



**Campbell High School
2014-2015
College Admission Handbook**

INTRODUCTION TO THE COLLEGE APPLICATION PROCESS

By the Campbell High School Counseling Department

One of the most exciting, yet stressful times in high school is the college admission process. The idea of being on a college campus, in a different city, taking classes in subjects that are unique, traveling and meeting new and exciting people from all over the world can be exciting, however, the process to get there can be overwhelming, disappointing and exhausting!

We are here to help you through this process and hope you will use the expertise of the counselors at Campbell High School. We welcome you to meet with us to help plan, strategize and work through appropriate decisions for the next steps on the academic path.

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WHAT COLLEGES ARE LOOKING FOR

Contrary to popular belief, College Admission offices are in the business of accepting students to their colleges. With the world of college admissions becoming increasingly more competitive, this fact often does not seem true. Their main concern, however, is making the right fit for the student and the college. There are times when decisions are made that the student, their family, teachers and counselor don't agree with but, most often the decision is made with the best intentions and not just to deny a student admission. With this in mind, it is helpful to understand what colleges are looking for in an applicant to their institution.

Colleges use some, if not all, of the following information about a student but may place different weight on these components depending on their individual criteria. For instance one college may place more weight on testing where another may not. It is important to ask each college's admission representative how the college weighs the factors considered for admission. Larger colleges often have to rely more on objective factors such as test scores, grades and class rank where smaller colleges may be in a position to look more carefully at subjective information supplied by the candidate. The following components are used by most admission committees to evaluate applicants but it is commonly known that the most important factors and predictors of college success are the courses taken, level of difficulty, and grades in high school.

1. **Grade Point Average**
2. Quality of coursework/rigor
3. Test scores
4. Essay
5. Recommendations (teacher(s) and counselor)
6. Extracurricular activities/awards/leadership
7. Class rank *(admissions reps recalculate candidate GPA's based on their criteria)*
8. Interview

RECOMMENDED COURSE SELECTIONS FOR FOUR YEAR COLLEGES

When college admissions officers review academic transcripts they are looking at more than grade point averages. They are looking to see whether students have been enrolled in strong, well-rounded college preparatory programs. The quality of academic course selections is an extremely important factor in admissions decisions.

The following information can assist students in constructing a solid academic foundation for admission to both two and four-year college programs. Comments that focus specifically on highly selective four- year colleges and universities are also included. Standards for admission may vary from college to college; therefore, students are strongly advised to contact the admissions office at each college to which they may apply.

The strongest high school academic program for admission to a four-year college or university includes four years of study in each core academic subject area. Students are advised to enroll in as many college preparatory English, math, science, social studies and foreign language courses as they can handle successfully throughout their high school years. Courses taken will often determine admission to particular colleges and universities as well as entry into specific majors. Four-year colleges expect admitted students to be proficient in all core academic disciplines. Students are also advised to take more than the minimum admissions requirements of a specific college or university. It is important to be aware of both general admissions requirements and specific major requirements at the colleges and universities a student is interested in.

The following recommendations are offered as general guidelines for appropriate course selection for four-year colleges. These lists are not meant to substitute for research into the admissions requirements specific to an individual college. Students considering majors in any of the following areas are encouraged to enroll in the designated classes while checking admissions requirements.

- 4 years English
- 4 years Math (including Pre-Calculus; Calculus is recommended)
- 3 years Social Studies
- 4 years Science (including Physics)
- 3-4 years World Language (taken in high school)
- Art electives (especially drawing)

JUNIOR YEAR TIMELINE

September

- Take at least 3 years of a World Language
- Assume a Leadership Role in an Extracurricular Activity
- Colleges like to see that you're a band section leader, a team captain or an event organizer

October

- Take the PSAT
- Log onto NAVIANCE (link on Guidance Page for CHS) & familiarize yourself with the program. You will need to use NAVIANCE to track your colleges of interest.
- Colleges won't see your PSAT scores, but a good score on the exam can translate into thousands of dollars. Also, the exam will give you a good sense of your preparedness for the SAT. Even students who don't plan on taking the SAT should take the PSAT because of the scholarship opportunities.

January

- If you are considering to apply Early Decision or Early Action, it is recommended that you sign up to take college entrance exams now.

May or June

- Take the SAT and/or ACT
- Keep track of SAT registration deadlines and test dates (and ACT dates). While not essential, it's a good idea to take the SAT or ACT in your junior year.
- Visit Colleges and Browse the Web
- By the summer of your junior year, you want to begin hammering out the list of colleges to which you'll apply. Take advantage of every opportunity to visit a college campus. Browse the web to learn more about different types of colleges.
- Draft a College List
- Make a list of colleges you are interested in. You will want to apply to 3 reach schools, 3 match schools and 3 safety schools. For now, a list of 15 or 20 schools is a good starting point.
- Take AP Exams as appropriate
- If you can take AP exams in your junior year, they can be a huge plus on your college application. Any 4s and 5s you earn show you are truly ready for college. Senior year APs are great for earning college credits, but they come too late to show up on your college application.
- Make the Most of Your Summer
- You'll want to visit colleges in the summer, but don't make that your entire summer plan. A well-spent junior summer can take many forms -- employment, volunteer work, travel, summer programs at colleges, sports or music camp... If your summer plans introduce you to new experiences and make you challenge yourself, you've planned well.

SENIOR YEAR

August before Senior Year

- Check your senior year class schedule to make sure you're taking the English, Math, Social Science, Science, and Foreign Language classes you'll need for your top-choice colleges.
- Look over the Common Application and begin thinking about potential topics for your personal essay.
- Visit campuses and interview with college representatives if appropriate.

September

- Register for October or November SAT I and SAT II exams (check SAT dates).
- Meet with your guidance counselor to discuss the colleges to which you're thinking of applying.
- Request letters of recommendation, especially if you are applying early.
- Continue to visit campuses and interview with college admissions representatives.
- Request applications from all the schools to which you might apply.
- Create a chart of deadlines. Pay particular attention to early decision, early action, and preferred application deadlines.
- Work on your college essays.
- Try to assume a leadership position in an extracurricular activity.

October

- Take the SAT I, SAT II and/or ACT as appropriate.
- Continue to research schools to narrow your list to roughly 6 - 8 schools.
- Take advantage of college fairs and virtual tours.
- Complete your applications if you are applying early decision.
- Research financial aid and scholarships. Do your parents' places of employment offer college scholarships for employee children?
- Get your college essay in shape. Get feedback on your writing from a guidance counselor and a teacher.
- Request your high school transcript and check it for accuracy.
- Keep track of all application components and deadlines: applications, test scores, letters of recommendation, and financial aid materials. An incomplete application will ruin your chances for admission.

