

The College Process

Junior Handbook

2020-2021



2320 Huntington Turnpike
Trumbull, CT 06611

School CEEB Code: 070797

College and School Counseling Department
Phone: 203-378-9378
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This book belongs to: _____

IMPORTANT INFORMATION

<https://student.naviance.com/sjhs>

Naviance Username: _____

Naviance Password: _____

www.commonapp.org

Common Application Username: _____

Common Application Password: _____

www.collegeboard.org

College Board Username: _____

College Board Password: _____

www.actstudent.org

ACT Username: _____

ACT Password: _____

Other important links can be found on your Naviance homepage.

Other important usernames and passwords:

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INTRODUCTION

The College Process

Getting Started

The college process officially begins junior year when students meet with their counselors and review their PSAT scores. These meetings will be followed by Junior College Planning Workshops for all students in the third quarter of junior year during one study period a week.

Parent Involvement

We encourage parents to participate in the college process. Parents can communicate with their child's counselor by scheduling an in-person meeting at school or communicating via phone or email. When parents come in for a meeting with the counselor, the student must be present. Meetings can take place before or after school, or during a student's study period. By senior year, we ask parents to fill out the optional "Parent Questionnaire." This form is located in Document Resources on Naviance Student under senior information and forms and in the back of this booklet under "Forms." The Parent Questionnaire can be very helpful to the student's letter of recommendation.

Spring/Summer Tasks

The spring of junior year and the summer before senior year should be used for college research and studying for standardized testing. Students can visit colleges in the summer, although visiting when colleges are in session is best. Students can also start the Common Application on August 1st. Students will begin their college essay with their English teacher in the spring of junior year. The essay will be due the first week of school senior year as part of their summer project. Students should begin generating a list of schools to which they are interested in applying. The Office of College and School Counseling will hold senior parent college workshops in August to get started on the application process.

College Visits

St Joseph High School does not allow excused absences for college visits. Please reserve days off, half days, and long weekends for your college visits. Check the school calendar to plan in advance. You may call the admissions office of each college you plan to visit to schedule a tour and information session. Some colleges allow you to schedule appointments online.

Senior Year – Fall

All seniors must meet with their counselor in September to discuss future plans. Seniors should meet with their counselor regularly. The focus during the fall is for students to fine-tune an appropriate college list, complete their applications, and finish their essays. Each student is different. Some students may need multiple appointments with their counselor and others may need one or two meetings.

The Office of College and School Counseling will hold a college information night for seniors and parents during the first month of school. There will also be a financial aid program held in October that will be important to attend. It is important that all students meet the office deadlines for transcript requests. All applications must be submitted before requesting transcripts from the office. ***Transcript requests must allow the office TEN FULL SCHOOL DAYS prior to the application deadline.***

Senior Year – Spring

Seniors should expect to hear from colleges by **April 15th** at the latest. Students will have to deposit and make their final college decision by **May 1st**. The counselors are available to assist with any questions or concerns during this time.

NOTE: While some students may have already been admitted to the college/university of their choice, students should continue to work hard in school as colleges/universities reserve the right to retract their admissions decisions.

Letters of Recommendation

In the spring of their junior year, we recommend students consider who they will ask for a letter of recommendation. Students should ask a teacher they have had in junior year or will have again in senior year. Students must verbally ask a teacher before requesting them in Naviance. Students are responsible for making sure teachers are aware of their college deadlines and providing teachers with a college list. (see page 41 for additional details)

Test Scores

St Joseph High School does not report students' SAT, ACT, or AP test scores. Students must send official scores from the College Board (collegeboard.org) or ACT (actstudent.org) to each college to which they are applying (unless they are applying to a test optional school). Students only need to send their AP scores to the school to which they will attend.

Scholarships

The Office of College and School Counseling posts scholarships on Naviance and Plus Portals and emails scholarship information to seniors and parents through Naviance and Plus Portals. There is also a binder of local, national, and school-specific scholarships located in The Office of College and School Counseling. Students may come to the office during their study period, before or after school, or during homeroom to review scholarship opportunities. If they find a scholarship to apply to, we can copy the information for them. Transcript requests for scholarships are available.

Please note: Students still need to adhere to the ten day rule - we will need ten, full school days to process transcripts for scholarships.

THE ACADEMIC PROGRAM

St Joseph High School is accredited by the New England Association of Schools and Colleges and is proud of its college preparatory academic program. Our intention is that each student will have the chance to develop his or her academic abilities to their fullest potential and will be academically ready to be successful as both a college and lifetime learner. All courses are taught by highly trained and dedicated instructors, many of whom possess advanced degrees.

During the first two years, the program is structured around a required curriculum. The students will choose course electives which are appropriate to their individual skills and needs in their final years. Seniors who have shown outstanding academic talent may select offerings from the College Board Advanced Placement courses. Theology courses are required of all students each year.

ACADEMIC REQUIREMENTS FOR GRADUATION FROM ST JOSEPH HIGH SCHOOL

Theology	4 credits (1 credit each year)
English	4 credits (1 credit each year)
Mathematics	4 credits (1 credit each year)
Science	3 credits
Social Studies	3.5 credits (this includes 1.5 credits in American History and .50 credits in Civics)
World Language	2 credits of same language
Phys. Ed. /Health	1 credit (.50 credits each of the first two years)
Electives	4.5 credits
One credit earned from the following during the first two years:	
Computer 610	.50 credits
Art I, Music I, or Theater I	.50 credits
[or] Band or Chorus	.50 credits

Total Credits: 26

Core curriculum may be required in each discipline. All students are required to complete 15-30 hours of community service each year depending on their grade level. Underclassmen must complete these hours in order to be eligible to advance to the next grade level. Seniors must complete these hours in order to receive a diploma. Transfer student credit requirements will be determined on a case-by-case basis.

COLLEGE REQUIREMENTS AND RECOMMENDATIONS

The following is a list of recommended and minimum credit requirements for students entering most liberal arts programs:

English	4 credits
Mathematics	4 credits
Science	3 credits (including Chemistry) (at least one credit Laboratory Science)
History	3 credits
World Language	3 credits (Same Language) (2 credits minimum)

Students are reminded that college majors other than liberal arts (e.g. engineering, nursing, etc.) may have additional requirements. Before selecting courses, students should check college admission requirements and consult with their school counselors.

College Process Checklist

College Process Checklist

<https://student.naviance.com/sjhs>

School Code: 070797

- ☐ Meet with your counselor to discuss college list. Counselor Initials: _____

Discuss with your counselor the type of application you are using for each school you are applying to.

Counselor Initials: _____

- ☐ Complete Common Application

1. Use the same **username** as Naviance. Ask your counselor if your birth date on your profile page in Naviance is correct. If it is incorrect, have them update it. Write down your CA username and password.

CA Username: _____ CA Password: _____ Birth date: _____

- ☐ Create your college list in Naviance

1. Go to **Colleges** tab (top right hand corner of welcome page), then to “Colleges”, “Colleges I’m Thinking About”.
2. Click “Add Colleges to This List +”.
3. Look up college by: **State, A-Z, etc....**
4. Put a check mark in the box next to the colleges you are applying to. **Add to favorites** ♥
5. Click “Move To Application List”.
6. Check **how you are applying** (ex: EA, REG), **Deadline**, and check next to the box if you have submitted your application.
7. Check **how you are submitting** (ex: via CA, directly to the institution).
8. Finally, click “Update Applications.” The school is now on your “Colleges I’m Applying to List”.

- ☐ Request your recommendation letters in Naviance.

1. Go to the Colleges Tab and click “Letters of Recommendation” under apply to colleges.
2. Click “Add Request”.
3. Using the drop down list, add teachers to write your letter and select “All future and current schools that I add to my Colleges I’m Applying to List”.
4. Students should add a personal note to the teacher with their request.
5. Click “Submit Request”. At the top of the screen, a green status bar shows the teacher’s name and the number of requests for the student.

- ☐ Complete the FERPA agreement on the Common App website.

1. On the Common Application, the student needs to create an account on www.commonapp.org.
2. Go to the **College Search** and fill out at least one college.
3. Go to **Common App** tab and add your **High School** under “Education”.
Make sure you search, not type, “Saint Joseph High School, Trumbull CT or CEB Code 070797”.
4. The FERPA question is found under **MY COLLEGES** tab “Recommenders & Ferpa”.

DO NOT INVITE ANY RECOMMENDERS SUCH AS TEACHERS OR COUNSELORS ON THE COMMON APP!

Teacher Letter of Recommendations are requested through Naviance only

5. The FERPA is a Federal law that protects the privacy of student education records. When you waive your rights, you allow the school to release the requested records (ex: transcript, recommendation letters, etc.). Waiving your rights also allows admissions representatives to contact your counselor about the school forms submitted on your behalf. Colleges **REQUIRE** that the student says **YES** on the FERPA.

If your say NO and Match your accounts, you will not be able to change your answer!

☐ **Match your Family Connection account in Naviance with your Common App account.**



1. Go to **“The Colleges I’m Applying To”** page, type in your CA email address and make sure your birthdate is correct. Click **“Match”**. A **BLUE** box will appear on the top of **“The Colleges I’m Applying To”** page and will show:

Common App Account Matching - Complete
Your Common App account was successfully matched.
FERPA Status: Waived

☐ **Complete your self-evaluation.**

1. Go to the home page of Naviance. Under **“Resources to get Ready”** click **“Document Resources”**, then **“Senior Information and Forms”** and download **“Self Evaluation-senior.doc”**.
2. Fill out the information and save it. (File, Save As, choose a folder to save it in)
3. Either email or hand a copy to your counselor.

☐ **Complete a resume**

1. Go to **“About Me”** tab in Naviance. Under **“My Stuff”**, click on resume. Make selections to build your resume by adding entries. 
2. After building your resume, **“Print/Export Resume”**.  Name your resume, choose a default template, and click on section you would like to include in your resume. Save and download
3. Teachers and counselors will be able to view on Naviance.

☐ **Sign up to meet with college admissions representatives through Naviance.**

1. Located under the College Tab, click on **“Research Colleges”**.
2. Click **“College Visits”** and then **“Sign me up”**.
3. Come to School Counseling office on the day of the college visit for your pass.

☐ **Request transcripts from the School Counseling Office.**

1. Directions are on the **ORANGE** sheet.

☐ **Send your ACT/SAT scores to your colleges.**

APPLICATION(S) MUST BE SUBMITTED BEFORE REQUESTING TRANSCRIPTS.

THIS CHECKLIST MUST BE COMPLETED and BROUGHT TO THE SCHOOL COUNSELING OFFICE WHEN YOU REQUEST YOUR FIRST TRANSCRIPT TO BE SENT.

