



STUDENT
SERVICES DEPARTMENT
*POST HIGH SCHOOL
PLANNING GUIDE*

2 Year College

4 Year College

Career / Technical School

Military

GAP Year

Employment



U-32 CEEB code= 460262

SAT DATES

SAT Date	Registration Deadline	Late Registration Deadline
		 Phone/ Online
Dec. 5, 2015	Nov. 5	Nov. 23
Jan. 23, 2016	Dec. 28	Jan. 12
March 5, 2016	Feb. 5	Feb. 23
May 7, 2015	April 8	April 26
June 4, 2016	May 5	May 25

Go to <http://sat.collegeboard.com/register/sat-dates> in July for test dates for 2016-2017

ACT DATES

U-32 ACT test center # 225430

Test Date Registration Deadline Late Registration deadline

December 12, 2015	November 6, 2015	November 7–20, 2015
February 6, 2016*	January 8, 2016	January 9–15, 2016
April 9, 2016	March 4, 2016	March 5–18, 2016
June 11, 2016** at U-32	May 6, 2016	May 7–20, 2016

Tips to help you do your best

- Be well-rested and ready to go. Get a good night's sleep the night before the test.
- Eat breakfast. You'll be at the test center for several hours and you're likely to get hungry.
- Bring acceptable Photo ID and your SAT / ACT Admission Ticket.
- Bring two No. 2 pencils and a good eraser—a pencil is required for the multiple-choice questions and the essay. Mechanical pencils are not allowed because they may have the wrong type of lead or punch through the answer sheet. Pens are not allowed.
- Bring a calculator with fresh batteries.
- Bring snacks. You will get a short break at the end of each hour of testing time. You can eat or drink any snacks you have brought with you during these breaks. A healthy snack will go a long way toward keeping you alert during the entire test.
- Unless otherwise instructed, you need to arrive at your assigned test center by 7:45 a.m.

It Is Never Too Early to Begin Your Post High School Planning Activities

Every effort has been made to provide you with a comprehensive school planning guide.

It is our hope that you will find it helpful; however it is *not meant to replace frequent visits to see your adopted counselor*. Indeed, your counselor will appreciate the opportunity to meet with you to discuss any questions you or your parents may have.

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Philosophy of Post-High School Planning

Plans for the years beyond high school vary with each individual. For some these plans involve college, for others they involve vocational training, work or the military.

The role of the Student Services is to organize the process by which students plan for an appropriate next step beyond U-32, provide information and appropriate referrals and supply support for the student in making these plans for the future.

The responsibility of the student is to take the initiative, along with family, in beginning the process in a timely fashion. It is important for the student to observe all testing and application deadlines and to see that the many steps involved are carried out in such a way as to assure proper consideration of credentials.

Your last years of high school are finally here and you are ready to meet the challenges of going forward towards your future, whether it be college, vocational/ technical school, military or directly to work.

This booklet has been prepared to alleviate some of the problems and to help answer some of the questions that arise regarding the whole post high school planning and application process.

Junior Calendar

December

- * PSAT scores are returned.
- * Students will receive their test books so that they may review questions which they answered incorrectly. Use this test to help study for the SAT.
- * Meet with your counselor to begin searches for colleges, and trade/technical schools.
- * Use Naviance-Family Connection to plan for life after U-32.

January

- * The Program of Studies for senior year courses is distributed. Work with your TA and counselor to make the best selection.
- * Consider your career goals.
- * VSAC workshops on Preparing for the SAT and ACT.
- * See your counselor to search for colleges and trade/technical schools.
- * Use Naviance-Family Connection to plan for life after U-32.

February

- * Course selection for your senior year.
- * Challenge yourself.
- * February 5th – Registration deadline for March SAT.
- * Use February break to visit colleges/technical schools.
- * See your counselor with any questions about your post-high school plans.
- * Use Naviance-Family Connection to plan for life after U-32.

March

- * March 5 – SAT
- * Watch for – VSAC College Pathways (St. Michael's College)
- * Watch for – VSAC Workshop – Finding a Career That's Right for You.
- * Watch for – VSAC Workshop – Preparing for the ACT.
- * Meet with college/military representatives.
- * See your Counselor with any questions about your post-high school plans.
- * Use Naviance-Family Connection to plan for life after U-32.

April

- * April 8th – Registration deadline for May SAT.
- * Watch for – VSAC Workshop – Finding a College That's Right for You.
- * Watch for – VSAC Workshop – Preparing for the SAT.
- * April 9 – ACT
- * Use spring break to visit colleges/technical schools.
- * Meet with college/military representatives in the Counseling Office.
- * See your counselor with any questions about your post-high school plans.
- * Use Naviance-Family Connection to plan for life after U-32.

May

- * SAT May 7
- * May 5 — Registration closes for June SAT
- * May 6 - Registration closes for June ACT
- * AP Exams.
- * Develop a resume.
- * See your counselor with any questions about your post high-school plans.
- * Use Naviance-Family Connection to plan for life after U-32.

June

- * June 4 – SAT
- * June 11 – ACT
- * Make plans to use the summer for college/technical school visits.
- * See your counselor with any questions about your post-high school plans.
- * Use Naviance-Family Connection to plan for life after U-32.

Senior College Admissions Calendar

September

- Register for the SAT and/or ACT. www.collegeboard.com and www.actstudent.org
 - Use your option to send your scores to 4 colleges for free
- Make an appointment with your counselor to discuss your postsecondary plans. Become familiar with the application procedure.
- Compile / fine tune your college lists to include reach, middle & safety schools.
- Meet with college representatives visiting U-32.
- Students applying for Early Decision should approach teachers for recommendations as soon as possible. Remember UVM waives their fee if you apply early.
- Use Naviance Family Connection to research colleges.

