

Medway High School College and Career Handbook



School Website:

<https://mhs.medwayschools.org/>

School Counseling Website:

<https://sites.google.com/medwayschools.org/schoolcounseling/home>

Naviance:

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

Medway High School CEEB Code:

222-340

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Student, Family, Counselor and Teacher Responsibilities

STUDENT WILL:

- Read the MHS College & Career Planning Handbook and become familiar with critical information necessary to have a successful experience.
- Select and enroll in appropriate courses to meet college entrance requirements.
- Conduct research that is necessary to identify and apply to a variety of colleges/careers that meet your needs.
- Research and be aware of specific deadlines and admissions requirements per school/specific program (ex: A deadline for ABC College may be 2/15/20xx, but the Nursing Program at ABC College may be 11/15/20xx. Or the average admitted student for ABC College may just need a 3.0 GPA, but for Nursing may need a 3.7 GPA).
- Meet with counselor to discuss applications and post high school plans (Junior & Senior Appointment)
 - Engage in an honest, thoughtful analysis of your strengths, weaknesses, goals and dreams, and apply this knowledge in the college/career search and application.
- Take control of and be responsible for the process rather than be dragged or coerced through it.
- Exhibit seriousness of purpose by making use of available resources and by asking for assistance.
- Do the best academic work of which you are capable through the end of senior year.
- Communicate with your school counselor throughout the entire process.
- Request teacher letters of recommendation in Naviance TWO WEEKS before deadline.
- Complete Student Data Portfolio and Activity Resume for counselor recommendation at least TWO WEEKS before deadline.
- Request Outside letters of recommendation (coaches, employers, etc. can be requested through Common App).
- Complete and submit applications by deadlines.
- Update status of application in Naviance.
- Submit test scores (SAT or ACT) by the application deadline.
- Update Naviance with admissions decisions received.

FAMILY WILL:

- Read the MHS College & Career Planning Handbook and become familiar with critical information necessary for your student to have a successful outcome.
- Discuss future plans, including financial guidelines, with your child early in the research process.
- Have a conversation and review documents given to your student at their junior and senior appointment with their counselor.
- Attend Junior and Senior Post-Secondary Planning Evening programs and review pertinent information presented.
- Connect with the school counselor with any questions or concerns.
- Check with your student periodically about their progress.

COUNSELOR WILL:

- Be available to advise students about colleges and programs that fit their academic profile and interests.
- Announce and post important information in the School Counseling Google classroom that will keep students informed about upcoming events, responsibilities, scholarships, etc.
- Submit transcripts and counselor recommendations in Naviance.

TEACHER WILL:

- Write and submit a letter of recommendation through Naviance, once personal conversation has been had and a request in Naviance has been received.

Naviance

Naviance is a college and career exploration and readiness service that supports students with college planning and career assessment tools. This is used in conjunction with the Common Application as well as Direct to Institution College Applications.

Features of Naviance: How do we use this with students

Feature	Description	How to Access
Learning Style Inventory (Grade 9)	This inventory asks questions to determine the type of environment you like when you learn and study and the methods you prefer when learning new material.	<ol style="list-style-type: none"> 1. Click on 'About Me' tab 2. Click on 'My Assessments' 3. Click on 'Learning Styles Inventory'
Do What You Are (Grade 10)	Uses personality types based on an assessment to suggest careers and clusters that might be a good match for a student.	<ol style="list-style-type: none"> 1. Click on 'About Me' tab 2. Click on 'My Assessments' 3. Click on 'Do What You Are'
Career Interest Profiler (Bonus)	Questionnaire to match your interests and strengths with possible careers. It will match you to a Holland code.	<ol style="list-style-type: none"> 1. Click on 'About Me' tab 2. Click on 'My Assessments' 3. Click on 'Career Interest Profiler'
Resume (All Grades)	Record your high school awards, activities, volunteer work, sports, etc.. Counselors use the resume to help write your recommendation letters, so make sure this is updated regularly. This feature also allows you to create printable versions of a resume for jobs and colleges.	<ol style="list-style-type: none"> 1. Click on 'About Me' tab 2. Click on 'My Stuff' 3. Click on 'Resume'
College Search (Grade 11/12)	Use different criteria to narrow search results. Choose from size, location, major, acceptance rate, athletics, etc. Results will be populated according to criteria. You can then click on the name of a college/university to view the college profile page.	<ol style="list-style-type: none"> 1. Click on 'Colleges' tab 2. Click on 'Find Your Fit' 3. Click on either 'Advanced College Search or Supermatch'
College Profile Page	When viewing a college profile page, you can click on the tabs overview, studies, student life, admissions, costs.	<ol style="list-style-type: none"> 1. Click on 'Colleges' tab and select 'Home' 2. In search bar, type in name of

		college or university
Scattergrams	<p>When viewing a college profile page, click on the “Admissions” tab to review application statistics for Medway students. Review average accepted GPA and test scores for Medway students by hovering mouse over where the X and Y axis meet.</p> <p><i>*Please note, these statistics change yearly and are based on</i></p>	<ol style="list-style-type: none"> 1. Select “Admission” tab on college profile page 2. Scroll down to view scattergram chat 3. View key below scattergrams for legend items (“you”, accepted, denied, etc)
Colleges I’m Thinking About	<p>Keep a list of colleges that you are considering. When you have finalized your list and are ready to begin your applications, transfer them to the ‘Colleges I’m Applying To’ list. Use this to keep your tentative college list.</p>	<ol style="list-style-type: none"> 1. Click on ‘Colleges’ Tab 2. Click on ‘Colleges I’m Thinking About’
Colleges I’m Applying To	<p>This list allows your counselor to see your list of applications. Only colleges in your ‘Colleges I’m Applying To’ will be able to receive recommendation letters, transcripts, and other materials that counselors need to submit on your behalf, so make sure that this list is up-to-date.</p>	<ol style="list-style-type: none"> 1. Click on ‘Colleges’ Tab 2. Click on ‘Colleges I’m Applying to’
Explore Career and Cluster	<p>Review information on a particular career or cluster/group of careers. Here you will see an overview, knowledge and skills, typical tasks, activities and wages for a career or cluster.</p>	
Letters of Recommendation	<p>Allows students to send an electronic request to a teacher for a letter of recommendation.</p>	<ol style="list-style-type: none"> 1. Click on the ‘Colleges’ Tab 2. Click on ‘Apply to College’ 3. Click on ‘Letters of Recommendation’ 4. Click ‘Add Request’ 5. Select teacher from drop down menu, select all colleges/universities or specific colleges/universities to send their letter to, include a personal note with reminder of earliest deadline

Freshmen Year To-Do List

- ☐ Your academic journey starts here! Understand that your grades are now applied to your Grade Point Average (GPA) and that all academic years in high school will be important when applying to college

- ☐ Make trying your best academically and attendance a priority

- ☐ If you are struggling in a class, seek extra help with your teacher or ask your counselor to make a referral to work with an NHS tutor

- ☐ Be sure to review the Program of Studies and the high school's graduation requirements to start developing your 4 years plan of study (ie: what courses you will take every year)
 - ☐ Attend your

- ☐ Get Active! Identify and determine what extracurricular activities to get involved in
 - ☐ Attend club meetings to learn more information
 - ☐ Volunteer or learn a new hobby during your summer break

Sophomore To-Do List

- ☐ Take the PSAT/NMSQT In October to get familiar with the testing format and time constraints before taking the SAT/ACT your junior year

- ☐ Get more involved if you can by adding extracurricular activities to your schedule

- ☐ Add electives to your schedule that allow you to explore areas of study that you might be interested in

- ☐ Research your future career in Naviance
 - ☐ Learn its education requirements or training needed
 - ☐ Review job tasks and responsibilities
 - ☐ Expecting annual earnings

- ☐ Start your college search!
 - ☐ Decide what you want and need in a college
 - ☐ Research colleges on Naviance and begin to brainstorm a list of colleges that offer your major and fit those needs you'd like to attend
 - ☐ Request information from those colleges
 - ☐ Review their acceptance/graduation rates, financial aid, scholarships resources, and tuition costs

Junior Year To-Do List

March/May/June:

- ☐ **Research colleges on Naviance**
 - Click on 'Colleges' Tab, Select 'Find Your Fit' and Click on '*Advanced College Search*' or '*Super Match*' search
 - Input characteristics you are looking for and see results
 - Click on a college to view college profile page and review information
 - Click on the heart next to the college name to add to the 'College's I'm Thinking About' list

- ☐ **Attend college fairs and visit schools (if you can) or participate in virtual tours**
 - College Fairs: Continue to review dates here: [NACAC Fairs](#)
 - [College Visits](#)
 - Check college websites for any in person tour information or virtual tours that are posted to their website
 - Plan to physically visit a school (if you can!); if not, plan to do this in the summer

- ☐ **Sign up for an [SAT](#) and/or [ACT](#) exam in Spring of junior year**

- ☐ **Complete the Student Data Portfolio (with Parent Brag Sheet) and Activity Resume**
 - Student Data Portfolio: Located in School Counseling % 20## Google Classroom
 - Activity Resume: Naviance--About Me--My Stuff--Resume
 - Once both documents are completed, email Mrs. Rondeau at jrondeau@medwayschools.org to set up your Individual Junior Appointment

March/June:

- ☐ **Junior Individual Appointment: April through June**
 - 30 minute appointment
 - Review courses selected for senior year, testing plans, letters of recommendation, college major interest, colleges you are interested in, and create TO DO list for the summer

July/August:

- ☐ **Continue to visit campuses**
 - [Campus Visit Information](#)
 - Use this worksheet to compare colleges: [College Comparison Worksheet](#)
 - Important question to ask when visiting schools: **What is the average accepted GPA and test scores for your 'XYZ' program?**
 - [Campus Visit Checklist](#)

- <https://www.niche.com/>: Data, reviews and college insight
- ☐ Continue to add colleges you plan to apply to to the ‘Colleges I’m Thinking About’ in Naviance **(should have this updated by September)**
- ☐ Register for a Fall SAT and/or ACT
 - collegeboard.org
 - actstudent.org
- ☐ Work on your college essay
 - If you work on this on your own, you should have this **completed by the end of July/August**
 - [Tips for An Effective Essay](#)
 - College Essay Bootcamp: This intensive workshop will provide students with the time and opportunity to begin their college essay before senior year is in full swing. Offered by [Medway Community Education](#), please see their website for update to date information.
- ☐ Create Common App account and begin to work on applications **(when available, in July/August)**
- ☐ Take a look at your college applications and make a note of all the pieces of information you will need to compile.

Senior Year To-Do List

- ☐ Register for the SAT and/or ACT if you have not taken an exam or are taking again
- ☐ Check which application types the colleges on your list accept (direct to institution vs. Common App)
- ☐ Create application accounts (direct to institution and/or Common App)
- ☐ Begin or continue to work on college applications. Make note of all the parts of the application you will need to complete
- ☐ Begin to identify when your earliest deadline is (**Early Action, Early Decision Regular**)
- ☐ Set up Senior Appointment with School Counselor to discuss college deadlines, potential major, college list.
- ☐ Take every opportunity to get to know colleges. Continue to visit college campuses, attend a local college fair
- ☐ Sign up for a College Representative visits in Naviance
- ☐ Research scholarships using these websites: (**September through May**)
 - www.Fastweb.net
 - www.Scholarships.com
 - <https://bigfuture.collegeboard.org/scholarship-search>
 - www.collegenet.com
 - www.niche.com
- ☐ Apply for Financial Aid
 - <https://studentaid.gov/h/apply-for-aid/fafsa>

College Characteristic Considerations

Different schools have different characteristics. This section highlights several characteristics you should consider when investigating colleges and begin to see what fits your personality and style.

There are likely to be many colleges where you could be happy. So, how do you begin this search? There are more than 1600 accredited colleges in the United States, so how do you find the right one for you? Here are some helpful questions and tips to help you start your college search.

Do you want a two year school or a four year school? What's the difference?

Attending a four year school will result in a bachelor's degree, which is a four year degree (some students are able to complete a Bachelor's Program in less than four years, but that's the exception rather than the rule). Universities typically offer both undergraduate and graduate degrees.

A two year school typically is chosen for two purposes: to provide direct career training and can be a wonderful foundation for a student who wants to start in a smaller setting and then transition to a four year process for a bachelor's degree. The community college route would be a great start for someone who is looking to obtain an associates degree or vocational certification, to reset their GPA as they were not happy with their high school transcript, or to be financially savvy and save money as part of their post-secondary education. Often students transfer credits from a CC to finish their bachelor's degree at another school.

What is the academic level?

Your college/university should be appropriate for your abilities. Check the average SAT Scores and GPA on the Scattergrams in Naviance and by visiting the college/university websites. Some questions to ask are: How do you compare to the average student admitted? Do you have a higher or lower GPA? Higher or lower test scores? If your data points are in the "ballpark" this could be a good academic match.

How far away from home do you want to study?

Close to home, or far away? Do you want to experience a different part of the country? Be realistic of the distance. Is it financially realistic to travel there? Is it affordable? What are some considerations to traveling home for the holidays? Is there public transportation? If you were homesick, how quickly could you get home? Know yourself and what will make you happy.

Urban or Rural?

Do you prefer the hustle and bustle of the city? Do you prefer the slower lifestyle that a suburb or more rural location can offer?

Things to consider: access to daily amenities, access to green spaces/nature, sounds of your surroundings, types of transportation available, density of population. What are your preferences?

Climate?

Are you a skier? Have you always wanted to go somewhere warm? Do you like having four seasons? What is your preferred climate?

What size should your college be?

Colleges come in many different sizes, from the very small (500) to the very large (25,000). There are many sizes in between. What works for you? Do you like being a big fish in a small pond, or do you like getting lost in a crowd?

What is the personality of the school?

There are conservative schools, liberal schools, fraternity/sorority oriented schools, Gung-ho football schools and religiously oriented schools. Some schools are mostly work and little play. What are you looking for?

What activities are you looking to get involved in? Are they offered?

Sports? Music or Theater? Service/Volunteer Opportunities? Specific Clubs? Student Government? Greek Life (Fraternities/Sororities)?

What special services or programs are you looking for?

Do you have a very specific major? Do you have a learning disability? Do you want to do an internship? Do you want to study abroad? Try to narrow your college list by finding the types of special interests you are looking for. If you have a learning disability you will want a school that can support what you need to be successful. If you are interested in oceanography; should you study in Kansas?

Last but not least, how much will it cost?

Obviously, a major factor in applying to college that needs to be considered is the cost of attending. The total cost for a year, as computed by the college financial aid office, includes tuition, room and board, books, supplies, transportation and personal expenses. While cost is undoubtedly very important, don't limit your choice of colleges based on tuition costs. Many colleges have solid financial aid programs. You will not know the status of your financial aid package until you have been accepted.

Helpful Hints:

- In regards to financing your education you may want to consider what your potential salary may be upon graduation, as well as the likelihood of getting a job in this field upon education (ex: It may be easier for someone with a Doctorate of Pharmacy to pay back \$200,000 worth of student loans than someone who is going to school to be an educator)
- Keep the lines of communication open with your parents/guardians of what is realistic from a geographical and financial standpoint.
- Consider applying for financial aid and scholarships to assist with cost.
- Visit many colleges/universities and keep an open mind. If you initially think you may not like a large school, visit a large school and vice versa.
- Be sure to research specific programs you are interested in and be aware that admission criteria may change depending on the program
- Take a professional tour through the admissions office. You can often sign up for a tour on the school's website.

- Don't be pressured to apply to a particular major if you are unsure of what you want to study. Perhaps, research schools that offer a variety of major interests.

There are many resources and websites available to help you research and discover the answers to all of these questions. You should start to explore on your own. Talk with your parents, school counselor, teachers and friends to begin discussion and exploration

Researching Colleges

Once you have thought about the characteristics you're looking for in a school, how do you start developing a list of schools that match these criteria? Here are some steps that will help you identify appropriate schools:

- **How Do I Develop a List of Schools?**

- Conduct a college search using the college section of Naviance
 - Choose from size, location, major, acceptance rate, athletics, etc. Results will be populated according to criteria. You can then click on the name of a college/university to view the college profile page.
 - Click on 'Colleges' tab
 - Click on 'Find Your Fit'
 - Click on either 'Advanced College Search or Supermatch
- Discuss the research you have completed with your School Counselor. It is very likely that your School Counselor may have additional suggestions for you to consider when developing your list of schools.

