SOUTH BROOKLYN ACADEMY

A GUIDE FOR

STUDENTS

2016 - 2017

Northeastern Conference Education Department

115-50 Merrick Blvd. Jamaica, NY 11434 718-291-8006

Mrs. Viola Chapman Superintendent

South Brooklyn Academy School of Technology 418 E 45th St Brooklyn, NY 11203 718-693-5502 Mr. Ivanhoe Douglas Principal

South Brooklyn Academy School of Technology 418 E 45th St Brooklyn, NY 11203 Mr. James M Bennett Sr. Office of Guidance Director / Assistant Principal

TABLE OF CONTENTS

SECTION

WHERE TO START 1
TOP 10 INDICATORS OF QUALITY COLLEGES 2
WHAT COLLEGES LOOK FOR
HIGH SCHOOLS PROGRAMS FOR COLLEGE BOUND STUDENTS 4
COLLEGE ADMISSION PROGRAMS 5
COLLEGE ENTRANCE EXAMS 6
2014 - 2015 SAT TEST DATES
THE COLLEGE VISIT
WHAT TO RESEARCH WHILE ON CAMPUS 10
CHECKLIST FOR YOUR CAMPUS VISIT 11
THE COLLEGE INTERVIEW 12
QUESTIONS INTERVIEWERS MIGHT ASK 13
COLLEGE APPLICATION PROCEDURES 16
WRITING THE ESSAY 17
SAMPLE ESSAY QUESTIONS 18
LETTERS OF RECOMMENDATION 19
KINDS OF POST-SECONDARY SCHOOLS

TABLE OF CONTENTS

SECTION	PAGE NUMBER
SERVICE ACADEMIES	
STEPS FOR GETTING A SCHOLARSHIP	
COLLEGE DATA SHEET	
TRANSCRIPT REQUEST FORM	
STUDENT ACTIVITIES RECORD	
HOW TO OBTAIN FINANCIAL AID	
BE A GOOD COLLEGE CONSUMER	
TUITION ASSISTANCE GRANTS	
FAFSA: THE AID PROCESS OVERVIEW	
ARMED SERVICES VOCATIONAL APTITUDE BATTERY	
INTERNET RESOURCES	
CAREER AND JOB INFORMATION	39
JUNIOR-YEAR TIMELINE	40
SENIOR-YEAR TIMELINE	41
SUCCESS IN COLLEGE	

WHERE TO START



Identify Priorities

Think about what criteria are most important to you when selecting a college. They might include:

- Cost
- Size
- Academic competitiveness
- Location region/state(s)
- Setting urban, suburban, rural
- Academic programs
- Special programs e.g. Learning Disabilities Program, ROTC, Study Abroad, ESL
- Type of school college, university, fine arts, military, single sex, historically black
- Athletics
- Campus facilities housing, parking, accommodations for the disabled
- Comfort level social life, ethnic/religious composition

GATHER INFORMATION

Research colleges using the sources listed below:

- <u>College Search Program</u>: Generate a computer list of colleges meeting your individual criteria using the College Board's ExPAN system or CHOICES in the Career Center.
- <u>**Reference Materials:**</u> Gather more in-depth information from catalogs, videos, viewbooks, and guides available in the Career Center.
- <u>Admissions Offices</u>: Contact colleges for more detailed information and applications. Most colleges have web sites.
- <u>College Representatives</u>: Meet with college representatives when they visit the Career Center.
- <u>College Fairs</u>: Several college fairs are held locally each year. Dates and locations are advertised in the Career Center.
- <u>Guidance Department/Career Center</u>: Discuss individual colleges with counselors and career resource specialists.
- <u>College Visits</u>: Keep a record of your observations during each visit.
- **NOTE:** IEP students requesting collegiate accommodations should contact Admissions offices at desired colleges for information about procedure specific to that school.

MAKE A PRELIMINARY LIST OF COLLEGES

• Develop a list of 15-20 colleges that you would like to research further.

EVALUATE EACH COLLEGE

- Evaluate colleges in terms of what criteria are most important to you.
- List the advantages and disadvantages of each college. Do the pluses outweigh the minuses?

MAKE A FINAL LIST OF COLLEGES

• Decide which colleges most nearly meet your criteria – most students apply to 3-6 schools.

DEVELOP YOUR COLLEGE APPLICATION PLAN

- Establish deadlines for the following:
 - Getting applications
 - Taking college entrance exams
 - Requesting transcripts
 - Requesting recommendations
 - Writing essays
 - Completing applications
 - Applying for scholarships
 - Applying for financial aid
 - Visiting colleges

TRAPS TO AVOID

- "I'm applying to College X because all my friends are going there."
- "There's only one college that's right for me."
- "All colleges are the same, so why bother with all this work."
- "I'm going to College X because my father/mother/sister/brother went there."



TOP 10 INDICATORS OF QUALITY COLLEGES

Top education experts and Peterson's, an education company, developed this list to help students and parents identify key factors to look for when evaluating colleges.

1. **Transition from High School:** Colleges should offer an orientation program that begins before classes start and continues throughout the freshman year.

2.

Communications and Thinking: The undergraduate experience should include intensive work in writing, speaking, and critical thinking, allowing students to develop the ability to communicate clearly and persuasively.

3. Core Curriculum: General education courses should be given equal importance to a student's major studies and be designed to enrich their education no matter what their chosen major.

4. **Learning Environment:** Colleges should foster an environment for learning that ensures all students participate in class discussion, collaborative learning, individual research, and internships.

5.

Teaching Factors: Colleges should place a high premium on quality undergraduate teaching, offering introductory courses taught by full-time faculty with a low student-to-teacher ratio.

5. nformatio

Information Resources: Colleges should not only have a large library, but one that meets the needs of undergraduates. In addition, institutions should ample Internet and computing resources.

7. Flexibility: Opportunities should be available for individualized majors, honors and co-op programs, and distance learning.

8.

Campus Life: The college community should be a safe one for students, and one that offers diversity in its extracurricular and cultural activities.

9. **Student Services:** Students should be offered both academic and social support service, with access to tutoring, career planning assistance, psychological counseling, and health services.

10. Miscellaneo

Miscellaneous: Other factors that are important to consider include size, campus setting, and religious affiliation.



WHAT COLLEGES LOOK FOR



It is the responsibility of the college admissions committee to assemble a freshman class that meets the requirements of its institution. Since most colleges have more applicants than they have available space, they establish certain criteria for selection. These include, but are not limited to, academic record (GPA, class rank, and strength of the program), test scores, activities, letters of recommendation, and interviews. Other factors they consider are athletic ability, special talents, legacy, and diversity.

No single factor will determine acceptance or rejection. Some colleges may look only at grades and test scores. Most, however, are interested in more than just the academic record. They want to know about interests, accomplishments and future goals. However, poor grades and weak course selections will not impress an admissions officer even if you are editor of the yearbook, president of the student government, and captain of the basketball team. Colleges are looking for wellrounded students who will be academically successful at their institutions. It is important to take challenging courses and work hard.

If you hope to be admitted to a selective college, you should take the most demanding courses offered by the school and maintain a high scholastic average.

MOST COMPETITIVE COLLEGES EXPECT their applicants to have at least the following high school preparation:

English	Four years, including as much writing as possible.
Math	At least three years including Algebra I, II and Geometry. Four
	years is preferred.
Language	At least three years of the same language, more if possible,
	including senior year.
Social Studies	At least three years.
Science	At least three years of lab science including biology and chemistry
	and physics.
Fine Arts	Some exposure, one year should be sufficient.

SOME FACTORS THAT INFLUENCE ADMISSIONS DECISIONS

The percentage of college admissions officials who say the following factors are "considerably important" in influencing admissions decisions.

Grades in College Prep Courses
Class Rank
SAT/ACT Scores
Grades in all Subjects
Teacher/Counselor Recommendations
Essay/Writing Sample
Interview
Work/School Activities
Personal Recognition Programs
(Source: National Association of College Admission Counselors)

HIGH SCHOOL PROGRAMS FOR COLLEGE-BOUND STUDENTS

INTERNATIONAL **B**ACCALAUREATE

This rigorous pre-university course of liberal arts study is offered the last two years of high school, although students begin preparing by taking courses geared to the International Baccalaureate (IB) program as early as the 7th grade. IB offers a demanding curriculum in languages, science, math, and the humanities in preparation for college. The IB diploma provides special recognition to students vying for college acceptance. The eleventh and twelfth grade years of the IB program are located at ________. For additional information regarding preparation for this program, please see your guidance counselor or call the IB Coordinator at

<u>A</u>DVANCED <u>P</u>LACEMENT (AP)

The Advanced Placement (AP) Program gives students the opportunity to take college-level studies while in high school and to possibly receive college credit. Over 1,000 colleges and universities in the nation offer Advanced Placement and/or specific college credit to AP students who score at a certain level on the AP examinations.

