

Kingston High School College & Career Planning Guide



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Step by Step

Take the college admission process step by step, stay organized, don't procrastinate, and remember to have fun with it!

Step 1: Exploration

Use Naviance and CollegeBoard's Big Future to explore possible interests and careers

Step 2: Define

What are you looking for in a college?

Step 3: Research

Find schools that match your criteria and add them in Naviance.

Step 4: Prepare

Coordinate the information you need to complete applications.

Step 5: Apply

Submit applications online and notify your school counselor. Complete the FAFSA (Free Application for Federal Student Aid).

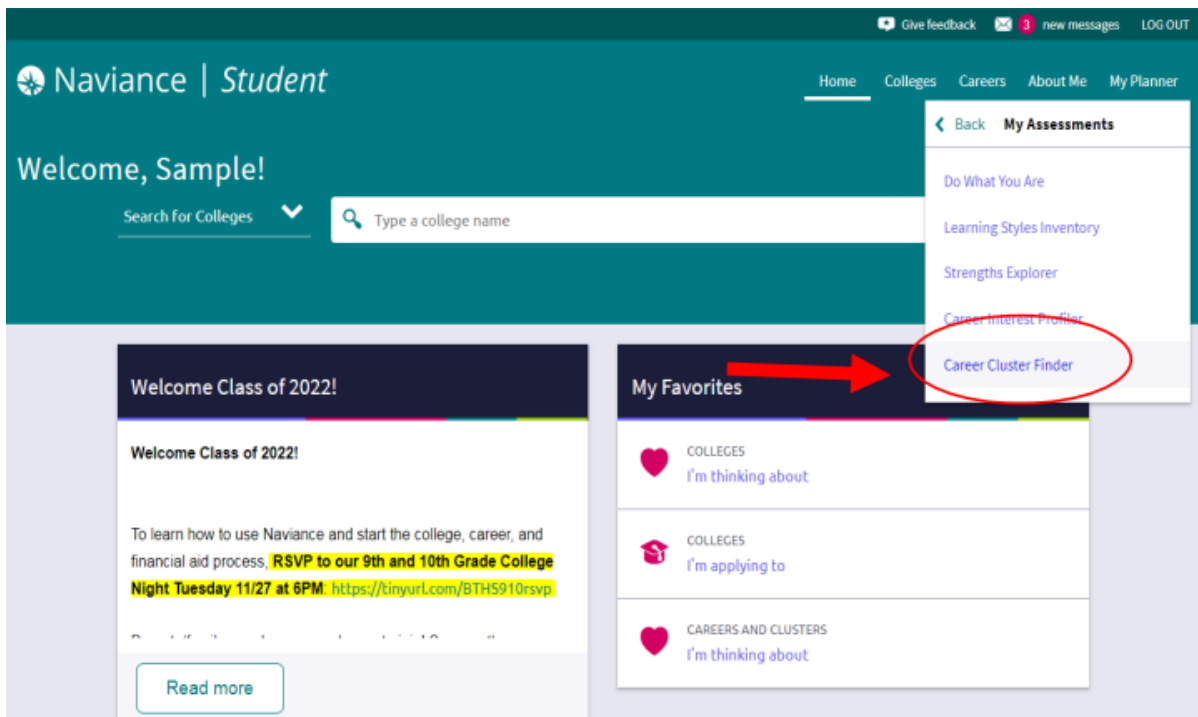
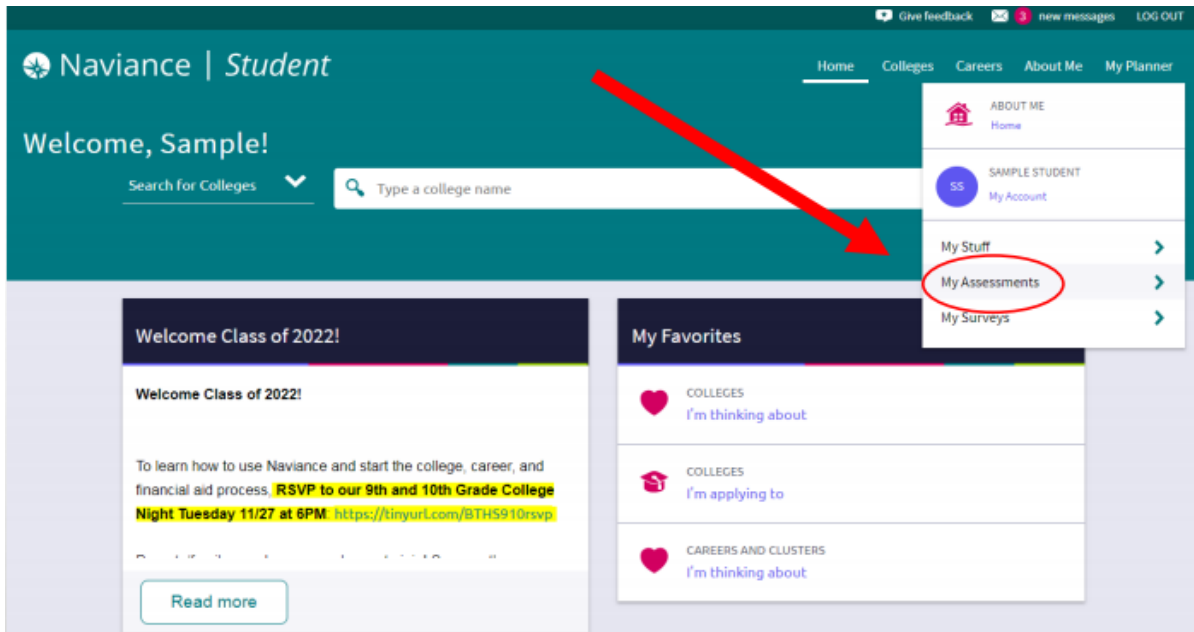
Step 6: Decide