- **How Do I Get More Information?**

- Request information through Admissions Offices (website or college fair).
- Meet with college admissions representatives during fall visits to MHS. You can also speak with admissions representatives at college fairs.
- Keep up to date by checking Naviance for College Re and college/university websites.

- **How Can My School Counselor Help Me?**

- Your School Counselor is available to review your progress in researching college options and assist in comparing your academic profile with individual college admissions requirements.
- You are encouraged to make appointments with your School Counselor for assistance throughout the admissions process.

- **When You Finish Your Research, Ask Yourself:**

- Does this college/university match what I'm looking for in a college?
- What sets this school apart from others of its type?
- What will campus life look like outside of the classroom?
- What will my intellectual life be like?
- How could attending here serve my long term goals?

- **What Are the Final Steps?**

- Giving careful consideration to all information obtained during your research and campus visits, you should discuss tentative choices with your parents and your School Counselor as you decide where you will be applying for admission.

- Well-researched choices typically result in positive admission outcomes. It is recommended that students apply to a balanced list of colleges (reach, target, and safety) so that you have options at the end of the application process. Most students apply to 4 to 7 colleges that vary in terms of selectivity, but that possess the characteristics you have concluded are important to you. Some students will apply to more; others will apply to fewer.
- Many students are under the assumption that target and safety schools do not offer programs of equal quality. This is absolutely incorrect. The selectivity of any institution is dependent on the applicant pool, which in turn, may be affected as much by geographic location, popularity, and reputation as by actual academic quality. All schools you intend to apply to should be attractive to you. Picking a “reach” college is an easy process. Finding attractive “target”/highly likely colleges requires more energy and research

What Criteria Do Colleges Use for Enrollment Decisions?

Many college admission committees accept applicants on the basis of the following criteria listed in order of usual priority. Emphasis on these considerations can vary from college to college.

High School Transcript

- Final Grades
- Level of Courses
- Have you taken the most rigorous course load that you could appropriately manage?
- Consistency and an upward trend. Has there been improvement throughout high school?
- High school performance in relation to your class
- Academic Honors and awards

Testing

- SAT scores and/or ACT scores
- TOEFL: If English is not your first language. (However, they still will look at your SAT 1 verbal score)
- TEST OPTIONAL: There are schools that do not require testing <http://www.fairtest.org>

Admission Essay

- Strong, well-written, interesting, creative essay
- Provide a complete picture of you that reflects something meaningful

Extracurriculars

- Strong commitment and consistency to activities in and out of high school
- Quality over quantity
- Demonstrated leadership
- Personal contributions
- Community Service
- Strong summer programs – academic, service oriented, internships and jobs

Recommendations

- Two teacher recommendations, One counselor recommendation
- Optional recommendations ONLY if they shed light on you in a way that no-one else can

Visits, Interviews and Demonstrated Interest

- A strong interview can help your application
- Some schools are now considering demonstrated interest (ie: whether or not you have visited, contacted them or interviewed as a significant factor in your application, etc)
- Send a personal thank you note by mail

Other Considerations

- Alumni connections or legacy
- Siblings at the same college
- Institutional priorities
- Number of Applicants from MHS

College Admission Selectivity

Most Competitive: Typically these schools have very low acceptance rates and they are unable to accept all students who have met their average profile numbers. Most accepted students will have an A average and have scored over 1300 on their SAT's.

More Competitive: These are also highly competitive colleges. Most students have an A-/B+ average and have scored in the 1200 range or above on the SAT's.

Competitive: These schools have more flexibility in their admission standards. They will typically consider students that have a B/B- and 900-1100 on their SAT's.

Less Competitive: These students generally have a B-/C+ average and 850-1000 on their SAT's.

Least Competitive: These schools offer the most flexibility in their admission standards and may focus more on a student's motivation to succeed, positive attitude, effort put into the college applications and essay, and extracurricular activities.

Your final list of colleges to which you will submit applications should include schools from each of the three categories listed below:

Use this chart to list colleges in order of selectivity compared to your profile

REACH	TARGET	SAFETY
Stretch, Admission very competitive	Good fit, good chance of being admitted	Good beginning, certain to be admitted
This college has all the characteristics you want, but admits students with grades and scores much higher than your own.	This college matches your needs and admits students with grades and scores near or slightly above your own. The majority of schools should come from this category.	This college has most of the characteristics you want and admits students with grades and scores below your own.
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.

Myths and Tips of College Admissions

Myths

- **Meeting academic admission criteria = Acceptance**
 - Meeting academic admission criteria does not guarantee admission. The admissions process is multifaceted. School's are looking at many criteria in addition to academics, such as involvement, leadership etc. Competitiveness of the applicant pool should also be considered. School's are also looking to fulfill their own initiatives such as building specific programs (new majors, sports on sports teams, etc)
- **Higher Rank = Better School**
 - Students should find schools that are both an academic and social fit. Students should also be aware of the major(s) and the strength of the programs in that particular area. Be aware a "better" school may not necessarily be a well-known or name brand school.
- **There is only one right college/university**
 - Often students may have their sights on just one school in particular, yet they should be easily able to find MANY schools that they like. This should be done not only for the sake of having schools that fall within a Target/Reach/Safety, but being able to adapt and be part of many communities is an important and natural life skill.
- **State school automatically means this will be my least expensive option**
 - While state schools may have a lower "sticker price" initially, they are federally funded and can only offer set amounts of financial aid to be given. Private schools, on the other hand, may have a higher "sticker price" but receive funding through endowments which may allow more financial aid to be given. Thus, this should not limit the types of schools you apply to.
- **Colleges only care about SAT, Rank, GPA**
 - Many colleges have a holistic approach to admissions which means they consider all aspects of your application; your essay, involvement, letters of recommendation, interviews, etc.
- **I have a better chance of getting in if I apply Early Decision/Early Action**
 - High admission rates for ED/EA applicants may correlate to stronger profiles among candidates choosing ED/EA. Students should ask the admissions office whether their institution's admission standards differ between ED/EA and regular applicants and then assess whether applying early makes sense given their own profile.

Tips

- **Be who you are and find the schools that are a good fit for you**
 - Don't jump on the bandwagon and apply to schools that your friends are applying to just because they may seem "popular". Do your own research and find a school that fits your preferences and values.

- **Take ownership of the process**
 - Remember, this is YOUR future. You should be taking the reins (no one else)!
 - Having ownership of this process includes developing, honing, and exhibiting skills of; taking initiative, responsibility, time management, stress management, and independence -- all of which will serve you well down the road.
- **Contain the crazy!**
 - It is easy to get caught up in the craziness of the college application process. From parent expectations, to what may be “trendy” with peers, to completing applications and managing all of your other responsibilities. Focus on what you can control such as being organized, following the procedures laid out by your school counselors and asking for help when you need it. Remember what you want to do and why. Putting this at the forefront can help to cancel out all of the other “noise” that is surrounding you and help to keep you motivated when times get tough. Remember to enjoy the process! This is an exciting time in your life!
- **Don’t be afraid of Admissions Offices/Counselors**
 - They are here to help you! Reach out to them with any questions you have at any time. Often they can provide you answers or guidance specific to their school/programs. They tend to be some of the most friendly and helpful people on campus!

MA State College Admission Standards

SAT Score Sliding Scale Tables for University of Massachusetts

Table 2: SAT Test Administration After March 2016

Required SAT or ACT scores for first-year applicants to UMass

Campuses Weighted Average GPA	Combined SAT Score (Evidenced Based Reading & Writing and Mathematics)	ACT Score
2.51 - 2.99	1030	20
2.41 - 2.50	1070	21
2.31 - 2.40	1110	22
2.21 - 2.30	1140	23
2.11 - 2.20	1180	24
2.00 - 2.10	1220	25

SAT Total Score Sliding Scale Table for State Universities

Table 3: SAT Administration After March 2016

Required SAT or ACT Scores for first-year applicants to State Universities

Campuses Weighted Average GPA	Combined SAT Score (Evidenced Based Reading & Writing and Mathematics)	ACT Score
2.51 - 2.99	990	19
2.41 - 2.50	1030	20
2.31 - 2.40	1070	21
2.21 - 2.30	1110	22
2.11 - 2.20	1140	23
2.00 - 2.10	1180	24

Undergraduate Admissions Standards for the Massachusetts State University System and the University of Massachusetts:

<https://www.mass.edu/foradmin/admissions/documents/DHEAdmissionsStandardsReferenceGuide2019.pdf>

Admissions Standards for Massachusetts State

Schools:<https://www.mass.edu/forstufam/admissions/admissionsstandards.asp>

Campus Visit Checklist

Formal

- ☐ Take a campus tour.
- ☐ Have an interview with an admission officer (if possible).
- ☐ Participate in a group information session at the admission office.
- ☐ Sit in on a class (or two).
- ☐ Talk to a professor in your chosen major.
- ☐ Talk to a coach in your chosen sport.
- ☐ Talk to a student or counselor in the career center.
- ☐ Spend the night in the dorm with a current student.

Informal

- ☐ Read the student newspaper, even the ads.
- ☐ Try to find other student publications—department newsletters, alternative newspapers, literary reviews.
- ☐ Eat in the cafeteria.
- ☐ Ask a student why they chose this college, and what their favorite part about it is.
- ☐ Wander around the campus by yourself.
- ☐ Search for your favorite book in the library.
- ☐ Read the bulletin boards in the student union and in the academic department you're interested in.
- ☐ Ask a student what they dislike about the college.
- ☐ Browse in the college bookstore.
- ☐ Walk or drive around the community surrounding the campus.
- ☐ Find out how most students get around: Is there public transportation? Can you have a vehicle on campus? Is there a campus shuttle?
- ☐ Ask a student what they do on weekends.
- ☐ Visit career services and ask about upcoming job opportunities.
- ☐ Look into clubs and organizations on campus that interest you.
- ☐ Listen to the college's radio station.
- ☐ Try to see a dorm that you didn't see on the tour.
- ☐ See if you can imagine yourself as a student at the college

Helpful Tips

- Use the “Organizational Chart for Colleges/Universities” (found in Google Classroom)
- Talk to as many people as you can: students, dining hall workers, tour guides, and faculty.
- If you are meeting or interviewing with an admission staff member, be on time, be yourself, ask good questions, and make sure to mention anything about your background or achievements that you want the admission office to know.

Post-Secondary Visit Form (College & Career)

Students are encouraged to visit locations as a means to explore the many options available to them (colleges, job shadows, etc). Each visit provides an opportunity for assessing colleges, programs, professions, etc. to find the best fit for a student.

Families are encouraged to take advantage of visit options that don't conflict with a student's attendance at school; however, at times this is unavoidable.

- Students should be aware of the minimum attendance policy of Medway High School.
- To assist in documenting these visits:
 - Students are asked to complete the form below and have a parent sign to confirm permission and knowledge of this absence.
 - While on site students must ask for verification of visit.
 - Return the form to the High School's main office following the visit.

Note: This completed form will provide documentation in the event of excessive absences and a subsequent Attendance Committee review.

Post Secondary Exploration Visit Documentation Form

Student Name: _____

Date of Visit: _____

Location of Visit: _____

Parent signature: _____

Verification of visit by Organization Representative, Admissions Representative, Employee, Military Personnel, or other, as appropriate.

Organization Name: _____

Office visited: _____

Signature of official: _____

Date: _____

Student: return form to the High School Main Office

College Fair Checklist

The links below is a great place to search for local and virtual college fair opportunities

- [National Association of College Admissions Counseling \(NACAC\) – National Fairs](#)
- [National Boston College Fair](#)
- [Big Future Days offered through College Board](#)

At the Fair:

- ☐ Pick up a fair directory and bag for all of the materials you collect.
- ☐ If possible, get a map of the College Fair to pre-plan your route of the tables of schools you want to visit
- ☐ Visit schools that match or are the closest match to your search criteria. Be adventurous. Don't just talk to the well-known schools.
- ☐ Ask the college representative to scan your barcode (this barcode is often provided when you sign up and holds your contact information). This will allow the representative to follow up with you directly—and quickly.
- ☐ Ask the same questions to each college representative you visit.
- ☐ Take notes. Write down what you find most interesting about each college.
- ☐ During the fair fill out the “Organizational Chart for Colleges/Universities (this can be found in your google classroom)
- ☐ Attend an information session to learn more about the college search process, financial aid, and other topics.
- ☐ Review college websites, catalogs, and viewbooks to gather more information to help narrow your choices.
- ☐ Send a thank you note/email to the college representatives you met. This simple gesture can show admission officials you're serious about wanting to attend their college.

Questions to ask: Campus Visits/College Fairs

Admissions Process Questions:

- What is your average GPA? SAT/ACT?
 - Are you a test optional school?
 - How does your average GPA/SAT/ACT change for “X” major (ie: nursing, engineering, etc)
- What types of application deadlines do you offer?
 - ED/EA/RD/Rolling?
- Do you interview?
- What high school courses do you require?
- When do you have to declare a major? What are the most popular majors?
- What sort of clubs and or activities does your college/university offer?
- What is there to do on the weekends at the school?
 - Do most students stay on the weekend?
- What is your average class size?
- Are students at a disadvantage if they declare “undecided”?
- What are your most popular majors?
- Do you have an honors program?
 - If so, how does one go about applying for this?

General Questions about Academics:

- How large are all of your classes? Who teaches you in your courses (a professor or a teaching assistant?)
- Does this school have a core curriculum? How restrictive is it?
- How is the library? What resources are available? Is there a quiet floor? Is printing included? Are there people available to help me complete research?

General Questions about the College/Social Life:

- Tell me about housing. Are some dorms much better than others? Do many students live off campus?
- What percentage of the student population is in a fraternity or sorority? Is it an important part of campus life?
- What are weekends like? What are alternatives to the typical party scene?
- How is the food?
 - What are the different dining options on campus?
 - Meal plans?
- Tell me about your residence halls?
 - Are the dorms split up by gender or are they co-ed?
 - What are the options for freshmen? Double/triple/quad?
 - Is housing guaranteed all 4 years?
 - How do you select a roommate?
- Tell me about your Academic Success Center

- How does a student make an appointment for tutoring?
- Where is this located?
- What services are available other than tutoring?
- Tell me about your Career Center
 - How do you make an appointment?
 - Does this center help with job placement after graduation?
 - Resumes and or portfolios?
- Tell me about your Counseling Center
 - How do you make an appointment?
 - Are appointments covered by insurance?
- Tell me about your Study Abroad Programs
 - When is the best time to study abroad?
 - What countries have programs connected with your Study Abroad office?
 - Will I still be able to graduate on time?

For the athlete:

- I'm not quite sure I want to get involved at the Varsity level with sports...what are your intramural/club sports like?
- Do a lot of students participate?
- What are some intramural/club sports that you offer?
- What division athletics are you?

For students with IEPs/504s:

- Where is your Student with Disabilities Center located on campus?
- How do I make an appointment?
- What documentation do you need from me?
- How will my professors know that I need accommodations?

Tests for College Admissions

College Board: Administers PSAT/SAT/AP Exams. Also offers the CSS Profile for financial aid applications to specific colleges.

PSAT: Official Name: Preliminary SAT/National Merit Scholarship Qualifying Test. The PSAT serves as valuable practice for the SAT®. Usually taken during the fall of junior year (and sometimes sophomores), the PSAT is also used to select students for National Merit Scholarships (for those who take it during their junior year). Approx: 2 hours, 45 minutes. www.collegeboard.com or www.nationalmerit.org.

