

TAKING THE NEXT STEP

A Post-High School
Planning Guide

FDR



F. D. Roosevelt High School

Post-High School Planning Guide

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Introduction

Soon you and your classmates will be taking the next step...entering college, joining the military, beginning a full-time job. This guide will assist you and your parents with the planning required in order to realize your goals. It is important that you begin **now** to draw up a plan that will lead you through the process of determining what you will be doing after graduation.

This booklet is meant to be only a guide, and not a detailed map. At any point, you are encouraged to visit the Counseling Center to ask questions, to use the reference materials and the computer, and to obtain more detailed, specific information. In addition to the information contained in this booklet, you will want to pay attention to the morning announcements and the Daily Bulletin for updates on colleges, scholarships, college representatives, etc. Also, plan to attend the informational programs which are offered to juniors, seniors and their parents by the Counseling Center staff including a Student/Parent College Admissions Program, Financial Aid Program, and other programs.

In order for you to make good decisions about your future, you are encouraged to start early, get as much information and advice as possible from your parents, counselor and teachers, plan carefully, follow through and have a strong senior year.

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The 10 Most Common Excuses for NOT Going to College and Why They're All Wrong!

So you think that college isn't for you? Well, you're wrong. You don't have to be "lucky" or have lots of money to go to college. You don't have to have straight "A's" in high school or know already what you want to do with the rest of your life. You do have to really want to go to college - and be ready to work hard once you get there. Unfortunately, too many students make up excuses for why they can't go to college. If you're one of those students, here's a list of the 10 most common excuses - and why they're all wrong.

EXCUSE #1: Nobody in my family has ever gone to college before.

Why not be the first? It's true that being the first to do anything can be difficult and maybe even a little frightening, but being the first in your family to receive a college education should give you a sense of pride. Not going to college is the kind of family "tradition" you should break.

EXCUSE #2: My grades are not good enough for college.

How do you know they're not unless you apply? Even if you haven't obtained all good grades in school, you can still be admitted to a good college that will be right for you. Colleges look at more than just grades and test scores. They look at such things as letters from teachers and other adults; extracurricular activities; jobs you might have had; special talents in art, music, and sports; and interviews. When deciding who gets in, colleges examine the whole person, not just one small part.

EXCUSE #3: I can't afford it.

There's a lot of financial aid available to help you pay for college. This year alone there are about \$26 BILLION waiting for students who need money for college. If you apply for aid, and you demonstrate that you need it, your chances are as good as anybody else's that you will receive help. There's money available from the federal government, from your state, from the colleges you apply to, and from thousands of grant, scholarship, and work-study programs. But you won't see any of it if you don't check it out.

EXCUSE #4: I don't know how to apply to college, or where I want to go.

You're not alone. You can start by looking at colleges online, at catalogs in your high school or local library, and you can talk to your high school counselor, favorite teacher, or someone you know who's gone to college. There's a lot of good advice available, but you have to ask for it. With more than 3,000 colleges to choose from, there's bound to be one that's right for you.

EXCUSE #5: I think college may be too difficult for me.

Not likely, if you're willing to work hard. Thousands of students graduate from college every year, and chances are many of them were afraid college would be too difficult for them - but they made it in spite of their fears. College is a big change from high school. The competition will be greater and the homework assignments will be longer and tougher. And it isn't always easy to adjust to strange surroundings and make new friends. But once you get involved with your work, you'll find that many of your classmates feel as you do. Who doesn't worry sometimes that they might not make it? And even if you find that you're not doing well in certain subjects, you can still do something about it. Tutoring is available from professors or fellow students, and counseling for personal problems is available on campus too.

EXCUSE #6: I'm not sure that I'll "fit in" in college.

Just about any college you might attend will have students from all kinds of backgrounds, so you are sure to find other people whom you can relate to. If you're a minority student, for example, find about student clubs sponsored by African Americans, Hispanics/Latinos, Native Americans, Asians, or other groups. Such clubs can help give you a sense of community away from home. Regardless of your ethnic background, you should remember that one of the good things about college is getting to know all kinds of people. It will be interesting to learn about different life-styles and cultures, and it will help prepare you for the world you will face after graduation.

EXCUSE #7: I don't even know what I want to major in or do with my life.

The great majority of college freshmen don't have a clue about these things either. Giving you choices is what college is all about. You can take courses in different fields and see what you like and what you're good at. You may be surprised to find a subject or a career field that you never would have thought of before. The biggest mistake you can make is to think that any decision you make is cast in concrete and that you can never change your major - or your life.

EXCUSE #8: There's no way I can go to college full-time.

So go part-time. Most colleges offer programs you can attend in the evening or on weekends. Some colleges even give classes where you work or in neighborhood churches and community centers. You can also study many subjects through correspondence courses in home-study programs, and a number of states have external degree programs that let you work for a degree without - believe it or not - any classroom attendance! Ask your counselor about these possibilities.

EXCUSE #9: I'm too old to go to college.

Nonsense! You're never too old to learn. Even if you've been out of high school for a while, you can still go to college. Almost half of all full-time and part-time students in the country are adults older than 25 years of age. If they can do it, so can you!

EXCUSE #10: I just want to get a good job and make lots of money.

College will help you with that and more. Studies have shown that a college graduate will earn several hundred thousand dollars more during the course of his or her working life than someone who has only a high school diploma. Of course, money isn't everything, but most challenging and interesting jobs with good futures require a college education. A college degree will also give you a greater variety of job choices. There's something else that college will give you: a sense of personal satisfaction, confidence, and self-respect. These are not easy to measure, but they are very important in helping you become the kind of person you want to be. There are probably many other reasons you can think of for not going to college. But why sit around making up excuses when you can use that time and energy to do something that will benefit you the rest of your life? Decide now that you want to go to college and then start working at it. This is the bottom line: If you are willing to give it a shot, college can be for you too.

www.infoBayArea.com

Finding the Right College for You

The challenge for most students is trying to figure out how to go about choosing from the more than 3,000 colleges and universities in the United States. Finding the college which is best for you does require planning, hard work, and serious thought. But if you take it step by step, you will discover the college that is just right for you.

