

Senior Packet for College Application Process—Class of 2019

Dear Senior:

Enclosed are a few items that will help with the college application process

College Applications:

- * SUNY online application (www.suny.edu/student)
- * Common Application (www.commonapp.org)

What next?

- Complete and return the **Authorization to Release Educational Records** by **September 26, 2018**.
- Complete the **student section** of the college application and pay the fee (See your counselor if you qualify for fee waivers.)
- Counselors and teachers will need a resume to write your letter of recommendation. Check with your counselor to make sure they received electronic notification of your submitted application.
- Counselors will be meeting with you for senior credit reviews and help you through this process.

Be mindful of due dates

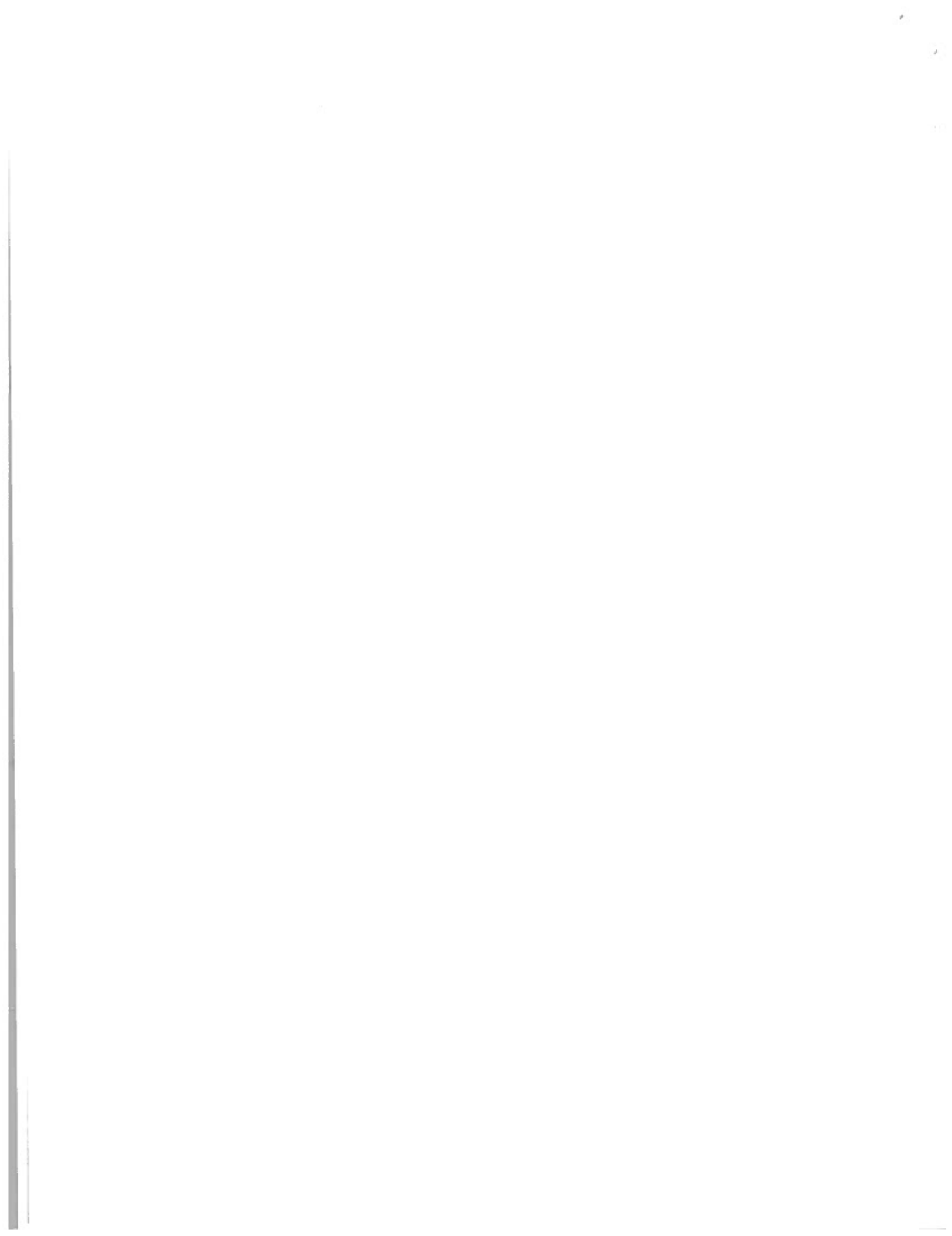
- All applications, scholarships and financial aid forms have firm due dates.
- Teachers and counselors require **10 school days** to write letters of recommendations and complete college applications. Applications with a due date of Jan 1, 2019 or before must be in Guidance or to teachers by Dec. 7, 2018. Applications are processed in the order they are received.
- Dates and times of **College Visits to CHS** are posted on the calendar outside the guidance office and are announced in the morning. **Please get a pass from Ms. Taggart in the Guidance office either the day before or the morning of a college visit. Students will not be admitted without a pass, no exceptions!**
- **ALL TRANSCRIPT REQUESTS REQUIRE STUDENTS TO SUBMIT A TRANSCRIPT REQUEST FORM.**

