

NAZARETH

REGIONAL HIGH SCHOOL



College Process

Guidance Office
Ms. Dove (718) 763-1100 X246

THE COLLEGE SELECTION PROCESS TIMELINE JUNIOR YEAR

February/March/April

- Obtain the SAT I, SAT II and ACT schedules and register for your appropriate test (more information on page six).
- Begin gathering information about colleges
 - Use the internet to search for schools
 - Visit schools individual websites
 - www.collegeboard.com
 - www.catholiccollegesonline.org
 - www.campuscompare.com
 - Attend college fairs
 - Prepare a tentative list of schools you are interested in.
- Register with the NCAA Clearing house if necessary (more information on page seven).

May/June/July/August

- Enroll in an SAT/ACT prep course.
- Take the SAT I and ACT as well as the SAT II if necessary.
- Begin visiting colleges and universities you are interested in applying to.
 - Always call well beforehand to check on tour days and times. Many colleges will ask that you sign up for a specific date/tour time.
 - If you cannot visit in person, lots of information as well as virtual tours are available on college websites, generally www.collegename.edu.
- Work on your resume.
 - Colleges always ask about: academic awards, honors, clubs, volunteer experiences and work experience. Your teachers and guidance counselor will ask for your resume when they are writing your letters of recommendation.

THE COLLEGE SELECTION PROCESS TIMELINE SENIOR YEAR

September

- Schedule an appointment with your guidance counselor to review your college research.
- Become familiar with the Nazareth guidance office application process.
- Turn in transcript release form so the school can send your transcripts to colleges.
- Write your college essay and have it checked by your counselor and English teacher.
- Ask teachers for recommendations and request they be placed on file in the guidance office.
- Prepare college applications.
- Register for SAT I, SAT II or ACT (plan to take the college entrance exams no later than December).

October/November/December

- Keep working on your college applications!
- Know your application deadlines and make sure your applications are in on time!
 - Note early decision and action deadlines are usually around November 1st.
 - Material that needs to be mailed out before Christmas break must be in the guidance office by December 1st.
- Begin checking the guidance office periodically for scholarship opportunities.

January/February/March

- File FAFSA as soon as possible after January 1st (www.fafsa.ed.gov).
- File CSS profile as needed. (www.collegeboard.org/css-financial-aid-profile).
- Begin TAP application, for New York State aid if planning to attend college in New York (www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html)
- Have mid-year grades sent to colleges.
- Notify your guidance counselor of all college acceptances, rejections, wait listed status.
- Notify your guidance counselor of all scholarships awarded, with a copy of the letter from the college.

April/May

- Make sure you have visited your college prior to making a decision.
- Notify the college that you will attend before May 1st.
- Notify your guidance counselor of your college choice, so that your final transcript can be sent.
- Notify your guidance counselor if you need your final transcript sent to the NCAA.

IMPORTANT INFORMATION ABOUT COLLEGE ENTRANCE EXAMS

- Nazareth's school code is 330778.
- SAT I (Scholastic Aptitude Test) should be taken once during the spring of junior year. Students may register online at www.collegeboard.org.
- SAT II Subject Tests are required by many of the most competitive colleges and universities. Find out if the colleges that you are interested in require you to submit scores from the SAT II Subject Tests and how many. Students may register online at www.collegeboard.com.
- The ACT is another college entrance examination. This test includes English, Math, Reading and Science sections. All college and universities will accept this test in place of or in addition to the SAT I. There is an optional writing component to the test which most colleges require. Students may register online at www.ACTstudent.org.
- Fee waivers for these tests are available to students whose families qualify financially. See your guidance counselor for more information.

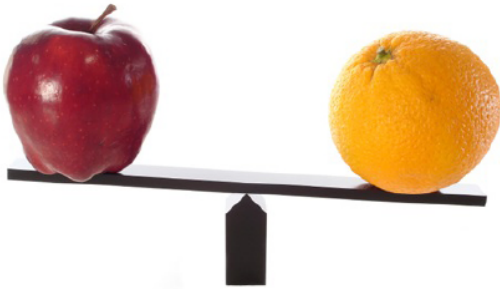
NCAA CLEARINGHOUSE

The NCAA Clearing house determines a student's eligibility to play Division I or II sports at the college level. File, if necessary, at the NCAA website (www.ncaa.org) before the end of your junior year. You must also request that an official copy of your transcript be sent to the NCAA clearing house by your guidance counselor.