November

- Make sure you've submitted all components of your applications if you are applying to colleges with November deadlines for early decision or preferred application.
- Put the final touches on your application essays, and get feedback on your essays from counselors and/or teachers.
- Continue to research scholarships.

December - January

- Complete your applications for regular admissions.
- Make sure you've had your test scores sent to all colleges that require them.
- Confirm that your letters of recommendation have been sent.
- Submit the FAFSA (Free Application for Financial Aid).
- If you are accepted to a school through early decision, be sure to follow directions carefully. Submit required forms, and notify the other schools to which you applied of your decision.
- Continue to focus on your grades and extracurricular involvement.
- Have midyear grades sent to colleges.
- Continue to keep track of all deadlines and application components.
- Continue to research scholarships. Apply for scholarships well in advance of deadlines.

February - March

- If you submitted the FAFSA, you should receive the Student Aid Report (SAR). Carefully look it over for accuracy. Errors can cost you thousands of dollars.
- Contact colleges that didn't send you a confirmation receipt for your application.
- Don't put off applying to schools with rolling admissions -- the available spaces can fill up.
- Talk to your school about registering for AP exams.
- Keep your grades high. Colleges can revoke offers of admission if your grades take a nosedive!
- Acceptance letters may arrive. Compare financial aid offers & visit campus before making a decision.
- Continue applying for appropriate scholarships.

April

- Keep track of all acceptances, rejections, and waitlists.
- If waitlisted, learn more about waitlists and move ahead with other plans. You can always change your plans if you get off a waitlist.
- Keep your grades up.
- If you have ruled out any colleges that accepted you, notify them. This is a courtesy to other applicants, and it will help the colleges manage their waitlists and extend the correct number of acceptance letters.
- Go to accepted student open houses if offered.
- A couple circumstances may warrant an appeal of a college rejection

May - June

- Avoid senioritis! An acceptance letter doesn't mean you can stop working.
- Most schools have a deposit deadline of May 1st. Don't be late! If needed, you may be able to request an extension.
- Prepare for and take any appropriate AP exams. Most colleges offer course credit for high AP scores; this gives you more academic options when you get to college.
- Have your final transcripts sent to colleges.
- Send thank you letters to everyone who helped you in the application process. Let your mentors and recommenders know the results of your college search.
- Keep on top of procuring student loans. Notify your college if you receive any scholarships.

COLLEGE ENTRANCE EXAMS

One important factor in the college admissions decision-making process is student scores on required college entrance exams. Different colleges place varying weight on the relative importance of these test scores. Students are responsible for making themselves aware of specific admissions requirements and test registration deadlines. Any omissions in this regard can seriously hinder chances for admissions.

PSAT

The PSAT is **not** a required college entrance exam. It is offered in October and its purpose is to aid students in early planning for college. All juniors should consider taking the exam.

The PSAT is presented in a multiple-choice format and attempts to measure critical reading, mathematics and writing skills. Each of the three sections is scored on a scale from 20 to 80 and serves as a predictor of scores on the SAT exam. PSAT scores are available only to students, their parents and their counselor. Results are not recorded or released to colleges.

Students who require specific accommodations, such as extra time, should discuss this with their case manager at least 6 to 8 weeks before a test date. Accommodations are usually for students identified in an IEP or 504 Accommodation Plan.

National Merit

The PSAT is also the test that acts as the National Merit Scholarship Qualifying Test (NMQT). Only scores taken in the junior year are used in this extremely competitive scholarship competition. This is a national competition that takes the sum of the three test scores (critical reading, math, writing), called the Selection Index, which is then utilized to designate students for recognition. Typically the students entered in this competition are in the top 1-3% of all the junior test takers in the country. There are three recognition categories: commended student, semifinalist and finalist. The awards vary depending on the scholarship offers. More information about the National Merit Scholarship program can be found on the College Board website at www.collegeboard.com.

MyCollege Quick Start

The College Board offers a wonderful program for all PSAT takers to get a jump start on their college admission search and test preparation. It is called *MyCollege QuickStart*. Students can access this service through the website located at the bottom of their PSAT report www.collegeboard.com/quickstart and put in their code number which is boldly located in various places on the score report. Once students register for this service they can access more detailed information on their test results, strategies for test taking and college search information. This is a free service to all PSAT test takers.

Registering for the SAT

The preferred and most common way to register for the SAT is online and found at www.collegeboard.com. Registration deadlines are typically 5 weeks prior to the exam date. The College Board website is a useful tool for registering and preparing for the tests as well as sending score reports. It is important to register early as test centers can reach capacity.

*****NEW in 2013 ***** FOR SAT

Students will be required to provide a photo in order to register for the SAT and SAT Subject Tests. This photo will appear on your Admission Ticket.

- The photo must be clear, properly focused and correctly exposed

- Be taken in full-face, directly facing the camera
- Match how you will look on the day of the test and in your photo ID

So Remember - **NO Photo – No ID – No Admission!** Standby test-takers will not be admitted. (Online requests for waitlist status may be possible until about 5 days before the test).

SAT (Reasoning Test)

The SAT is the most frequently required college entrance exam at four and two-year colleges in the Northeast. It is the student's responsibility to make themselves aware of admissions requirements at specific colleges so he/she will understand the significance of testing at that college.

SAT scores are one of a number of factors considered in the admissions process. Different schools place varying weight on these scores; some colleges actually consider the scores to be an optional component of the student's high school record. Other schools may use the score as a deciding factor.

Many students choose to take the Reasoning Test (SAT) exam more than once. The College Board several years ago introduced a new score reporting policy. This new policy gives students the ability to send the SAT scores they feel best represent their abilities to colleges and universities by test date. Prior to this change all scores were sent from every test date. A student can now send one, multiple, or all test scores by test date to a college on a single score report. When students opt to send all scores to colleges, admissions typically considers only the best scores on each section across all test dates. Colleges can set their own policies regarding which preference they have regarding SAT scores. Students are not placed at a disadvantage for taking the SAT exam more than once.

Students who require specific accommodations, such as extra time, should apply on a separate form and should discuss this process with their case manager. Accommodations are identified in an IEP or 504 Accommodation Plan. Plan ahead as the approval process will take 6 – 8 weeks.

