASP Advisors will be working with students and campus staff in other capacities, so will not be available for walk-in meetings. Please come to walk-in appointments with specific college-related tasks that you want to accomplish. **Keep in mind that walk-ins are first-come first-served, BUT your ASP Advisors will prioritize students with the most pressing deadlines.**

***Our walk-in schedule is subject to change due to student feedback. Please check the digital version of the handbook, Google Classroom, Instagram, or Remind for the most up-to-date information.**

Parent Meetings

Parent meetings are available on a walk-in basis on Tuesdays and Thursdays from 1:00 to 4:30. If a parent would like to reserve a specific time, please contact Ms. Pennybacker at wpennybacker@aspdallas.org.

After-Hours Guidelines

ASP realizes that the college application process is stressful and time-consuming. In order to provide you with the highest-quality advising that we can, ASP Advisors will be available on Remind and by email until 6:00pm on Monday through Thursday, and until 5:00pm on Friday. On major deadline days, ASP advisors will be available until 9:00pm. **If you contact us after these times, please expect a response on the following weekday.**

NOTE ABOUT EXCEPTIONAL CIRCUMSTANCES

We understand that life happens. If you believe that you will need assistance that does not fall within the above guidelines, please speak with an ASP Advisor. Our goal is to assist you, so we will accommodate your schedule as much as possible.

College Documents & Review Deadlines

Transcripts

Transcripts, fee waivers, letters of recommendation, secondary school reports, and all other college documents are submitted through **SCOIR**. If you need one or all of these documents sent, please make sure you have (1) submitted your application and (2) signed your fee waiver and (3) added your college to the Applied column in the My Colleges section of Scoir.

Test Scores (TSI, ACT, SAT)

1. TSI scores need to be sent by YOU. To do this, log in or create an account on Greenlight Locker <https://greenlightlocker.com/> When you log in, you should see your TSI scores, and can easily share them with your college. If you did not receive a college-ready TSI score, please see your ASP Advisor.
2. SAT scores need to be sent by YOU. To do this, log in to CollegeBoard and send your desired SAT Score. See ASP for assistance or fee waiver assistance.
3. ACT scores need to be sent by YOU. To do this, log in to myACT and send your desired ACT Score. See ASP for assistance or fee waiver assistance.

Rec Letters

Rec letters are sent through Scoir. You can request rec letters from teachers on Scoir, or instruct teachers to email their letters to Ms. Pennybacker (wpennybacker@aspdallas.org) or to the Documents email (aspwwhsdocuments@gmail.com). **DO NOT ADD RECOMMENDERS ON COMMON APP.**

COUNSELOR LETTERS OF RECOMMENDATION ARE WRITTEN BY ASP. If you need a Counselor Letter of Rec, please submit your Counselor Rec Letter Survey on Google Classroom at least 10 days prior to your deadline.

Essays

Please share your essays GOOGLE DOCS with the ASP team. Give each advisor an 'Editor' Role. If you need help brainstorming, please come in to discuss the essay with an ASP Advisor.

If extensive review is needed, essays must be submitted to ASP at least **10 days prior to your deadline.**

Submission dates according to common deadlines:

- a. For a deadline of October 15, submit essays by Friday, October 4
- b. For a deadline of November 1, submit essays by Tuesday, October 22
- c. For a deadline of November 15, submit essays by Tuesday, November 5

- d. For a deadline of December 1, submit essays by Thursday, November 21

If a light review (grammar, etc.) is needed, essays must be submitted to ASP at least **5 days prior to your deadline.**

Submission dates according to common deadlines:

- e. For a deadline of October 15, submit essays by Thursday, October 10
- f. For a deadline of November 1, submit essays by Monday, October 28
- g. For a deadline of November 15, submit essays by Monday, November 11
- h. For a deadline of December 1, submit essays by Tuesday, November 26

THESE DEADLINES ARE FIRM. ASP Advisors need time to effectively review your essays and request meetings with you to discuss them if needed.

FAFSA Confirmations

When you submit your FAFSA, you will receive an email from the Department of Education acknowledging your submission. This email needs to be forwarded to aspwwhsdocuments@gmail.com

NOTE: THIS IS REQUIRED FOR GRADUATION.

College Acceptances

Colleges will notify you of their decisions in a variety of ways. You may receive an email or physical mail to your address. Please forward all emails to aspwwhsdocuments@gmail.com and submit photos or pdfs of physical acceptances to aspwwhsdocuments@gmail.com. When you receive your decision, remember to update Scoir.

Scholarship Notifications

Colleges and outside organizations will notify you of scholarship awards in a variety of ways. You may receive an email or physical mail to your address. Please forward all emails to aspwwhsdocuments@gmail.com and submit photos of physical scholarship notifications to aspwwhsdocuments@gmail.com. Your email **MUST INCLUDE YOUR NAME.** **NOTE: THIS IS REQUIRED FOR GRADUATION.**

Financial Aid Letters

Colleges may or may not notify you when your financial aid is available. Financial aid letters are dependent on FAFSA submission, which is why it is important to complete FAFSA as early as possible. For some colleges, you need to have your portal set up in advance in order to receive your financial aid. Please keep up with your emails! Please forward financial aid letters

(screenshotted or downloaded from college portal) to aspwwhsdocuments@gmail.com. Your email MUST INCLUDE YOUR NAME. **NOTE: THIS IS REQUIRED FOR GRADUATION.**

College Representative Visits

Throughout the fall and spring semesters, representatives from colleges and universities across the United States will visit Woodrow in order to meet students and share key information about their school.