Review your acceptances and compare financial aid offers to find your best fit.

STEP 1: EXPLORATION

Naviance offers a series of career assessments that help students discover multiple career options to plan their career paths based on general areas of interest and the level of education and training required to achieve their individual goals and objectives. During this process, students gain a clear understanding of the academic preparation required to pursue careers that are likely to be fulfilling to them.

KHS Students access their Naviance log in through Clever.



Naviance Tools

The Learning Style Inventory

The learning style inventory assessment diagnoses students' unique learning styles based on an analysis of their personal preferences in 16 different areas. Those areas include the student's immediate environment (sound, light, heat, and design), emotionality (motivation, persistence, and structure), sociological needs (self oriented, peer-oriented, or adult-oriented), and physical needs (perceptual preference(s), food intake, time of day, and mobility). Understanding how your students learn will allow you to customize their experiences to give them the best environment for their success.

Strengths Explorer Strengths Explorer

Strength explorer assesses 10 talent themes for individuals and identifies each student's three strongest emerging talents, such as Confidence, Dependability, or Future Thinker. It provides explanations of these themes, strategies for capitalizing on each, and action items to help students gain insight into their greatest talents – natural patterns of thought, feeling, and behavior – to leverage in the classroom and in life. Once your students have discovered their top three talent themes, devote some time to discussing what each student's themes mean to them. Have each student share their top three themes and ask them to think about a time in their lives when they've used their talents successfully, either in the classroom or daily life.

Do What You Are

This tool helps students discover which of 16 personality types is most like them. Personality type and career interest survey results reveal which careers and college majors offer the greatest likelihood of success. Prepare students for more educated decision making and goal setting with these insights. This assessment provides a personality code or result that is similar to the Myers-Briggs type indicators.

Career Interest Profiler

The Career Interest Profiler is an online career interest assessment for students based on Holland's interest codes. The results of the assessment include the student's strongest field of interest with definitions of all the Holland interest codes. Students can view matching careers and career clusters organized by the amount of preparation each needs.

Career Cluster Finder

The Career Cluster Finder is a simple assessment that helps a student discover which career clusters may be a good match based on activities that interest him or her, personal qualities the student has and subjects the student enjoys in school. The results of the assessment include the top three clusters the student is matched with and a ranking of all clusters with a percentage match for the student.

Road Trip Nation

Sends students around the country to interview leaders about their careers. You can search videos by interest, theme, leaders, or playlist. The videos give personal insights on the careers and the paths that the leader took to get the positions.

POST GRADUATE ALTERNATIVES

GAP YEAR

A gap year is a year spent taking time off between high school and college/career choice. A gap year can be used traveling, volunteering, learning a new language, or experiencing any number of other activities for personal growth.

To learn more about gap years and programs designed for gap year students visit

<https://www.princetonreview.com/study-abroad/college-abroad/gap-year> .

MILITARY

More than 180,000 people enlist in the armed forces each year, and another 20,000 people become officers. Both enlisted and officer careers provide:

- Rewarding experiences
- Educational and training benefits
- Competitive compensation.

Armed Forces Websites

- Air Force – www.airforce.com
- Army – www.goarmy.com
- Coast Guard – www.gocoastguard.com/careers
- Marines – www.marines.mil
- Merchant Marines – www.nmc.edu/maritime
- National Guard – www.nationalguard.com
- Navy – www.navy.com

TRADE SCHOOLS

Trade schools go by multiple names. It can be called technical school, vocational school, or career college. Trade schools are secondary schools designed to prepare you for a career that require a particular set of knowledge on the job.