The College Process Timeline

January, 2020

- ✓ Meet with your counselor to review your PSAT scores
- ✓ Attend the Junior College Planning meeting

February, 2020

- ✓ If you have extended time for your exams, please see Ms. Schiels
- ✓ Figure out if you are going to do test preparation. You can sign up for the SAT course at SJHS- Please see Mr. Dempsey for more information
- ✓ Meet with your counselor to discuss your senior course selections
- ✓ Attend the junior course selection meeting
- ✓ Register for classes

March, 2020

- ✓ 3/9: NCAA Clearinghouse presentation-Auditorium. See Mr. Nogueira for questions
- ☐ 3/14: SAT Test (Cancelled)
- ☐ Sign up for the June SAT
- ☐ Make an appointment with your counselor to begin generating your list of schools

April 2020

- ☐ 4/9-4/19: Spring Break! College visit week
- ☐ Begin brainstorming your college essay

May, 2020

- ☐ 5/8: Last day to sign up for June ACT
- ☐ 5/8: Last day to sign up for the June SAT
- ☐ Consider which teachers you want to write your letters of recommendation and make a verbal request
- ☐ Register for the NCAA Clearinghouse if you plan on playing Division I or Division II sports. See Mr. Nogueira for any questions

June, 2020

- ☐ 6/6: SAT test
- ☐ 6/13: ACT test
- ☐ Complete your self-evaluation
- ☐ Meet with your counselor before summer break!

July-August, 2020

- ☐ 7/18: ACT test
- ☐ 8/29: SAT test
- ☐ Visit colleges
- ☐ Reduce your list of schools to a manageable number
- ☐ Sign up for the October or November SAT or ACT
- ☐ Start working on your applications
- ☐ Complete your college essay
- ☐ Complete your resume
- ☐ DO SOMETHING MEANINGFUL

September, 2020

- ☐ 9/12: ACT
- ☐ Schedule a meeting with your counselor to discuss your final list of schools
- ☐ Provide all of your information to your recommendation writers
- ☐ Sign up for college visits with the admission representatives at SJHS through Naviance
- ☐ Work on applications

October, 2020

- ☐ 10/1: you can start filling out the FAFSA
- ☐ 10/3: SAT
- ☐ 10/24: ACT
- ☐ Make a list of application deadlines
- ☐ Complete the CSS profile for schools that require it for financial aid
- ☐ Submit your early action/early decision applications (11/1-11/15)
- ☐ Request your transcripts 10 full school days prior to 11/1-11/15 deadlines
- ☐ Send your ACT and/or SAT scores to schools that are not “test optional”

November, 2020

- ☐ 11/7: SAT
- ☐ Complete and submit all applications and transcript requests for 12/1 deadlines
- ☐ Check with your teachers to make sure they have completed your letter of recommendation

December, 2020

- ☐ 12/5: SAT
- ☐ 12/12: ACT
- ☐ Begin researching scholarship opportunities
- ☐ Complete and submit all applications and transcript requests for 1/1-1/15 deadlines

January, 2021

- ☐ Finish completing all applications and request transcripts

February, 2021

- ☐ Make sure you have submitted your FAFSA and CSS profile for financial aid
- ☐ Notify the School Counseling Office on college decision and scholarships (provide copies of scholarship letters)

March, 2021

- ☐ Send thank you notes to your recommendation writers

April, 2021

- ☐ Attend “Accepted Student” days

May, 2021

- ☐ 5/1: Send your deposit to the college you will be attending
- ☐ Notify your counselor of which college you will be attending

June, 2021

- ☐ Graduate from SJHS!

STANDARDIZED TESTING

The Basics

- Students should complete all standardized tests in the spring/summer of junior year and the fall of senior year.
- ACT – Register online at www.actstudent.org during the spring of junior year (June).
- SAT - Register online at www.collegeboard.org during the spring of junior year. Students should discuss the best test date with their counselors.
- Most students take the ACT or the SAT twice to improve their scores. Once both the ACT and the SAT scores are available, students should compare their test results using the concordance chart available in the document resources on Naviance. They should repeat the stronger test during their senior year.
- **Students who have documented learning disabilities should see Ms. Schiels to fill out the appropriate paperwork for testing accommodations.**
- Students must send their scores to colleges/universities, unless they are applying to a test optional institution. ***St Joseph High School does not send test scores.*** Scores should be sent senior year before college deadlines. Most colleges will “super score” – they will look at the highest scores sent. Scores can be sent from the testing company’s website.

NOTE: The Common Application and school-specific applications frequently ask students to report their highest *section* scores, however, some schools may only look at a student’s highest *composite* score.

SAT-ACT Comparison Chart

SAT	ACT
3 hours, plus 50 minutes for optional essay	2 hours, 55 minutes long, plus 30 minutes for optional essay
3 sections: Evidence-Based Reading and Writing, Math, and optional essay	5 sections: Math, Science Reasoning, Reading, English, Writing
Section Total: 800 Total Possible Points: 1600	Section Total: 36 Highest Composite Average: 36
Reasoning - Tests ability to combine information and analyze real world problems	Content Based - Assesses knowledge of subjects taught in high school
No science section	Includes science reasoning section
Some math does not allow a calculator	All sections allow a calculator
Essay optional	Essay optional
No penalty for incorrect guesses	No penalty for incorrect guesses
Random question order	Random question order
Big Challenge: avoiding traps	Big Challenge: less time per question
The SAT tends to be popular on the East and West coasts	The ACT tends to be popular in the Midwest and the South
Test owned by College Board	Test owned by ACT Inc.
Website: www.collegeboard.org	Website: www.actstudent.org

SAT Subject Tests

- SAT Subject Tests are standardized tests in specific subject areas such as Biology, American History, Spanish, etc. (collegeboard.org)
- Some colleges require SAT Subject Tests for admission in addition to the SAT or ACT.
- The subject tests a student should take is a personal decision. Students may want to meet with their counselors and/or teachers to determine their best options.
- Please remember to check college websites for more specific information and requirements.

Test Preparation

There are a variety of test preparation options for students:

- St Joseph High School SAT test prep course
- Naviance test prep
- Khan Academy free SAT prep
- Kaplan or Princeton Review
- Private tutors (The Office of College and School Counseling can provide a recommended list)
- Prepare on your own with test books, cds, etc.
- Free practice tests at www.collegeboard.org or www.actstudent.org
- Check your local library for test preparation materials

Fair Test: Test-Optional Schools

Some colleges do not require standardized test scores. The National Center for Fair & Open Testing (www.fairtest.org) has a list of over 1000 SAT/ACT optional 4-year universities. Two examples are Fairfield University and Providence College. Students should check to be certain their specific major at the test optional school does not require test scores sent. Some nursing, business, and engineering programs, among others, will require test scores at some of the test optional schools. The Fair Test website has this information available to students.

Advanced Placement (AP) Exams

Students who are enrolled in Advanced Placement (AP) courses are required to take each course's AP exam. St Joseph High School registers students and administers these exams. Students may opt out of the AP exam if they wish. AP exams take place in the beginning of May. Students only need to send their AP scores to the school to which they will attend. Students are able to send their scores when they register for the exam or via www.collegeboard.org.

Fee Waivers

St Joseph High School can supply fee waivers for the SAT and for college applications for students **whose financial needs meet the federal guidelines**. Students should ask their counselor for more information about the criteria for fee waivers.

THE COLLEGE SEARCH

Resources

Great sources of information on colleges:

- Your counselor
- Naviance
- The college websites
- Your teachers
- The library
- College representatives visiting St Joseph High School
- College Board website
- College fairs
- Mailings

Developing a List of Colleges/Universities

The college search is a student-driven process with help from parents. Your college list should contain 6 to 9 schools on the final list. You want to be certain that your list contains *possible* schools (also known as “reach”), *probable* (target) schools, and *likely* (safety) schools:

Possible/Reach schools are those in which your credentials are not as strong as students who are typically admitted, or the percentage of admitted applicants is extremely small, thereby affecting the chances of admission for everyone.

Probable/Target schools are those in which your credentials are competitive and you are qualified for admissions.

Likely/Safety schools are those in which your credentials are very competitive and you are confident that you will be admitted assuming that your application has been done well and your interest in the school has been demonstrated.

Admissions Criteria

To determine whether the schools you are considering are *possible*, *probable*, or *likely* schools, you must consider the admissions standards. Use your cumulative grade point average, test scores, and the required high school courses to determine the likelihood of admission. Naviance provides graphs and other statistical information comparing your cumulative grade point average and test scores to St Joseph High School students who have applied to that college in the past. How competitive are you?

Students and parents should understand that colleges look at the following information:

- Strength of curriculum
- GPA and grade trend
- Standardized test scores (SAT and/or ACT)
- Extracurricular involvement
- Essay
- Recommendation letters
- Interview (if offered)
- Portfolio/Audition (fine art applicants)

Your senior year courses and strength of your schedule are critically important. You should select the most rigorous course of study appropriate for you in addition to the required courses: English, Civics, Math and Religion.

In addition to the courses above, we suggest you complete the following courses:

- 4th year of Science
- 3rd or 4th year of Foreign Language
- Electives

***Remember, high school is practice for college success. One of the top factors in admissions criteria includes **strength of curriculum**.*

Consider the Following Factors

General

- Distance from home
- Location: urban, suburban, rural
- Region: Northeast, South, West, International
- Size of school: small, medium, large
- Public vs. Private
- Campus atmosphere: diversity, school spirit, relaxed, competitive
- Cost: financial aid, merit scholarship availability
- Social Life: Greek life, outdoor activities, off-campus life
- Housing: dorm-oriented, off-campus housing, residential vs. commuter school

Academic

- Reputation
- Liberal arts college or university
- Flexibility of curriculum: core requirements, no requirements, no world language, online, classes, etc.
- Available programs of study: engineering, architecture, nursing, business, etc.
- Strength in specific academic areas: Science, Film, Music, Art, Creative Writing, Math, Languages
- Class size
- Availability of professors/who teaches classes (professors vs. teaching assistants)

Activities

- Athletics: Varsity Division I, Division II, Division III, JV, club, intramural
- Community Service
- Music
- Art
- Dance
- Theater
- Debate/Speech
- Religious Group
- Other

Visiting Colleges



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

- Visit when classes are in session
- Take a guided tour of campus
- Attend an information session in the admissions office
- Sit in on a class
- Speak with someone in your field of interest
- Set up an interview (if offered)
- Stay overnight in a dorm
- Eat in the cafeteria
- Arrive early and visit the surrounding area of campus

It is important that you visit a variety of different colleges/universities in a variety of campus settings. This will help you recognize which college/university best suits you.

Questions To Ask Your Tour Guide

- What is your average class size?
- When do you have to declare a major? What are the most popular majors at your school?
- Are some dorms better than others? What makes them unique?
- Do many students live off campus? If yes, why and when do they move off campus?
- How accessible are your professors?
- What percentage of students study abroad?
- What impact do fraternities and sororities have here? Athletics?
- Describe what weekends are like on campus? Do students stay on campus or go home?
- How active is the student government? What are some popular activities?
- What do you like best about your experience here?
- Which areas of the United States do students usually come from?
- Why did you choose this school?

