

**Branford High School's  
Post-Secondary Planning Guide  
for Students and Parents**

*Including:*  
**A Step by Step Approach  
to the College Application Process  
&  
Alternate Options for Post-Graduation**



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The planning process is one that requires deep self-reflection, sharing and understanding. Your Guidance Counselor is a knowledgeable and current resource for this process. Consult with your counselor for post high school planning in the spring of your junior year. Conferences are regularly scheduled in the early Fall of Senior Year.

**College and Career Center**

The Career Aide in the center will gladly assist you with materials such as but not limited to books on careers, college catalogs, SAT/ACT testing resources, the Common Application, and many other resources on post-secondary planning.

**Step by Step College Admission Process Guide**

The guide will assist you from start to finish on the entire College Application Process including:

- Making a College List
- SAT/ACT registration
- Naviance for the college application process - FERPA
- Financial Aid, FAFSA, Scholarship Search

**Check out the Appendices for additional resources.**

*We look forward to working with you!*

# What are my options after high school?

## Four Year College

**Institute of Technology** - Focus is on Technology from Engineering Sciences to Architecture

**Business College** - Specializing in business studies.

**Maritime College** - Majors in Environmental Engineering, Marine Engineering

**Fine Arts College** - Music, Fashion Design, the Fine Arts

**Military College/Academy** - Admission for academically talented students with leadership skills and in prime physical fitness applications must be accompanied by a nomination by a member of Congress.

**Two Year College** - Earn an Associate's Degree or prepare to transfer to a four year college.

**Community College/Technical College** - Over 80 degrees and certificates from Business to Allied Health or Culinary Arts to name a few.

**Cooperative Education Programs** - Co-op education programs let students work in positions that provide extensive experience in their chosen field. Over 450 colleges in the U.S. offer cooperative education.

**GAP Year** - To allow time after high school to grow and explore the worked before entering college. The best approach is to get accepted to a college, then defer admission for a year. (See **APPENDIX I** for more information.)

## Other Options

**Work** - Earn money while deciding on options for the future.

**Post Graduate Year** - Repeat of senior year at a private secondary school.

**Study/Travel Abroad** - Postponing College, take a year to decide directions.

**Peace Corp/AmeriCorps** - Volunteer nationally or abroad, 10 month to 2 year commitment

**On the Job Training** - With a future goal in mind, begin working in a certain field. OTJ training is combined with classroom time.

**Apprenticeship**- In cooperation with skilled workers or trade unions, learn and gain a license in carpentry, plumbing and other skill trades.

**Vocational School** - Porter Chester, Lincoln Technical, Paul Mitchell, for example.

**ERACE Adult Education** - Explore career directions or polish academics through evening classes at BHS

**Military Options** - There are numerous job training and educational opportunities in the military for both men and woman.

Army	203-624-3313
Navy	203-865-1005
Air Force	860-347-7855
Marines	203-784-0388
Coast Guard	203-468-4498
CT Army National Guard	860-447-9495
CT Air National Guard	203-795-2905

## JUNIOR TIMELINE

<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>● Advisory session with your Guidance Counselor:</li> <li>● Review junior year course and academic goals</li> <li>● Review college admissions and testing calendar</li> <li>● PSAT overview</li> <li>● Consider career/college searches in Career Center</li> <li>● Use Method Test Prep on NAVIANCE or KHAN ACADEMY for PSAT prep</li> </ul>	<p><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li>● Use Method Test Prep on NAVIANCE or KHAN ACADEMY for PSAT prep</li> <li>● Meet College Reps in the <b>Career Center</b> - sign up on <b>NAVIANCE</b></li> <li>● Investigate post high school options on <b>NAVIANCE</b></li> </ul>
<p><b>NOVEMBER</b></p> <p>Take the <b>PSAT</b> at BHS November 2, 2016</p>	<p><b>DECEMBER</b></p> <ul style="list-style-type: none"> <li>● Review PSAT results and use to determine if SAT tutoring is necessary</li> <li>● <b>ASVAB</b> (Armed Services Vocational Aptitude Battery) administered at BHS</li> </ul>
<p><b>JANUARY</b></p> <ul style="list-style-type: none"> <li>● Prepare for Midterm Exams</li> <li>● ASVAB results returned</li> <li>● <b>SAT/SAT Subject Tests and ACT registration for March through June Exams</b></li> <li>● Course Registration for Senior years begins</li> <li>● Register for PTA sponsored SAT Prep class, if needed.</li> </ul>	<p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>● <b>Register for NCAA Clearinghouse if pursuing Division I or II athletics in college (See APPENDIX H)</b></li> <li>● Continue college research process online using <b>NAVIANCE</b></li> </ul>
<p><b>MARCH</b></p> <ul style="list-style-type: none"> <li>● Take the <b>March SAT @ BHS – Exit Exam</b></li> <li>● Investigate specific college websites</li> <li>● <b>Junior Advisory: College Planning</b></li> <li>● <b>Early College Planning Night</b></li> <li>● <b>National College Fair</b></li> </ul>	<p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>● Take the <b>April ACT?</b></li> <li>● Register for AP Exams (if applicable)</li> <li>● Create College List on Naviance (see p. 11)</li> <li>● <b>Visit college/post high school institutions during April vacation</b></li> </ul>
<p><b>MAY</b></p> <ul style="list-style-type: none"> <li>● Take the <b>May SAT? or SAT Subject Tests</b> for most competitive college?</li> <li>● AP Exam in May</li> <li>● <u><b>Meet with your Guidance Counselor to discuss college or career plans and possible summer visitation/interviews</b></u></li> </ul>	<p><b>JUNE</b></p> <ul style="list-style-type: none"> <li>● <b>Take June SAT/SAT Subject Test or ACT?</b></li> <li>● Prepare for final exams</li> <li>● Plan summer endeavors</li> </ul>

<p><b>JULY/AUGUST</b></p> <p>Begin to organize college applications and materials Keep a log of college visits and make contact with college admission counselors after your visit.</p>
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## 12 SENIOR TIMELINE 12

<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>● Register for the October, November or December <b>SAT</b> or <b>ACT</b> on-line (collegeboard.org, act.org)</li> <li>● Meet with your <b>Guidance Counselor</b> to discuss future plans</li> <li>● Check <b>NAVIANCE</b> to sign up for <b>College Representative</b> meeting in the <b>Career Center</b></li> <li>● Visit colleges on campuses or online</li> <li>● Reduce preliminary <b>"List"</b> of colleges</li> <li>● Ask for teacher recommendations</li> <li>● <b>SENIOR COLLEGE PLANNING NIGHT</b> - BHS AUD</li> <li>● Work on the <b>COMMON APPLICATION</b></li> </ul>	<p><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li>● Take or register for the <b>SAT</b> and/or <b>ACT</b> on- line (collegeboard.org, act.org)?</li> <li>● Meet with your <b>Guidance Counselor</b> to discuss future plans</li> <li>● Check <b>NAVIANCE</b> to sign up for <b>College Representative</b> meeting in the <b>Career Center</b></li> <li>● Finalize your <b>"List"</b></li> <li>● Begin filling out <b>college applications/COMMON APP</b></li> <li>● <b>Early Decision/Early Action</b> - <b>REQUEST</b> transcripts using <b>College Application Record Request Form (see APPENDIX B)</b></li> <li>● Ask for <b>teacher recommendations</b></li> <li>● <b>Compose resume</b> for college application employment or teacher recommendations</li> <li>● Search for <b>Scholarships</b> - check <b>school email, on-line NAVIANCE</b></li> <li>● <b>FAFSA is available online to begin the financial aid process</b></li> </ul>
<p><b>NOVEMBER</b></p> <ul style="list-style-type: none"> <li>● Take or register for the <b>SAT</b> and/or <b>ACT</b> on-line (collegeboard.org, act.org)?</li> <li>● Check <b>NAVIANCE</b> to sign up for <b>College Representative</b> meeting in the <b>Career Center</b></li> <li>● Attend <b>Financial Aid Workshop</b> evening program</li> <li>● Fill out the <b>CSS Profile Form</b> for early decision financial aid</li> <li>● Final month to work on applications with November/December deadlines</li> <li>● <b>SEND Early Decision/Action/Rolling</b> applications to colleges</li> <li>● Ask teachers to complete recommendations</li> </ul>	<p><b>DECEMBER</b></p> <ul style="list-style-type: none"> <li>● Take or register for the <b>SAT</b> and/or <b>ACT</b> on-line (collegeboard.org, act.org)?</li> <li>● <b>SEND Early Decision/Action/Rolling</b> applications to colleges</li> <li>● Begin sending Regular Admission Applications for January through March deadlines</li> <li>● Begin preparing required <b>financial aid forms</b>, the <b>FAFSA</b> and/or <b>CSS Profile</b> on-line (See APPENDIX)</li> </ul>