Examples of the careers in the trades are:

- Plumber
- HVAC technician
- Mechanic
- Cosmetologist
- Massage therapist

Trade schools offer:

- career-readiness with training in 9-12 months
- flexible scheduling and night and weekend classes
- career-focused material (few to no general education courses)
- smaller class sizes with hands-on learning

For more information please visit <https://www.consumer.ftc.gov/articles/0241-choosing-vocational-school>

Explore more occupations at

<https://www.careerzone.ny.gov/jz/views/careerzone/index.jsf>

STEP 2: DEFINE

What are you looking for in a career?

What are you looking for in a college?

Academics

- Majors
- Programs
- Level of Challenge
- Style of Instruction

Campus and Community

- Location
- Setting
- Size
- Facilities
- Campus Life

Selectivity

- Admitted Student Profile
- Acceptance Rates

Results

- Retention & Graduation Rates
- Career Advising
- Job and Graduate School Placement
- Net Cost

STEP 3: RESEARCH

Naviance Student

- Log in through **Clever** (<https://www.kingstoncityschools.org/domain/904>)
- Identify college preferences and career goals through surveys.
- Complete a college search.
- Develop a prospective college list.
- Compare colleges.
- Compare your qualifications to recent KHS application results.
- View list of colleges visiting KHS.
- Links to selected third party resources (College websites, Financial Aid, NCAA, etc.)

Naviance | Student

Welcome, [User Name]

Search for Colleges

Type a college name

SEARCH

11th Graders

SCROLL DOWN to : From My School :: to :: IMPORTANT LINKS under PAGES! We will use Naviance as we move into 12th and through the College application process!

Read more

My Favorites

- COLLEGES I'm thinking about
- COLLEGES I'm applying to
- CAREERS AND CLUSTERS I'm thinking about

Other College Research Websites

College Score Card – <https://collegescorecard.ed.gov/>

College Data – www.collegedata.com

Big Future – <https://bigfuture.collegeboard.org/>

College Express – <https://www.collegexpress.com/>

College Majors – <http://www.collegemajors101.com>

Fairtest – <http://www.fairtest.org>

COLLEGE FAIR QUESTIONS TO ASK COLLEGE REPRESENTATIVES

Students

- How would you describe the students that attend your school? Where do most of them come from?

Social Life and Campus Activities

- Where do students hang out on campus?
- What happens on weekends – are there things to do on campus or in town, or do most students go home?
- Are fraternities and sororities a big part of campus life?

Campus Facilities

Housing and Dining

- What are the housing options for freshmen?
- Do many students live off campus?

Activity Centers and Athletic and Recreational Facilities

- Is there a sports complex or fitness center?
- What are the most popular clubs and activities?

Health, Career Counseling, Special Student Services, and Security

- What is the security like on campus?
- What support services are available (academic advisors, tutors, counselors, etc.)

The Community Off-Campus

- What is the surrounding area like? Is it easy to get around?

Academics and Faculty

- What are the most popular majors?
- How would you describe the academic pressure and workload?
- Do I need to bring my own computer?
- What is the faculty like? How accessible are they outside of class?
- Are there opportunities for internships?
- Is there job placement help for graduates?
- Are any big changes in the works that I should know about?

VIRTUAL COLLEGE FAIRS

2023 Spring Virtual College Fairs

February Virtual College Fair

February 19

March Virtual College Fair

March 19

April Virtual College Fair

April 23



Connect with hundreds of colleges and universities in one place!

REGISTER NOW!
nacacfairs.org



BigFuture Days

SIGN UP FOR COLLEGE BOARD'S FIRST-EVER VIRTUAL COLLEGE FAIRS

Whether you've already started your college search or have no idea where to begin, we want to connect you with colleges that might be a good fit for you. BigFuture™ Days gives you a chance to get information about multiple colleges from college admissions officers and current college students.

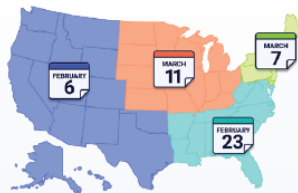
Here are five reasons to attend BigFuture Days:

- 1 Explore colleges in a way that's informative but not overwhelming.
- 2 Connect directly with colleges to get answers to your questions and show your interest in attending.
- 3 Hear from current college students who know what it's like on campus.
- 4 Take key college planning steps like searching for colleges and exploring scholarships.
- 5 Join these free events from a computer or mobile device.

Sophomores and Juniors: Save These Dates

Explore your college options in each region—attend any or all of these events.

- BigFuture Day West + Southwest, Saturday, February 6
- BigFuture Day Southeast, Tuesday, February 23
- BigFuture Day Northeast, Sunday, March 7
- BigFuture Day Midwest, Thursday, March 11



Go to cb.org/bigfuturedays to register and learn more!

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CAMPUS VISIT CHECKLIST

How to Make the Most of Your Trip

When planning your campus visits, make sure to allow time to explore each college. While you are there, talk to as many people as possible. These can include college admission staff, professors, and students. Below are some other things you can do while visiting. Note that some activities, such as meeting with an admission officer or staying overnight in a dorm, might need to be set up in advance.