STEP 1: Consider your reasons for going to college.

The following checklist may help you in your search. Check the five statements that best describe your reasons for going to college.

- 1. To live in a different part of the country.
- 2. To be exposed to new ideas.
- 3. To have a more interesting social life.
- 4. To be near cultural activities.
- 5. To get practical experience in my field.
- 6. To prepare for a specific professional school (law, medicine, etc.)
- 7. To get a solid liberal arts background.
- 8. To participate in athletic activities.
- 9. To be challenged academically.
- 10. To compete with others on my level.
- 11. To go to a high status school.
- 12. To get specific vocational or career training.
- 13. To help me get a good job.
- 14. To meet people different from myself.
- 15. To study and live abroad.
- 16. To take classes from renowned professors.
- 17. To develop my talents and interests.
- 18. To participate in special programs.
- 19. To be out on my own.
- 20. To join extracurricular activities.

Almost any college can offer you the right opportunities if you checked off numbers 2, 3, 8, 17 and 19. You'll have to be more selective if numbers 1, 4, 5, 7, 9, 10, 12, 13, 14, 15, 18, and 20 were among your reasons. You'll have to look for a more

highly competitive and academically prestigious college if numbers 6, 11, or 16 were among your choices.

STEP 2: Think about your abilities interests, attitudes and personality.

Ask yourself these questions:

- Am I a good student? Average? Below average?
- Does my school record reflect my abilities?
- Am I very good, or weak, in any academic area?
- What clubs, sports, and cultural groups do I like best?
- Do I work best by myself or with others?
- Should I go away to college or stay near family and friends?

STEP 3: Make a worksheet which lists the characteristics that you want to consider in making your college choice.

Here are some suggested factors you may want to include on your list.

PROGRAM. Does the college offer a really good program of preparation for the field(s) in which you are interested, or which you hope to enter upon completion of college? Or, does it have a broad type of liberal arts program, which will provide you with a good opportunity to explore your interests further?

LOCATION. Do you want to go to a college near home, or do you want to go to some other section of the country, such as New England, the Midwest, or the South? Do you want to go to college in a city or rural environment?

SIZE. Do you want to go to a small, medium-sized or large college? Or, doesn't it matter? Are you the kind of person who can succeed in competition with a great many other students, as is usually the situation in the larger colleges? Or, would you work better in the somewhat more relaxed and informal environment to be found in most of the smaller colleges?

TYPE. Do you want to go to a coeducational college (i.e., one which is attended by both men and women) and in which you will usually be in classes with member of both sexes? Or, would you rather go to a women's or men's college where you would associate very largely with those of your own sex?

CHURCH AFFILIATION. Do you want to attend a college which is controlled by a particular religious denomination, such as Roman Catholic or Methodist, and which you may expect to secure the religious emphasis of your preference? For some students and families, this is an essential, and thus becomes a primary factor in the choice.

COSTS. Is cost going to be an important consideration in your choice of college? Can your parents afford to send you to a college without great sacrifice? Do you have specific plans for financing your college education? If need be, are you willing to earn part of your way through college by working? Are you doing sufficiently good work as a student to merit consideration for a scholarship? Are you preparing to borrow money to complete your college education if it becomes a necessity?

There are a number of local colleges which you can visit conveniently. Therefore, you have the opportunity to visit a variety of institutions before settling on the type of college which suits you, i.e.:

Bard College - A private liberal arts college.

Marist College - A private liberal arts college.

SUNY at New Paltz - A four-year public liberal arts college.

Vassar College - A private liberal arts college.

Dutchess Community College - A two-year public community college.

Sullivan County Community College - A two-year public community college.

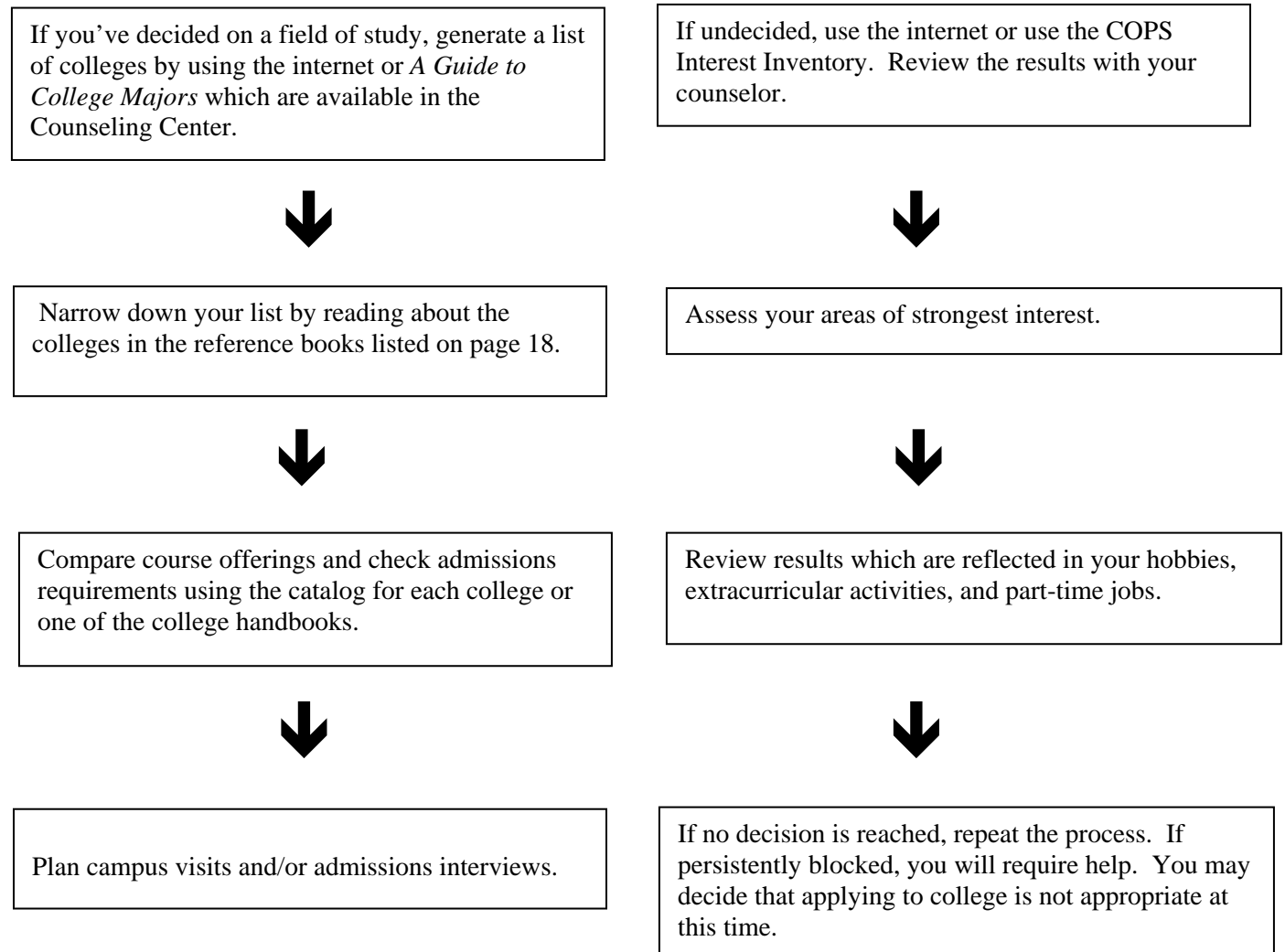
The Culinary Institute of America - A food services training college.