October

- Register for the SAT and/or ACT. www.collegeboard.com and www.actstudent.org
 - Use your option to send your scores to 4 colleges for free
- Watch for the VSAC Paying for College Night hosted at U-32.
- Check out www.commonapp.org to see which colleges accept the common application.
- Meet with college representatives visiting U-32.
- Many colleges use data from CSS/Financial Aid PROFILE to provide nonfederal financial aid. Begin applying online at profileonline.collegeboard.com.
- Finish a draft of your essay.
- Ask teachers for recommendations. Have a resume to give teachers to help them out.
- Heads up for Early Decision and Early Action deadlines – they usually fall on November 1 or 15. Early Action deadline at UVM is November 1.
- Visit your counselor

November

- Register for the SAT and/or ACT. www.collegeboard.com and www.actstudent.org
 - Use your option to send your scores to 4 colleges for free
- Meet with college representatives visiting U-32.
- Check with your teachers, coaches, and/or TA to ensure that letters of recommendation are sent on time.
- Mail applications for colleges with “rolling” deadlines as soon as possible.
- Continue to attend meetings with college representatives.

- Seek out scholarship information on Naviance Family Connection
- Visit your counselor

December

- Try to wrap up applications before winter break. Photocopy all paper application materials before sending them in.
- FAFSA and VSAC Applications should be filed in January.
- Send standardized test scores to your colleges. It can be done electronically at collegeboard.com or by phone at 800-SAT-SCORE.
- Early Decision and Early Action letters start arriving this month. Check with individual schools to confirm dates. Good luck!
- Complete CSS Profile if you haven't already done so.
- Seek out scholarship information on Naviance Family Connection and apply as appropriate.

January

- Students admitted by Early Decision must withdraw applications to other schools. Deferred students should consider sending in additional letters of recommendation and other supplementary materials.
- Start filing out the FAFSA (Free Application for Federal Student Aid). File VSAC application. For more information, visit fafsa.ed.gov.
- Attend the VSAC presentation on filling out the FAFSA & VSAC forms.
- Seek out scholarship information on Naviance Family Connection and apply as appropriate.

February

- Continue the scholarship search. Check out fastweb.com and finaid.org for ideas.
- Use February/March break to visit colleges.
- Visit your counselor

March

- Some states have FAFSA deadlines as early as March 1.
- Continue scholarship search

April

- Regular Decision admissions letters begin to arrive.
- Discuss the financial aid package provided by each school with your family. If you haven't received financial aid packages by early April call to make sure all necessary materials arrived.
- Attend admitted students' weekends at college campuses.
- Use April break for any additional campus visits.
- If you are on a wait list set up a meeting with your counselor to discuss options.
- Send in the acceptance notice to your chosen school. Make sure to send in your deposit.
- Decline offers of admission from remaining colleges.

May

- May 1: Deadline for notifying colleges of your decision.
- AP Exams are administered. Be sure to send the AP Grade Report to your college.
- Send thank-you notes to your teachers, coaches, TA, and anyone else who helped you along the way.
- Fill out housing-preference forms, and check out any special living centers.
- Wait-listed students can expect more information about their status after May 1.

June

- Complete Graduation Survey on Family Connection.
- Update your post high school plan in Naviance Family Connection.
- If you plan to compete in Division I or Division II college sports, have your transcript sent to the NCAA Initial Eligibility Clearinghouse. More information is available at ncaaclearinghouse.net.
- June 10: Graduation, congratulations!
- June 30: Final deadline to submit FAFSA.

Try These Sites for College, Careers, Current Job Postings and Guidance

http://www.u32.org/v2files/guidance.html	U-32 Student Services Web site/ tons of info
http://connection.naviance.com/u32	Naviance Family Connection / Scholarships
http://services.vsac.org/wps/wcm/connect/vsac/VSAC	Vermont Student Assistance Corp
http://www.commonapp.org	Common Application
http://www.collegeboard.com	College Board/ SAT registration
http://www.actstudent.org/	ACTs
http://www.fairtest.org	For colleges who don't require SAT/ACT
http://www.petersons.com	Petersons
http://www.neacac.org	College Fair information
http://www.ncaa.org	Nat' Assoc of Athletic Assoc.
http://fafsa.ed.gov	Financial Aid info
https://profileonline.collegeboard.com/prf/index.jsp	CSS Profile
http://www.fastweb.com	Scholarships
http://www.finaid.com	Financial Aid info
http://www.myfuture.com	My Future
http://www.careeronestop.org/	Career One Stop
http://www.careerpath.com/	Career Path
http://mappingyourfuture.org/	Mapping your Future
www.bls.gov/OCO	Bureau of Labor & Statistics
http://www.jobweb.com	Jobs for new graduates
http://www.jobsinvt.com/CareerCentral/main.aspx	Jobs in Vermont
https://www.vermontjoblink.com/ada/	Jobs in Vermont
www.goarmy.com	Army /National Guard
www.navy.com	U.S.Navy
www.airforce.com	U.S. Airforce
www.Marines.com	U.S. Marines
www.coastguard.us.com	U.S. Coast Guard

Exploring a Career

- 1.) What careers match my passions in life?
 - Interests, skills and experiences (take the Career Interest Profiler & My Personality Type in Naviance)
- 2.) What career will best satisfy both my present and future personal and financial objectives and goals?
- 3.) What is the history and character of the business and is it held in high regard by the business community?
- 4.) Am I compatible with the job site atmosphere and will I have to relocate to enter this career?
- 5.) What is the potential for individual advancement in this career and/or company in the 21st century?
- 6.) Does the employer provide on the job training and financial reimbursement for educational advancement?
- 7.) Are the employees treated with respect and is the employer sincerely concerned with their best interests?
- 8.) What are the plusses and minuses that are relevant with this particular profession and employer?
- 9.) Will I have to obtain additional training and/or education to pursue a particular profession?
- 10.) Will this career continue to grow and diversify as new technology and advancements develop in the future?