Gather Information

Find out what you need to do to apply and see if the college's class and major offerings are what you want:

- Take part in a group information session at the admission office.
- Interview with an admission officer.
- Pick up financial aid forms.
- Sit in on a class. If classes aren't in session, just see what the classrooms are like.
- Meet a professor who teaches a subject that interests you.
- Talk to students about what they think of their classes and professors.
- Get the names and business cards of the people you meet so you can contact them later if you have questions.

Explore the Campus

Get a feel for student life, and see if this college is a place where you will do well:

- Take a campus tour.
- Visit the dining hall, fitness center, library, career center, bookstore, and other campus facilities.
- Talk to current students about the college and life on campus.
- Check out the freshman dorms, and stay overnight with a student, if possible.
- Talk to the coaches of sports that you may want to play.
- Walk or drive around the community surrounding the campus.

Check Out Campus Media

Tune in to learn what's happening on campus and what's on students' minds:

- Listen to the college radio station.
- Read the student newspaper.
- Scan bulletin boards to see what daily student life is like.
- Go to the career center and learn what services it offers.
- Browse the school's website and any campus blogs.
- Read other student publications, such as department newsletters, alternative newspapers, and literary reviews.

Questions to Ask Tour Guides/Students

- What are the best reasons to go to this college?
- What's it like to go from high school to college?
- What do you do in your free time? On the weekends?
- What do you love about this college?
- What do you wish you could change about this college?
- Why did you choose this college?
- What is it like to live here?
- What does the college do to promote student involvement in campus groups, extracurricular activities, or volunteerism?

STEP 4: PREPARE

- Choose challenging senior year courses
- Take SAT and/or ACT (if required)
- Identify schools to which you will apply and their application requirements
- Request teacher recommendation(s)
- Submit the Autobiography to your school counselor if you need a recommendation letter
- Begin your essay or personal statement
- Review activities and choose which to report on applications
- If you are being recruited for a NCAA Division I or Division II sport, register with the NCAA Eligibility Center

SAT AND ACT

It is the student's responsibility to register for SAT and/or ACT Exams.

Registration is done online:

SAT

- <http://sat.collegeboard.org/register>
- Kingston High School CEEB Code: 332705; test center code: 33540

ACT

- <http://www.actstudent.org/register>
- Kingston High School CEEB Code: 332705; test center code: 190880

It is the student's responsibility to send official SAT and/or ACT Scores to colleges.

To report scores

SAT

- <http://sat.collegeboard.org/scores>

ACT

- <http://www.actstudent.org/scores/send/>

TEST PREP

Khan Academy (<https://collegereadiness.collegeboard.org/sat/practice/khan-academy>)

- FREE Personalized SAT Practice through College Board

The Princeton Review (www.princetonreview.com)

- Free Online Test Prep
- Discounted SAT and ACT Courses
- Discounted SAT and ACT Tutoring

SAT and ACT: Testing for the College Admission Process

Testing options for 4-year college applicants

Test name	Test date	Registration Deadline	How to register	Testing location
SAT	May 6, 2023	April 7, 2023	sat.org	KHS
SAT	June 3, 2023	May 4, 2023		KHS
ACT	June 10, 2023	May 5, 2023	act.org	KHS
SAT	August 26, 2023	July 28, 2023	sat.org	local HS
PSAT (10th/11th graders)	October 2023	TBD	TBD	KHS
SAT	October 7, 2023	September 8, 2023	sat.org	KHS
SAT	November 4, 2023	October 6, 2023		KHS
ACT	December 2023	TBD	act.org	KHS

Test Content

ACT:	English, Math, Reading and Science (optional Writing); visit act.org for detailed test content.
SAT:	Reading, Writing and Language, Math; visit sat.org for detailed test content.

Colleges and universities accept both the SAT and ACT.

Colleges will "super-score" (consider highest score across testing dates) so retesting may be beneficial.

Some colleges do not require an SAT or ACT for acceptance but use the score for scholarship purposes.

Some 2 year colleges use the SAT or ACT for placement purposes.

An SAT or ACT score is required for the NCAA Eligibility Center.

Please note: According to the National Center for Fair & Open Testing (FairTest), more than 1,815 colleges and universities now practice test-optional or test-blind admissions. The list includes selective colleges and universities. For a full list visit: <https://www.fairtest.org/>

www.fairtest.org

COMPARE THE SAT TO THE ACT

SAT content:

The SAT takes 3 hours and consists of 3 tests. 1) Reading Test 2) Writing and Language Test 3) Math Test
Most of the questions are multiple choice, though some of the math questions ask you to write in the answer rather than select it.

On all questions, there's no penalty for guessing: if you're not sure of the answer, it's better to guess than leave the response blank.