SAT (Scholastic Aptitude Test): Is designed to help measure a student's ability to handle college-level work. The exam consists of a variety of verbal and math questions, designed to gauge a student's critical thinking and problem-solving skills. It's typically taken in the junior and/or senior year but many students take the SAT more than once since most colleges consider only the highest scores from each section. Students can use Score Choice to choose which scores to send to colleges. Score out of 1600. Approx: 3 hours, 15 minutes. www.collegeboard.com

TOEFL: Test of English as a Foreign Language, required for all students applying to college for whom English is not their first language in addition to SAT/ACT. TOEFL has become an admission requirement for non-native English speakers at many English speaking colleges/universities. Test Center telephone number: 508-853-7250 or www.toefl.org ETS is the Educational Testing Service that administers the TOEFL Test www.ets.org/toefl

ACT: Formerly called the American College Testing Program. Most colleges will accept either the ACT or the SAT; you can decide which one to take based on your particular strengths and weaknesses. The ACT is more of a content-based test than the SAT Reasoning Test. While still a test of problem-solving skills, the ACT more closely tests a student's knowledge of the "core curriculum" taught in most classrooms. The format of the ACT consists of five subject tests in English, math, reading, writing, and science reasoning. Composite score out of 36. Approx: 3 hours, 30 minutes. www.actstudent.org

AP Exams: The AP Exams are part of the College Board's Advanced Placement Program which gives students the opportunity to take college-level courses while still in high school. By doing well on the AP exam at the end of the course, high school students may earn credits toward their college graduation. Duration: 2-3 hours. www.collegeboard.com

Other Information

- We encourage taking both the SAT's and ACT's at least once in March, May or June of Junior year to determine which test is most appropriate for you.
- Most colleges accept scores from either the SAT or ACT for Admission. Check specific college admissions requirements.
- There is a growing list of colleges that are "Test Optional". Check out the list at www.fairtest.org.
- SAT/ACT Concordance Chart: Review how these scores compare: <https://collegereadiness.collegeboard.org/educators/higher-ed/scoring/concordance>

Tests Prep Resources

Khan Academy: khanacademy.org/sat

Free, self-paced program tailored specifically to student's performance. Can connect with the College Board directly. "[Recent data shows] that studying for the SAT for **20 hours** on Khan Academy's free Official SAT Practice is associated with an average score gain of **115 points**."

-Khan Academy Blog

Medway Community Ed: https://www.medwayschools.org/schools/community_education

Medway Community Ed frequently offers Test Prep Courses. Please click the link above to view their most current brochure to view up-to-date offerings.

Sylvan Learning Center: www.sylvanlearning.com

Offering: SAT & ACT Test Prep, Personalized instruction in a small group setting, thirty lecture hours, three timed practice tests

Kaplan Test Prep: www.kaptest.com

Offering: SAT & ACT Test Prep in a classroom setting, online tutorials, or private/small group tutor sessions.

Princeton Review: www.princetonreview.com

Offering: SAT & ACT Test Prep in a classroom setting, small group session, private tutoring, or online.

Revolution Prep: www.revolutionprep.com

Offering: SAT & ACT Test Prep in a private or classroom setting, online leveled group course, or 2-week intensive course.

Summit Education Group: www.mytutor.com

Offering: SAT & ACT Test Prep either one-on-one or in a classroom setting. Also offers free practice testing for non-registered students

Club Z: <https://clubztutoring.com/medway/>

Offering: SAT & ACT Test Prep either one-on-one or in a small classroom setting.

Admission Types

Early Decision:

- October / November / December / sometimes January
- Can only apply to **one school** under Early Decision
- If you are applying Early Decision, make sure this college is your first choice
- You **MUST** have a conversation with your counselor if you plan to apply ED
- If you get in, you're going! Legally binding
- Only way out is not being able to meet financial requirements
- Smaller pool of candidates
- Sometimes applying early decision may yield a higher rate of acceptance if you are a competitive applicant
- Decisions are usually released during late December/January

Early Action:

- October, November, December
- Not binding
- Competitive pool of applicants
- Decisions are usually released during late December/January

Regular Decision:

- December, January, February, March
- Better admission deadline to consider if you need to improve grades and increase chances of admission

Rolling:

- No hard deadline
- College/university reviews applications upon receipt and accepts students until spots are taken. Receive a decision within 3-6 weeks

Notes on applying early:

- Make sure you find colleges that are a strong match academically, socially and geographically. You should look to meet or exceed the admission profile for the college for SAT scores GPA, and have an academic record that has been consistently solid over time.
- Higher admission rates for early applicants may correlate to stronger profiles among candidates choosing early. Students should ask the admission office whether their institution's admission standards differ between early and regular applicants, and then assess whether applying early makes sense given their own profile.

Anatomy of the College Application

The pieces of your college application add up to give admission officers an idea of who you are. Not every college requires every one of these elements — for example, some colleges don't ask for admission test scores — but this list shows the most-common requirements.

The Application Itself

To fill in all the blanks on the application form itself, you may have to dig up documents or get answers from your parents. Most students use online applications, but paper applications are usually available too. There are also services that let you complete one application online and submit it to several colleges. The two most used applications are the CommonApp ([CommonApp.org](https://commonapp.org)) and a direct to institution Application (found directly on the school's website)

Application Fee

College application fees vary, but generally it costs from \$50 to \$100 to apply to each college. Fees are nonrefundable. Many colleges offer fee waivers (that is, they don't require the fee) to students who can't afford to pay. If you need application fee waivers, speak with your school counselor.

High School Transcript

The record of the classes you've taken and your grades is one of the most important parts of your application. Your high school should send your transcript, along with a school profile, directly to the colleges you are applying to. You will have to request your transcript to be sent through Naviance. Be sure to check the transcript for errors.

Final Transcript

At the end of your senior year, your high school will send a final transcript to the college you've decided to attend. This shows your college what classes you took and whether you kept your grades up during your last year in high school.

Admission Test Scores

Some colleges require or recommend that you send scores from tests such as the SAT or ACT. Colleges only accept scores directly from the testing organizations themselves. Visit the testing organization's website for more information about how to send your scores.

Letters of Recommendation

Many colleges require letters of recommendations from teachers or other adults who know you well. Ask your references well in advance of the deadlines to write you a recommendation. You may want to give them a short written summary of your achievements to help them write about you.

* Visit the following website for some tips on getting a great letter of recommendation:

<https://bigfuture.collegeboard.org/get-in/your-high-school-record/how-to-get-a-great-letter-of-recommendation>

Essay

Your essays are a chance for you to give admission officers a better idea of your character and strengths. Remember to get feedback from your teachers & peers and make sure to proofread your essays carefully before you send them in.

- Common App Essay Prompts: <https://www.commonapp.org/apply/essay-prompts>
- Tips on writing an effective application essay:
<https://bigfuture.collegeboard.org/get-in/essays/tips-for-writing-an-effective-application-essay-college-admissions>

Auditions & Portfolios

If you're applying to music, art or theater programs, the colleges may want to see samples of your work. This means you may need to audition or send portfolios or videos showing your artistic ability as part of your application.

Interview

It's a good idea to ask for an interview, even if it's not required. It shows you're serious and gives you a chance to connect with someone in the admission office. Even if a college is far away, you may be able to interview with a local alumnus.

*What to do before and after an interview:

<https://bigfuture.collegeboard.org/get-in/interviews/what-to-do-before-and-after-your-college-interview-admissions>

Letters of Recommendation

Most colleges and universities—and many other programs including many scholarship applications—require that students provide recommendations to support their applications. If there is a cardinal rule for the recommendation process it is this: **ASK EARLY, WELL IN ADVANCE OF DEADLINES.**

How many recommendations do I need? Typically two is sufficient, yet the answer depends on the application requirements of the colleges to which you are applying. Your School Counselor recommendation is a standard part of your application package, along with your transcript, that is sent from the high school to the college. Apart from that, a college will usually specify how many other recommendations they want. That number varies greatly from school to school. This is one of the many reasons that it is absolutely essential that students read all application instructions very carefully and early.

Who should write my recommendations? You should choose two teachers who know you well.

- Teachers whom you have had more than once
- Teachers who know you in other capacities (i.e. as a coach, club advisor)
- Teachers in the field in which you intend to major

Ask teachers who have seen the best of you and who can make the most positive remarks. This does not, however, mean that you have to choose a teacher in whose class you received an ‘A’. Sometimes, a teacher who has witnessed your efforts in trying to be successful in a particularly challenging class can have more to say about you as a student who can overcome obstacles than a teacher can who saw you breeze through his or her course material.

You should try to avoid overlap in subject areas (i.e. don't have three science teachers). Try to have some balance, and also try to get a recommendation from a teacher who can comment on your writing ability, preferably an English teacher.

Should I include extra recommendations? You may want to ask someone who is not a teacher to write one more if there is something substantial to be said, like having the leader of your youth group write about all of the hours you spent with them going to Boston to feed the homeless. Asking yet another teacher is not a good idea unless the person can say something substantial and distinctly different from what the other two will say. We strongly suggest speaking with your counselor if you are considering an additional recommendation.

Tips for a Great College Essay

Why Write an Essay?

The purpose of the essay is to convince admission officers (whom you've never met), in less than ten minutes, that you would be a good match for their colleges. At the most basic level, it allows admission officers to evaluate your communication and writing skills. In addition, the essay allows admission officers to discover more about you as a person – a side of you not shown by statistics like grades and SAT's.

The essay gives information about your history, attitudes, interests and creativity; it gives a sense of your values and goals. What admission officers are doing is creating a community, looking to see how you would fit in that community, what would you bring to that community, and what sets you apart.

Choosing a Topic

Choose the essay topic that appeals to *you* most. The topic is less important than your delivery. Remember: there is no right or wrong answer. The college just wants to know who you are and how your mind works.

Be careful of the following:

- Cliche topics: You can write about what people may consider a cliché topic, just write it in a way that may not be cliché.
- Pretending your essay is a diary and relaying your troubles there
- Anything that suggests that you don't see the world beyond high school
- Simple solutions to world problems
- Essays in poor taste
- Parent-bashing
- Cynicism

The First Draft

- Spend as much time thinking as you do writing.
- Narrow your topic and try to be as specific as possible.
- Brainstorm – scribble down everything you can think of about your chosen topic. Pick out the good stuff and work it into a brief outline.
- Write a rough draft.
- Read it out loud (this helps you to find errors)
- Ask yourself: Have I answered the question? Have I focused on the topic? Is it specific and detailed? Have I written in my own voice?

Publishing the Essay

- A good opening sentence will hook the reader. If *you're* bored, the reader will be bored.
- Add details to make it richer and more interesting.
- Don't be afraid to share about yourself but do so appropriately.
- Beware of trying to impress us with what you think we want to hear.
- Don't try to "prove" your intelligence by choosing a topic you think makes you sound smart. Avoid sophisticated words when simpler ones will suffice.

- Don't be afraid to use your imagination. Don't be afraid to be unconventional.
- Be concise. Ask yourself: "Did I make my points directly and without a lot of unnecessary padding?"
- Show; don't tell. Don't just list what you have done – detail it with action words. Use quotations wisely.
- Ask a school counselor, teacher, parent or friend to read your second draft. Ask them: "Is it interesting/engaging? Does it sound like me?". Listen to what they have to say, but don't let someone else rewrite the essay for you.
- Read what the application says about essay length, but don't write just to fill space.

How the Essay is Evaluated

- Is your writing mechanically sound? Is your writing style comfortable? Can you write a good sentence? Can you write a good paragraph? Do you address the question asked?
- Can you form a thesis? Can you discuss a theme? Is your argument logical? Can you get in and out of the essay with some finesse?
- Do you write with style, nuance and creativity? Do you write with a distinctive voice?

Navigational Hazards

The little details aren't the most important part of the essay, but you *are* trying to make a good impression. You don't want the admission committee to think you're a sloppy, careless writer.

- *Proofread!* If you are sick and tired of the essay, let someone else proof it. Spell-check won't catch everything!
- Check your word choice by reading out loud.
- Make sure that if you are including the name of the college in the essay, it's the correct school. *Wesleyan* doesn't want to know you've always wanted to go to *Smith*.
- If you are going to take risks (which is OK), be sure you know your subject matter and feel comfortable with that style of writing. For instance, poetry is often risky.
- Don't try to inject humor if you're not funny. Be careful even if you *are* funny... it often doesn't translate in writing.
- Remember: a college essay is not a research paper – make it about you.

The Biggest Mistake of All

- Don't plagiarize: admission officers have read all the books and seen all the websites.

Reminder

- Don't stress too much – write what you feel, do it well!

Adapted from Deb Shaver / Dean of Admission/Smith College / 2012

College Bound Athletes

NCAA: Students who might participate in sports at **Division I & II** colleges must be approved through the NCAA Clearinghouse. This process can be started after junior year. You must register and be certified by the NCAA Initial Eligibility Clearinghouse.

For more specific information and to learn how to register, visit the NCAA Clearinghouse website at www.eligibilitycenter.org.

Prospective **Division III** athletes are not held to NCAA Division I or II requirements, but are encouraged to check with their prospective schools to learn about their particular requirements and registration processes.

Meeting NCAA Academic Requirements: In order to compete in Division I or II athletics, you **MUST** meet academic requirements that are based on Grade Point Average (GPA) and SAT/ACT scores. All prospective NCAA athletes are required to take either the SAT or ACT. NCAA Division I and II require 16 core academic courses to be eligible; NCAA specifies which courses are approved and which are not. Go to www.eligibilitycenter.org to view these eligibility requirements.

Questions To Ask During Your Visit: Before you decide to make your first visit to a college, it's a good idea to think carefully about the kind of information you are going to need in order to eventually make your decision. Once you do, you'll be able to ask the right kinds of questions. The following are some good ones to get you started.

Ask the College Athletic Recruiter (most likely a coach):

1. What position do you want me to play, and how many others are you recruiting for the same position?
2. What is your philosophy of offense? Defense? Are you considering any changes?
3. Will I be redshirted?
4. If I need a fifth year, will you finance it?
5. What happens to my scholarship if I am injured or ineligible?
6. What kind of academic support is in place for athletes?
7. Are all injuries handled by the school's insurance policy?
8. If injured, may I use my family doctor? Who determines my fitness to compete after an injury?
9. What is expected of players during the off season?

Ask of the Players at the College:








1. What does your day typically look like? In season? Off-season?
2. Approximately how many hours do you study?
3. What, generally, are the attitudes of professors in different fields of study? In my field of study towards athletes?
4. Who is available to help you if you have academic problems?

Ask of School Officials/Admissions Officers:

1. What is the graduation rate for athletes? In my sport?
2. How long does it take someone in my sport to earn a degree from this college?
3. What is my eligibility for additional financial aid?

Modes of Applications

Review on Naviance under ‘Delivery Type’ and College/University Websites

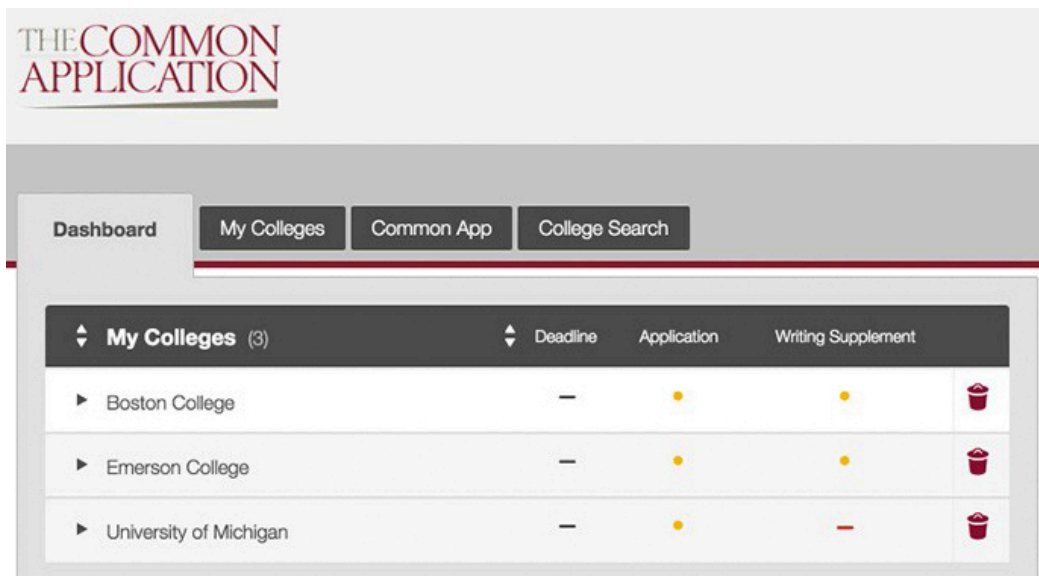
College	Delivery type 	Added By	Application Deadlines	Interest
★ The University of Alabama		Student	Multiple Deadlines 	N/A
★ The University of Arizona		Student	Multiple Deadlines 	N/A
★ Merrimack College		Counselor	Multiple Deadlines 	N/A

Blank computer screen= Direct to Institution
Computer screen with CA= Common Application

The Common Application

The Common Application is an undergraduate college admission application that applicants may use to apply to any of more than 900 member colleges and universities in all 50 states and the District of Columbia, as well as in Canada, China, Japan, and many European countries.

