



Mr. Steve Dorcely, Principal – Ms. Ronda Razak, Assistant Principal  
1600 Rockaway Parkway Brooklyn, NY 11236 Phone: 718-290-8720 Fax: 718-290-8721

# **COLLEGE INFORMATION & APPLICATION PROCEDURES HANDBOOK**

## **for the 2019 GRADUATING CLASS**

Facts and procedures to understand and simplify  
the college application process

**Mailing Address:**  
**Urban Action Academy**  
**Guidance Office**  
**1600 Rockaway Parkway, Room 111B**  
**Brooklyn, NY 11236**

**Phone: 718-290-8720**

**Fax: 718-290-8721**

**School Counselors**

**Ms. Marsha Desroches**

Cohorts T, U Students

[mdesroches@schools.nyc.gov](mailto:mdesroches@schools.nyc.gov)

Room 111B ext. 1114

**Ms. Teesha Crippen**

Cohorts V, W Students

[tcrippen@schools.nyc.gov](mailto:tcrippen@schools.nyc.gov)

Room 209 ext. 2091

**College Board High School/CEEB/ACT Code:**

**331 034**

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## **COLLEGE PLANNING OUTLINE/TIMELINE- 11-12<sup>TH</sup> GRADE**

### **AUGUST/SEPTEMBER 2018:**

- Schedule college visits, attend Open Houses & college fairs.
- Meet your high school college advisor/Guidance Counselor.
- Check the requirements for each school you are applying to, most schools require an essay, letters of recommendation and standardized tests (SATs). Some schools will also require a supplemental application (SUNY) Please keep in mind that most not all private schools will accept the Common Application.
- Register for the SAT at [www.collegeboard.org](http://www.collegeboard.org) It is given in October, November and December. *Attached in this handbook are dates for the SATs.* Make sure you check to see if your colleges require the SATs and/or SAT Subject tests.
- Use a planner as a college planner for test registration deadlines, fees, test dates and college/scholarship application deadlines.
- Begin preparation of essays needed for college applications and scholarships (do your research on scholarships that you qualify for).
- Speak to your English teacher(s) for essay help.

### **OCTOBER 2018:**

- Request recommendations from teachers and/or Counselor(s). If you are using the Common Application you **WILL** need a letter of recommendation from your Counselor as well as academic teachers. *Attached in this handbook is a form you can use.*
- Choose people who you feel really know you and can say a lot about you as a person.
- Register for all tests required by the colleges to which you are applying.
- Attend Big Apple College Fairs; there is one in each borough. Google for specific dates.

### **NOVEMBER 2018:**

- Take SAT, SAT Subject Tests or ACT.
- Research scholarships. *Attached in this handbook is a list of websites to use.*
- Check on the status of your teacher recommendations.
- ALL COLLEGE APPLICATIONS SHOULD BE COMPLETED BY THANKSGIVING BREAK, the latest CHRISTMAS BREAK. Bring all applications being mailed to Ms. Desroches, Room 111B.
- Inform Ms. Desroches of ALL the schools that need transcripts. Transcripts do not get sent unless you fill out the transcript request form in the Guidance office.

### **DECEMBER 2018:**

- APPLICATIONS, ESSAYS, LETTERS OF RECOMMENDATIONS, SUPPLEMENTAL FORMS SHOULD BE COMPLETED!!! The colleges should have EVERYTHING that they need from you at this time!
- Obtain financial aid forms from colleges to which you are applying. Check with those colleges regarding additional forms they might require.

**JANUARY 2019:**

- Attend a Financial Aid Workshop at the High School. **It is in your best interest that you attend!**
- Complete the FAFSA online, financial aid applications and/or CSS Profile.
- Complete all HEOP/EOP/SEEK paperwork and/or supplemental applications.

**FEBRUARY & MARCH 2019:**

- Mid-Year transcripts must be filled out and mailed to all colleges you have applied.
- Maintain 85%+ average (3.0 GPA) through the spring grading period.
- Check with the Admission offices of the colleges to which you have applied to make certain your admission file is complete.

**APRIL 2019:**

- College acceptance/denial letters are mailed. (BRING THESE LETTERS TO THE GUIDANCE OFFICE WHEN YOU RECEIVE THEM)
- Bring Financial Aid award packages to the Guidance Office to review.
- Bring any scholarship award letters to the Guidance Office.
- Explore alternative options if needed.