The NCAA Clearinghouse CEEB code is 9999

How to Choose a College

By Robert Bardwell, Secondary Level VP, ASCA and President, NACAC



As a high school student, the most common questions you get from family members, friends and even your school counselor are “Where are you going to college?” and “What are you going to study?” With over 7000 post-secondary options available today in the United States alone, it’s no wonder that some students find themselves confused, overwhelmed or just plain uninterested in picking a college. Unfortunately, if you don’t take the college search seriously, then it’s possible that you will make a poor choice which could have long lasting effects.

Finding the perfect college is no easy task. For those who have no idea of where to begin, doing some career research online, completing a career interest assessment or having a conversation with a career counselor would be a good place to start. If you can pinpoint either a specific major or general interest area, you can start to think about what types of college programs you will need in order to achieve your goal. If that’s not possible, then the search must go on, but using other priorities.

Here are some criteria that can be used to help narrow down the field to a manageable number:

Location – Many dream of going to school in Hawaii or even in a big city. Other students may want to stay close to home or go somewhere warm. Like with any real-estate, location can make a huge difference.

Size – Does a big school with more students than many cities or a small school with fewer students than in some high schools feel like a good fit? The size of the school may also indicate the number of activities or options available to students.

Major offerings – Selecting a school with a certain major may be the most important part of the search. For others who are not sure or don’t have a clue, this might be one area to leave off the search list, at least for now.

Selectivity – Some colleges admit less than ten percent of the applicants while others accept 100%. Knowing how difficult it is to get in will also give an idea of how challenging it will be as an enrolled student.

School type – Two-year college vs. four-year college? Public vs. private? Coed vs. single sex? Religious affiliation? Hispanic serving or historically black? These are all considerations that students may want in a school. If so, some choices could greatly alter the search list.

Activities – Study abroad? Greek life? Marching Band? Co-ops? These are just some of the opportunities available for college students (and there are dozens of others) so if these types of opportunities are of interest then they should be considered when narrowing down the list.

Sports – For some athletes, playing a sport in college can be a full time job and means possible scholarship money. For others, the idea of being in a huge football stadium cheering on the team is the motivation for going to a larger school. For those who are not interested in competitive sports then consider looking for schools with an intramural program.

Remember: everyone’s search criteria will be different. Which criteria end up at the top of the list is dependent upon what is most important to the individual doing the search. Only you can decide that, but perhaps in consultation with those who know you best – your family, your school counselor and even your friends.

If you are still stuck, then you should visit a campus or two first to see what college life has to offer. Most colleges offer daily information sessions and tours of campus which will give you an idea of what life will be like as a student. Sit in on a class, see a dorm room, visit the library and athletic facilities or just hang out in the student center. Visiting on Saturdays, vacations or during the summer can still give you a good idea about the feel for the campus, but nothing compares to a campus visit when a majority of students are around. This may require a day out of school so you want to check your school policy to see how it will affect your attendance for that day.

“Unfortunately, if you don’t take the college search seriously, then it’s possible that you will make a poor choice which could have long lasting effects.”

When do you start your college search? There is no right or wrong time to start, however you do not want to wait until the last minute as you may have to settle for a less than desirable application list. Most students start to begin to search no later than the sophomore year and continue to refine and narrow the list into the junior year. After the list is finalized, then the college visits can begin. If the visits end up causing you to scratch some colleges off the list, then it may be necessary to go back and add some additional schools to visit. In the end you want an application list of roughly three to seven schools, depending upon the individual and criteria which you have established for your college search.

Remember that choosing a college is a major decision and for most high school students, it is the first big choice they have to make in their young lives. Some will handle this process easily and others will procrastinate to the bitter end. Whatever your pace, make sure to take the time to do your research and investigate your options. In the end you will make a better decision as a result.

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COLLEGE VISITS

The college visit is one of the more important aspects of the college selection process. It is the only way a student can accurately evaluate how comfortable he/she feels on campus and how well any given college can help reach his/her goals.

