

2020-2021

Applying for College



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APPLYING FOR COLLEGE

Applying for college is exciting, but it can be an overwhelming, emotional, and difficult process as well. This manual will help you through a lot of the hurdles that will come up in the months to come. Please share it with your parents, and get a commitment from everyone involved to participate in the process together. Communication is a key part of keeping the peace senior year!

College Exploration

College Websites

The best place to look for initial information is the college's own website. No longer are pamphlets and flyers needed to dazzle you with their beautiful campus – you can go directly to their website and get the facts.

Most colleges have a ".edu" webpage that is easily searchable. A good starting point is the ADMISSIONS tab on that page. You are classified under FUTURE STUDENT, and you can go to that section of their site to see what is required of students who apply. Even if you have earned CCP credit you are still classified as a first-time college student.

Some things to look for:

- Majors – every college does not offer the same major, or even call it the same thing. For example, some colleges have a pre-med major, while others just expect you to pick another related major, such as biology or chemistry.
- Dates and Deadlines – look for dates for visit days, deadlines for applications, deadlines for scholarships, and their expected turn-around time to process applications.
- Early Decision and/or Early Action information – look for dates and processes.
- Honors Program or Honors College – requirements to enroll and to maintain your participation.
- Financial Information – look for tuition, fees, book estimates, room & board costs, scholarships and grants available.

Demonstrated Interest

Selective colleges expect to see a "demonstrated interest" in their college *prior* to a student's application so they offer a spot to a student that has the highest probability of attending. There are many ways to show that demonstrated interest:

- Request info online
- Contact an admissions rep
- Open your email from colleges
- Attend a college fair
- Apply early
- Go on a college visit (may need to be virtual)
- Meet with an alum in the area
- Attend a webinar or online event
- Write a thank you note

College Rep Visits

Colleges visit NC during lunch periods. The visits are posted on Naviance, and students should RSVP on Naviance so when the reps check in to see how many students are attending they can make plans for materials, etc. If you commit to attending by completing the RSVP, you are expected to attend – it is just good manners. Even if you have made a decision to not apply to that college, please follow through on your RSVP. Any college visit can help you narrow down features that may/may not be important to you.

Students who attend a rep visit at school can jump to the front of the hot line or snack line (respectfully), then report to the designated room. The rep will start in the first 5 minutes after the bell, so please move quickly to report in. Ask thoughtful questions, request clarification if needed, and look for ways that the college sets itself apart.

Visit the College

Ultimately, the best way to know if a college is a good fit for you is to visit. You can make an appointment to visit by calling, emailing, or filling out an online form through the admission office. Some colleges will offer personal tours for you and your family, and some will bulk groups together for the tour. Expect to see a class or two in session, a dorm room, the library, the food court/cafeteria, the bookstore. Request to meet with a professor in your major and any coaches that are available in your sport.

The impact of the visit cannot be easily explained – you will either feel at home or not. A simple walk across campus or in the cafeteria can help you determine if you “fit in”. Nothing can replace a visit, so it is important to narrow down your choices and start planning.

Juniors and seniors each get two college visit days as excused absences. Look ahead on the calendar for additional days that you may schedule visits to colleges, such as teacher professional development days, the day before Thanksgiving, etc. Search for special visit days hosted by the colleges where they offer programming that will highlight their unique features.

What Should I Ask?

- What is the difference between the students who are accepted and the ones not accepted?
- What is your “full sticker price”, including tuition, fees, room & board?
- Based on the career I am considering, what major would you recommend?
- What is the average class size? Does it differ by major?
- Who teaches your classes (professors, teaching assistants, grad students, etc.)?
- What support services are available, such as math labs, tutoring, and academic coaching?
- What is the makeup of the student body?
- Do you have *[insert organization here]*? (intramural volleyball, quidditch, ROTC, fraternities and sororities, Young Republicans or Young Democrats, pep band,...)
- What were some of the most popular campus events last year?
- What are the statistics for students returning for a second year? Students graduating on time? Students earning employment within their field or major after graduation?

- What are the requirements and perks of participating in an honors program or learning community?
- Are there scholarships available that require an additional application?

Naviance

Naviance is an online subscription that Newark Catholic pays for as a school that provides opportunities for students to do explore college and career, research the process to apply to each college, plan out how the year will progress, prepare documents needed for the applications, and then track the application process.

Naviance is available to students from their freshman to senior year. It becomes a necessary tool mid-way through junior year as students begin to prepare for ACT. The end of junior year is a great time to begin developing your résumé, and narrowing your college choices. Senior year begins with applications, recommendations, and transcript requests, all of which happen in Naviance.

To log into Naviance, go to: <https://student.naviance.com/newarkcatholic>

You will need your login and password, as assigned to you by your school counselor. You are encouraged to share this login information with your parents so they can work with you to develop your materials.



EXPLORE	RESEARCH	PLAN	PREPARE	APPLY
<ul style="list-style-type: none"> •Career discovery •Personality inventory 	<ul style="list-style-type: none"> •College research and comparison •Begin building list of schools you are considering 	<ul style="list-style-type: none"> •Compile data about each school •Build a calendar for your school year 	<ul style="list-style-type: none"> •Compose a résumé •Practice for the ACT 	<ul style="list-style-type: none"> •Use Naviance to request transcripts, request letters of recommendation, & track documents as they are sent to the colleges.

Standardized Testing

Standardized testing is a necessary step to get into college. This is your opportunity to show that the work done throughout high school has been retained. It proves your ability to think and apply knowledge, and the colleges can identify the reading level that you are capable of achieving.

Many families get hyper-focused on the college entrance exams, such as ACT and SAT. This is understandable, since your score is essential to getting into college, and it also determines your merit-based scholarship money that is offered to you from the various colleges. A point or two can make the difference between affording the college of your choice or defaulting to a cheaper college due to cost.

You are encouraged, however, to prepare appropriately, do the best you can on the day of the test, and then recognize when you have maxed your potential and it is time to accept your score.

ACT vs. SAT

Many families ask about which test to take. The simple answer is either one works. For no obvious reason, ACT is used more heavily by high schools in the middle of the country, and SAT is used more frequently on the coasts. Both tests, however, are considered acceptable to apply to almost every college in the United States. Ohio is primarily an ACT state, so most of our preparation focuses on that test. ACT is also used by most of the schools in Licking County, including Newark Catholic, as the alternative pathway to graduation for students who have not earned all of their required graduation points through end-of-course testing. For this reason, juniors have an opportunity to take the ACT once during the spring at no cost.

A side-by-side comparison:

	ACT	SAT
Is written by	American College Test	College Board (along with PSAT and AP/Advanced Placement)
Subjects covered	English (45 min, 75 questions) Math (60 min, 60 questions) Reading (35 min, 40 questions) Science (35 min, 40 questions)	Writing/Language (35 min, 44 questions) Math (80 min, 58 questions) Reading (65 min, 52 questions) <no Science>
Essay Portion	Optional; support your side to an argument (40 minutes); evaluate and analyze complex issues	Optional; evaluate an argument that someone else prepared (50 mins); focused on comprehension
Time as an issue	More questions per minute	Less questions per minute
Scoring	Scale of 1-36	Scale of 400-1600
Question style	More time is required to understand and answer	Slightly more straightforward questions
Reading	5 reading passages	4 reading passages
Math content	Arithmetic, Algebra I & II, Geometry, Trigonometry A Calculator can be used on the entire math section	Arithmetic, Algebra I & II, Geometry, Trigonometry A calculator can be used on some of the math questions
Dates held for national testing	September October December February	April June July August March May June December

Registration for the Tests

To register for the national ACT test held on Saturdays:

- (1) Go to www.actstudent.org.
- (2) If you do not have an account, select CREATE ACCOUNT.
- (3) After creating the account, or if you already have one, sign in with your User ID and password.
- (4) Signing up is a time consuming process. You will need to know: personal identifying information, an email account for the student and parent that are frequently checked, grades for past classes and plans for future classes.
- (5) You will need a credit card or a fee waiver code to register for the national test.