## **SENIOR TIMELINE**

continued

<p><b>JANUARY</b></p> <ul style="list-style-type: none"> <li>● Take the January SAT or ACT last time?</li> <li>● <b>Send College Applications</b></li> <li>● <b>Early Decision/Action/Rolling</b> decisions are mailed from colleges</li> <li>● Continue checking in <b>Guidance Dept.</b> and on <b>NAVIANCE</b> for <b>scholarship</b> information</li> <li>● <b>FAFSA</b> financial aid form should be completed</li> <li>● Fill out the <b>CSS Profile</b> financial aid form if needed</li> </ul>	<p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>● <b>Send College Application</b></li> <li>● <b>Early Decision/Action/Rolling</b> decisions are mailed from colleges</li> <li>● <b>Keep researching scholarships</b></li> <li>● Are all your applications sent in Remember to fill out the <b>College Application Record Request Form</b> and submit to <b>Registrar</b></li> </ul>
<p><b>MARCH</b></p> <ul style="list-style-type: none"> <li>● Regular Decision admissions decisions are mailed from colleges</li> <li>● Register for Advanced Placement Tests, if applicable</li> <li>● You should have received the FAFSA and SAR - Student Aid Report</li> <li>● Consider a <b>Senior Internship</b> experience</li> </ul>	<p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>● Review your <b>acceptances</b> and <b>financial aid offers</b> with your family</li> <li>● <b>Visit</b> the school of your choice before making a final decision</li> <li>● Notify the college or school of your choice. Send deposit - must be received by <b>May 1st!</b></li> </ul>
<p><b>MAY</b></p> <ul style="list-style-type: none"> <li>● <u><b>Candidates Reply Date: May 1st</b></u> - Last day to place a deposit at the college of your choice</li> <li>● Attend <b>Senior Exit Interview</b> with your Guidance Counselor to complete <b>Senior Exit Form</b></li> <li>● Apply for Student and Parent loans at a local bank or other lending institution</li> <li>● Register for <b>AP Exams</b>, if applicable</li> <li>● Complete your <b>CAPSTONE</b></li> <li>● Submit <b>BHS Scholarship Application!</b></li> </ul>	<p><b>JUNE</b></p> <ul style="list-style-type: none"> <li>● Prepare for <b>Final Exams</b></li> <li>● Make sure all graduation requirements are completed including <b>Community Service</b> and <b>CAPSTONE</b></li> <li>● Earn good grades!</li> <li>● <b>Graduate!</b></li> </ul>

## FINANCIAL AID TIMELINE

### Junior Year

Learn how to apply for financial aid and potential sources of financial aid for college.

FAFSA

Federal Grants

Federal Loans

Scholarships

### Senior Year

#### Fall

- Fill out the **FAFSA** form online @[www.fafsa.ed.gov](http://www.fafsa.ed.gov) on or after October 1.
- Fill out the **CSS Profile** early if required by your college, especially for Early Decision
- Use [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) to continue researching ways to pay for college
- Become familiar with **financial aid terms**
- Tour colleges of your choice and ask about cost and financial aid packages in the admissions office
- Access **NAVIANCE** on the BHS website and student email throughout the year for Scholarships
- Complete the **FAFSA** on the **Web Worksheet** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Attend **College Planning Night** sponsored by the BHS Guidance Department in September

#### Winter

- If required by your college, fill out the CSS Profile form as well. Go to [www.collegeboard.org](http://www.collegeboard.org) (This site lists colleges that require CSS Profile).
- Use online college cost calculators on college websites, or at <http://www.finaid.org/calculators/finaidestimate.phtml>

#### Spring

- Review your Estimated Family Contribution (EFC) and Student Aid Report (SAR)
- Evaluate carefully all financial aid offers.
- Appeal to college financial aid office if unsatisfied with your financial aid package.

# Eleven College Investigation Principles

## 1. KNOW YOURSELF

Individual interests, abilities, achievements, values, and ambitions are important factors to consider in setting your goals and finding a college match

## 2. STUDY OCCUPATIONS

Find out as much as possible about various occupations that interest you. If possible, consult with people in these field, shadow a professional in the field, and consider a **Senior Internship** in the field.

## 3. PLAN YOUR HIGH SCHOOL PROGRAM

Certain core courses are required for entrance to college. Consult with your Guidance Counselor, this guide, and college websites for specific information on what you will need.

## 4. MAINTAIN GOOD RELATIONSHIPS WITH TEACHERS WHO CAN WRITE YOUR RECOMMENDATIONS

Remember that the teachers, coaches, and leaders with whom you have had a good relationship and noteworthy achievement will play a role in your admission process.

## 5. EARN GOOD GRADES

Most colleges consider good grades a top priority and the quality and rigor the second highest priority. A student's chances for admission to college are better when a student shows a strong interest in learning and achieving.

## 6. INVEST YOUR TIME IN MEANINGFUL ACTIVITIES

Use your "free time" to develop hobbies or other interests. Involve yourself in school, community, and church activities. Work your way to a leadership position. In particular, seek out ways that you can work in community service opportunities, sharing your skills and talents with those in need.

## 7. SELECT YOUR COLLEGE OR VOCATIONAL SCHOOL

Consult with your Guidance Counselor and learn about the resources available on NAVIANCE. Meet COLLEGE REPRESENTATIVE in the Career Center during their visits in the Fall and Winter. Attend COLLEGE FAIRS. Consult with people who have attended the colleges you are interested in attending.

## 8. LEARN ABOUT COLLEGE ACCEPTANCE

Talk with your Guidance Counselor, refer to this guide and consult written materials to learn about the requirements of various colleges. Know the application procedures and deadlines by the college!

## 9. VISIT COLLEGES

Schedule a college visit and tour either directly through the admissions office or checking the schedule on the college website. Spend time visiting classes, dormitories, and cafeteria; check out the library and the special facilities. Be prepared to ask questions (**p. 13**). Find out what life is like on the weekdays and the weekends. Can you picture yourself at this college?

## 10. PLAN YOUR FINANCES

Parents and students should become knowledgeable about financing a college education. Consideration should be given to federal, state, and local sources of financial assistance. Be sure sources used are current and up-to-date. Investigate your eligibility for need-based aid. (Refer to Financial Time-line on p. 7 and **APPENDIX K & L**)

11. **PREPARE FOR APPLICATION PROCEDURES EARLY** Get recommendations, transcripts, applications, resume, and other material early. Application for admission should be completed **BEFORE** deadlines. **KNOW YOUR DUE DATES.** **7**

## Searching and Matching

There are currently more than **4000** colleges, universities, and institutions of higher learning in the United States. Each has its own personality, its own positive and negative aspects.

**Finding the right college is an extensive, researched based process that requires time and intensive information gathering. (See APPENDIX C)**

1. The best sources to be utilized during this process are:

- Internet - Check out **NAVIANCE's Matching Program**
- College Campus Visits
- College Representative visits to Branford High School
- BHS Guidance Counselor
- Parents

2. Make a list of the important factors what will affect you, such as:

- Does the school offer degrees that match my future goals?
- Do I want to stay close to home?
- Urban, suburban or small town?
- Large or small school?
- Certification or Diploma?
- Two year, four year, extended program?
- Do my grades and achievements warrant a college's admission?
- Housing available - dorm or off campus?
- Are graduate degrees offered, such as Masters and Ph.D.?
- What programs, groups, and facilities are available to meet my specific needs, interests, and dreams?

3. Make a College "List" **(See APPENDIX G)**

- Gather as much information as possible.
- Make a list of colleges to visit.
- Visit colleges and then **re-evaluate** your list.