AVID: A COLLEGE PREPARATORY PROGRAM

The Advancement Via Individual Determination program prepares students who are most under represented in post-secondary education to be eligible for and succeed in four-year colleges. Students in this program must be enrolled in Algebra I, AIM I, or a higher math level. They must have a grade point average of 2.0 or better and be willing to enroll in college preparatory courses, which include Pre-International Baccalaureate (IB) and Advanced Placement (AP) courses.

Students who participate in the AVID program are expected to remain in AVID until their high school graduation. Students are required to take notes in each class each day, maintain an AVID binder, participate in tutorial sessions, complete all homework, and study at least two hours per night. By making this type of commitment, students help ensure that they will reap all of the benefits of the program.

- Curriculum in preparation for college which include Pre-International Baccalaureate, International Baccalaureate, and Advance Placement courses.
- Leads to the pathways of success in four-year colleges.
- Improves SAT test scores.
- Give a great amount of time to education, and receive a great deal in return.

The Scholastic Aptitude Test (SAT) is the most commonly administered college entrance exam. A good score could improve the chances of students interested in college scholarships. Preparation for the Scholastic Aptitude Test begins in the 6th grade for AVID students. Students practice test-taking skills, reading comprehension, and analogies, which help to improve test scores.

The AVID program is more than just homework and studying. AVID students are given the opportunity to visit local colleges and universities. Guest speakers commonly visit AVID classrooms to talk about life and the importance of education. A student also go to plays, museums, and participates in many types of cultural field trips. AVID students are expected to give a great amount of time to education, but they receive a great deal in return. AVID leads students into the pathways of success.



COLLEGE ADMISSION PROGRAMS

REGULAR ADMISSION

Students are required to apply by a fixed date. Decision letters are mailed to students in the spring.

ROLLING ADMISSION

The college considers each student's application as soon as all the required credentials, such as application, school record and test scores have been received. The college usually notifies applicants of its decision in 4-6 weeks.

EARLY DECISION

The student who has a definite first choice college and strong academic profile might consider applying for early decision. Applications are submitted early in the fall, usually by November 1 and students receive notification of decision early in December. At that time, the student agrees by contract to enter that college and withdraws all other applications. If not accepted under the Early Decision Plan, a student is usually reconsidered for admission later in the year.

EARLY ACTION

Students receive an admissions decision before the standard April notification date. Early action is distinguished from early decision in that students, if accepted, are not required to accept admission or withdraw other applications. They have until May 1 Candidate Reply Date to respond.



OPEN ADMISSION

Colleges grant acceptance to all high school graduates without regard to additional qualifications such as test scores or specific high school courses.

DEFERRED ENROLLMENT

Students have an opportunity to delay or defer enrollment for a semester or year.

DELAYED/PROVISIONAL ADMISSION

Students are accepted for admission but not necessarily for the fall semester of the upcoming school year. They may begin either successful completion of a summer program on campus or a fall semester at another college.

EARLY ADMISSION

Students are allowed to complete their high school requirements at college. This program is for the exceptional student and usually requires approval of the parents and the high school, as well as selective screening by the college.



COLLEGE ENTRANCE EXAMS

Most colleges require some form of testing to determine your readiness for college-level work. They will require the SAT I, or the ACT, not both.

It is your responsibility to find out what tests are required by the colleges on your list. This information is available from the colleges themselves or guidebooks in the Career Center. Registration booklets and study guides for all tests, except Advanced Placement, are available in the Career Center and guidance office.

PRELIMINARY SAT I/ NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

- Taken in October of the freshman, sophomore and/or junior year (only junior scores are used to qualify for the National Merit Scholarship programs)
- Taken to prepare for the SAT I.
- Scored on a scale of 20 (low) to 80 (high) for both verbal and math.
- Registration through the guidance department.

SAT I

- Scored on the basis of 200 (low) to 800 (high) for both verbal and math.
- Administered in October, November, December, January, March/April, May and June.
- Usually taken in the spring of the junior year and again in the fall of the senior year.
- Registration directly by mail, phone or on-line to the College Board at www.collegeboard.com.

SAT II (SUBJECT TESTS)

- Up to three tests available on one testing date.
- Designed to test the level of knowledge of a student in particular academic disciplines.
- Scores used for placement in freshman courses; occasionally used as additional indicators in the admissions process.

- Administered in months scheduled by the College Board.
- Registration directly by mail, phone or on-line to the College Board.
- Best taken in the spring of junior year by students completing their studies in foreign language, a science, or American history and by early decision or early action candidates.

ADVANCED PLACEMENT TESTS (AP)

- Designed for students who have completed college level work in high school.
- Offered in specific subject areas and used in determining whether or not a student may gain advanced standing in college.
- Administered in May.
- Scored on a scale of 1 (low) to 5 (high).

AMERICAN COLLEGE TESTING ASSESSMENT (ACT)

- The predominant testing program in the Midwest and some parts of the South.
- A multiple-choice test in four categories: English, social studies, sciences, and mathematics.
- Scored on a scale of 0 (low) to 36 (high).
- Administered in months scheduled by the testing program.



	COLLEGE BOARD ASS FOR SECONDARY S		
PROGRAM	PURPOSE	GRADE WHEN TAKEN	CONTENT
PSAT/NMSQT	Guidance; practice for SAT; compete for National Merit Scholarship and other scholarships	9 th , 10 th , 11 th	Shortened version of SAT I (2hrs.)
SAT I: Verbal & Mathematical Reasoning Tests	College Admission	11 th , 12 th	Emphasizes critical reading skills; interpretation of data and applied mathematics. Three-hour exam includes multiple-choice questions and questions requiring student-produced responses.
SAT II	College admission; Placement	10 th , 11 th , 12 th	Assesses mastery of topics and skills representative of courses important for college preparation in one-hour exams: Multiple choice, listening component in some foreign language tests, 20 minute writing sample for Writing Test.
Advanced Placement	Permits able, motivated students to complete college- level courses while still in high school and obtain college placement or credit, or both	11 th , 12 th	29 exams in 18 subjects contain multiple-choice and free-response questions. (Up to 3 hrs. each)
Pacesetter	Instructional /assessment program designed to enhance learning of all students to facilitate transition to college and the world of work	10 th , 11 th , 12 th	Courses in mathematics, English, science, Spanish and world history Range of assessment embedded in and given at end of courses



2016 - 2017 SAT TESTS DATES

The 2016-17 SAT test dates registration deadlines and score availability are based on the College Board's released schedule.

Test Date	Normal Registration	Late Registration	Online Score Release			
Oct 1, 2016	Sep 1, 2016	Sep 20, 2016	Oct 27, 2016			
Nov 5, 2016	Oct 7, 2016	Oct 25, 2016	Nov 29, 2016			
Dec 3, 2016	Nov 3, 2016	Nov 22, 2016	Dec 22, 2016			
Jan 21, 2017	Dec 21, 2016	Jan 10, 2017	Feb 23, 2017			
Mar 11, 2017	Feb 10, 2017	Feb 28, 2017	Apr 13, 2017			
May 6, 2017	Apr 7, 2017	Apr 25, 2017	Jun 8, 2017			
Jun 3, 2017	May 9, 2017	May 24, 2017	Jul 12, 2017			

SATs are given about seven times a year, with more test dates in autumn than spring. They are given on Saturdays, although if you have religious or other qualified reasons you can take the alternate Sunday test dates.



Looking for information about the 2016-2017 ACT test dates? Look no further! The charts below provide comprehensive information about the test dates, regular registration deadlines, late registration deadlines, and score release dates.

2016-2017 ACT Test Dates & Registration Deadlines

Test Date	Registration Deadline	Late Registration Deadline	Complete Score Release***
June 11, 2016*	May 6, 2016	May 7-20, 2016	June 29, 2016
September 10, 2016	August 5, 2016	August 6-9, 2016	September 20, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016	November 8, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016	December 20, 2016
February 11, 2017**	January 13, 2017	January 14-20, 2017	February 22, 2017

* See non-Saturday testing for information related to this test date.

** The February test dates are NOT available in New York.

***ACT scores begin to be released.

Note: The dates provided in these charts are based on information released by the ACT and previous ACT test dates.

In some cases, the information provided has not yet been confirmed by the ACT.

Visit <u>www.act.org</u> for the most up-to-date published information.

THE COLLEGE VISIT

Would you spend thousands of dollars to buy a new car without taking a test drive? Probably not. Since a college education costs considerably more than a new car, it makes sense to test the college with a visit to the campus. Once you have narrowed your choices to a manageable number, consider this step of the selection process a **MUST**. Junior and Senior years are the best times for students to visit colleges. Spring vacation is a good time for juniors to begin the process.

Following are a few hints that may make the college visit most productive:

- Plan to visit no more than two colleges in one day.
- Plan to visit when school is in session.
- Make prior arrangements to speak to someone in the Admissions office at least a couple of weeks prior to your visit to inquire about a tour of the campus and the advisability of scheduling an interview, particularly if you plan to apply.
- Remember to notify your school's Attendance Office and obtain a Prearranged Absence form one week in advance of your absence.
- Stay overnight in a dorm whenever possible.
- Allow enough time to see everything that is of interest to you (e.g. residence hall, libraries, laboratories, student center, cafeteria, athletic facilities).
- Talk with students, faculty, and admissions personnel.
- Have a list of questions and take a notebook to record the answers and your impressions.
- Take a bag or carrier for the literature you will collect.
- Don't forget your camera. After several campus visits campuses start to blend.