Testing with Accommodations

Students can register for testing with accommodations if they have a qualifying diagnosis that has been documented by the district or medical professional, included as a part of an academic support plan or written plan, and is submitted by a representative of the school. Mrs. Vicki Palur, our intervention specialist, is our representative at NC for this process, and she can be contacted if you have any questions about qualifying. Accommodations must be requested at least a month before the deadline for registration. Please take this into account and contact Mrs. Palur with questions.

Sending your Scores

Every time you register for the ACT, you have an opportunity to send 4 scores, free of charge, to colleges of your choice. You select these colleges at the time of registration. If you are planning on playing Division I or II athletics in college, one of your four choices should be NCAA.

Occasionally I will have parents decide to not send scores until they see what their son or daughter's highest score is. My recommendation, however, is to utilize all of the free score reports that ACT allows. First of all, waiting creates additional and unnecessary expense, as the ACT charges a fee to send additional scores, charged per test date and per college. Second of all, the colleges *really* won't pay attention to your lowest test scores, only your highest. In the NC counseling office, it is *highly recommended* that you take advantage of the free score reports every time you take an ACT.

SAT Subject Exams

As previously explained, almost every college in the US will take either the ACT or the SAT. Some majors at some colleges, however, do require the SAT subject tests. Typically, this happens in highly competitive schools, and most frequently in math and science.

SAT subject exams are offered in:

- Math 1: Algebra I & II, Geometry
- Math 2: Algebra I & II, Geometry, Precalculus, Trigonometry
- Biology E: Biology/Ecology
- Biology M: Biology/Molecular
- Many Foreign Languages
- U.S. History
- World History
- Literature
- Chemistry
- Physics

How to prepare for the Test

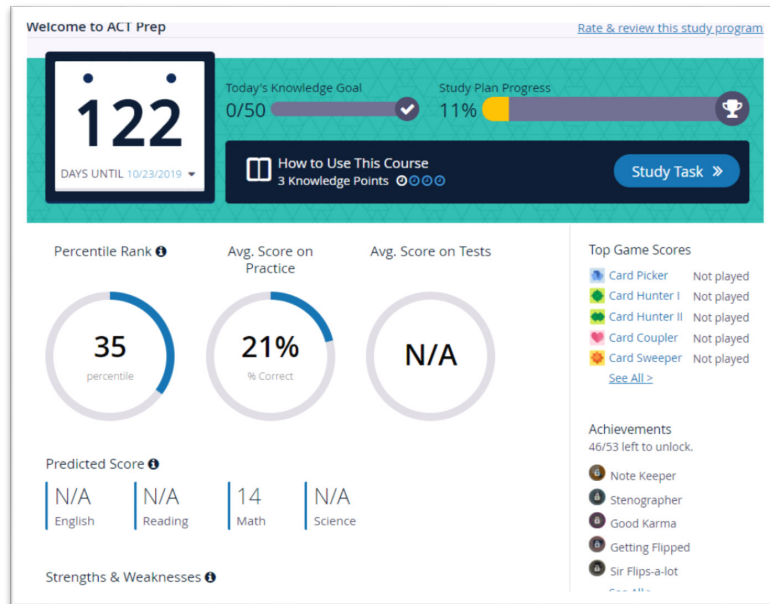
The ACT website

Naturally, the ACT website is the expert at preparing you for all things ACT. They will walk you through the test format, types of questions, and strategies for maximizing your score. They also offer the best review book – The Real ACT Guide – which offers lessons along with several full-length practice tests. This book can be purchased through the website as well as other sites, such as Amazon, Barnes and Noble, and Walmart. Some editions of this guide include a CD with additional information.

Naviance

Naviance Test Prep should be an important component of your test prep. You can set up a countdown calendar to help you plan for your test date, rehearse content, and take practice tests. The ACT Prep course contains: 520 flash cards, 210 lessons, 1926 practice questions, 1290 practice test questions, 6 practice tests, and 90 instructional videos.

To log into Naviance Test Prep, locate the Test Prep link on the bottom of your Naviance home screen.



Vimeo offers a video on Naviance Test Prep that can be found at <https://vimeo.com/135289887>.

Section Retesting

Beginning in the fall of 2020, ACT is offering retesting in individual sections of the test (English, Math, Reading, Science). Students must take a full ACT first, then can retake up to three sections on any test date. ACT is asking colleges to accept these retests as a valid part of scoring, but it will be up to the college. The retesting scores will be part of "superscoring", or averaging the highest score in each subject to come up with a new composite score. Every college does not accept superscoring, so families are encouraged to read the ACT website on "section retesting" as well as the college's website to determine if it is something you want to consider.

Prep Books

Many publishers provide ACT, SAT, PSAT, AP, and other test prep books. Some companies to check are: Kaplan, Barron's, Princeton Review, and ACT for Dummies. I have always supported the idea of getting 2-3 friends together a few months before the test, having everyone buy a different book, and then rotate the books through everyone in the group. This saves money and creates a study group. The local public libraries will also have a section of these books available. Some can be checked out, and some must be used at the library.

ACT Tutors/Courses

ACT tutors and courses can be very helpful. NC chooses not to endorse individual programs that we cannot speak about with direct experience, but we highly recommend you speak to your friends who

have gone through this to find tutors that they found helpful. Word of mouth is the best way.

Newark Catholic has had one ACT prep team come into the building, so we feel that we can endorse them. The College Smiths are a husband and wife team – Rich and Kristy Smith – that are former school counselors, and they have a program and method that is proven to raise scores. You can hire them for private tutoring, or they offer periodic courses, frequently held at Otterbein University. They have a website, www.thecollegesmiths.com, or you can email them at richsmith0678@att.net.

College Athletics

If you are hoping to play college athletics, your application process will be a little different than for everyone else.

Start with an honest conversation with your coach – are you actually college athlete material? If so, continue the honesty with what level is appropriate to pursue. Playing Division I or Division II athletics requires being cleared by the NCAA (National Collegiate Athletic Association) Eligibility Clearinghouse. These team positions can include full or partial tuition scholarships, while Division III schools do not offer athletic scholarships, therefore don't require eligibility through NCAA.

NCAA's purpose is twofold: (1) to determine if you are truly an amateur athlete and have not been paid in money or gifts for playing, and (2) to determine if you would be academically qualified for college even if you were not an athlete. The NCAA Eligibility Center application can be found at www.ncaaeligibilitycenter.org.

Currently, the NCAA has a motto: "2.3 or take a knee". Students must have a GPA and college admissions test score (ACT or SAT) that qualifies them, calculated on a sliding scale. A 2.3 GPA is calculated differently through the NCAA than the school GPA. They only consider English, math, science, social studies and foreign language – the core subjects – and 10 of your 16 core courses must be completed by the end of junior year. Any "A" counts as a 4.0, any "B" counts as a 3.0, etc. Most students have a lower NCAA GPA than school GPA because their elective grades help boost the school GPA. Having a 2.0-2.29 GPA may require an academic red-shirted freshman year. The higher the GPA you earn, the lower the minimum ACT/SAT score required for eligibility, hence the "sliding scale".

The NCAA Eligibility Center's website has an online application for interested athletes. You should work on this application during the spring of junior year. After you have completed 6 semesters of high school, request that NC send your transcript to the NCAA. It will be uploaded electronically and you can track it through the NCAA Eligibility Center's website. You must also request test scores from ACT or SAT to be sent directly to the NCAA. This typically takes approximately 2 weeks to be processed and there is a fee. If you did this at the time of testing for ACT and are satisfied with that score, you do not need to resend.

The NAIA (National Association of Intercollegiate Athletics) is a similar clearinghouse/eligibility experience. NAIA schools tend to be smaller, and the NAIA governs less sports than

NCAA. The registration fee is slightly higher than the NAIA, and they require a 3.0 GPA and a minimum of 18 ACT. They require transcripts from the high school and official ACT scores sent directly from the ACT or SAT websites. Their website is www.playnaia.org.

The NCAA, NAIA, or NJCAA can be added to your “COLLEGES I’M APPLYING TO” list. Then you can request transcripts through Naviance and see when they are sent.

How to Apply – Common App

The key to application season is organization. Find out what needs to be done, along with appropriate timelines, and then prioritize your time according to the schedule. A worksheet is included in the Appendix that you can copy or print for each of the colleges you are applying to. It will help you organize your work.

About Common App

Common App is a website that allows you to apply to multiple colleges with a single application. It represents over 600 colleges throughout the US.