Below is an example of a student’s home page. See below for more information about each tab.



Dashboard: This tab lists all colleges the student plans to apply to. It have pertinent information including deadlines, and status of application for each specific school

College Search: Students must add which colleges/universities they plan to apply to. Use this tab to conduct a college search which will add this to your ‘Dashboard’ and ‘My Colleges’ tab

My Colleges: All colleges that the student plans on applying to will be listed here. Each individual college may have the following:

- **Questions:** Each school may ask for more information. Students may see questions about their residency, a request for a resume, or a supplemental essay, etc.
- **Recommenders and FERPA:** This is where students give permission for schools to share academic records and personal references
- **Review and Submit:** Once students have completed each part of the Common App and any supplemental requests from the school students must click on review & submit. Here they will see a preview of their application in PDF form to review and then submit their application fee.

Common App: This is the part of the application that is sent to every school on your list that accepts the Common App. You only have to complete the information found here ONCE.

Part of the Common Application	Description
Profile	Basic personal information
Family	Information regarding your family including family members, family’s education, colleges attended, etc
Education	What classes you are taking, your GPA, etc
Testing	Self reporting test scores (you choose to report or not report this information)
Extra Curricular	Activites, sports, jobs, etc
Writing	College Essay

Direct to Institution

Colleges that do not accept the Common Application, likely have their own application which can be found on the college/university website. Applications can be found on the homepage or under the Admissions tab.

Students will need to create an account to complete the application and submission of the application occurs on the specific college website.

Naviance and College Application Integration

The integration of Common App/Electronic Applications and Naviance allows:

1. School staff send all supporting documents (transcripts, letters of recommendation (both teacher and counselor), school profile, etc.) directly to Common App colleges from within Naviance. This applies to electronic/direct to institution applications as well.
2. Allows students to request transcripts, letters of recommendations (teacher) for Common App and electronic applications/direction to institution applications from Naviance

How do you link Naviance and Common App? (To be completed during Senior Year)

➤ Step 1:

- o Watch this video: <http://www.screencast.com/t/gxEQkElyo1>

➤ Step 2:

- o Create a Common App account on www.commonapp.org
- o Click College Search, search college(s) and add to your common application
- o Click the “Common Application” tab, Click “Education” tab.
- o Students will be required to complete the ENTIRE “Education” portion of their Common App *prior* to accessing the FERPA page on Common App (Reference FAQ Sheet)
- o Click My Colleges Tab, click “Assign Recommenders” tab to the left of page
- o Complete the CA FERPA Waiver & Authorization at top of page

➤ Step 3:

- o Complete the Common Application Account Matching step on the “Colleges I’m Applying To” page on your Naviance account.
- o You must have a college listed on the “Colleges I’m Applying To” page in order to match your Naviance and Common App accounts.

Important notes:

- Naviance is NOT your college application, it assists with the application process.
- Naviance houses important information that will be sent to your colleges including; your transcript, the school profile, and letters of recommendations.
- Make sure to add ALL schools you are applying to to your Naviance “Colleges I’m Applying to List”. This includes adding Common App and Non-Common App schools.
- Please note that adding a college to your “Colleges I’m Applying to List” on Naviance does NOT add the college to your Common Application Colleges List or vice versa.

Accessibility Planning for Post-Secondary Students (Students with Disabilities)

Many colleges and universities have programs or services that respond to the needs of students with learning disabilities. This page will help you gather the necessary information to find a match between your needs and the array of options available. The best college or university for you is the one that meets your individual needs and academic goals.

“More and more high school students with disabilities are planning to continue their education in postsecondary schools, including vocational and career schools, two- and four- year colleges, and universities. As a student with a disability, you need to be well informed about your rights and responsibilities as well as the responsibilities postsecondary schools have toward you. Being well informed will help ensure you have a full opportunity to enjoy the benefits of the postsecondary education experience without confusion or delay.” (*U.S. Department of Education Office of Civil Rights*)

“The information below is provided by the Office for Civil Rights (OCR) in the U. S. Department of Education, it explains the rights and responsibilities of students with disabilities who are preparing to attend postsecondary schools. This also explains the obligations of a postsecondary school to provide academic adjustments, including auxiliary aids and services, to ensure the school does not discriminate on the basis of disability.” (*U.S. Department of Education Office of Civil Rights*)

The first question you should ask when visiting colleges/universities, is whether or not the institution offers any Special Programs for Students with Learning Disabilities?

Below are a list of additional questions you can ask when completing your college search:

Questions About Admissions, College or University

- Is there a separate procedure for admission to the learning disability program?
- Are SAT or ACT examinations required?
- What documentation is required for admission in addition to standard requirements?
- Is a personal interview required?
- Is any special testing required? If so, what tests and who should administer the testing? How recent do tests have to be?
- When is the best time to apply? Is there a cut-off date for your specialized program?
- Are there course modifications for students with learning disabilities?
- Are the dorms suitable for social and emotional needs?

Academic Questions

- Are there individual and group tutoring services?
- Are tutoring services scheduled to fit into the student's program?
- Are additional tutorial sessions provided based on the student's needs? Or is there only a drop-in service?
- Are tutoring sessions conducted by educators with advanced degrees?

- Are program services offered in a central location?
- Are resources coordinated to meet the individual student's needs or must the students advocate for their own needs?
- Do program personnel have ongoing relationships with faculty to sensitize them to students' needs?
- Is the staff available on short notice?
- Are alternative modifications for academic performance available and delivered systematically (i.e., not left solely for the student to request)? Examples:
 - Books on tape
 - Taped lectures
 - Readers
 - Scribes
- Is there a standardized procedure for extended time tests?
- Are there courses or workshops to help writers with learning disabilities succeed in required college English composition courses?
- Are students mainstreamed in all college courses?
- Is a summer diagnostic-experiential program required?
- What criteria are used to evaluate the student's performance during the diagnostic period?

Counseling Questions

- How are the student's social and emotional needs addressed?
- Do certified professional social workers (or psychologists) meet with students individually, or in groups?
- Are support services required or left to the student's discretion?
- Do students need to be proactive to set up an appointment with a counselor?
- What services are available for career advising?
- How are parents' concerns and questions addressed?

Other Policy and Procedural Questions

- How many students are in the program?
- What do students pay for support services? Are these charges considered in the school's financial aid package?
- Will part of the services be paid by health insurance?
- How are transfer students integrated into the program's services?
- Does the official college transcript respect student's confidentiality by not revealing that students have participated in a special learning disabilities program?
- How long does a student stay in the program? (Some schools offer services for a limited period while others are available as long as the student needs them).

Questions for Schools that Do Not Have a Special Program for Students with Learning Disabilities

List the services you will need, and ask for specific details about how you would receive these. (Whom to see, what are the services, when are they given, by whom, and where are they provided?)

- Are these services available without fee?
- What documentation of your learning disability is required?
- Who is responsible for coordinating services for students with learning disabilities?
- Is the availability of these services established by the professor or by school policy?
- How hard must students advocate for themselves to get special services?

- How many students with learning disabilities are in the school?
- Is faculty responsive to the needs of students with learning disabilities?
- Is there a learning center where content tutoring is available for all students?

Next Steps

Once you have determined which college/university you are attending, below is information regarding next steps:

Key things to know and what to do!

- Set up a meeting with Student Accessibility Services/Disability Services at your college (as you must proactively disclose your disability to your institution)
- Bring your most up to date testing and/or medical documentation
- Supplemental documentation in the form of an IEP or 504 plan
- Please know your accommodations may be different and may vary from your high school accommodations offerings

For more information please visit the following website:

<https://www2.ed.gov/about/offices/list/ocr/transition.html>

After reading this documentation, if you have any additional questions, please feel free to set up an appointment with your school counselor. They are here to support you through this process.

Frequently Asked Questions:

What academic adjustments must a postsecondary school provide?

The appropriate academic adjustment must be determined based on your disability and individual needs. Each institution will differ in what accommodations and services can be provided. It will be important to set up a meeting with Student Accessibility Services/Disability Services at your college (as you must proactively disclose your disability to your institution). Examples of accommodations may include but are not limited to: auxiliary aids and services, extra time, providing note takes or recording devices.

What documentation should I provide?

Schools may set reasonable standards for documentation. Some schools require more documentation than others. They may require you to provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician. The required documentation may include one or more of the following: a diagnosis of your current disability, as well as supporting information, such as the date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how your disability affects a major life activity; and information on how the disability affects your academic performance. The documentation should provide enough information for you and your school to decide what is an appropriate academic adjustment.

An individualized education program (IEP) or Section 504 plan, if you have one, may help identify services that have been effective for you. This is generally not sufficient documentation, however, because of the differences between postsecondary education and high school education. What you

need to meet the new demands of postsecondary education may be different from what worked for you in high school. Also, in some cases, the nature of a disability may change.

If the documentation that you have does not meet the postsecondary school's requirements, a school official should tell you in a timely manner what additional documentation you need to provide. You may need a new evaluation in order to provide the required documentation.

Who has to pay for a new evaluation?

Neither your high school nor your postsecondary school is required to conduct or pay for a new evaluation to document your disability and need for an academic adjustment. You may, therefore, have to pay or find funding to pay an appropriate professional for an evaluation. If you are eligible for services through your state vocational rehabilitation agency, you may qualify for an evaluation at no cost to you. You may locate your state vocational rehabilitation agency at <http://rsa.ed.gov> by clicking on "Info about RSA," then "People and Offices," and then "State Agencies/ Contacts."

Once the school has received the necessary documentation from me, what should I expect?

To determine an appropriate academic adjustment, the school will review your request in light of the essential requirements for the relevant program. It is important to remember that the school is not required to lower or waive essential requirements. If you have requested a specific academic adjustment, the school may offer that academic adjustment, or it may offer an effective alternative. The school may also conduct its own evaluation of your disability and needs at its own expense.

You should expect your school to work with you in an interactive process to identify an appropriate academic adjustment. Unlike the experience you may have had in high school, however, do not expect your postsecondary school to invite your parents to participate in the process or to develop an IEP for you.

Source: US Department of Education - Office of Civil Rights website: <https://www2.ed.gov/about/offices/list/ocr/transition.html>

Differences Between High School and College for Students with Disabilities

One of the first changes you will experience is that colleges are not permitted to ask if you have a disability when you apply for admission.

If you would like to receive disability accommodations, it is your responsibility to identify yourself to the College/University's Disability Services Office.

Below is a table that outlines the differences between high school and college disability services. You can also read the items below the table about several important pieces of federal legislation that you may need to understand.

	High School	College
Applicable Laws	<ul style="list-style-type: none">• IDEA• Section 504 (D)• Rehabilitation Act <p>IDEA is about Success</p>	<ul style="list-style-type: none">• ADA (ADAAA)• Section 504 (E)• Rehabilitation Act <p>ADA is about Access</p>
Required Documentation	<ul style="list-style-type: none">• Individual Education Plan• School provides evaluation at no cost to the student• School conducts evaluations at prescribed intervals	<ul style="list-style-type: none">• Varies depending on the disability• IEP and 504 Plans are not usually sufficient; must include the testing on which the requested accommodations are based• Student responsible for obtaining evaluation• Student generally is not required to be re-tested after initial documentation approval unless additional accommodations warrant more documentation
Student Role	<ul style="list-style-type: none">• Student is identified and supported by parents and teachers• Primary responsibility for accommodations belongs to the school	<ul style="list-style-type: none">• Student must self-identify at designated office• Primary responsibility for accommodations belongs to the student

Parent Role	<ul style="list-style-type: none"> • Parent has access to student's records and participates in accommodation process • Parent advocates for the student 	<ul style="list-style-type: none"> • Parent does not have access to disability-related records unless student provides written consent • Student advocates for self
Curriculum Instruction	<ul style="list-style-type: none"> • Many schools modify curriculum and/or alter the pace of assignments • Use multi-sensory approach • Weekly testing, mid-term, final, and graded assignments • Attendance taken and reported 	<ul style="list-style-type: none"> • Faculty not required to modify curriculum • Students tend to rely on lectures. May or may not use multi-sensory approach • Student is responsible for attending class
Grades	<ul style="list-style-type: none"> • Some schools modify tests • Grades may be modified based on the quality of the curriculum 	<ul style="list-style-type: none"> • Grades reflect the work submitted

Senior College Application Procedures

COLLEGE APPLICATION PROCEDURE CHECKLIST

- ☐ Set up Senior individual appointment with counselor
- ☐ Decide which colleges to apply to and research their deadlines and application requirements
- ☐ On Naviance, create final list of colleges in “Colleges I’m Applying To” (transfer from “College’s I’m Thinking About” list)
 - ☐ Identify if you are using Common App or Direct to Institution
 - ☐ Select deadline you have chosen
 - ☐ Add and Request Transcripts
- ☐ Create application accounts (Common App or Direct to Institution)
- ☐ On Common App, Complete FERPA waiver
- ☐ Match Naviance & Common App accounts
- ☐ Request Letters of Recommendation from Teachers in Naviance
- ☐ Student Data Portfolio & Activity Resume due for counselor for letter of recommendation
- ☐ Send official test scores through collegeboard.org or act.org, if required
- ☐ Check out the list of College Rep Visits in Naviance - Mark your calendar!
- ☐ Complete and submit college applications on or before deadline
- ☐ Log application submission and admission decisions in Naviance

COLLEGE APPLICATION PROCESS DETAILS

****Please Note:** The timeline for these tasks may vary depending on where you are in the process

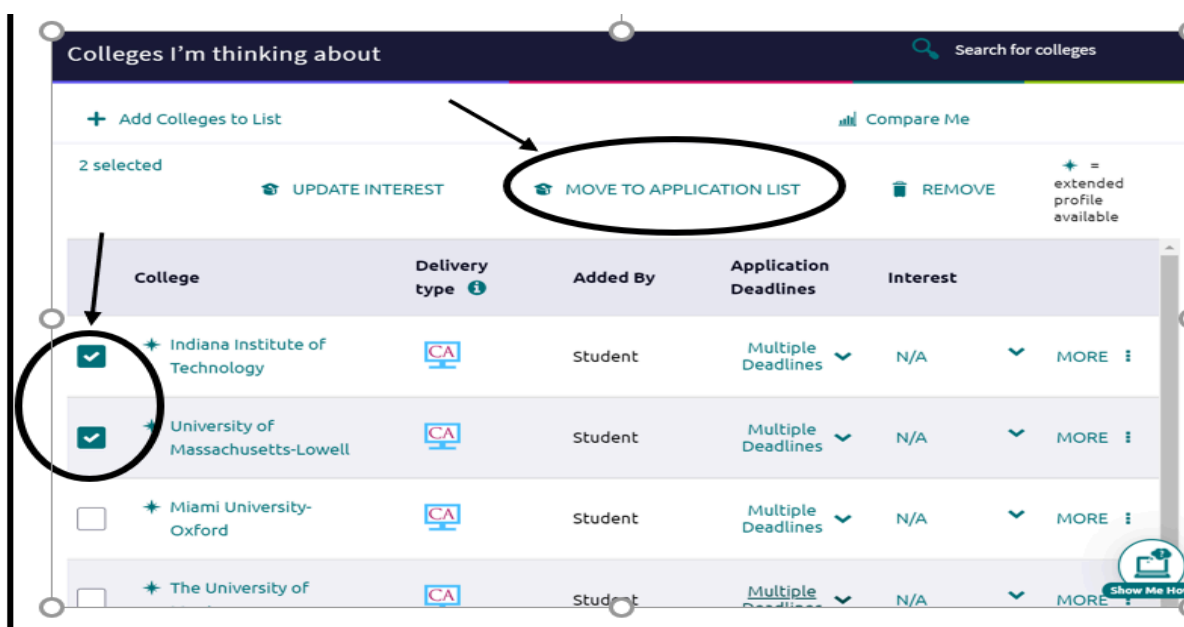
1. Decide which colleges to apply to and find their deadlines

- Make sure all colleges (regardless of application type) you are applying to are listed on Naviance under **“Colleges I’m Applying To”** with the **correct application deadlines**.
 - o Check deadlines and make a plan for when you are going to apply!! (Early Action, Early Decision, Regular, Rolling)

2. Moving colleges to ‘Colleges I’m Applying To’ List & Requesting Transcripts

A. Select college using checkbox

B. Click ‘Move to Application List’



C. Select the application deadline (EA, ED, Regular, Rolling)

STEP 1 Add Applications

STEP 2 Request Transcripts

American University

Which application deadline do you prefer?