Component	Time Allotted (minutes)	Number of Questions/Tasks
Reading	65	52
Writing and Language	35	44
Math	80	58
Total	180	154

ACT content:

The ACT contains multiple-choice tests in 4 areas: English, math, reading and science.
ACT's writing test is optional and will not affect your total score.

Component	Time Allotted (minutes)	Number of Questions/Tasks
Reading	35	40
English	45	75
Math	60	60
Science	35	40
Writing (optional)	40	1
Total (no writing)	175	215

KINGSTON HIGH SCHOOL
College Recommendation Letter Autobiography

Name: _____

Submitted to counselor: _____

As part of your college application, you may need to ask your counselor to submit a letter of recommendation. Your responses to these questions will assist us in writing the best letter for you. Please remember, the purpose of a recommendation letter is to communicate your personal attributes.

Where are you applying?

Why do you want to attend college?

Why will a college want to accept you?

What qualities will make you a good roommate?

What is something that most teachers or students may not know about you?

Did you have a role model that motivated or helped you during your time in school?

Have there been any obstacles, events or hardships that impacted your high school experience? Share what that has been like.

How do you manage the stress that sometimes results from juggling multiple responsibilities, both in and out of school?

Was there a class or experience that really challenged you?

Did you have a particularly tough teacher and how did you handle it?

What should we know about you that we didn't ask?

ACTIVITIES

Most college applications include a section for you to report your activities. If there is not enough room to tell them about everything, they may consider your Activity Resume as long as it provides meaningful information not found elsewhere in your application.

Please list your extracurricular involvements including KHS clubs and school events, volunteer, religion-based and community service, athletics, summer activities and hobbies.

Activity	Grade				hours per week	Leadership position held or honors won
	9	10	11	12		

Please identify and discuss which activity has been most meaningful to you and why.

THE COLLEGE ESSAY

How Important Is It?

- The more competitive the school, the more important it is
 - ✓ Used to distinguish among equally qualified applicants
 - ✓ Could make a difference for borderline applicants who don't quite meet academic requirements
 - ✓ Unlikely to be deciding factor for applicants significantly below requirements

What Do They Look For?

- Your ability to organize thoughts into a concise, coherent, and structured narrative
- Your personality, character, preferences, values, and thought process
- What you can bring to their campus
- Something they cannot learn about you from the rest of your application
- Your “story”, not a “standard 5-paragraph academic essay”

What to Avoid

- Plagiarism
- Poor grammar, usage, and spelling
- Using a generic essay that doesn't answer the question
- Too much information
- Long list of accomplishments
- Exhaustive narrative of your hopes and dreams
- Long-winded efforts to impress
- Words you never use in a conversation
- Flattery
- Bragging

Additional Resources

Tips for Writing an Effective Application Essay (College Board): [Tips for Application Essay](#)

Top Ten Tips for Writing a College Essay (National Association of College Admissions Counseling): [Top Ten Tips for Writing a College Essay - National Association for College Admission Counseling \(NACAC\) \(nacacnet.org\)](#)

INFORMATION FOR STUDENT-ATHLETES

NCAA Eligibility Center Basics

Student-athletes must register with the NCAA Eligibility Center in high school to be eligible to participate in an NCAA Division I or II sport in college. Athletes playing in Division III do not have to register.

What is the NCAA Eligibility Center? (<https://web3.ncaa.org/ecwr3/>)

The NCAA Eligibility Center certifies whether prospective college athletes are eligible to play sports at NCAA Division I or II institutions. It does this by reviewing the student-athlete's academic record, SAT or ACT scores, and amateur status to ensure conformity with NCAA rules.

What are NCAA Divisions I, II, and III?

The NCAA is the governing body of many intercollegiate sports. Each college regulated by the NCAA has established rules on eligibility, recruiting and financial aid and falls into one of the three membership divisions (Divisions I, II or III). Divisions are based on college size and the scope of their athletic programs and scholarships.

When should students register?

Students should register at the conclusion of their Junior year of high school. Student eligibility will NOT be determined by the NCAA unless a collegiate coach requests the student's status. There is no registration deadline, but students must be cleared by the Eligibility Center before they can receive athletic scholarships, practice or compete at a Division I or II institution.

How do students register?

Students must register online at the NCAA Eligibility Center [NCAA Eligibility Center](#). They will enter personal information, answer questions about their course work and sports participation outside of high school and pay a registration fee. The current cost to register is \$100.

Can students have the registration fee waived?

Students who have received a waiver for the SAT or ACT are eligible for a waiver of the registration fee. The student's counselor must submit confirmation of the student's test fee waiver.

What records does the Eligibility Center require?