Ulster Community College - a two-year public community college.

Mount Saint Mary College - A private liberal arts college.

STEP 4: Research and develop a list of colleges which match your reasons for going to college as well as your interests and abilities.

The following is a suggested guideline:



STEP 5: Plan campus visits.

WHY?

Probably the best way to learn more about a college is to visit the campus. An in-depth visit gives you a more concrete idea about social life, living conditions, extent and variety in programs, competitiveness of atmosphere, and general environment. The college visit may be the single most important factor in determining the appropriate place for you. Late summer and early September before your senior year are good times to visit. Since visits should help you decide whether or not you will apply to colleges, you should visit colleges before applications are due. Also, try to visit when college is in session.

WHEN?

Pick out several dates when you and your parents can visit. Telephone or write to the Office of Admissions at least 3 weeks prior to these dates to request an appointment for an interview with an admissions counselor.

HOW?

You may also want to arrange to meet with a financial aid officer, visit a class which is in session, and tour the campus.

Additional things you can do to make the most of your college visit:

AT THE COLLEGE

1. Evaluate the faculty:
 - Know such things as the number of part-time faculty and graduate teaching assistants.
 - Learn about the teaching load and class size.
 - Attend several classes to discover a teaching pattern for the campus.
2. Evaluate the political economic, social ethnic, religious, international and aesthetic differences of the colleges.
3. Scan the library:
 - Compare with other colleges.
 - Compare the library hours.
 - Inquire about media facilities.
4. Inquire about special programs or services:
 - Junior year abroad.
 - Cooperative education (work and internships).
 - Assistance programs.
 - Independent study.
 - Facilities for the handicapped.
 - Services for learning disabilities.

ON YOUR OWN

1. Make a habit of reading about education through *Time*, *Newsweek*, the *New York Times*, etc., to discover how another person views a college.
2. Read publications about the college available in the Counseling Center. Pay particular attention to the priorities given to the building program, the faculty, the curriculum, and the athletic program. Most colleges have their own websites and a great deal of information can be found there.
3. Read carefully the college catalogs. They will reveal: campus regulations, flexibility of degree requirements, depth of offerings for a department, logical course descriptions, and background of teaching staff.
4. Talk with area alumni.
5. Attend sessions with college admissions representatives visiting F.D. Roosevelt High School.
6. Review with your school counselor the process for making decisions.

STEP 6: Prepare for the interview.

Here are some tips:

- Be prompt.
- Be neat (a coat and tie or a dress is still an important means of impressing an interviewer).
- Be well-prepared; read the catalog prior to your interview and prepare questions based on what you read.
- Answer questions to the best of your knowledge and ability - do not be afraid to admit that you don't know something.
- Be ready to volunteer information - know your scores, rank in class, latest grades and what courses you carry.
- Be yourself - do not pretend to be something or someone that you are not!
- ABOVE ALL, RELAX! Interviews are meant to be informative to both parties. Try to get as much out of an interview as you provide for it.

A few colleges have developed elaborate alumni networks throughout the nation and use these well-organized groups as interviewers of applicants. Several colleges require alumni interviews regardless of whether or not you have had a campus interview. If you are unable to have an interview on campus with an admissions officer, and you feel that you have something to gain from an interview, you might contact the college and inquire about the possibility of having an alumni meet with you in your area.

Here are some questions to ask yourself in preparation for the interview:

- Why are you interested in _____ College?

- What class or course do you like best?
- What do you feel are you your greatest strengths? Weaknesses?
- Why did you choose this particular program?
- How important is the social atmosphere to you?
- What might you be able to contribute to this school?
- What contributions have you made to your school or community?
- How do you intend to finance your education?
- Are you usually able to budget and organize your time when given an independent assignment?
- How important is your goal to you?
- Also, be prepared to respond to, "Tell me about yourself."

REMEMBER: There is a temptation to try to impress your interviewer - resist! The best interview is the most honest one.

Here are some questions you may want to ask:

- What services are available to students experiencing academic or adjustment problems?
- What choices of dorm arrangements are available?
- How much of the dorm organization is left to the students?
- What orientation activities are conducted?
- Can I be sure of being able to join clubs and activities that interest me?
- What percentage of students go on to graduate school?
- What placement activities exist for students who aren't interested in graduate school?
- What can they tell me about the quality of the programs that I'm interested in?
- Where do the students come from geographically? What is the percentage of private school graduates in the school? Do the students stay on campus weekends, or is there a mass exodus?
- What work opportunities exist off campus if I can't get enough financial aid?
- Would I need a particular GPA to study abroad? Where can I go? What other conditions must I meet?