Questions To Ask College Representatives

- What are your strongest majors?
- What are your criteria for admission? What is stressed, grades or SAT/ACT scores?
- Where are the students from?
- What is the average class size? How accessible are the faculty?
- When do I have to declare a major? How easy is it to change majors? Is it more difficult to gain admission if I apply as a certain major? (ex: pre-med, engineering, biology)
- Does your college have a required core curriculum?
- What types of internship opportunities are available? What are the graduates doing? (Graduate school, jobs, service, etc.)
- In your opinion, what are the strengths and weaknesses of your college?
- How diverse is the student body? (ethnically, religiously, and geographically)
- What other colleges do you cross applications with?
- What support services are available? (tutoring, career counselors, writing workshops, etc.)
- How are AP courses treated? What scores are needed for credit?
- How many applications does your college receive? How many students are accepted?
- Who teaches the courses—professors or graduate assistants?
- What type of housing is available? Is it guaranteed? What percentage of the student body lives on campus? Do students stay on campus during the weekend?
- What types of activities and sports are offered by your college?
- How safe is the campus? What are the incidents of crime on campus and in the surrounding community?
- What are the current issues on campus?
- Can I have a car on campus? Is a car necessary? How do students get around town?
- What are your application deadlines? Financial aid deadlines?
- What would an average financial aid package look like?

College/University Clusters

The grouping of colleges and universities below are by no means exhaustive; these ideas are meant to serve as good starting points when beginning a college search. Happy Travels!!

BOSTON/RHODE ISLAND AREA

Large universities:	Boston University
	Harvard University (MA)
	Northeastern University(MA)
	University of Rhode Island
Medium universities:	Bentley University (MA)
	Boston College
	Bryant University (RI)
	Massachusetts Institute of Technology
	Providence College (RI)
	Roger Williams University (RI)
	Stonehill College (MA)
	Suffolk University (MA)
Small colleges:	Babson College (MA)
	Curry College (MA)
	Endicott College (MA)
	Emmanuel College (MA)
	Lasell College (MA)
	Merrimack College (MA)
	Salve Regina University (RI)
	Wellesley College (all women) (MA)
	Wentworth Institute of Technology (MA)
	Tufts University (MA)

CENTRAL MASSACHUSETTS

Large universities:	UMASS, Amherst
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CENTRAL MASSACHUSETTS CONT'D

Medium Universities:	College of the Holy Cross
	Worcester Polytechnic Institute
Small colleges:	Anna Maria College
	Assumption College
	Becker College
	Clark University
	Mount Holyoke College (all women)
	Smith College (all women)
	Springfield College
	Western New England University

CONNECTICUT

Large universities:	University of Connecticut
Medium universities:	Eastern Connecticut State University
	Central Connecticut State University
	Fairfield University
	Quinnipiac University
	Sacred Heart University
	Southern Connecticut State University
	University of New Haven
	Western Connecticut State University
	Yale University
Small colleges:	Albertus Magnus
	Connecticut College
	Trinity College

CONNECTICUT CONT'D

Small colleges: Wesleyan University

NEW HAMPSHIRE/VERMONT

Large universities: University of New Hampshire

University of Vermont

Medium universities: Keene State University (NH)

Franklin Pierce University (NH)

Small colleges: Castleton State College (VT)

Champlain College (VT)

Dartmouth College (NH)

Saint Anselm's College (NH)

Saint Michael's College (NH)

UPSTATE NEW YORK

Large universities: Binghamton University (SUNY)

Cornell University

Syracuse University

Medium universities: Colgate University

Ithaca University

Marist College

Rensselaer Polytechnic Institute

St. Bonaventure University

University of Rochester

Small colleges: Lemoyne College

Union College

Vassar College

NEW YORK CITY/LONG ISLAND

Large universities: Columbia University

New York University

Medium universities: Fordham University

Hofstra University

Iona College

NEW YORK CITY/LONG ISLAND CONT'D

Medium Universities: Manhattan College

St. John's University

Stony Brook University

Small colleges: Wagner College

NEW JERSEY

Large universities: Montclair University

Rutgers University

Medium universities: Monmouth University

Princeton University

Seton Hall University

The College of New Jersey

Small colleges: Caldwell University

Drew University

Fairleigh Dickinson

Rider University

PHILADELPHIA, SURROUNDING AREA AND PA

Large universities: Drexel University

Duquesne University

Penn State University

Temple University

University of Delaware

University of Pittsburgh

Medium universities: Bucknell University

LaSalle University

Lehigh University

Thomas Jefferson University

St. Joseph's University

University of Scranton

Villanova University

Small colleges: Dickinson College

**PHILADELPHIA, SURROUNDING AREA
AND PA CONT'D**

Small colleges: Lafayette College
Swarthmore College

WASHINGTON DC/BALTMORE AREA

Large universities: George Washington University (DC)
U of Maryland (College Park)

Medium universities: American University (DC)
Catholic University (DC)
Georgetown University (DC)
Johns Hopkins University (MD)
Loyola University of Maryland

Small colleges: Goucher College (MD)

VIRGINIA/NORTH CAROLINA

Large universities: University of North Carolina
University of Virginia

Medium universities: Duke University
East Carolina University
Elon University (NC)
George Mason University (VA)
High Point University (NC)
James Madison University (VA)
University of Richmond (VA)
Wake Forest University (VA)
College of William and Mary (VA)

Small colleges: Davidson College (NC)
Roanoke College (NC)

THE APPLICATION

Please note: All applications must be submitted before requesting transcripts in the Counseling Office. Only students can request transcripts.

Types of Admissions

Rolling Admission

- No application deadline—students can expect a decision in 4-6 weeks
- Don't wait until the last minute—spaces and/or majors can fill up
- There is often a “priority date” such as March 1st
- Decisions are made on a rolling basis
- Students are notified of decisions on a rolling basis
- You have until May 1st to make a decision

Early Decision

- Allows student to apply to his/her first choice school in November or December. Notification of decision will generally arrive in late December
- **THIS IS A BINDING AGREEMENT**
- If the student applies Early Decision and is accepted, he/she is ethically bound to promptly withdraw applications to other schools and attend the accepting school
- If a student is deferred to regular admission/denied admission, he/she can apply to other schools early action/decision
- The enrollment deposit is due soon after the acceptance is received

Early Action

- NOT BINDING. This means the student is not asked to withdraw other applications or attend if accepted.
- Deadlines are usually in November
- A student may apply to as many Early Action colleges as he/she would like
- You do not have to decide until May 1st
- Single Choice Early Action—used by only a few highly selective schools. You can only apply to one college early, but the decision is not binding

Regular Decision

- Decisions made in response to applications submitted at regular deadline
- Deadlines are usually in January or February
- Decision letters are sent by April 15th

You should meet with your counselor in September if you are considering an early application.

The Common Application

www.commonapp.org

The “Common App” is a not-for-profit organization that serves students and member institutions by providing an admission application online that students may submit to any of the members. Once completed online, copies of the Application for Undergraduate Admission can be sent to a number of participating colleges. The same is true of the School Report, Midyear Report, Final Report, and Teacher Evaluation forms. This allows you to spend less time on the busywork of applying for admission, and more time on what’s really important: college research, visits, essay writing, and senior year coursework.

Common Application Guidelines:

- Please allow yourself ample time to fill out The Common Application.

Recommendation: If possible, have one or both parents sit with you while filling out the “Family” section of the application. This has helped previous applicants and may save you time in filling out *your* application.

- You will be allowed to save your progress and continue filling out the application at a later time, if need be, but it is important to realize that the entire process will be a lengthy one.
- **Be sure to read ALL instructions given.**
- There is a lot of important information given throughout the online application so it is highly recommended that you read everything—trust us, it will save you time in the long run!
- Be as thorough as possible!
 - It may seem tedious in filling out the information, but it will save you more time in the end if you have provided the most accurate information. The more information you give, the better.
- St Joseph High School automatically sends first quarter grades and mid-year grades to the colleges you have applied to.

Frequently Asked Common Application Questions

Q: Does St Joseph High School rank students?

A: St Joseph High School does not rank. Please select “None.”

Q: What is our class size?

A: Your class size is 212. **(This number is subject to change.)**

Q: Where can I find my grade point average (GPA)?

A: Your cumulative grade point average can be found on Naviance.

Q: What is the grading scale at St Joseph High School?

A: The grading scale is 100.

Q: Is my average weighted or unweighted?

A: Grade point averages at St Joseph High School are weighted.

Q: What is my graduation date?

A: Your graduation date is: **May 29, 2021 (this date is subject to change)**

Q: Can I change anything on my application after I submit it?

A: Yes, the Common Application now allows you to make edits to your application after submission (please read all instructions carefully)

Q: I submitted my application. Now what?

A: You must complete and submit the supplement forms for each school. You must also complete the payment section. Once the application and the payment have been submitted, you can come to the School counseling office to request transcripts. You should come in during your study period, after school, or during homeroom.

Q: Where do I find the FERPA on the Common Application?

A: The FERPA is available in the 'My Colleges' tab under 'Recommenders and FERPA.' 'Recommenders and FERPA' only becomes available after you complete the school information portion under the "Education" tab of the Common Application and add one school to your "My Colleges" list. Please select **Saint Joseph** from the menu of schools; **do not** manually add it as your high school.

Q: Are there any other essays I need to work on besides my college essay?

A: Some of the supplement forms may have additional essays. Specialized programs and certain majors may also have additional essays. Read through each supplement carefully to ensure you are following all instructions.

Q: Where can I send my resume?

A: If you would like to send an additional resume to colleges, you can email it to your admission counselor at each college/university. You can also copy and paste your resume under "Additional Information" on the Common Application. Some schools will allow you to upload your resume as a document under their "Questions" page.

Q: Do I need to include my social security number?

A: If students are applying for financial aid, colleges will need to match their application with their FAFSA form and, therefore, should include their social security number.

Q: When do I need to submit my writing supplements?

A: You cannot submit your writing supplements until after you submit the actual Common Application. Writing supplements do NOT need to be completed by the office deadlines, but need to be completed by the college deadline.

SAMPLE COMMON APPLICATION-Education

The top screenshot shows a 'High School Lookup' modal. It has a 'Search By' dropdown set to 'High School Name'. Below it is a text input for 'High School Name'. A 'Choose School *' section shows a list of schools: 'Saint Joseph High School' (Trumbull, CT, United States of America | CEEB: 070797), 'Trumbull High School' (Trumbull, CT, United States of America | CEEB: 070800), and 'Christian Heritage School'. A 'Continue' button is at the bottom right. An arrow points from the 'Saint Joseph High School' entry to the 'Education' section in the bottom screenshot.

The bottom screenshot shows the 'Education' section of the Common Application. The 'Common Application' sidebar is on the left with 'Education' selected. The 'Education' section has a 'Preview' button and a 'View Education Tutorial' link. The 'Current or Most Recent Secondary/High School' section is highlighted in blue. It contains the following information: 'Current or most recent secondary/high school *', 'Saint Joseph High School', '2320 Huntington Tpke', 'Trumbull, CT 06611-5099', 'USA', 'Religious', and 'CEEB Code : 070797'. There are 'Change' and 'Remove' buttons below the information. A 'Date of entry*' field is at the bottom.