Area to Research	What to Look For	How or Where to Look
Students	Academic attitudes	Talk to students, listen to their conversations.
	Social styles	Go to the Student Center.
	Interests	Look at bulletin boards.
	Backgrounds	Ask Admissions counselor.
Social Activities	Parties	Read bulletin boards and posters.
	Athletic events	Read calendar of events, school newspaper, yearbook.
	Cultural events	Talk to students.
	Clubs	Attend events on campus.
Campus Facilities	Varieties, Locations	Visit residence halls.
 Housing Disis 	,	
 Dining 	Options, quality	Eat in the dining hall.
 Activity centers 	Liveliness, range of activities	Visit the student center.
 Athletics and recreation 	Range, hours	Visit the gym, pool, etc.
 Health and special 	Usefulness, range, support	Talk with students and student
student services		service personnel.
 Miscellaneous 	Computer, bookstore, etc.	Look at facilities.
 Library 	Hours, comfort, lighting, reputation	Visit, talk to students.
Community	Activities	Go into town.
Community	Shopping	Read the local newspaper.
	Town/college relations	Ask students and admission
		staff.
Andomia	Quality	Attend alageas
Academics	Quality Pressure, competition	Attend classes. Talk with students, especially
	Work load	in your major.
	Emphasis	Read the catalogue.
	Lipiusis	rieua nie enuiogue.
Faculty	Reputation	Attend classes.
v	Quality	Meet with faculty in your area
	-	of interest.
	Arroilability	Talk with students.
	Availability	Taik with students.

WHAT TO RESEARCH WHILE ON CAMPUS







CHECKLIST FOR YOUR CAMPUS VISIT

CALL AHEAD (DO NOT WRITE) AND ASK ABOUT:

- Appointment for interview
- Tour times and starting point
- Distance/directions
- Special accommodations such as food, housing, classes to visit
- What to bring
- Information that can be mailed to you in advance

PICK UP:

- Course catalog
- Calendar of weekly events
- College newspaper
- Brochures on special programs
- Campus map
- Extra application forms

THINGS TO CONSIDER:

- Have an interview.
- Take a tour.
- Eat a meal in the dining hall.
- Talk with students (include students other than your tour guide).

AFTER THE VISIT:

- Make notes to refresh your memory later on.
- Jot down lingering questions.
- Thank you note.

KEEP IN MIND

The Sunshine Factor:

A beautiful sunny day can be seductive; a rainy day can dampen you and your interest. Try not to let the weather affect your judgment.

Campus guides are not all alike:

Some are lively, interested students who are reliable spokespersons for the school; others may not be well rounded or informed. Don't judge a school solely by the one student tour guide. Meet lots of other students to get a true picture.

No single person represents an entire college:

Most admissions people and faculty are helpful, but here and there one may be having a hard day. Don't be put off by one person who seems impatient with your questions.



LOOK AT:

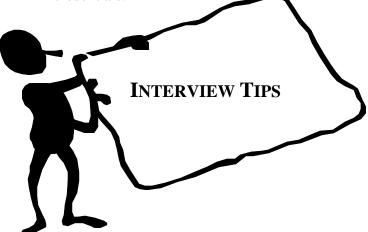
- Yearbook
- People in the Admissions Office, people on tour, students on campus
- Bulletin boards, posters all over the campus
- Meet with faculty/coaches.
- Attend a social/cultural event on campus.
- Stay overnight in the residence halls.
- Attend a class in your area of interest.
- Stroll around the town and campus and browse through stores.

THE COLLEGE INTERVIEW

The purpose of the college interview is for you to find out what is unique and distinct about a college and for the college to find out what is unique and distinct about you. There are three types of interviews:

ALUMNI INTERVIEWS

Many colleges enlist their alumni to help recruit candidates. Alumni interviews may be held in the homes of alumni, or alumni representatives may visit your high school. If you are interested in arranging an alumni interview, call or write to the Admissions office. Following the interview, the alumni representative will send an evaluation report to the college admissions office for consideration along with your other credentials.



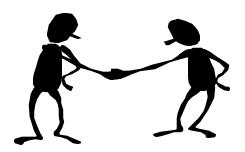
- Dress appropriately.
 - Be prepared, prompt, and polite.
 - Do your homework (research the school before you visit).
 - Be aware of your body language.
 - Ask informed questions.
 - Maintain eye contact.
 - Accentuate the positive.

GROUP INTERVIEWS

Group interviews for students and their parents are often conducted during college visits. An admissions staff member presents a brief overview of the college's history, curricular offerings, and campus activities, after which prospective applicants may ask questions. Group interviews are designed as information-giving sessions rather than as evaluations of individual credentials.

PERSONAL INTERVIEWS

Personal interviews are conducted by admissions staff members and are designed primarily to evaluate a candidate rather than to provide information about the college. The importance of personal interviews in the final decision varies among colleges, but a strong interview can only increase your chances of acceptance.



- Use a firm handshake.
- Do not smoke, swear, or chew gum.
- Be sure to remember the name of the interviewer.
- Send a thank you note to the interviewer (and any other faculty who may have spent a significant amount of time with you).
- Bring a copy of your transcript with you (in case the copy you have sent has been misplaced).

QUESTIONS INTERVIEWERS MIGHT ASK

WHAT ARE YOUR GOALS?

- Have any of your major goals changed recently? How and why?
- What will be the "good like" for you twenty years from now?
- How do you define success? Are you satisfied with your accomplishments to date?
- Why do you work hard (not so hard)?
- Have you set any academic goals for yourself so far? Have you met them? If not, why?
- What are your college and career goals?

HOW WELL DO YOU KNOW YOURSELF - YOUR STRENGTHS/WEAKNESSES?

- In what ways are you like your parents? How are you different?
- If I visited your school for a few days, what would I find is your role in the school community? What would your teachers say were your greatest strengths as a person, as a student; likewise, what about your shortcomings or weaknesses?
- What kind of self-development do you wish to see in yourself in the next four years?
- In a sentence or two, what points about yourself would you like to leave with me so that I can present your strongest side to our committee on admissions?
- What kind of person would you like to become? Of your particular gifts and strengths, which would you most like to develop? What would you most like to change about yourself?
- How do you learn best? Do you do best in a competitive atmosphere? Do you work best independently or with others? Are you self-motivated or do you need close personal attention from your teachers?
- What extracurricular activities at school have been most important to you? Have you shown any special commitment to or competence in them? What about activities outside school?

- What's the relative importance to you of academics vs. extracurricular activities? How would others describe your role in either your school or your home community? Do you feel you have made any significant contribution in either area?
- Perhaps the toughest question of all: Would your best friend, your parents, or your school counselor agree with the picture of yourself as you have just described it (if your answer is no, maybe you'd better do some more thinking!)?
- Do you believe that you are adequately prepared for a college curriculum?
- How confident are you about your writing skills? How often do you write a paper?
- Are what are you best?
- What one trait is your most important?
- Has there been an important experience in your life that has contributed the most to your maturing process or understanding yourself? What have you learned about yourself and/or other people from experience X (for example, a leadership position, or moving several times while growing up)?



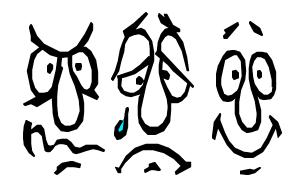
WHAT ARE YOUR VALUES? HOW HAVE THEY BEEN FORMED OR CHANGED?

- When you imagine yourself going to college, how do you see yourself spending your most satisfying moments?
- Do you have contemporary heroes? Historical heroes?
- What events would you deem crucial in your life thus far?
- Describe some thing that you have really become indignant over in the past year.
- If I could hand you my telephone and let you talk to any one person living, to whom would you like to talk? Why?
- If I said you had \$10,000 to spend in a year between high school and college, how would you spend the money and time?
- If you were chosen as the new principal in your high school, what would be your first move?
- What events or experiences in your life so far have had the greatest influence on your growth and thinking – on making you the person you are today?
- What have you enjoyed most about your high school experience? If you could live these last few years over again, what would you do differently?

INTELLECTUAL INTERESTS AND POTENTIAL

- Where and when do you find yourself most stimulated intellectually?
- What books or articles have made a lasting impression on your way of thinking? Have you read deeply into any one author or field?
- What are your academic interests and preferences? Which have been the most difficult for you?
- Briefly describe your course of study.
- Which are you favorite subjects? Why?
- How much time do you spend studying or doing homework each night?

- Which relationships are most important to you? Why? Describe your best friends. Are they mostly similar to or different from you?
- How is your environment school, family, the town you live in influenced your way of thinking? Have they mostly served to expand or to circumscribe your life and activities?
- What bothers you the most about the world around you? If you had the opportunity and the responsibility to change the world, where would you start?
- What have you gained from your (athletic, school, club, etc.) activities?