- **Trip**
 - Locate colleges in the same area. If possible visit two colleges per day. Allow about three hours for each visit, which should, hopefully, include a tour.
 - Arrange for a meeting or interview with an admissions counselor if possible.

- **Dorms**
 - Check requirements for freshman (off campus, single sex, coed)
 - Check dorm supervision.
 - Check dorm rules.
 - Check dorm space.

- **Questions**
 - Are any classes taught by teaching assistants?
 - What is considered the strongest major?
 - Are there major program changes planned?
 - Is there construction planned?
 - Think of any special interests questions.

- **Observation**
 - Look for everything that is of interest to you, lab facilities, dorms, cafeteria, library, study areas, recreation and athletic facilities, etc. Feel free to ask questions to students you see on campus. Ask yourself this question *“would I really like to spend 24 hours a day – seven days a week – on this campus?”*

- **Other suggestions**
 - Pick up a copy of the latest school newspaper.
 - Find a professor and get his/her perspective.
 - Meet a coach if interested in a sport.
 - Eat a meal on campus.
 - After the tour, walk around on your own – even talk to some students.

- **Return Home**
 - Write a thank you note to admissions officers and tour guides if possible.
 - Write down important information about your visit.

INTERVIEW WITH AN ADMISSION COUNSELOR OR ALUMNI

QUICK DO'S AND DON'TS

DO

Be prompt
Be honest
Listen; take time to reflect
Be energetic and enthusiastic
Make eye contact
Give a firm handshake
Use the name of your interviewer
Dress neatly
Read the catalogue before your visit
Ask questions

DON'T

Yawn, slouch or stretch
Lie or exaggerate
Be negative
Chew gum, hair or nails
Recite a prepared speech or brag
Interrupt your interviewer
Be disinterested or nonchalant
Criticize your teachers, school or friends

SAMPLE QUESTIONS ASKED DURING INTERVIEWS

- What major are you interested in?
- Why did you choose to apply to this college?
- What are your co-curricular activities, both in school and in the community?
- What are you interested in doing after graduation and why?
- What courses are you taking in high school?
- What books, not required by classroom teachers, have you read during the past year?
- What are your favorite school subjects?
- What have you done during the summer vacation?
- How many persons are in your family?
- Do you have any questions for me?
- Why do you wish to pursue a college education?
- What do you think a college education can do for you?
- What have you done in high school in your proposed major field?
- What do you usually do in your spare time?
- Do you know any alumni or present students of this college?
- What other colleges have you applied to and/or visited?
- Have you definitely decided upon your future plans and do you think you can accomplish these plans?
- What do you know about this college?
- Is this college your first choice at this time?
- Do you intend to work while you are in college?
- Is there anything you would like to tell me about yourself that cannot be found on your application?
- How would your peers describe you?

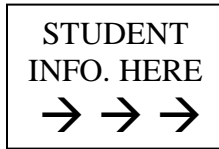
COMMON, SUNY, CUNY APPLICATIONS

These applications allow you to apply to more than one college or university with one form.

- **Common Application**
 - This is used by over 250 colleges. The application as well as a list of schools that accept the application is available online at www.commonapp.org.
 - If you are using the Common Application you must also complete the following:
 - *teacher evaluation* forms must be completed by the teacher(s) who you ask for a letter of recommendation.
 - *secondary school report, midyear report and final report* forms must be completed by your guidance counselor.
 - *supplemental application* forms are required by some colleges
 - check for other supplemental forms to see if they apply to you; example are the *art supplement* and *athletic supplement*.

- **SUNY application**
 - This application can be used to apply to a colleges or universities in the State University of New York system; over 30 two and four year colleges.
 - Students can use the SUNY application to apply to up to SIX SUNY schools at one time.
 - The application as well as more information about SUNY schools is available online at www.suny.edu.
 - Some SUNY schools require an additional supplemental application.

- **CUNY application**
 - This application can be used to apply to colleges or universities in the City University of New York system; over 18 two and four year colleges in the five boroughs.
 - The application as well as more information about CUNY schools is available online at www.cuny.edu.
 - Some CUNY schools require an additional supplemental application.