Sample Job Interview Questions

- 1.) Why do you think you would be an asset to this company?
- 2.) In what kind of work environment are you most comfortable?
- 3.) Why are you interested in this job and this company?
- 4.) If I walked into your office, cubicle, classroom, etc at 10am on Tuesday what would I see?
- 5.) When was the last time you made a mistake and how did you handle it?
- 6.) Please give us an example about a time when you had a lot going on and how you managed your time.
- 7.) Please give us examples as to what tools you use to organize yourself.
- 8.) What role would you play in a collaborative relationship?
- 9.) Where do you see yourself in 5 years?
- 10.) How would your peers describe you?

Resources for Training & Certificate Programs

Great resource for Short-Term Training Opportunities and Certificate Programs:

<http://services.vtac.org/wps/wcm/connect/VSTAC/vtac/library/pathfinders/vtac+-+library+-+pathfinders+-+short+term+training+opportunities+and+certificate+programs>

Resources for Jobs

VT Department of Human Resources (recruitment for all State jobs)

Career Center: http://humanresources.vermont.gov/career_center

Job listings: http://humanresources.vermont.gov/career_center/job_listings

Temporary job application:

http://humanresources.vermont.gov/sites/dhr/files/pdf/recruitment_classification/DHR-SOV_Temporary_Application.pdf

On The Job Training – through the Agency of Transportation – <http://www.aot.state.vt.us/civilrights/EDHC.htm>

Introduction to Military Career Opportunities Overview

ARMY

Army men and women work in many types of jobs, ranging from general administration to the operation and maintenance of the Army's technical electronic systems. Initial Army training is provided in two phases: basic training and Advance Individual Training (job training). Soldiers, working as a team, perform the Army's mission of protecting the United States and its vital resources. Those who enlist into the Army will find hundreds of challenging career opportunities that can offer a lifetime of security and excitement to them and their families.

NAVY

The Navy plays an important role in helping to maintain the freedom of the seas. It defends the right of our country and its allies to travel freely on the world's oceans and helps protect our country during times of international conflict. Navy personnel operate and repair more than 500 ships and over 6,000 aircraft; they serve in diverse fields as radio operators, dental specialists, seamen, computer programmers, photographers, ship electricians, boiler technicians on submarines, in aviation positions on land and sea and at shore bases around the world. The Navy is known for the excellent training it provides. The Navy provides both recruit training and job training.

AIR FORCE

The mission of the Air Force is to defend the United States through control and exploitation of air and space. The Air Force flies and maintains aircraft, such as long-range bombers, supersonic fighters, Airborne Warning and Control System aircraft and many others, whenever and wherever necessary, to protect the interests of America and American allies.

MARINE CORPS

The Marine Corps has become one of the most elite fighting forces in the world. Marines are a part of the Department of the Navy and operate in close cooperation with U.S. Naval forces at sea. The Marine Corps mission is unique among the services. Marines serve on U.S. Navy ships, protect naval bases, guard U.S. embassies and provide a quick, ever-ready strike force to protect U.S. interests anywhere in the world. The Marine Corps training occurs in two sessions: recruit training and job training

COAST GUARD

The Coast Guard constantly performs its mission of protecting America's coastlines and inland waterways by enforcing customs and fishing laws, combating drug smuggling, conducting search and rescue missions, maintaining lighthouses and promoting boating safety. The Coast Guard is a part of the Department of Transportation; in time of war it may be placed in the Department of Defense under the command of the Navy. Two types of training are provided to Coast Guard Recruits: recruit training and job training.

Why Go To College

More education can make a huge difference in your life — and your family's. It can open doors of opportunity, financially and personally. Find out what going to college can mean for you:

Boost Your Earnings / More education = more opportunity

Studies prove it: continue your education after high school and you're likely to **make more money than people who stop at high school.**

Skills for Today's Jobs: Have More Options

Today, more jobs than ever before require specialized training or a two or four-year college degree. More education means more choices, and that means more opportunities for you.

Fast Fact: It's estimated that by 2014, 90% of the fastest-growing careers will require some postsecondary education.

Job Security: Keep Working

Your high school diploma is useful. But a college degree **increases your chance of employment by nearly 50%.** A two-year degree or even some college can have a positive impact on your ability to find and keep a job.

More Benefits: Get the Important Extras

There's more to a job than a paycheck. Jobs for college graduates typically offer more and better benefits than jobs requiring just a high school diploma. These can include health insurance and retirement plans you may not get at lower-skill jobs.

Find Your Passion / Endless possibilities

Going to Work: Create a Career

Some people simply have "jobs," while others have "careers."

What's the difference? With a career, the kind of work you do is based on your interests. It's a path you've **chosen.** College can help you turn your passions and interests into a career you love.

Discovering Your Interests: Listen to Yourself

What do you like to do? It's a tough question to answer, but spend some time considering it. Day to day, notice the things you do that interest you the most.

What's a Major: Decide What to Study

A college major provides a framework for your studies and the classes you'll need to take. Some majors, like engineering, prepare students for specific careers. Other majors, like liberal arts, can lead to many different career paths.

Not sure what to major in? Don't worry. Many schools don't require you to declare (choose) a major right away. And you can always change your major later on.

Fast Fact: Most college students change their majors at least once.

Be Open to Opportunity: Stay Curious

Over and over again, students say that college led them to career paths they never imagined for themselves, or weren't even aware of.