- What subjects are hardest for you? Easiest?
- What subject is your favorite? Your least favorite? Why?
- Tell me about your musical interests.
- Do you write outside of school? What type of things?
- Describe a project or assignment that you particularly enjoyed and how you went about completing it.
- If you had to convince someone who hates (insert student's favorite subject) that it can be worthwhile and interesting to study, what would you say?

INDIVIDUALITY

- After you have graduated, what is it about you that your high school will miss most?
- What pressures do you feel operating on you in society to conform? Describe ways in which you and your friends "go you own way."
- What do you feel sets you apart as an individual in your school?
- Have you ever thought of not going to college? What would you do?

INTEREST IN SCHOOL -- ABILITY TO CONTRIBUTE TO SCHOOL

- What is the most significant contribution you've made to your school?
- What do you feel that you have to offer (Name of College)?
- What characteristics of a college do you consider to be most important?
- How much prior research and investigation have you done about (Name of College)?
- Why did you choose the particular activities you did?
- How often do you write for the school newspaper and how often does it come out?
- What activities might you pursue further if you came to (Name of College)?
- Why a liberal arts college? Why (Name of College)?
- What factor will you weigh most heavily in deciding to which colleges to apply?
- What kind of environment do you want in college?
- What are you looking for in a University?



OTHERS

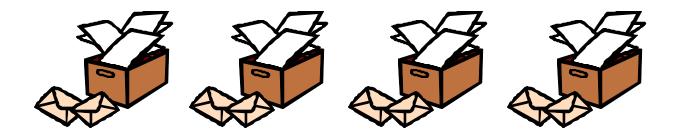
- What have you read, seen or heard about (Name of College) that you don't like? What rumors can I confirm or deny?
- Is there anything you'd like to toss into the interview as a parting comment?
- After a long, hard day, what do you most enjoy doing? What do you do for fun? For relaxation?
- What are the major problems at your high school these days?
- How would you rate the quality of instruction at your school?
- How would you evaluate the counseling services of your school?
- How do you spend your summers and vacation periods?
- How do you feel about your most recent grades?
- How demanding is your secondary school?
- How do you feel about your current teachers? Which one is most exciting? Why?
- Have you won any academic awards or earned any particular academic recognition?
- Is there anything more you'd like to tell me about your academic record?
- Have you earned any varsity letters?
- What have been the satisfactions and frustrations with some of your leadership roles?
- Is there anything that we've not talked about that you would like to discuss? Is there anything that we have discussed that you'd like to tell me more about?
- What would you like to talk about?
- Can you subtract 1/5 from 1/3 mentally?
- What have you read for fun recently?
- What would you do if you didn't get into any of the schools to which you'd made application?

COLLEGE APPLICATION PROCEDURES

APPLICATIONS

- 1. Secure the application.
- 2. Complete student sections.
- 3. Complete student information section of Secondary School Report and Mid-year Grade Report (if available) and give to your counselor.
- 4. Complete or update resume or activity card.
- 5. Bring transcript release form and money to Guidance and pay the registrar. A receipt will be given to you. Transcripts will be done and sent to your colleges. Allow at least **ONE WEEK** before deadline.
- 6. Secondary School Reports should be given to your counselor for completion and mailing along with your transcript.
- 7. Mail application with required check or money order in advance of deadline.

KEEP COPIES OF EVERYTHING!



GENERAL RULES OF ETIQUETTE

- Don't hand things "in the door".
- Schedule a conference ahead of time to review procedures, requirements, and deadlines.
- Conferences can be arranged before school, during lunch, class, or after school.
- Don't expect a "quick" turnaround for applications that are "last minute".
- The deadline rests with the student.

WRITING THE ESSAY



Colleges often include one or more essay questions on their applications. Some schools require you to write on a specific topic; others request essays about personal goals and ambitions. Personal comments give admissions officers an opportunity to evaluate your writing ability and to estimate your potential contribution to a non-academic life of the college. It is helpful to describe previous jobs and to show how these jobs influenced the choice of a career or

college major. The essay may also describe family responsibilities, financial needs, travel experiences, and special circumstances which should be taken into consideration.

There is no one way to write an effective essay, but the following is a list of some suggestions that will help you:

DO

- **Do** think "small" and write about something that you know about.
- **Do** reveal yourself in your writing.
- **Do** show rather than tell. By giving examples and illustrating your topic, you help bring it to life.
- **Do** write in your own "voice" and style.
- **Do** try to summarize the main idea in one sentence before writing.
- **Do** write clearly. If it sounds vague, change it.
- **Do** use words with which you feel comfortable.
- **Do** express, not impress.
- **Do** edit and rewrite until your essay says what you mean.
- **Do** check all spelling and grammar before typing your essay onto the application.
- **Do** be specific and use details.
- **Do** let the first draft sit a while without reading it.

DO NOT

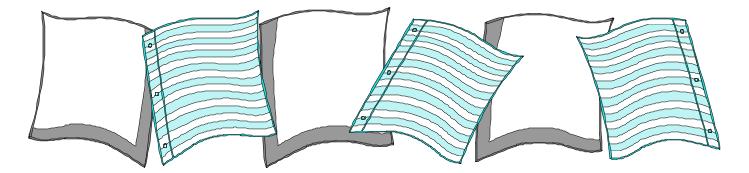
- **Do not** write what you think others want to read.
- Do not use slang.
- **Do not** try to be "cute".
- **Do not** use words you cannot define.
- **Do not** neglect the technical part of your essay (grammar, spelling, and sentence structure).
- **Do not** begin your essay with, "My name is . . ."
- **Do not** digress from the original topic.
- **Do not** continue your essay beyond specified number of words.
- **Do not** be too general - focus on one meaningful episode in your life rather than a complete history.
- **Do not** ramble say what you have to say and conclude.

Your college essay, along with your high school record, standardized test scores, and extracurricular involvement, will provide the bases upon which the college makes its admissions decision. A thoughtful, well-written essay can affect in a very positive way that final decision. Keep this in mind and take full advantage of the opportunity, which the college essay affords you.

SAMPLE ESSAY QUESTIONS (Taken from recent college applications.)

- Since our knowledge is limited to the information provided, why not then use this opportunity to tell us anything you think we should know?
- What do you see as the turning point(s) or important events in your life and why do you view them as such?
- Who are the people who have done the most to influence your personal development and in what ways were they influential?
- What prominent person (past or present) do you particularly admire? Why?
- What idea has most influenced your life? Explain.
- What is the most critical moral, ethical, or social problem facing America?
- Describe your idea of the honorable person. Feel free to use examples.
- Discuss briefly the one or two extracurricular, work or community activities that have meant the most to you.
- Write a brief essay of 200-500 words on any topic of direct personal importance to you.
- What responsibility have you had for others and how has it affected your personal growth?

- Make up a question, state it clearly, and answer it. Use your imagination, recognizing that those who read it will not mind being entertained.
- If you were given the opportunity to spend an evening with any one person, living, deceased, or fictional, whom would you choose and why?
- Please cite and discuss a literary quotation or brief passage that has special meaning to you.
- We invite you to reflect on an issue or experience that is significant to you or to your perspective on the world around you. We do not ask a specific question or present a topic for this essay because the subject you choose tells us almost as much about you as the way you discuss it. We encourage you to choose your own topic and write about it in a way consistent with both the topic and your personality.
- Write a personal essay of 250-500 words. Use this essay to help us learn more about you – your experiences, values, or interests. You might describe a person or event that has been especially influential in your life; you might write about your goals for the future; or you may write about anything that you feel will enable us to know you better.
- Describe a situation in which your values or beliefs caused conflict with someone you respect. How has the situation resolved?



LETTERS OF RECOMMENDATION

Many colleges ask you to supplement your application with letters of recommendation. It is your responsibility to determine what letters, if <u>any</u>, are required. Colleges may specify that recommendations come from:

- Teachers in academic subjects, who can speak to your academic strengths;
- Coaches and teachers who can attest to your athletic or artistic talent;
- Counselors, who can address your personal strengths, accomplishments and special circumstances which might impact on an admission decision; or
- Club sponsors, religious leaders, employers, or someone who can give evidence of your character and leadership ability.

Your guidance counselor will write a recommendation if you request one or if it is required by the college. An information/selfevaluation form (counselors have forms) should be given to the counselor when a recommendation is requested. Allow at least <u>two</u> weeks before your transcript is to be mailed so that recommendations can be included.

When asking teachers, coaches, or a community member to write a recommendation for you it is best to allow one month in advance of the college deadline. It is appropriate to send a thank-you note to anyone writing a letter of recommendation.

Teacher recommendations should be mailed to the college directly by the teacher. Students should give the teacher an addressed, stamped envelope. The teacher should then be asked to give a copy of the recommendation to the appropriate counselor. As additional recommendations are needed for applications/scholarships, teachers should be notified and additional stamped envelopes provided. If a student has a recommendation from a person outside the school, a copy should be given to the counselor.



UNIVERSITY

An academic institution which grants undergraduate and graduate degrees in a variety of fields and which supports at least two degree-granting professional schools that are not exclusively technological, such as medicine, journalism, or agriculture. It is composed of a number of schools or colleges, each which encompasses a general field of study.