N/A

N/A

Regular Decision

Early Decision

Early Action

Early Decision II

Rolling

Restrictive Early Action

Priority

Other

Early Action II

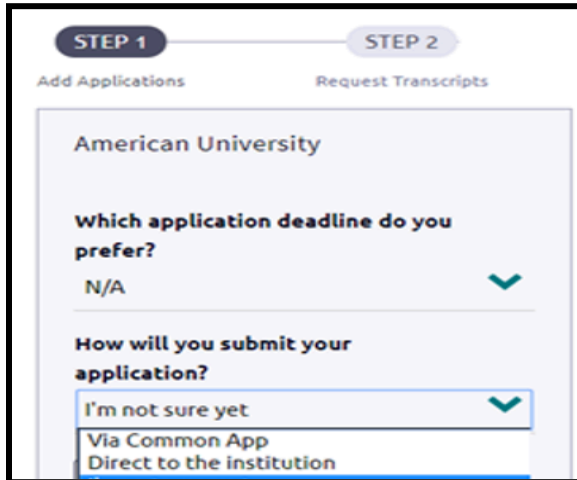
Add Applications

ADD AND REQUEST TRANSCRIPTS

This step is critical when moving schools to your “Colleges I’m Applying To” list. Your teacher and counselor will be reviewing your deadlines to determine what your earliest deadline is for your letter of recommendation. Make sure your deadlines are accurate!! **BE SURE TO CHECK** that the college offers the deadline type you are selecting here, **BEFORE** you complete this process.

D. Identify how you will submit your application (Common app, direct to institution).

- a. Telling us **HOW** you are applying to your schools is **VERY IMPORTANT**. If you tell us you are applying by Common App, but end up applying directly to the institution through their own online application, the back-end technology in Naviance won't send your transcript and letters properly.



STEP 1 STEP 2

Add Applications Request Transcripts

American University

Which application deadline do you prefer?

N/A

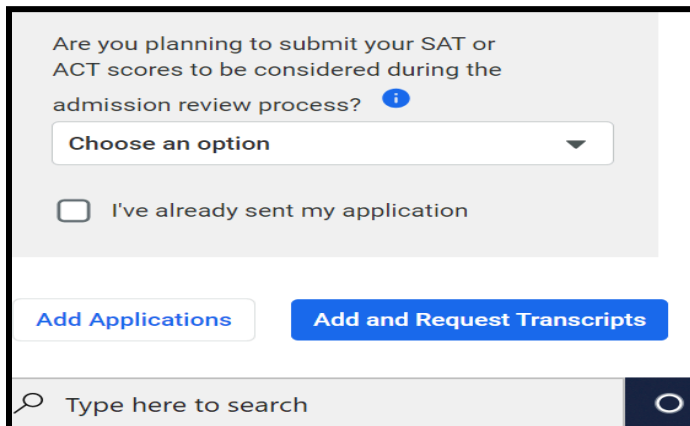
How will you submit your application?

I'm not sure yet

Via Common App

Direct to the institution

E. Select if you are planning to submit your SAT/ACT scores



Are you planning to submit your SAT or ACT scores to be considered during the admission review process?


Choose an option

☐ I've already sent my application


Add Applications Add and Request Transcripts

Type here to search

F. Click Add and Request Transcripts

Are you planning to submit your SAT or ACT scores to be considered during the admission review process? 

☐ I've already sent my application




G. Select Initial transcript

What type of transcript are you requesting?

☒ Initial

☐ Final

Where are you sending the transcript/s?




H. Select the college you are sending the transcript to in the drop down menu.

What type of transcript are you requesting?

☒ Initial

☐ Final

Where are you sending the transcript/s?



I. Click request and finish

- J. College/university will now appear under the ‘College’s I’m Applying To’ list

NOTE! There should be no question marks under “Submission Type” in your list as you are getting ready to submit your applications. If there is a question mark, Naviance will default to sending your application materials (transcript and recommendation) via Common App. If you didn’t apply using the Common App, your school will not receive the materials.

NOTE! You can also add colleges and complete these steps under the ‘College’s I’m Applying To’ tab and by clicking the pink add button in the upper right hand corner. Follow the same steps D-G above.

3. Complete FERA Waiver in Naviance

The Family Educational Rights and Privacy Act (FERPA) was enacted by Congress in order to protect the privacy of students and their parents. FERPA is designed to ensure that students and parents of students may obtain access to the student’s educational records and challenge the content or release of such records to third parties.

<http://www.nacweb.org/public/ferpa0808.htm>

- **Step 1:** Create a Common App account on www.commonapp.org
1. In Common Application, click College Search, search college(s) and add to your common application
 2. Click the “Common Application” tab, Click “Education” tab. Students will be required to complete the ENTIRE “Education” portion of their Common App *prior* to accessing the FERPA page on Common App
 3. Click My Colleges Tab, click “Assign Recommenders” tab to the left of page
 4. Complete the CA FERPA Waiver & Authorization at top of page

4. Match Common App and Naviance Accounts

- **Step 2:**
1. Log-in to Naviance and navigate to the “Colleges I’m Applying To” page.
 2. You must have a college listed on the “Colleges I’m Applying To” page in order to match your Naviance and Common App accounts.
 3. Click ‘Match Accounts’ on the red banner.
 4. Banner will turn green to indicate accounts have been matched.

****For a visual reference, please review this video link:**

<https://www.hobsons.com/resources/how-to-match-your-common-app-and-naviance-accounts/>

4. Request Letters of Recommendation from Teachers in Naviance

➤ **Complete TWO weeks before earliest deadline**

1. Click on the **COLLEGES** tab in Naviance
2. Click on **LETTERS OF RECOMMENDATION**
3. Click blue box **ADD REQUEST**
4. Select your teacher from the drop down box
5. Indicate if you want your teacher's letter to go to **all colleges** or click on **specific colleges**
 - a. Some colleges only accept a **specific number** of letters of recommendation and if you submit additional letters, they will not all be sent.
6. Include a personal note with your earliest deadline!
7. Then click **SUBMIT**
8. If you add any new schools to your Colleges I'm Applying To list, you **MUST GO BACK INTO NAVIANCE AND SUBMIT A TEACHER RECOMMENDATION REQUEST AGAIN!!**

NOTE! You do not request your counselor for their letter of recommendation. Follow the steps below.

5. Counselor Letter of Recommendation

➤ **In order for you to have a counselor letter of recommendation written YOU MUST:**

- o Complete the Senior Tentative Plan Survey in Naviance and indicate earliest deadline
- o Have added your college(s) to Naviance "Colleges I'm Applying to" List **TWO WEEKS** prior to your deadline
- o Complete Student Data Portfolio in School Counseling Google Classroom (if not already completed)
- o Update Activity Resume in Naviance

NOTE! Counselor recommendations are written ONLY upon receipt of the above mentioned required materials/steps

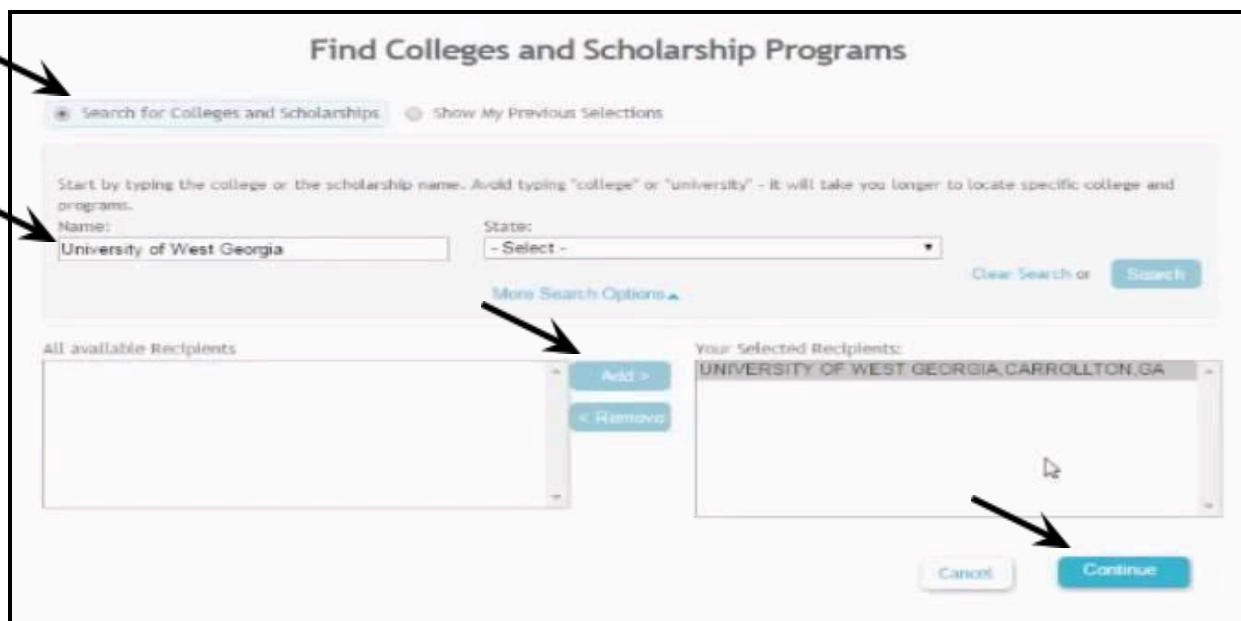
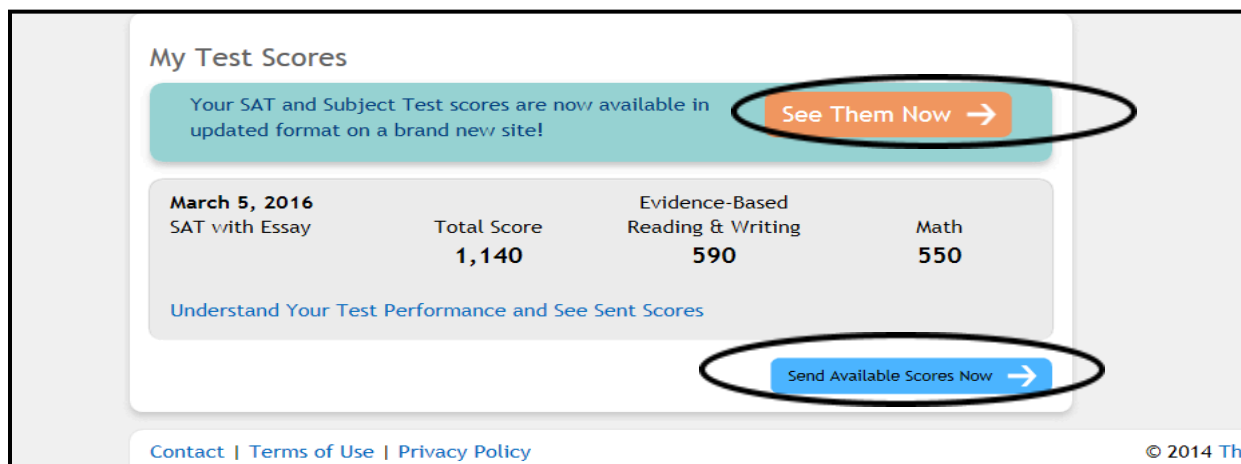
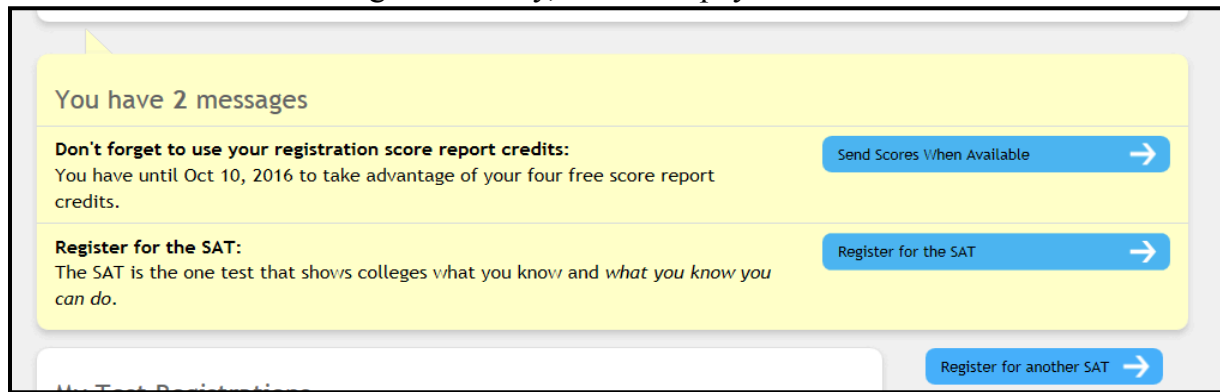
6. Request official SAT or ACT test scores

****Test scores should be sent at least one week before the college deadline (scores take longer for colleges to receive).**

SAT Student Score Reports:

- For SAT go to collegeboard.org log-in to your account and access your scores
- Click Send Your Scores

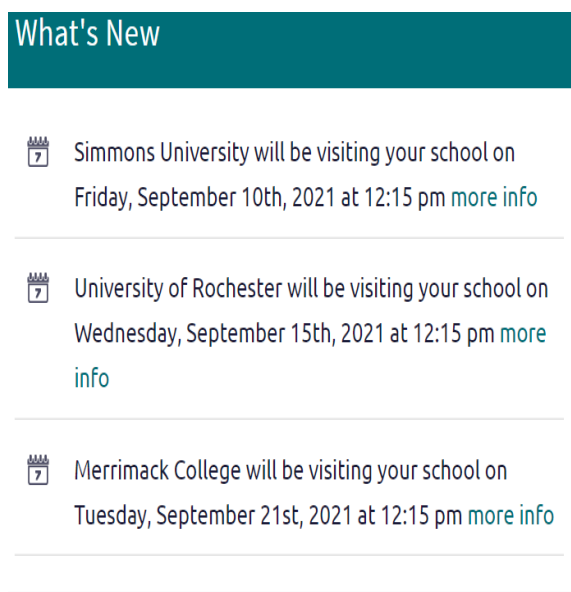
- Search for the college/university, make the payment to send scores



ACT Score Reports:

- For ACT go to actstudent.org ACT to log-in click on 'Send Your Scores'.
- Process is the relatively the same as above

7. College Admissions Rep Visits - Under *What's New* on Naviance homepage



- Scroll to the middle of the homepage for a list of college visits under “**Whats New**”
- Click **More Info** to register
- Great opportunity to meet the rep likely reading your application





8. Complete and submit college applications

- Have someone proofread your application and essay.
- Be mindful of your deadlines! You cannot submit an application after the deadline has passed.
- Pay the application fee.

****Things to Know about Electronic Submission.** There is lag time! Please know that when your application is submitted or your transcript is sent, it is not instantaneous like a text! These items must be downloaded by the college and a file for you will be created. There are numerous documents being sent; the application and test scores (STUDENT), teacher recommendations (TEACHER), counselor recommendation, school profile and transcript (SCHOOL COUNSELOR). These items will be sent at different times. Please do not panic if you receive an email indicating the college/university is missing materials for your application. **YOU MUST CALL ADMISSIONS** in this instance and confirm. They can tell you if the documents are in the system, but not downloaded. If nothing has been received or downloaded, contact your school counselor.

10. Log application submission and admission decisions in Naviance

- Indicate that you have submitted your college application by clicking on the pencil/edit icon.
- Using the pencil icon/edit button in your Colleges I'm Applying To list, update the admissions decision – admitted, denied, waitlisted, etc. The completion of this information is considered an obligation in order to receive your cap and gown.

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> American University	RD	Regular Decision 15	no request	Pending		Unknown  EDIT MORE !
<input type="checkbox"/> Amherst College	EA	Early Action -	no request	Pending		Unknown  EDIT MORE !