Subject Tests (SAT II)

SAT Subject Tests were formerly known as Achievement Tests or SAT II. They are one hour in length, and up to three exams may be taken on any given test date. The Reasoning Test and Subject Tests may not be taken on the same test date. The Subject Tests are also presented in a multiple-choice format and attempt to measure achievement in a specific subject area. The Subject Test in Writing has been eliminated because it is now included in the general SAT portion. There are twenty-one different exams offered.

Fewer than 5%, or about 140 colleges and universities in the United States require students to submit scores from Subject Tests. Those schools often expect that an applicant will take two to three Subject Tests; specific exams are sometimes required. It is important to check college admission requirements early in the process to ensure proper testing. Students are recommended to take a test as close to the end of a class in a given subject as possible, so that the material remains fresh. Subject Tests are not offered as frequently as the Reasoning Test (SAT) therefore, students need to plan ahead.

Scores for both tests are on a scale from 200 to 800. Scores need to be sent directly from the testing service to the college or university to be considered **official**.

Registration procedures and the registration form for the Subject Tests are included in the SAT Registration Bulletin and on the College Board website. Information regarding the content of the various SAT II tests is available online.

Students planning to apply Early Decision or Early Action should take Subject Tests by the June test date in the spring of their junior year.

Fee Waiver Program

School counselors are authorized by the College Board to issue fee waivers to limited income students for both the Reasoning and Subject tests. Fee waivers are granted to eligible students who are applying to colleges that require SAT Reasoning Test or SAT Subject Tests scores. Eligible juniors and seniors may receive four fee waivers during their academic career; two for use on the SAT Reasoning Test and two for the SAT Subject Tests. They may be used in either the junior or senior year. Students can use the fee waiver to order the Question and Answer Service or Student Answer Service only at the time they register for the SAT.

American College Testing Program - ACT Assessment

The ACT Assessment is an admission test, that is required by many public and private colleges and universities located outside of the Northeast. Most colleges give applicants the option of taking either the ACT or the SAT.

The ACT is composed of four 35-60 minute exams in English, Mathematics, Reading, Science Reasoning and an optional Writing Test. Please note that the writing test may be a requirement and not an option for colleges considering the ACT scores, therefore it is in the student's best interest to take the ACT writing section. Students taking the ACT should check college' admission requirements to be sure their testing is complete. The tests are presented in a multiple-choice format and attempt to measure skills in the four identified areas. Scores on each section may range from 1 to 36. To register for the ACT students should go online to www.act.org.

Test Taking Reminders

- Check with each college to learn about required entrance exams and relevant dates. You are advised to register at least six weeks prior to the test date. When registering online students typically receive their scores within two to three weeks of taking the test. However it may take upward of four weeks after the test date for results to be available to colleges and scholarship programs.
- All juniors should take at least one college entrance exam in their junior year. Early Decision and Early Action Applicants are strongly advised to take college entrance exams during the winter/spring of their junior year.
- Students seeking nomination for admission to any of the US. Service Academies are required to send official college entrance examination score reports to the New Hampshire US Senators and members of Congress. Students must request a designated recipient code number from the offices of the Senators and Congress people, and enter that number in the appropriate place on the Registration Form for the exam, which is being taken. Students seeking admission to a U.S. Service Academy or a ROTC Scholarship Program are advised to take college entrance exams during the spring of their junior year.
- Students are encouraged to take standardized exams at least twice since colleges will consider the highest scores, even if those scores are achieved on different dates.
- SAT Subject tests should be taken as close to the end of a final class in the specific subject as possible. **NOTE:** Students are responsible for having "official" test scores sent from the College Board or ACT to the colleges they are applying to; the high school does not have "official" scores on file.

How Do I Begin My Search?

Meet with your counselor:

This is a great start to the process. Your counselor will discuss the when, where, how and why's of the process. Counselors will direct students to the correct tools to start the search such as Naviance, online and paper resources and websites.

Meetings with visiting college representatives:

A monthly calendar will be available to all juniors and seniors starting in September listing the colleges that will be visiting CHS in the fall. Students are welcome to come however we request that they get approval from their teacher prior to meeting with the college representative.

College references and catalogues:

Although there is a large selection of college reference books available in Guidance, most information is readily available online, including virtual tours, registration for open houses, admission criteria, popular majors etc. The College Board website offers students the ability to personalize a college search by major, selectivity, region and other personal criteria.

College Fairs:

The New England Association for College Admissions Counseling (NEACAC) and the National Association for College Admissions Counseling (NACAC) annually sponsor College Fairs for college bound students in various locations. The NACAC Boston National College Fair is typically held in May of each school year. In addition NEACAC sponsors a number of College Fairs throughout New England in the fall and spring of each school year.

Campus Visits:

One important way for students to know if they might feel comfortable on campus is to visit the college itself and observe their own reaction to the campus, the people, and the general atmosphere. Appointments should be made in advance through the Admissions Office.

WHAT FACTORS SHOULD STUDENTS CONSIDER WHEN INITIATING THE COLLEGE SEARCH?

There are more than 3,000 colleges in the United States with the majority of them being in the Northeast. There truly is a school for everyone but sometimes finding the right one can be difficult because there are so many factors to consider. As with high school, there is no “perfect school” but with the right research and thoughtful investigation a student can attend a school that is a good fit. It is important to know that the name brand schools are not the only schools out there and that there are many fine colleges and universities that offer students wonderful educational experiences.

Proposed College Major One important criterion in the college search process is the proposed major. Students should examine a college's course offerings carefully to determine the relative significance of the proposed major at identified schools. Those students who are undecided should consider colleges or universities that offer a broad spectrum of courses and majors that they may be interested in exploring.

Location Many students have a general notion of a region of the country in which their ideal college is located. Some have a sense of whether an urban, suburban or rural environment is desirable. Although college catalogs, view books, websites and videos offer good preliminary information, there is no real substitute for a college visit. At times it might be impossible to visit all identified schools on a search list; however, it is extremely important to schedule a visit after acceptance to a college. Your visits should be completed prior to the May 1st deposit deadline.

Consideration of the following factors may help students and their families narrow down the factor of location in the college search process.

- Is an urban, suburban or rural environment desirable? What is the student’s environmental comfort zone? (i.e., city living can be very different than rural).
- What will it cost to come home from college for holidays and breaks?
- What forms of transportation are available between college and home?
- In the event of a family emergency, how accessible and affordable is transportation?
- How does the economic, social and cultural diversity of the student's home environment compare to that of the college environment?
- Given the high cost of New England colleges should colleges outside of New England be considered?