COLLEGE

An institution that offers educational instruction beyond the high school level in two-year or four-year programs.

COMMUNITY COLLEGE

Two-year public institution of higher learning which provides vocational training and academic curricula, terminal, and transfer.

TERMINAL:

An academic program that is complete in itself. A student who finishes it may not apply to a four-year college for further study without completing additional course requirements.

TRANSFER:

Academic program that is designed to lead into a four-year course at another college or university.

ENGINEERING OR TECHNOLOGICAL COLLEGE

Independent professional school, which provides four-year training programs in the fields of engineering and the physical sciences. They are often known as Institutes of Technology or Polytechnic Institutes.

LIBERAL ARTS COLLEGE

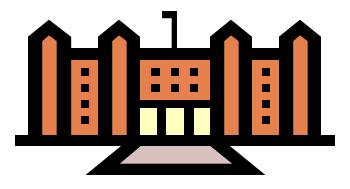
A four-year institution which emphasizes a program of broad undergraduate education. Preprofessional training may be available, but is not stressed.

BUSINESS COLLEGE/SCHOOL

Business colleges/schools fall into two categories: those which specialize either in business administration or in a twoyear secretarial course with supplementary liberal arts courses and those institutions which offer only business or secretarial courses and may or may not be regionally accredited.

JUNIOR COLLEGE

Junior colleges are two-year institutions that offer programs similar to those offered in the community colleges as well as one-year certificates in certain trade and technical skills.



MILITARY SCHOOL

Federal military academies prepare officers for the Army, Navy, Marines, Air Force, and Coast Guard. These institutions (West Point, Annapolis and the Air Force and Coast Guard Academies) require recommendations and appointment by members of congress. Private-and state-supported military institutes, however, operate on a college application basis. All offer degree programs in engineering and technology with concentrations in various aspects of military science.

NURSING SCHOOL

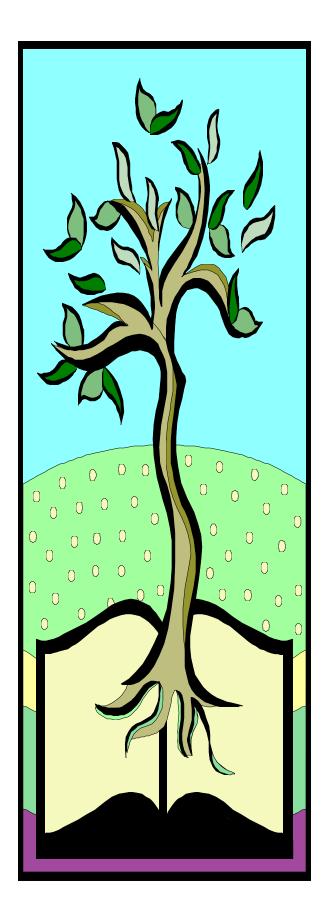
There are three kinds of nursing schools. At schools affiliated with hospitals, students receive R.N. degrees upon completion of their training. At schools affiliated with four-year colleges, students receive both B.S. and R.N. degrees and have potential for entering the field of nursing administration. Other schools offer Licensed Practical Nursing Programs of at least one year's duration.

PROPRIETARY SCHOOL

A privately owned institution that offers vocational programs such as business, cosmetology or automotive training.

TECHNICAL SCHOOL

A two-year institution that offers terminal occupational programs intended to prepare students for immediate employment in fields related to engineering and the physical sciences. These schools may also offer one-year certificate programs in certain crafts and clerical skills.



SERVICE ACADEMIES

If you are interested in becoming a leader, serving your country, and receiving a high-quality education, consider applying to one of our nation's service academies. The academies offer academic and intellectual growth, personal development, and leadership training for men and women in many career fields. Besides a cost-free education, all students at the academics receive modest pay and allowances. Graduates are commissioned as officers in one of our armed services.

Individuals seeking a nomination from a congressman or senator to one of the service academies are encouraged to take the following steps:

JUNIOR YEAR

May:

Write the academy(ies) of your choice, requesting that a Prospective Candidate File be opened. Cards for this purpose are available in your school's guidance department.

June:

(a) Write the President, Vice President, or members of Congress requesting an application for nomination to the military academy(ies) of your choice.

Dependents of disabled veterans and children of Medal of Honor recipients may also apply directly to the academy of their choice. Students should use all avenues of nomination available to them.

- (b) Ten ROTC appointments are awarded at each academy. See your ROTC instructor for particulars.
- (c) Forward a transcript to nominator.
- (d) Take the SAT and earn a score of approximately 1200. Have SAT scores forwarded to the nomination congressman using the following codes on your SAT registration sheet:

In addition to a nomination from congressman or senator, candidates must apply to the service academy of their choice. Information on the academies' admission requirements and standards can be obtained by writing to or telephoning the admissions offices of the academies.

NOTE: Academies do not make individual evaluations until all their requirements have been met. You are encouraged to apply early.

U. S. AIR FORCE Cadet Admissions Office United States Air Force Academy Colorado Springs, CO 80840-5651 (709) 472-2530, (800) 443-9266 www.usafa.af.mil

U. S. ARMY Director of Admissions United States Military Academy West Point, NY 10996-1797 (914) 938-4041 or (800) 833-ARMY www.usma.edu

U. S. COAST GUARD Director of Admissions United States Coast Guard Academy New London, CT 06320-4195 (203) 444-8501 or (800) 803-8724 www.cga.edu

U. S. MERCHANT MARINE

Admissions Office United States Merchant Marine Academy Kings Point, NY 11024-1699 (516) 773-5391 or (800) 732-6267 www.usmma.edu

U. S. NAVY Director of Candidate Guidance United States Naval Academy Annapolis, MD 21402-5018 (410) 267-4361 www.usna.edu



SUMMER BEFORE SENIOR YEAR

June-October:

Complete remaining requirements for a congressional nomination. These may be:

- a. Complete Civil Service Designation Examination.
- b. Complete Congressional Questionnaire/Application Form and forward to nominating congressman.
- c. Forward letters of reference to nominating congressman.
- d. Take a medical examination.
- e. Have an interview with the Congressman's Selection Committee.

September-January:

Complete or retake any College Board testing still remaining or needing a higher score for acceptance. Tests required are listed below:

- a. SAT
- b. English Composition Achievement
- c. Math Achievement Level I or Level II No extra credit will be given if a candidate takes Math Level II in lieu of the Math Level I examination.

ALL ACADEMIES TAKE THE BEST SCORE, NOT THE LATEST SCORE, SUBMITTED.

The January CEEB testing date is the last testing date honored by the military academies. Exceptions will be made on an individual basis.

November-January:

Nominations by congressmen and other officials are announced. Candidates who receive nominations are then sent for the following examinations:

- a. Medical Examination
- b. Physical Aptitude Examination

February-June:

Notification of selection by the Academy.

Pay an entrance deposit of \$1,000.00 to help offset the initial uniform costs. Thereafter, tuition, room and board, medical and dental care, and a monthly salary of about \$500 for uniforms, books, and personal needs are provided by the academies.

STUDENTS INTERESTED IN APPLYING FOR A ROTC SCHOLARSHIP ARE TO FOLLOW THE SAME TIMELINE AS IF APPLYING FOR ONE OF THE ACADEMIES.

OVERVIEW

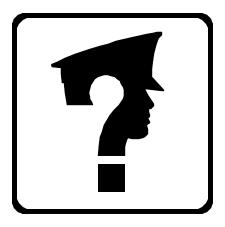
When applying to the service academies the following information is required:

- Full Name and Social Security Number.
- Home Address and Telephone Number (and mailing address if residing away from home).
- Names of Parents.
- Date and Place of Birth.
- High School(s) attended, including full name and address.
- Date of graduation from high school and expected year of academy admission.
- Names, addresses, and telephone numbers of three references not related to you.
- Official SAT or ACT scores or copies and Class Rank (if known).
- Complete High School Transcript.
- Extracurricular activities, leadership positions held, academic and athletic awards.
- Recent Photograph.
- Academy to which you are seeking admission.

You should also be aware of the following eligibility requirements:

Age:	As of 1 July of the year of admission, you must be at least 17 years old, but not have passed your 22 nd birthday.
Citizenship:	Must be a U.S. citizen.
Marital Status:	Be unmarried and have no legal obligation to support children or other dependents.
Permanent Residence:	Must be a legal resident of the congressional district or state.
Physical Condition:	Good health with 20/20 vision
SAT Requirement:	Approximately 1200 on the SAT
Academic Requirement:	Four years of math including geometry and advanced algebra Physics and chemistry Two years of a modern foreign language

In addition, evidence of character, scholarship, leadership, physical aptitude, medical fitness, and motivation are also considered.



STEPS FOR GETTING A SCHOLARSHIP

Start Early

- If possible, start the process at least two years before you need the aid.
- Always remember that you will be applying for scholarships about a year before you will actually receive the aid.
- Get good grades—they will only help you and put you above the next applicant.