Students should ask their school counselor to upload their transcript once they have completed at least six semesters of high school (after the conclusion of Junior year). In addition, students must have their SAT or ACT test scores sent directly from the testing company to the Eligibility Center; students can request this when they register for the exams by entering code 9999 in the score reporting section. Students may also send scores after testing through the ACT or SAT websites.

The most recent edition of the **NCAA Guide for the College-Bound Student-Athlete** can be found here [CBSA.pdf \(ncaa.org\)](#).

STEP 5: APPLY

GENERAL POLICIES AND PROCEDURES

- We strongly encourage students to complete applications using the Common App and matching it to the Naviance account to keep the process as efficient as possible
- Submit applications online.

College Application Deadlines: Requests Due to School Counselor:

November 1	October 15
November 15	November 1
December 1	November 15
January 1	December 1
After January 1	15 School Days in Advance


Who Sends What?


- **Counselors will submit:**
 - Official high school transcript
 - Secondary School Report (SSR)
 - School Profile Information
 - Counselor recommendation
 - Mid-year report (mid-February)
- **Student is responsible for sending**
 - A completed application
 - Requests to teachers for letters of recommendation
 - SAT and/or ACT scores to colleges.
 - supplemental information required or accepted by the college (Ex. Portfolio, audition tapes, outside recommendations, activity resume, supplemental applications)
 - completing Financial Aid applications (FAFSA, TAP, CCS Profile)

Students will complete and submit a survey to their school counselor so that the final transcript may be submitted to their school of choice. Transcripts will be sent electronically in mid-July.

THE COMMON APPLICATION



- <http://www.commonapp.org>
- Standardized first-year application used by more than 900 colleges & universities

 Close Common App Account Matching

 **Note:** Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on [Common App Online](#) 
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#) 

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

[I don't need this](#)

TIPS

These tips will help you successfully match your accounts.

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

MATCHING COMMON APP TO NAVIANCE

- Create Common App account
- Add at least one college to Common App My Colleges
- Go to My Colleges and Complete FERPA
- Log on to Naviance Student account
- Go to Colleges tab
- Click Colleges I am Applying to
- Enter e-mail address used to create Common App account and verify date of birth.

APPLYING TO SUNY

<https://www.suny.edu/attend/apply-to-suny/>

If you are applying **only** to SUNY Schools, we encourage you to use the **SUNY Application**.

IF YOU ARE APPLYING TO ULSTER, **DO NOT PAY TO APPLY**.

https://www.sunyulster.edu/admissions/start_here/index.php

Non-Participating Campuses (students must apply directly to the school)

- Empire State College www.esc.edu
- Downstate Medical University www.downstate.edu
- Nassau Community College www.nccc.edu
- Suffolk Community College <http://www.sunysuffolk.edu>
- Rockland Community College [Application Management \(sunyrockland.edu\)](http://www.sunyrockland.edu)
- Westchester Community College <http://www.sunywcc.edu>
-

SUNY CAMPUS LOCATIONS



STEP 6: PAYING FOR COLLEGE

FEDERAL STUDENT AID (www.fafsa.gov)

WHAT is federal student aid?

Federal student aid comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for higher education expenses (i.e., college, career school, or graduate school expenses).

Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. Aid also can help pay for a computer and for dependent care. There are three main categories of federal student aid: grants, work-study, and loans.

WHO gets federal student aid?

Our most basic eligibility requirements are that you must:

- demonstrate financial need (for most programs— to learn more, visit StudentAid.gov/how-calculated),
- be a U.S. citizen or an eligible noncitizen,
- have a valid Social Security number,
- register (if you haven't already) with Selective Service, if you're a male between the ages of 18 and 25,
- maintain satisfactory academic progress in college or career school, and
- show you're qualified to obtain a college or career school education by
 - having a high school diploma or General Educational Development (GED) certificate or
 - completing a high school education in a homeschool setting approved under state law.
- Find more details about eligibility criteria at StudentAid.gov/eligibility.

HOW do you apply for federal student aid?

1. Complete the Free Application for Federal Student Aid (FAFSA) at [FAFSA® Application | Federal Student Aid](#). If you are applying to any New York state schools you should complete the Tuition Assistance Program (TAP) application. New York State (NYS) residents attending NYS schools can link directly to the TAP application from the FAFSA submission confirmation page. The TAP application can also be found here [NYS Higher Education Services Corporation - Apply For TAP](#).
2. After you apply, you'll receive a Student Aid Report, or SAR. Your SAR contains the information reported on your FAFSA and usually includes your Expected Family Contribution (EFC). The EFC is an index number used to determine your eligibility for federal student aid. Review your SAR information and make any corrections or changes, if necessary. The school(s) you list on your FAFSA will get your SAR data electronically.
3. Contact the school(s) you might attend. Make sure the financial aid office at each school you're interested in has all the information needed to determine your eligibility. If you're eligible, each school's financial aid office will send you an award letter showing the amount and types of aid (from all sources) the school will offer you. You can compare award letters from the schools to which you applied and see what aid you can receive from each school.