Prove Your Potential / You can succeed

You Are College Material: Believe It to Achieve It

At some time or another, many students have doubts that they are college material.

Believing in yourself is the most important step to success. Millions just like you were able to say "I'm going." You can, too.

Low GPAs and Test Scores? Keep Moving Forward

A common myth is that only people with excellent high school grades and SAT® or ACT® scores can go to college. It's just **not true**.

Different colleges have different admissions standards; if you don't get into one, keep looking.

You can take the standardized tests over again to improve your scores. Taking them again can only work in your favor, because only your highest scores are reported to the colleges you're interested in.

Community colleges can have more open admission policies. Many students begin their college experience at these schools.

Go to www.fairtest.org to find over 800 universities / colleges who do NOT require SATs or ACTs.

Grow With Help and Support

Lots of resources are there for you

New People, Places, Ideas: Learn out of Class

College is about more than training for a career. It's also about discovering yourself and learning to think and live independently. A lot of that occurs outside the classroom. The new people you meet; the new environments you visit; the new ideas you find; this is the stuff that helps you learn more about life.

Academic Support: Make the Grades

Yes, new people and places are great. But you still need to succeed **in the classroom**.

Because your college wants you to succeed, you'll find it provides tons of resources to help you. Some examples are:

Academic advising. Advisers can help you find a major that's a good fit for you and help you choose the courses that will keep you on track to graduate.

Tutoring. When you have difficulty with a particular class, tutors are often available to help you one-on-one.

Academic counseling. Get help building basic academic skills, like setting goals, taking notes, overcoming test anxiety, and more.

Study groups. Many schools encourage students to work together outside of class to help one another succeed in a particular course.

Services for first-generation, low-income and disabled students. Some colleges offer academic support geared especially for students whose backgrounds may create challenges for them.

Family Need Help Helping You? Point Out Resources

If your family supports your college dreams, but they don't know what they can do, you can help them help you:

Take them to school. Bring your parents to meet your high school counselor. Explain to your counselor that your family needs help helping you go to college. Together, you can create a plan outlining the steps everyone should take.

Lead them online. The Internet is a great source of college information. Here are some sites that can help your family learn what they can do to help:

Vermont Student Assistance Corp (VSAC) ensures that all Vermonters have the necessary financial and information resources to pursue their education goals beyond high school.

Student Aid on the Web. Your source for free information from the U.S. Department of Education on preparing for and funding education beyond high school.

Federal Student Aid FAFSA4caster. This site helps high school juniors and younger get an early start on the financial aid process.

FAFSA Web site. This is where you'll apply for federal student aid as a high school senior. Your parents can learn what kind of information they'll need to provide, and learn about the process, so they can help you through it.

Preliminary Steps for College Selection

If you have not already done so, NOW is the time to start narrowing your choice of schools, colleges and universities.

Among the points to consider:

- Location – What part of the country? What part of the world?
Remember to consider travel costs and distance from home.
- Setting – Urban, suburban, rural
- Size – Consider both size of the campus and size of the classes
- Major – Does the college/university have programs that interest you?
- Cost – Don't rule out a school because of cost until you consider financial aid and scholarships.
- Admissions requirements – Will you be admitted?
- Extra-curricular and special programs – Do you want to participate in sports? Do you want to study abroad?
- **Does it feel right – is it a good fit? Is it a place where you will be comfortable?**

Kinds of Colleges

Two-year and community colleges – these schools have two general functions:

- 1.) Preparing students for entry into a four-year college to complete a Bachelor's program.
- 2.) Preparing students to enter the world of work in a skilled professional or paraprofessional capacity.

Four-year College and universities:

- There are thousands of four-year colleges/universities in the United States alone. Some are publicly supported; others privately financed. They vary in admission requirements, size, location, cost, affiliation, and in countless other respects.
- Four-year colleges offer professional, business, certain pre-professional and many other programs. The most common undergraduate degrees are bachelor of arts (B.A.) and bachelor of science (B.S.)

Technical Schools:

A one or two year institution which offers a Certificate for occupational programs intended to prepare students for immediate employment in fields.



ADMISSIONS PROGRAMS

There are a number of admissions programs used by colleges and universities. Although these programs differ widely in specifics, some of them require considerable planning well before senior year.

Early Decision

This plan requires students to apply in November or December. The decision on their application is usually returned during December or January. This plan is suggested for students who are academically strong and know that they want to attend a particular college. Early decision candidates who are accepted are required to withdraw their application to other colleges and agree to matriculate to the college that accepts them. Students should not apply to more than one early decision program and should understand clearly the commitment they are making.

Early Action

Early Action differs from early decision in that students are not required to accept admission or withdraw other applications if accepted. Early Action is offered chiefly by the highly selective institutions. UVM offers an early action option to Vermont students.

Rolling Admissions

Colleges with rolling admissions do not have an application deadline. Decisions are made in the order that applications are received. Usually within 4-6 weeks after your file is complete, you can expect to receive notice of the action taken.

Regular Decision

Many colleges require all applications by a deadline date and then notify all candidates of their decision on a set date in the spring.

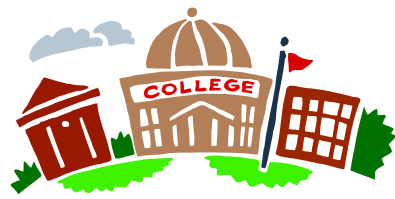
Early Admission— a program that allows high school students to enroll in college before they graduate from high school. Admissions standards are more stringent for early admission.

Open Admissions – a policy adopted by non-competitive institutions which allows all applicants to be accepted. CCV has open admissions.

Midyear Admission – an option some colleges offer that allows students to start classes in the second semester rather than in the fall.