Size ? When considering a school’s size, students should consider both population and area. Caution about making unsubstantiated assumptions about size is warranted. Colleges with small populations may or may not offer enough options. Colleges with large populations may not offer a variety of opportunities for small classes and a personalized environment. The largest universities may not focus most of their resources on graduate students rather than undergraduates. Colleges with large populations may not offer a greater variety of courses and social opportunities. The quality of a college or university usually has very little relationship to the size of the institution, but it does affect a student’s success and comfort level. Reviewing available information and visiting colleges is vital to a full understanding of the impact of the factor of size on the educational and social environment.

Cost? As the price of 4 years of post-secondary education skyrockets, the cost of tuition, room and board and additional fees is an increasingly significant factor in the college search. Although public, state-supported colleges and universities tend to be less expensive than private colleges, this is not always the case given financial aid opportunities. Private

schools *outside* of New England are often equally affordable.

The tuition cost is clearly a family consideration, as is the rest of the college search process. Understanding family financial resources is crucial. Students are, however, encouraged to include colleges that appear to be both affordable and unaffordable on their list. It is entirely possible that the eventual financial aid package may make a more expensive college more affordable than a less expensive one.

Families can access college financial aid offices as easily as admissions offices throughout the college selection process. College financial aid offices offer valuable information and resources to families even before a student is accepted to a college. Because the cost of attending college is on the rise and the process of accessing financial aid can be confusing, it is strongly recommended that **families make an appointment with admissions AND financial aid when they visit a campus.**

Admission Requirements

It is important for students to carefully consider specific admissions requirements for individual colleges and universities. Minimum requirements are generally listed in the college literature and are easily available online. Whenever questions arise regarding admission requirements students are encouraged to contact admissions offices directly, rather than making assumptions.

Special Programs

Sometimes students have needed special services and support through their high school years and a continuation of some of these supportive services may be needed to be successful in college. It is important to find out what each college may offer in the areas of learning support, emotional support, career services, internships, exchange programs, tutoring, and laboratories.

Extracurricular Activities

Students need to have a well-rounded experience in college. While learning to manage a college academic schedule, it is important that they have the opportunity for wellness, relaxation and leisure activities. It is helpful to investigate opportunities that support students in their interests as this too is a learning experience. Activities and clubs on campus give students insight as to whether the campus is active or not on weekends.

EFFECTIVELY USING THE COLLEGE FAIR

College Fairs are a great way to meet many college representatives in a short amount of time. It can be like a shopping expedition or a chance to really talk with a number of admission professionals from schools that may be hard to visit. It is important to have a strategy when going to a college fair to maximize the time spent there.

Before the Fair

- a. Find out, which colleges and universities will be attending.
- b. Make a list of the schools from which you want information.
- c. Prepare some questions to ask representatives.
 - What is the enrollment?
 - How large is the campus?
 - What is a typical class size?
 - Is the school in an urban, suburban, or rural setting?
 - What majors are available?
 - Can I enter undeclared?
 - When do I have to choose a major?
 - What are the admission requirements?
 - Do I need a foreign language?
 - Do you require standardized test scores?
 - Is financial aid available?
 - What types of scholarships are available?
 - Do you require interviews?
 - What types of visitation programs are available?
 - Can I stay overnight or attend classes?
 - What is the campus life like?
 - Does everyone go home on the weekends?

At the Fair

- Bring a set of mailing labels.
- Fill out a reply card if available.
- Ask questions! Take advantage of having the college representatives at your disposal. They are there to help you. Get the representatives e-mail address so you may contact them in the future.
- Investigate a school you've never heard of. This is a perfect opportunity to explore new options.

After the Fair

- Try to organize everything you've collected.
- List the representatives to whom you have spoken and make notes on what you learned.
- Try to note which schools or representatives you particularly enjoyed.
- Schedule visits for open houses, tours or interviews at appropriate schools.
- Email or call representatives if you have further questions.

You're in charge! You have control over the process. Use your time at fairs wisely and take advantage of all available resources. There are a number of college fairs in the spring and fall that students and parents are encouraged to attend.

Please check our website.

THE COLLEGE VISIT AND INTERVIEW

It is very important to visit the college at which you may spend four or more years of your life. Some colleges require an

interview as part of the admissions process, but most do not. Most college admission offices see this as an exchange of information so it is important to be prepared. The visit or interview will help you in your college search. If you visit before you apply or before your admission packet arrives, you are encouraged to bring an unofficial copy of your transcript. When making an appointment for a college visit, keep the following suggestions in mind:

- Plan ahead—admission offices are very busy.
- If possible, plan time when college is in session and high school is not.
- Request a definite date and time.
- If you are unavoidably delayed, call the admissions office.
- Give some advance thought to what you want to see and make your desires known when you make your appointment. Talk to as many different people as possible when you visit a campus: students, professors, admission officers, administrators, financial aid counselors, coaches, advisors other families and students that may be visiting. Make up a list of questions to ask in the interview or on the tour. You will definitely not make an impression if you do not say anything!
- If it is at all possible, make arrangements to stay overnight in the dormitory. Eat in the college snack bar or cafeteria. Visit several classes. Be sure to make these arrangements in advance. Avoid unscheduled "drop-ins" to the admissions office whenever possible. If a last minute opportunity does present itself, it is sometimes possible to join a tour, and you may occasionally find an open interview time. In general, however, this is not a productive way to visit a college and colleges may not be able to accommodate you.
- Dress appropriately. For males, khaki pants and a collared shirt and for young ladies, nice slacks or a skirt. This is an official visit to the college and you are not only representing yourself but CHS as well.

Some Questions You May Want to Ask

- How many of your students receive financial aid?
- Do you award athletic scholarships? Merit scholarships?
- What % of your students graduate?
- What is the % of students that go on to graduate school?
- What services do you provide to help students with applications to graduate school and job placement?
- What is your job placement after graduation?
- What are some sample social activities?
- How much importance is placed on social and extra-curricular activities from high school?
- Are there just varsity sports or intramurals as well?
- Do students go home on weekends?
- Are visitors allowed on campus for a weekend?
- Are museums, concerts, theaters, lectures, etc. available in the local community?
- What is the local community like?
- How do I get to airport, train station or bus depot to get home?
- What dormitory facilities exist?
- What percentages of students are housed on campus?
- Is housing guaranteed for four years? How many to a room?
- How are roommates selected?
- What sort of dormitory supervision exists?
- What are the rules? What sort of security is available?
- How safe is it after dark?
- How is the library equipped for the number of students who use it?
- Are students required to have a laptop?
- What is the internet accessibility? Is it an extra cost?
- What is the average class size?
- Who teaches freshman – instructors, graduate students or full professors?
- How many faculty members have PhD's?
- Are they a research faculty or a teaching faculty?
- How many instructors are there in the department of my major area of study?
- I know you have ____ major but what other majors are considered as strong?
- Can you double major?
- What are some of the special services available such as tutoring, writing labs, counseling, career services?
- What is the percentage of students that graduate in four years?
- Is there a study abroad program?
- Can freshman have cars on campus?
- Are there internships, experiential learning or independent studies available?
- How many freshmen come back for their sophomore year?
- Do you have an honors program and are there scholarships available for these programs?
- Is there an orientation for students before the semester starts?