American University (DC)

Have you submitted your application?

☐ I've submitted my application

Division

N/A

I'll submit my application

☐ Via Common App

☐ Direct to the institution

☒ I'm not sure yet

College Deadline

01/15/2019

Counselor Override

Not Applicable

Save College Application

App type

Regular Decision

Result

Unknown

N/A

Unknown

Accepted

Denied

Guaranteed Transfer

Withdrawn

Conditional Accept

January Admit

No decision

Incomplete

Summer Admit

N/A

College Application Cost Summary

Cost Category	Average per cost
Application Fees	\$50-\$100
SAT Test	\$55
Sending SAT scores	\$12
Tuition Deposit	\$100-\$1000
Housing Deposit	\$100-\$500
Other Possible Costs	
Test Prep	\$125 per hour
ACT Test	\$60
CSS Profile (Private schools)	\$25 initial completion; \$16 per college
Campus Visits out of State (Hotel, transportation)	At Least \$500
AP Exams	\$94 per exam

Ways to Save:

1. Add four colleges to your SAT and/or ACT test registration BEFORE taking the test--these are sent for free
2. When you visit a campus ask whether there are fee waivers
3. Ask your school counselor for a fee waiver if you qualify
4. If you are on free and reduced lunch, you are eligible for an SAT and ACT fee waiver. Ask your counselor
5. Be cautious about the number of schools you apply to
6. Start applying to scholarships now!

Net Price Calculator: Net price calculators are available on a college or university's website and allow prospective students to enter information about themselves to find out what students like them paid to attend the institution in the previous year, after taking grants and scholarship aid into account. Net Price is the amount that a student pays to attend an institution in a single academic year AFTER subtracting scholarships and grants the student receives. Scholarships and grants are forms of financial aid that a student does not have to pay back. For more information visit:

<https://collegecost.ed.gov/net-price>

Financial Aid Vocabulary

FAFSA: The Free Application for Federal Student Aid. This must be filled out by students and parents seeking financial aid each year.

PIN Number: A 4-digit number used to access and sign your FAFSA.

CSS Profile: An additional financial aid form required by some schools, administered by the College Board. Must be filled out by students and parents; a fee is required.

EFC: Estimated Family Contribution – the amount that a family is expected to pay for college, calculated as a result of filling out the FAFSA and used by colleges to figure out financial aid.

PLUS loan: A federal loan program for parents of undergraduate students to use to fund college.

Pell Grant: The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to postsecondary education. Students may use their grants at any one of approximately 5,400 participating postsecondary institutions. Grant amounts are dependent on: the student's expected family contribution (EFC) (see below); the cost of attendance (as determined by the institution); the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less. Pell grants do not have to be repaid.

Stafford Loan: These are fixed-rate student loans for undergraduate and graduate students attending college at least half-time. Stafford loans are the most common and one of the lowest-cost ways to pay for school.

Perkins Loan: The Federal Perkins Loan Program provides low-interest loans to help needy students finance the costs of postsecondary education. Students can receive Perkins loans at any one of approximately 1,800 participating postsecondary institutions. Institutional financial aid administrators at participating institutions have substantial flexibility in determining the amount of Perkins loans to award to students who are enrolled or accepted for enrollment. Borrowers who undertake certain public, military, or teaching service employment are eligible to have all or part of their loans canceled.

Work Study: The FWS Program provides funds that are earned through part-time employment to assist students in financing the costs of postsecondary education. Students can receive FWS funds at approximately 3,400 participating postsecondary institutions. Institutional financial aid administrators at participating institutions have substantial flexibility in determining the amount of FWS awards to provide to students who are enrolled or accepted for enrollment. Hourly wages must not be less than the federal minimum wage.

Gapping: The “gap” between what a college awards in financial aid and the cost of attending the college.

Certification of Finances: A financial form available from each college, accompanied by a bank statement, that is required for all international students applying to US institutions.

Financial Aid

Types of Financial Aid

Need-Based: Determined by standardized applications such as the *Free Application for Federal Student Aid (FAFSA)* or the *CSS Profile*.

Merit-Based: Need is not considered. Merit Awards are determined by each specific college. Most of these awards are listed in the college catalog; some will require their own application. Touch base with the Admissions and/or Financial Aid Office to find more details about qualifying for Merit Aid, as well as if there are specific deadlines for application.

FAFSA

- Available on the web at www.fafsa.ed.gov
- There is no fee associated with this application.
- The FAFSA cannot be submitted until after October 1st of the Senior year.
- Once in college, students will need to resubmit the FAFSA every year for continued financial aid.

CSS Profile

- This form is used by many private colleges.
- An application fee is required.
- Once you have decided on the colleges you will be applying to, you should check online at www.collegeboard.com to see if any of your college choices require this application and adhere to their financial aid deadline – different from the application deadline.

Individual College/University Forms

- Some colleges and universities also require applicants to fill out a financial aid form specific to their own campus.
- This information is often used to assist in distributing a school's own financial aid money.

Deadlines

- Colleges have FINANCIAL AID DEADLINES in addition to application deadlines.
- Check the college website or contact the financial aid office of the specific college for their financial aid deadline.

Help is Available

- Meet briefly with the Financial Aid Officer during a campus visit.
- Attend the Financial Aid Night at your high school in the Fall.
- Contact the college's financial aid office with any specific questions, concerns, or problems.
- Contact Massachusetts Educational Financing Authority (MEFA) at (800) 449-MEFA or on the web: www.mefa.org.
- FAFSA Day: Assisting students and families with completing the FAFSA:
<https://masfaa.org/fafsaday/>

Questions to ask a Financial Aid Officer

1. What financial aid forms do I need to complete?
2. What is the deadline for applying for financial aid?
3. What is the financial aid deadline for Early Decision applicants?
4. Can you estimate the cost increase for each year?
5. How many students receive financial aid?
6. What is the average financial aid package?
7. Will there be other costs in the award letter that I should know about?
8. If my family cannot meet the financial responsibilities, what financing options are available to help me pay my share?
9. How will my financial aid package change year to year?
10. How do you handle outside scholarships? Do they lower my award?
11. What is the typical loan debt that a student accrues once they have finished college at this institution?
12. When can we expect to receive bills from the college?
13. Are there monthly payment options?
14. Are there extra costs such as parking and lab fees that I need to be aware of?

Would you buy a car or home without investigating your purchase? Of course not! That is why it is important to ask questions to admissions and financial aid personnel, as well as current and former students of the colleges of your choice. Choosing where you will educate yourself is an important choice and one of the biggest expenses of your life. Make an informed decision and do your homework. It will pay off in the end.

Scholarship Resources

- **Fast Web:** www.Fastweb.net
- **Scholarships.com:** www.scholarships.com
- **College Board:** <https://bigfuture.collegeboard.org/scholarship-search>
- **Naviance:** www.naviance.com
 - Click ‘Colleges Tab’ Scroll down to the ‘Scholarship & Money’ section
 - View Scholarship List
 - Complete Scholarship Search
- **Niche:** www.niche.com
- **Scholly:** MyScholly.com
- **Local Scholarships:** Professional organizations, clubs, legions, and charity organizations, businesses, religious organizations, parents/family members places of work
- **Medway High School Scholarships:** Information provided during Spring of Senior Year
- **Koplik and John and Abigail Adams Scholarship (Qualify by MCAS scores):**
<https://www.doe.mass.edu/scholarships/mastery/Koplik-Adams-compare.html>

Scholarships Tips and Tricks

1. Apply to as many suitable scholarships as possible. It's almost like entering contests, the more you apply to the greater the odds of getting an award.
2. When compiling your activity resume, do not leave any experiences out. No matter how insignificant it may seem on its own, each experience, when combined with everything else you have done will have an impact.
3. After accepting a placement at a specific college or university, check with their financial assistance section on their website. Many institutions have automatic consideration for entrance scholarships, but there are other awards and scholarships that you can apply to that are not automatic consideration.
4. Essays are recyclable. You may be required to write essays to accompany your applications for scholarships. The questions they ask may be similar to supplemental essays you have completed for colleges. Once you have written a few essays they can be altered and submitted to various other applications.
6. A lot of scholarships will require you to submit a current transcript. They do not accept photocopies of transcripts. You can request copies of transcripts in the School Counseling Office from the school counseling secretary.
7. You may also need copies of recommendation letters from teachers and other people that know you well are important. Students can ask teachers and counselors directly for these letters or provide information on how to upload the letter for the scholarship. Please note that letters are confidential and if hard copies are requested, then will be provided to you in a sealed envelope.
8. Be mindful of deadlines! If your application is not received by the due date, you will not be considered, no matter how well qualified you are for the award. Be cognizant of received by date vs. post by date.
9. Search out obscure awards. They are the least likely to have suitable candidates which will increase your chances of being awarded the scholarship. Places to look are professional organizations, clubs, legions, and charity organizations. There are scholarships that go unclaimed each year because there were no suitable candidates or no applicants at all.
10. Have your family check with their place of work as sometimes companies offer scholarship opportunities to families they employ.
11. Remember to be humble in your request for assistance. You must convey to them your abilities, experience and your needs. Let them know that you would be grateful and be honest in your self-assessment and requirements.
12. Do not ever pay to apply for scholarships. Scholarship should be free!

Campus Interviews

Contact each college/university before you visit to find out their policy regarding interviews. These are the possibilities:

1. No interviews are offered. Instead, the college offers group information sessions only.
2. Alumni interviews (typically off-campus).
3. Interviews are optional and informational only (sometimes conducted by students who attend the college).
4. Interviews are encouraged and become a part of the student's application folder.

If a college does offer on-campus interviews, take advantage of the experience. Consider interviewing first at a school that is not your first choice. Experience is helpful. The interview is most often a very positive experience. The interviewer is really trying to market the school; they want you to apply.

Some Helpful Hints for Interviews

1. Dress neatly and professionally. Typical interview dress can include:
 - a. Suit with pants or skirt (knee length)
 - b. Tie
 - c. Blazer
 - d. Dress (knee length)
 - e. Plain blouse or shirt (neutral colors such as white/blue/etc)
 - f. Dress shoes (should be closed toe, if a heel 1-2")
 - g. Err on the side dressing more conservatively
2. Have questions in mind for the interviewer. You can bring a notebook into the interview with a list of questions that you are prepared to ask.
3. Eye contact is important.
4. Answer questions directly.
5. Be sure to write a thank you note after the interview. The thank you note should be brief, and specific about your interview (a hand-written note OR email is appropriate).
6. Be natural. Be yourself. Be relaxed

Sample Questions from College Admissions Interviews

Here are a few questions that college interviewers have told us they like to ask.

1. If you could read the evaluation your teacher has written about you, what would it say?
2. Are your test scores an accurate reflection of your true abilities?
3. Are you satisfied with your academic record to date?
4. What has been your most satisfying contribution to your school?
5. How would you describe your two or three best friends?
6. Do you have any anxieties about going to college?
7. What three adjectives would you use to describe yourself?
8. If you could become head of your school for a month or so, what are some of the most significant changes you would make?
9. What do you want to learn during your college experience?
10. What priorities have you established for your college experience relative to your career goals?
11. If you had to convince someone who dislikes your favorite subject that it can be worthwhile, what would you say?
12. What have you done in the last six months to help another person?
13. How do you like your high school? What has been the most positive experience you have had? The most negative? What would you like to change about your high school?
14. What would your teachers say about you as a person?
15. What is the most significant contribution you have made to your school?
16. What are you looking for in a college? What interested you in this college?
17. What are some of your goals—personal and career? Talk about a particular class assignment in which you found yourself most stimulated intellectually.
18. What is your reason for participating in athletics (student government, community service, theater, etc.)?
19. How do you expect, hope, or plan to transfer your secondary school contributions, achievements, and activities to the college level?
20. What is your favorite subject in high school and why? What might you study in college?
21. What books or authors have made a lasting impression on you? What book has inspired, entertained, or challenged you? What was the last book that you read for pleasure?
22. What are the critical events in your life so far? Who has influenced you the most?
23. How have you spent your summers?
24. What are your reactions to certain current events? (Be somewhat versed on the headlines or prominent stories in the last few weeks.)
25. How would you describe yourself as a person?
26. How do you spend your free time?

Remember that these are sample questions. None may be asked, but the important thing is to think about how you would answer questions like these. The very process of doing that is a good exercise in preparation for the interview. Once your thinking is stimulated, you can handle most questions.

Questions You May Ask during an Interview

The following questions are ones that you might want to think about and use if an admissions counselor asks, "Do you have any questions?" Also, really think about what matters to you, develop a few questions, jot them down and if it is appropriate, ask them.

Remember that it is important to read as much about the college as you can before the interview. Don't ask questions that are obviously answered in the literature produced by the college.

How would you describe the relationship between your college and the local community?

- Answers to this question will tell you much about the world that borders the campus and the opportunities for a life away from the daily academic regimen. Are there jobs available? Do eating establishments have any biases against college students? Do they offer student discounts? Are students welcomed in local churches and temples? Can students become involved with social service organizations? What about cultural or recreational outlets that supplement what is available on campus?

Does the undergraduate program take a back seat to the graduate and professional schools?

- Once again, this question has several subparts. Are resources being channeled away from freshman courses and into doctoral programs? Do graduate students teach undergraduate courses?

Why do students leave this college?

- Why do some people fail to stay until graduation? What do they discover about their choice that they did not realize before matriculating? Is there a particular personality type that might not be suited to this environment? Is there extra help for students having academic difficulties? In all fairness, keep in mind that approximately 40% of all college freshmen do not finish their undergraduate program in four years.

What percentage of students supports the school financially after graduation?

- The answer to this question reveals how satisfied students are with their academic and social experience. It also tells you much about the financial health of the institution. After all, if alumni don't support a school, why should anyone else?

What is your student/faculty ratio?

- How many faculty members actually teach and are accessible to the students? How many primarily do research? What is the average size of a class?

Additional Questions You May Consider Asking

1. What is there to do for fun?
2. What do recent alumni of your college do after graduation?
3. How many freshman students return for their sophomore year? (What is the retention rate?)
4. What percentage of your students continue their education at graduate school or medical school?
5. How is your university really different from all others?
6. How many students graduate in four years?
7. What are the most common complaints by students at this college?
8. What is the campus crime rate (broken down by type of crime) and what kind of protective services are available?
9. What about this institution makes you come to work every day?
10. What are the strengths and weaknesses of this university?
11. What are the current issues on campus?
12. As a freshman, what can I expect the average class size to be?
13. Are some classes held in a large lecture setting—and if so, are there smaller seminar groups available?
14. How available are the professors to students?
15. Are tutorial services offered to all students?
16. When students register for a class, do they usually get their first choice?
17. Is class registration available on-line?
18. Does your college have a career placement service that arranges for on and off campus interviews?
19. Is the social life focused mainly on campus, or do students leave on weekends? Are on-campus activities the center of college life or do students go off campus for their social life?
20. What is the most popular major and what percentage of the student body goes on to graduate school?
21. Do students generally stay on campus during the weekends?
22. How does college work differ from high school?
23. What future plans does the administration have for the college?
24. Is your location an asset or a liability?
25. If you could move your campus to another setting, where would you most want it to be?

Remember these questions are only a guide. You need to put them in your own words and tailor them to the appropriate school.

Differences Between High School and College

Personal Freedom in High School	Personal Freedom in College
High school is mandatory and usually free.	College is voluntary and may be expensive.
Other people structure your time.	You structure your time.
Parents and others guide moral decisions.	You guide your own moral decisions.
Others guide appropriate behavior.	You guide your own behavior.
You are a minor.	You are an adult.
High School Classes	College Classes
You go from one class directly to another.	You may have hours between classes.
You spend 30 hours a week in class.	You spend about 15 hours a week in class.
A class lasts for 10 months (the school year).	A class lasts just 4 months.
Your school day looks full.	Your day looks like you have lots of free time.
Doing your homework is the last part of your day.	Homework is an all-day activity.
Homework is highly structured.	Homework is largely self-directed.
High School Teachers	College Professors
Carefully monitor your absences.	Might not even notice that you're absent.
Remind you of incomplete work.	Assume you know what you need to do.
Approach you if you seem to need help.	Wait for you to ask for help.
Often available to talk before and after class.	Are available during scheduled office hours.
Provide you with what you miss if absent.	Assume you will get what you missed.
Follow a textbook.	Might follow a textbook. Lectures are important.
Write key information on board or give hand-outs.	Expect you to figure out what is important.
Studying in High School	Studying in College
Study an hour or so before the test.	Study 2 or 3 hours per day for each class hour.
Readings are thoroughly discussed in class.	Readings may not be discussed at all in class.
You know what to expect on a test.	Professors may say, "Know everything!"
Tests in High School	Tests in College
Testing is frequent and covers one section.	Tests occur every 4 – 6 weeks and cover a lot.
Makeup tests are easily available.	Make-up tests are seldom an option.
The teacher reminds you to make up a test.	You must take the initiative for a possible make-up test.
Review sessions are routine.	Review sessions are rare.
Tests ask you to give back facts.	Exams require analysis and synthesis.