Website: www.cityhonors.org. “Academics” section/ Guidance:

You will find:

- Searching for Colleges (virtual tours, download applications, etc.)
- Career Search
- Scholarships
- Financial AID

NOTES:



SENIOR YEAR TIMELINE

August	<ul style="list-style-type: none"> • Complete Resumé • Prepare college essays • Review or begin college applications • Summer visits to college campuses • Create FAFSA ID(fafsa.ed.gov) • Review Standardized Test Dates and Deadlines 	
September	<ul style="list-style-type: none"> • Continue preparing college applications • Visit college representatives at your school/visit colleges/attend open houses • Request college info (including financial aid/housing) • Finalize college choices • Keep copies of applications and forms sent to colleges along with online passwords • Continue finalizing college essays(proofread) • Ask teachers for letters of recommendations 	<ul style="list-style-type: none"> • Register for <u>CSS/Financial Aid PROFILE</u>, if necessary • ACT offered • Attend college fairs (Daemen, CAO, SUNY) • Decide on Early Action/Early Decision Options • Now-November, schedule senior review with you school counselor
October	<ul style="list-style-type: none"> • Meet with your school counselor for senior review • Keep track of all application components and deadlines: test scores, letters of recommendation • Finish early decision/action applications • ACT offered • SAT/Subject Tests offered • Attend Financial Aid Night @CHS 	<ul style="list-style-type: none"> • Search for scholarship/aid sources • October 1st, FAFSA app opens. • FAFSA/TAP should be completed ASAP
November	<ul style="list-style-type: none"> • SAT/ Subject Tests offered • Be conscious of 1st quarter senior grades • Continue to research scholarships, regularly check scholarship drawer in Guidance • If you have submitted FAFSA, you should receive Student Aid Report (SAR), carefully review for accuracy. 	<ul style="list-style-type: none"> • AP Payments are due to your school
December/ January	<ul style="list-style-type: none"> • SAT/Subject test offered • ACT offered • Receive early action/early decision I decisions • Review Scholarships • Last chance to submit college apps with January 1st deadlines • Contact colleges to ensure your college application is complete 	<ul style="list-style-type: none"> • Review financial aid packages as they arrive • Rank schools where you've applied by preference • Send Mid-year reports
February/ March	<ul style="list-style-type: none"> • Keep grades & attendance up – it matters • When you make your decision send deposit ASAP • Relax. Many college decisions are mailed out in April • Prep AP & IB exams • Continue searching/applying for scholarships 	
April	<ul style="list-style-type: none"> • Visits schools where accepted, if needed • Make final decision – mail deposit. • If wait-listed, contact admissions office if still interested • Follow procedure for college housing and orientation • Complete SAY YES application • Continue searching/applying for scholarship 	
May/June	<ul style="list-style-type: none"> • Give counselors envelope for final transcript to be sent to college • Athletes – request final transcript for NCAA Eligibility Center • Complete Senior Exit Survey, SLI Survey • Settle all senior debts 	<ul style="list-style-type: none"> • Analyze projected first-year college budget • Do your best on AP/IB exams



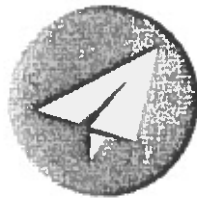
A QUICK GUIDE TO THE APPLICATION

This guide previews the different sections of the Common Application so you'll be ready to get started as soon as you create your account.