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Honors and Awards

- Principal's list (11)
- First Honors (9,10)
- National Honor Society (11)
- Science fair winner (10)
- Soccer MVP (11)

Sports

- Varsity Soccer (9,10,11,12)
- Varsity Soccer team captain (12)

Clubs and Activities

- Art club (9,10,11,12)
- Future Business Leaders of America (10,11,12)
- Homecoming dance committee

Community Service

- Read to children at Brooklyn Public Library
- Organized a coat drive in which students donated old coats for those in need. (11)

Employment

- Target (11,12)
 - Cashier with opening and closing responsibilities.



A FEW TIPS

Use an appropriate e-mail address
(create a new e-mail address just for
college if you need to).

Keep it to ONE page.

Order your resume in order of
importance.

Include only things you have done
during your HS years.

WRITING YOUR COLLEGE ESSAY

Introduction

If you are like most students, you see the college essay as another hurdle that you must jump on the way to being accepted at the college of your choice. In fact, the essay is not a hurdle but a rare opportunity; it is a chance for you to “talk” directly to the college’s admissions committee and to help them “see” you as a thinking and feeling person, rather than simply a set of impersonal statistics. Except for the interview, it is your only chance to share your thoughts, insights, and opinions; to highlight your accomplishments; and to convey your maturity and outlook on life. If you see the college essay in this way – as an opportunity – than it is clearly worth the effort to put some extra time, thought, and energy into writing it.

Purpose of the Essay

The college essay is extremely important for two major reasons:

1. It enables the college admissions to evaluate your communication skills. Through your essay they can assess the clarity of your thinking and your ability to convey your thoughts in written form.
2. It enables the admissions office to learn more about you as a person, beyond what grades and SAT scores can convey. A well-written essay can speak worlds about your attitudes, feelings, personal qualities, imagination, and creativity. For the admissions staff, it adds another important piece to the puzzle because it distinguishes you as an individual, different from any other student who is applying.

Choosing a Topic

The choice of a topic is frequently not an issue, because many colleges and universities will either give you a topic to write about or present several rather specific topics from which you must choose. Other colleges may simply “suggest” broad general topics to give you total freedom to write about something that interests or concerns you, regardless of whether you must respond to a prescribed topic or come up with one of your own; here are a few general hints about the most effective way to approach your topic:

- Narrow your topic and try to be as specific and illustrative as possible.
- Relatedly, the easiest topic to write about is you. No one knows more about you than you. Since one important purpose of the essay is self-revelation; it is no place to be shy or modest, although you should not exaggerate. If you choose to write about yourself, remember that little incidents and facts are often the most revealing of character and outlook.
- Do not be afraid to write about something you think is a little different. A unique topic or approach is often refreshing to a college admissions officer who has been reading applications all day. Further, an unusual or off-beat essay is an excellent way to show your creativity.

Preparing to Write

Before actually sitting down to write a first draft of your essay, spend some time organizing your thoughts. Develop a framework for your essay so it will have a smooth and logical progression from one idea or incident to the next. Consider your purpose in writing, what you want to convey, and the tone that you think is most appropriate for the topic. Decide on a style that is comfortable for you, not one that you think the college admissions committee prefers. Finally, remember that organizing your thoughts and deciding on a framework does not mean you must be overly rigid at the start; leave room for flexibility and creativity as you actually begin writing.

Writing the Essay

You do not have to get it right the first time! Instead, write the first draft of your essay with the main focus on content – communicating your thoughts. Then set it aside for a day or two, reread it with a fresh perspective, and make any necessary changes. This is also the point at which you should consider matters of organization, style, grammar, spelling, and tone. Once you have rewritten your first draft, you may wish to try it out on your family, friends, English teacher, or guidance counselor. While the final product and the final “voice” should be yours, they may be able to offer helpful suggestions for technical or other improvements.

Within this general outline for actually writing the essay, there are some “do’s” and “don’ts” which I would like to highlight:

Do’s

- Do think “small” and write about something that you know about.
- Do reveal yourself in your writing.
- Do show rather than tell. By giving examples and illustrating your topic, you help bring it to life.
- Do write in your own “voice” and style.

Don’ts

- Don’t write what you think others want to read.
- Don’t exaggerate or write to impress.
- Don’t use a flowery, inflated, or pretentious style.
- Don’t neglect the technical part of your essay (grammar, spelling and sentence structure).
- Don’t ramble – say what you have to say and conclude.