Prepare Yourself

- Often scholarships are awarded to students who are involved in activities both in school and out of school. Well-rounded students have the best chance of receiving scholarships.
- Many clubs and organizations have scholarships associated with them. Doing your research in the beginning may help you obtain more scholarships.

Do Research

- Figure out what makes you a special individual. This may include such things as academics, volunteer work, athletics or your family background.
- Consider unique circumstances or conditions that might make you eligible for aid such as being a foster child, having asthma, being single parent or having a disability.
- Scholarship opportunities can be found in many places including financial aid offices, libraries, local civic organizations, your (or your parents') employer, local businesses, your high school guidance office, the internet or *Student Outreach Services* (call 1-800-337-6884).

Send Away for Applications and Information

- After you collect all the information about the scholarships for which you are interested in applying, you will need to contact the organization.
- Many organizations will require that you contact them through the mail to request applications and other pertinent information. Some organizations will give potential applicants their phone numbers and email addresses to expedite the request for information.
- Give the organization ample time to send you the necessary paperwork. Be aware of all deadlines associated with applying.

Apply

- Once you receive the application and understand all of the information that you are expected to send to the organization, you will need to apply for the scholarship.
- Many organizations require information such as a completed application, an essay, recommendations, and/or a resume from each applicant. Make sure you have given yourself plenty of time to gather all of the required information.
- Most scholarships will have deadlines for applying. You may want to keep a calendar with all of the deadlines listed so that you do not let any expire.
- Before you send in your completed application, make sure to double-check the spelling and grammar. Nothing looks worse on a scholarship application than a common spelling error.
- Remember that the application process takes time, and it could be months before you are notified of any awards. Be aware that some organizations will not send any follow-up correspondence if you do not receive the award.
- Always put your best effort into each application. Be neat and organized First impressions count!

A Resource Sponsored by www.<u>sduth.</u>org

WATCH OUT FOR SCAMS

Just as there are many scholarships, there are many scholarship scams. Although many sound legitimate and official, **BE CAREFUL**. Remember one cardinal rule: **If it sounds too good to be true, it probably is.**

You should be suspicious of an organization if they do any of the following:

- Request payment of fee to apply for scholarships.
- Insist on your credit card number, any bank account number, calling card number, or social security number. If given a number, they could charge unnecessary fees or drain your account.
- Pressure you to act fast. "This offer will expire...".
- Request an advance fee to apply for a low-interest education loan.
- Offer to apply on your behalf or claim to have an influence on scholarship sponsors.
- Guarantee scholarship winnings or search results.
- Have loose eligibility requirements.
- Charge you for a scholarship.
- Use a mail drop as a return address.
- Do not include a telephone number for inquiries or have only an answering machine at the number given.
- Send you a notification that you were selected to receive a scholarship for which you never applied.
- Attempt to lure you in with financial aid information in order to sell you something else (i.e. life insurance annuities, etc.).

Be cautious and remember that a toll-free number and official looking stationary are not signs of legitimacy. These things are easy to obtain. Before you send money to an organization, it would be a good idea to verify their legitimacy by doing the following:

- Contact your college financial aid administrator or high school guidance counselor.
- Check with the Better Business Bureau (<u>www.bbb.org</u>), the State Attorney General's Office, and the State Chamber of Commerce in your state and in the state where the organization is located.
- Contact the National Fraud Information Center (<u>www.fraud.org</u>) at 1-800-876-7060.
- Call the U.S. Postal Crime Hotline at 1-800-654-8896.
- Send email to <u>SCAMS@finaid.or</u> or fax information to 1-888-411-6565.

Take advantage of free sources of scholarship information and search services that are available through your public library, the financial aid office, your guidance department, the internet, and *Student Outreach Services*.

A Resource Sponsored by www.edsouth.org

COLLEGE DATA SHEET

SOUTH BROOKLYN ACADEMY SCHOOL OF TECHNOLOGY TRANSCRIPT REQUEST FORM

Name			Year of Graduation	
(Last)	(First) (M1	.)	
Address				
Please send the f	following information to the	college, scholarship pro	ogram or employer l	isted below
2. Vocat	School Transcript (includes ional education competency rear of a vocational program	y record (applies only to		olete at least
College/Employ	er			
	(Street)	(City)	(State)	(Zip)
Note: One trans transcripts are \$	script is sent free of charge. 5.00 each.	Additional transcripts a	are 5.00 each. All u	inofficial
	Responsible for Meeting th od of One Week.	e Application Deadline	and Allowing a Red	quired
		Application De	eadline	
Signed				
(If under 1	8 years of age, parent must sign	.)		
Typesetting and Printing NNPS 633-A (Student S	g by the Newport News Public Schools I Services) R6/83	Print Shop		
Note: Students n	nust request that a transcript	be sent for each school	to which they are a	nnlving

Note: Students must request that a transcript be sent for each school to which they are applying. They need to allow the registrar at least one week in which to make the necessary copies and mail. Some scholarships require transcripts as well. Remember, there are deadlines to meet.

SOUTH BROOKLYN ACADEMY SCHOOL OF TECHNOLOGY STUDENT ACTIVITIES RECORD

STUDENTS SHOULD UPDATE THIS CARD FROM TIME TO TIME.

NAME (LAST)				(FIRST)				SC	HOOL	(MI)			
	9	10	11	12		9	10	11	12		9	10	11	12
Art Club					Lit. Mag. Staff					Offices/positions				
Athletics: Varsity					Majorettes									
					Math Club		Ī					Ι		
					Model U.N. Club									
					National Honor Society					School:				
Athletics: Jr. Varsity					Newspaper Staff					Honors/Awards				
					Orchestra									
					Pep Club									
					Photography Club									
Band					PULSAR					Com. Activities				
Cheerleaders					Quill & Scroll									
Chess Club					ROTC:									
Choral Music					Drill Team									
Class Exec. Board					Color Guard					Community:				
Computer Club					Academic Team					Honors/Awards				
Dance Club					Radio Club									
Debate Club					SADD									
D.E. Coop. Assoc.					Science Club									
Drama					Sight and Sound					Work Experience				
Flag Corps					Social Studies Club									
Forensics					Student Coop. Assoc.									
Fut. Bus. Leaders					Officer:									
Fut. Homemakers					Representative:									
Fut. Teachers Assoc.					Thespians									
HOSA					VA Indus. Coop. Assoc.									
It's Academic Team					YADAPP									
Intramural Sports					Year Book									
Key Club					Other School Activities:									
Keyettes														
Language Club:														

HOW TO OBTAIN THE FINANCIAL AID YOU NEED

The strategy for acquiring more financial aid is every bit as complex as negotiating the admissions process itself. Here are some of the things to consider when seeking to obtain all the help you need.

Apply to Colleges with a Need Blind Policy

Some colleges evaluate your need for financial aid at the same time as they make admissions decisions. Others are "need blind" and ignore potential financial aid liability when admitting students. You may receive more aid from a need blind college.

Make Sure You Can Keep Outside Scholarships

If you have a scholarship from a local or national organization, some colleges will take that into consideration when drawing up your financial aid package. This, effectively, cancels out the value of the award to you. Ask whether or not a college deducts outside awards form financial aid offers.

Consider Schools Where Your Admission Will Aid Diversity

If you can add diversity to a student body (such as belonging to any underrepresented minority or coming from a distant part of the country), that may help both your admission and financial aid requests.

Assume You Are Eligible for Assistance

Don't automatically assume that low grades or level of family income will make you ineligible for assistance. You are nothing to lose by applying for help.

Look into Merit Awards

Some colleges only offer scholarships on the basis of financial need. But others, to obtain a more prestigious student body, make merit awards based on high school grades, test scores, etc. Your good record may be turned into more financial assistance.

By All Means, Negotiate

Negotiation over financial aid is now an accepted part of the college admissions process. Once you've been admitted and offered financial aid, you can't lose by questioning the amount offered. An unsubstantiated request for more money, however, is not likely to get you anywhere. Your best options are to detail your family finances, specifying why more help is needed.

Cite Competing Offers

If you have been admitted to several colleges and received other financial aid offers, feel free to cite them when negotiating. In many cases, a college will meet the competition.

Pass Up Early Admissions

The trouble with early admissions is that once you are accepted, the college knows that you will attend and your bargaining power over financial aid is reduced.