Write a "thank you" note. This will show thoughtfulness, maturity and courtesy, it will also reinforce the admissions officer's memory of you as an individual. Include a note of thanks to the coach, financial aid officer or student that met with you.

NOTE: You may want to take a picture of the school before you leave. If you are visiting a number of schools it may get confusing – sometimes this helps!

YOUR COLLEGE RESEARCH, VISITS AND INTERVIEWS ARE OVER!!

You should now use your knowledge to narrow your choices down to about five to eight specific colleges. You may want to select two to three "reach" schools, two to three "target" schools, and at least two "safety" schools. It is also helpful to have a financial safety school. All of your choices should be schools you would be happy to attend. It is best to narrow down your final college selections in late summer before entering your senior year. The next step is to understand the application itself; paper, electronic or common application.

Applying online –

Most colleges have students apply online. ***This is clearly the preferred method.*** Technology allows students to spend more time on the selection process and less on the application process. In some instances students may complete a Common Application online (www.commonapp.org) that can be forwarded to a variety of colleges throughout the country. Please note that the Common Application has supplements that individual colleges require students to fill out in order for the application to be complete. Please see your counselor with any questions.

Naviance/Family Connection:

Naviance is our primary vehicle for communication related to college planning needs and is on the leading edge toward increased use of technology in college admissions. Naviance provides valuable resource tools and easily analyzes information during the college selection and application process. It provides both general milestones and individual profiles for students, helping us make sure everyone is on track. Naviance serves as a central location for each student to keep lists of awards and achievements, prospective schools, application status, etc. Naviance allows us to keep specific records on items of importance related to college planning - e.g. test scores, acceptance rates of our students, trends, and college matriculation.

Importantly, Naviance, is the electronic college application process CHS utilizes to send transcripts, forms and letters of recommendation to every college that accepts electronic submission. There are some schools that still require paper submission.

CHS College Application Process - Naviance

How to obtain CHS documents & recommendations

1. Log in as current student
2. Click the Colleges tab
3. Locate and click the College Resources link (Under College Research)
4. Locate and click The Common Application web link (Under Colleges and Careers)
5. On the Common Application web site locate and click the “Never Registered” link. If you have already registered, you can log in
6. Complete the Common Application registration process (unless already done) Colleges can be added to the Common App. site any time after completing the registration process.
7. Exit the Common App. web site
8. In Family Connection click the Colleges tab
9. Click Colleges I’m Applying To (Under My College)
10. Complete the FERPA form, which is REQUIRED.
 - A. Enter your Common Application User Name and Password information, which is REQUIRED, if applying to Common Application colleges
 - B. Click Submit
11. After Completing the FERPA form, add all the colleges to which you are applying, Common Application and Non-Common Application colleges -

When adding colleges you are or have applied to:

- A. Click Colleges I’m Applying To
- B. Click Add To This List
- C. Select Type Of Application
- D. Check Request Transcript
- E. Add Teacher Rec Request – 2 only
- F. Look-up and Add Colleges
- G. Check I Have Submitted My Application

ADMISSION POLICIES

Colleges have a variety of admissions policies. It is important to understand the following terms in order to make good decisions regarding college applications.

Early Decision:

Many selective colleges choose a significant percentage of their freshman class early in the senior year. In order to comply with early decision guidelines, students must meet the specified application deadline. It is also expected that the student will agree to enroll if admitted to the college. Under this program a student can apply to only one school with the agreement that if he/she is accepted he/she will drop all applications to other colleges and universities. This is a *binding* contract. This is an appropriate admissions option only if a student has a clear first choice and if his/her academic profile matches the college's admissions requirements, the student has visited, interviewed and spent time on the campus, and financially it is within the student's range. An advantage of this option is that the senior can reduce the stress of time, energy and paperwork that generally dominates a large part of senior year. A disadvantage is a reduction in the number of financial aid packages among which a family can choose when more than one school offers admission. It can also be a disadvantage if the student has a change-of-heart. Therefore it is in the best interest of the student to be completely certain this is his/her one and only choice should he/she be accepted.

Early Action/Early Notification:

Some colleges will process applications before regular admission deadlines. This offers a student the relief of having one acceptance "in the bank early" while providing time to carefully consider alternatives before making a final decision. If accepted, the student is under no obligation to enroll and can apply to more than one school under the Early Action policy. Application deadlines as with Early Decision are in early fall.

Regular Decision:

Applications are to be made on or by published dates. Students will receive decisions on or by published dates. Generally a final decision by the student is required by May 1, although housing deposits may be requested earlier.

Rolling Admissions:

An application is processed and a decision is made in the order the application is received by the admissions office and usually has a 3-4 week turn around time. There is no deadline, but there are priority dates if housing and financial aid are requested.

Open Admission:

A student may apply at any time throughout the year. This policy is characteristic of many community and other two-year colleges. Usually no counselor recommendation is required.

Deferred Admission:

This may be available by request to the college when a student has already been accepted, but wishes to "defer" actual admission for a period of time. The request can occur as a result of an opportunity to travel or pursue other valuable programs or activities. Typically a college will allow a deferment up to one year. An admission deposit is required to reserve the student's spot. This is different than a deferred admission decision.

LETTERS OF RECOMMENDATION

Most every college and university requires letters of recommendation from one to two teachers and a counselor. These recommendations help the admission committee get a better understanding of the student in the classroom. Teachers explain a student's potential, work habits, strengths and weaknesses. The teachers may also include some personal information regarding the student's interests or accomplishments in extracurricular activities. Letters are written to help and supplement your college package. College admission committees expect and hope that teachers will be honest and objective in their recommendation and look to this document as a ***confidential piece of information***.