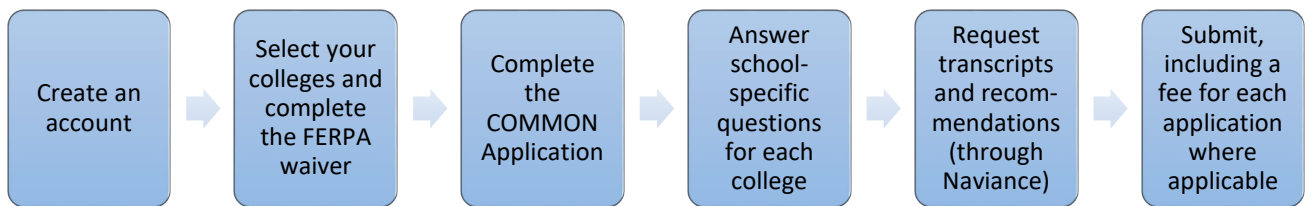
The Ohio colleges that use Common App are:

- Antioch College
- Art Academy of Cincinnati
- Ashland University
- Baldwin Wallace University
- Bluffton University
- Bowling Green State University
- Capital University
- Case Western Reserve University
- Cleveland State University
- Columbus College of Art&Design
- College of Wooster
- Defiance College
- Denison University
- Heidelberg University
- Hiram College
- John Carroll University
- Kent State University
- Kenyon College
- Lake Erie College
- Lourdes University
- Malone University
- Marietta College
- Miami University
- Muskingum University
- Oberlin College
- Ohio Northern University
- The Ohio State University
- Ohio University
- Ohio Wesleyan University
- Otterbein University
- Shawnee State University
- Tiffin University
- University of Akron
- University of Cincinnati
- University of Dayton
- University of Findlay
- University of Mount Union
- The University of Toledo
- Ursuline College
- Walsh University
- Wittenberg University
- Wright State University
- Xavier University

The complete list of Common App schools can be found on their website. It is a good idea to make a list of the schools that you are interested in, compare it to the list of Common App schools, and determine if Common App is the necessary route for you. Many of these schools use both Common App and their own application system and let you choose, but if even one of them uses Common App exclusively, you are better off using it for all of the schools that you can. It eliminates duplicate work as much as possible.

The basic process of Common App:

1. The first step is to create an account. This starts at www.CommonApp.org. **Wait until after August 1 to avoid having your account deleted.**
2. Next, add the schools you are applying to in the COLLEGE SEARCH tab.
3. Go to the MY COLLEGES tab, and select one of your schools. Select the Recommenders and FERPA tab.
4. Read the FERPA statement and decide whether or not to waive your rights.
5. Complete the "Common" portion of the app – in other words, the part all of the colleges share.
6. Complete the school-specific questions and essays from the MY COLLEGES tab.
7. Request transcripts and letters of recommendation through Naviance.
8. Submit your application.



FERPA

FERPA, or the Federal Educational Rights Privacy Act, protects your educational privacy. It gives you rights to protect your information and allows you to designate who can see the various parts of your educational records.

The part of FERPA dealt with in the Common App release has to do with whether or not you are going to read your recommendation letters. You can waive your rights to see the letters or not. Most students waive their rights to see their recommendations to show confidence in their recommenders. Some students prefer to not waive their rights so they can read the letters. Most colleges don't care either way, but the majority of NC students do waive their rights. NC recommends that you waive your rights and pick recommenders that know you well and can clearly articulate your strengths.

Common App Matching in Naviance

After you have created your Common App account, which is just the first step in the process, you will need to match your Common App account to your Naviance account. This will allow NC to upload transcripts, teacher recommendations, and other school documents required by the colleges. You cannot complete the matching step until the FERPA waiver has been completed.

To complete this step, log into Naviance. In the hamburger button (☰), select the COLLEGES tab, then COLLEGES I AM APPLYING TO. At the top of this screen is a large red box. Click on MATCH ACCOUNTS, and fill in the email address you used to create your Common App account and select MATCH ACCOUNTS. It is an easy but necessary step to connect the two accounts.

The Application

The “common” portion of the application, which is the part that all of the colleges you apply to will receive, is long. The appendix of this book lists information you will need to complete it. It is a good idea to look it over and gather the information needed in advance. Typically, students need help with parts of the application, such as social security number, educational level of your parents, occupational information about your parents, etc. You will need to look up test scores, GPA, class rank, number of students, etc. Applications will ask for your counselor’s info, so have it handy (Deb Welch, title: school counselor, dwelch@newarkcatholic.org, 740-344-3594) .

Once you complete the “common” portion, it is time to complete the college-specific sections. These are details that are different for each school. For example, you may want to be a pre-med major, but many schools have different majors – they may have you declare pre-med, or biology, or chemistry, or a different pre-professional degree. You may be asked for your housing preference, and those options may depend on the school. Sometimes there are additional essays to complete.

Because NC uses Naviance, *you will not be able to assign your counselor or teacher recommendations in Common App*. This will be done in Naviance and is addressed in a later section.

Once you have completed all sections of Common App you will submit. TAKE THE TIME TO PROOFREAD. Misspellings are pretty significant on a college application. This is a time to include a parent to look over the application. You will need a credit card to submit the fee, or you can request a fee waiver if you qualify for one. Please have a conversation with Mrs. Welch if you are requesting a fee waiver.

How to Apply – Other Electronic Applications

Many colleges have their own application systems, and they are frequently *much* simpler than using Common App. Each one is different, so examples can’t be provided here. The most important thing is PROOFREAD EVERYTHING before you submit. Please stop in the school counseling office if you need assistance with any application – I am here to help!

When you submit the application you will need to request transcripts and test scores. Always find out if a college requires OFFICIAL test scores. If they use the word “official”, then you must go to the ACT website and order the scores to be sent directly if you didn’t have them sent when you took the test. Common App colleges typically require OFFICIAL scores.

Using Naviance to Apply

As you work your way through the application process, it is important that you update Naviance frequently: when you decide to apply, when you request a transcript, when you submit the application, when you request a recommender, when you are accepted/denied/waitlisted.

The picture following shows a sample student’s screen who has applied to the colleges listed. He added 5 colleges to his list. Note that in the TRANSCRIPTS column, Naviance shows which have been sent and which one (DePaul) hasn’t been requested. Also note the blank screen under

SUBMISSION TYPE means the student used BGSU’s own online application, applied through Common App for Iowa, Miami, and OU, and hasn’t specified the method of application for DePaul. This (fake) student also documented his acceptance to 3 schools, denial into 1, and didn’t specify acceptance/denial for Miami so it just says “Submitted”. All of the details in this screen can be managed through the pencil/EDIT button.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application		
Bowling Green State University	RD	Regular Decision	-	N/A	final sent	Initial materials submitted		Accepted	EDIT MORE
DePaul University	RD	Regular Decision 1	February	N/A	no request	Pending		Accepted	EDIT MORE
The University of Iowa	EA	Early Action	-	N/A	sent	Initial materials submitted		Denied	EDIT MORE
Miami University, Oxford	EA	Early Action 1	November 1	N/A	sent	Initial materials submitted		Submitted	EDIT MORE
Ohio University	EA	Early Action 1	December 1	N/A	sent	Initial materials submitted		Accepted	EDIT MORE

Tasks to complete in Naviance:

- Move colleges into the “Colleges I’m Applying To” screen.
- The pencil can be selected to edit the application list.
- Match Common App to the Naviance account so your college list is updated automatically.
- Transcripts are requested in this screen.
- Request teacher recommendations, after speaking to the teacher directly.