- 1. Consider <u>all</u> information about a school before you enroll.
- 2. Keep copies of all forms that you submit to the school in a safe place.
- 3. **Read** and be **aware** of the implications of all forms **before** you sign them. Remember—**loans** must be **repaid** and **grants** are **free**. You may also decline any portion of your financial aid offer.
- 4. The Federal Financial aid applications are available starting every **January 1** the earlier you apply for financial aid and scholarships, the more money you may receive. DON'T WAIT!!
- 5. Notify your school and lender(s) of any changes in your name, address, or enrollment status.
- 6. Ask for help when you need it. Write down the date and the name of the person who helped you.
- 7. Have your academic and financial aid transcripts sent from the school that you previously attended to the school that you are going to attend. Typically these are written requests.
- 8. If you are denied admission to a college or financial aid, you can appeal.
- 9. If you have student loans you will have a financial aid exit interview.
- 10. Be certain to contact your lender if you are having difficulty repaying your loans. They may allow you to postpone or reduce your payments.
- 11. Depending on the cost of the school, all of your financial aid may be used to cover tuition and fees.
- 12. Be aware—fees are taken out of your student loans before any loan monies are disbursed. Shop around for the best deal. Not all lenders are equal.
- 13. Be familiar with the policies of the school regarding registration, withdrawals, refunds, and fee payments. This information can be found in your college catalog.
- 14. If you plan to transfer to another school, you need to check with that institution to verify the acceptance of the credits you are now taking. Some schools participate in articulation agreements with other institutions to ensure smooth transfer for students.
- 15. When the need arises, look for outside resources to help you understand the financial aid, admissions, and scholarship processes.
- 16. Borrow only what you need. Be realistic about what you can repay when you graduate. The *edsouth* repayment calculator, which can be found at <u>www.edsouth.org</u> will help you realistically decide how much money you can afford to borrow.

A Resource Sponsored by www.sduth.org

TUITION ASSISTANCE GRANTS

WHAT IS TAG?

TAG (Tuition Assistance Grant) is a program of the Commonwealth of Virginia, which provides annual grants to Virginia residents who are full-time students at eligible private colleges and universities in Virginia.

You don't have to. . .

- File a financial statement!
- Demonstrate financial need!
- Pay it back!

HOW MUCH IS TAG?

The exact amount of each academic year's award is determined by the amount appropriated for the program by the General Assembly and the total number of eligible applicants.

WHO IS ELIGIBLE?

Bona fide residents of Virginia who are full-time undergraduate or graduate students enrolled at eligible private colleges in Virginia are eligible for TAG.

All members of the Council of Independent Colleges in Virginia (CICV) are eligible colleges. (See list on the back of Tuition Assistance Grants brochure.)

WHAT ABOUT THE FUTURE?

Funds have been appropriated for TAG every year since 1973-74. You can count on TAG to help you as long as you remain eligible.

"Remember that this is a grant. You don't have to pay it back."

WHERE CAN I GET MORE INFORMATION ABOUT TAG?

Application forms for TAG can be obtained from the Admissions or Financial Aid Offices of Virginia's eligible private colleges and universities. Addresses and telephone numbers of CICV admissions directors are listed on the back of Tuition Assistance Grants brochure.

HOW DO I GET A TAG AWARD?

Submit a completed application to the Financial Aid Officer at the private institution you plan to attend. In order to be awarded the maximum award amount you must submit your application by July 31.



OTHER SCHOLARSHIPS AND GRANTS

Grants: In addition to Tuition Assistance Grants, there are federal and state grants available to those who demonstrate need.

Scholarships: These are available for academic merit and/or special talent from individual colleges and several other sources.

Loans and part-time work are also available. Information on these programs is available from the Financial Aid Office of the college in which you are interested.

FREE APPLICATION for FEDERAL STUDENT AID (FAFSA)

THE AID PROCESS OVERVIEW

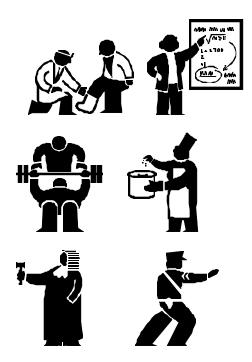
- 1. The student mails the FAFSA (after January 1 of the senior year).
- 2. The FAFSA processor sends the data from the FAFSA (electronically) to the U. S. Department of Education's Central Processing System (CPS).
- 3. The CPS:
 - Processes data.
 - Computes the EFC.
 - Performs data base matches.
 - Social Security Name/Number
 - INS
 - Matches against loan default lists
 - Selects records to be verified.
 - Prints the Student Aid Report (SAR).



- 4. The CPS transmits FAFSA data and processing results to colleges and state agencies as indicated in Section H of the FAFSA. The CPS also mails the SAR to the student to the address listed on the FAFSA.
- 5. The student should review the SAR carefully and follow the instructions as required. If all is in order on the SAR (no corrections, etc. needed) the student should send the SAR to any of the colleges they are applying to that request it. For duplicates, the student can call (319) 337-5665.
- 6. Colleges and state agencies receiving data for the student will contact the student with follow-up letters, requests for verification information, etc.
- 7. The student should respond promptly and completely to all requests for information. If there are any problems, the student should contact the financial aid administrator.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY

Educators and counselors recognize the need for career guidance and counseling as part of the school curriculum and the value of assessments of aptitudes and interests for such purposes. Ability and interest assessment data, combined with other kinds of information such as personal preferences, may provide the basis for young people to make informed choices and plans for their future careers.



The Armed Services Vocational Aptitude Battery (ASVAB) Career Exploration Program offers both aptitude and interest assessment, with support materials to assist in meeting counseling needs. The ASVAB Career Exploration Program is offered, without cost, by the Department of Defense (DOD) to students in secondary and post-secondary schools. The ASVAB program is administered to hundreds of thousands of students annually. The ASVAB Career Exploration Program is designed to help students:

- Identify, understand, and organize information about their interests, abilities, and personal preferences;
- Determine which occupations best match their personal characteristics;
- Use career information resources to explore further the occupations they select.

The ASVAB multiple-aptitude test, the major component of the career exploration program, is designed to predict future occupational and academic success. It also provides measures of learning potential, based on current developed ability, that are useful for predicting performance in school courses. The military services use the ASVAB scores to help determine the qualifications of young people for enlistment and to place them in occupational specialties. Career counselors can use the program to help students explore potential careers in both the civilian and military worlds-of-work.

The ASVAB was designed using professionally accepted test development techniques that meet or exceed testing standards. The current version of the ASVAB is the latest in a long series of Department of Defensesponsored aptitude tests; earlier forms have been used in high schools and post-secondary schools since 1968. Since that time, numerous research studies have been conducted to continually improve the battery. The tests have been evaluated to determine how well they predict performance in civilian and military training programs and occupations.

RESOURCES ON THE INTERNET

BEFORE YOU START...

- Read carefully when accessing services on the web and make sure there are no hidden charges.
- Be careful when you give personal information because some free services may sell your name to interested parties. Read the fine print when signing on.
- Accessing the web can be one of your best sources of information. Don't be afraid to use this valuable resource.

Financial Aid and Scholarships

• edsouth: <u>www.edsouth.org</u>

Learn the basics of financial aid and loans, utilize our repayment calculator, do a free on-line scholarship search, explore careers and visit college web sites.

FAFSA ON THE Web <u>www.fafsa.ed.gov</u>

File your FAFSA on-line which speeds up the financial aid process.

• Financial Aid Homepage: <u>www.finaid.org</u>

Guides you through the financial aid process. You can also do free scholarship searches and find information on career planning.

Financial Aid Student Guide: <u>www.ed.gov/prog_info/SFA/StudentGuide</u>

Written by the government to help you understand the financial aid process.

Mapping Your Future: <u>www.mapping-your-future.org</u>

Guides you through the financial aid process plus assists students with choosing a school and planning a career.

Molis-Minority Online Information System: <u>content.sciencewise.com/molis</u>

Excellent resource to research minority scholarships and schools.

Test Preparation

• ACT: <u>www.ACT.org</u>

Offers valuable information about the ACT test as well as online registration. Sample questions are given to help you prepare for the ACT.

The College Board: <u>www.collegeboard.org</u>

Detailed information on taking the SAT plus online SAT registration. All aspects of going to school are addressed on this site including career and college selection.

Princeton Review: <u>www.review.com</u>

Take a practice SAT on-line plus great tools to help with college and career planning.

MORE RESOURCES ON THE INTERNET

Career Information and Selection

• Kiersey Test: <u>www.keirsey.com</u>

A personality test that will help you determine what kind of careers would be the best for you.

Occupational Outlook Handbook: <u>stats.bls.gov/ocohome.htm</u>

Detailed career descriptions are available on this site. An excellent tool for anyone trying to decide on a career path.

 University of California, Berkeley: <u>www.uhs.berkeley.edu/students/careerlibrary/links/careerme.htm</u>

Career explorations links that will help you research many different career options.

• University of Manitoba: <u>www.umanitoba.ca/counselling/careers.html</u>

Information on a variety of occupations plus a "What Can I Do with a Major In...?" section.

College Information and Selection

College Virtual Tours: <u>www.ecampustours.com</u>

Visit hundreds of virtual colleges from one web site. Also includes college planning information and links to each college.

College Information: <u>www.newsdirectory.com/college</u>

Lists college web pages by state.

Comparison of American Colleges: <u>www.memex-press.com/cc</u>

The site is an independent objective college assessment that will help you make educated decisions about their college choices.

Miscellaneous

International Education Financial Aid: <u>www.iefa.org</u>

Helps find financial aid if you wish to study abroad.

NCAA: <u>www.ncaa.org</u>

A resource for regulations and requirements for athletic scholarships and participation.

• "What Can I Do With A Major In?": www.iona.edu/stu_life/career/majorcar.htm

A selection of information concerning college majors and related resources.