Naviance, in conjunction with the Common Application, will inquire of students their willingness to waive their right to view their letters of recommendation. Please know that this FERPA waiver extends to students **only** upon matriculation to the college and is further contingent on whether the college maintained the letters. It is the policy of CHS that college letters of recommendation will not be shared with students. Teachers can refuse to write letters should students not waive their FERPA rights. We recommend that students trust their chosen teachers to write favorable letters on their behalf and encourage students to waive their FERPA rights. It is important to ask for recommendation letters from teachers who know the student well and not a teacher who has known the student for only a few months or weeks. A junior year teacher may be the most appropriate given the timing of when the recommendations are due. Keeping this in mind, it is to the student's advantage, and strongly suggested that the student request the teacher recommendation at the close of their junior year. Students tend to ask the same teachers for recommendations; because of this, teachers often get backlogged or have to decline a request by a student because of overload. To avoid this, keep your application deadline dates in mind, and ask teachers early.

THE FINAL PROCESS

The student should keep the school counselor constantly informed as to the status of their college application process. This will allow the counselor to know the colleges selected, the paperwork required, the format of submitting information, the names and number of teacher recommendations and all the necessary information needed to complete the application.

If applying **Early Action/Early Decision** or **Regular Decision** the student will be responsible for sending the application online(or by mail), application fee, and essay. The student needs to bring in the **Supporting Documentation** request form to Guidance so the student's counselor will ensure that the college indicated will receive the secondary information (transcript, recommendations, and school profile) to complete the application packet. If the college application has a required, distinct, counselor form, discuss this additional form with the counselor (Students can not assume that counselor and teachers have received online notification). **First quarter and midterm grades will be mailed to all colleges and universities to which students have applied. When students graduate, the final transcript will automatically be mailed to the college or university they have chosen to attend.**

RECAP OF FINAL PROCESS

1. Request recommendations from two faculty members early (Second semester of Junior year).
2. Establish College Board and Naviance accounts
3. Meet with **your counselor early**
4. Request test scores to be sent by College Board or ACT.
5. Complete applications, including essays and supplements early.
6. Four weeks prior to admission deadline, give your counselor specific recommendation forms as required.
7. Notify counselor of application and materials needed to be submitted. Discuss with counselor supplemental forms as required. Remember this must be done *four* weeks prior to deadline.
8. Check over your applications and essays to be sure they are correct. Look for spelling errors, college name is correct; you have signed the application and make sure you have sent all the required information requested by the college.

THINGS TO NOTE

- Deadlines are vitally important in this process. Counselors require 3 weeks to process each of their requests (particularly the first deadline).
- Make sure the application meets the deadline.
- Secondary school/recommendation forms (in the **Common Application** it is called the School Report Form) are often requested by colleges to be filled out by the counselor. These forms are already in our Naviance system and will be attached to your transcript. Recommendations and the school profile will also be forwarded directly from the Guidance Department.
- As we are on a semester system, first semester grades (available in early February) will be sent to the colleges with a Mid-Year Report Form. *Midterm grades are automatically sent to the colleges students have indicated they applied to. If this list changes for any reason, it is up to the student to report this change to the Guidance Office.*
- The school profile explaining our partially weighted grading system, mean SAT/ACT scores, National Merit information, rigor of course by department etc. will be sent with all college materials. This document is also available on the CHS web site.

WRITING THE COLLEGE ESSAY

The most lengthy and stressful part of the college application process is often writing the college essay. Most colleges require at least one essay; some want more than one; and a number don't expect an essay at all. Some public colleges, for example, have admission formulas that are based solely on grade point averages and college entrance exam scores.

Colleges seek an essay for a number of reasons. They want to learn something about you that the rest of your application does not tell them. They want to hear from you in your own words. They want to gain insight into your thinking process. And, they want to assess your writing ability.

Colleges do not want a descriptive essay of everything you have done in high school; there are other parts of the application that allow for this. This is the time to “humanize” your application and help you, as an admission candidate, come off the page.

Some colleges assign a topic for the essay. Some offer a list of topics and let you choose. Most give you a general topic, such as "Describe an experience that has special meaning for you." Others may ask for a graded writing sample.

NOTE: *It is not the topic you choose, but how you write that truly interests a college. This is your opportunity to individualize your application. In order to answer general questions, think about something in your life that really stands out. It could be back in the fourth grade when you discovered the joy of solving math problems. It could be earlier this year when you were tinkering in the physics lab. It could be bird watching, or working at a hospital or tutoring little kids. It could be a simple conversation with your grandmother. Why do you remember the event so well?*

FINANCIAL AID INFORMATION PRESENTATION AT CHS

The Guidance Department at Campbell High School will sponsor a Financial Aid Information Night for students and parents to assist families in better understanding the many financial forms and options available for funding your college education. This presentation is always scheduled for early December and is presented by NHHEAF. We strongly recommend that you attend this evening presentation.

Understanding Financial Aid

With tuition costs rising roughly five percent annually, higher education "sticker shock" is a common first reaction to the "going-to-college" process. However, before ruling out a school based on cost, families should consider the many opportunities available to them including grants, scholarships, work-study programs and student loans as well as the actual out-of-pocket cost.

For students and parents who need assistance, financial aid help is available from the federal and state governments, from private programs, and from colleges themselves. Take time to understand the intricacies of financial aid.

WHAT IS FINANCIAL AID?

Financial aid is help for meeting college costs: both direct educational costs (such as tuition, fees, and books) and personal living expenses (such as food, housing, and transportation). Sometimes students are surprised to discover that financial aid can help them pay for living expenses. Many students also don't realize that financial aid is often available to pay for technical or trade school programs.

Students should not rule out any college or post secondary education program that interests them on the basis of the cost of attendance alone. Many students and their families can't pay the full cost of education or training all by themselves. If students qualify for financial aid, they may get enough outside money to pay for the education they want, but couldn't otherwise afford on their own.

TYPES OF FINANCIAL AID AVAILABLE

There are three types of financial aid: (1) Grants or scholarships are funds for college that do not have to be repaid. Grants are usually awarded on the basis of need alone. Scholarships, on the other hand, can be awarded on the basis of need and/or some other criteria, such as academic achievement. (2) Loans must be repaid, most often after students have graduated or left college, and usually have lower interest rates than other commercial loans. (3) Work Study involves earning money as payment for a job, usually arranged for students by the college they are attending. Grants and scholarships are often called "Gift Aid." Loans and work study are called "Self-help Aid." If students qualify for and/or receive financial aid, they will get a financial package combining gift aid and self-help aid from different sources. The financial aid administrators at the college put financial aid packages together for students.