Your college essay, along with your high school record, standardized test scores, and extracurricular involvement, will provide the bases upon which the college makes its admissions decision. A thoughtful, well-written essay can affect, in a very positive way that final decision. Keep this in mind and take full advantage of the opportunity which the college essay affords you. .

John C. Conkright
Dean of Admissions
Randolph-Macon College

MONEY FOR COLLEGE

- Financial aid is money that is given, paid or lent to help students pay for their education. Financial aid often makes it possible for a student to attend a college they would have otherwise thought to be too expensive. Students and parents should not rule out any educational program based on cost alone. If you or your family is unable to afford the full cost yourselves, you may qualify for enough financial aid to pay for the education you want.
- Types of Financial Aid:
 - Scholarships
 - Awarded based upon a specific criteria such as academic achievement or special talent.
 - This aid does NOT require repayment.
 - Grants
 - Funds, also called gift aid that does NOT require repayment.
 - Usually awarded based on need. Includes Pell, TAP, (H)EOP, SEEK
 - Work Study
 - Funds earned through a job on the campus usually arranged for you by the college, if you are eligible.
 - Loans
 - Money that is borrowed and must be repaid.
 - Student loans typically have lower interest rates than commercial loans.
- Student aid web sites:
 - www.studentaid.ed.gov – federal student aid information from the US Department of Education
 - www.fafsa.ed.gov – Free Application for Federal Student Aid (FAFSA), apply after January 1st of your senior year
 - www.irs.gov – Hope and Lifetime tax credits
 - www.collegeimpossible.org and www.mappingyourfuture.org – General information about scholarships and financial aid
 - www.finaid.org – free scholarship search service
 - www.ed.gov/DirectLoan/calc.html - loan repayment calculator
- Please note that many colleges and universities require that your financial aid application be on file before you will be considered for scholarships.

THE PARENT'S ROLE IN THE COLLEGE ADMISSION PROCESS

by Marilyn C. Morrison (originally published Feb. 11, 2005 in the Sherman Oaks Sun)

After years of volunteering in the classroom, cheering from the sidelines at the soccer field, and ferrying kids from music lessons to the orthodontist's office, parents often find it difficult to know where to draw the line in their involvement in the college admission process once their children are in high school.

Overzealous moms and dads who ask too many questions on college tours, write their child's essays for them, and refer to their child's application as "ours" can actually hinder a student's college admission chances. Some college admission officers have begun complaining that parents are too involved in the process. They theorize that the problem stems from today's parents living vicariously through their children, or worrying about being "out-parented" by more aggressive parents. For many families, college is the first time that a child has faced rejection, and parents sometimes fall victim to the mistaken belief that the name of the college their child ultimately attends has a direct correlation with the quality of their parenting skills.

An article published in the "College Times" magazine by the College Board in 2001 suggested three appropriate roles for parents to adopt in the college application process:

Coach –in sports, a coach offers encouragement and expresses belief in the child, but never plays the game for the child, no matter how much he or she is struggling

Consultant –in business, law, or medicine, a consultant poses analytical questions and offers an opinion based on experience and training, but the client can choose whether or not to take the advice

Executive Secretary –in an office, an executive secretary gathers the material necessary for his or her boss to do the job; does some of the legwork and handles the logistics of a project; watches for errors and makes suggestions; and keeps a close eye on calendars, schedules, and deadlines. The key is remembering that college is your child's project and decision. The choices can—and should—be made with your guidance, input, and support, but this is the first real adult decision your child will make. Your child is the one going to college now, not you, and it's important that you try not to take over the process.

Here are some of the things you can do to help without overstepping your bounds:

Offer support and encouragement. Establish the expectation of college, as early as elementary school. Expose children to stimulating experiences, but don't push them to do things they hate, or to choose to do something just to "look good" on a college application. Help your high school juniors and seniors with interview skills, or arrange for another adult to do mock interviews. Be a good "coach" and let your kids know that you believe in their potential. Keep an open mind, and encourage your child to do the same.