To RSVP for these visits, please log in to your Scoir Account, click your Profile, and navigate to Events. When you find a visit you are interested in, click the GREEN CHECK MARK to RSVP.

ONLY STUDENTS WHO RSVP WILL RECEIVE A PASS TO ATTEND THE VISIT.

Please stay up-to-date on Remind for information about visit locations.

how to register on scoir

The image shows two screenshots of the Scoir website. The top screenshot is the dashboard, and the bottom screenshot is the 'Visits & Deadlines' page.

Dashboard Screenshot:

- Header: "Good Morning, Tim!"
- Left sidebar: "Find Your College Match Quiz" (Take 2 minutes to find your best fit colleges).
- Center: "Discover Careers" (Take a 5 minute assessment to learn about yourself and what careers are best for you to unleash your full potential).
- Right sidebar: Profile icon with a dropdown menu containing: "View Profile", "Visits & Deadlines", "Compare Colleges", and "Log Out".
- Bottom: "Apply with Scoir" and "View College Messages".

Annotations on Dashboard:

- Red arrow points from the profile icon to the "Visits & Deadlines" link in the dropdown menu.
- Yellow box: "Go to the Visits & Deadlines page by opening the side bar drop down from your profile icon and clicking the Visits & Deadlines link."

Visits & Deadlines Screenshot:

- Left sidebar: "Filters" section with checkboxes for "Application Deadlines", "College Visits", "All Upcoming Visits", "Visits from My Colleges", "Only My Registered Visits", and "Office Hours".
- Center: Calendar view showing visits for June and July.
- Bottom: "Apply with Scoir" and "View College Messages".

Annotations on Visits & Deadlines:

- Yellow box: "Click the register button for the schools and visits you want to attend. Once you click 'register', we can make a pass for you on that day."
- Red arrow points from the yellow box to the green checkmark icon in the "Registered" column of the calendar.

***Update:** the dashboard is now on the left side of the screen but the same directions still apply.

ASP Ambassadors

The ASP Ambassadors is a student-run on-campus organization led by Ms. Turner, and our goal is to improve and foster a positive college-going culture on campus for all students.

The ASP Ambassadors will do tasks as assigned by the advisors, and will assist with events before, after and sometimes during the school day throughout the year.

There will be an elected ASP Ambassador President, Vice President, Secretary, Social Media Manager and Outreach Representative. Secretary, Social Media Manager and Outreach Rep are open to grades 9 - 11. The President and VP are exclusively open to 12th.

Please direct any questions about Ambassadors to vturner@aspdallas.org.

TL;DR & Glossary

TL;DR (Too long; Didn't read)

ASP is your one-stop-shop for college advising. We send transcripts to colleges when you add your college to the Applied column in the Scoir My Colleges section. For in-depth feedback, essays must be submitted at least 10 days before your deadline. When in doubt, walk-in meetings are 1:00-4:30 Monday thru Thursday.

Glossary of Terms

ACT - The ACT is a test used by colleges in the United States to see if students are ready for college. It checks how well students do in four subjects: English, math, reading, and science. The test is run by a group called ACT.

Award Letter - An award letter is a paper that a college sends to students who are accepted. It tells them how much money they can get to help pay for school. This money might come from scholarships, grants, loans, or work-study jobs. The letter shows how much of each kind of aid they get and explains how to say yes or no to the money. This helps students know their choices for paying for school.

CommonApp: The Common Application, or CommonApp, is a special online form that lets students apply to many colleges with just one form. It asks for their personal details, school history, activities, and essays.

CSS Profile: The CSS Profile is a form used by some colleges to decide how much extra money they can give for school. It shows details about a family's money, like income and savings.

EA (Early Action): Early Action is a way to apply to colleges early, usually in November. Students get their answers sooner, often in December, but they don't have to decide right away and can still apply to other schools.

ED (Early Decision): Early Decision is when students apply to a college early and promise to go there if they are accepted. They have to cancel other applications if they are accepted. **This is best for students who are sure they want to attend that college, and who will need a full need-based scholarship to attend.**

FAFSA (Free Application for Federal Student Aid): FAFSA is a form that helps students get money from the government to pay for college. It asks for information about the family's finances. For the 2025-2026 school year, FAFSA will open on December 1, 2024.

Graduation Rate: The graduation rate shows what percentage of students finish their degree on time, like in four or six years. It tells how well a college helps students graduate.

College Portal: A college portal is a website where students, teachers, and staff can find important information about the college. It helps with checking applications, signing up for classes, managing financial aid, and finding campus news.

PSAT: The PSAT is a practice test for high school students in grades 10 and 11. It helps them prepare for the SAT test and can also help them get scholarships.

RD (Regular Decision): Regular Decision is when students apply to colleges by a deadline, usually in January, and get their answers in March or April. They can apply to many colleges and decide later.

SAT: The SAT is a test that checks how ready students are for college by looking at their reading, writing, and math skills. Colleges use the SAT scores to decide on admissions and scholarships. ASP offers free SAT prep every Tuesday at 4:45 starting September 10.

Scoir: SCOIR is a website used by Woodrow Wilson High School and ASP to help with college applications. It tracks applications, helps find colleges, manages documents, and allows students to sign up for college visits.

Transcript: A transcript is a report card that shows a student's grades, courses taken, and GPA. It's used for college applications, scholarships, and sometimes jobs.

TSI (Texas Success Initiative): The TSI is a test for students going to Texas public colleges. It checks their reading, writing, and math skills to see if they are ready for college classes or need extra help.