Thank your interviewer for his/her time and interest. When you arrive home, write a thank-you note immediately. Be sure to make notes about your reactions to the school soon after leaving. General impressions will be helpful to you as you see more schools to compare them and help you avoid confusing one with another.

STEP 7: Begin applying to colleges.

Most colleges will require that you provide them with the following information before they make their admissions decision.

- Application form which provides information about your background, previous education, and college plans. SUNY applications are available in the Counseling Center. (See sample letter on page 10 to request applications directly from the college).
- High school record which lists the courses you have completed, your marks in these courses, and test scores. This is known as the transcript.
- Admissions test scores, such as on the PSAT, SAT, and ACT. (See the section in this guide on College Admissions Testing).
- Letters of recommendation from teachers, counselors, and other adults. Please allow at least 2 weeks for preparation of these recommendations.
- Essay, such as personal or autobiographical statement.

**TOP TEN MOST
FREQUENTLY
ASKED ESSAY
TOPICS:**

1. Write a personal statement that gives the admissions committee a sense of you as an individual.
2. Describe a significant interest or experience that has special meaning for you.
3. How have you grown and developed?
4. Why have you selected this college?
5. Why have you chosen this career or profession?
6. Write about an important issues of personal, local, or national concern.
7. Choose a prominent person - living, deceased, or fictional - that you would like to interview and explain why.
8. Identify a person who had a significant influence on you and explain the influences.
9. Write a speech for delivery before some group or write an article or editorial for a publication.
10. Write about a book that has a special significance for you.

- Application fee. See your counselor about the possibility of getting an application fee waiver if you can't afford to pay for it.

Although there is no “ideal” number of colleges for you to apply to, the following may help you to make a decision regarding the number of applications to file:

REACH SCHOOLS

Those whose admissions' requirements indicate the chance of acceptance is definitely less than 50%.

MATCH SCHOOLS

Where admissions' requirements indicate a greater than 50% chance of acceptance.

SAFETY SCHOOLS

Where admissions' requirements indicate a virtual lock on acceptance. This school should meet all other criteria, i.e., **not** an unattractive choice.

IF THE ABOVE CATEGORIES DEPEND UPON RECEIVING FINANCIAL AID, THEN CONSIDER:

**FINANCIALLY
FEASIBLE SCHOOL**

A school which is both academically a good match and one which is affordable if all other forms of financial aid are not offered.

STEP 8: Wait to hear from the colleges of your choice.

While you are waiting for a decision you will want to be sure that you are applying for financial aid and scholarships. (See the Financial Aid Information section on pages 27 & 28). Keep in mind that 75% of all college applications are accepted, so your chances of soon receiving good news are very good!

Sample Letter to a College

260 Main Street
Hyde Park, NY 12538
Date

Director of Admissions
Siena College
Loudonville, NY 12211

Dear Sir:

I am a candidate for graduation on (date) from F. D. Roosevelt High School in Hyde Park, New York.

Please send me the following information about (name of college):

1. a catalog or bulletin of information
2. an application
3. financial aid information, and
4. any other pertinent information regarding the field of

_____.

Thank you.

Sincerely,

(Your name)

Quick Facts on College Admissions Testing

Most colleges will ask you to submit scores of one or more college admissions tests as part of the application process. These tests which measure your academic aptitude are used by colleges to compare students from high schools across the country. In-depth information about each test, test dates, and registration materials are available in the Counseling Center.

Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test PSAT/NMSQT

- to provide practice for the SAT
- to enter the National Merit Scholarship Competition
- recommended for Juniors considering college
- given October at F.D. Roosevelt High School
- scores range from 20 to 80
- sign up late September in the Counseling Center

Scholastic Aptitude Test SAT

- 3-hour achievement/aptitude test
- given 6 times yearly
- scores range from 200 to 800; two sections (verbal and mathematics)
- recommended for Juniors in May and for Seniors in November
- may be taken more than once
- register 6 weeks ahead of test dates (dates and registration materials are in the Counseling Center)
- most colleges request SAT or ACT scores; some colleges prefer the SAT (check the college catalog)
- given at various high schools in our area including F.D. Roosevelt H.S.

SAT II

- one-hour tests in 16 different subject-matter areas
- scores range from 200 to 800
- given 5 times yearly
- 3 tests may be taken on a given test date
- SAT and SAT II may not be taken on the same date
- not all colleges request SAT II scores, but some do (check the college catalog)
- it is best to take an SAT II as close as possible to the end of study in a subject
- recommended for Juniors in June
- registration - same as for SAT

The American College Testing Assessment Program ACT

- 3-hour test in four areas: English, mathematics, reading and science
- scores range from 1 to 36 in each section
- given 4 times yearly
- registration must be mailed 4 weeks ahead of test date
- test dates and registration materials in the Counseling Center
- recommended for Juniors in June; Seniors in October.

Reminders About College Admissions Tests

1. **Check each college** you may apply to for their requirements regarding SAT or ACT; how many and which achievement tests; requirements for English composition with essay achievement; last test results accepted at that particular college.
2. **Allow 6 weeks:** a) to register - registration deadlines are about 6 weeks **before** each test date, and b) to report scores - it takes 6 weeks from the test date for colleges to receive your test results.
3. You must ask the CEEB or ACT to send your test scores to each college you wish to receive your results.
4. You cannot take both the SAT and SAT II on the same date.
5. **Check SAT II test dates carefully.** SAT II tests are not offered on all SAT test dates. Certain SAT II test subjects are only offered on one date.
6. **Early Decision applicants** should take SAT/ACT and SAT II by the spring of the junior year.
7. **Preparation.** The best preparation for the SAT, ACT, or SAT II is to take challenging courses and study hard throughout your high school years. In addition, you can practice for the SAT by staying for SAT prep sessions after school prior to each date. Several preparation books are available at bookstores, the library and the Counseling Center. **At the very least,** read *Taking the SAT* or *Preparing for the SAT* which you can find in the Counseling Center.