## Creating your FINAL List

Your final List should include one to three Colleges in each of the following:

### **Reach Schools - difficult for you to be admitted**

- 1.
- 2.
- 3.

### **Target Schools - a good match to your qualifications**

- 1.
- 2.
- 3.

### **Safety Schools - should be easier to get into**

- 1.
- 2.
- 3.

## College Representative Visits

In the fall and winter, many colleges schedule information sessions in the Branford High School Career Center.

All college visits are announced via:

**NAVIANCE:** check your NAVIANCE ACCOUNT to view schedule visits and sign-up on-line.

**Email:** Students are emailed at their BHS email address

**Message Board** in the Cafeteria

**Posted in the Career Center** - sign up with the Career Center Aide.

**DON'T MISS OUT!**

**These are the same representatives who will be reading your applications.**

## College Visits

You must get on campus to truly know a college. Visit colleges, if possible, when classes are in session. So, go on a weekend, when college life is happening.

Call ahead to the College Admission Office to sign up for a campus tour. If **interviews** are offered, they are recommended as part of the admission profile.

### College Visit Suggestions

1. **Sign up for a tour!** See the student center, academic facilities, dorm rooms, dining hall, athletic facilities, computer facilities and important parts of college life. If you miss a tour, find the admissions office and get a map of campus to see major sites on your own.

2. If you attend a campus tour, feel free to ask your tour guide questions about any aspect of college life - but realize that they are only one student speaking for many.

3. **Wander around the campus on your own**, as well. Talk with students about their experiences at the college. Visit major sites on campus not covered on the tour, such as playing fields, fitness centers, particular academic buildings, the student center, mailboxes, the climbing wall, the quad. Get a sense of how comfortable you might be living here. **Is this truly for you?**

4. Drive around the **outside of the campus**, getting a sense of what the local town or city has to offer. How much do students visit the local town and how do they do so. Go out to a local restaurant or eat in the dining commons on campus, to get a sense of everyday life on campus and in the area. Take your time.

5. Also very valuable: Arrange to **sit in on a class**, or attend a campus visit. If possible, extend your campus visit by **staying overnight** with another student. Ask admissions how this can be arranged. Or perhaps you know someone who attends the school already.

## Questions to Ask on Your College Visit

*You can look at brochures or pictures on the internet, but what do the dorms look like inside, the science building? Is there a quad? Is there a pizza restaurant close by?*

1. What are the strongest departments at the college
2. What sizes are classes, generally? For Freshman? For Upperclassman?
3. How accessible are the professors?
4. How current and accessible is campus technology, such as computers and internet?
5. What clubs are offered on campus?
6. Is it easy to be included in campus life activities?
7. What memorable campus events take place during the year?
8. How many students remain on campus during weekends? Is it a suitcase school?
9. What are the living arrangements? Dorms? World Language houses? Private apartments?
10. How does a large school make things feel smaller?
11. How good is the food? What are the meal plans?
12. What kind of student is generally the most successful/happy at this college?
13. How are the dorms set up? Coed by room, floor, dorm? What are the choices?
14. Are there resident assistants in the dorms, and how do they help?
15. What is the security situation?
16. How large is the library? What are its special features or resources?
17. What support services are available to students? General counseling? Post graduate planning? Free healthcare? Tutoring, if needed? Help finding off campus employment during the school year and during the summer?
18. What opportunities are there to study abroad or at other institutions?
19. Are there busses to local cities?
20. Can students have cars? Bikes?

## --COLLEGE TESTING--

**Standardized tests** are **only one** of the many factors which colleges use in making admissions decisions. Such testing provided a reasonable accurate comparison of student performance on a nationwide basis. Some colleges have waived standardized tests (a list is in the appendix) as a requirement, by looking closely at grade point average, rigor of coursework, extracurricular activities such as community service, and other activities that support a successful postsecondary experience.

### **The New PSAT/NMSQT    *(SAT Practice Test for Sophomores and Junior)***

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is an October practice test for juniors and sophomores designed to give you an idea of the procedures, questions, and scope of the SAT. It's length is 2 hours and 45 minutes. Detailed results are reported in a way that helps you to see your strengths and weaknesses. Scores range from 160 to 760 for the two sections, Evidence-Based Reading and Writing, and Math. Approximately 15,000 of the 1.2 million juniors who take the PSAT/NMSQT will be designated as National Merit Scholarship Semifinalists.

At Branford High School, all sophomores and juniors are afforded the opportunity of taking the PSAT for free in school in early October. To be useful as practice tests, students should utilize their returned test results and booklets, together with the College Board and Khan Academy practice lessons.

### **The New SAT ([www.collegeboard.com](http://www.collegeboard.com))**

Starting in March of 2016, the New SAT is a state-required exit exam. All juniors must take this test when offered in the spring. The use of PSAT as a practice test is clearly evident.

The SAT is required by many colleges as part of the admissions process, sometimes in combination with one or more SAT Subject Tests for the most competitive colleges. The New SAT is a three hour test with an Evidence-Based Reading and Writing section and a Math section. Students can also elect to take, at the same sitting, the optional 50 minute Writing exam. Scoring of the Writing section, however, is separate from the main composite SAT score.

Scores range from **200-800** for each of the three sections. The main composite score, which includes just the Evidence-Based Reading and Writing section and the Math section, has a range of **400-1600**.

Students are advised to take the SAT at least twice; typically once in the Spring of junior year and once in the Fall of their Senior Year. **Students may select which tests dates to send to colleges.** Most colleges maintain that they will usually consider the highest scores from several dates in their admissions decisions (called Superscoring).

## College Tests (continued)

### **SAT Subject Tests** (Register online at [www.collegeboard.com](http://www.collegeboard.com))

SAT Subject Tests are *required by the most competitive colleges*, with a few exceptions. **At least two Subject Test** scores are necessary for these schools. However, an ACT score can replace the Subject tests at many schools. Research carefully the requirements of your selected colleges. These tests are diagnostic measures of actual knowledge acquired in specific disciplines. They are given in 14 or more different subjects. <http://sat.collegeboard.org/register/sat-us-dates>. Subject tests are one hour in length, and the scores range for 200-800. You cannot take the regular SAT on the same date.

In general, you should not take a subject test until you have completed and nearly mastered the particular subject matter required. **It is possible that a student could take an SAT Subject exam as early as Freshman year**, however, such as in Biology. **Register with the College Board for these tests, just like you would the SAT I.**

### **The A.C.T.** (Register on online at [www.act.org](http://www.act.org))

The American College Test (ACT) is an approximately 3 hour test that measures classroom achievement in the areas of Reading, English, Math, and Science Reasoning. Scores are reported for each content area in the range of **1 to 36**, and one composite score is reported for the entire test, **1 to 36**.

Almost all colleges accept the ACT as an alternative to the SAT

Many colleges accept ACT in place of SAT Subject Tests

The ACT may be a more appropriate test for some individuals, as it offers more variety in its methods of assessment, and achievement is measured more than reasoning. **Students can choose which test date scored they wish to send, like the SAT.** A version of the ACT called the ACT plus Writing is offered.

++Some colleges may require that you have a Writing portion of your standardized testing. Therefore, it is advisable to take the Writing portion of the SAT or ACT, to cover all options.

## Colleges That Do Not Require the SAT or ACT for Admission

The following colleges **do not require SAT or ACT** scores but do look closely at grade point average, rigor of coursework, and resume.