**MAY 2019:**

- May 1st: If you applied to colleges under the Candidates Reply Date Agreement, you must notify the college(s) of the offer you have accepted.
- Take Advanced Placement exams.
- Pay housing deposit that is due.

**JUNE 2019:**

- End of year FINAL TRANSCRIPT needs to be sent to the college you have decided to attend.
- MAKE SURE YOU GIVE COPIES OF SCHOLARSHIP AWARD LETTERS TO THE GUIDANCE OFFICE.
- Based on your final grades, colleges reserve the right to rescind their acceptance.

# **Post-Secondary Planning**

- **Financial Aid**
- **FAFSA vs. CSS Profile**
- **College Planning Websites**

## **SAMPLE Common Application Essay Prompts:**

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

- Some students have a background or story that is so central to their identity that they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- Recount an incident or time when you experienced failure. How did it affect you, and what lessons did you learn?
- Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?
- Describe a place or environment where you are perfectly content. What do you do or experience there, and why is it meaningful to you?
- Discuss an accomplishment or event, formal or informal that marked your transition from childhood to adulthood within your culture, community, or family.

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## **Financial Aid**

### **General Information & Useful Websites**

#### **[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

Federal site for filing the Free Application for Federal Student Aid, form required by virtually all colleges and universities. Site available after January 1 for upcoming award year. Applicants can file initial application, renewal application (for future years), make corrections, add or delete colleges to receive applications, check on filing status.

#### **Have Questions about the FAFSA?**

Call the FAFSA Hotline: 1-800-808-1790 Tuesdays and Thursdays from noon - 5:00 pm or Email anytime at **[FAFSAhelp@hesc.org](mailto:FAFSAhelp@hesc.org)**

#### **[www.studentaid.ed.gov](http://www.studentaid.ed.gov)**

The federal government's official website which has a great deal of information for college bound students and their parents.

## **WHERE TO BEGIN & PARENT'S ROLE**

Applying to college can be an enriching, interesting, and enlightening path to discover and explore your career and personal goals. If you spend at least a half hour every day to complete the required tasks you will be able to successfully manage the college admissions process. The college application process may seem overwhelming, but if you separate the process into parts or even “bite-sized pieces,” you will complete each task in an organized, step-by-step manner.

### **Remember:**

- ✓ You do not have to complete all the requirements overnight; however, you must dedicate many hours during the fall semester to completing the applications so that you can accomplish your goals!
- ✓ You are not alone! Speak to your parents, counselors, teachers and friends for help and support.
- ✓ Do not be shy-- college representatives want and like for you to contact them! Now is one of the few times that you get to brag about yourself!
- ✓ Applying to college is all about YOU! Be sure to inform your teachers, counselor(s), and admission representatives about your talents, achievements, and goals.
- ✓ Use this handbook. This resource has been designed especially for you!

### **Parent's Role:**

As parents, you have a vital influence on your children's educational journey. You have the power to shape your children's attitudes and beliefs about the value and importance of education. As your children grow and learn, they can and should be able to take a greater role in their own education. Research demonstrates that parent involvement does help -- significantly! When parents are involved in their children's education, their children perform better academically and socially (Henderson, 1987; Jenyes, 2003). Be sure to support your child and attend Parent teacher Conferences to gain additional information regarding your child.

### **FAFSA Night:**

We will inform you of FAFSA night to inform you of how to apply to FAFSA and what financial assistance is available to families. ***Date: TBA in the fall***

## GUIDANCE OFFICE DEADLINES 2018-19

College Due Date	College/Guidance Office Deadline
EARLY ADMISSION Applications Early Decision (ED) and Early Action (EA) with November 1 <sup>st</sup> Deadline	OCTOBER 15 <sup>th</sup>
DECEMBER 31 <sup>ST</sup> & JANUARY 1 <sup>ST</sup>	DECEMBER 2 <sup>nd</sup>
JANUARY 15 <sup>TH</sup>	JANUARY 6 <sup>TH</sup>
FEBRUARY 1 <sup>st</sup>	JANUARY 13 <sup>TH</sup>
FEBRUARY 15 <sup>th</sup>	FEBRUARY 3 <sup>RD</sup>
MARCH 1 <sup>st</sup>	FEBRUARY 10 <sup>th</sup>
MARCH 15 <sup>th</sup>	MARCH 3 <sup>RD</sup>
APRIL 1 <sup>st</sup>	MARCH 24 <sup>TH</sup>