Countdown to College

12th Grade

- SEPTEMBER**
- Decide on a final set of colleges to apply to.
 - Organize all application material.
 - Set up a checklist for all admissions requirements. Be sure to mark down all deadlines.
 - Make photocopies of all applications.
 - Begin work on your essays.
 - Decide whether or not to file an Early Decision application.
 - Register for the SAT.
 - Schedule a Senior Planning Interview with your counselor.
-

- OCTOBER**
- Talk with your English teacher regarding your essay.
 - Begin working on your applications. (If applying Early Decision, complete and mail your application.)
 - Select teachers to write your letters of recommendation.
 - Give your counselor all secondary school forms. (Two weeks notice is requested.)
 - Meet with college representatives visiting your school.
 - Register for January SAT II's.
-

- NOVEMBER**
- Determine which colleges will receive your test scores and be sure to request them directly from ETS if necessary.
 - Take SAT.
 - Attend College Admissions Program at F.D. Roosevelt High School with your parents.
 - Meet with college representatives visiting your school.
 - Complete applications. Proofread carefully. Type your applications. Turn in to counselor.
 - Photocopy all completed applications.
-

- DECEMBER**
- Take three SAT II exams.
 - Check with your counselor regarding alumni interviews.
 - If accepted under Early Decision, withdraw all other applications.
-

- JANUARY**
- Check with your teachers, be sure your recommendations are mailed.
 - Check to be sure that your application is complete by calling the admissions office.
 - Attend Financial Aid Programs at F.D. Roosevelt High School.
 - If applying for financial aid, file the FAFSA and Profile.
 - Keep your counselor informed of new activities, honors, awards, etc.
-

- FEBRUARY**
- Request mid-year grades to be sent from the Counseling Center.
 - Mail any supplementary information that may be helpful.
 - Talk with your counselor about admissions. Are colleges more selective? Should you file other applications?

MARCH ➤ Revisit colleges that you are most interested in.

APRIL ➤ Colleges decisions received. Bring copy of acceptance letters to the Counseling Center.
➤ Revisit colleges if necessary.

MAY ➤ Take Advanced Placement exams.
➤ Send tuition deposit to your first choice college.
➤ Inform all other colleges that you will not be enrolling.

JUNE ➤ Request final transcripts to be sent from the Counseling Center to the college you will be attending.
➤ If interested in playing intercollegiate sports, request NCAA Student Athletic form to be sent.



The Application

Once you have narrowed your list of colleges, it is time to apply. Most college applications are similar in their appearance and content; however, it is important to thoroughly read each application, as there will undoubtedly be differences among them. Ordinarily, an application will consist of 3 main parts:

The Student's part requests some basic biographic information, and usually includes one or more essay questions or personal statement. (In pages that follow, the essay will be addressed in greater detail.) Be sure to be very thorough in following directions and answering all questions. We recommend that you make a photocopy of your application before completing it. This way, you can correct any errors or have your School Counselor review it before you complete the actual application.

The Teacher's part is often called the "Teacher Recommendation" or "Teacher Evaluation". Many colleges will include two of these forms and require you to submit recommendations from two different teachers. If no recommendation form is included, be sure to read the directions closely. The fine print may require a recommendation anyway.

The School Counselor's part is usually called the "School Report Form". This part requires that your counselor provide some basic information about you and requests a counselor recommendation. Once you have gathered applications from the schools to which you will apply, you will submit them to your counselor by following the steps below:

Complete the top portion (applicant information) of each school report form. Enclose each one in a 9 x 12 manila envelope addressed to each school respectively. Complete a "College Application Submittal Form" for the schools and enclose in the appropriate envelope. If you need more copies of the submittal form, you may pick them up in the Guidance Office. Submit all materials for each college to your counselor's secretary.

Please be aware of application deadline. It is important that your counselor receive your forms one month prior to the deadline. Don't forget to consider Thanksgiving and December breaks when preparing applications for the Guidance Office.

Alternative Application Methods

It will be your responsibility to decide on the application method that best suits you for each school. The traditional application that is obtained directly from each college is no longer the most commonly used method. Other more expedient methods are becoming increasingly popular, some of which are explained below.

Please remember that, while there are many different options to choose from when applying to colleges, the value of your application is not diminished by the format you use provided that you prepare it neatly and carefully. What is most important is all of the things that will portray your strengths and uniqueness (i.e. your transcript, essays, recommendations, extra curricular activities, special talents, etc.)

Obtaining Applications Online

There are plenty of web sites that provide direct links to college home pages where you can download applications to a disk and/or print them on your printer. In addition, you can download an application from each college's web site.

Applying Electronically

This is different from obtaining an application online. There is no paper involved. You enter the requested data and send your application directly from your computer. In addition, many colleges and universities are equipped to enable you to apply electronically directly from their website. Remember, if you file electronically, you will still be responsible for obtaining a paper copy of both Teacher Recommendation forms and School Counselor Report forms along with Transcript Request Forms.

The Common Application

Completing applications for several schools can be quite tedious. Colleges have joined forces to provide a single application that can be complete once and duplicated several times. The common application is accepted at many-but not all-colleges and universities. The application includes a list of all schools that will accept the common application. The website for the Common Application is www.commonapp.org.

If more than one of the schools to which you are applying does accept the common application and you choose to use it, you will complete your part only once and will bring a copy of the application to the Guidance Office.

(Be sure to include the appropriate application fee for each college when applying, either online or to the Guidance Office). Your counselor will complete the School Report form only once and will send a copy to each school. Similarly, your teachers will complete the Teacher Recommendation Form only once and submit it to the Guidance Office, and it will be copied and sent to each school.

When preparing your application information for the Guidance Office, you will include only one copy of the application (to be kept in the Guidance Office only), one original School Report form, one copy of the Mid-Year Report form, and one copy of the Final Report form. Please be sure that the top part of all forms is filled out and signed. You will still have to complete a "College Application Submittal Form" which you can pick up in the Guidance Office.

APPLYING TO SUNY SCHOOLS

There are 2 ways to apply to the SUNY schools.