- Select Saint Joseph High School from the drop down menu. Do NOT manually type, St Joseph. If you DO NOT select Saint Joseph from the drop down menu, your FERPA agreement will not be complete. Make sure your common application says, “Saint Joseph” and not “St Joseph.”

Sample Common Application-Essay Questions

Common Application

- ✓ Profile
- ✓ Family
- ✓ Education
- ✓ Testing
- ✓ Activities
- ✓ Writing**

Courses & Grades
0 college(s) require

The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. What do you want the readers of your application to know about you apart from courses, grades, and test scores? Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response. Remember: 650 words is your limit, not your goal. Use the full range if you need it, but don't feel obligated to do so. (The application won't accept a response shorter than 250 words.)

- ☒ Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- ☐ The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
- ☐ Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
- ☐ Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma—anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

- ☐ Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
- ☐ Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
- ☐ Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

[Clear Answer](#)

Please write an essay on the topic selected. You can type directly into the box, or you can paste text from another source.

B *I* U

I live for the days I can wear my cape. It's a little ragged, a little itchy, and sometimes it gets caught in doors. Still, it sits proudly draped over my shoulders and gold ripples stream out behind me as I walk to class. Every time I walk near a window, light flashes from my sequins and reflects against the hallway and the amused faces that watch me as I flutter by. It took me three tries this morning to shape my stiff gold face paint into a star; it crinkles when I smile.

Four capes are chosen each year to be the top rally leaders and to be the

- **Note: A check mark will appear when you have completed a section of the Common Application. All sections must be checked in order to preview and submit your Common application. (Essay questions are subject to change).**

Sample Common Application-FERPA

What is FERPA?

- FERPA stands for The Family Educational Rights and Privacy Act
- FERPA is a federal privacy law that gives parents certain protections with regard to their children's education records such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. (U.S. Department of Education)

Southern Connecticut State University

College Information

Application

✓ Questions

✓ **Recommendations and FERPA**

✓ Review and Submit - Common App

Springfield College

University of Connecticut

University of New Haven

Western Connecticut State University

Western New England University

✓ **Counselor**

Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply.

Download PDF Forms

- [Fee Waiver](#)
- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

Megan Baird School Counselor Invited on 10/21/2019	
Fee Waiver	Downloaded : 12/19/2019
School Report	Downloaded : 12/19/2019
Counselor Recommendation	Downloaded : 12/19/2019
Optional Report	Downloaded : 12/19/2019
Mid Year Report	Downloaded : 01/30/2020
Final Report	

- Once you have signed the FERPA, a green check mark will appear next to “Recommendations and FERPA” and your counselor’s information will automatically pre-populate.
- **DO NOT INVITE COUNSELOR OR TEACHER ON COMMON APPLICATION.** All recommendations will be sent through Naviance.
- You have to add at least one school to your “My Colleges” list and fill out the school information under the portion of the Common Application before the “Recommendations and FERPA” tab becomes available. Select Saint Joseph from the search list; do not manually add it as your high school.

Release Authorization

2. In a moment, you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

☒ I have read and understood the FERPA Release Authorization explanation above.*

Continue

Release Authorization

Please select one: *

☒ I waive my right to review all recommendations and supporting documents.

☐ I DO NOT waive my right to review all recommendations and supporting documents.

☒ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.***

Signature *

Date *

Back **Okay**



Gomez, Selena
FY RA Fall 2020 CEEB: 070797 CAID: 17159686
FERPA: Waived

Profile

Personal Information

Name Gomez, Selena
Sex Female

Contact Details

Email, Phone meganbaird217@aol.com, +1.203-378-9378, Home, No other telephone
Permanent Address 2320 Huntington Tpke Trumbull, CT, 06611-5068, USA

Demographics

Military Status None
Hispanic or Latino Yes
Race White (Europe)

Language

English First Language

Geography & Citizenship

Citizenship Status U.S. Citizen or U.S. National
Birthplace Bridgeport, Connecticut, United States of America (17 Years US, 0 Years Non-US)

CA Fee Waiver

Fee Waiver Requested No

Family

Household

Parents	Married
Home	Both Parents

Parent 1

Mother

Name	Mrs. Helen Gomez (Jones)
Birthplace	United States of America
Email, Phone	hgomez@gmail.com, +1.203-378-9378, Home
Address	the same as my home address
Occupation	Clinical psychologist, Employed, Psychologist, Trumbull Counseling Center
Education	Graduate school Bachelors (1990), Quinnipiac University, Hamden, CT, USA Masters (1992), Fordham University, Bronx, NY, USA

Parent 2

Father

Name	Mr. Michael J Gomez
Email, Phone	mgomez360@gmail.com, +1.203-378-9378, Home
Address	the same as my home address
Occupation	College administrator/staff, Employed, Director of Public Safety, Fairfield University, Fairfield, CT, USA
Education	Graduated from college/university Bachelors (1990), Roger Williams University, Bristol, RI, USA

Siblings

1. Michael Gomez, Age 19, Brother, Some college/university, Bachelors, (08/2016 -), **Fairfield University, Fairfield, CT, USA**
2. Alicia Gomez, Age 15, Sister, Some high/secondary school

Education

Current or Most Recent Secondary School

Saint Joseph High School, Trumbull, CT, USA, Religious, CEEB: 070797 (09/2016 - 05/2020)

Counselor Ms. Megan Baird, College and School counselor
Email, Phone mbaird@sjcadets.org, +1.203-378-9378x316
Progression No change in progression
Graduation Date 05/2020

Colleges & Universities

Grades

Rank na / 212
GPA 90.26 / 100 , Weighted

Current or Most Recent Year Courses

First Semester	Second Semester
AP Government and Politics - (AP)	AP Government and Politics - (AP)
Precalculus - (HON)	Precalculus - (HON)
Physics - (HON)	Physics - (HON)
Spanish V - (HON)	Spanish V - (HON)
Controversial Literature - (HON)	Literature and war
Ethics - (HON)	Christian Lifestyles

Honors

National Honor Society	School	11, 12
Spanish National Honor Society	School	11, 12
Honor Roll	School	9, 10, 11, 12

CA Gomez, Selena CEEB: 070797 Fall 2020

PREVIEW

Testing

ACT

Taken	0
Planned	0

SAT (March 2016 or after)

Taken	0
Planned	0

PREVIEW

Activities

Athletics: JV/Varsity

9, 10, 11, 12	Cheerleading, Captain
Year	Cheer for football and basketball teams, All-State cheerleader, Compete at local and national level
20 hr/wk, 40 wk/yr	
Continue	

Academic

9, 10, 11, 12	Tutor
Break	Tutor Elementary school Students after school
6 hr/wk, 25 wk/yr	
Continue	

Academic

9, 10, 11, 12	Student Ambassador
Break	Provide assistance with events on campus such as open house and orientation
3 hr/wk, 25 wk/yr	
Continue	

Writing

Personal Essay

Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

I live for the days I can wear my cape. It's a little ragged, a little itchy, and sometimes it gets caught in doors. Still, it sits proudly draped over my shoulders and gold ripples stream out behind me as I walk to class. Every time I walk near a window, light flashes from my sequins and reflects against the hallway and the amused faces that watch me as I flutter by. It took me three tries this morning to shape my stiff gold face paint into a star; it crinkles when I smile.

Four seniors are chosen each year to be the pep rally leaders and to be the personification of the school colors: maroon and gold. Because of my school's strict dress code, my classmates are bound to stop and stare at my outfit. This being in the spotlight (or even somewhere off to the side of the spotlight) would have bothered me immensely a year or so ago; but now I look forward to every "Maroon and Gold Day" on the calendar. I am my high school's very proud "Gold Girl."

I have a nervous stutter that just gets worse when I worry about it. However, I had no idea how little people cared or even noticed. I finally learned that the easiest way for me to come to terms with a problem is through laughing at myself. Speaking in front of people used to terrify me. My hands would get clammy if I was asked to read aloud and I got shaky whenever class presentations went in alphabetical order and we neared to "R." It embarrassed me to no end when I started a slideshow with "Th-this-this-this."

I grew out of my stutter this year. Not completely; sometimes it comes back when I get excited or I talk too fast, but it doesn't bother me anymore. Now I can laugh at how silly I sound. This realization made such a difference to me that I was chosen as the person who could confidently lead a gym full of my classmates to cheer for ST. JOSEPH HIGH SCHOOL.

My cape means more to me than a pep club position and my pride for my school; it's a flowing gold representation of me becoming comfortable with myself. So when the winter pep rally comes around and I take the microphone and yell "Hellooooo Saint Joe's! WHO IS READY FOR WINTER SPORTS?!" I won't be shaking, or clammy. I'm going to be excited, proud and very, very clear.

Education Progression

Education progression details

No change in progression

PREVIEW

Southern Connecticut State University Questions

General

Student status	Full-time
Preferred start term	Fall 2020
Admission plan	Rolling Admission
Preferred residence during your first year	On Campus
Do you intend to pursue need-based financial aid?	No
Separate from need-based financial aid, which of the following programs are you interested in pursuing to help fund your education at Southern Connecticut State University?	Honors College

Academics

What is your intended major?	Psychology, B.A. -General
Would you be interested in taking courses in the Summer 2020 session prior to starting the Fall 2020 term?	No

Activities

What activities at Southern Connecticut State University interest you? List in order of preference.	Cheerleading
--	--------------

Contacts

Have you previously applied to Southern Connecticut State University? No

Family

Have any relatives ever attended Southern Connecticut State University? No

Residency

Do you believe you may qualify for in-state tuition? Yes

Are you a resident of Connecticut? Yes

How long have you lived in Connecticut? (Please indicate the number of years) 17

Parent/Legal Guardian Residency

The questions in this section pertain to the Parent or Legal Guardian who would qualify you for in-state status at this college. From the answers given on your application, please select the parent/legal guardian that best qualifies you for in-state tuition. Parent 1

Since when has this parent/legal guardian lived at his/her current address? 07/2003

Is your parent/legal guardian a resident of Connecticut? Yes

How long has your parent/legal guardian lived in Connecticut? 45
(Please indicate the number of years)

Writing

Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential. No

Affirmations

By submitting this application, I affirm my understanding of and agreement to the statements found here:
<http://www.commonapp.org/affirmations>.

The Coalition Application

www.coalitionforcollegeaccess.org

The Coalition for Access, Affordability, and Success was developed to improve the college application process for all students as they search for and apply to their perfect college. The platform provides a single, centralized toolkit for students to organize, build, and refine their applications to numerous institutions. In addition, Coalition members hold values and beliefs that align with recent research which, among other things, demonstrates that students thinking about college early in high school begets higher application rates.

Members of the Coalition include a diverse group of public and private universities. Coalition schools provide substantial support to lower-resourced and underrepresented students, offer responsible student financial aid support, and demonstrate a commitment to student graduation. The Coalition has signed up **over 130 schools** so far, and more partners continue to join.