**DATES are not finalized!**

### TEST PREP WEBSITES

[www.act-sat-prep.com](http://www.act-sat-prep.com)  
[www.actstudent.org/testprep/index.html](http://www.actstudent.org/testprep/index.html)  
[www.collegeboard.com](http://www.collegeboard.com)  
[www.fresat1prep.com](http://www.fresat1prep.com)  
[www.kaptest.com](http://www.kaptest.com)  
[www.number2.com](http://www.number2.com)  
[www.princetonreview.com](http://www.princetonreview.com)  
[www.testpreppreview.com](http://www.testpreppreview.com)  
[www.testu.com](http://www.testu.com)

It is suggested that you take the SAT or ACT Exam at least twice. For the SAT, most colleges will view the highest scores from each of the three sections Critical Reading (verbal), Math, and Writing, even if they are taken on different dates, and add them together to obtain a final score.

## **HOW TO SUBMIT PRIVATE AND OUT-OF-STATE PAPER COLLEGE APPLICATIONS**

1. Submit each School with an **ADDRESSED and STAMPED**, 9" x 12" or 10" x 13" envelope that is individually addressed to each college.
2. Submit teacher letters of recommendation, if either you or your teachers had not previously submitted them to the Counseling Office.
3. Your counselor will have you complete an Application Checklist to review the status of each application.
4. You must submit all the necessary documents to your counselor by the Counseling Office due date!

## **HOW TO ADDRESS THE 9" X 12" OR 10" X 13" ENVELOPES**

- Write in easy to read, **BLOCK** print
- Write neatly
- Remember that large envelopes cost more to mail

Ms. Desroches  
Urban Action Academy  
1600 Rockaway Parkway, Room 112C  
Brooklyn, NY 11236  
Re: (Your Name)

**OFFICE OF UNDERGRADUATE ADMISSIONS  
ABC COLLEGE  
MAIN HALL, ROOM 100A  
CITY, STATE, ZIP**

## **LETTERS OF RECOMMENDATION**

Students are responsible for requesting letters of recommendation from teachers, mentors, counselors, coaches, employers, supervisors, etc.

### **What Students Need to Submit to the Letter Writers:**

1. **“Letter of Recommendation and College Resume Worksheet (Brag Sheet).”**  
This will inform and remind letter writers of your accomplishments in high school and your future goals. Some recommendation letter writers may also want to interview you.
2. A copy of their transcript or permanent record (a transcript organized by subject area).
3. A copy of the “Teacher Recommendation Form” or “School/Counselor Report” from each application.
4. Students must have completed their part of this form prior to submitting it to their letter writer.
5. It is your responsibility to provide each letter writer with an envelope for each college, program, or scholarship that you would like to receive a letter. Each envelope should have your name, name of the college, letter writer’s name, and description of contents of the envelope. Please see below:

Name of Counselor  
Your High School  
High School Street Address  
Bronx, NY 10460

**OFFICE OF ADMISSIONS  
ABC COLLEGE  
MAIN HALL, ROOM 100A  
CITY, STATE, ZIP CODE**

Jane Student  
Teacher Recommendation Letter  
Mr. J. Doe, English Teacher

6. Letter writers may request to interview you prior to writing a letter.
7. Letter writers may set a December 1st deadline for accepting requests and submitting a Brag Sheet for letters of recommendation.
8. It is the letter writer’s prerogative if they wish to share your letter with you.
9. Letter writers will deliver “sealed and signed” envelopes to the College Office. The letter(s) will be mailed in the same envelope as your transcript, “Counselor or School Report,” and/or any additional information to the college, program, and/or scholarship. Envelopes should be addressed to each college in the event that the Counseling Office receives the letters after the application was mailed.

# BRAG SHEET (LETTER OF RECOMMENDATION WORKSHEET)

*Use this worksheet to organize the information for your applications, resume, and interviews. This will enable the letter writers to craft a more meaningful letter.*

**Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Overall GPA:** \_\_\_\_\_

**SAT Scores:**

Date Taken	Critical Reading	Math	Writing	Total
Highest Scores:				

**SAT Subject Exams:**

Date Taken	Subject Exam	Scores

**Senior-Year Courses:**

1.	4.	7.
2.	5.	8.
3.	6.	9.

**Education: List all high schools or pre-college programs that you have attended:**

Name of School	Name of Course or Program	Dates	Location

**College Level and Honors Coursework:**

**List all Advanced Placement, or college-level (including College Now), and honors classes that you have successfully completed:**

Dates	Location	Name of Course





# SAT Test Dates School 2018-2019 (Anticipated Dates)

They are given on Saturdays, although if you have religious or other qualified reasons you can take the alternate Sunday test dates.