<p>PROFILE</p>	<p>Contacts Phone number, mailing address</p> <p>Demographics Religion, military service, race/ethnicity (all optional)</p> <p>Geography Birthplace, countries lived in, language proficiency, citizenship</p>
<p>FAMILY</p>	<p>Household Parent marital status, parent(s) with whom you reside</p> <p>Parent and/or Guardian Name, birthplace, occupation, education, stepparent information</p> <p>Siblings Age, grade, education</p>
<p>EDUCATION</p>	<p>School Current school, dates attended; counselor name, phone, and email</p> <p>History Previous schools, dates attended, past/pending education interruptions (e.g. time off, early graduation, gap year, etc.), college courses, college assistance programs</p> <p>Academic Information GPA, class rank, current year courses, honors and awards</p>
<p>TESTING</p>	<p>College Entrance ACT and SAT</p> <p>English For Non-Native Speakers TOEFL, IELTS, PTE Academic</p> <p>Academic Subjects AP, IB, SAT Subject Tests, A-Levels</p> <p>Other Optional reporting for other relevant 9-12 testing</p>

ACTIVITIES	Principal Activities/Work Years of participation, hours per week, weeks per year, position/leadership held (50 characters), brief description (150 characters). 10 activities maximum.
WRITING	Personal Essay Select one of seven available prompts, 650 Words Maximum Disciplinary History Explanations regarding school discipline and misdemeanor or felony convictions Additional Information Relevant circumstances or qualifications not reflected elsewhere in the application
COURSES & GRADES	Self-Reported Transcript Your complete academic record for grades 9-12. Required by some colleges.
COLLEGE-SPECIFIC QUESTIONS	General Entry term, degree status, housing preference, test-optional preference, scholarship and financial aid preference Academics Academic interest, program(s) applying to (Some colleges may also ask additional questions about your family, state of residence, activities, and general interests.)
COLLEGE WRITING SUPPLEMENTS	Writing Supplement Additional short answer or essay responses if requested by institution

LEARN MORE



GETTING STARTED

Get started with your Common App with this helpful guide.



TIPS & BEST PRACTICES

Best practices to keep in mind as you complete your applications.



COMMON APP TOUR

Learn how to navigate the Common App.

Find more resources at commonapp.org/ready

Early Action vs. Early Decision

Do you want to get your college applications in before everyone else? You can! Consider applying early action and early decision.

WHAT ARE EARLY ACTION AND EARLY DECISION?

Early action (EA) and early decision (ED) are programs many colleges have in place that let you submit your college applications early (usually in November) and get an admissions decision early (usually by January). If you have done your research and know there are schools you would attend above all others, then EA and ED could be great options for you. Be careful, though — although they sound similar, each program has different rules.

WHO OFFERS EARLY ACTION AND EARLY DECISION?

In addition to the schools listed above, there are many others that

offer EA and ED programs. The College Board counts more than 400. For example, Cal Tech, MIT, University of Chicago, Notre Dame and the University of Michigan at Ann Arbor all offer EA programs. Duke, Northwestern, Johns Hopkins, Wake Forest and NYU all offer ED programs.

WHAT SHOULD I DO TO HAVE THE BEST CHANCE OF GETTING IN EARLY?

Early applicants have a higher percentage of admission than regular applicants, mostly because early applicants are sending a very clear message to the admissions office. They are saying, "Your school is my first choice!" Admissions officers want enthusiastic students, and early applicants are just that.

WHAT ELSE CAN YOU DO?

1. Make a calendar of important dates and deadlines.

2. Take your standardized tests early. Don't leave the ACT or SAT to the last minute.

3. Ask for your teacher recommendations as soon as you get back to school. Teachers are busy and will need time to complete this important part of your application.

4. Start working on your application essays as soon as the applications become available. You need to brainstorm, draft, and edit these essays carefully in order to present the best, most polished version of them possible.

Once you've submitted your applications, sit back and try to relax.

Have questions about applying to college? Explore college application articles at NextStepU.com/college-application.cat.