School-Specific Applications

If a school you are applying to is **not a member of the Common Application**, you can go online to their website and fill out their school-specific application. You can also choose to fill out the paper application for the school, and then bring it to the Office of College and School Counseling to mail. Many of the questions on the application will be similar to the questions asked on the Common Application. Read all instructions carefully and follow all posted deadlines. St Joseph High School will automatically send first quarter and mid-year grades to the colleges to which you have applied.

Teacher Recommendation Letters

Students must verbally ask teachers for recommendation letters before requesting them in Naviance. **It is suggested you make a verbal agreement with teachers in the spring of your junior year.** You should ask two teachers for a recommendation letter. Be sure the teacher knows you well as a person and as a student. This may not necessarily be the class you did the best in, and that is ok. To request a teacher recommendation in Naviance, follow the directions below:

1. Go to the Colleges tab and select “Apply to Colleges”, then “Letters of Recommendation”
2. Add request by using the drop down list—add teachers to write your letter and select the colleges you want them to write for. In most cases you will select “all current and future colleges”.
3. Students should add a personal note to the teacher with their request.
4. Click “SAVE” at the top of the screen. A green status bar shows the teacher’s name and the number of requests.
5. **Teachers will automatically get an email with your requests.**

Once your teachers complete their recommendation letters, do not forget to write them a thank you note!

Transcripts

Students must submit their application before they can request their transcript to be sent to the schools to which they are applying. Transcripts can be requested during study period, homeroom, or after school. They must be requested by the student. Please follow the directions below for requesting a transcript from the Office of College and School Counseling. **(We will automatically send your first quarter and mid-year grades to the colleges/universities which you have applied.)**

PROCEDURES FOR REQUESTING TRANSCRIPTS FROM THE COUNSELING OFFICE

[HTTPS://STUDENT.NAVIANCE.COM/SJHS](https://student.naviance.com/sjhs)

OUR SCHOOL CEEB CODE IS 070797

1. STUDENTS REQUESTING TRANSCRIPTS MUST HAVE THE FOLLOWING:

- Students must have submitted their application **before** requesting transcripts
- A completed transcript release form for each school on your **“College I’m Applying to List”**. Allow enough time for this process **during study, homeroom, or after school**.
- College Process Checklist** signed by your Counselor.
- You must know the **type of application** you are using and know your **application deadlines**. (check school website)

2. STUDENTS MUST REQUEST TRANSCRIPTS FROM THE SCHOOL COUNSELING OFFICE AT LEAST 10 FULL SCHOOL DAYS PRIOR TO THE APPLICATION DEADLINE.

For example:

- * Transcript requests for applications with October 15 deadlines must be in by October 1, 2020
- * Transcript requests for applications with November 1 deadlines must be in by October 19, 2020.
- * Transcript requests for applications with November 15 deadlines must be in by November 2, 2020.
- * Transcript requests for applications with December 1 deadlines must be in by November 11, 2020.
- * Transcript requests for applications with December 15 deadlines must be in by December 1, 2020.
- * Transcript requests for applications with January 1 deadlines must be in by December 10, 2020.
- * Transcript requests for applications with deadlines of January 15 **NEED** transcript request **forms submitted to the Counseling Office NO LATER THAN Monday, December 21, 2020.**

TRANSCRIPT REQUESTS WILL NOT BE ACCEPTED BETWEEN DEC. 22, 2020 AND JAN. 4, 2021 – NO EXCEPTIONS!!

*****DATES ARE SUBJECT TO CHANGE*****

- This 10-day rule also applies to Early Action and Early Decision deadlines.
- It is the student’s responsibility to know each of the college’s deadlines and requirements**
- You may request transcripts from The Office of College and School Counseling as you complete your applications.
- You do not** need to turn in all of your requests at one time.
- You **need** to follow the same process for **each** request.

OFFICIAL TRANSCRIPTS and COUNSELOR/TEACHER RECOMMENDATION LETTERS ARE NOT HANDED OUT TO STUDENTS

Sample Transcript Release Form

The top half of this form is to be completed for each school you are applying to. These forms can be found in the school counseling office. There are three different colored transcript release forms: Blue (Early Decision), Green (Early Action), and Pink (Regular Decision).

EARLY ACTION

TRANSCRIPT RELEASE FORM

Name of Student _____ Today's Date _____

Counselor _____ APPLICATION DUE DATE _____

College _____ City _____ State _____

Application Type: Common Application _____ College Specific _____

Teacher Rec's by preference: 1. _____ 2. _____ 3. _____

***** For Office Use Only *****

Maximum # of Teacher Rec's: _____ Can recommendations be sent in any order? Yes _____ No _____

eDocs: Transmitted _____ Mailed _____ with # of Teacher Rec's _____

Transcripts: Transfer _____ Initial _____ Optional _____ Mid-year _____ Final _____

Reviewed: Counselor (Initials) _____ Date processed _____

COLLEGE ESSAYS

Overview

Students will begin working on their college essay in the spring of junior year. This essay will be due the first week of school senior year as part of their summer reading assignments. Keep graded papers from English classes. You may be asked to submit a graded paper or an essay, especially for schools that are test optional. The Common Application has a **250-650 word-limit** to the essay component of the application. Other applications may have different requirements, so make sure you read the directions carefully! Your English teachers are available to help you draft your essay. Please also consider visiting the writing center or working with Mrs. Broderick, the English Department Chairperson.

College Essay and Resume Design Workshop

The Summer Institute runs a resume and essay writing course for those students who are interested in sharpening their writing skills. The course is five three-hour sessions, which includes individual writing and revision. The course is limited to 25 students.

Essay Goals

- To help the reader get to know you. (It is a window into your personality, values and goals.)
- To illustrate your uniqueness.
- To enable the reader to evaluate your writing.
- To help the reader create a full (and hopefully memorable) picture of you.
(College admission officials say that, in a successful essay, the student “steps off the page”.)
- To provide evidence of intellectual vitality.

Writing Your College Essay

- Decide on your message first.
- Write as if you are brainstorming—then revise!
- Spend as much time thinking as you do writing.
- If you are stuck, have a brainstorming session with someone close to you.
- If you write about an activity or experience, focus not on how good you are or what you have accomplished, but what it means to you.
- Don’t ask yourself or anyone else, “What should I write?” The appropriate question is, “What do people want to learn about me?”
- Test your essay by asking people to read it and then asking them, “What do you think it says about me?” and not, “Do you like it?”
- Finally, ask yourself, “If college deans were to place me with roommates based on this essay, would they be able to choose compatible people? Would it give them enough to go on?”

The College Essay Checklist

Review the essay in light of the following points:

- ☐ I avoided generalizations, clichés, and repetition.
- ☐ I corrected the grammar, spelling and punctuation errors.
- ☐ I used strong verbs in my writing.
- ☐ I provided many details to support the main ideas.

- ☐ I wrote several drafts of my essay.
- ☐ I used an interesting attention-getter in my introduction.
- ☐ I allowed the reader an opportunity to learn about me.
- ☐ I highlighted the strengths of my personality.
- ☐ I don't sound boastful in my essay.
- ☐ I didn't just rewrite my resume in my essay.
- ☐ I eliminated unnecessary words in my essay.
- ☐ My essay contains three basic parts: an introduction, a body, and a conclusion.
- ☐ I took a break from my writing and came back to it a few days later to evaluate its clarity.
- ☐ I asked someone else to read and evaluate my essay.
- ☐ The focus of my essay is specific and personal.
- ☐ I did my best to produce an essay of which I am proud to send to colleges.

Developed by Mrs. Sorrentino

For sample college essays from St Joseph Alumni please refer to Document Resources on Naviance under Junior Information and Forms.

INTERVIEWING

You may be asked to complete a college interview or may choose to do one on your own. In most cases, interviews do not take away from your application, they can only enhance it. The following information can help you prepare for an interview.

Interview Tips

- Prepare ahead of time—read all available material on the school and program you are interested in.
- Dress appropriately and modestly.
- Arrive 15 minutes early.
- Firmly shake the interviewer's hand upon meeting him/her.
- Maintain eye contact with the interviewer.
- Think before you speak.
- Ask for the interviewer's card for reference.
- *Write a thank you note to the interviewer(s) after the interview!* 😊

Typical Questions You May Be Asked

- Tell me about yourself. Tell me about your high school, some strengths and weaknesses.
- Why are you interested in applying to this college?
- What are the subjects that you enjoy most and why?
- What activities are the most important to you?
- What have been the biggest disappointments or failures in your high school career? What did you learn from these?
- Do you have any interesting hobbies, outside interests?
- What teacher/coach has had the biggest influence on you?
- Are there any accomplishments you are particularly proud of, and why?
- What current event has sparked your interest?
- What are your strengths? What would you like to improve about yourself?
- What majors are you considering at this point?
- What courses are you taking in your senior year?
- What other colleges are you considering?
- What are you looking for in a college/university?
- How did you become interested in our college/university?
- What is a significant contribution you have made to your school/community?
- What can you contribute to our college/university?
- What questions do you have about our college/university?

Typical Questions You Should Ask

- What's the strongest academic major here?
- What do students do on the weekend?
- What housing opportunities are available?
- What is the biggest complaint that students have about this college?
- What study abroad opportunities are available?
- What internship and job opportunities are available to students?
- What is the profile of the typical student admitted to your college?
- What percent of your students receive some type of financial aid?
- Tell me about your _____. (i.e. sports teams, clubs, activities, or whatever interests you)
- Is the campus safe and secure?
- What type of support programs do you offer?

INTERVIEW ATTIRE



INTERNSHIP PROGRAM

Futures Internship Program

The Futures Internship Program is an opportunity for students to enhance their learning by exploring their career interests outside of the traditional classroom. The goal of the program is for students to gain experience in their desired fields and obtain a favorable referral or recommendation from their site that will assist in procuring future internships.

Program Details

- Students will participate in a three week, unpaid internship taking place during the last few weeks of the academic year.
 - Tentative dates for the 2020-2021 school year are May 10-May 28, 2021.
- Internships will consist of 20 hours per week according to the schedule determined by the site supervisor and the student. Schedules must be approved by faculty mentors.
- Students will be matched with available internships in their skill and interest areas.
 - Sites may request to interview students during the selection process.
 - Students may also self-design their own internship and apply for approval.
- Students will work with a faculty mentor in addition to their site supervisor during the internship to track progress. Students must submit a one page reflection paper and an activity log to their assigned faculty mentor each week.
- Students will receive 1/4 credit on their final transcript upon completion of the internship.
- Students will complete a final reflection project.

ATHLETICS

Overview

If you are thinking about continuing with athletics in college and might be considered a “recruitable” athlete, please follow the guidelines below. If you are contacted by college coaches, on either a Division IA (Big East, ACC, etc.), IAA (Ivy and Patriot League), or Division II, you can feel fairly confident that you may have the ability to compete in college at some level. If you have not heard from any coaches, but hope to continue in college with a sport or perhaps begin a new one that we do not offer, we suggest the following:

- **Self-Assessment:** Take the time to be honest with yourself about your abilities and potential. If you have never been a starter at St Joseph High School in your sport, can you really play on the college level? How good is the program at the schools at which you are looking? Do they welcome all to the program with potential for development, or only those they recruit?
- **Talk with others:** Talk to your coach at St Joseph High School, the Athletic Director, your counselor, or former St Joseph High School students who are similar in your ability. Ask for their help in aiding you in your self-assessment.