APPLYING FOR FINANCIAL AID

In order to be considered for financial aid from federal as well as non-federal sources, each college will specify which financial aid forms you and your parents should complete. Therefore, it is your responsibility to contact the Admissions or Financial Aid Office at every college you are considering for admission to verify and request the necessary forms that must be completed. In addition, you and your family must file the required forms by the specified deadline in order for you to be considered for financial aid. **Deadlines are very important!** You should never assume that the form required by a few colleges will be the same form required by all the colleges to which you apply. Any oversights by you and/or your parents could jeopardize your receipt of financial assistance.

FEDERAL FINANCIAL AID ELIGIBILITY

Financial aid eligibility is the difference between the cost of education and the Expected Family Contribution (EFC). A federal formula performs a needs analysis to determine the EFC.

HOW TO APPLY FOR FEDERAL FINANCIAL AID

The FAFSA application is the first step to financial aid for college-bound students. Families and students are encouraged to complete and submit the FAFSA. It can be located at www.fafsa.ed.gov. As the FAFSA requires an electronic signature you will need a PIN number (which is essentially your electronic signature). You may obtain this PIN number prior to filing the FAFSA.

Students will receive a Student Aid Report (SAR) after the FAFSA is processed. Information is also sent to the college(s) named on the FAFSA. For questions and or problems you may call (319) 337-5665 for assistance.

The College Financial Aid Office will send an award letter to the accepted student indicating the types of aid the student is eligible to receive.

Note: Special circumstances (such as changes in income and other factors affecting eligibility) may be considered. If special circumstances arise, the student should submit a letter of explanation to the Financial Aid Office.

COLLEGE FINANCIAL AID FORMS

In addition to completing the FAFSA, students must also complete and submit institutional financial aid forms if they are required by the college to which applications have been submitted. Students are responsible for inquiring and completing the required financial aid forms from each individual college. If the individual institutional financial aid forms are overlooked, students may not be eligible to receive institutional monies or additional financial assistance from that particular college. The deadlines for submitting the institutional financial aid forms may differ from college to college. The CSS/Financial Aid PROFILE is required by many private colleges and universities. Students can check the PROFILE form to see which schools require this application form. This is an online process and can be accessed through www.collegeboard.com.

WHERE TO FIND THE FINANCIAL AID FORMS

The paper FAFSA is available online www.fafsa.ed.gov and cannot be submitted before January 1st. If you need to submit the Family Financial Statement (FFS) or an institutional financial aid form to any of the colleges to which you apply, you must acquire these forms from the appropriate agency or college.

SCHOLARSHIP INFORMATION

"How do I finance this college education now that I have been accepted?" is a question asked by college bound students and their parents. The following information should assist you and your parents in your search for scholarship opportunities.

APPLYING FOR SCHOLARSHIPS

Scholarships are listed in Naviance. Unlike the information needed for college admission, information needed for scholarships varies. This form helps the counselor and student ensure all needed documentation is sent. *If a recommendation from a teacher or a counselor is needed the Guidance Office will mail the scholarship directly to the scholarship agency to ensure confidentiality.*

COLLEGE-BASED ACADEMIC/MERIT SCHOLARSHIPS

Many colleges and universities will provide some financial assistance to incoming freshmen based upon academic merit rather than demonstrated financial need in an attempt to attract hard working and academically talented students. You

and your parents should contact the admission offices or the financial aid offices at the respective colleges that you are considering for application. In addition, various resource guides are available to provide listings of merit-based scholarships offered by colleges throughout the United States.

SCHOOL, COMMUNITY, AND CIVIC ORGANIZATIONS SCHOLARSHIPS

Many school, community, and civic organizations provide scholarships for college bound seniors. Applications for all local scholarships are typically available in early February with a return date of early April. There are a variety of eligibility requirements for the school, community, and civic organization scholarships so students' should not assume that these scholarships are awarded on academic merit alone. Many of these scholarships are awarded on the basis of financial need as well as a combination of eligibility factors. Applications for these scholarships are available in Guidance and notification will be found on Naviance, Family Connection, Scholarships.

STUDENT AND PARENT EMPLOYMENT RELATED SCHOLARSHIPS

College bound students often find scholarship monies available through their parents' or their own places of employment. Parents and students should contact their employers to inquire about the availability of employment related scholarship programs. Acquire the scholarship applications early and contact your school counselor if assistance is needed with the required paper work.

STATE, REGIONAL, AND NATIONAL SCHOLARSHIPS

There are many state, regional and national scholarships available to college bound seniors. Many applications for these scholarships are available in guidance. In addition, various websites provide a listing of **all** scholarships available to college bound students.

FINANCIAL AID FINDERS AND SCHOLARSHIP COMPANIES

At a cost, many independent scholarship companies and financial aid services are available. Many services boast of the billions of dollars not claimed each year because of parents being unaware of how to "tap into" such resources. Students and parents need to be aware of what these companies are promising. In fact, an individual may find many of the same sources of scholarships by doing some research. Approximately 95 percent of financial aid goes through colleges, and the remaining five percent could be available through churches, high schools, and/or community groups.

The best way to find money for college is **not** to pay someone a lot of money to do the research for you. It is beneficial to look around for local and regional scholarships on your own. This is a research project and takes a lot of time and investigation. Although scholarships are a great way to help pay for college, their effect on the student's financial aid package may not be what the family expected. Many colleges reduce the amount of their aid in proportion to the amount of scholarship money received. In other words, the scholarship goes toward reducing either the amount of loans or of the college's grant, not toward reducing the amount of money the family must pay. Many local scholarships however, are awarded directly to the student and will not affect the financial aid package a student receives. Even if the extra money does not go directly to the student, the honor of receiving the scholarship does.

ROTC SCHOLARSHIPS

A limited number of Reserve Officers Training Corps (ROTC) scholarships are awarded through various branches of the United States military to college bound students each year. These scholarships are very competitive in nature and fund a majority of the college education for students awarded them. In awarding ROTC scholarships, the various branches of the military are looking for college bound students who possess certain academic skills and students who will also be undertaking specific college majors. Most often, students must have a strong academic foundation in mathematics and science; and students need to complete pre-calculus by the end of their senior year. Potential candidates for ROTC scholarships must also have an above average grade point average and above average SAT scores.

Students awarded ROTC scholarships must, upon graduation from college, accept a commission as an officer in the specific branch of the military that awarded the student's ROTC scholarship. The student is required to serve a minimum number of years on active duty, and in some situations, when specialized training is provided for students, students may have to serve longer.