## 2018-19 SAT Dates

2018-19 SAT Administration Dates (Anticipated)	
SAT Date	SAT Subject Test Available?
August 25, 2018	Yes
October 6, 2018	Yes
November 3, 2018	Yes
December 1, 2018	Yes
March 9, 2019	No
May 4, 2019	Yes
June 1, 2019	Yes

## **APPLICATION FEE WAIVERS**

To receive a fee waiver you will need to verify your family's income. If you are eligible for Free and Reduced Lunch, receive public assistance, lives in federally subsidized public housing or foster home or a ward of the state or orphan, you may be eligible for a fee waiver. **Please make sure to complete your UAA lunch form every school year to check eligibility!**

### **Private and Out-of-State public colleges:**

- You may receive four (4) College Board fee waivers for private or out-of-state schools if you received a fee waiver for the SAT or SAT Subject Tests.
- You may obtain a NACAC (National Association for College Admissions Counseling) Fee Waiver form the Counseling Office. You may also print a blank copy from NACAC website: [www.nacacnet.org](http://www.nacacnet.org).
- A personal fee waiver letter may be written by you & your parents if you do not qualify for a College Board or NACAC fee waiver, but have extenuating circumstances.

### **SUNY:**

- SUNY fee waivers can be downloaded from the SUNY.edu website: [http://www.suny.edu/Student/downloads/Pdf/AppFeeWaiver\\_bldg\\_.pdf](http://www.suny.edu/Student/downloads/Pdf/AppFeeWaiver_bldg_.pdf)
- You may print a personalized fee waiver by logging onto your SUNY account.
- Please make sure your parent/guardian signs it before submitting it to Ms. Desroches to fax over to SUNY.

### **CUNY:**

- Schools receive a limited number of CUNY fee waivers each academic year.
- Due to the limited amount of CUNY fee waivers, they will be issued to students based on who can demonstrate the greatest financial need on a "first-apply, first-serve" basis.

## Steps to apply for college CHEAT SHEET: CUNY/SUNY/PRIVATE

### CUNY Application

- Go to CUNY <http://web.cuny.edu/admissions/apply> to access the online application
- Click undergraduate admissions, online application
- Register for a portal account or log in to you existing account
- Fill out all required fields on application
- Make sure you include your OSIS # on your application (found on your student ID or on your school schedule)
- Pick 6 schools out of the CUNY system to apply to. You can find the list of these schools at [www.cuny.edu/applynow](http://www.cuny.edu/applynow)
- Are the schools you chose a reach, target or safety school? Look at what the requirements are to get in, and categories your list of 6 schools. Make sure to have safety schools include
- make sure you know where the school is located and explore their website at : <http://www.cuny.edu/about/colleges>
- Send SAT and/or ACT scores through collegeboard.com/actstudent.org put in schools code **2950** and all CUNY schools that you applied to will receive you SAT/ACT scores (see instructions below for sending SAT/ACT)
- Make sure you make your application payment of \$65. Your application will not be processed without it. If you are sending a check or money order, include your application ID on it. All ID #s start with W000.....
- **No transcript envelopes are needed for CUNY.** When making a payment with money order or fee waiver, you can mail this from your home. Everything is done online (application and SAT/ACT scores)! This may be an exception if applying to an honors program or other specialized program within CUNY. Please read all of the directions that are located on the CUNY website.

### SUNY Application

- Go to [www.suny.edu/student/freshman](http://www.suny.edu/student/freshman) to decide which SUNY schools you would like to apply to. Each school you apply to is a \$50 fee.
- Once you have decided which SUNY you would like to apply to, start filling out the online application at [www.suny.edu/student/oas/welcome](http://www.suny.edu/student/oas/welcome)
- most SUNY schools have a *supplemental application (SA)*. An SA allows you to provide more information about your activities and interests. Most SA's also requires an essay and recommendations. To find out if the schools you are applying to need SA go to their specific website. For the SA form please go to this site: [http://www.suny.edu/student/apply\\_supp\\_apps](http://www.suny.edu/student/apply_supp_apps)
- **Counselor Form:** You do NOT need to print out the counselor form after you complete your SUNY application but please inform Ms. Desroches via email at [mdesroches@schools.nyc.gov](mailto:mdesroches@schools.nyc.gov) that you completed a SUNY application so she can go online to SUNY Counselor Connect & upload your documents requested. You can also submit paper documents to the application service center (ASC). Please bring one envelop for the ASC (with your counselor form), and the envelope for each school you

applied to. Each envelope needs to be addressed to where the transcript needs to be mailed, with a stamp on it. The ASC address is:

Application service center  
The State University of New York  
P.O box 22007  
Albany, NY 12201-2007

### **Private schools:**

- Go to the school's individual website and decide if you would like to apply. Things to look at: scores needed to get in, application fees, where the school is located, what majors they offer
- Read all the directions included in the application. Find out if they need an essay, recommendations letters (how many), resumes or any other extra materials
- If you want to fill out a paper application, you must request one from the college or download and print it out. Otherwise, filling it out online is the best.
- See if they have a form for GC to fill out. Most forms that GC's fill out include rank and GPA. If you are unsure, call the administration office for that particular private collage.
- Envelopes: bring in an envelope for each private school you apply to. Unit needs to be filled out already to where it needs to be mailed. Always check on the address, it does not always go directly to the campus. Make sure it has a stamp on it and the return address is for UAA (GC can place stamp on it if you would like)

### **Sending your SAT/ACT scores:**

- It is up to the students to send in their SAT/ACT scores. It is not listed in your transcript; it is needs to come from a specific organization that gave the exam
- SAT: go to [www.collegeboard.com](http://www.collegeboard.com)  
Log into your account. If you forgot your id or password, click forgot your username? Or forgot password? DO NOT create a new account
- Click on: View, Send scores
- Select the colleges you would like your scores to be sent to. It is a \$10 charge to each school you are sending out your SAT's to. For CUNY, don't forget to put the code 2950, it will be send to all the schools you applied.
- College school codes can be found directly on the college board site
- ACT: go to [www.actstudents.org](http://www.actstudents.org)  
Log into your account. If you forgot your ID or password, click forgot your username? Or forgot password? DO NOT create a new account
- Select the colleges you would like your scores to be sent t. it is a charge for each school you are sending out your SAT/ACT's to. **For all CUNY schools, don't forget to put 2950, it would be sent to all the schools you applied to (6 schools for one price).**

## **EFFECTIVE COLLEGE ESSAY WRITING**

## **Essay Assistance**

www.collegeanswer.com  
www.collegeboard.com  
www.collegeview.com  
www.kaplan.com  
www.nacacnet.org  
www.petersons.com  
www.princetonreview.com  
www.xap.com

The purpose of the college essay is to enable the admissions representatives to learn more about you. A well-written essay will enable representatives to see you as a person, rather than just as a GPA and SAT score. The essay will provide insight about your experiences, personality, and values. It could be used to detail important experiences and circumstances that profoundly affected your life, personal growth, and even your school performance.

Most colleges require essays of 500 words. This is approximately two (2), double-spaced sides of paper with a regular 12 point-sized font, one and one quarter (1¼) inch left and right side margins, and one (1) inch top and bottom margins.

## **Six Common Essay Topics**

1. Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
2. Discuss an issue of personal, local, national, or international concern and its importance to you.
3. Indicate a person who has had a significant influence on you, and describe that influence.
4. Describe a character in fiction, an historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
5. A range of academic interests, personal perspectives, and life experiences add much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.
6. Topic of your choice.

Source: © 2007 The Common Application, Inc.

## **VISITING COLLEGES**

## **College Visiting Advice**

[www.collegeboard.com](http://www.collegeboard.com)  
[www.collegeview.com](http://www.collegeview.com)  
[www.nacacnet.org](http://www.nacacnet.org)  
[www.petersons.com](http://www.petersons.com)  
[www.princetonreview.com](http://www.princetonreview.com)

## **Virtual College Tours**

[www.campustours.com](http://www.campustours.com)  
[www.ecampustours.com](http://www.ecampustours.com)  
[www.collegeweeklive.com](http://www.collegeweeklive.com)

## **Why You Should Visit Colleges**

- After selecting colleges based on their location, size, choice of majors, and other personal factors, you should visit those colleges to determine which of those schools you can envision yourself attending.
- You can't judge a book by its cover; so don't judge a college by its brochures and websites—see it for yourself.
- Learn more about the school and have the school get to learn more about you by scheduling an interview with an admissions officer when you visit.
- If you are unable to schedule an interview, stop by the admissions office to introduce yourself to the representative that covers the New York City region. Also, have the admissions office record that you visited the campus.