EARLY ACTION OR EARLY DECISION

Early Action programs are:

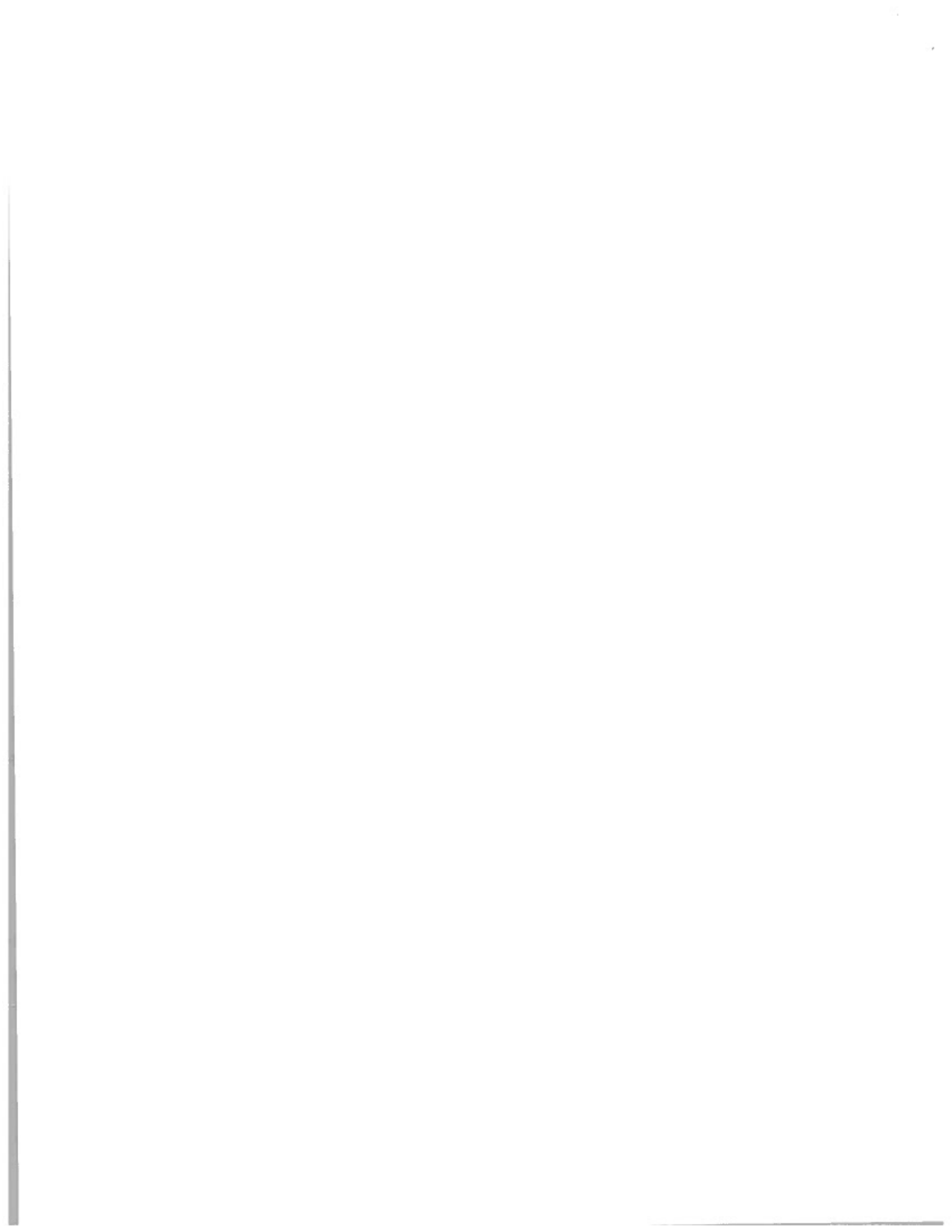
1. Non-exclusive. With a few notable exceptions, you can apply to as many schools via EA as you want.
2. Non-binding. If you get accepted via EA, you don't have to attend that school. You also don't have to withdraw all other college applications. EA programs are a good fit for students who have a few schools they would love to attend, but don't have a front-runner.

Both Early Action and Early Decision programs are:

Early Action and Early Decision both have earlier deadlines than regular decision programs. With either program, you will get an admission decision much earlier than if you apply via regular decision.