Deferred Admissions – an option some colleges offer that allows students to be accepted and delay attendance for a year. This option usually requires a deposit to hold the student's place.

Concurrent Enrollment – a program that permits currently enrolled high school students to take a course or courses at the college level.



New England Regional Student Program

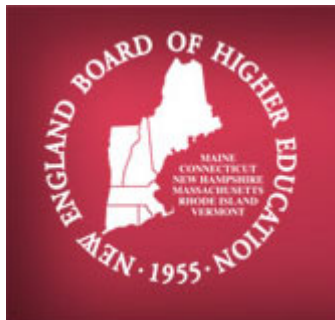
<http://www.nebhe.org/>

The New England Board of Higher Education's Regional Student Program (RSP) provides New England residents with a tuition break when they study certain majors – *not available at public colleges in their home state* - at public colleges and universities in other New England states.

All 78 public colleges and universities in New England participate in the RSP. Together, these two year and four year higher education institution offer more than 700 academic programs at reduced tuition to out-of-state New England residents.

Programs are available through the RSP at all academic levels: associates, bachelor's, master's, certificate of advanced graduate study, doctoral and first professional. The majors are approved each year by the participating institutions and are listed in the annual RSP catalog.

Copies of the RSP are available from you counselor.



COLLEGE ACCEPTANCE REQUIREMENTS

Admission requirements to the University of Vermont are listed below. These are included to give students a general idea of what colleges expect. Please remember that some colleges are more selective than UVM and some are less selective. Requirements vary with different colleges. Students should consult with our Student Services Department or the colleges/universities in which they are interested for specific course requirements.

Minimum Entrance Requirements for all areas	4 years of English 3 years of Mathematics* 3 years of Social Science 2 years of Natural or Physical Science 2 years of the same World Language
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Additional requirements and recommendations for specific subject areas:

Area	Required Courses	Recommended Courses
Agriculture and Life Sciences	1 year of Biology 1 year of Chemistry (for science majors only)	1 year of Physics 4 years of Mathematics (including 1 year of college prep math beyond Algebra II)
Allied Health Sciences	1 year of Biology 1 year of Chemistry 1 year of Physics 4 years of Mathematics (including trigonometry)	
Arts and Sciences		4 years of Mathematics (including trigonometry) World language in junior and senior high school
Business Administration	4 years of Mathematics, including 1 year of college preparatory/ advanced math beyond Algebra II	1 additional year of Science
Education and Social Services		1 year of Biology 4 years of Mathematics
Engineering and Mathematics	4 years of Mathematics, including trigonometry and advanced algebra 1 year of Physics 1 year of Chemistry	
Natural Resources	1 year of Biology	4 years of college prep Mathematics
Nursing	1 year of Chemistry 1 year of Biology	1 additional year of Science during senior year

*Algebra I, Geometry, Algebra II, or equivalent courses, e.g., Imp I, II, III.

General College Admission Criteria. Students are evaluated primarily on high school performance and standardized examinations. To ensure exposure to broad fields of intellectual inquiry, candidates are expected to complete at least the minimums listed above. In addition to high school performance and test scores, the following are considered: the rigor of a student's program, grade point average (G.P.A.), trends of performance, the competitiveness of the high school, experiences in a student's background, letters of recommendation, application essay(s), special talents and community service.

Developing The College List

Directions: Using one or more of the many sources available to you in the Student Services (on-line, catalogs, Peterson and/or Guide to College Majors, etc.) try to fill in at least *three* colleges / universities in each level.

Level One: The Long Shot (Less than 50/50 chance of admission)

Level Two: Middle-of the Road (about 50/50 chance of admission)

Level Three: Safety School (99% chance of admission)

HOW TO SEND YOUR APPLICATIONS AND TRANSCRIPTS TO COLLEGE/UNIVERSITIES

Applications

Students send their applications, essays, and fees directly to the college. Students can apply online or with paper applications. In either case, students will need to request a transcript and arrange for teacher or counselor recommendations. (see below for more information)

Transcripts

Student transcripts include a record of your grades since 9th grade. SAT or ACT scores can also be sent if you used the U-32 school code when registering and requested that the scores be reported to us.

Request / Authorization to Release Student Record form is available in the Student Services and in this document. Parent / guardian **MUST** complete and submit this form prior to transcripts being released.

How to College Request Transcripts - Students **MUST** request transcripts through Naviance / Family Connection by signing into their account, going to the Colleges tab, clicking on Colleges That I'm Applying To and then clicking on the Request Transcripts link located above their active applications lists. Students **MUST** also complete the FERPA statements authorizing said release.

Students using Common Application have to submit their college application prior to U-32 being able to electronically send the student's transcript and counselor recommendation.

How to Request Transcripts for scholarships, etc. - Transcript for Scholarship Request form is available in the Student Services and in this document. In addition to the name and complete address of the scholarship(s), you will be asked to indicate the date that the scholarship committee requires the information. Due to the volume of requests, it takes 7 school days to process and mail a transcript. Please provide an addressed and stamped envelope for all requests.

Teacher and/or Counselor Recommendations – These often provide significant information to the admissions committee. Let your teachers and counselor know about your activities, accomplishments and aspirations – these are the things that make a recommendation substantial. Use the Teacher Recommendation form available in the Student Services and in this document. Follow the college's instructions, if any, in choosing teachers to recommend you. If there are no instructions, pick among your academic subject teachers in the 11th or 12th grade. Give teachers and counselors at least 2 weeks, preferably more, to write your recommendation. Many U-32 teachers will send the letter of recommendation electronically via Naviance Family Connection.