<i>Albright College, Reading, PA</i>	<i>Lyndon State College, Lyndonville, VT</i>
<i>American Institute of Art, Boston, MA</i>	
<i>Assumption College, Worcester, MA</i>	<i>Marlboro College, Marlboro, VT</i>
	<i>Merrimack College, North Andover, MA</i>
<i>Bard College, Annandale on Hudson, NY</i>	<i>Middlebury College, Middlebury, VT</i>
<i>Bates College, Lewiston, ME</i>	<i>Mitchell College, New London, CT</i>
<i>Bennington College, Bennington, VT</i>	<i>MT Holyoke College, South Hadley, MA</i>
<i>Berkeley College of Music, Boston, MS</i>	<i>Muhlenburg College, Allentown, PA</i>
<i>Bowdoin College, Brunswick, ME</i>	
<i>Bryn Mawr, Bryn Mawr, PA</i>	<i>New England College, Henniker, NH</i>
	<i>Nyack College, Nyack, NY</i>
<i>Colby College, Waterville, ME</i>	
<i>Colby-Sawyer College, New London, NH</i>	<i>Providence College, Providence, RI</i>
<i>College of the Atlantic, Bar Harbor, ME</i>	
<i>College of the Holy Cross, Worcester, MA</i>	<i>Roanoke College, Roanoke, VA</i>
<i>Connecticut College, New London, CT</i>	<i>Rollings College, Winter Park, FL</i>
<i>Culinary Institute of America, Hyde Park, NY</i>	
	<i>Sacred Heart College, Fairfield, CT</i>
<i>Denison College, Granville, OH</i>	<i>Sarah Lawrence College, Bronxville, NY</i>
<i>Dickinson College, Carlisle, PA</i>	<i>Simon's Rock College of Bard</i>
<i>Dowling College, Oakdale, NY</i>	<i>Great Barrington, MA</i>
<i>Drew University, Madison, NJ</i>	<i>St. Lawrence University, Canton, NY</i>
	<i>St. Michael's College, Colchester, VT</i>
<i>Fairfield University, Fairfield, CT</i>	<i>Stonehill College, Easton, MA</i>
<i>Franklin and Marshall College, Lancaster, PA</i>	<i>Susquehanna University,</i>
<i>Furman College, Greenville, SC</i>	<i>Selinsgrove, PA</i>
<i>George Mason, Fairfax, VA</i>	<i>Union College, Schenectady, NY</i>
<i>Gettysburg College, Gettysburg, PA</i>	<i>Unity College, Unity, ME</i>
<i>Goucher College, Towson, MD</i>	<i>UMaine Farmington, Farmington, ME</i>
<i>Green Mountain College, Poultney, VT</i>	<i>UMaine Augusta, Augusta, ME</i>
<i>Hamilton College, NY</i>	<i>Wake Forest Univ., Winston Salem, NC</i>
<i>Hobart and William Smith Colleges,</i>	<i>Washington College, Chestertown, MD</i>
	<i>Wheaton College, Norton, MA</i>
<i>Johnson and Wales University, Providence, RI</i>	<i>Wilson College, Chambersburg, PA</i>
	<i>WPI, Worcester, MA</i>

## College Testing 2016-2017

### SAT Test Dates

<b>Test Dates</b>	<b>10/1/16</b>	<b>11/5/16</b>	<b>12/3/16</b>	<b>01/21/17</b>	<b>03/11/17</b>	<b>05/06/17</b>	<b>06/03/17</b>
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### Registration Deadlines

<b>Regular</b>	<b>09/01/16</b>	<b>10/07/16</b>	<b>11/03/16</b>	<b>12/21/16</b>	<b>02/10/17</b>	<b>04/07/17</b>	<b>05/09/17</b>
<b>Late</b>	<b>09/20/16</b>	<b>10/25/16</b>	<b>11/22/16</b>	<b>01/10/17</b>	<b>02/28/17</b>	<b>04/25/17</b>	<b>05/24/17</b>

### ACT Test Dates

<b>Test Dates</b>	<b>10/22/16</b>	<b>12/10/16</b>	<b>02/11/17</b>	<b>04/08/17</b>	<b>06/10/17</b>	
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### Registration Deadlines

<b>Regular</b>	<b>09/16/16</b>	<b>11/04/16</b>	<b>01/13/17</b>	<b>03/03/17</b>	<b>05/05/17</b>	
<b>Late</b>	<b>09/30/16</b>	<b>11/18/16</b>	<b>01/20/17</b>	<b>03/17/17</b>	<b>05/19/17</b>	

SAT Subject tests are available all dates except in March

All tests are given at **BRANFORD HIGH SCHOOL**

**SIGN UP ONLINE:**     SAT: [www.collegeboard.org](http://www.collegeboard.org)  
                                        ACT: [www.act.org](http://www.act.org)

**+NOTE: PSAT** is offered to all Sophomores and Juniors every October, during the school day.  
**++ The Connecticut SAT** is offered and required for all Juniors in March each year.

## THE COLLEGE APPLICATION PROCESS

Student Responsibility	Registrar's Responsibility	Guidance Counselor's Responsibility	Teacher Responsibility
<p><b>COMMON APP</b>  <a href="http://www.commonapp.com">www.commonapp.com</a></p> <ul style="list-style-type: none"> <li>● Create an account if applying to schools that use the Common App.</li> <li>● <b>Write down your username and password. You will need this to connect our Common App with your NAVIANCE Account</b></li> <li>● AND/OR</li> <li>● Complete College Applications (not Common App), electronically or pen and paper.</li> <li>● Write Essays</li> <li>● Complete other related materials, such as Resume. (See <b>APPENDIX J</b>)</li> <li>● Pay Application Fee</li> </ul> <p><b>NAVIANCE/EDocs:</b>            Fill out FERPA Form            Enter Common Application username and password to match Common App with NAVIANCE            (see instruction <b>APPENDIX A</b> )</p> <ul style="list-style-type: none"> <li>● Send Applications</li> <li>● Request SAT/ACT scores to be sent to colleges ONLINE</li> <li>● Meet with your Guidance</li> <li>● Request Recommendations from teachers (<i>Write a Thank You Note to show your appreciation.</i>)</li> </ul> <p><b>VERY IMPORTANT</b>            Students must fill out the <b>ORANGE Transcript Request Form</b> for the schools they are applying to and present this to the <b>REGISTRAR</b>. <b>This step must take place in order to send transcripts, secondary school report, and recommendations!</b> (See <b>APPENDIX B</b>)</p>	<p><b>Coordinate</b> with student and forward the following items:</p> <ul style="list-style-type: none"> <li>● Student's Transcript</li> <li>● School Profile</li> <li>● Current Grades</li> <li>● Courses in Progress</li> <li>● Counselor's Recommendation</li> <li>● Teacher's Recommendation</li> <li>● Mid-year and final grades</li> </ul>	<p><b>Conference</b> with student and family at the beginning of Senior Year</p> <p>Disburse Student and Parent Questionnaire</p> <p>Write Counselor Recommendation</p> <p>Help Families manage the College Application Process</p>	<p>Write student's recommendation and upload to <b>NAVIANCE</b> or send electronically or send through U.S. Mail</p>

## **Application Deadlines**

### **Regular Admission**

Generally, the most selective colleges require application by January 1, more selective by February 1, less selective by March 1, with decisions sent out in late March.

*Examples:* UCONN -Regular Jan. 15  
Quinnipiac U. - Regular Feb. 1  
Wesleyan U. -Regular Jan. 1

### **Early Action**

Apply in **October through December** and get a decision by December through January, generally. **No binding agreement** to attend. Different types of Early Action exist, as well.

Examples: Quinnipiac U. - Early Action and Special Programs due Nov. 1

### **Early Decision - Binding**

If especially interested in one college, and meet all of the admission requirements, apply in the Fall. Get a decision by December or January. Early decision entails a BINDING agreement. Financial Aid CSS Profile Form is required. If admitted, you must attend!

Example: Wesleyan U - Early Decision I Nov. 15, Early Decision II Jan. 1

### **Rolling Admission**

Applications are accepted from Fall through Spring and decisions are sent out within two to six weeks.

Examples: SCSU and WCSU - Rolling through April 1  
CCSU - Rolling through June 1  
ECSU - Rolling through May 1

## **Letters of Recommendation**

Most colleges ask for at least one recommendation from a teacher and a counselor. Some colleges ask for two teachers, and each from certain disciplines. Check your college's specific requirements. Your Guidance Counselor will automatically write a recommendation on your behalf. Be sure to fill out the Student Questionnaire and hand it in early. Parents are also encouraged to complete the Parent Questionnaire. Both can be found online or in the Guidance Office.

### **Tips for Teacher Recommendations:**

- **ASK** a teacher who knows you well and most often who you had in your junior or senior year.  
**PLEASE NOTE: Your initial request must be made personally.**
- When you speak with your recommending teacher, bring a copy of your resume and/or completed college application teacher form. If your recommendation needs to be mailed, please include a stamped, addressed business envelope.
- Gently remind your recommendation writer of deadlines, as they approach.
- It is polite to personally write a "Thank You" note to your recommendation writer expressing your appreciation
- Finally, let your recommendation writer know your final decision. They had a hand in helping you and have a friendly interest in your decision.