## **How Do I Get to the Campuses?**

- You may be able to plan a one-day, “round-trip” visit to a campus that located a few hours from home by car, bus, or train. Check [www.amtrak.com](http://www.amtrak.com) and [www.greyhound.com](http://www.greyhound.com) for student and group discounts!
- Many campuses provide free buses on select weekends to visit the campus. Call the colleges to inquire.
- Many colleges sponsor a “multi-cultural weekend” where they provide free transportation, lodging, and food. Call your colleges of interest to inquire.
- Many community based organizations (CBO), religious, and civic groups sponsor college visits. Please contact them directly to see if they sponsor.

## **When On Campus Ask Yourself the Following Questions:**

- Is it a good “fit” for you? Could you see yourself at the school?
- Could this be your “home” for the next four years?
- How diverse is the campus?
- Do the students appear to be excited to attend the college? Are they involved in campus activities? Talk to both freshmen and seniors.
- How does this campus compare to other campuses that I have visited?

## ***Sample Resume for the College Application Process***

**JOE/JILL COLLEGE**  
2201 N. Locust  
Wahoo, NE 68066

(402) 443-4332  
e-mail: esu2.esu2.ne.us

**EDUCATION:**

Wahoo High School  
2201 N. Locust  
Wahoo, NE 68066  
Graduation Date: May xx, 200X  
Cumulative GPA: 3.01 on a 4.0 scale unweighted  
Cumulative Rank: 29 of 59 students  
ACT Composite: 21

Special Academic Classes or Qualifications:  
Honors American Government - 11

**ACTIVITIES, HONORS & AWARDS:**

Academic Honors and Awards:

Quiz Bowl Team: Co-Captain, 12; team placed 1st at SCC-Beatrice Competition

Athletic Awards:

Football: 9, 10, 11, 12 Lettered: 10, 11, 12

Dramatic Arts:

One Act Play: 10, 11 – Lead Actor in “Education Questor”

Music:

Visual Arts:

Dana College Art Contest: 2nd Place: 11; 1st Place: 12

Spanish Club:

Elementary Program; 12

Other:

Boy Scouts: Eagle Scout

**OFFICES/LEADERSHIP POSITIONS HELD:**

4-H Club: Member: 9, 10, 11; Vice President: 11

**COMMUNITY SERVICE:**

Junior Mates: Mentor: 11, 12

**HOBBIES:** Fishing, Computer Games, Billiards: 4<sup>th</sup> Place International Billiards Competition in Minneapolis, MN,  
Traveling (Costa Rica with Spanish Club, 11), Play the Harmonica, Kazoo and Jew’s Harp.

**WORK:**

May 201X- present Corner Grocery, Wahoo, Nebraska -- Stock Boy. Supervisor: Joe Citizen  
Duties: stocking shelves with canned foods and produce; cleaning up spill;  
Present helping customers find items. Job Skills: punctual, conscientious, hard-working

**Note:** Students may wish to create a business card with some of the important information from their resume, so they can hand it to college reps at college fairs. May wish to include ACT scores, college major, and GPA & Rank

**GPA Conversion Chart:**  
**GPA (grade point average) on a 0 to 4 scale**

<u>GPA</u>	<u>Percentile</u>	<u>Letter Grade</u>
4.0	95-100	A
3.9	94	A

3.8	93	A
3.7	92	A
3.6	91	A
3.5	90	A
3.4	89	B
3.3	88	B
3.2	87	B
3.1	86	B
3.0	85	B
2.9	84	B
2.8	83	B
2.7	82	B
2.6	81	B
2.5	80	B
2.4	79	C
2.3	78	C
2.2	77	C
2.1	76	C
2.0	75	C
1.9	74	C
1.8	73	C
1.7	72	C
1.6	71	C
1.5	70	C
1.4	69	D
1.3	68	D
1.2	67	D
1.1	66	D
1.0	65	D
0.9	65	D
0.8	65	D
0.7	65	D
0.6	65	D
0.5	65	D
0.4	65	F
0.3	65	F
0.2	65	F
0.1	65	F

### STUDENT COLLEGE CHOICE WORKSHEET

Use this list to help classify and or prioritize your college choices.