Service Academies and ROTC Programs

Juniors interested in the Service Academies and the ROTC Scholarship programs should begin **AS SOON AS POSSIBLE** (January of Junior would be appropriate) to ensure that they receive full consideration. SATs and/or ACTs should be taken by May of the junior year. Open houses can be visited during the summer.

The **first step** in securing an appointment to one of the academies is to request a Pre-Candidate questionnaire.

The Academies	
Admissions Office U.S. Military Academy Building 606 West Point, NY 10996-1797 845-938-4041 www.usma.edu/admissions	Admissions Office U. S. Air Force Academy 2304 Cadet Drive, Suite 200 U.S.A.F. Academy, CO 80840-5025 800-443-9266 www.usafa.af.mil
Admissions Office U.S. Naval Academy 117 Decatur Road Annapolis, MD 21402-5018 410-293-4361 www.nadn.navy.mil/admissions	Admissions Office U.S. Merchant Marine Academy 300 Steamboat Road Kings Point, NY 10024 800-732-6267 www.usmma.edu/admissions

Admissions Office U.S. Coast Guard Academy 31 Mohegan Avenue New London, CT 06320-4195 860-444-8500 www.cga.edu/admissions/admissions.htm	The Coast Guard Academy has an admissions procedure similar to other highly competitive colleges. However, there is no nomination process involved. Write directly for an application.
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The **second step** is to write to each of your senators and your congressman and ask that they consider you as one of their nominees.

Find your local representatives through this link: <https://www.govtrack.us/congress/members>

In this letter you should indicate your first, second, third, and fourth choices for academies as well as:

- Name, address, and telephone number
- Date of birth and Social Security Number
- High school name and year of graduation

- Names of your parents

Other helpful information:

- Steps for the Service Academies Application Process:
 - <https://www.whitehouse.gov/service-academy-nominations/steps/>
- Procedures for the Service Academies Process:
 - <https://www.whitehouse.gov/service-academy-nominations/procedures/>
- If an academy offers a Summer Leadership Experience program you should apply and attend if selected. Check the specific academy website January of junior year to see when openings for the Leadership Camp opens.

Minimum Preparation While in High School:

- | | |
|---------------------------|---------|
| • English | 4 years |
| • Math (through Calculus) | 4 years |
| • Foreign Language | 2 years |
| • Laboratory Science | 2 years |
| • American History | 1 year |

ROTC Scholarship programs involve a competitive application process as well. In addition to the written application, candidates must undergo a physical examination, formal interview, and a physical abilities test. The first step in the process is to contact the local recruiting station for an application.

Alternatives to a Four Year College Degree

Many students graduate from high school with a great deal of uncertainty about their future. There are many advantages to selecting this alternative path. First, students will have more time to define their academic or occupational focus. Second, students will have the opportunity to improve their financial status by saving money. Last, colleges do not discourage students from taking a year off: in fact, the school is often happy to receive a more mature, dedicated student the next year. If you have any further questions about this option, please contact your counselor.

Community College - 4 Reasons to Consider

<https://www.princetonreview.com/college-advice/community-college>

If you have a dream school in mind, enrolling at a local community college might not be part of the plan for your future. But when it comes to paying for college, a two-year school can be a savvy start to your college education.

Community colleges offer a two-year degree called the associate's degree. If you have a high school diploma or earned a GED, you can attend a community college. These schools rarely consider standardized test scores, though certain classes or programs may have more stringent admissions requirements. A student with a strong academic record at a community college can then transfer to a more expensive state or private college for two more years to earn a bachelor's degree. Going this route offers several benefits:

1. You can save on tuition.

Community college tuition is usually thousands of dollars cheaper than tuition for private and public four-year universities. The total cost is only a fraction of the cost of a private college, and still thousands of dollars less than a four-year program at a state college. Plus, even with the relatively low rates, nearly a third of community college students receive financial aid.

2. You want to save on room & board.

There is a community college within commuting distance of 90 percent of the U.S. population, so convenience is a big selling point. If you have family obligations or just don't feel financially ready to strike out on your own, a community college can enable you to continue your education without breaking the bank.

3. You need to work while you're in school.

Four-year schools generally require you to be a full-time student. Most community college students, on the other hand, take classes part-time as they work or pursue other interests. Spending two years in a community college can give you time to work and save up for the four-year college of your choice. A number of two-year colleges have multiple locations and offer courses online for added flexibility.

4. You're looking for an academic boost.

For some, community college is a chance to make up for a poor high school record. For others, it is an opportunity to get extra academic guidance and support. Community colleges often have small

class sizes. The priority of the faculty is teaching, not research. Plus there are generally lots of support services, such as mentoring programs and organized study groups. This support can give students the credentials they need to get admitted to, and succeed at, a four-year school. You might even find that you qualify for a scholarship from the school you're transferring to or from an outside organization like Phi Theta Kappa, the honor society for two-year colleges.

5. Making the Transfer

If you hope to transfer, meet with an adviser both at your community college and, if possible, the school you eventually want to attend. Be sure to find out from the school how many transfer students are accepted per year, what kind of financial aid is available to them, and how many of the credits earned at the old college will be accepted by the new college. Perhaps most importantly, take your community college education seriously. College is college, whether it's a two-year or four-year school, and getting off to a good start can be your ticket to a great future.

Military

<https://www.myfuture.com/military/articles-advice/enlisting-in-the-military>

Enlisting in the Military

There are two main ways to join today's volunteer Military: enlisting directly after high school or finishing college and joining as a commissioned officer. Enlistment is the most common way to join. Familiarizing yourself with the enlistment process can be helpful, as there are a few things that you'll likely go through no matter which course you choose.

Enlisted vs. Officer?

In all military branches, service members are divided into two categories: enlisted or officer. Both types of service members are crucial to successful missions. Enlisted members are employed in almost every type of military career, often in hands-on roles. They make up approximately 83 percent of the overall active-duty military workforce (This figure includes noncommissioned officers (NCOs), who, despite the title, are higher-ranking enlisted personnel).

Officers are generally employed in management roles or highly specialized fields that require more training (e.g., doctors, lawyers and chaplains). Commissioned officers account for approximately 18 percent of all active-duty service members.

Before you do anything else, do a little research. If you know a friend or family member who has spent time in the Military, now is the time to sit down and hear what they have to say. The Internet is also a good place to conduct research, but take what you read with a grain of salt. It is sometimes hard to tell which sources are official. These sites below are good starting points.

Doing the Research

- www.todaysmilitary.com

- www.goarmy.com
- www.goarmy.com/reserve
- www.nationalguard.com
- www.marines.com/home
- www.navy.com
- www.navyreserve.com
- www.airforce.com
- www.afreserve.com
- www.goang.com
- www.gocoastguard.com
- <https://www.gocoastguard.com/reserve-careers>

Visiting a Recruiter A recruiter can give you detailed information about the Service they represent (such as enlistment bonuses, service lifestyle and potential careers) and can answer any questions about your specific situation (for example, if you need a waiver, have dependent children or a physical condition that may or may not affect your eligibility). Recruiters serve for one specific branch; however, there are joint recruiting centers that have multiple branches and corresponding recruiters represented. While no single recruiter can answer every question off the top of their head, recruiters will know where to find the answers.

It's fine to bring a friend or parent to the recruiter with you for support. It's also a good idea to make a list of questions beforehand so you don't forget anything. You'll probably talk to your recruiter multiple times before making a decision, so don't worry if you do forget something.

Military Entrance Processing Station (MEPS)

Once you make the decision to enlist, the Military Entrance Processing Station (MEPS) is the place where recruits go to finish the enlistment process. There are MEPS locations all over the country. Candidates officially complete the process of joining the Military once they meet all of the requirements at the MEPS. This process may take a few days.

Potential recruits must do the following at the MEPS:

- Pass the Armed Services Vocational Aptitude Battery (ASVAB)
 - The ASVAB is a multiple-choice exam that helps determine which kinds of careers an individual is best suited for. There are questions about math, language, science, mechanical and electronic knowledge and more. The test lasts about three hours and is one of the factors used to determine which military specialties you'd be good at.
- Pass the Physical Examination
 - Your recruiter will discuss physical requirements with you beforehand. While the physical examination varies from branch to branch, it typically includes completing a medical history questionnaire, taking basic blood, urine and flexibility tests, as well as hearing and vision exams.
- Meet With a MEPS Career Counselor and Determine a Career
 - Along with your ASVAB results, a MEPS career counselor will take Service needs, any prior experience and your wishes into account when helping you find a career.

- Take the Oath of Enlistment (swearing in)
 - Led by a commissioned officer and always performed in front of a United States flag, the Oath of Enlistment is when you raise your right hand, repeat the oath and become a full-fledged member of the U.S. Military. During the Oath every service member vows to support and defend the Constitution of the United States.

What Happens After the MEPS

After finishing at the MEPS, candidates follow one of two options:

- “Direct Ship” – This means that a candidate will leave for Basic Training in a matter of days versus months.
- Delayed Entry Program (DEP) – This means that a recruit is committing to Basic Training at a time in the future, generally within one year. Candidates entering the DEP will be given further instruction, to be followed at a later time.
- It’s important to note that, depending on which option you choose, the time between being “sworn in” and Basic Training could be as short as two days or as long as a year. It also varies based on job assignment and branch of Service.

Basic Training (Boot Camp)

Advanced preparation is the foundation for a successful Basic Training experience. Recruits should do everything they can to make the transition from civilian life to military life as seamless as possible. Starting or increasing the intensity of an exercise regimen will get your body in shape. Reading about your chosen Service is also helpful and can help you know what to expect in the weeks ahead.

Starting at orientation, the actual training begins. This varies from Service to Service and lasts between eight and 12 weeks. When recruits successfully complete Basic Training, they are prepared for all elements of service: physical, mental and emotional. As military personnel, they will go on to receive additional training, such as Advanced Individual Training or Technical Training, to develop the skills needed to do their specific jobs. Once finished, they transfer to their next duty stations. This is where members of the Services put all their training to use by carrying out their assignments, performing their jobs and serving our country.

Professional Resources for entering the Workforce

Spreadsheet of local resources for Vocational Training/Education [Vocational and Training Education Resources](#)

Workforce Central Career Center

<http://www.workforcecentralma.org/about-us>

- Workforce Career Center brings the best of Massachusetts’s community's employment and training resources in Worcester and Southbridge.
- As a federally and state-funded Massachusetts One-Stop Career Center, Workforce Central provides employment services for both job seekers and employers.
- The City of Worcester Division of Workforce Development operates the Career Center in partnership with the Massachusetts Department of Career Services.

Executive Office of Labor and Workforce Development

<https://www.mass.gov/orgs/executive-office-of-labor-and-workforce-development>

- Find jobs
- Job Training/Education Search
- Career Search/Training Event Search

MA Division of Professional Licensure

<https://www.mass.gov/topics/professional-licenses-permits>

The Division of Professional Licensure oversees 39 boards of registration, which license and regulate more than 580,000 individuals and businesses to practice some 167 trades and professions. Here you can learn about licensing requirements for the state.

Taking a Gap Year

A gap year is an experiential semester or year “on,” typically taken between high school and college in order to deepen practical, professional, and personal awareness.” A Gap Year IS: Experiential learning through some combination of service, internships, real world exploration, work, living away from home, and fun. A Gap Year is NOT: Sleeping through life, doing “whatever your friends are doing,” or chasing a diploma for the sake of a diploma.

Students can explore careers, travel, or save money for higher education during a gap year, which typically lasts 12 months. Proponents say teens who use the break to broaden their horizons are better prepared and more focused once they arrive at college.

Explore Your Options - Students who take a gap year may decide to:

Travel: Many organizations offer programs that emphasize traveling or living abroad. Or, you may wish to plan your own adventure.

Complete an Internship: Spend some time working in a career field that interests you. If you enjoy it, you'll have even more incentive to succeed in your chosen college major. If it's not the field for you, you'll still have plenty of time to explore other career opportunities.

Volunteer: You can find volunteer programs both in the US and all over the world. You could build houses, work with children, tackle environmental projects, or a host of other activities. (AmeriCorps, City Year, etc)

Focus on Academics: Students who are not pleased with their high school records might consider a postgraduate (PG) year. The goal for a PG year is to strengthen your academic record in the hope of gaining entry to a better college.

Work: Whether you find a job at home or away, a year of work can give you extra funds to pay for college, plus valuable, real-life experience.

Planning Your Gap Year

- Apply To College, Get Accepted & Defer to have somewhere to land after your Gap Year

- Set Intentions & Goals What do you want to learn and/or explore?
- Explore Program Options Domestic and International destinations
- Plan Your Gap Time Apply for the right program(s) and build your itinerary
- Get Your Logistics Set and Fly! Insurance, Vaccinations, Airlines, Visas, etc. Planning Your Gap Year

Gap Year Programs

Gap Year Association: A place where you can find Accredited Gap Year Programs.

Gap Year Association (GYA) is the Standards Development Organization for Gap Year Education in the US. They work to promote scholarships and inclusivity efforts within our membership and the broader community. It is our aspiration that all gap year students should have access to a semester worth of transferable college credit that is supported with access to FAFSA dollars.

USA Gap Year Fairs: <https://www.gooverseas.com/gap-year/usa-fairs>

Global Volunteers Global Volunteers' goal is to help establish a foundation for peace through mutual international, cross-cultural understanding. As the preeminent private, non-profit, non-sectarian organization offering volunteer vacations worldwide, Global Volunteers mobilizes some 150 service-learning team's year-around to work in 19 countries on five continents.

The Center for Interim Programs The Center for INTERIM Programs is the first, and longest running, counseling service of its kind to be established in the United States. INTERIM offers individuals of all ages and backgrounds the opportunity to explore different areas of interest via a personally tailored, experience-based format. Since its inception, INTERIM has designed creative "time on" for over 3,500 young people between the ages of 15 and 70.

CityYear This is a national service organization where participants devote one year to community service. The program focuses on building leadership skills and civic responsibility. Participants are paid a weekly stipend and receive health coverage.

Class Afloat This program is designed to have students work as crew members aboard the S/V Concordia and sail the world for one academic year. In addition to the responsibilities of being a crewmember, students also complete an academic curriculum. It is open to students in grade 11, 12 and the junior college level. (800-301-SAIL)

Dynamy This program is a full academic year beginning with three weeks of outdoor adventure followed by three nine-week internships in career fields of interest. Interns live in one of three multi-apartment residences in Worcester, MA. (508-755-2571)

National Outdoor Leadership Students learn valuable outdoor experience learning outdoor skills, leadership, and wilderness values. Participants may elect to register for the 10-day session or the semester program in national and international expeditions. (307-332-6973)

Outward Bound With outdoor courses in various parts of the United States and overseas; this program has students participate in activities of their choice: sailing, desert trekking, sea kayaking, etc. (888-882-6863)

Sea Semester This program consists of various options for high school students to college students offering classroom instruction and adventures at sea aboard a 125-foot schooner or a 134-foot brigantine. Experience will be gained in oceanography, maritime studies, and nautical science through intensive research. (800-552-3633)

Earthwatch Students interested in science gain research and travel experience that expands their understanding of science and supports their personal growth and career development. Most scientific research projects are 10-14 days long but there are one week, three weeks, and weekend opportunities available. Students must be at least 16 years old; some projects demand that you be at least 18 or older. (800-776-0188)

New England Aquarium This volunteer program offers many different experiences from performing research to feeding the fish. Many positions require commitment of at least one full day per week and some may pay a small stipend. (781-973-5200)

The Road Less Traveled This program offers students aged 13 –19 wilderness expeditions and community service in Western United States, New England, Alaska, Australia, Costa Rica, Canada and Nepal.