Following is an example from the EDIT APPLICATIONS (pencil symbol) screen. The student has:

- ✓ Checked the box to show they submitted the application
- ✓ Specify the “Division” if applicable (Engineering, Honors College, Pre-med, etc.)
- ✓ Determined which method he submitted the app, such as Common App or Directly to the Institution/their own electronic system. (*counselor documents/transcripts cannot be sent until selected*)
- ✓ Shared the result when it is known: accepted, withdrawn, waitlisted, deferred, etc.
- ✓ Specified level of interest
- ✓ Specified the format – most will be online

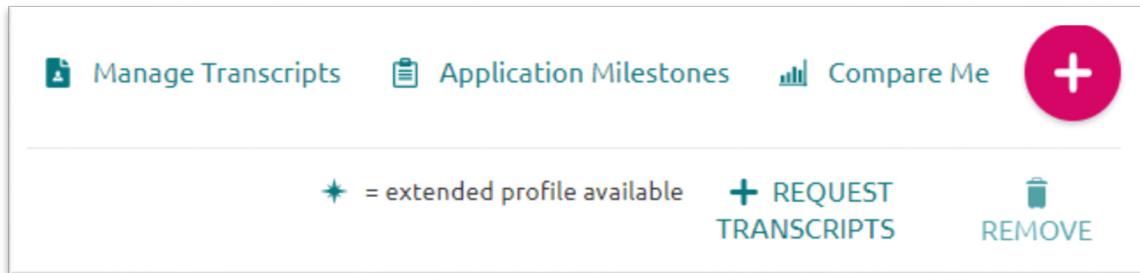
Miami University, Oxford (OH)

Have you submitted your application?	App type ▼
<input checked="" type="checkbox"/> I've submitted my application	Early Action
Division	Result ▼
N/A ▼	Unknown
I'll submit my application	Waitlisted/Deferred ▼
<input checked="" type="radio"/> Via Common App	N/A
<input type="radio"/> Direct to the institution	Interest ▼
<input type="radio"/> I'm not sure yet	N/A
College Deadline 11/01/2019	Format ▼
Counselor Override Not Applicable	N/A

[Save College Application](#)

Transcripts

Once you have added the colleges to your list that you are applying to and matched to Common App (if needed), you can request transcripts. On the COLLEGES I AM APPLYING TO screen, click on REQUEST TRANSCRIPTS.



Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using ADD TRANSCRIPT REQUEST from your application list. You can check the status of any transcript request in MANAGE TRANSCRIPTS.

In the fall, you will be requesting INITIAL transcripts. If your college requires it (most do not), you will request MID-YEAR transcripts in January. The college you definitely decide to attend receives your FINAL transcripts after graduation in June.

What type of transcript are you requesting?

Initial

Mid year


Final

What additional materials, if any, do you want included?

Unofficial SAT Scores

Unofficial ACT Scores

Where are you sending the transcript/s?

Capital University 

You select the type (INITIAL), and if you want test scores included. Use the green dropdown arrow to include all colleges you have included in your list in Naviance. If it is a Common Application, they will not accept my test scores – you must send them directly from ACT/SAT. Likewise, if your colleges require “official” test scores, you will need to deliver them directly from the testing company.

Return to this screen in January if you need to have mid-year transcripts. Not very many colleges require this, so only do this if it is a requirement.

School Documents

When students think of what the high school sends to colleges, they think about transcripts. Just so you are clear on the process, when transcripts are requested the following is also sent:

- ✓ Test scores – a copy of your testing card is included and contains stickers with your ACT, SAT, and PSAT scores. Some colleges will accept this for your testing scores, but any Common App colleges or ones that require “official” scores must have a report sent from the testing company.
- ✓ School report – this submits a form that includes your GPA, rank, and information about disciplinary issues. The counselor recommendation is also included in this.
- ✓ School profile – this is a document that paints a picture of the school, including an explanation of our grading scale, the AP and Honors courses we offer, our average test scores, etc.
- ✓ Letters of recommendation – these are sent in the bundle with the transcript and school report if they are done at that time. Please check in with the counseling office if these are submitted after the other documentation so it can be electronically forwarded to the colleges.
- ✓ Fee waiver – if you qualify for a fee waiver and request it, a form will be sent by the counseling office to verify that you qualify.

Other Transcripts

If you have taken College Credit Plus coursework, you should request to have your transcript sent from the college where you took the coursework to the colleges where you are applying. They may not require it, but it does demonstrate that you have already proven yourself to be college-ready.

Senior Schedule

Colleges want to see your schedule for your senior year, so we include the list of classes you are planning on taking on your transcript. It is important to keep your senior schedule challenging. They want to see that you are working to prepare yourself, and have a balance of classes. Your GPA senior year *absolutely* matters, and it can lower your financial aid package if it goes down. Because of the importance of the senior schedule to colleges, we do not send any initial transcripts until after the final date to change your schedule in August (typically after the second week of school).

Resume

Your resume is your summary of your achievements and activities while in high school. You should have a completed resume within the first few weeks of your senior year. It is an assignment for senior English.

There are two methods used in the past to create your resume. One is to create this document in Naviance. You can enter information easily into their template, and Naviance will take care of the formatting. The other method is a template provided on the Newark Catholic webpage, on the first page of the Guidance department section. It is a Word document that can be filled in with the information. A sample page is included in this link, and this sample should be deleted before saving or sending the file with your information in it.

To create the document in Naviance, go to the ABOUT ME tab, click on and select RESUME.

Deborah Welch
Class of 2020
Account Resume Test Scores Portfolio

Resume

Add/Update Sections Print/Export Resume

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

- Objective
- Summary
- Work Experience
- Education
- Volunteer Services
- Extracurricular Activities
- Awards / Certificates
- Skills / Academic Achieve...
- Music / Artistic Achieve...
- Athletic Achievement
- References
- Additional Information
- Leadership

When you have filled in all of the categories and entries you want included in your resume, you can print or export the resume.

You should print copies for all people writing your letters of recommendation. You could also carry it along for college visits or to hand to a college representative visiting Newark Catholic.

Letters of Recommendation

Letters of recommendation are a necessary part of many applications, but not all. It is important to determine which colleges need letters and only ask recommenders for this step if it is needed.

If they are needed, consider who can speak about you in specific terms. Letters should be anecdotal – they should tell a story about who you are with specific examples. They should not just regurgitate your resume; please ask your recommenders to do more than just that. They can use your resume, however, to see commitment to service, or a high level of academic achievement in all academic areas, or a person that has worked a job for the past three years, and can use this to discuss examples of those characteristics they have witnessed.

All recommenders should be provided with a resume. This will allow them to see all of your activities and achievements. It is also a good idea to give them a recommendation request (copy in the Appendix). This will give them a physical reminder of your request. **You should request the letter at least two weeks in advance, and no less than a week in advance of needing it.** Please give your recommenders the option of saying no. You would rather they decline than write a bad letter!

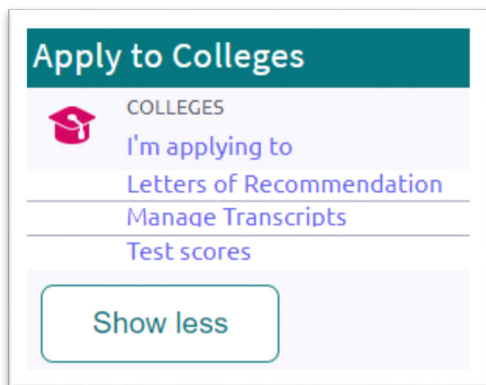
Be strategic in your choices. English teachers are frequently called on to write the letters because they have some of the best writing skills, but you may have had a closer experience with a different teacher.

If you need more than one teacher, select a primary recommender that you will send to all colleges that require it, and then a secondary that will additionally go to the schools that require a second recommendation.

The only reasons to use a recommender if it is not required are: (a) if you do not think your academics represent you properly and you want someone to expand on your talents, or (b) if there is a specific experience or skill that is not represented anywhere else in your application. Also, do not go overboard with recommendations beyond the required number. If they require one, but accept five, send one or two.