**Academic Information:**

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	/					
G.P.A. (weighted)	Rank	SAT Verbal (highest)	SAT Math (highest)	SAT Writing (highest)	SAT Total	ACT Composite

	<b>Name of Colleges</b>	<b>College's Average GPA</b>	<b>College's Average Rank</b>	<b>College's Average SAT I</b>	<b>College's Average ACT</b>
<b>REACH</b>					
<b>SCHOOLS</b>					
<b>TARGET</b>					
<b>SCHOOLS</b>					
<b>MOST</b>					
<b>LIKELY</b>					
<b>SCHOOLS</b>					

## STUDENT COLLEGE CHOICE SPREADSHEET

Name of College	State	Size	College Avg GPA	Majors		College Avg SAT	SAT Subject Exams			Personal Needs	
				Choice 1	Choice 2		Math L1	Bio E/M	Engl Lit	Double Major	Student Gov't
<i>Columbia University</i>	<i>NY</i>	<i>10,000</i>	<i>3.71</i>	<i>Math</i>	<i>Physics</i>	<i>2100</i>	<i>700</i>	<i>750</i>	<i>650</i>	<i>✓</i>	<i>✓</i>
1.											
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25.											

## COLLEGE WISH LIST: WHAT DO I REALLY WANT?

Check all answers that apply. Answering these questions will enable you to narrow your focus on the type of schools to which you want to apply.

### Geographic Preference

- Northeast
- Mid-Atlantic
- Southern
- North Central
- Northwest
- West
- International
- No Preference

### Location

- Urban
- Suburban
- Rural
- No Preference

### School Size

- Very Large (20,000 +)
- Large (15,000 – 20,000)
- Medium (7,500 – 15,000)
- Small (2,000 – 7,500)
- Very Small (under 2,000)
- No Preference

### Type of College

- Community/Junior College
- Liberal Arts College
- University
- Private Institution
- Public Institution
- Out-of-State Colleges
- Technical Schools
- Art School/Conservatory
- Military Academy

### Specific Population

- Co-educational (both M & F)
- All Women's Colleges
- All Male Colleges
- Historically Black Colleges and Universities (HBCU)
- Hispanic Serving Institutions (HSI)
- Religious Affiliation

### Specific Services

- Learning Disabilities
- Visual Disabilities
- Hearing Disabilities
- Physical Disabilities
- Wheelchair Accessibility
- Medical Services
- Psychological/Counseling

## Choosing The Right Fit For You

When deciding on which college or university is an overall good fit for you, please keep in mind that some schools are only looking to profit from you. Please be sure to familiarize yourself with the differences and use the link below to see if the schools that you are interested in are listed. Happy searching!

### ***What is a proprietary college?***

For-profit higher education in the United States (known as for-profit **college** or **proprietary** education in some instances) refers to higher education educational institutions operated by private, profit-seeking businesses.

### ***What is the difference between for profit and non-profit colleges?***

For-**profit colleges** are run like any other business; the owners and shareholders expect the school to turn a **profit**. ... **Nonprofit** universities aim to provide a full educational experience to each attending student. These universities want to help students achieve their academic goals.

### ***Accredited vs, non-accredited?***

While nationally **accredited** institutions will usually accept credit from regionally or nationally **accredited** institutions, regionally **accredited** schools often do not accept credit from nationally **accredited** institutions. Considering that state colleges and universities are all regionally **accredited**, and that state ...

### **List of Proprietary College & University Campuses in New York State**

<http://www.studyinnewyork.com/college-search/proprietary-college-university-ny-state.htm>

**SAT Phone Number Customer Service (Educational Testing Service, ETS)**  
**www.collegeboard.com**  
**609-771-7600**

**ACT Phone Number Customer Service**  
**319-337-1270**  
**www.act.org or www.actstudent.org**

**CUNY Undergraduate Admissions**  
**212-997-CUNY (2869)**  
**www.cuny.edu**

**SUNY Application Processing**  
**1-800-342-3811**  
**www.suny.edu**

**FAFSA (Federal Student Aid Information)**  
**1-800- 4Fed Aid (1-800-433-3243)**  
**www.fafsa.ed.gov**

**FAFSA Status Information**  
**319-337-5665**

**New York State Financial Aid and TAP Information (Tuition Assistance Program)**  
**1-888-697-4372**  
**www.hesc.com**

## **INTERNET RESOURCES**

## **Exam Information and Registration**

SAT I, SAT II: [www.collegeboard.com](http://www.collegeboard.com)

ACT (ACT Assessment Test): [www.act.org](http://www.act.org) or [www.actstudent.com](http://www.actstudent.com)

TOEFL (Test of English as a Foreign Language): [www.ets.org/toefl](http://www.ets.org/toefl)

## **Visit the Website that College Admissions Professionals use:**

National Association for College Admission Counseling

[www.nacacnet.org](http://www.nacacnet.org)