The Student Conservation Association Offers students and adults the opportunity to work on outdoor projects while learning about the environment along with the opportunity to travel and explore new areas of the country. (603-543-1700)

Habitat for Humanity Habitat for Humanity International Global Village trips offer participants a unique opportunity to support local communities. Team members work along with the host community helping to bridge awareness of poverty housing and building decent, affordable housing worldwide. Participants can register for one or three week experiences. (781-843-9080)

Resume

A resume is a snapshot of you that provides colleges/ universities and future employers with a clear picture of your experience and qualifications. A resume lets these organizations know what you have to offer.

Parts of a Resume

1. Identification Information

- a. Name, address, phone number, email

2. Objective Statement:

- a. An objective conveys a sense of direction. It is a “theme” statement that will help you organize the supporting information in the rest of the resume
- b. It describes the type of position you are seeking

3. Education

- a. List of schools you have attended and degrees earned
- b. You can list high level or relevant courses you have taken
- c. You can also list your GPA if it is above a 3.0 on a 4.0 scale

4. Work Experience

- a. List of positions you have held including paid jobs, internships or apprenticeships
- b. Start with most recent first
- c. Include name of employer, job title
- d. List duties and responsibilities— use ACTION WORDS (see below)!

5. Volunteer Experience

- a. List of volunteer experiences you participated in
- b. Include name of organization
- c. List duties and responsibilities—use ACTION WORDS (see below)!

6. Extracurricular Activities

- a. Organizations or memberships you are a part of both inside and outside of school (i.e. Clubs, Sports, Music, Arts, Scouts, Church Youth Group, Volunteering, etc)
- b. Include name of club/activity
- c. List duties and responsibilities—think ACTION WORDS (see below)!

7. Achievement (Academic, Athletic, Arts, Leadership, etc)

- a. Honors or educational awards received
- b. Skills (i.e. ability to problem solve, time management, prioritization of tasks, strong ability in math).

Communicate Personal Initiatives and Achievements

Participation in extracurricular activities either at your high school or in your community will contribute to your overall development as an individual. As you pursue post-secondary plans, it will be important for you to clearly communicate your involvement. As you create your activity resume, be sure to give yourself credit for your contributions by using **ACTION** statements of your extracurricular activities on your resume.

Examples to Help you Demonstrate your Personal Initiatives

- **Recruited** volunteers organized and led a team to participate in a charity event.
- **Solicited** donations to sponsor participation in a walk to raise money for a charity.
- **Taught** a skill to others (i.e. softball to youngsters).
- **Collected** donations (i.e. can drive for a food pantry).
- **Led** committee or a sub-committee for planning an event (i.e. junior prom).
- **Contributed** time and talents (i.e. singing in a church choir).
- **Engaged** others through encouragement to participate in an activity (i.e. encourage kids to participate in arts and crafts activities).
- **Organized** an event to raise awareness about world issues (i.e. dinner to raise awareness about animal extinction or environmental issues).
- **Provided** orientation for new group members (i.e. orient new alter serves to familiarize them with the surroundings and teach them responsibilities associated with their role).
- **Organizing** class community service projects and fundraisers.
- **Helped** produce, advertise, and distribute a product (i.e. a school monthly magazine or newspaper).
- **Responsible** for sharing information (i.e. notifying other students of all announcements, distributing flyers, and putting up displays).
- **Recruited** others for membership in a group (i.e. recruited others to join a sports team or after school activity group).
- **Promoted** awareness on issues (raised awareness of teen issues by offering discussion groups).
- **Motivated** others through team spirit, positive attitude, role modeling.
- **Acknowledged** others personal contributions.

Career Fairs & Job Search Engines

A career fair (also known as a job fair or career expo) is a recruiting event in which employers and recruiters meet with potential employees and where job seekers find more about job openings at potential employers.

Search for Career fairs:

- National Career Fairs: <https://www.nationalcareerfairs.com/>
- Best Hire Career Fairs: <https://www.besthirecareerfairs.com/>
- Search Associates: <https://www.searchassociates.com/job-fairs/>
- Career One Stop: <https://www.careeronestop.org/JobSearch/FindJobs/job-fairs.aspx>
- WorkForce Central Career Seminar & Job Fairs Calendar:
<https://www.workforcecentralma.org/workforce-central-career-center-1311/>

- [Absolutely Health Care](#)
- [AllRetailJobs.com](#)
- [America's Job Bank](#)
- [ATC Healthcare Services](#)
- [BostonJobs.com](#)
- [CareerBuilder.com](#)
- [City of Worcester](#)
- [CollegeGrad.com](#)
- [Commonwealth of MA Employment Opportunities](#)
- [Cool Works – Seasonal Jobs in National Parks, Ski Resorts & More](#)
- [Dice.com \(High Tech Jobs\)](#)
- [DiversityJobs.com](#)
- [EmploymentGuide.com](#)
- [ExecuNet](#)
- [Hcareers](#)
- [HealtheCareers.com](#)
- [HealthcareSource](#)
- [hireCulture](#)
- [HigherEdJobs](#)
- [iHireHealth & Social](#)
- [indeed.com](#)
- [Insurance Jobs from the National Insurance Recruiters Association](#)
- [Job.com](#)

- [JobBank USA](#)
- [JOBcentral \(National Labor Exchange\)](#)
- [Jobing.com](#)
- [JobQuest](#)
- [Jobs.com](#)
- [The Ladders](#)
- [Massachusetts Dept. of Education Job Opportunities](#)
- [Massachusetts Municipal Association \(Municipal Jobs\)](#)
- [Massachusetts Senior Care Association](#)
- [Monster.com](#)
- [Net-Temps](#)
- [New England Opportunity NOCs Nonprofit Job Listings](#)
- [Nursing Career Center](#)
- [Rewarding Work](#)
- [Saludos Web: Careers, Employment & Culture](#)
- [Simply Hired](#)
- [snagajob](#)
- [Trucker Search](#)
- [USAJOBS](#)
- [VetJobs](#)
- [Virtual Career Network – Healthcare](#)

Job Interviews

Job Interview Tips for High School Students

(Information from: www.thebalance.com/job-interview-tips-for-high-school-students-2062238)

Are you a high school student getting ready to interview for a job?

It can be challenging when you haven't done it before, but putting your best foot forward during the interview is a critical step towards landing a great job during or after high school, and a valuable skill to develop for the future. Here are some tips to help you to take advantage of every interviewing opportunity.

Top 10 Job Interview Tips for High School Students

1. Arrive for your interview about 15 minutes in advance. Make sure you take a trial commute to the interviewing spot if you are unsure of the location or how long it might take to park. Punctuality is a major concern for employers of teens, and late arrival will often kill your chances of landing the job.

2. First impressions have a high impact. Take care with the way you dress and groom yourself to show the employer that you are taking the job seriously. The employer will be especially concerned with your appearance if you are in a customer contact position as a server, store clerk, receptionist or front desk worker.

- Wear wrinkle-free clothing and avoid garments with those rips or holes (aka ripped jeans)
- For most jobs, business casual will be suitable. That means a nice pair of pants or skirt paired with a collared shirt or blouse. Be cognizant of the length of your skirt or dress if you wear one. Also, make sure your shoulders are covered. Modesty is best.
- Consider the type of organization you are targeting as you prepare your interview attire. Show a fashion flare in line with the orientation of the store if you are going for a job in retail.
- Avoid a shaggy look with your hair, and don't wear excessive cologne, makeup or jewelry.
- Bring a notepad to jot down questions that may occur to you, points you want to remember to make on your behalf, and the interviewer's name if you tend to be forgetful.

3. The receptionist, secretary or another staff member who greets you may not be your interviewer. However, you can bet that the interviewer will ask about their impressions of you. Sit up straight, look them in the eye, smile and converse respectfully with them. Ask a question or two or make some small talk. Make them want to tell the boss that they like your personality and that you would fit in.

4. Greet the interviewer with a firm, but not crushing handshake, a warm smile and look them in the eye. Make a mental or physical note of their name and use it during the interview, so you remember it for your follow-up. Always address the interviewer as Mr. or Ms. Employers will be

evaluating how you might interact with their staff and customers, who are probably primarily adults.

5. Turn your cell phone off or to vibrate, and resist the temptation to take a peek at any time before, during or after the meeting, when you are in view of the interviewer. Employers are very concerned about losing productivity among teen employees who are constantly checking their phones.

6. Exude energy, enthusiasm and a positive attitude at all times. Employers want upbeat teen workers who don't bring any attitudinal baggage to the job. When sitting, avoid slouching and lean slightly forward, like you are eager to hear the next thing that the interviewer has to say.

7. Take inventory of your strengths prior to the interview. If the employer has advertised the job, look at the description and be prepared to say how you meet as many of the qualifications as possible. Be prepared to describe situations where you have used your assets to get things done. Draw upon academics, school activities, sports and volunteer work for examples, especially if you haven't held any or many jobs. Practice answering questions with a friend or family member so you can speak confidently during your interview. Don't be intimidated if you don't have all the qualifications for a job. Express a genuine eagerness to learn the job.

8. Be prepared to say why the job interests you. You can reference things like the tasks, work environment, what you would learn and the people with whom you would interact. Everything being equal in terms of qualifications, employers will often pick the candidate who seems most interested.

9. At the end of the interview, be prepared to ask a few questions about the job. Focus on issues like the nature of the work, training, supervision, clientele, and when you might expect to hear from them. Don't bring up pay. If the job seems like a good fit, look the interviewer in the eye and tell them that you would really like to work there.

10. Effective follow-up after your interview can separate you from the other candidates. As soon as you leave the interview, write a thank you note expressing your gratitude for the interview and stating briefly that you would love to work with them and why you think it's a good fit. A card is a nice touch if your handwriting is legible, but email is also acceptable. Whichever you choose, send it immediately. It will reinforce your punctuality and ability to get things done, as well as reiterating your interest in the job.

Tips for Handling a Job Interview for Teens

Be Prepared

Don't just show up for the interview. The more information you have prepared in advance, the better impression you will make on the interviewer.

- Take the time to get working papers (if you need them)
- References, before you start looking for a job.
- Do your research. Learn all you can about the position and the company. That will let you know what skills you should be emphasizing on your resume and in your interview.
- Checking out the company website will give you insight into the company culture, and exactly what they do and aspire to accomplish.

All this information will allow you the opportunity to give complete, educated answers to anything the interviewer might ask.

Bring the following with you to the interview

- Completed job application (if the employer doesn't have it already)
- References, Resume (if you have one....hint, hint....you should have one)
- Notepad / pen

Be Polite

It's essential to have good manners when interviewing. Shake your interviewer's hand. Make sure you listen carefully and thoughtfully to the interviewer. Don't sit until you are invited to. Don't slouch in your chair. Don't use slang or swear. Be polite, positive, and professional throughout the interview.

Know Your Schedule

Know what days and hours you are available to work, as the employer will almost surely ask. Also know how you are going to get to and from work, if you don't drive.

Be on Time

Arrive at the interview site at least five to ten minutes early. If you're not sure where to go, get directions ahead of time. If you aren't driving yourself, make sure you have a reliable ride.

Go on Your Own

If your mom or dad brings you to an interview, don't bring them into the interview room with you. It's important that you speak for yourself and connect with the interviewer, without someone else's assistance. You need to present yourself as a mature, responsible candidate for employment.

Send a Thank You Note

Take a few minutes to thank the person who interviewed you. If you have an email address, send an email thank you note, otherwise send a paper note thanking the interviewer for taking the time to meet with you.

Interviewing Do's and Don'ts

- DO practice interviewing with a friend or family member. You'll be more polished for the real thing.
- DO arrange your transportation in advance and allow extra time to arrive. If you're late for an interview, the employer may think you'll be late for work, too. That's reason enough to turn you down.
- DON'T bring your ride to the interview. If someone drops you off, have him or her wait in the parking lot, not the lobby. The company is hiring you, not your mother.
- DO be prepared to break the ice with a neutral comment about the weather, the traffic or the day's news. If you're nervous, it's OK to admit it to the interviewer.
- DO show your enthusiasm and interest, but don't appear desperate for the job. That's a turnoff.
- DO look the interviewer in the eye. Otherwise, you'll appear untrustworthy or lacking in self confidence. This doesn't include staring.
- DON'T slouch, yawn, chew gum or otherwise show an attitude.
- DO avoid one-word answers; remember this is a conversation. Avoid slang and filler words such as "um", "like", and "you know".
- DON'T disagree about anything. Even the smallest negative comment can sway an employer to decide against you.
- DO answer specific questions an employer asks. Otherwise, he or she will think you don't listen and don't follow directions well.
- DO be ready with the information you'll need, such as the phone numbers of references.
- DO find out when you'll hear whether you got the job. Or say something like "I will plan to call you next week if I haven't heard from you." When you call, remind the employer who you are: "Hello. This is Chris Jones. We met last week to talk about the cashier's job."

Typical Interview Questions

1. Tell me about yourself.
2. Why did you apply for our company?
3. Do you know what we do here?
4. Do you have any work experience?
5. Can you describe a challenging issue you faced and how you dealt with it?
6. What are your strengths? Your weaknesses?
7. We've interviewed a number of highly qualified candidates for this position. What sets you apart from the others?
8. What are your favorite classes?
9. What are your favorite subjects?
10. What are your career goals?
11. What motivates you?
12. What are your long term professional goals?
13. Do you like your high school?
14. Are you involved in any extracurricular activities?
15. Why are you looking for a job?
16. Are you okay working nights and weekends?
17. If your teachers were here, what would they say about you?
18. Are you planning on going to college after you graduate?
19. Do you know what you want to study?
20. How comfortable are you doing X tasks? (answering phones, talking to customers, etc.

Examples of How To Answer Questions

Question you may be asked	Things to consider	Example
Tell me about yourself	Be ready with some basic information about yourself that shows your ability to do well on the job. Don't ramble on about your life.	"I'm super with kids. I baby-sit a lot and lead art projects at their birthday parties, so I think I'd be a great addition to your toddler at your daycare center."
Do you have any work experience?	Even if you haven't held a job before, emphasize that you can handle responsibility. Point out your relevant skills with specific examples.	"I've never worked as a bank teller, but I'm organized and detail-oriented and I get all A's in math".
What are your greatest weaknesses?	Be realistic. It's an old trick to sugarcoat your reply by saying you work hard or are too competitive, but this irritates some interviewers. Instead, admit to a minor problem that's not job related and say you're working on it.	"I'm shy when I meet new people but I open up when I get to know them." "I ask a lot of questions, but it comes from a place of wanting to always be prepared"
Do you work better on your own or with others?	Let them know that you'll fit in well with the team and offer a specific example	"I enjoy meeting people and working on projects with a team. That's why I volunteer for school fund-raisers. I also enjoy working independently"
Why do you want this job?	Let them know you are enthusiastic about the job and their company and explain why.	"I plan to major in radio and TV journalism, so your position will help me learn a lot about this field."
Do you have any questions for me?	Don't inquire about the pay. Ask one or two solid questions to show your interest.	"What's a typical day like here? "How did you get started in the field?" "What skills are more useful for someone in this position?"
What hours are you available to work?	Be available when they need you. If you must fit the job around other obligations, let them know you will do everything you can to accommodate them.	"I can work whenever you say." "I'll be taking the bus home, and it stops running at 10 p.m., but I can come in as early as you need me."
Do you have reliable transportation?	Make sure before applying that you are able to get to and from the job. Assure them that you will honor your commitment to show up for work on time. Don't raise doubts or go into too much detail.	"Yes, I have a reliable source of transportation."

Sample Questions to Ask During the Interview

1. How would you describe the responsibilities of this position?
2. What specific skills and experiences would you ideally look for in a person filling this position?
3. How would you describe a typical day/week in this job?
4. To whom does this position report?
5. How is performance evaluated and rewarded?
6. What are the prospects for growth and advancement?
7. What kind of training can a new employee in this position expect?
8. What is the work environment like?
9. What else can I tell you about my qualifications?
10. When can I expect to hear from you?