Early Decision programs are:

1. Exclusive. You can only apply to one college via ED. You can still apply to other schools, but they all have to be via regular decision. With ED, students apply to their first-choice school early and promise to attend if accepted.
2. Binding. If you apply to a college via ED and you get in, you have to go. You will also have to withdraw all other applications to all other schools.



Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Contact Information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

- St. Paul Public Library—University Branch (June 2005-present)
- Maintained library database on checked-out materials.
 - Coordinated volunteer program for Story Time.
 - Organized card catalog to incorporate new materials.

Formatting Experiences: (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences
Regardless of style, begin each phrase/sentence/bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated... see back of page for more examples.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References

Available upon request.

General Formatting You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

Action Verbs: Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

Management Skills

- administered
- analyzed
- assigned
- chaired
- consolidated
- contracted
- coordinated
- developed
- directed
- evaluated
- executed
- improved
- increased
- organized
- oversaw
- planned
- prioritized
- produced
- recommended
- reviewed
- scheduled
- strengthened
- supervised.

Research Skills

- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- surveyed

Technical Skills

- assembled
- built/calculated
- computed
- designed
- devised
- engineered
- fabricated
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- upgraded

Teaching Skills

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- demythified
- developed

enabled

- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- instructed
- persuaded
- set goals
- stimulated
- trained

Financial Skills

- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- managed
- marketed
- planned
- projected
- researched

Creative Skills

- acted
- created
- customized
- designed
- developed
- directed
- established
- founded
- illustrated
- initiated
- instituted
- integrated
- introduced
- invented

originated

- performed
- planned
- revitalized
- shaped

Helping Skills

- assessed
- assisted
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- motivated
- referred
- rehabilitated
- represented

Clerical or Detail Skills

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processes
- purchased
- recorded

Selecting a College

Before you can apply to colleges, you need to decide which of the many colleges and universities out there are right for you. There is likely to be more than one college that will meet your needs. Many factors go into that decision and only you know which ones are important. The following information will help you.

7 KEY FACTORS TO CONSIDER:

- 1. LOCATION:** Which part of the U.S. do you prefer? Will you stay in your state? Do you favor urban, suburban or small town rural areas?
- 2. PUBLIC/PRIVATE:** Which seems the best choice for you? If you like the status and prestige of a private school or selectivity at public school prices, check out Richard Moll's *The Public Ivys*, Rugg's Recommendations, or *US News & World Report*.
- 3. SIZE:** Do you want to go to a **BIG** school or a *small* school? Where will you feel most comfortable? Do you plan to go on to law or med school? Where can you get the best preparation?
- 4. 2 OR 4 YEAR:** What type of degree do you need, associates or bachelors? You can transfer from 2 to 4 but be careful about which course you take, so that credits transfer. If you choose this option, pick a 2 year school with joint-admissions to a 4 year.
- 5. PROGRAMS:** Are you looking for a particular major, strong theatre department, ROTC or a chance to play a sport? Does the college have good job placement in your chosen major?
- 6. COST:** What can you afford? What type of scholarships and aid does the college offer? Don't eliminate a school based on cost initially. Check with their financial aid office to find out if you might receive a package to make it affordable.
- 7. CHANCES:** Can you get in? Do your grades and SAT/ACT scores match what the college is looking for?



Online Career & Financial Aid Resources

Career Exploration

- NYS Career Zone (www.nycareerzone.org)
- Occupational Outlook Handbook (www.bls.gov/oco)
- ONET-online (online.onetcenter.org)
- What can I do with this major? (www.studentaffairs.buffalo.edu/career/majors/default.shtml)