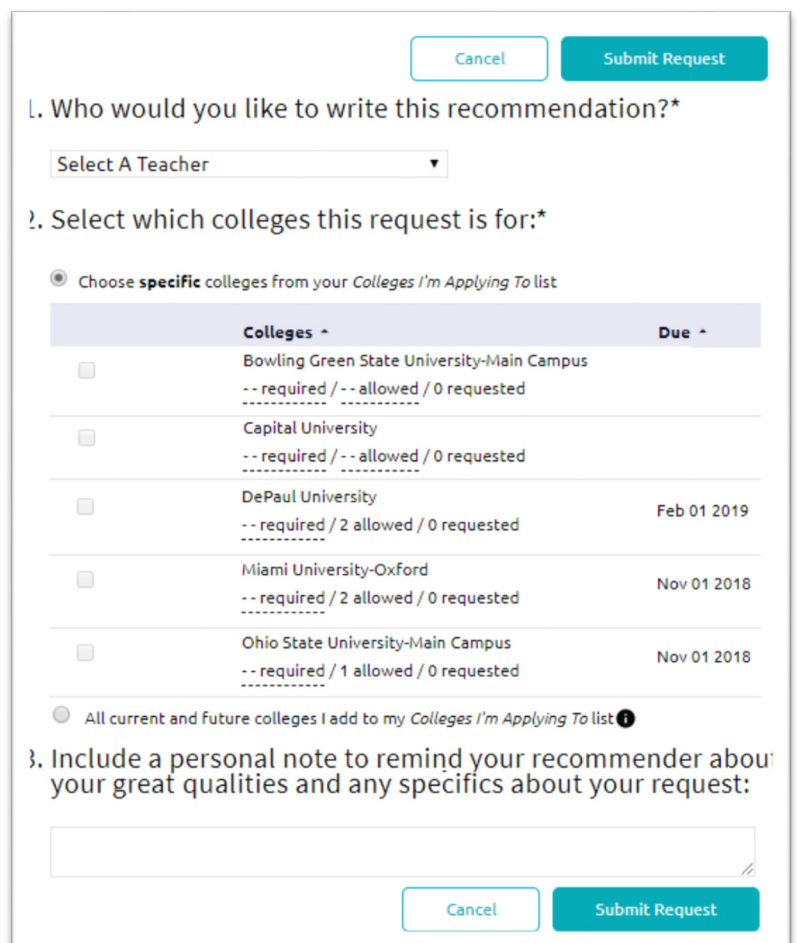
The teachers that will upload your letters should type them on their computer, include a date that it was written, but they should not refer to a specific college. This allows the letter to be sent to multiple schools, and is a requirement of Common App. If you need a new letter of recommendation for a scholarship later in the school year, the teacher can reopen the letter, update the date, specify who it is going to, and submit it new.

To request a teacher recommendation (only after asking for it in person!), go to the COLLEGES tab in Naviance, and in the APPLY TO COLLEGES section, select LETTERS OF RECOMMENDATION. Select ADD A RECOMMENDATION. Select a teacher from the dropdown box, then select whether that recommendation will go to all current colleges, only selected colleges, or all future colleges. Write a personal message to the teacher and submit. Be sure to discuss with the teacher your expected due date.



Note that Naviance auto-populates the due date, so it is important to correctly enter if you are using Early Action, Early Decision, Regular Decision, etc.

Make sure that Mrs. Welch knows when the teacher has completed their upload. I will need to send it electronically to the college(s). Finally, after the letters are written, don't forget to send thank you notes!



Essays

To the delight of many students, essays are no longer required by many of the colleges. Some still use them, however, and there are some important things to remember in writing them:

- Writing an essay should be less formal than a research paper. Soften your language a bit, and let your personality shine through.
- The topic is of little significance compared to what you say about it. Most essays that are turned in are either boring or overreaching in your efforts to set yourself apart.
- The essay purpose is two-fold – demonstrate that you can write coherently and with purpose, and let the college see who you are.

There are a lot of common mistakes students make in writing the essays. The website inlikeme.com gives a list of 19 common application essay mistakes and how to avoid them. Consider following the link and reading in detail their suggestions.

1. Select the best topic and subject.
2. Answer the question.
3. Be personable and specific.
4. Make your essay the right length.
5. Watch your tone (don't be spoiled, lazy, sarcastic, cynical, unaware)
6. Don't appear self-interested or materialistic.
7. Don't rely on your computer's spell checker.
8. Don't overlook the mundane.
9. Skip the volunteer trip.
10. Don't rehash your resume.
11. Peruse the entire application.
12. Don't fall in love with the thesaurus.
13. Check your ego at the door.
14. Accentuate the positive.
15. Proofread carefully.
16. Organize your essay.
17. Research the college before writing the essay.
18. Invest in a strong introduction.
19. Start early and take your time.

(Source: <http://inlikeme.com/19-common-application-essay-mistakes-and-how-to-avoid-them/>)

Some essay topics to avoid:

- "Band of Brothers" essay – many students use their athletic teams as the basis of their essay, and this is generally considered not a good idea. College reps reading your essay will have no emotional connection to the regional semi-final game and its outcome. If overcoming a loss in that game is the most significant loss you can come up with, you will seem to lack worldly experience.
- "Saint or Do-gooder" essay – only write about a do-gooder experience if you have a specific moment in the event that you want to discuss. In general, helping people will not distinguish you in any way from the other applicants. Most applicants have some kind of experience like this.

- “Overcoming injury” essay – to admissions reps, writing about overcoming an athletic injury shows a lack of self-awareness. If your torn ACL is the biggest setback that you have encountered in your life, select a different essay topic. Other applicants will have overcome poverty, difficult family circumstances, abuse, trauma, or life threatening illness. Equating an athletic injury to that makes you seem unaware of the privilege you have experienced.
- “Résumé Regurgitation” essay – do not just list your accomplishments. These are represented elsewhere on your application, and you lack creativity if you cannot come up with anything other than your resume.
- “Person of Influence” essay – writing about someone who has influenced you becomes more about them, and less about you. Don’t do it unless you can discuss them in a way that is about you.

Watch it all on Naviance

One of the great advantages to Naviance is you can see when everything is due, requested, submitted, uploaded, and completed. Check 2-3 times a week in Naviance to make sure everything has been finished within the time limits.

The Waiting Game

Waiting for the decision is the hardest part of the process. You have a very busy couple of months jumping through all of the hoops, completing your part...then you wait.

Colleges use a variety of methods to release decisions. Ohio Dominican University is one of the fastest turnarounds that I have seen. Students have submitted their applications, and within 2-3 days of all of the documents arriving, the students are contacted. Many of the smaller universities have similar “rolling admission” decisions.

The bigger and more selective universities tend to use a release date. They like to collect all of the applications, review and rank them, and select their top groups for acceptance. Then they mass email or snail mail the decisions over several days or a few weeks. Cincinnati has one of the longest wait times, with applications due December 1 but typically not hearing until February.

Most colleges now have some form of login/account that they want you to use. **USE IT!** Check it frequently. It is cumbersome to have so many accounts and logins to track, but they want you to integrate into their system and that is one of their recruiting techniques. Many times that is where you will be notified about their admission decision.

Types of Financial Aid

1. Merit-based from the colleges
 - a. Academic scholarships – these will be the largest scholarships that you will receive and are typically based on GPA and ACT/SAT scores.
 - b. Grants – also academic, and sometimes additionally tied to your financial need, these will cover smaller portions of the bill
 - c. Athletic scholarships – available to Division I and Division II athletes. This type of financial aid is rare, and a full-ride is extraordinarily rare. Even if you qualify, the athletic team will want you evaluated for an academic scholarship, which takes some of the financial burden off of the athletic department to sponsor you.
2. Need-based from the colleges
 - a. Grants – some grants are solely based on need and require FAFSA to be completed; this money does not need repaid.
 - b. Work-study – students are offered jobs on campus. It is recommended that you apply for this type of work study so you have work options. You can always deny it if you get a better job off campus.
3. Loans through the federal government.
 - a. Unsubsidized loans – you do not need to start repayment until after you graduate, but you are responsible for paying off all of the interest.
 - b. Subsidized loans – you do not need to start repayment until after you graduate, and the government pays the interest while you are in school.
 - c. PLUS loans – can be used for expenses related to college beyond tuition.
 - d. Consolidation loan – since many of your semesters will be paid with loans from different lenders, you can consolidate them to one payment from one lender.
4. Private loans – through your bank or credit union. Terms and details vary.

FAFSA – Free Application for Federal Student Aid

Who should fill out the FAFSA? The short answer is *everyone*. It is not just necessary for colleges to determine what your family is capable of paying for college, but it is also used by private organizations to determine scholarship eligibility. Don't assume your parents make too much money.