If you feel that you might be of interest to some college coaches after completing these initial steps, we recommend you do the following:

- **Talk to your coach/Athletic Director at St Joseph High School** about the kinds of schools you are considering. Discuss other programs that might be of interest to you. Ask if he or she will contact these schools on your behalf. If you are in a sport where college coaches request videos or film of your play, start to discuss what you might send.
- **When communicating with the admissions offices at these colleges**, be sure to inform them you are a varsity athlete and let them know what sport(s) you play. They will often pass this information on to the respective coach(es).
- **Contact the college coaches directly.** Let them know of your interest in applying to their schools and your desire to participate in the programs. You should send a resume that outlines your athletic involvement and achievements, as well as set up a visit to meet with the coach. Many coaches now ask for video recordings. These do not have to be professional videos. Talk with your St Joseph High School coach or your counselor about the kind of video a college needs. (Send a list of athletic events you will take part in: AAU tournaments, showcases, etc.)
- **Create an athletic resume.** (See your counselor for a sample.)

Depending on your ability, you may be of interest to some coaches and not to others. Do your best to be realistic in your self-assessment of your athletic talent and the teams for which you are most likely to play. Remember that, while you may be good enough to play on a particular college’s team, your athletic talent may not be of a caliber to play a role in the admission committee’s decision-making. Coaches have a varying range of ability to support you in the admission process, so it is important to understand the system.

Watch out for coaches’ tactics. Remember that your interests and a coach’s interest don’t always overlap to your advantage. A coach’s goal is to build the best team possible. Typically, a coach is allowed to present to the admissions committee a list of his or her most desired candidates from among the applicant pool. There is no guarantee that the admissions committee will admit all candidates on a coach’s list nor follow his order of preference; academic and personal factors have to be taken into consideration. For this reason, coaches often create their lists by striking a balance between applicant’s athletic ability and academic credentials, while factoring in his/her enthusiasm (or lack of interest) in attending that college.

Coaches’ promises should be taken with a heavy dose of skepticism. Coaches who guarantee you admission are probably overstepping their bounds. The admission committee makes the final admissions decisions—not coaches. A coach may lead you to believe that you will make his or her list, but there are no guarantees. You could be removed from a list at the last minute if the coach finds a better athlete or an equivalent or even a somewhat less-talented athlete with stronger academic credentials who is more likely to make it through the admissions process. We have seen cases

where a student is courted regularly, with weekly phone calls of good will, only to be removed from the coach's list in the final hours of the admissions process.

It is not unusual for a coach to ask you to state which college is your first choice. After all, in choosing which athletes to support in the admissions process, a coach does not want to waste energy or a high position on his/her list on a candidate who is unlikely to enroll. We do not want you to lie to coaches, nor do we want your honesty to put you at a disadvantage in the admission process. If coaches start asking you to commit, it is of critical importance that you talk to your counselor, the athletic director, and/or your coach before responding.

Indeed, it is important that you keep us posted throughout the process about all communications with college coaches. Our work as your advocate is strengthened if we know which college coaches seem most interested in you. If coaches make unfounded promises to you or ask you to commit when you are not ready to do so, we can often intervene to your advantage by contacting the admissions officers. Also, remember that your counselors have worked with similar cases and know how to discuss concerns with college coaches. With the experience on our staff, as well as that in the Athletic Department, there is no need to seek outside help in pursuing this process. In the case that an athletic scholarship is involved, we will be happy to work with you on how this varies from the financial need situation.

NCAA Clearinghouse

The NCAA has established a Clearinghouse for both recruiting and eligibility purposes for student-athletes in Division I and II. This does not apply to Division III applicants.

- All athletes interesting in playing for a Division I or II school must register with the NCAA Clearinghouse: www.eligibilitycenter.org
- Complete the registration online, pay the required fee, and print out the transcript form from the Clearinghouse
- Send ACT/SAT test scores **directly** to the Clearinghouse. Use code: 9999
- Finally, request transcripts from the Office of College and School Counseling **using the forms printed during online registration**
- There will be an NCAA clearinghouse informational meeting in March. Please see Mr. Nogueira for details

St Joseph High School Guidelines for Student Athlete Recruitment and Meeting with College Coaches

Written Parental Consent to meet with Recruiters

Written parental consent is required for a student athlete to meet with a college recruiter at St. Joseph High School, without the presence of a parent/guardian. The parental consent form must be submitted to the Department of Athletics prior to any meeting(s).

Appointments with Recruiters

Prior to a school visit, appointments should be made by the recruiter(s) with the head coach and the student, and approved by the Athletic Director.. **The Main Office should be notified in advance of the meeting.**

Appointments with students should be made before or after school, or during a student's study.

No student will meet with a recruiter without the supervision of a representative of St Joseph High School.

Consent to release transcripts

St Joseph High School will not release transcripts to recruiters without the written consent of the parent/guardian. Release of transcripts is arranged through the Office of College and School Counseling.

Exceptions

Any exception to the above must be approved by an administrator.

Sample Email to Coach/Special Interest Person

Tuesday, September 18, 2020

Dear Coach _____,

My name is _____ and I am currently a junior at St Joseph High School in Trumbull, Connecticut. I play center mid and center back on my high school varsity soccer team where I started as a freshman. We are currently ranked number one in Connecticut and are nationally ranked. I play on the premier team for Yankee United (U-16 Yankee Strikers). I am also a member of the Connecticut O.D.P team U-16. As you can see, I am very passionate about soccer and I would like to play at the college level.

My Yankee team will be playing at the Atlanta Final Four Showcase along with the Disney College Showcase, Jefferson Cup, and NEWSS Tournament in Long Island. If you are planning on being at any of these events, I would really appreciate it if you could watch me; I would love an evaluation and your feedback. My uniform number is 19. I am looking forward to any information or feedback you can give me. My club coach can be directly contacted at (555) 555-5555. Attached to this email is my tournament schedule.

Respectfully submitted,

Joseph D'Cadet
123 North Avenue
Trumbull, CT 06611
JDCadet2020@students.sjcadets.org

SPECIAL INTERESTS

Art

The following information is intended as a guide for seniors who have done a significant amount of visual art during their career at St Joseph High School. Seniors are encouraged to create a portfolio outlining his/her best work at St Joseph High School and elsewhere. What you choose in your portfolio is the only way to showcase your talent and can only be to your advantage.

All colleges differ in what they require for a portfolio. Some colleges may require a selection of slides documenting your work and others may request a CD. Depending upon the scope and type of your work, other formats may be advisable. **Please consult each school's website for detailed information on the portfolio requirements.** In most cases, you will need to collect all of your work including sketchbooks, finished pieces and things you may have done outside of St Joseph High School. Consider which pieces you consider most important and represent your achievements. In many cases, photographs should be taken of the art work and created into slides or a CD. Prepare your slides and accompany each slide with your name and a number. That number should correspond to a typed list of your slides. You may also need an artist's statement. This varies depending on the institution. Also, note any academic honors received in art exhibitions, prizes, etc.

Students may want to look into the National Portfolio Day Association, which is an organization aimed at helping students review portfolios for art schools around the country. www.portfolioday.net

Music

The following information is intended as a guide for seniors who have focused on music during their time at St Joseph High School. Seniors are encouraged to audition or create a recorded CD and a resume outlining his/her past musical achievements at St Joseph High School and elsewhere. Although a live audition is best, some schools will accept a recorded CD. Creating this CD and resume will showcase your musical abilities and help to set you apart from other applicants.

All colleges differ in what they require for an audition or musical CD. Please check carefully about each school's audition procedure. In most cases, auditions take place as early as November or December and as late as March. These are either done at the college campus or at a regional audition in New York or Boston. The earlier you register, the better, as space fills quickly. For students seriously considering music, private lessons are encouraged to focus on a specific instrument beginning freshman year. Junior year is the best time to prepare for a college audition. Please note that for many state schools, you can still join the marching band or get a music scholarship without majoring in music.

Theater

The following information is intended as a guide for seniors who have focused on theater during their time at St Joseph High School. Seniors are encouraged to create a resume outlining his/her past theatrical achievements at St Joseph High School and elsewhere. Creating this resume will showcase your abilities.

All colleges differ in what they require for a theater applicant. If you intend to major in theater or acting, most colleges, universities, or conservatories will require an audition. Please check carefully about each school's audition procedure. In most cases, auditions take place as early as November or December and as late as March. These are either done at the college campus or at a regional audition in New York or Boston. The earlier you register, the better, as space fills quickly. Some colleges require you apply first and then sign up for your audition. You will want to check each college, university or conservatory website for specific information.

For sample resumes, please see your counselor.

FINANCIAL AID AND SCHOLARSHIPS

Plan ahead! If you think you will need financial aid at any time during your college years, apply as a freshman. The process may seem tedious, but it is worth it. College is expensive and for many families this will be a major part of the application process. Request and read all materials from colleges regarding financial aid policies and procedures. Note and meet all deadlines—they vary by institution.

Questions to Ask a Financial Aid Officer

1. Are you “need blind” in your admission policy?

A college that is “need-blind” makes admissions decisions without regard to the student’s ability to pay. The “need-blind college” does not review the student’s financial circumstances until after an admissions decision is reached. Some colleges, when considering students with equal academic records who are “on the cusp” of acceptance, will give preference to the student who is able to pay. This practice is “need-aware” or “need-conscious.” You should ask what the policy is for each school you are considering.

2. Do you meet 100% of demonstrated need?

To be eligible for financial aid, families complete several forms (see descriptions below) and a determination is made regarding a family’s economic need. Some schools meet 100% of your demonstrated need with an aid package that includes grants (scholarships), student loans, and work-study. Other schools do not meet full need. This is called “gapping.” Families, not schools, are responsible for finding alternative ways to finance the “gap.”

3. What is your “packaging policy?”

Most schools give an aid package that includes grant money (scholarships), loans, and/or work-study. Ask the following questions:

- a. In general, what percentage of an aid package from your college is grant vs. self-help (loans, work-study)?
- b. How does an aid package change over four years? Some colleges entice freshman with large grants for the first year and then switch to some heavier loan burden in sophomore and subsequent years. Some increase in loans over a four-year period is typical.
- c. Do you have a “preferential packaging” policy? For example, if two students have equally demonstrated financial need, do you give more grant aid (or a better overall aid package) to the student who has a stronger academic profile? Do you give better aid packages to students entering certain fields of study? Do you give comparable aid offers to applicants under early or regular decision programs?
- d. Do you provide any type of merit-based aid (scholarships for students with high academic profiles regardless of their family’s financial circumstances)?

4. What is your policy regarding outside scholarships?

Some schools deduct money earned in outside scholarships from your financial aid package. Some schools reduce your loan burden, but other schools reduce your grant money. Obviously, reducing the loan would be more favorable to you!