• Study USA: <u>www.studyusa.com</u>

Provides helpful information for international students wanting to study in the United States.

A Resource Sponsored by www.<u>sduth.</u>org

EDUCATIONAL RESOURCES



www.fcps.k12.va.us/DSSSE/CareerConnections/index.htm

Comprehensive site which includes links to many educational resources. Site developed by Fairfax County.

http://dir.yahoo.com/Education

Yahoo's site for comprehensive information about education.

http://www.collegiate.net/

The center for all collegiate information, this site is a clearinghouse for information on postsecondary information and contains links to every resource you could possibly need.

http://collegequest.com

This site, developed by Peterson's, contains applications for over 900 colleges, college profiles, admissions information, scholarships and awards information.

http://www.nassp.org

Use this site for a copy of The Common Application, an application used by almost 200 independent Colleges.

http://www.collegenet.com CollegeNET provides searches for two- and four-year schools with links to many school homepages.

http://collegeview.com

At this site you can search on 10 different criteria for schools. Also features profiles of over 300 colleges.

http://www.schev.edu

Site of the State Council of Higher Education in Virginia provides links to all Virginia colleges and Universities.

http://www.kaplan.com

Extensive links to colleges and universities and information on SAT prep.

http://www.usnews.com

College rankings, advice from counselors, financial aid, and a comprehensive college search engine are included in this site.

http://www.review.com

Princeton Review's college information, includes APPLY links to many colleges and universities.

http://www.petersons.com

Contains campus news, advice on writing application essays, funding, scholarships and an engine for college searches.

http://www.collegeboard.com

Comprehensive site for college information, including testing, financial, and college selection.

CAREER AND JOB INFORMATION

http://stats.bls.gov/ocohome.htm

This site provides a copy of the Occupational Outlook Handbook, a comprehensive listing of occupations, including salary information, projected demands, and training required.

http://vaview.vavu.vt.edu

This site, Virginia View, was developed by Virginia Tech and provides information about occupations in general, and opportunities for these jobs in the state of Virginia. Students can also do a career search.

http://www.ajb.dni.us

America's Job Bank is a computerized network that links 1800 local offices of state employment service programs. This site contains the largest number of active job opportunities in the world.

http://www.vec.state.va.us

Site of the Virginia Employment Commission.

http://usa.cx.bridges.com

This comprehensive site, Bridges.com, provides information on occupations, and gives students the opportunity to do a career search. Access to this site requires a password. This can be obtained from The Futures Center.

http://www.careerplanit.com

This site was developed by the National Association of Colleges and Employers.

http://www.collegeparents.org

This is the only national membership association dedicated to helping parents prepare and put their children through college easily, economically and safely.



TIMELINE

GOAL: COLLEGE ADMISSION TO THE COLLEGE OF YOUR CHOICE

- 1. **Throughout high school:** Make the best grades you can in the most challenging courses you can handle.

JUNIOR YEAR

- 2. **Junior Year or sooner:** Involve yourself in activities that develop your interests, leadership, service, and teamwork.
- 3. **Junior Year or sooner:** Research colleges by doing Internet searches, reading research books, visiting schools and talking to knowledgeable people.
- 4. **October:** Take the P.S.A.T.
- 5. **November:** Military academy applicants should begin the application process now!
- 6. **February/March:** Sign up for the strongest college preparatory program you can handle for your senior year.
- 7. **March:** Register for the SAT I and possibly the SAT II or ACT.
- 8. **March/May:** Review your PSAT results and the SAT booklet, "Taking the SAT".
- 9. **March:** Begin a folder or file for the information you have begun to gather about colleges.
- 10. **May:** Identify teachers, administrators, counselors, ministers, employers, etc., who could write a recommendation for you.
- 11. **May/June:** Take the SAT I and SAT IIs or ACT if desired.

- 12. **Summer, Before Senior Year:** Work to earn money for college and/or obtain valuable experience in a career field.
- 13. Summer, Before Senior Year: Gather and review information on colleges (use college mailings, computer searches, college videos, independent guides to colleges, etc.). Contact college admissions offices. Visit colleges, keep a DATA sheet of the colleges, make your list of colleges to which you will apply, secure the applications, and begin working on them. Investigate Early Decision/Early Reply opportunities, where applicable. Write your essay and have someone read over your work. Make revisions. Ask people to do recommendations for you.

NOTE TO ATHLETES:

If you wish to participate in athletics in a Division I and Division II program in college, you need to register with and be certified by the NCAA initial-eligibility clearinghouse. This should be done during or just after your junior year. Your high school Guidance office has the forms you need and can assist you in having your transcript sent to the clearinghouse. Check with your counselor to see if you have at least 13 academic courses. Check out the SAT, ACT, and GPA requirements, also, to see if you can meet the eligibility requirements. Coaches and counselors have the information you need about this. Become informed now!



TIMELINE



- 1. **Throughout Senior Year:** Apply for college, high school, and community scholarships.
- 2. **September:** Meet with Guidance Counselor and Futures Assistant. Register for the SAT I and SAT II or ACT. Check the scholarship bulletin periodically for scholarship opportunities.
- 3. **September/December:** Plan visits to selected colleges for open house programs, interviews, tours, etc. Attend college fairs. Solicit recommendations form guidance counselors, teachers, and/or employers. Send in college applications; have your transcript and SAT scores sent to each college. Check to see if the colleges you are applying to require the CSS PROFILE. Secure the forms in your school's Future Center.
- 4. Early Decision and Academy Applicants: All application materials, including SAT scores, usually must reach the Admissions offices by November 1 (Early Decision), or December 1 (Academies). This makes it especially important that you take SATs your Junior Year.
- 5. **December:** Obtain CSS/Profile Form and Free Application for Federal Student Aid (FAFSA). Secure financial aid code numbers for your schools and begin to complete the form. Complete and submit applications before your winter holiday break.
- 6. **January:** Attend a financial aid workshop. Complete the FAFSA carefully, and mail it in as soon as possible. (Check your colleges' financial aid deadlines.) Make a copy for your records.



- 7. **January/May:** Arrange second visit to campuses; plan overnight stays and sit in on classes. Forward updated transcripts, test scores, awards, and financial aid information to college admissions and financial aid offices. See that your Student Aid Report (SAR) is sent to all colleges you are considering, even if you have not heard your admissions status.
- 8. **April/May:** Reply to colleges that accept you. No later than May 1, notify all colleges of your final decision. Bring letters of acceptance to the Guidance Department along with any scholarships. Request that Guidance Department send final transcript to college you plan to attend.

Throughout the entire process: This is a time consuming process. Applications and essays (if required) must be prepared with extreme care. Letters of recommendations must be request well in advance of the deadline. Copies must be made of all materials pertaining to the college application process.

You must work hard on making excellent grades in all of your classes! Senior year grades do count! They all count!

NOTE TO ATHLETES:

NCAA Clearinghouse: Be sure that you register with and become certified by the NCAA Initial-Eligibility Clearinghouse. See your counselor for an application and information.



SUCCESS IN COLLEGE

- **Manage your time wisely** Be organized, keep a planner, and attend classes regularly. Don't over commit yourself too early.
- **Develop good study habits** Participate in study groups whenever possible. One hour of studying in the morning is worth two hours in the evening. Plan to study three hours for every one hour that you are in class. Do not cram the night before a test.
- **Complete work assignments** Turn in assignments that are neat and legible. Get to know your professors. Remember...these are the people that give you good grades!
- **Get involved on campus** People who get involved in campus activities are more likely to be successful and are happier with their college experience. It also helps to establish friendships and contacts for the future. Most campuses have a wide variety of activities. Try to experience many different types of activities.
- **Know your resources** Become familiar with your campus and its facilities. Take a campus tour, get to know your professors, advisors, resident assistants (RAs), and administrators. Don't be afraid to try something new. Everyone was new to it all at some point.
- **Take care of yourself** On the average, freshmen gain fifteen pounds their first year be sure to eat right and exercise. Being well-rested helps your concentration and increases memory retention be sure to get a good night's sleep <u>every night</u>.
- **Take safety precautions** Do not walk alone at night. Always walk in well-lit, well-populated areas, and be aware of your surroundings. Do not wear headphones if walking alone. Avoid shortcuts and use security escorts whenever possible. Know your college's safety measures. Each campus is different, but may offer escorts, van transportation, emergency phones, etc.
- Set goals for yourself Set short-term and long-term goals. This will help you accomplish tasks in an organized and timely manner. Write things down. You are more likely to accomplish something this way.
- Learn to say "NO" Do not take on more responsibilities than you can handle. Avoid a heavy course load, too many extracurricular activities, too many social events, and too many hours at work. Balance is the key!
- Work on campus Students employed on campus tend to have higher GPAs and manage their time more efficiently. They also develop important contacts for future job references. Don't work more than 20 hours per week wherever you decide to work.

Get the <u>POWER</u>! – <u>P</u>ositive <u>O</u>utlooks <u>W</u>ork for <u>E</u>veryone, <u>R</u>eally! Having a positive attitude leads to a more confident and successful student.

A Resource Sponsored by www.<u>edsouth.</u>org