In 2016, the FAFSA began opening October 1 to fill out for the following school year. This is called "Prior-Prior". For example, a family will fill out a FAFSA in October of 2020, using tax information from 2019, and it will apply to the 2021-2022 school year. So the financial information used to determine your family contribution is two years prior to you attending college. You can use a FAFSA tool called FAFSA4caster to estimate your federal student aid in advance of filling it out.

The advantage to this move to October is that you can use a tool in the FAFSA application to migrate your tax information from the previous filing at the beginning of the calendar year over to FAFSA, significantly simplifying the application process. There are two parts of the information you need to enter: the parent financial information and the student financial information. To begin the application, the student and the signing parent each need a FSA ID. A link for this is in the appendix.

The goal of the FAFSA is to calculate an EFC, or Estimated Family Contribution. This is the government's estimate of what your family can afford, and be prepared - rarely is it actually what you can afford. For example, if a college's bill is \$32,000 per year, and FAFSA calculates your EFC at \$10,000, then many colleges will try to match the value of what is left - \$22,000 in this case - with scholarships, grants, and loans. Be aware that colleges that promise to completely cover what is left after your EFC are not necessarily promising free money. A large portion of the remainder of your bill will be loans you will need to pay back.

Some families ask if the parent can refuse to fill out the FAFSA. Yes, but it puts the student at a significant disadvantage when trying to get financial aid or scholarships. Filling it out does not require that you spend what the federal government thinks you can afford. Some students ask if they can be independent with the FAFSA and not include their parents. The answer is no, not if the parents are claiming the student as a dependent for their taxes.

Once your EFC is calculated, you are sent a Student Aid Report (SAR) within a few days of submission. This form tells you your EFC. Be sure to save a copy on your computer so you can print or electronically send the SAR when requested to other organizations. You will only need to submit the first page for scholarships and organizations that ask for it. Your SAR is automatically sent to colleges that you list on the application and they will use that to complete your financial aid package. FAFSA allows you to send the SAR to 10 schools at a time. If you have more than 10 schools where you are applying, you can go back into FAFSA, change the list of colleges, and resubmit.

Occasionally, families are selected for verification. It is basically an audit, where the college requests documentation to support the information reported on the FAFSA. Approximately one-third of applications go through verification. This doesn't mean you have done anything wrong; the colleges just want to confirm the numbers. Be aware that this is a possibility and respond quickly. Money is given out from the colleges throughout the fall and spring, and when the money runs out your reason for missing out on the verification will not matter. Monitoring this is the student and family's responsibility.

Scholarships

You will receive your largest financial aid at the time you apply to the college. When accepted you will receive an initial offer of scholarships and grants. Later you will receive the full offer that includes loans, work study, and need-based grants. Almost all of these types of financial aid are automatically calculated when you are accepted. Occasionally there may be some additional competition-based scholarships that you can compete to receive. If you want to receive this type of financial aid, it is vital that you apply by the fall deadline.

Beginning in mid-December, the smaller scholarship application season begins. This is when the local organizations and businesses will send scholarship applications and links to the counseling office. These are posted on Google Classroom. If you have any issues filling anything out, students can stop by the office for assistance.

As you begin to collect scholarships, these can be scanned and uploaded into Naviance to give yourself one place for them to be found. Whenever you get awarded *merit-based* scholarships, please turn in a copy to Mrs. Welch's basket for use in the Honors Night and Graduation programs.

Finishing the Year

Declare Your College

Once you have determined the college you are attending you need to declare it on Naviance, and you need to send in your deposit to the college. There is a nationwide deadline on May 1, National Decision Day, which is the deadline for students to make deposits to hold their spot at the college of their choice. Missing this deadline could put your spot and your financial aid in jeopardy.

Paying Your Bills at NC

Paying all of your financial obligations at NC is essential before the end of the year. Diplomas are given to the graduates immediately following the graduation ceremony, and if your account is not current you will not receive your diploma in the envelope. NC will additionally not be able to send your transcript to your college or the NCAA. If the bill is paid after graduation, you will need to contact the school office to send your transcript out at that time.

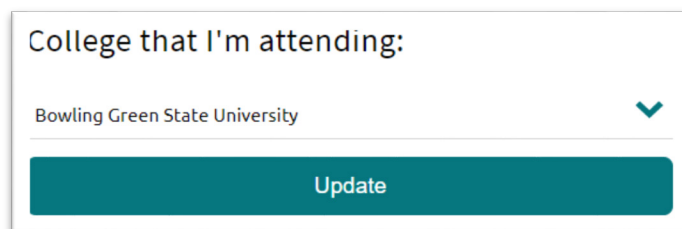
Request Final Transcripts

You will need to officially request final transcripts in Naviance. After graduation, your Naviance account will be used to send your transcript and we can only send it if you have specified your school of choice in Naviance and requested the final transcript.

Once Newark Catholic sends your final transcript, all future transcript requests are \$5. Please use the transcript request page on the NC website to request transcripts through the front office.

Steps for requesting final transcripts:

1. Go to the COLLEGES I AM APPLYING TO link in Naviance.
2. Click on any pencil to edit applications. For each school make sure that you have completed the check box for: "I HAVE SUBMITTED MY APPLICATION" and application result "ACCEPTED", "DENIED", etc.
3. Below your list of colleges is a drop down box COLLEGE THAT I'M ATTENDING. Select the correct college and UPDATE.



College that I'm attending:
Bowling Green State University
Update

4. Go to +REQUEST TRANSCRIPTS at the top of the screen.
5. Select FINAL TRANSCRIPT and the correct college. SUBMIT.

NCAA

The final transcripts will be uploaded in NCAA around the same time as the final transcripts are sent to the colleges in mid-June. If you have added the NCAA, NAIA, etc. to your Colleges list in Naviance, you can also request this for your final transcripts.

College Orientation

After you declare your college choice to the college you will be bombarded once again with a variety of decisions: rooming situations, roommates, freshman schedule, orientation dates, etc.

You will be given some options for dates for freshman orientation, and some colleges offer dates in late May, typically when NC is still in session. Often these dates are during senior exams or the week before graduation, and students will try to schedule during this time if they do not have to take any exams. Be aware – also during this time are NC's Baccalaureate rehearsal and Mass, and graduation rehearsal. Attendance at these is expected and counts as part of your school year. **You will need to schedule orientation after you graduate.**

You will also get repeated reminders from the admissions office to have your final transcript sent. It will be sent mid-June and that will be acceptable to all colleges involved. As long as you have taken care of the request in Naviance and your bill is paid off, it will be taken care of. Remember that many high schools do not even graduate until the end of June around the country, so you will not be late. Asking for it to be sent earlier is not something we can accommodate.

Claiming Scholarships

If you are fortunate enough to win scholarship money from private organizations or businesses, you will need to make sure they know where to send the money. Most of these will require your college name, your full name, your date of birth, and the last four digits of your social. Most organizations want a contact from the college to send them that information, along with the instructions for depositing the money into your account. Most will not hand the money directly to you because your enrollment in a college program was a requirement of winning the scholarship. Contact your financial aid office for more information about depositing this money into your account.

Thank You's

Take some time at the end of the year to express your gratitude for the people that have helped you along the way: teachers, coaches, letter-writers, office staff, club advisors, employers, etc. It takes a large team of people to help you get to where you are, so a few quick letters are a great way to let them you know you are truly appreciative.

Appendix

This includes forms and links to help you prepare for the application process.