Recommendation Request Forms and Parent Brag sheets are available in the Student Services, online and in this document. Complete the information requested on the form and give it to the teacher/counselor writing the recommendation along with an addressed, stamped envelope for each school. Please give teachers/counselors at least 10 school days to complete their recommendation. A **resume** provides a teacher with information that will assist him/her in composing a well-rounded letter that includes more than just academic information.

The Application Form - The appearance is significant. A sloppy application may affect your candidacy. Your essays should be an example of your best writing. Have your essay proofread; use the white table. This calls for careful drafting and editing before you submit the final copy of an essay or application.

Nonacademic Activities and Accomplishments sometimes bear upon college admissions. Be sure that you let colleges know about your participation in school clubs and activities, athletics, leadership roles, community service, and jobs – both volunteer and paid. Colleges look for well-rounded, motivated, energetic people. Intensive participation in a few activities or projects is usually more significant than minimal participation in many activities.

VISITING COLLEGES

Arranging a Visit:

- Do some research on the colleges that you plan to visit.
- Plan to visit a group of colleges when you arrange a trip. By doing this, you can see a variety of college environments. If you are unsure about certain features (size, for example) look at colleges that represent several choices.
- Call the Admissions Office a few weeks before you want to visit. This gives you the opportunity to know when the college will be having Open House, if and when they give tours and if you can schedule an interview. You may decide to return a second time to stay on campus, meet teachers or coaches and visit classes.
- Request an unofficial transcript from Student Services to take along if you have an interview scheduled.
- Be prepared with questions. The best interview goes both ways.
- Take a camera to help you remember your impressions.

Things to Look For

- Before you visit, think about the kind of environment that you want for college. Have in mind the criteria that are most important to you.
- Every campus has a "personality". Talk to students about campus life, what people do for fun, how they perceive classes, sports and any other topics that are important to you. Don't hesitate to ask questions.
- Keep an open mind. At the same time be aware that you will be more comfortable at some schools than at others. If a place does not "feel" right after some investigation, it is probably not the place for you.
- Check out the dorms and find out about housing options. If you have the opportunity to do so, eat in the cafeteria.
- Inquire about facilities that are of particular interest to you such as fitness facilities, opportunities for special help, clubs and organizations.
- See the library and computer labs.
- Most important, enjoy the experience! Remember, this is an adventure!

You should definitely visit the campus before accepting an offer to attend, but you might not be able to schedule a visit until later in the year. Here are some things you can do in the meantime:

- See if the school has a video or DVD.
- Ask for names of alumni or current students living in your area. Often, these associates of the school are willing to talk with prospective students.
- Call or e-mail the admissions office, students, or professors with specific questions.
- See if you can read the campus newspaper online to learn the important campus issues.
- On the Web, go to www.ecampustours.com and www.campustours.com to see if you can find a virtual tour of the campus you want to see. Colleges often have virtual tours on their own Web sites too.

Campus Visit Checklist

Name of School _____ Date of Visit _____

Tour Guide Name _____

Below are some tips that both parents and students can use during a campus visit to learn more about any college campus:

- VISIT the career center
- ASK the tough questions until you get answers
- PLAN at least one half day at each school and stay overnight, if possible
- VISIT when the school is in session
- BRING a journal to jot down your impressions
- ARRANGE an interview with an admissions officer
- TAKE a campus tour
- TALK with students and faculty, preferably from a major that interests you
- PICK UP a student newspaper or activities calendar
- ATTEND an extracurricular activity (sports, theatre, etc.)
- CHECK out the dorms, libraries, student union, bookstore, etc.
- EAT a meal on campus
- GET names and business cards of people you meet for future contacts
- SAVE a map of the campus for future reference
- GO to a class or two
- TOUR the community surrounding the campus
- TALK to a student or counselor in the career center
- FIND out about campus activities
- IMAGINE attending this college for 2/4 years

NOTES:

Tips for Writing Your College Essay

Make a good first impression

- Type your essay neatly on pages separate from your application. Make sure your name is on each page in case it gets separated from the rest of your material.
- Edit for correctness; check mechanics, spelling, grammar and punctuation. Remember that typos are important mistakes, too.
- If you are including the name of the college in an essay, make sure you send the right essay to the right college!

Make a great lasting impression

- Begin with an outline; introduction, main body and conclusion.
- Write in your own voice. Use your own words and phrases (no slang); don't rely on a thesaurus to sound impressive.
- Write about something you know about, that genuinely interests you. Don't write about what you think the Admissions Committee wants to hear.
- Allow yourself time to concentrate on the content, insight and topics.
- Make sure you answer the question asked.
- Write several drafts until you are satisfied that you have said what you want to say in the best possible manner.
- After you done all of this, give your essay to a second reader to edit. A second pair of eyes will be able to point out things that are unclear.
- Give yourself time to revise substantially before editing. Take a close look at organization, structure and transitions. Don't forget to check language, syntax, sentences and wording.
- Be sure that the final draft stays focused and does not digress from your topic.
- Remember, the best essays give readers honest insight into who you are, how you think and what is important to you.



REQUEST / AUTHORIZATION TO RELEASE STUDENT RECORD



Date

School Counselor

Last Name

First Name

Street Address

City

Year of Graduation

I hereby authorize U-32 to release a copy of my high school academic record, standardized test scores, personal resume information and letters of recommendation (when applicable) to those schools / colleges, places of employment, armed forces, or government agencies to which I have applied.

Student's signature: _____

Age: _____

Parent / Guardian Signature: _____

Date: _____

(if student is under 18)

TRANSCRIPT FOR SCHOLARSHIP REQUEST FORM

Student Name: _____ YOG: _____
Counselor Name: _____
TA Name: _____

Date: _____ Student Signature: _____
Age: _____

Complete Mailing Address

Scholarship Deadline

1.