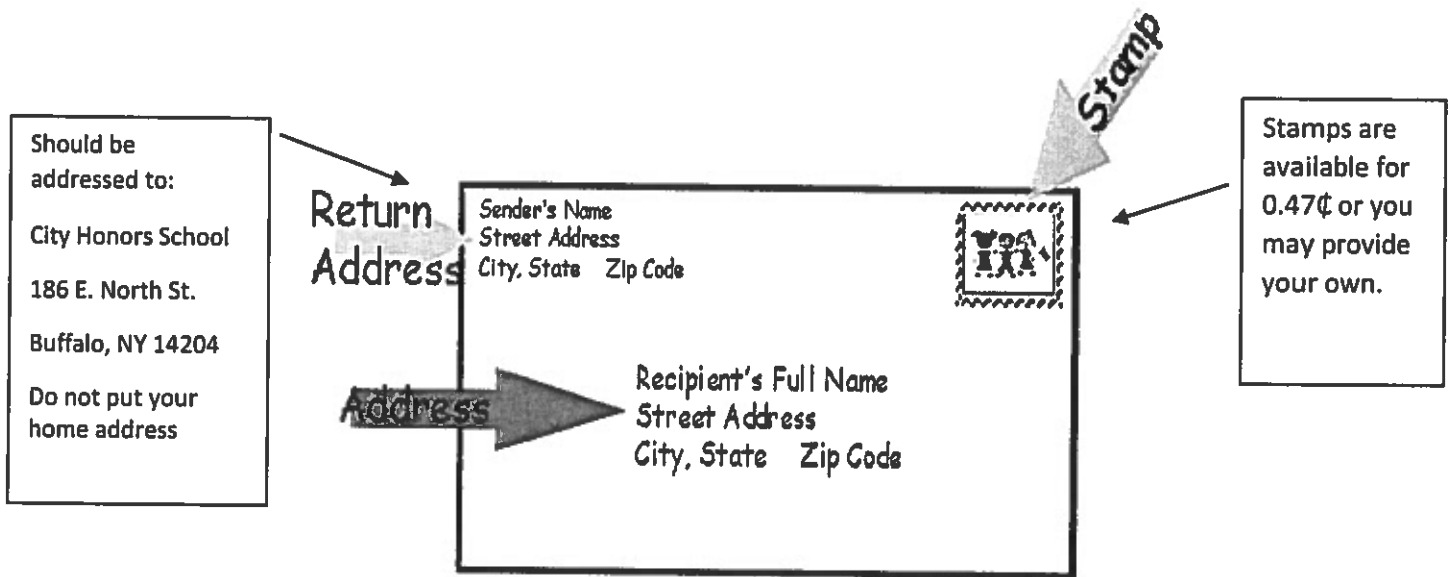
College Search

- ACT (www.act.org)
- Any College (www.anycollege.com)
- College Answer (www.collegeanswer.com)
- College Board (www.collegeboard.com)
- National Association for College Admission Counseling (www.nacacnet.org)
- Next Step Magazine (www.nextstepmagazine.com)
- Petersons (www.petersons.com)
- State University of New York (www.suny.edu/student)

Financial Aid

- Fast Web (www.fastweb.com)
- Federal Financial Aid (www.fafsa.ed.gov)
- FinAid (www.finaid.org)
- NYS Financial Aid Administrators Association (www.nysfaaa.org)
- NYS Higher Education Services Corporation (www.hesc.com)
- Scholarship (www.scholarships.com)

**Special note for colleges/scholarships requiring paper
copies of your transcript**



In addition to submitting a transcript request form, you are required to submit an envelope to the Guidance office that is stamped and addressed to colleges/scholarships that require a paper copy of your transcript.



In order to process any college or scholarship application, the following statement must be signed and on file in the Guidance office. If you are an athlete, please read and sign the second paragraph as well. *Please return the signed form to the Guidance office by September 26, 2018*

AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS

As part of the college application process, I authorize the release of a copy of my official transcript containing a list of courses, grade earned and record of standardized testing, as well as any other educational records, to the extent required or requested by the educational institutions to which I apply. To authorized the Guidance office, as well as the teachers and administrators of City Honors School, to submit descriptive statement and/or letters of recommendation in support of my applications when requested. I understand these statements are confidential, and I hereby waive any rights I may have to review their contents. I recognize that it is the school's responsibility to notify any educational institution to which I have applied or have been accepted as to any change in my status at City Honors School and I hereby authorize such notification.

Name (please print) _____

(Student signature)

(date)

(Parent signature)

(date)

RECORDS RELEASE FOR ATHLETES

I authorize release of my official transcript, including standardized testing scores, for recruiting purposes to the NCAA Clearinghouse, coaches and other educational representatives upon my request.

(Student signature)

(date)

(Parent signature)

(date)