SCHOLARSHIPS

Finding and Applying for Scholarships

Some scholarships for college are merit-based. You earn them by meeting or exceeding certain standards set by the scholarship sponsor. Merit scholarships might be awarded based on academic achievement or on a combination of academics and a special talent, trait, or interest. Other scholarships are based on financial need.

A scholarship might cover the entire cost of your tuition, or it might be a one-time award of a few hundred dollars. Either way, it's worth applying for, because it'll help reduce the cost of your education

Below are resources for identifying scholarship opportunities:

- Financial aid webpage of the college you are planning to attend
- NYS funded scholarship programs.....<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html>
- College Board.....[BigFuture Scholarships: Earn by Planning for College \(collegeboard.org\)](https://collegeboard.org/scholarships)
- Fastweb.....[Find College Scholarships | Fastweb](https://www.fastweb.com)
- U.S. Department of Labor..... <https://www.careeronestop.org/toolkit/training/find-scholarships.aspx>
- RaiseMe..... www.raise.me
- Bold Scholarship Search..... www.bold.org
- Foundations, religious or community organizations, local businesses, or civic groups
 - Local scholarships are posted on Kingston High School website in Senior year
- Organizations (including professional associations) related to your field of interest
- Employer or your parents' employers

When do I apply for scholarships?

That depends on each scholarship's deadline. Some deadlines are as early as a year before college starts, so if you're in high school now, you should be researching and applying for scholarships during the summer between your junior and senior years. But if you've missed that window, don't give up! Look at scholarship information to see which ones you can still apply for now.

How do I apply for scholarships?

Each scholarship has its own requirements. The scholarship's website should give you an idea of who qualifies for the scholarship and how to apply. Make sure you read the application carefully, fill it out completely, and meet the application deadline.

How do I get my scholarship money?

That depends on the scholarship. The money might go directly to your college, where it will be applied to any tuition, fees, or other amounts you owe, and then any leftover funds given to you. Or it might be sent directly to you in a check. The scholarship provider should tell you what to expect when it informs you that you've been awarded the scholarship. If not, make sure to ask.

JUNIOR YEAR TO-DO LIST

October

- ✓ Take the PSATs
- ✓ Attend College Fairs

December

- ✓ Review PSAT results
- ✓ Practice for the SAT/ACT (www.khanacademy.org)

January/ February/ March

- ✓ Start your college search – make a list of abilities, preferences, qualities
- ✓ Register for any ACT or SAT test prep courses
- ✓ Register for May SAT

April

- ✓ Make a list of 10-15 colleges that interest you (identify your priorities) and add them to “Colleges I’m Thinking About” in Naviance Student
- ✓ Attend college fair
- ✓ Begin visiting colleges (virtual visits are a great tool!)
- ✓ Begin working on the Autobiography for Counselor Recommendation included in this packet
- ✓ Register for June SAT or ACT

May

- ✓ Take SAT
- ✓ Plan summer activities early – volunteer, get an internship, sign up for summer learning programs

June

- ✓ Take SAT or ACT
- ✓ Complete Autobiography for Counselor Recommendation
- ✓ Register for August SAT (if necessary)

Summer

- ✓ Continue visiting colleges – take campus tours, schedule interviews with admission counselors
- ✓ Check application deadlines for those colleges you are interested in applying to
- ✓ Begin to record thoughts for application essays
- ✓ Set up your account on Common App
- ✓ Register with NCAA if Division I or II bound student-athlete

SENIOR YEAR TO-DO LIST

September

- ✓ Register for October or November SAT
- ✓ Continue visiting college campus and Open Houses
- ✓ Narrow list of potential colleges to 5-10 and add them to your application list in Naviance
- ✓ Begin looking over college applications/ Financial Aid information
- ✓ Ask for recommendations from teachers/counselor
- ✓ Write application essay
- ✓ Begin scholarship search

October

- ✓ Early Decision/Early Action Applications (ED/EA) applicants: Begin Applications
- ✓ Early Decision/Early Action Applications (ED/EA) applicants: Add colleges to Application list on Naviance Student
- ✓ Attend College Fairs in the area (or virtually)
- ✓ Register for December ACT (if necessary)
- ✓ Apply for Financial Aid – submit the FAFSA as soon after October 1st as possible. Visit www.fafsa.gov to apply
- ✓ Complete CSS Profile **if required** by college

November

- ✓ Review final list of 4-8 colleges
- ✓ Regular/Rolling Deadlines Applicants: Begin applications
- ✓ Regular/Rolling Deadlines Applicants: Add colleges to application list in Naviance Student
- ✓ Regular/Rolling Deadlines Applicants: Request transcripts in Naviance Student

December

- ✓ **Send all applications with January 1st & Rolling deadlines before December break**
- ✓ Continue working on applications that have a deadline of February 1st or later

January – June

- ✓ Continue scholarship search
- ✓ Complete all financial aid forms required by the colleges you are applying to

April – May

- ✓ Complete all required paperwork for the college you will be attending
- ✓ If you are an athlete anticipating participating in Division I or Division II athletics in college, complete your amateurism certification with NCAA Eligibility Center

Glossary of Terms

American College Test (ACT): One of the most common college entrance exams. The exam consists of four sections including math, science, English, and reading. There is an optional writing section that is usually taken for the first time in the spring of the junior year and again in the senior year of high school.