## Writing the College Essay

The importance of the personal essay varies widely for college to college. Some will use it to judge your writing skills, others to test your thought process and ability to organize and present material, while still others will use it to get a feel for your personality.

View the College Essay as an opportunity to tell the college admissions committee something about yourself that will help them to know you better. The essay adds a personal human element to your application which helps the Admissions Office to know you in a more individual way than your high school transcripts and recommendations can provide.

Remember there is no right or wrong answer but be sure to stay **on the topic of the writing prompt**. Be realistic about who you are and take care to put together a piece that is well written and reflects you.

Refer to the Common Application for the 2014-2015 Essay Prompts for those colleges that use the Common Application. If you are completing a non-Common Application, please refer to the prompts specific to the college you are applying. (See **APPENDIX J** Essay Writing Tips)

### Common Application Essays

<https://appsupport.commonapp.org/link/portal/33011/33013/Article/1694/2014-15-Common-Application-Essay-Prompts>

Refer to the above link to view the essay prompts that are required for the Common Application.

### What Student's with Disabilities Should Know

There are many questions to ask yourself before disclosing on your application that you have a learning disability. These questions need to be researched with your Guidance Counselor. Research policies, resources, and accommodations available for each college on their website. The following are commonly offered: testing accommodations, note-taking assistance, lab assistants, reduced course load, alternate formats for printed materials, assistive technology.

Once you decide what college you will attend, you should contact their Office of Disabilities. You must send documentation of testing in order to be eligible for accommodations.

Further questions to investigate:

1. What number of learning disabled student are on campus?
2. How often can a student use the learning centers? When are they open?
3. How many classes are large lecture classes that might present difficulties?
4. What are the office hours of the faculty? Are teachers approachable?
5. What facilities on campus are conducive to good study?
6. Can World Language requirements be waived for students with learning disabilities?

## \$\$\$ Financial Aid \$\$\$

By far, the most stressful part of the college application process for parents is the cost. In addition, the financial aid process can be daunting. The first step in the process is sitting down with you child and discuss what is financially reasonable in terms of college cost. Remember, tuition, room, and board is only part of the entire cost. Books, lab supplies, computer and spending money also need to be included in the total yearly cost.

### **FAFSA Free Application for Federal Student Aid** (<https://fafsa.ed.gov/index.htm>)

You must use the **Free Application for Federal Student Aid (FAFSA)** to apply for federal aid, grants and loans, once you've decided to apply for admission and attend college. To find out what you need to complete the application, visit the FAFSA website early on. The HELP section on the FAFSA website is a useful resource and it is recommended that you visit the site often and early. **Apply starting October 1st, utilizing tax forms from the previous year.**

### **CSS Profile** (<http://student.collegeboard.org/css-financial-aid-profile>)

The CSS Profile (College Scholarship Service) is an independent financial aid form used by some colleges to award institutional aid. It is usually required by private colleges that have more financial aid to award than public universities. The CSS Profile is processed through CollegeBoard. The CSS Profile is used to determine your need by the college and asks for much more information regarding the students' and parents' financial situations, but not all the information is necessarily used by every college. After you fill out the application, the College Board sends it to the colleges and scholarship programs you have chosen.

Who Must File: Not all colleges and scholarship programs require the PROFILE. Check with the ones you're interested in to see if they require it.

When To Register and File: You should register at CSS Financial Aid Profiler at least two weeks before the earliest college or scholarship priority filing date you need to meet. This date is the college or program's deadline for submitting a completed PROFILE application.

### **Types of Financial Aid**

The following types of college-based aid are available from the colleges, if you complete the FAFSA. Combined, they make up your "financial aid package". To learn more, see [www.studentfinancialaid.ed.gov](http://www.studentfinancialaid.ed.gov) and **APPENDIX K**.

College Grants - money you do not have to pay back, many types offered, usually determined by financial need through the FAFSA and CSS Profile forms.

**Federal Pell Grant** - up to \$5,350 each year (to help lower-income students)

**Federal Academic Competitiveness Grant** - up to \$1,300 starting 2nd year

**Federal SEOG Grant** - up to \$4,000 each year

**National SMART Grant** - for sciences, tech, math, engineering, and certain world languages up to \$4,000 per year

**Robert C. Byrd Honors Scholarship** - \$1,500 for up to four years

**College Scholarships** - free money, usually based on merit, such as a certain level of SAT or ACT, or grade point average, athletics, leadership, community service or region of the country in which you live, used to entice scholars of various abilities and origins. (See **APPENDIX L**)

**College Loans** - borrowed money determined by FAFSA

**Federal Stafford Loans** - the most common loans offered, offered to students of all level of need, given by the colleges, based on the FAFSA. Two kinds, subsidized, in which the government pays the interest while you are in school, and unsubsidized. Current interest rate is 4.66%. Repayment begins six months after you graduate.

**Federal Plus Loans** - used by parents (“the parent loan”) to borrow enough from the government to fully fund the college bill not covered by the college financial aid package.

**College Work Study** - offered on campus through the college, you can earn a few thousand dollars working part-time, need determined by the FAFSA

### **Additional Financial Aid Information**

There are many federal aid programs for future teachers:

- TEACH Grants
- Federal Perkins Loan Forgiveness
- Federal Pell Grants
- Teach for America
- Federal Loan Forgiveness

There is aid available for specific populations, such as foster youth, athletes, students with disabilities, students with dependents, and those in the military

### **Other Means to Help Pay for College**

**Private Scholarships** - over 150 scholarships can be found on NAVIANCE and are also emailed to students as they become available. Be aware of deadlines, as well as specific requirements. Use online search engines such as [www.fastweb.com](http://www.fastweb.com), as well. (See Appendix for a more extensive list.)

**National Merit Scholarships** - based on student’s PSAT score taken during Junior Year

**Military** - offers up to \$65,000 to enlistees for college tuition

**ROTC** - scholarships offered, must serve four years in active duty after graduation

**AP or ECE** - UConn Credit Courses can save you time and money

**Early College Experience** - take community college courses while in high school

**Cooperative Education** - work-earn-learn type programs offered at college such as Drexel and Northeastern, usually take five years, you will earn pay for some of your college stay.

Begin College at Community College - Connecticut community colleges have articulation agreements with local and state universities, that after two years, you are automatically admitted with a certain minimum GPA. Community college course are more affordable.

529 College Savings Plans - money saved in this plan grows tax free, if used for college

### **Federal Tax Benefits**

There are tax benefits to paying for college! Investigate Federal Tax Credits, such as the Lifetime Learning Center or Hope Scholarship. Research the Loan Interest Deduction and the Tuition and Fees Reduction on your taxes, as well.

### Connecticut Financial Aid

**Capitol Scholarship** - residents in the top 20% of the class or at least 1800 on the **SAT** or 27 on the **ACT** and who plan to enroll in Connecticut or in a state with reciprocity agreement

**Connecticut Minority Teacher Incentive Grant** - for full-time college juniors or seniors minority students enrolled in teacher incentive programs

**Connecticut Aid for Public College Students** -based on **FAFSA** needs, attending state school

**Connecticut Independent College Grants** - based on **FAFSA** needs, attending private school

Tuition Break Program - The Apple Program ([www.nebhe.org/tuitionbreak](http://www.nebhe.org/tuitionbreak))

Under this program, pay in-state tuition in an out of state school if studying a major not offered in-state. Over 700 degree programs. Information, participants and tuitions are on the website.

Also, consult the website of the **Connecticut Department of Higher Education** at [www.ctdhe.org](http://www.ctdhe.org)

### **What to Ask Your College About Financial Aid?**

1. What are the deadlines for submitting the **FAFSA** or the **CSS** Profile?
2. Are there institutional forms to be filled out in addition to the **FAFSA** or **CSS** Profile?
3. What are the requirements for need based aid, merit-based aid and scholarships?
4. When will I be notified of my financial aid package?
5. Will additional private scholarships reduce my financial aid package?
6. Will the college meet my full financial need for all four years of my attendance?
7. How might my financial wards change during my year's attendance?
8. Does this college participate in a tuition payment plan that allows installments?
9. Where can I find additional sources of financial aid?
10. What if my financial status changed dramatically recently?