Links

Newark Catholic High School

Homepage	www.newarkcatholic.org
School Counseling Office	www.newarkcatholic.org/academics/guidance-department/guidance-home/

Applications

Naviance Login	https://student.naviance.com/newarkcatholic
Common App	http://www.commonapp.org/

Athletics in College

NCAA	https://web3.ncaa.org/ecwr3/
NAIA	https://www.playnaia.org/eligibility-center

Financial Aid

FAFSA	https://fafsa.ed.gov
FAFSA 4caster	https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s1
FAFSA – FSA ID	https://fsaid.ed.gov
Fast Web	https://www.fastweb.com/
Licking County Foundation	http://www.thelcfoundation.org/scholarships/

College Credit Plus – Transfer

Ohio Dept of Higher Education	https://www.ohiohighered.org/students
Ohio Transfer Assurance Guide (how will courses transfer?)	https://reports-cems.transfercredit.ohio.gov/pg_16?1616302478258201::NO:16::
COTC – Transcript Request	https://www.credentials-inc.com/tplus/?ALUMTRO011046

College Admissions Testing

ACT	www.actstudent.org
SAT	https://collegereadiness.collegeboard.org/sat

Application Checklist

Application Checklist		Application To-Do List										Post Application Tasks			
		App completed	App proofread	App submitted	App listed on Naviance	Initial Transcript requested	ACT/SAT scores requested	Rec. Letter requested directly from teachers	Rec. Letter requested on Naviance	Recom. Submitted on Naviance	CCP Transcripts sent	Update Naviance with app status (submitted)	Request mid-year transcripts (if needed)	Request new ACT score reports (if needed)	Update Naviance with acceptances
College Name, City, State	Type of application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1. Example	Madeup University Fredonia, OH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College Exploration Worksheet

COLLEGE EXPLORATION WORKSHEET

		Early Considerations										Requirements for Application					I am applying here
College Name, City, State	Distance from home	Type (public, private, etc)	Sticker Price	Average ACT score	Possible majors to study	Accept CCF and AP?	Athletic?	Overall Impression: (a) - 5(a)	Deadline to Apply	Common App Required	Their own Electronic App	Letters of Rec. (# req)	Essay(s)	Fee	Official or Unofficial ACT Scores	Counselor Form required	
Mademp University OH	100 miles (2 hours)	Small, Private	\$28,000 tuition \$14,000 Room/Ed	24	Communication or Psychology	Yes (AF) Yes (CCP)	Div II (NCAA)	2	Dec 1	Optional	Yes	Yes (2)	Yes	\$50	Official	No	YES!
1.																	
2.																	
3.																	
4.																	
5.																	
6.																	
7.																	
8.																	
9.																	
10.																	
11.																	
12.																	
13.																	
14.																	
15.																	

College Research

College Name _____

Major you would be studying _____
(check their website to make sure you have the exact name of your major)

College web address _____

Type of Application: Common App Electronic Paper

Type of Decision: Early Action Early Decision Regular Decision Deadline: _____

When are decisions sent out? (all together, rolling, by a certain date...) _____

Essay(s) Required? Yes No

Recommendations? Yes No How many required? _____ Max number allowed? _____

List of who you are asking for recommendations _____

VISITING	ACADEMICS
Admissions phone number	ACT (average or middle 50% range)
Admissions rep name/email	ACT Code (for sending scores)
Special Visit Dates	Will they accept your CCP credit?
SCHOOL DEMOGRAPHICS	FINANCIALS
School Population	Application Fee
Dorm Style Selection	Additional scholarship applications?
Food Service	Tuition amount
Athletics you are considering	Room and Board cost
ROTC available (if needed)	Fees
Extracurriculars	Deposit amount to hold spot

Notes:

Recommendation Request Form

I am requesting a recommendation for the institution listed below

Student Name: _____

Recommender's Name: _____

Name of College, University, or Scholarship: _____

I am requesting for you to...

Write a letter of recommendation

Fill out a form

I would like the letter/form to be...

Uploaded to Naviance

Returned to the student

Mailed to the institution

I have attached a resume that shows my accomplishments and activities: Yes No

Name in the salutation: DEAR _____

or To Whom It May Concern

or Dear Selection Committee

If mailing is needed:

Address to send it: _____

City, State, Zip: _____

Date I am giving this to the recommender: _____ Due Date: _____

(You should ask the recommender at least one week in advance for the recommendation, two weeks is preferable)

I am waiving my right to see my recommendations: Yes No

Student email address if there are questions: _____

List **3** adjectives that describe you: _____

What would you like to have emphasized in the recommendation?

Comments:

FAFSA Worksheet

Collecting the necessary information

SECTION 1 – Student Information

- Student full name and social security number
- US Citizenship?
- Marital status
- Selective Service Registration
- Educational level of each parent

SECTION 2 – Student Dependency Status

- You don't need parental information if...
 - Born prior to Jan 1, 1994
 - Active military duty
 - Both parents are deceased
 - Dependent or ward of the court
 - Married
 - US Armed Forces vet
 - Foster care since 13
 - Emancipated minor
 - Working on master's or doctorate
 - Have own children that you are primary caregiver
 - Dependents (other than own children) that you are primary caregiver
 - In legal guardianship
 - Homeless

SECTIONS 3 & 4 – Parent Information / Student Information

(You will fill this out for the parents and also for the student)

- For each parent, provide name, Social Security number, date of birth
- Did the parent/student file a tax return the previous year? (have already, will, will not)
- Can use IRS Data Retrieval tool – Parent/Student adjusted gross income for previous year
- Regardless of filing taxes – how much did each parent/student earn in previous year?
- In previous year did anyone in household receive: Medicaid, SSI, SNAP, Free/Reduced lunch, TANF, WIC
- Did parent/student have any of following: American Opportunity or Lifetime Tax Credits, paid child support, earnings from work study/assistantships/fellowships, college grant/scholarship aid, combat pay, cooperative education program earnings
- Did parent/student have untaxed income: pension/retirement savings, child support received, IRA deductions, interest income, IRA or pension distributions, housing/food/living paid to military/clergy, vets non-education benefits, other income not reported
- Parent assets, net worth of business or investments

Fee Waiver Eligibility

The chart below gives the income eligibility cutoffs to be eligible for free or reduced lunch. Qualifying for free/reduced lunch may also qualify you for:

- ❖ College Application fee waivers
- ❖ ACT – free – 2 test dates, junior or senior year
- ❖ SAT – free – 2 test dates, junior or senior year

Note: While NC does not participate in the free/reduced lunch program, you can still have our bookkeeper (Mrs. Jodi Snider) verify your eligibility. She will need official tax paperwork to verify income eligibility, and then will pass along to the school counseling office if you are eligible.

The counseling office does not see the income values, only the verification of eligibility.

INCOME ELIGIBILITY GUIDELINES											
Effective from July 1, 2020 to June 30, 2021											
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	12,760	23,606	1,968	984	908	454	16,588	1,383	692	638	319
2	17,240	31,894	2,658	1,329	1,227	614	22,412	1,868	934	862	431
3	21,720	40,182	3,349	1,675	1,546	773	28,236	2,353	1,177	1,086	543
4	26,200	48,470	4,040	2,020	1,865	933	34,060	2,839	1,420	1,310	655
5	30,680	56,758	4,730	2,365	2,183	1,092	39,884	3,324	1,662	1,534	767
6	35,160	65,046	5,421	2,711	2,502	1,251	45,708	3,809	1,905	1,758	879
7	39,640	73,334	6,112	3,056	2,821	1,411	51,532	4,295	2,148	1,982	991
8	44,120	81,622	6,802	3,401	3,140	1,570	57,356	4,780	2,390	2,206	1,103
For each add'l family member, add	4,480	8,288	691	346	319	160	5,824	486	243	224	112
ALASKA											
1	15,950	29,508	2,459	1,230	1,135	568	20,735	1,728	864	798	399
2	21,550	39,868	3,323	1,662	1,534	767	28,015	2,335	1,168	1,078	539
3	27,150	50,228	4,186	2,093	1,932	966	35,295	2,942	1,471	1,358	679
4	32,750	60,588	5,049	2,525	2,331	1,166	42,575	3,548	1,774	1,638	819
5	38,350	70,948	5,913	2,957	2,729	1,365	49,855	4,155	2,078	1,918	959
6	43,950	81,308	6,776	3,388	3,128	1,564	57,135	4,762	2,381	2,196	1,099
7	49,550	91,668	7,639	3,820	3,526	1,763	64,415	5,368	2,684	2,478	1,239
8	55,150	102,028	8,503	4,252	3,925	1,963	71,695	5,975	2,988	2,758	1,379
For each add'l family member, add	5,600	10,360	864	432	399	200	7,280	607	304	280	140
HAWAII											
1	14,680	27,158	2,264	1,132	1,045	523	19,084	1,591	796	734	367
2	19,830	36,686	3,058	1,529	1,411	706	25,779	2,149	1,075	992	496
3	24,980	46,213	3,852	1,926	1,778	889	32,474	2,707	1,354	1,249	625
4	30,130	55,741	4,646	2,323	2,144	1,072	39,169	3,265	1,633	1,507	754
5	35,280	65,268	5,439	2,720	2,511	1,256	45,864	3,822	1,911	1,764	882
6	40,430	74,796	6,233	3,117	2,877	1,439	52,559	4,380	2,190	2,022	1,011
7	45,580	84,323	7,027	3,514	3,244	1,622	59,254	4,938	2,469	2,279	1,140
8	50,730	93,851	7,821	3,911	3,610	1,805	65,949	5,496	2,748	2,537	1,269
For each add'l family member, add	5,150	9,528	794	397	367	184	6,695	558	279	258	129