Admission: Getting accepted into a college.

Application/Acceptance/Admission: **Application** is what you need to do, in order to be considered by a college. So apply! You should make sure you complete all of the college's required forms and hand in any necessary documents, like previous academic records, **test scores**, and letters of recommendation. You may also be required to have an interview. Depending on how good your application is, you might gain **acceptance** to the institution. **Admission** is the status granted to an applicant who meets the entrance requirements of the institution. Many colleges nationwide have different requirements and Application/Acceptance/Admission policies, so make sure of the specific criteria necessary at the schools to which you are applying.

Cost of Attendance: What it costs to attend a specific college, including tuition & fees, room & board, books, transportation, personal expenses, and all other necessary expenses associated with going to that college.

Cumulative Grade Point Average: A grade point average that is based on all previously completed work

Deferred Admission: Once you have been admitted to a college, you can postpone starting your studies for a specified period of time (usually one year). Make sure you apply for a deferral *before* beginning your studies.

Early Action (EA): An admission application option that allows a high school student who just entered his/her senior year of high school to file for early admission to his/her top choice college (or colleges). However, in this case, the student is *not* committed to accepting admittance to a particular college, even if he/she gets accepted to his/her top choice school. Early action plans allow a student to decide if they wish to accept an offer of admission until May 1st.

Early Admission: Some colleges accept certain students with exceptional abilities who have only completed their junior year, but who have not completed high school. These students are enrolled in college as full-time students while also completing high school graduation requirements.

Early Decision (ED): A binding agreement that requires accepted students to attend the college or university. This is most appropriate for students who know exactly which college they want to attend. An early decision application is initiated by the student who is then notified of the college's decision earlier than usual (generally by the 15th of December of senior year). Keep in mind that by submitting an early decision application, you are automatically agreeing to accept the school's offer of admission.

FAFSA: Stands for **Free Application for Federal Student Aid**. The first step in applying for financial aid, and most universities require incoming students to complete the FAFSA form.

FERPA: Stands for [Federal Educational Rights and Privacy Act](#). This act gives college students the right of privacy over the school records, even if they're under 18. This means you, as their parents, cannot access their academic information, such as their grades. There is an exception for health and safety information: If a college feels it would be important to share that sort of information with you, they are allowed to.

Federal Pell Grant Program: A federally sponsored and administered program that provides grants based on need to undergraduate students.

Federal Perkins Loan Program: A federally funded program based on need, and administered by colleges, that provides low-interest loans. Repayment need not begin until completion of the student's education.

Financial Need: This is determined by the difference between the cost of college and the student's ability to pay for it. Typically, this takes into account the ability of the student's parents to help pay for school, as well.

General Education Requirements: Most 4-year college programs come with a set of general education requirements, intended to ensure all students receive a broad education, with knowledge of topics outside of their chosen field of study.

Open Admissions: The college admissions policy that admits high school graduates without regard to conventional academic qualifications, such as high school grades, admissions test scores, and high school subjects taken. SUNY Ulster is an example.

PSAT: The practice version of the SAT. It is taken primarily by Juniors and is used as a study tool but does not become part of the academic record.

Rolling Admissions: An admissions procedure by which the college reviews your application as soon as all the required documents, such as transcript and test scores, have been received.

Room & Board: The fees charged by a college for a dorm room (or other living facility) and meals during the school year.

Scholastic Aptitude Test (SAT): One of the most common college entrance exams required for admission to many colleges.

Special Talent Applicant: A person who does not meet the minimum entry requirements of a particular academic program but is admitted to that academic program through special entry provisions.

Transcript: A transcript is an overview of a student's academic progress — it includes courses taken, grades earned, GPA and class rank.

Tuition: The amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

Undergraduate: An undergraduate is any student pursuing a 4-year Bachelor's degree.

Wait List: Prospective students who have not been officially accepted to a university but could still be in the coming months. Being wait listed means a student may be accepted if there are still openings as school year nears. It is not a guarantee of acceptance, in fact, many schools only admit a small percentage of waitlisted students.

Virtual Tour: When you can't do a campus visit, a virtual tour is often an option. This is a tour hosted online, either through an interactive website or as part of a live video stream presented by the university.