## Appendix A

### How to Use NAVIANCE Family Connection in the College Application Process

**PLEASE REFER TO THIS GUIDE WHEN APPLYING TO COLLEGES**

**STEP ONE:** Fill out College Applications

Non-CommonApp Applications - Carefully fill these out electronically or paper form on the college website.

Common Application - located at [www.commonapp.com](http://www.commonapp.com) or NAVIANCE Family Connection

Carefully complete this form. All sections must be completed before the Common Application can be linked to NAVIANCE

**STEP TWO:** Naviance Family Connection - located on the BPS Website under Student Resources

Complete **FERPA** -

Click on the "**COLLEGES**" Tab

Click "**COLLEGES I'M APPLYING TO**"

Carefully read the **FERPA** request. Be sure to answer all ?'s

Link the **Common APP TO NAVIANCE**

Follow the steps by entering your **Common APP** username and password information to connect your **Common App** to **NAVIANCE**.

**STEP THREE:** Enter Colleges (Common APP and non Common APP) you are or have applied to in

**NAVIANCE**

1. Click on "**COLLEGES I'M APPLYING TO**"
2. Click on "**ADD TO THIS LIST**"
3. Select *Type of Application*
4. Check *Request Transcript*
5. Look up and "**ADD COLLEGES**"  
Check *I Have Submitted My Application*
6. Be sure to scroll down and click "**ADD COLLEGES**"

**STEP FOUR:** "College Application Record Request Form"

1. This form **must** be filled out. The forms can be found in the **Registrar's Office** or in **Guidance**.
2. Once the form is completed it should be returned ONLY to the **Registrar not** to your Guidance Counselor.

**No school forms, including transcripts, are sent out to colleges without the "College Application Record Request Form".**

**Appendix B**

\*\*\*\*\*BHS\*\*\*\*\*  
**RECORDS REQUEST FORM**

**This form must be used to forward transcripts and recommendations to all colleges you are applying to.**

**SAT and ACT scores are NOT INCLUDED. It is the *student's responsibility* to contact the testing agency to request scores be sent to colleges**

**Students must submit this form 10 working days in advance of college deadlines.**

**If applying by MAIL:** Attach all completed supplemental forms, such as a Secondary School Report, Midyear Report and Final Report forms from non-electronic applications. **There is a \$4.00 fee for each packet mailed;** all envelopes, labels and postage are provided. **Electronic submission is free!**

**Submit IN PERSON ONLY to: The registrar, Mrs. Errante, in the Guidance Office. Do not submit to your guidance counselor. If you have any questions regarding this procedure, please call 203 -315-6723.**

\*\*\*\*\*TO BE COMPLETED BY THE STUDENT\*\*\*\*\*

Student Name \_\_\_\_\_ Counselor \_\_\_\_\_

COLLEGE NAME (PLEASE GIVE ADDRESS FOR MAILED APPS ONLY)	DEADLINE DATE	(Circle one)	COMMON APP (check if yes)	PAPER APP (check if yes)	OTHER (DESCRIBE) (check if yes)
1.		ED EA R			
2.		ED EA R			
3.		ED EA R			
4.		ED EA R			
5.		ED EA R			

**ED=EARLY DECISION EA=EARLY ACTION R=REGULAR**

Date submitted to Registrar \_\_\_\_\_ Registrar's Initials: \_\_\_\_\_

Guidance Counselor's signature \_\_\_\_\_ Date to Registrar \_\_\_\_\_

Initial Transcript \_\_\_\_\_ 1st Q Grades \_\_\_\_\_ Mid-Year Grades \_\_\_\_\_ Final Transcript \_\_\_\_\_

## Appendix C

### GREAT RESOURCES FOR THE COLLEGE-BOUND

#### Comprehensive College Search Sites

<http://www.collegeportraits.org>

Compares colleges by enrollment, costs, academic programs, grad rates, student life and learning outcomes

<http://www.collegeboard.org>

An excellent college match program and comprehensive college comparing and links, plus ability to register and store SAT

<http://www.u-can.go.com>

Information that compares 728 private colleges

<http://www.inlikeme.com>

A “college admission and student aid resource hub”, this site reveals topics and resources as wide-ranging as the top ten college search power engines, learning disabilities, scholarships, SAT vs ACT, top 11 cost cutting ideas, or “your college admissions hook”

<http://nces.ed.gov/collegenavigator>

A fact-filled site from the US Dept. of Education, with a good college search engine and side-by-side comparison tools

<http://www.YOUUniversityTV.com>

Wow! Like a “YouTube” of colleges and universities, a real-life view of students and campuses through the eyes and ears of an onsite camera person and interviewer

<http://collegeproowler.com>

A college search engine and college rater. Over 75,000 student reviews of college. Comparisons of colleges and college rankings

<http://www.collegevisits.com>

Tour groups for college visits

<http://www.collegereview.com>

Search, compare data, connect with colleges across the country

<http://www.gocollege.net>

Covers a variety of smart topics such as college interviews, essays, survival tips

<http://www.collegeclicktv.com>

Students from 200 college campuses talk about their experience on campus

<http://collegeweeklive.com>

Students from 200 college campuses talk about their experience on campus. 26,000 videos online.

#### Additional Popular Links

- The Princeton Review - a variety of college information
- College Board - the SAT test plus testing and college prep information
- ACT - the ACT test and other resources
- Federal Student Aid - Federal Student Aid Site for students, parents, and counselors
- FinAid - Student Aid resource site
- Students.gov - student gateway to the US Government
- US Department of Education - search for student aid resources by **state**
- Scholarship Scams - avoid scholarship scams - beware of services that cost \$\$\$

## **Personality and Career Assessment Guide**

- Bureau of Labor and Statistics Career Guide - link your favorite subject in school to possible career
- Life Colors Questionnaire - Personality Test
- The Princeton Review Career Test
- The Vocational Information Center

## **Reading Lists for Students**

- Young Adult Library Services - outstanding books for college bound students
- College Board - 101 great books for the college bound readers

## **Search for Colleges**

- National Center for Education - links and searches to colleges and universities
- Online Degree - online education and degree program information
- Peterson's - find colleges by degree programs of interest

## **Online Education Links**

- DeVry University - technical programs available
- Jones University - specializes in business and computer courses
- Kaplan University - includes financial aid info
- University of Phoenix Online - includes links to all campus locations

## **College Rankings**

- Top 100 National Universities - "US News & World Report"
- College and University Rankings - a list of different ranking sites

## **Two Year College Resources**

- Community College Review - profiles of community and junior colleges
- Axia College Online - online education offering associates degrees
- League for Innovation for Community Colleges - international consortium of community colleges
- American Association of Community Colleges

## **Military Careers**

- <http://www.todaysmilitary.com/> - Military (general)
- <http://www.army.mil/> - Army
- <http://www.navy.mil/> - Navy

## **Appendix D**

## Local Colleges that Require the SAT II Subject Tests:

(small sample - check college website)

College Name	Subject Test Required	Recommended
American University		2
Amherst College	2*	
Boston College	2*	
Boston University	2*	
Brandeis University	2*	
Brown University	2*	
Carnegie Mellon University	2	
Duke University	2*	
Princeton University	2	
Skidmore College		2
Tufts University	2*	
University of Delaware		2
Vassar College	2*	
Wellesley College	2*	
Wesleyan College	2*	
Williams College	2*	
Yale University	2*	

\*ACT may replace SAT Subject Tests - check website for details

## Appendix E

### NATIONAL ASSOCIATION FOR COLLEGE ADMISSION COUNSELING

#### STATEMENT OF

## Students' Rights and Responsibilities

#### IN THE COLLEGE ADMISSION PROCESS

### When You Apply to Colleges and Universities, You Have RIGHTS

#### Before You Apply:

You have the right to receive factual and comprehensive information from colleges and universities about their admission, financial costs, aid opportunities, practices and packaging policies, and housing policies. If you consider applying under an early admission plan, you have the right to complete information from the college about its process and policies.

- You have the right to be free from high-pressure sales tactics.