SUNY Application Processing Center - (www.suny.edu/Student/apply)

One application is completed for all of the SUNY schools to which you apply. For example, if you are applying to Geneseo, Albany, and Stonybrook, you will use just one application and will indicate which schools you choose.

Once you complete your part, you will submit the counselor form to your counselor. You may pay online or submit a check to the Guidance Office with your counselor form. The SUNY preferred deadline is December 1st. We highly recommend that you meet the deadlines.

Your counselor will then complete their part and will send their form to the SUNY Application Processing Center along with your official transcript. Please be sure to give your counselor enough lead time (at least 3 weeks).

Some of the SUNY schools will also have a Part 2 that they will send you once they receive your initial application. Part 2 will usually request an essay or personal statement from you as well as one or two teacher recommendations.

Apply directly to the SUNY school using the Common Application.

You may apply to each SUNY school by going to their website and applying through the Common Application, or go directly to the Common Application website (www.commonapp.org).

You will complete your part and will bring a copy of the application to the Guidance Office (application, Secondary School Report, Teacher Recommendation Form, Mid-Year Report, and Final Report). Give the Teacher Recommendation Forms to your teachers. For the teacher, counselor, Mid-Year and Final reports, please fill out the top part and sign. Your teachers will return their recommendation to the Guidance Office to be copied and mailed to each school along with the counselor form and your transcript.

Recommendation Writer

Many colleges ask that you submit a recommendation from your counselor. Other colleges ask for additional recommendations written by a teacher. Consider the following tips before you request a letter of recommendation.

Do's and Don'ts for Students Requesting Letters of Recommendation

1. Do carefully select the person you ask to write a letter of recommendation.
 2. Do read the section in the college handbook regarding the type of student for whom the college is looking. Tailor your choice of the recommendation writer to the needs expressed.
 3. Do photocopy the section of the college handbook and give a copy to your recommendation writer.
 4. Do check around school and learn who writes the best letter of recommendation.
 5. Do realize that although you may be an exceptional student in your own school, at the college level, everyone is outstanding. What makes you unique? Pass this information on to your recommendation writer in a polite discrete manner.
 6. Do consider what you have as an individual to offer the college's student body. Again, let the recommendation writer know.
 7. Do take more than a minute to ask someone to write a letter for you. The recommendation writer needs to know more about you - your thoughts, plans, and goals.
 8. Do ask your counselor to survey your teachers if the only letter required is one to be written by a counselor. Counselors tend to know you globally while teachers and coaches know you more personally. Their comments and anecdotes can be a great help to the counselor. You can provide the names of teachers and coaches to be surveyed.
 9. Do volunteer for activities in school, church, and the community. These are important to colleges. Do keep a running list of the activities you have done.
 10. Do let the recommendation writer know your plans for graduate school even though you are requesting a letter for the undergraduate letter.
 11. Do allow the letter writer enough lead time to produce a quality letter for you.
 12. Do thank all people who write letters for you. Writing a good letter of recommendation takes time and effort.
1. Don't grab the first teacher to come along in a desperate attempt to get the letter finished.
 2. Don't ask the recommendation writer to provide you with a blanket letter that can merely be photocopied and attached to all of your college applications.
 3. Don't expect the letter writer to operate in a vacuum. Provide data on the type of student the college is seeking.
 4. Don't randomly pick someone. Put some thought into the choice of writer.
 5. Don't be humble. Be honest but do list all of your accomplishments and assets. The more data that you provide the recommendation writer, the better letter she/he can write.
 6. Don't assume that all colleges are looking for the same qualities in you.
 7. Don't follow a "hit and run" procedure. Spend some time with the letter writer.
 8. Don't overlook the fact that your teachers have a great deal of personal knowledge about you that would help the counselor write a letter.
 9. Don't assume that if you are active in school you have done your fair share. Get involved in the community.
 10. Don't expect the college to assume that you will be attending graduate school. Give them all the facts.
 11. Don't ask one day for a letter that is due the very next day. Consider the writer's schedule.
 12. Don't take for granted that the letter writer will follow your instructions. Keep in touch and provide additional information if necessary.



College Prep Checklist

	College A	College B	College C
1. Have you reviewed the college catalog?	_____	_____	_____
2. Did you make a visit to the campus?	_____	_____	_____
3. Did you meet with an admissions representative at your high school or at a college fair?	_____	_____	_____
4. Have you talked with students from the campus?	_____	_____	_____
5. Does the college offer the program of your choice?	_____	_____	_____
6. If you have an alternate program choice, is it also available?	_____	_____	_____
7. If you desire housing, is it available?	_____	_____	_____
8. Are standardized test scores (SAT/ACT) required?	_____	_____	_____
9. If so, were your scores reported to the college?	_____	_____	_____
10. Date you filed your application.	_____	_____	_____
11. Are supplemental applications required?	_____	_____	_____
12. Date supplemental applications mailed (if required).	_____	_____	_____
13. Date letters of recommendation submitted (if required).	_____	_____	_____
14. Date FAFSA and Profile Filed.	_____	N/A _____	_____
15. Date college financial form submitted.	_____	_____	_____
16. If a loan is necessary, have you completed papers at your local bank?	_____	N/A _____	_____
17. If accepted, date admissions deposit sent in.	_____	_____	_____
18. Have you brought copies of your acceptance letters to the Counseling Center?	_____	_____	_____
19. Have you withdrawn acceptances at other colleges?	_____	_____	_____
20. Did you complete housing request form?	_____	_____	_____
21. Have you found off-campus housing, if necessary?	_____	N/A _____	_____
22. Have you completed any mail-in pre-registration materials if requested?	_____	N/A _____	_____
23. Did you receive your college bill?	_____	N/A _____	_____
24. Date payment mailed.	_____	N/A _____	_____
25. Have you requested that a final transcript be sent by the Counseling Center to the college of your choice?	_____	N/A _____	_____

Financial Aid Information

The lack of adequate family financial assistance should not prevent any student from attending college. If the student has the necessary ability and motivation, financial assistance is available from a variety of sources.

