

# handbook

*by* Handbook Handbook

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**Academic handbook.**

<sup>2</sup>  
Student Full Name

Institutional Affiliation

Course Full Title

Instructor Full Name

Due date

### **Academic handbook.**

It is a special document prepared to give guidelines or instructions within a college or university environment (Stevens & Philips,2017). It is a practical advice for an institution designed to give only accurate and relevant directions on matters to do with the institution regulations, information about degree programmes offered by an institution and what areas a person should be aware of.

#### **The most up to date and accurate information and course admission requirements for each division**

##### **Undergraduate level entry requirement.**

- Demonstrate a high degree of education credibility.
- Acceptable literacy levels.
- At least grade C in GCSE in Mathematics and English.

##### **Masters level entry requirements.**

###### **Academic.**

- A bachelor's degree in a relevant field from a recognized institution.
- Original primary school, high school and degree university certificate.
- Computer literacy.
- Relevant professional experience

###### **English.**

- Competence in English language. English test scores will have to be used to rate the suitability of a student to a certain applied program.

**A glossary of most commonly used words or acronyms.**

Academic: Matters to do with education.

Application: A formal order to be taken into consideration.

Course: This is a program leading to attainment of undergraduate certificate.

Format: The standard structure to be adhered to.

Guide: Set of rules to be strictly followed as action principles.

Register: Put or record certain detailed information in certain organized manner.

Scholarship: Learning at a high level in a university.

Scores: Number of points achieved in a test.

**A step-by-step action plan that any student can follow during the application process.**

To complete the registration process, a person is required to do the following;

- Update their personal information as well as contract on the table.
- Name the programme they wish to apply.
- Choose a specific course and the start date for the course.
- Confirm the legibility to study in U.S.
- Confirm mode of payment of the school fees.
- A link will be sent to proceed with the account creation procedure containing student id, pin as well as the registration process.

**A list of sample scholarships available.**

- Technology courses.

- Business courses
- Communication and media courses.
- Arts and humanities courses
- Exercise and science courses.
- Engineering courses
- Law courses.

#### **Tips for dealing with scholarship contracts.**

- Apply as early as possible. The program is offered in a first come first served basis. The courses are considered highly competitive.
- Check college website for updates. Updates are posted regularly thus for one to be informed they have to regularly check for college website updates.
- Look for alternative scholarship providers.
- Take note of application essay topic.
- Invite someone else to proofread your application.
- Time management skills.
- Apply.

#### **“College board” account creation procedures.**

A person 13 years and over is legible to create a college board account. College board account gives a user access to programmes offered by a particular institution. An individual is required to fill a form on personal information. Available from the collegeboard.org website.

- Click I am a student.
- Fill your general information.
- Create username.

- Complete personal information required.
- Subscribe by ticking the text box on newsletter subscription.
- Complete parental information.
- Agree to terms and conditions and finally verify your email.

**Study techniques and formats for the PSAT, SAT and ACT tests and a guide to understanding their scores.**

**PSAT Tests.**

**Study techniques.**

- Learn PSAT format.
- Set clear PSAT goals.
- Take practices.
- Use past question papers for revision.

**Formats.**

Four areas mainly tested: Reading area, writing and language area, Math test no calculator area and Math test with calculator. The test excludes essay writing work.

**Scores.**

Scores placed in a range of 160 to 760 for math and 160 to 760 for both reading and writing.

**SAT tests.**

**Study Techniques.**

- Pay attention in class.
- Practice on the test.
- Use test booklet correctly.
- Neat work.
- Eliminate incorrect responses.

**Formats.**

SAT consist of five areas to be tested on:

Reading, writing, math (with calculator), math (without calculator and essay writing section which is optional.

**Scores.**

Sat score range is between 400 to 1600.

**CAT test.**

Cognitive Ability Tests are aimed at assessing a child general intelligence at any time.

**Format.**

The area to be tested include: Verbal, non-verbal and quantitative reasoning,

**Scores.**

CAT scores range from 60 to 140.

**A guide to understanding GPA averages.**

Grade Point Average is an important area that is mainly considered when someone wants to enroll to aa master's program. It is a number that determines whether a person is legible for a master's program or not. GPA scale is between 1.0 to 4.0. The number scored by an individual assesses the potential of someone meeting some specific program expecting shows the score attained at each

specific time of the school calendar. GPA Tend to change based on the grade distribution throughout the year.

### **Reference**

Stevens., & Philips. (2017). "A handbook. "Experimental Psychology.

# handbook

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## ORIGINALITY REPORT

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4%

SIMILARITY INDEX

3%

INTERNET SOURCES

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PUBLICATIONS

3%

STUDENT PAPERS

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## PRIMARY SOURCES

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1

Submitted to Mesa Public Schools

Student Paper

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2

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