#### When You Are Offered Admission:

- You have the right to wait until May 1 to respond to an offer of admission and/or financial aid.
- Colleges that request commitments to offers of admission and/or financial assistance prior to May 1 must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for admission and/or financial aid.
- Candidates admitted under early decision programs are a recognized exception to the May 1 deadline.

#### If You Are Placed on a Wait/Alternate List:

- The letter that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admission, and the availability of financial aid and housing.
- Colleges may require neither a deposit nor a written commitment as a condition of remaining on a wait list.
- Colleges are expected to notify you of the resolution of your waitlist status by August 1 at the latest.

### When You Apply to Colleges and Universities, You Have RESPONSIBILITIES

#### Before You Apply:

• You have a responsibility to research, and to understand and comply with the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure you understand the policies of each college or university regarding deposits you may be required to make before you enroll.

#### As You Apply:

- You must complete all material required for application and submit your application on or before the published deadlines. You should be the sole author of your applications.
- You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

#### After You Receive Your Admission Decisions:

- You must notify each college or university that accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college you wish to attend, but no later than May 1. It is understood that May 1 will be the postmark date.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. The exception to this arises if you are put on a waitlist by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify a college or university at which you previously indicated your intention to enroll.
- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid.

## Appendix F

### College Admissions Selector

Selecting the right college requires recognizing your strengths and weaknesses, analyzing your interest and values, and a lot of research about each college you are interested in. Use the College Admission Selector to help select a realistic college to apply to. The College Admission Selector is based on Barron's 'Profiles of American Colleges'. You can find list of colleges under each admission category in Barron's.

<p style="text-align: center;"><b>Most Competitive Colleges</b></p> <p><b>Curriculum:</b> Most demanding curriculum available mostly advanced courses</p> <p><b>Class Rank:</b> Top 20% of graduating class</p> <p><b>Grades:</b> A to B+ 4.00-3.75 GPA</p> <p><b>SAT I:</b> Verbal: 800-630 Math:800-630</p> <p><b>ACT:</b> Composite: 29 and above</p> <p><b>Acceptance:</b> Fewer than a third of their applicants</p> <p><b>Note:</b> Even superior students encounter a great deal of competition.</p>	<p style="text-align: center;"><b>Competitive Colleges</b></p> <p><b>Curriculum:</b> Demanding curriculum available</p> <p><b>Class Rank:</b> Top 50% to 65% of graduating class</p> <p><b>Grades:</b> B to C+ 3.25-2.50 GPA</p> <p><b>SAT I:</b> Verbal: 520-450 Math: 520-450</p> <p><b>ACT:</b> composite: 23-21</p> <p><b>Acceptance:</b> Between 75% and 85% of applicants</p>
<p style="text-align: center;"><b>Highly Competitive Colleges</b></p> <p><b>Curriculum:</b> Very demanding curriculum lots of advance courses</p> <p><b>Class Rank:</b> Top 20% to 35% of graduating class</p> <p><b>Grades:</b> B+ to B 4.00-3.75 GPA</p> <p><b>SAT I:</b> Verbal: 630-580 Math: 630-580</p> <p><b>ACT:</b> composite: 28-27</p> <p><b>Acceptance:</b> Fewer than 1/4 of their applicants</p>	<p style="text-align: center;"><b>Less Competitive Colleges</b></p> <p><b>Curriculum:</b> College prep curriculum</p> <p><b>Class Rank:</b> Top 65% of graduating class</p> <p><b>Grades:</b> C 2.50-2.00 GPA</p> <p><b>SAT I:</b> Verbal: below 450 Math: below 450</p> <p><b>ACT:</b> Composite: below 21</p> <p><b>Acceptance:</b> 85% or more of applicants</p>
<p style="text-align: center;"><b>Very Competitive Colleges</b></p> <p><b>Curriculum:</b> Demanding college prep curriculum some advance courses</p> <p><b>Class Rank:</b> Top 35 to 50% of graduating class</p> <p><b>Grades:</b> B to B- 3.50-2.75 GPA</p> <p><b>SAT I:</b> Verbal: 580-520 Math: 580-520</p> <p><b>ACT:</b> Composite: 26-24</p> <p><b>Acceptance:</b> Between 1/2 and 3/4 of applicants</p>	<p style="text-align: center;"><b>Noncompetitive Colleges</b></p> <p><b>Curriculum:</b> Evidence of graduation from an accredited high school. Some require entrance exams for placement purposes only</p> <p><b>Class Rank:</b> Not a factor for admissions</p> <p><b>Grades:</b> Must pass graduation requirements</p> <p><b>SAT I or ACT:</b> May be required by some schools</p> <p><b>Acceptance:</b> 98% of their applicants</p>

## Appendix G

### NCAA ELIGIBILITY CENTER QUICK REFERENCE SHEET

#### Core Courses

- NCAA Division I requires 16 core courses. See the chart below for the breakdown of this 16 core-course requirement
- NCAA Division II currently requires 14 core courses. Division II will require 16 core courses for students enrolling on or after August 1, 2013. See the breakdown of core-course requirements below.

#### Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages. the sliding scale can be found at: [https://www.ncaa.org/sites/default/files/2011-12\\_Quick\\_Reference\\_Sheet.pdf](https://www.ncaa.org/sites/default/files/2011-12_Quick_Reference_Sheet.pdf)
- **Division II** requires a minimum SAT score of 820 or an ACT score of 68
- The SAT score used for the NCAA purposes include **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purpose is a sum of the following sections: English, mathematics, reading, and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center Code 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

#### Grade Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org))
- Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core grade-point average. Use the list as a guide.
- Division I core grade-point-average requirements are listed on the sliding scale on Page No. 2 of this sheet.
- The Division II core grade-point-average requirement is a minimum of 2.000.
- Remember, the NCAA grade-point-average is calculated using the NCAA core courses only.

<b>Division I 16 Core Courses</b>	<b>Division II 14 Core Courses</b>	<b>Division II 16 Core Courses (after 2013)</b>
<b>4</b> years of English <b>3</b> years of Mathematics (Alg. I or higher) <b>2</b> years of natural/physical science (1 year of lab if offered by high school) <b>1</b> year of additional English, mathematics, or natural/physical science <b>2</b> years of social science <b>4</b> years of additional courses (from any area above, foreign language or comparative religion/philosophy)	<b>3</b> years of English <b>2</b> years of Mathematics (Alg. I or higher) <b>2</b> years of natural/physical science (1 year of lab if offered by high school) <b>2</b> year of additional English, mathematics, or natural/physical science <b>2</b> years of social science <b>3</b> years of additional courses (from any area above, foreign language or comparative religion/philosophy)	<b>3</b> years of English <b>2</b> years of Mathematics (Alg. I or higher) <b>2</b> years of natural/physical science (1 year of lab if offered by high school) <b>3</b> year of additional English, mathematics, or natural/physical science <b>2</b> years of social science <b>4</b> years of additional courses (from any area above, foreign language or comparative religion/philosophy)

## Appendix H

### Post-Secondary Option - GAP Year

Popular in England and Australia for years, the concept of the Gap Year after high school is growing popular in the United States. As a result, there is increasing information regarding available programs in which to be productive and constructive during the GAP Year. Programs are plentiful, however most cost a good deal of money.

The idea behind the GAP Year is to allow time after high school to grow and explore the world before entering college. Perhaps you could chose an endeavor to earn money along the way. The best approach in planning is to get accepted to a college, then defer admission for a year, so you don't spend all your time applying to schools.