The procedure at most colleges follows these general guidelines:

1. A student applies for admission before the application deadline.
2. A student applies for financial aid in accordance with stated deadlines utilizing both the **FAFSA and PROFILE forms available in the Counseling Center** after January 1.
3. Information required for admission and for aid is sent to separate offices of the college.
4. The admissions committee meets and grants admission (of course, if an applicant is not acceptable for admission, he/she is not considered for aid).
5. The financial aid office reviews the accepted candidates and determine, on the basis of FAFSA and PROFILE information and its own sources, the need of the various candidates.
6. The financial aid office awards packages of aid to candidates within the limits of available resources.
7. Candidates are notified by the admissions office of acceptance and, either at the same time or shortly thereafter, by the aid office of its award (or non-award).

There are many programs to help pay for your undergraduate college education. As a New York State resident, you may be eligible for these and other programs by utilizing the same forms listed above.

FAFSA - Free Application for Student Aid
(all colleges)

PROFILE - College Scholarship Service
(Only colleges listed in packet)

GRANTS

PROGRAM	YEARLY AMOUNT*	DESCRIPTION
Tuition Assistance Program (TAP)	Up to \$5,000 (Cannot exceed tuition)	Based on income and tuition. For full-time study in N.Y.S.
Pell grants	Up to \$4,050	Based on financial need. For part-time and full-time study in the U.S.
Aid for Part-Time Students	Up to \$2,000 (cannot exceed tuition)	Based on income and tuition for part-time study in N.Y.S.
Supplemental Educational Opportunity Grants (SEOG)	Up to \$4,000	Based on financial need and other aid received. For full-time study in the U.S.
Educational Opportunity Programs (HEOP, CD, SEED, and EOP)	Aid varies depending on the program	Special programs to provide counseling, help with class work, and living expenses. For study in N.Y.S.

SCHOLARSHIPS

Reserve Officer Training Corps (ROTC)	Tuition, books, and an allowance	Assistance in return for serving in the U.S. Armed Forces
Teaching and essions	Amount varies by program	There are special aid programs for these fields. Get details from your high school or a college financial aid office.

LOANS

PROGRAM	YEARLY AMOUNT	DESCRIPTION
Stafford Loans (formerly Guaranteed Student Loans, GSL)	Up to \$2,625 for freshman and up to \$3,500 for sophomores Up to \$5,500 for juniors and seniors in college	Money you borrow for part-time or full-time study.
Perkins Loans	Set by the college. Up to \$4,000	Money you borrow through the college.
Supplemental Loans for Students	Up to \$4,000 for independent undergraduates (In exceptional cases, a dependent student may also qualify)	Money you borrow for part-time or full-time study.
Parent Loans	Up to \$4,000 per dependent child	Money your parents borrow for your part-time or full-time study.

COLLEGE AID

College Work-Study (CWS)	Wages	A job program through the college to help pay educational costs.
College grant, scholarship, loan, or job programs	Varies	Each college has different programs. They vary in type and amount.

Military Information

Military service can be an exciting and rewarding option. Along with valuable skill training, military service can provide educational and job opportunities. There needs to be careful thought and planning to fully benefit from this option. Because each branch - the Army, Navy, Air Force, Marines, and Coast Guard - has a different mission, the types of jobs, location of assignments, as well as living conditions will vary. Several decisions need to be made. First, you need to decide whether to go into the military full-time (active duty) or part-time (Reserves or National Guard). The initial enlistment for active duty is from two to four years, depending upon the specialty chosen. Second, you need to decide whether or not to pursue training as an officer or enlisted service member. As you explore these options, you need to consider the advantages and disadvantages of each choice. Ask questions - this is a big decision.

ENLISTED SERVICE

The process:

1. **Meet with a recruiter and explore initial interests.** It is beneficial to meet with more than one recruiter and think about which option makes the most sense. Recruiters visit F.D. Roosevelt High School throughout the year to talk with students.
2. **Take the Armed Services Vocational Aptitude Battery (ASVAB) - 14.** The ASVAB is taken during the junior or senior year of high school, and is offered once a year at F.D. Roosevelt High School, usually in December.
3. **Complete a physical at the Military Processing Station.**
4. **Choose an occupational specialty and the dates that you will receive basic/skill training.**
5. **Attend basic training.**
6. **Receive skill/job training.**
7. **Be assigned to a unit.**

EDUCATIONAL BENEFITS FOR ACTIVE DUTY ENLISTED SERVICE MEMBERS

1. **Montgomery G.I. Bill.** Service members contribute \$100 a month for the first twelve months of service. If you serve two years of active duty, the educational benefits increase to \$9000 with a government contribution of \$7800. If you serve three years or more of active duty, the educational benefits increase to \$10,800 with a government contribution of \$9600. In addition, each branch may offer additional benefits in certain occupational areas. These benefits are utilized upon discharge from active duty and enrollment into a post-secondary school.
2. **Tuition Benefits.** Active duty soldiers are entitled to receive 75% tuition assistance for courses taken during off-duty hours. Most military installations have educational centers to assist service members.

There are also educational benefits for service members who are in the Reserves or National Guard. You need to contact the recruiter(s) for a full description of these benefits.

OFFICER TRAINING

1. **Service Academies.** The Service Academies (Annapolis, West Point, the Air Force Academy, and the Coast Guard Academy) offer a quality four-year undergraduate education free of charge, along with a wealth of opportunities both in and out of the classroom. Admission to the service academies is very competitive with academic achievement, physical capabilities, SAT scores, and involvement in activities all being factors that are examined. Life at one of the service academies will be very structured with a rigorous academic schedule, as well as military training. The admissions process begins at the end of the junior year. **See your counselor if you are interested in applying to a military academy.**
2. **Reserve Officer Training Corps.** The Reserve Officer Training Corps (ROTC) offers the chance to earn a direct commission as an officer while attending a participating college. The Army, Air Force, and Navy have ROTC units on campus. Unlike the service academies, the military commitment of an ROTC cadet while in college is part-time. In addition to military science classes, cadets are expected to attend summer training in which basic military and officer preparation is taught.

The major reasons for pursuing ROTC training are full or partial scholarships that can help defray the cost of college while also receiving a direct commission as an officer in the participating military branch. While in high school, you can compete for a four-year scholarship, and this process begins in the junior year. Please note that there is a high degree of competition for these scholarships.