Complete Mailing Address

Scholarship Deadline

2.

Complete Mailing Address

Scholarship Deadline

3.

4.

Scholarship Deadline

COLLEGE APPLICATION CHECKLIST

- _____ Parent Brag Sheet
- _____ Counselor/Teacher Recommendation Form
- _____ Transcript Release Form
- _____ List the schools you're applying to in Naviance "Colleges I'm Applying to" section
- _____ Create Common App account at commonapp.org
- _____ List the schools you're applying to in Common App "Education" section
- _____ Match your Common App & Naviance accounts in Naviance under Colleges I am Applying to tab
- _____ FERPA Release in Common App under "Assign Recommenders"
- _____ After asking in person, request teacher recommendation letters electronically in Naviance;
DO NOT request them in Common App
- _____ Complete "Member Questions" for each college in Common App
- _____ College essay completed, reviewed, edited, and uploaded to application
- _____ Send SAT/ACT scores to colleges applying to
- _____ Request Transcript on Naviance
- _____ Financial aid forms completed (FAFSA, profile, etc.)
- _____ NCAA clearinghouse form completed and mailed if playing Division I or II athletics

*****U-32 sends:** transcript, counselor and teacher recommendation letters and common app forms, and school profile

*****Student sends:** completed and signed application with essay, SAT/ACT scores, application fee or fee waiver, financial aid information

How to request a transcript in Naviance:

In "Colleges I'm Applying To," check the box next to the college(s) you're requesting it for, and click on the "Request Transcripts" link above.

*****Parent release MUST be on file in the Student Services for this feature to work!**

How to request teacher letters of recommendation in Naviance:

In "Colleges I'm Applying To," under "Teacher Recommendations" click "Add Request."

PARENT BRAG SHEET

Name of Student: _____

We are looking for your input to support us in our efforts to write the best letter of recommendation for your daughter or son. We have already requested that each student who requests a letter of recommendation submit a Counselor Recommendation Form and a resume as well as come in for an interview. As you are truly the “experts” when it comes to your child, we relish any input that you can share. It is a great opportunity for you to say all of the wonderful things that often go unspoken! Thanks for your help in this important process.

Please list several words that describe your son/daughter.

What attributes do you see that your son or daughter will be most likely to share with his/her college community?

If there is a significant experience that has affected your child, please share that experience and the impact that it had.

What is your child’s greatest strength? His or her greatest challenge?

Signature: _____ **Date:** _____

TEACHER / COUNSELOR RECOMMENDATION FORM

Name: _____ Teacher/Counselor: _____

Date to be Mailed: _____

Please list the courses you took from me and the grades that you received.

Class _____ Year _____ Grade _____

Class _____ Year _____ Grade _____

Class _____ Year _____ Grade _____

Was there a particular project in one of my classes that you found meaningful? Please describe.

What do you see as your major academic strengths?

Do your grades/test scores reflect your academic potential? Please explain.

What do you see as your significant accomplishments over the past four years?

Describe a challenge that you have faced and how you dealt with it.

List three words that you would use to describe yourself and why.

1.

2.

3.

List three words that your parent might use to describe you and why.

1.

2.

3.

Why did you choose me to write this letter?

Please attach a copy of your Parent Brag Sheet.

DON'T GET SCAMMED ON YOUR WAY TO COLLEGE

LOOK FOR 6 SIGNS A SCHOLARSHIP SEARCH MAY BE A SCHOLARSHIP SCAM!

- 1.) "This scholarship is guaranteed or your money back." No one can guarantee that they'll get you a grant or scholarship. Refund guarantees often have conditions or strings attached. Get refund policies in writing – before you pay.
- 2.) "You can't get this information anywhere else." There are many free lists of scholarships available. Check with your school counselor or library before you decide to pay someone to do the work for you.
- 3.) "May I have your credit card or bank account number to hold this scholarship?" Don't give out your credit card or bank account number without getting information in writing first. It may be a set-up for unauthorized withdrawal from your account.
- 4.) "We'll do all the work." Don't be fooled. There's no way around it. You must apply for scholarships or grants yourself.
- 5.) "The scholarship will cost some money." Don't pay anyone who claims to be "holding" a scholarship or grant for you. Free money shouldn't cost a thing.
- 6.) "You've been selected" by a "national foundation" to receive a scholarship, or "You're a finalist" in a contest that you never entered. Before you send money to apply for a scholarship, check it out. Make sure the foundation or program is legitimate.

Need Money For College?

Check with your school counselor, check out the scholarship page on Naviance Family Connection, or the local library before you pay someone for the same or similar scholarship lists.



FTC Consumer Alert Reprinted from the Wed at www.ftc.gov.

GAP YEAR OPPORTUNITIES / ALTERNATIVE EDUCATIONAL PROGRAMS FOR INTERIM YEAR

Top 10 Reasons to Take a Gap Year.

10. Experience an easier transition from high school to college or college to the world of work.
9. Determine your college focus and avoid changing majors and incurring additional costs.
8. Improve your chances for college acceptance.
7. Increase your level of self confidence and maturity from independent travel and real world travel.
6. Gain practical skills and work experience (resume building before college or seeking a job).
5. Follow up on interests and enhance prospective studies.
4. Choose and create your life for a year.
3. Find your passion or determine what is not of interest to you.
2. K-12 years of schooling = potential burnout; take a break.
1. It is harder to take this kind of time when you are older!