It is beneficial for college bound students who are planning to apply for the ROTC scholarship to begin the extensive application process as early as the spring of their junior year. Please request assistance from your guidance counselor to complete these scholarship applications.

REQUIREMENTS FOR ATHLETES

Many colleges are associated with different athletic organizations that require students to register with NCAA in the junior year and/or senior year. The rules, regulations and eligibility requirements are determined by these organizations, not the colleges or the high school. Division I and Division II schools can offer scholarships to student athletes. Division III schools cannot offer scholarships. All divisions require students to meet certain eligibility requirements in order to play, whether they receive a scholarship or not. Students should register at www.eligibilitycenter.org and have their standardized test results sent to the clearinghouse too!

The National Collegiate Athletic Association (NCAA) is an academic clearinghouse for Division I and II athletes. Guidelines are very specific. It is not required for Division III athletes who wish to play college sports. Any athlete interested in playing Division I and II sports should be referred for additional information at www.ncaaclearinghouse.net

NJCAA – this is the athletic organization affiliated with junior or two-year colleges – there are no academic eligibility requirements. www.njcaa.org

HELPFUL WEBSITES and RESOURCES

New Hampshire Higher Education Assistance Foundation Information on colleges and how to fund your education. www.nhheaf.org

The College Board Registration for all college testing. Registration for CSS PROFILE. General college and Financial Aid/scholarship information. www.collegeboard.com

National Association of College Admission Counseling Information on college admission policies. General college and Financial Aid/scholarship information. www.nacac.com

FAFSA Information Federal Financial Aid form information and application. www.fafsa.ed.gov

ACT American College Testing registration site and college information. www.act.org

Financial Aid Information and Scholarship

www.fastweb.com

www.finaid.org

www.nhheaf.org

www.collegeboard.com

www.studentaid.ed.gov

www.nasfaa.org/ParentStudents

Common Application

www.commonapp.org

College Search Information

www.peterson.com

www.collegeboard.com

www.barrons.com

Campbell High School Website

www.campbellhs.org

Glossary of College Admission Terms

ACT – American College Testing Program, similar to the SAT program. The scores are used interchangeably with SAT scores by most colleges for admission.

AP – Advanced Placement. Courses offered through the College Board with a college level curriculum and a test. Considered the most advanced courses available in high school. Students who receive a score of 3 or higher on the test have the possibility of obtaining college credit for the courses.

CEEB Code – the College Board issues a code number for every high school and college in the country. This code is used for testing, financial aid and admission purposes. The code for Campbell High School is **300337**.

Common Application – this is an application that can be used to apply to over 300 colleges. Students are not at a disadvantage if they use the Common Application as colleges buy this service. However, many colleges have a supplemental form that must be filled out if a student is using this application. The supplement can be found on the Common Application website's tab for that particular college. When using this application, students need to be aware that there are corresponding sections required for teachers and counselors, these forms will be available in Naviance. The Common Application will be revised for the class of 2014, so changes are to be expected.

CSS PROFILE – this form is used by private colleges only. This form is not used by all private colleges and is always used in conjunction with the FAFSA form. This form is an online form only and can be accessed through the College Board website only.

Defer – this term can be used in two ways. The first is when a student applies to a college's early program; one of three decisions can be made. The student is accepted, denied or *deferred*. This means that the student will be reviewed again with the group of students who applied by the deadline date. The second is used is when a student has been accepted to a college & wants to *defer* his or her admission to that school for a semester or up to a year in order to travel, work or have another type of experience. Students may do this but a deposit is due to the school by May 1st of the year they were accepted and the deferment must be approved by the college.

Early Action - this is a program that colleges offer students who would like to apply early and hear of their admission decisions earlier in the process. Students are able to apply to more than 1 school early action. If they are accepted, students have until May 1st to notify which college they plan to attend. This is not a binding contract.

Early Decision – this is a program that colleges offer students who would like to apply early and hear of their admission decisions earlier in the process. When students decide to apply to a school early decision, it is with the understanding that they can apply to only **1** school early decision and if they are accepted they will attend. This is a binding contract between the college and the student.

FAFSA – Free Application for Federal Student Aid. This is the federal form that must be filled out to receive any aid from any college in the U.S. It must be filled out every year the student is in college. This form cannot be submitted until January 1st of the student's senior year.

Fee Waivers – waivers for fees attached to such items as applications, SAT, ACT, and CSS PROFILE. These can be obtained through the guidance counselor for families in need of assistance.

Grants – money awarded by the government, private agencies or a college that is not required to be paid back.

Internship – the opportunity to go out to work in a job situation that is attached to the college major. These experiences may be paid or unpaid for credit or not. Each college will handle internships differently.

Loans – money from the federal government, bank or other agencies that must be paid back. Loans will always be part

of any financial aid package from a college.

Midyear Report Form – the form found in college applications (especially the Common Application) that must be filled out by the high school counselor at the midyear mark and sent with the mid year grades.

NACAC - National Association of Admission Counseling is the governing body of college admission counseling.

Naviance – is the electronic computer program, which both students and their families can access, that provides opportunities to search colleges, compare colleges, store standardized scores and view graphs to understand admissibility status of the students as compared to other CHS students. It also allows the counselor to submit all supplemental information electronically to the schools the student chooses.

NCAA Clearinghouse – the clearinghouse for any student who is interested in playing collegiate sports. This clearinghouse requires every athlete to submit a form before they are eligible to play.

NEACAC – New England Association of Admission Counseling and the regional affiliate of the national organization.

Non weighted – no weight given to any high school classes, grade point average or class rank.

Partially weighted – weight is given to only certain high school classes (honors/AP) therefore producing a partially weighted class rank and grade point average.

Rolling Admission – this is the admissions practice some colleges subscribe to where students may apply at any given date throughout the cycle and will receive a decision from the college once their applications are complete (usually within a 4-6 week time period). Students have until May 1st to notify the college of their choice.

SAT – the most common name for the Critical Reasoning Test offered by the College Board for college admission testing.

School Report Form – the form found in college applications (especially the Common Application) that will be filled out by the high school counselor and is linked with Naviance.

Study Abroad – the opportunity for students studying in one country to take a semester or year to go to a college or university abroad.

Weighted – this term is used for high school grade point averages, classes and class rank. A weighted system weighs classes as seen fit. An example would be all college preparatory classes are weighted any other course is not.

Work Study – this is a job program through the federal government that is part of the federal financial aid program. Students are awarded a certain dollar amount and must work at an on campus job to receive the money.