Educate yourself about colleges. Attend all college-related parent meetings at your child's school. Make sure that your child is meeting the course requirements for graduation, as well as the college entrance requirements for public and private universities (a good example of the "consultant" role). Show interest in and awareness of many colleges (not just famous ones or your own alma mater).

Assist with logistics and organization. Maintain a file of certificates and awards your child receives throughout high school. Provide a dedicated space in your home for college materials, along with files, notebooks, baskets or shelves to organize it all. Help students arrange college visits, but don't plan trips without their input and buy-in (remember the "executive secretary" role?). Offer to mail applications at the post office, and make sure to save copies of all materials before they are submitted.

By limiting your participation to the roles of Coach, Consultant, and Executive Secretary, you'll allow students to maintain control of their own college search and applications. Respect their wishes and feelings, and with any luck they'll give some consideration to yours! Your guidance, support, and love—plus a lot of cheerleading—will certainly make your child's path to college easier. As Kaplan, Inc.'s guide for parents wisely reminds us, "Your job is to dry the tears, not cause them."

GLOSSARY OF TERMS

ACCREDITATION: Recognition by an accrediting organization or agency that a college meets certain minimum standards in programs, services, and facilities.

(AP) ADVANCED PLACEMENT: Courses offered in high school for which colleges may grant advanced standing and/or college credit depending upon grades earned on AP exams.

AID PACKAGES: A combination of aid (scholarships, grants, loans and work study) determined by a college's financial aid office.

ASSOCIATE DEGREE: A degree received for completing a college program, after two years. (A.A., A.S., etc.)

BACCALAUREATE DEGREE (BACHELOR'S): A degree conferred upon a student after completing the required undergraduate program at an accredited college, usually after four years. (B.S., B.A., etc.)

CANDIDATES' REPLY DATE AGREEMENT: An agreement by participating colleges allowing students to defer attendance decisions until May 1st, enabling them to hear from most colleges to which they apply before selecting one.

CEEB: (College Entrance Examination Board) **Nazareth's code is 330778;** used by the SAT and ACT programs to send a report of a student's scores to his/her high school. The student must use this code and not the code of the school in which they are taking the exam in order for Nazareth to receive the scores.

CSS PROFILE: An additional financial aid form required by some of the most expensive and selective colleges. Information can be found at www.collegeboard.com.

EARLY ACTION: The student applies early in the fall of senior year and receives notification usually by the end of January. This is **not** a binding commitment and allows the student to submit additional applications and to accept or decline the offer of admission by May 1.

EARLY DECISION: The student applies early in the fall of senior year (usually by November 1) to his/her **FIRST CHOICE** college and **agrees by contract to enroll in that college if offered admission**. If accepted (usually by the end of December), the student **MUST** withdraw all other applications.

ETS (EDUCATIONAL TESTING SERVICE): A non-profit organization which oversees the various testing and financial aid programs of the CEEB. (SAT Reasoning Test, SAT Subject Tests, AP).

GPA (GRADE POINT AVERAGE): An indicator of the student's overall scholastic performance.

HONORS PROGRAM: Any college program offering opportunities for superior students to enrich their educational experience through independent, advanced or accelerated study.

JUNIOR COLLEGE: A private two-year college supported by tuition, fees and contributions.

ROLLING ADMISSIONS: An admissions procedure by which a college considers each applicant as soon as all required materials have been received. The college then notifies each applicant of acceptance or rejection as soon as possible.

SAR (STUDENT AID REPORT): Report returned from FAFSA application to student indicating financial aid eligibility.

SCORE CHOICE: A new policy launched by College Board in Spring 2009 which will give students the option to send SAT scores by sitting (test date) and the SAT Subject test scores by individual test.

TAP: Tuition Assistance Program in New York State which is automatically identified through the FAFSA Form. A student must attend a college in New York State in order to be eligible.

TRANSCRIPT: Official record of high school or college courses and grades required as part of the college application.

WAITING LIST: A term used by institutions to describe a process in which they may initially delay offering admission. Colleges offer admission to waiting list candidates if an insufficient number of regularly admitted candidates do not accept their offers of admission.

HEOP: Higher Education Opportunity Program, a program for NYS residents who NYS deems to be from low income families. Called SEEK and EOP in public universities. An excellent way to get money to pay for college if you qualify.