GAP-YEAR PROGRAMS

Helpful site as a resource for GAP years: <http://www.realgap.com/Gap-Year-Ideas-2>

- **AmeriCorps** – 800-942-2677 – www.americorps.org – Intensive national service programs to meet critical needs in education, public service, health and the environment. Programs include tutoring and mentoring youth, building affordable housing, teaching computer skills, cleaning parks and streams, running after school programs and helping communities respond to disaster.
- **Castle Rock Institute** – 828-862-3759 – <http://www.castle-rock.org/> – is an educational organization devoted to balancing academic study of the Humanities and outdoor adventure. It sponsors off-campus study programs for college students that combine coursework in religion, philosophy, literature and art with backpacking, climbing, biking, and paddling. With locations in North Carolina, Australia, and New Zealand, it offers college students a unique Environmental Studies study abroad program, a special Leadership program, and a domestic Humanities program.
- **Center for Interim Programs** – (617) 547-0980 – <http://www.interimprograms.com/> – At *Interim*, we work one-on-one with individuals of all ages to tailor a combination of program options that match interests, needs, and goals. We guide people through the process of identifying reputable placements, securing those placements, and adjusting to the changes that inevitably take place as individuals take on new experiences.
- **City Year** – (617) 927-2500 – www.cityyear.org – A national youth organization that provides service to US cities as Boston, Chicago, Cleveland, Columbia, Detroit, New Hampshire cities, New York, Philadelphia, Providence, San Antonio, San Jose, Seattle and Washington, DC.
- **Dynamy** – 508-755-2571 – <http://www.dynamy.org/> – Dynamy's Internship Year accepts young people, ages 17 to 22, from across the country for a nine month long residential program which includes full-time student internships, a wilderness expedition (Outward Bound), individual advising and mentoring, community service, group meetings, and optional college credit seminars through Clark University. Students are typically high school graduates, although the program is also attractive to students who have completed a year or two of college. Over 80% of Internship Year graduates proceed from this program onto—or back to—higher education. A high percentage pursuing advanced degrees. Once your life's focus is discovered, it stays with you.
- **Earthwatch** – <http://www.earthwatch.org/> – Earthwatch Institute's mission is to promote sustainable conservation of our natural resources and cultural heritage by creating partnerships between scientists, educators and the general public. To realize this mission, Earthwatch Institute has three recognized areas of focus: Research, Education and Conservation.
- **Global Crossroad** – <http://www.globalcrossroad.com/> – A leading volunteer abroad vacation organization. For the last 7 years, we have offered successful travel and

volunteer abroad experiences to nearly 8000 volunteers/travelers. Whether you're looking for a volunteer abroad experience, career break, or just a meaningful travel experience, Global Crossroad offers a variety of volunteer abroad programs to match your varying interests.

- **Global Service Corps** - <http://www.globalservicecorps.org/> - a leader in the field of international volunteerism designing and implementing effective community development volunteer [service-learning programs](#) in Africa and Asia since 1993.
- **Habitat for Humanity** - <http://www.habitat.org/> A volunteer organization that builds decent, affordable housing for poor families.
- **I-to- I Volunteer Abroad** - <http://i-to-i.com> Arranges unique volunteer, work and teach abroad programs for students. Projects in 23 countries needing help with conservation, care work, teaching, media, building and health work.
- **National Outdoor Leadership School** www.nols.edu courses ranging from 10 days to a full academic year, we attract highly motivated students who want to learn how to lead. Our hands on, learn-by-doing approach means that our graduates get the skills they need to be competent, responsible wilderness travelers long after their course is over.
- **National Society for Experiential Education** <http://www.nsee.org/home.htm> (NSEE) is a nonprofit membership association of educators, businesses, and community leaders. Founded in 1971, NSEE also serves as a national resource center for the development and improvement of experiential education programs nationwide.
- **Outward Bound** - <http://www.outwardbound.org/> is a non-profit educational organization that serves people of all ages and backgrounds through active learning expeditions that inspire character development, self-discovery and service both in and out of the classroom. Outward Bound delivers programs using unfamiliar settings as a way for participants across the country to experience adventure and challenge in a way that helps students realize they can do more than they thought possible. Customized courses provide curricula developed for struggling teens, groups with specific health, social or educational needs and business and professional organizations.
- **Sea Education Association** - <http://www.sea.edu/> - an educational adventure in a study-abroad program, you won't find anything like us anywhere in the world. We take college students to the deep ocean on a traditional sailing vessel to learn about the sea.
- **Semester at Sea** - <http://www.semesteratsea.org/> - **educate individuals for leadership, service, and success in shaping our interdependent world.** We are committed to providing profoundly transformative study-abroad experiences that emphasize global exchange and awareness. We will continue to make a positive world impact by developing leaders who have the knowledge and perspective necessary to promote greater understanding of all peoples and all cultures.
- **Serve Your World** - <http://www.serveyourworld.com/> - An online database of volunteer organizations that provide opportunities for students to participate in around the world.

- **Student Conservation Association** - <http://www.thesca.org/> Offers conservation service opportunities, outdoor skills and leadership training. Students care for national parks and forests, historic and cultural resources and urban green spaces.
- **United Nations Volunteers** - <http://www.unv.org/> UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.
- **Up With People** - <http://www.upwithpeople.org/> - addresses the very real need for young adults and leaders who have global perspectives, intercultural understanding, knowledge of worldwide social issues, leadership skills and a dedication to community service.
- **Where There Be Dragons** - <http://www.wheretherebedragons.com/> - programs vary in their focus - with some trekking and wilderness intensive, others strong on service and development studies, and still others language-oriented - all Dragons journeys are designed above all else to be fun, safe and honest educational experiences.
- **World Learning** - <http://www.worldlearning.org/> - is a global non-profit organization with operations in more than 75 countries. Through its international education programs – The Experiment in International Living, SIT Study Abroad, and SIT Graduate Institute – World Learning fosters global citizenship by connecting over 3,000 young ambassadors annually across cultural differences and social barriers.