5. What is the policy with regard to non-custodial parents and step-parents? Are they expected to contribute financially?
6. How much indebtedness can I expect after four years?
7. Are there any tuition payment plans that will allow me and my parents to spread out our payments over a period of months?

Tips

- Make sure your list of colleges includes an economic likely school—a school that meets your academic needs and is affordable. For many students this is a state college or university.
- Students who need significant amounts of aid should remember that some schools give merit-based aid.
- Do not use scholarships or financial aid search services that charge fees. Comprehensive information about scholarships is available at no cost from the Office of College and School Counseling, your local library, from college financial aid officers, and on the Internet. Watch out for scams. There are many people out there hoping to capitalize on parents' anxiety about paying for college.
- You may wish to make an appointment with a financial aid officer at one or two schools so that he or she can advise you on special programs, tuition plans, loans, or payment programs that might be beneficial to you. Some financial aid officers have more time to meet with parents in the summer and the fall. Prepare your questions ahead of time and take notes!
- There are very few U.S. schools that offer aid for international students. If you are an international student with need and if you wish to attend college in the United States, you will need to be flexible in your choices of colleges.

Know Your Forms

Determine the types of forms that are required and make note of the filing deadlines. (They are frequently different from admissions deadlines.) All aid applicants must file the FAFSA. Many applicants will need to file the FAFSA and the CSS/PROFILE. Check the financial aid website at each institution you are applying to.

Free Application for Federal Student Aid (FAFSA)

All colleges require this form. It determines your eligibility for all forms of federal aid and state scholarship programs. It is *available online on October 1st* and must be completed before your first financial aid deadline. Internet filing:

www.fafsa.ed.gov

NOTE:

- **The turnaround time with online filing is much faster than mailing the forms.**
- **DO NOT complete more than one FAFSA.**
- **Complete beginning October 1st.**

CSS/Financial Aid PROFILE

Many private colleges (along with some private scholarship programs and public colleges) require this form. The PROFILE may only be filed online, and there is a cost to file it. PROFILE registration should be completed in the **fall of senior year beginning October 1st**—at least four weeks before your first financial aid deadline. Internet filing:

<http://student.collegeboard.org/css-financial-aid-profile>

Institutional Forms

Some colleges have their own aid forms in addition to the ones above. Check with each college and follow its instructions.

Title IV Code

Title IV falls under the Higher Education Act of 1965, which covers the administration of the United States federal student financial aid programs. Each college and university has its own “Title IV Code” for classification under Title IV. These codes need to be included on the FAFSA and CSS/Financial Aid PROFILE when you submit them to colleges. When filing online, these forms will have a drop-down menu where you are able to choose your schools and their codes.

Students of Divorced/Separated Parents

Divorced and separated parents as well as those families with especially complicated circumstances will find the financial aid process more complex. In these situations, the financial aid offices at different colleges may make different/independent financial aid award decisions based on “professional judgment.” The college counselors will be glad to talk to you about this in more detail.

International Students

International students applying for aid at American colleges are not eligible for any US Government awards, and, as a result, find themselves in a much more competitive situation. Only a limited group of colleges award aid to international students.

How the Financial Aid Process Works

Depending on when you apply, you will begin to receive financial aid award letters from the colleges as early as December. The award letters will describe the financial aid package the school is offering to you.

If you are considering more than one college, wait until you have received a letter from each one before you make a decision. If you miss a deadline, your financial aid package could be offered to another student. On the other hand, don’t let yourself be pressured into making an immediate decision. If necessary, ask the financial aid administrator to extend the deadline for your financial aid offer; in most cases, colleges are happy to do so. An extension can be granted when one college’s award package is delayed or received after another college’s deadline.

If you have questions about your financial aid award or the financial aid package does not meet your needs, call the college and ask to speak with the financial aid administrator. Don’t panic or get angry; be polite. Financial aid officers are usually very helpful. Review any special circumstances you feel may have been overlooked. It is possible that the financial aid administrator can adjust your award based on new information. Be prepared to offer concrete information that will allow financial aid officers to review your award. Most colleges do not negotiate or match offers from other schools. Each institution has different priorities and policies that govern how its financial aid is distributed.

For awards that involve federal aid programs, financial aid administrators must adhere closely to the guidelines established by the government for determining eligibility and financial need. Very few schools have enough federal or private funds available to meet every applicant’s full need. Although you may have a legitimate and demonstrated need for aid, there may be other students who have even greater needs, and they may receive aid first.

Look at the “bottom line”—your “net cost” to attend each institution. Don’t be dazzled by the amount of money a particular college offers—focus on how the awards affect the costs you have to pay. A \$5,000 award may cover your need completely at one school, while a \$10,000 award at another could leave you short.

Look at the combination of awards in each financial aid package. Your aid offer will probably include a mix of several types and sources of aid—“gift aid” (grants and scholarships that do not have to be repaid) and “self-help” (jobs a school offers you so you can earn part of your award) and/or loans that must be repaid.

Look for special conditions or requirements stated in the financial aid package. For example, many institutions require scholarship recipients to maintain a certain grade point average before their award is renewed. Other institutions may require continued enrollment in a particular academic program.

Once you choose a school and have been awarded financial aid, follow the instructions in your award letter. You may be asked to provide more information or select a lender for a student loan or parent loan. Complete any forms that come with the award letter, sign the letter, and return it by the due date. Be sure to notify other schools that accepted you that you will not attend, so any funds you may have been awarded can be given to a student who will attend.

Additional Information

If your family has a special financial need or financial circumstances that are not covered on any of the above forms, write a letter describing your situation. Then, send this letter to the financial aid offices of the colleges to which you are applying. DO NOT attach letters or tax forms etc. to the PROFILE or FAFSA. They will be destroyed.

Scholarships

Students can find scholarship opportunities in a number of places. The Office of College and School Counseling posts scholarships on Edline and email scholarship information to seniors through Naviance. There is also a binder of local, national, and school-specific scholarships located in the Office of College and School Counseling. Students may come to the office during their study period to review scholarship opportunities. If they find a scholarship to apply to, we can copy the information for them. Transcript requests for scholarships are available free of charge.

Please note: Students still need to adhere to the ten day rule—we will need ten, full school days to process transcripts for scholarships.

In addition to scholarships posted through the office, students may also find other scholarship opportunities online. Students may find the following websites useful in this search:

- FastWEB database of 400,000 scholarships www.fastweb.com
- ScholarshipExperts.com www.unigo.com/scholarships
- The SmartStudent Guide to Financial Aid www.finaid.org
- Free scholarship database www.schoolsoup.com
- The College Board www.collegeboard.org
- NACAC-National Association for College Admission Counseling www.nacac.com

FINAL THOUGHTS

Words of Wisdom

Meet with your counselor often! We are here to guide you through the process!

Save copies of everything you send to colleges. If you throw it out, we can almost guarantee you will need it in the future.

Fill out your name on applications and sign up for your standardized tests the same way every time! Inserting a middle initial sometimes and not others can cause you problems.

If you have a special talent—music, drama, art, physics, creative writing—pursue that interest with each college. This is not the time to be modest. If the admissions committee doesn't know about your talent, they can't possibly react to it.

Read the application requirements for each college thoroughly. Some have very specific requirements such as a required language or science subject test, three years of science, or a recommendation letter from a science or math teacher. You are responsible for these requirements.

Treat each application as if the school is your first choice. Many schools are paying attention to a student's level of interest. The colleges want to admit students who want them. A lackluster application can make a "Likely" school "Unlikely."

Meet all deadlines. In this business, deadlines are a serious matter. In fact, where possible, we encourage you to submit your applications early, but never if it means the finished product appears rushed.

GOOD LUCK!

GLOSSARY

ACT (American College Test) - An alternative to the SAT, the ACT combines aptitude and achievement-based instruments. The ACT is often the preferred standardized test for colleges in the Midwest; it is accepted by all but a few colleges and universities.

AP (Advanced Placement) – Administered nationally in May, the AP tests measure students’ mastery of advanced placement level material in specific subject areas. Scores range from 1 to 5. A student receiving a 4 or 5 may receive college credit for his/her work depending on the specific credit requirements of the college where he or she matriculates.

Candidates Reply Date Agreement - A college cannot require any candidate offered admission as a freshman to notify it of a decision to attend before May 1st. The purpose of the agreement is to give applicants time to hear from all the colleges they have applied to before they have to make a commitment to any one of them. Applicants offered admission under an early decision plan are the only exceptions to this agreement.

CEEB Code - The CEEB code is the 6-digit code the College Board has assigned to St Joseph High School. This code is used in the Common Application when you are asked which high school you attend as well as the ACT and SAT.

College Board – An organization of colleges and secondary schools which sponsors programs such as Admissions Testing Program (ATP) and the College Scholarship Service (CSS).

Common Application – An application used by more than 700 colleges and universities. The student completes one application and then submits it online or mails copies to whichever colleges he or she chooses from the list of participating schools. www.commonapp.org

Consortium – Several colleges and universities in close proximity to each other will often join together in a consortium. The advantages of attending a college which is a member of a consortium are that the student has the resources of many libraries, instead of one; that he/she has the opportunity to take courses at a member institution which are not available at his/her own college; and that he/she can take advantage of many combined cultural and educational opportunities offered when the members of the consortium unite to present panel discussions, special lectures, and unusual courses.

CSS (College Scholarship Service) - CSS is the financial aid division of the College Board. It administers the PROFILE. The CSS may only be submitted online at www.collegeboard.org

Defer - A postponement of a decision on an Early Action, Early Decision, or Rolling application. Students deferred under an Early or Rolling plan are still active candidates for the school where they were deferred. They will be reconsidered with the Regular Decision applicants.

Deferred Admission - Most colleges will allow students to postpone enrollment (defer admission) for one year after acceptance. The option is often called a “gap year.”

Double Deposit - This term describes an unethical practice of submitting enrollment deposits, signaling a student’s intent to attend, to more than one college. The Office of College and School Counseling strongly opposes this practice and will notify all schools if a student “double deposits.” The counseling office will only send one final transcript, except in the case of Wait Lists.

Early Action (EA) - Under an Early Action plan a student will receive a decision by an institution before January 1, but, if admitted, will not have to inform the college of his/her intent to enroll until May 1. Some schools offer two Early Action deadlines. In this case, students should apply to whichever deadline for which they are most prepared.

Early Decision (ED) – Early decision offers students the opportunity to apply to their first-choice institution with the understanding if they are accepted, they will attend. This is a *binding* decision. Students should not apply to a school Early Decision unless they are certain they will attend, if accepted. Some institutions offer two opportunities to apply

Early Decision (Early Decision I and Early Decision II). Students may only apply to ONE early decision school. Students may apply to other schools that are not early decision (see single Choice early action/decision).

ETS (Educational Testing Service) - This organization is responsible for producing and administering a variety of standardized tests, among them the SAT Reasoning and Subject Tests.

EFC (Expected Family Contribution) – The EFC is the amount of money that FAFSA or PROFILE ultimately determine that a family can pay after assessing the family's need.