## **Sites with College Major/Career & Personality Assessment Information:**

[www.bls.gov/oco](http://www.bls.gov/oco) (Occupational Outlook Handbook from the Federal Government)

<http://careerservices.rutgers.edu/CareerHandouts.html>

[www.myroad.com](http://www.myroad.com) (service of the College Board; free if you have taken the PSAT)

[www.makingitcount.com](http://www.makingitcount.com)

[www.mapping-your-future.org](http://www.mapping-your-future.org)

[www.nacacnet.org](http://www.nacacnet.org)

[www.princetonreview.com](http://www.princetonreview.com)

[www.queendom.com](http://www.queendom.com)

[www.xap.com](http://www.xap.com)

## **College Search and Information Sites**

### **Search and Apply**

[www.collegeboard.com](http://www.collegeboard.com)

[www.commonapp.org](http://www.commonapp.org)

[www.princetonreview.com](http://www.princetonreview.com)

### **Search**

[www.collegeanswer.com](http://www.collegeanswer.com)

[www.collegeboard.com](http://www.collegeboard.com)

[www.collegenet.com](http://www.collegenet.com)

[www.collegeview.com](http://www.collegeview.com) (*Historically Black Colleges & Universities and Hispanic Serving Institutions*)

[www.kaplan.com](http://www.kaplan.com)

[www.mapping-your-future.org](http://www.mapping-your-future.org)

[www.nymentor.org](http://www.nymentor.org)

[www.petersons.com](http://www.petersons.com)

[www.princetonreview.com](http://www.princetonreview.com)

[www.usnews.com](http://www.usnews.com) (*college rankings*)

[www.womenscolleges.org](http://www.womenscolleges.org) (*Women's Colleges*)

## **INTERNET RESOURCES continued**

### **Essay Assistance**

[www.collegeanswer.com](http://www.collegeanswer.com)  
[www.collegeboard.com](http://www.collegeboard.com)  
[www.collegeview.com](http://www.collegeview.com)  
[www.kaplan.com](http://www.kaplan.com)  
[www.nacacnet.org](http://www.nacacnet.org)  
[www.petersons.com](http://www.petersons.com)  
[www.princetonreview.com](http://www.princetonreview.com)

### **Resume Assistance**

[www.businessweek.com](http://www.businessweek.com)  
[www.hotjobs.com.com](http://www.hotjobs.com.com)  
[www.monster.com](http://www.monster.com)  
[www.petersons.com](http://www.petersons.com)  
[www.webresume.com](http://www.webresume.com)

### **Interview Assistance**

[www.collegeboard.com](http://www.collegeboard.com)  
[www.collegeview.com](http://www.collegeview.com)  
[www.kaplan.com](http://www.kaplan.com)  
[www.monster.com](http://www.monster.com)  
[www.nacacnet.org](http://www.nacacnet.org)  
[www.petersons.com](http://www.petersons.com)  
[www.princetonreview.com](http://www.princetonreview.com)

### **Financial Aid Info:**

[www.collegeanswer.com](http://www.collegeanswer.com) (Sallie Mae)  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Federal Financial Aid)  
[www.hesc.com](http://www.hesc.com) (New York State Aid)

### **Scholarship Websites:**

[www.fastweb.com](http://www.fastweb.com)  
[www.mycollegedollars.com](http://www.mycollegedollars.com)  
[www.scholarshipexperts.com](http://www.scholarshipexperts.com)  
[www.bigfuture.org](http://www.bigfuture.org)  
[www.scholarships.com](http://www.scholarships.com)  
<http://www.coca-colascholarsfoundation.org/applicants/>  
<http://www.fastweb.com/>  
<https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>  
<https://colleges.niche.com/scholarships/match.aspx>  
<http://www.imagine-america.org/highschoolscholarships>  
[www.ScholarshipMentor.com](http://www.ScholarshipMentor.com)

### **New Scholarship Opportunity for Undocumented Students**

<http://www.thedream.us/>

### **HBCU Scholarships**

Please see below scholarship link for those who may attend HBCU's. It is a list of all the scholarships offered to seniors & some juniors that are interested in applying to a Historically Black College or University (HBCU).

HBCU Scholarship List (in case you want to copy and paste)

<http://hbcubuzz.com/scholarship/>

### **NYS Grants & Scholarships Link**

Please see below link for information regarding other NYS grants, scholarships and awards for your review.

<http://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2>