A useful resource to learn more about these options is *How the Military Will Help You Pay for College* (2nd edition) by Don M. Betterton, available in the Counseling Center.

Entering the Job Market

A real job with a paycheck can sound tempting. This option requires just as much planning, and maybe more preparation, than college or military planning. Some questions that you need to answer are:

- What are you qualified to do?
- What are your best subjects?
- What outside interests do you have?
- Do you like working with people? Alone?
- Are you good with details?
- What type of job do you want in five years? Ten years?
- How much and what type of training will be required?
- How much money do the “experts” make in this field?
- What are the related career options?
- Will your job support your lifestyle?
- How much money will it take for the next year (car payment, insurance, rent, and food); and long-term(mortgage payments and a family)?

If additional training is needed, these options below may make sense for you:

- On-the-Job-Training
- Apprenticeship Program
- Trade School
- Community College

THE JOB SEARCH PROCESS

1. Where do you want to work? Choose geographical areas that you will target in your job search.
2. Prepare an interview-application preparation sheet (see page 26), and if needed, a resume. See your counselor for help.
3. Explore all job resources.
 - a. New York Job Placement Service.
 - b. Help wanted sections of newspapers in areas that you want to live and work.
 - c. The hidden job market. You need to seek out potential employers and contact them. Many employers do not need to advertise in the newspapers.
 - D. Networking - who can help you by providing job leads and information about prospective employers - friends, relatives, neighbors, co-workers.

4. Make a time line and stick to it.

EMPLOYER	APPLICATION COMPLETED & COPIED	INTERVIEW	THANK YOU LETTER	FOLLOW-UP DATE

PREPARING FOR THE INTERVIEW

This is your chance to prove that you are the best person for the job. Employees will try to determine:

1. if you qualify for the job,
2. if you are dependable, and
3. if you will get along with your fellow employees.

Be prepared to respond to the following questions:

- Can you tell me a little about yourself?
- What are your strengths/weaknesses?
- What do you plan on doing five years from now?
- How was your attendance at high school and previous jobs?
- What courses did you like best? Least?
- What kind of work would you prefer? (Be specific)
- Why should I offer you a job?

REMEMBER:

1. Dress appropriately.
2. Go alone to the interview.
3. Arrive five minutes early.
4. Be attentive and make eye contact.
5. Write a thank you letter after the interview.

Interview/Application Preparation Sheet

Name _____

Social Security #: _____

Education: _____

(name and location of high school)

Academic Major: _____

Extracurricular Activities: _____

Personal Data: _____

Employers

1

2

3

Name: _____

Location: _____

Supervisor: _____

Job Title: _____

Job Duties: _____

Tools and equipment used: _____

Pay and benefits: _____

Reason for Leaving: _____

References (not related)

Name: _____

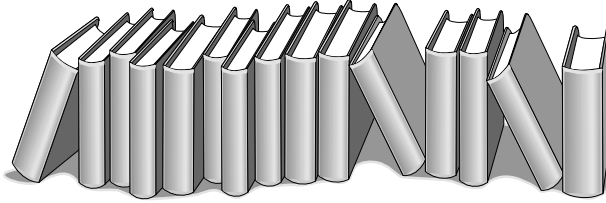
Address: _____

Phone Number: _____

Position: _____

How long do they know applicant? _____

Resources Available in the Counseling Center



Computer Searches

Guidance Information Services (GIS)

Collegeview

- Two-year College Information

- Four-Year College Information

- Financial Aid Information

- Occupational Information

- Armed Services Occupations

Books/Reference Materials

- The College Handbook

- American Trade Schools Directory

- The School Guide

- How to Get to the College of Your Choice

- Encyclopedia of Careers

- Barron's Top 50

- College Admissions Data Handbook

- Ruggs Recommendations on Colleges

- Colleges with Programs for Learning Disabled Students

- The Scholarship Book

Videotapes

- Engineers - Turning Ideas into Reality

- The World of Engineering

- Playing the Selective Admissions Game

- Preparing for the College Application Process

- Tough Decisions

In Addition, numerous college catalogs and brochures are available. College videos are available in the library and Counseling Center.

 <h2>Fin Aid!</h2>	<p>www.finaid.org A well-known site with everything you want to know about financial aid, including scholarship searches and how to apply for aid.</p>
<p>The U.S. Department of EDUCATION</p>	<p>www.ed.gov/finaid.html Explains government financial aid programs.</p>
<p>FAFSA on the WEB</p>	<p>www.fafsa.ed.gov Apply for financial aid online</p>
<p>NEW YORK STATE FINANCIAL AID Administration Association</p>	<p>www.nysfaaa.org The official website of the New York State Financial Aid Administrators Association. Great financial aid information for students and families.</p>
<h2>HESC</h2>	<p>www.hesc.com A great site where students can find out about TAP, Student loans, and all of the programs offered by New York State.</p>
<p><i>"A Mind is a Terrible Thing to Waste"</i> The United Negro College Fund</p>	<p>www.uncf.org Click on "Programs and Scholarships" to learn about aid at United Negro College Fund member institutions.</p>
<h1>FastWeb!</h1>	<p>www.fastweb.com Conduct scholarship searches on-line. Listed are over \$1 billion in available scholarships.</p>
 <p>Mapping Your Future</p>	<p>www.mapping-your-future.org A great site for career and financial aid planning.</p>
<p>National Collegiate Athletic Association</p>	<p>www.ncaa.org/eligibility/cbsa A guide for the College-Bound Student Athlete.</p>

NCAA

Student Athletes Division I/II Schools

If you intend to participate in Division I or II athletics as a college freshman, you must register and be certified by the NCAA Clearinghouse.

You may register online at www.ncaaclearinghouse.net . Once you have registered, please come to the Guidance Office and fill out a form to request that your official transcript be mailed to the NCAA. It is recommended that you register with the Clearinghouse no later than the beginning of your senior year.

Students must also register for SAT exams and submit scores to the Clearinghouse.