An information article on this topic can be online at:

<http://www.usnews.com/education/best-colleges/right-school/timeline/articles/2010/05/19/7-questions-to-ask-when-considering-a-gap-year>

Finding GAP Year Opportunities:

Dynamy Internship Year - [www.internship.org](http://www.internship.org)

AFS Inter-culture Programs - [www.usa.afs.org](http://www.usa.afs.org)

Center for Interim Program - [www.interimprograms.com](http://www.interimprograms.com)

Class Afloat - [www.classafloat.com](http://www.classafloat.com)

Global Citizen Year - [www.globalcitizen.org](http://www.globalcitizen.org)

Global Vision International - [www.gyiusa.com](http://www.gyiusa.com)

United Planet Gap Year - <http://www.unitedplanet.org/gap-year-volunteer>

## Appendix I

### Writing the College Essay - Helpful Hints & Tips to a Good Resume

#### Essay

##### Here are some helpful hints:

1. The right essay probably won't happen on one sitting. It will take time and thought.
2. View some sample essays, from your teacher or from the internet.
3. Select a topic that describes something of personal importance to your life, with which you can use vivid personal experiences as supporting details.
4. Play with some ideas, search for topics.
5. Organize your thoughts into a rough outline that you will follow, with an introduction, a main portion of your essay, and a summary of some kind.
6. Start writing. Take a quiet hour and write a first draft. You can go back and rethink or rearrange things several times at several sittings.
7. Have someone else read your essay.
8. Be careful not to be over-influenced or over-edited by someone else. Be sure that the style and language and ideas are truly yours.
9. Don't repeat things. Don't be gimmicky. Avoid words you don't clearly know.
10. The essay should be fresh, flowing, interesting, and original, and most of all, you.

#### Resume

##### For College

The format of a typical college application does not allow the candidate to highlight your strong points. A resume is basically a brief, at-a-glance brag sheet that you can use to draw attention to all of the accomplishments you feel are important to define who you are, that didn't quite make it into your personal statement.

In general, following this format should work for you:

**Heading** - Name, High School, Address, Email

**Overview** - Write a mini biography about yourself, maybe two sentence

**Education** - a list highlighting senior year classes

**Activities**- years and leadership

**Sports** - years and leadership

**Honors and Awards**

**Community Service** - years and description

**Employment** - years and description

**Personal** - Hobbies, interests, talents

##### For a Job

A resumes for the workplace will highlight **more of your experience for work** than your accomplishments relevant to education. So, leave out the senior year course, put in Work History first, then you can follow with accomplishments in high school. You may not have a long work history to put on a resume yet, but anything you have accomplish can show that you are willing to work and that you can show up on time and perform your duties.

You don't have to limit yourself to these sections. If you have a special, interesting experience that demands its own section, include it. Look on the Internet for samples.

## Appendix J

### Financial Aid Websites

#### Financial Aid Calculators

[www.finaid.org/calculators/](http://www.finaid.org/calculators/) - financial aid calculator

[www.act.org/fane/index.html](http://www.act.org/fane/index.html) - calculator on the ACT website

#### Financial Aid Links

<http://www.studentaid.ed.gov/> - Federal Student Aid Site or call 1-800-433-3243 (TTY 800-730-8913 for the hearing impaired)

<http://www.finaid.org/> - Student aid resource site

<http://www.students.gov/> - student gateway to the US Government

<http://www.fafsa.ed.gov/> - online FAFSA application

#### For Minority, Low-Income, First Generation Students

[www.finaid.org/otheraid/minority.phtml](http://www.finaid.org/otheraid/minority.phtml) - minority aid site [www.smart.net/~pope/hbcu/hbculist.htm](http://www.smart.net/~pope/hbcu/hbculist.htm) - historically black colleges

<http://www.educacionsuperior.org/>

<http://www.yesican.gov/> - White House initiative on Educational Excellence for Hispanic Americans

<http://www.yosipuedo.gov/> - same as above Spanish version

<http://www.chciyouth.org/> - English and Spanish information on planning - free publication

<http://www.hispanicfund.org/> - Hispanic resource for college aid

<http://www.uncf.org/> - United Negro College Fund

<http://www.ubp.com/> - universal black pages

[www.collegefund.org](http://www.collegefund.org/) - American Indian fund

<http://www.aimd.org/> - American Institute for Managing Diversity

<http://aihec.org/> - American Indian Higher Education Consortium

[www.sciencewise.com/molis](http://www.sciencewise.com/molis) - Minority Scholarships and Fellowships

[www.ed.gov/offices/OBEMLA](http://www.ed.gov/offices/OBEMLA) Department of Education/Office of Bilingual Education and Minority Languages Affairs

<http://www.black-collegian.com> - the Black Collegian

<http://blackexcel.org/> - Black Excel: The College Help Network

<http://www.hillel.org/> - Jewish resources for colleges

<http://www.gmsp.org/> - Gates Millennium Scholars Fund

<http://www.hsf.net/> - Hispanic scholarships

<http://www.hacu.net/> - Hispanic Association of Colleges and Universities

<http://www.jbhe.com/> - Journal of Blacks in Higher Education

<http://qemnetwork.qem.org/> - Quality Education for Minorities

[www.nativeculture.com/lisamitten/education.html/](http://www.nativeculture.com/lisamitten/education.html/) - Tribal Colleges, Native Studies Programs, and Indian Education

#### Students with Disabilities

<http://www.ahead.org> - Association of Higher Education and Disability (AHEAD)

<http://www.add.org> - Attention Deficit Disorder Association

<http://www.chadd.org> - Children and Adults with Attention Deficit Disorders

<http://ldanatl.org> - Learning Disabilities Association of America (LDA)

<http://www.ldresources.com> - Learning Disability Resources

<http://www.ncla.org> - National Center for Learning Disabilities

<http://www.fcsn.org> - Federation for Children with Special Needs

<http://www.ldonline.org/> - Learning Disabilities Online

<http://www.nifl.gov/> - National Adult Literacy & Learning Disabilities Center

## Appendix K

### Scholarship Search Sites General Search Engines

<a href="http://www.free-4u.com">www.free-4u.com</a> -	One of the most useful FREE sites on the web
<a href="http://www.fastweb.com">www.fastweb.com</a> -	scholarship information based on personal information
	emails you when scholarships are posted
	helpful tips for scheduling your financial aid
<a href="http://www.brokescholar.com">www.brokescholar.com</a> -	based on personal information
<a href="http://www.scholarships.com">www.scholarships.com</a> -	based on personal information
	emails you with new scholarships
<a href="http://www.scholarshipexperts.com">www.scholarshipexperts.com</a>	site is based on personal information
	emails you with new scholarships
<a href="http://www.finaid.com">www.finaid.com</a>	Great search engine to use FREE site
<a href="http://www.collegenet.com">www.collegenet.com</a>	searches are based on personal information or by keyword
	Anonymous site
<a href="http://www.nelnet.com">www.nelnet.com</a>	website with lots of contests
	connects you to other scholarship search engine
<a href="http://www.supercollege.com">www.supercollege.com</a>	this has a search database on the website for scholarships
<a href="http://www.scholarships-ar-us.org">www.scholarships-ar-us.org</a>	profile based search engine
<a href="http://www.collegeboard.org">www.collegeboard.org</a>	profile based search engine
<a href="http://www.gocollege.com">www.gocollege.com</a>	profile based search engine
<a href="http://www.theoldschool.org">www.theoldschool.org</a>	this is a resource site that connects you to other search engines
<a href="http://www.scholarshipcoach.com">www.scholarshipcoach.com</a>	this is a great start to finish site
	gives helpful hints to financial aid
<a href="http://www.scholarship-page.com">www.scholarship-page.com</a>	this site sorts scholarships by topics
<a href="http://www.college-scholarships.com">www.college-scholarships.com</a>	information for all steps from SAT's to getting financial aid
<a href="http://www.collegescholarships.com">www.collegescholarships.com</a>	this site allows you to apply for all listed scholarships with one quick step by step applications
<a href="http://www.princetonreview.com">www.princetonreview.com</a>	this site uses personal information
<a href="http://www.truman.gov">www.truman.gov</a>	this is for college juniors who are in need for extra financial assistance
<a href="http://www.educationplanner.org">www.educationplanner.org</a>	this site is based on personal information
<a href="http://www.talbots.com/about/scholar/scholar.asp">www.talbots.com/about/scholar/scholar.asp</a>	this site is strictly for women who are pursuing undergraduate degrees Offered to women who earned their GED at least ten years ago
<a href="http://www.scholarshipamerica.org">www.scholarshipamerica.org</a>	this site is based on personal information
<a href="http://www.youthnoise.com">www.youthnoise.com</a>	this is a helpful site with a large list of scholarships
<a href="http://www.studentscholarshipsearch.com">www.studentscholarshipsearch.com</a>	provides students and parents with a free searchable database of college scholarships
	scholarships are updated daily
<a href="http://www.nextstudent.com">www.nextstudent.com</a>	free access to more than 5.9 million awards

**cover up to 100% of your total college cost**