FAFSA (Free Application for Federal Student Aid) - One of the two forms used by colleges to determine a student's financial need, the FAFSA must be submitted no sooner than January 1st and in many cases, no later than February 15th. We strongly recommend you check each college's and university's financial aid website for specific details. The FAFSA can be submitted online at: www.fafsa.ed.gov

Mid-Year Report Form - Many colleges ask that the mid-year report form be sent for every student with an active file after the completion of the first semester. St. Joseph High School automatically sends your first semester grades to the colleges to which you have applied. You do not need to bring in mid-year report forms to your counselors.

NCAA (National Collegiate Athletic Association) Clearinghouse - The NCAA Clearinghouse processes academic qualifications for all prospective Division I and Division II athletes and determines whether they are eligible to compete at the collegiate level.

PSAT (Preliminary Scholastic Aptitude Test) – Administered in October of the junior year, the PSAT is a practice test. Scores are used to determine those students who qualify for the National Merit Scholarship competition. (In fact, PSAT is also called the NMSQT, or National Merit Scholarship Qualifying Test.) Students and counselors use the PSAT as a diagnostic tool to determine testing strengths and weaknesses, but PSAT results are not part of a student's permanent record.

Rolling Admission – A number of colleges, particularly state universities, will process and evaluate a student's application as soon as all the required credentials have been received and will then notify the student of the decision without delay. Colleges following this practice may make and announce their decisions continuously over several months as opposed to colleges with fixed deadlines and reply dates.

SAT (Scholastic Aptitude Test) - Officially called the SAT Reasoning Test, the SAT consists of evidence-based reading and math. There is also an optional writing section. All colleges and universities accept this test; some require it. (The ACT is the other widely used standardized test.) Typically, students will take one SAT in the spring of their junior year and one in the fall of senior year.

SAT Subject Tests – Formerly called the SAT II's, the Subject Tests are one-hour tests measuring achievement in over 20 subject areas such as languages, math, sciences, and history. Students choose which tests to take. Subject Tests can be taken at any time during one's high school career. We recommend students who are in AP classes to take the corresponding Subject Test if available. Check admission requirements of individual colleges for specific requirements.

Single Choice Early Action - Students applying early under the Single Choice Early Action program cannot apply early elsewhere in the fall under Single Choice Early Action, Early Action (unless a public institution), and Early Decision to any other college (also called restrictive early action or REA).

SSR (Secondary School Report) Form - Many colleges have an SSR or Counselor Report Form. This is part of the application process. St. Joseph High School counselors automatically fill out the Common Application SSR form for their students. You will not need to print out the Common Application SSR form for your counselor.

TOEFL (Test of English as a Foreign Language) - This test is recommended for students whose first language is not English. Some colleges require it of all international students from non-English speaking countries.

Waiting List - A list of students whom a school hopes to admit should spaces become available after May 1st and, ideally, before August. The number of students taken off the waiting list varies widely from year-to-year; predictions are difficult to make.

SUPPORTING DOCUMENTS

Grading Scale

ST JOSEPH HIGH SCHOOL GRADING CONVERSION SCALE

A	4.0	95-100
A-	3.5	90-94
B	3.0	85-89
B-	2.5	80-84
C	2.0	75-79
C-	1.5	70-74
D	1.0	65-69
F	0.0	Below 65

St Joseph High School does not calculate GPA on a 4.0 scale.

We use a 100 point scale.

STUDENT ID:
PAR/GUAR:
ADDRESS:
CITY:
PHONE:

STATE:
ZIP:
SEX:
DOB:

ST. JOSEPH HIGH SCHOOL
 2320 Huntington Turnpike
 Trumbull, CT 06611
 Phone: (203) 378-9378
 Graduation Date:



PERMANENT RECORD
CEEBCODE: 070797
 Accredited by: NEASC

Credits Required for
 Graduation: 26

LEGEND
 Passing: 65
 CL College-Level
 AP Advanced Placement
 HI/H2 Honors
 CP/CP2 College Preparatory

WEIGHTING SYSTEM
 Prior to August 2018, final
 grades on transcripts reflect
 quality points as follows:
 AP/College Level 8.0
 Honors 1 5.0
 Honors 2 3.0
 *The UCONN CL course did not receive
 course weighting points
Effective August 2018:
 GPAs are weighted with a
 multiplier for Honors, Advanced
 Placement and College-Level
 courses as follows:
 AP/College-Level 1.10
 Honors 1 1.07
 Honors 2 1.05
 College Prep 1.00

GR:YEAR	COURSE	LEV	PNL	CREDIT
09:14-15	Old Testam	CP	99	1.00
09:14-15	Fr English	H1	92	1.00
09:14-15	Geo/Alg II	H1	90	1.00
09:14-15	WldCul&Geo	H1	93	0.50
09:14-15	AmHist-1860	H1	93	1.00
09:14-15	Biology	H1	96	1.00
09:14-15	French II	CP	94	1.00
09:14-15	Comp Cncept	CP	93	0.50
09:14-15	PE/Health	CP	94	0.50
09:14-15	Service	P		0.00
TOTAL CREDITS:				7.00

ABS: 0 TAR: 0
 Cumulative GPA: 94.38

GR:YEAR	COURSE	LEV	PNL	CREDIT
10:15-16	New Testam	CP	97	1.00
10:15-16	Amer Lit	H1	93	1.00
10:15-16	Precalc	H1	95	1.00
10:15-16	AP US Hist	AP	93	1.00
10:15-16	Chemistry	H1	99	1.00
10:15-16	French III	H2	97	1.00
10:15-16	Art I	CP	94	0.50
10:15-16	So PE/Hlth	CP	93	0.50
10:15-16	Service	P		0.00
TOTAL CREDITS:				7.00

ABS: 1 TAR: 0
 Cumulative GPA: 94.90

GR:YEAR	COURSE	LEV	PNL	CREDIT
11:16-17	Sacraments	CP	98	0.50
11:16-17	Mortality	CP	98	0.50
11:16-17	Br/Eur Lit	H1	97	1.00
11:16-17	AP Calc AB	AP	97	1.00
11:16-17	AP Eur Hist	AP	98	1.00
11:16-17	Physics	H1	100	1.00
11:16-17	Sports Med	CP	92	0.50
11:16-17	French IV	H1	93	1.00
11:16-17	Service	P		0.00
TOTAL CREDITS:				6.50

ABS: 1 TAR: 0

Cumulative GPA: 95.50

Printed on 06-06-2018

GR:YEAR	COURSE	LEV	PNL	CREDIT
12:17-18	Chr Life	CP	96	0.50
12:17-18	Ethics	H2	95	0.50
12:17-18	ControvLit	H1	98	0.50
12:17-18	Lit & War	H1	91	0.50
12:17-18	AP Stats	AP	100	1.00
12:17-18	AP Gov Pol	AP	101	1.00
12:17-18	CompLit	H1	102	0.50
12:17-18	AP Phys C	AP	98	1.00
12:17-18	Genetics	H1	94	0.50
12:17-18	Service	P		0.00
TOTAL CREDITS:				6.00

ABS: 3.00 TAR: 8

Cumulative GPA: 96.04

Sample Resume

Joseph D’Cadet
123 North Ave
Trumbull, CT 06611
JDCadet2020@students.sjcadets.org
St Joseph High School

Academic Accomplishments

- | | <u>Grade(s)</u> |
|---|------------------------|
| • National Merit Commended Scholar | 11 |
| • Member – National Honor Society | 11, 12 |
| • Member – Spanish National Honor Society | 11, 12 |
| • Principal’s Honor Roll | 9, 10, 11, 12 |

Athletic Involvement:

- | | <u>Grade(s)</u> |
|---|------------------------|
| • Member of the Varsity Cross Country, Indoor and Outdoor Track Teams | 9, 10, 11, 12 |
| • Elected Senior Captain of Cross Country and Indoor Track teams. | 11, 12 |
| • Ran in league championships. | 10, 11 |

School Clubs and Community Involvement

- | | <u>Grade(s)</u> |
|---------------------------------|-----------------------------|
| • Spanish Club | 9, 10, 11, 12 |
| • Student Ambassadors | 10, 11, 12 |
| • Red Cross Club | 11, 12 |
| • Special Olympics Volunteer | Summers of 9, 10, 11 |
| • Altar Boy, Saint James Parish | Since 4 th grade |

Work Experience:

- | | |
|--|------------|
| • <i>Vazzy’s Restaurant</i> , Trumbull, CT. Busboy, 40 hrs/wk. | 6/18– 8/20 |
|--|------------|

Please see “Document Resources” in Naviance or your counselor for other sample resumes

Questionnaire for Parents

QUESTIONNAIRE FOR PARENTS **CLASS OF 2021**

STUDENT'S NAME: _____

PARENT'S NAME: _____

COUNSELOR'S NAME: _____

Please answer the questions below as thoroughly and candidly as possible. Your responses will help give a more complete description of your son or daughter and aid the school counselor in writing the school statement for colleges (you may be quoted!). Please return to the Counseling Office by October 1, 2020. Thank you!

SECTION I

1. Please comment on your child's strengths of personality and character.

2. Please comment on your child's weaknesses of personality and character.

3. What is your child's attitude towards his or her academic work?

4. What are his/her areas of academic strength?

5. What are his/her areas of academic weakness?

6. Please describe how your child interacts with his/her peers.

SECTION II

1. Are there any special characteristics about a college that you are particularly interested in for your child (i.e.: geographic location, distance from home, size, etc.)?

2. Do you think you may apply for financial aid? Yes () No ()

3. Please list names of any specific colleges to which you would encourage your child to apply.

4. Are there any contacts or legacy connections you have at any particular college?

5. Is there anything else you wish to share about your son or daughter?

Self-Evaluation

Name: _____

Date: _____

Your Counselor: _____ Your College Major: _____

What aspects of your high school career have been the most meaningful to you?

What one thing would you change about your high school experience?

What subjects come most naturally to you?

What has been the highlight of your high school career?

What have been your most significant contributions to St Joseph High School?

Overall, would you like your college experience to be similar to your experience at St Joseph High School or different?
In what way(s)?

What five adjectives would you use to describe yourself? What five adjectives would your friends or family use to describe you? Why?

How do you define success?

Imagine you are writing your own letter of recommendation, what would you like the school to know? What will you contribute to their college?

What personal, vocational, or educational goals do you have in mind? What areas of study might you pursue in college?

Describe an academic experience that has been a highlight in your St Joseph High School years (a teacher, a class, a paper, a project, book, etc.) and tell me why.

Are there any circumstances that have interfered with your academic performance? Consider such factors as after-school jobs, home responsibilities, home difficulties, excessive school activities, illness, emotional stress, parental influences, English not spoken at home, or other factors unique to your background.

What is your favorite...

Book:	Website:
Keepsake:	Source of news:
Song:	Meal:
Time of Day:	Teacher:
Activity:	T.V. Show:
Academic Subject:	Quotation:
Movie:	

NOTES