Common App Sections

PROFILE

Personal Information:

Full name
Preferred name
Other names
Former last name
Sex assigned at birth
Date of Birth

Address:

Permanent home address (where you live)
Mailing address (if different)

Contact Details:

Email
Preferred phone
Alternate phone

Demographics (optional):

Religious preference
US Armed forces status
Hispanic or Latino?
Race/Ethnicity

Geography:

Country of birth
City of birth
No. of years living in the U.S.
No. of years living outside the U.S.
Number of languages you are proficient in
Specify languages

Citizenship:

Citizenship status
Social Security Number
Citizenship(s)

Scholarship Information:

Permission to receive scholarship information about Scholar Snapp

Common App Fee Waiver:

If you qualify for a fee waiver, select yes (are you qualified for free/reduced lunch?)

FAMILY

Household:

Parents marital status
With which parent do you live?
Do you have children?
Number of children

Sibling:

Number of siblings
For each of them: name, age, relationship, educational level

Parent1:

Parent1 type (mother/father)
Living?
Full name
Country of birth
Occupation
Occupation details
Employment status
Educational level

Parent2:

Parent2 type (mother/father)
Living?
Full name
Country of birth
Occupation
Occupation details
Employment status
Educational level

EDUCATION

Current/Most Recent School:

Search for your school
Date of Entry
Is it a boarding school?
Will you graduate from this school?
Counselor's full name, job title, email, phone

Other school:

Number of schools attended
Lookup each other school
Dates of each school

Community-based organizations:

This section is for community programs or organizations that gave you free assistance in your application.

Education interruption:

Reasons for any delay in your progression through high school (won't graduate, will graduate early/late, changed schools, took time off, took a gap year, will receive GED, no interruption)

College & Universities:

College credit taken in high school
Name of the college
Details (online, on campus, in high school, college credit earned, transcribed)
Dates of coursework
Degree earned

Grades:

Class rank and size (check Naviance)
GPA scale (4)
GPA weighting (unweighted)

Current/most recent year courses:

Number of courses this year
Scheduling system (semester)
For each course: course title, level (AP, Honors, Dual=CCP)

Honors:

Number of honors/awards
For each honors: title, grade level(s), recognition level

Future Plans:

Career interest (job or undecided)
Highest degree you intend to earn

TESTING

Tests Taken:

Do you wish to self-report scores?

List tests:

ACT

SAT (March 2016 or after)

SAT Subject

AP Tests

ACT Tests:

Number of scores

Have you taken ACT with writing?

Number of future sittings

Highest composite/date

Highest English/date

Highest Math/date

Highest Reading/date

Highest Science/date

Highest Writing/date

SAT (March 2016 or after):

Number of SAT scores to report

Have you taken SAT essay?

Number of future sittings

Highest Reading/Writing/date

Highest Math/Date

Highest Essay/Date

ACTIVITIES

Activities:

You can list up to 10 activities, clubs, arts, athletics, jobs, volunteerism, etc.

For each activity:

Type

Position (member, officer, position, etc.)

Describe the activity

Grade levels

Timing of participation (during school, during break, all year)

Hours per week and weeks spent per year

I intend to continue participating in college

WRITING

Personal Essay:

Screen will show which of your colleges require the personal essay

The essay is 250-650 words. It should be typed in a document program and pasted into the box.

- Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
- Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
- Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
- Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
- Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
- Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

Disciplinary History:

Have you ever been found responsible for a disciplinary violation at any educational institution...related to academic misconduct or behavioral misconduct, that resulted in a discipline? (probation, suspension, dismissal)

Have you ever been adjudicated guilty or convicted of a misdemeanor or felony?

Additional Information:

Are there any special qualifications or circumstances you want to add that aren't already represented?

GLOSSARY

Academic Probation – Students not maintaining a minimum cumulative GPA to remain in school are put on academic probation, which is a step before dismissal from the college.

Academic Suspension – Students can earn academic suspension if they fail to maintain the minimum GPA. This is a temporary dismissal from the college, with requirements for re-entry.

ACT: One of the college admission tests used to qualify students for admission. It features four main sections: English, math, reading and science — and an optional essay section.

Admission Tests: Also called college entrance exams, these tests measure students' skills and help colleges evaluate how ready students are for college-level work. They are "standardized", meaning that the test measures the same thing in the same way for everyone who takes it.

Articulation Agreement: An agreement between colleges that makes it easier to transfer credits. It spells out which courses count for degree credit and the grades you need to earn to get credit.

Audit: Participating in the class as a "visitor", earning no grade or credit. Auditing is a permanent choice – the student cannot later ask for credit.

Bursar: The office where you pay your tuition/room and board bills on campus.

Candidates Reply Date Agreement (CRDA): An agreement many colleges follow that gives applicants until May 1 to accept or decline offers of admission. This agreement gives students time to get responses from most of the colleges they have applied to before deciding on one.

Catalog: College catalogs provide all types of information students and parents need to know about a school. Catalogs contain most if not all of the following: official policies and procedures, course descriptions for every class offered, information on academic colleges, schools, departments, majors, minors, and certificate programs, and admission and enrollment requirements and procedures. Often included also are descriptions of program accreditations, campus physical facilities, financial aid and scholarship programs, and student activities. They are almost always available on the school's web site, but having a hard copy is usually a good idea.

Class Rank: A number that specifies where your GPA sits in the list of all of the GPA's in your class.

CLEP/AP/IB: College Level Examination Program/Advanced Placement/International Baccalaureate: All refer to programs through which students can gain college credit by "testing out" of certain subjects. AP and IB involve taking special classes during high school and testing at the end, while CLEP only involves the test which may be taken before or during college

Coalition Application: A standard application form accepted by members of the Coalition for Access, Affordability, and Success. You can use this application to apply to any of the more than 90 colleges and universities that are members of the Coalition. The only Ohio coalition schools are OSU and Miami.

College Application Essay: An essay that a college requires students to write and submit as part of their application. Some colleges offer applicants specific questions to answer, while others simply ask applicants to write about themselves. Colleges may refer to this as a "personal statement."

College Credit: This credit is earned by successfully completing college courses.

Common Application: A standard application form accepted by all colleges that are members of the Common Application association. You can fill out this application once and submit it to any one — or several — of the nearly 700 colleges that accept it.

Credit Hour: A unit of academic credit. Refers to both how much time a student is in class during a week AND how much credit toward graduation is received. A credit hour is usually slightly less than one clock hour of time spent in class, with 12 being the minimum to be considered a full-time student, and 14-16 being the average load. 120 credit hours is usually the minimum required to graduate.

Deferred Admission: Permission from a college that has accepted you to postpone enrolling in the college. The postponement is usually for up to one year.

Disbursement: When monies (often financial aid or scholarships) are actually deposited in a student's university account to pay for educational expenses. This is different from when monies are awarded (or offered) to students to be used for the same purpose. For example, tuition scholarships may be awarded to students while they are still in high school, then accepted before a deadline, and finally disbursed at some point after the student has enrolled and is actually on campus.

Dorm: A term referring to on-campus housing. Often used in reference to residence hall rooms, suites, apartments, etc. True dorms (dormitories) were similar to an army barracks (back in the day), but the term has come to refer to 2-person rooms, usually with common bathroom facilities shared by residents of multiple rooms.

Drop and Add: Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying lengths of time for students to add and drop classes. Students usually need written approval from designated college officials (often academic advisors) to initiate dropping or adding a class. A small fee may be required.

Early Admission/Early Decision: An often exclusive and binding admission opportunity used predominantly by private and/or selective colleges. In these programs highly qualified students effectively tell a college it is their top choice and ask for an early decision as to their admissibility. Students not granted admission through an early admission program are still considered with the rest of the applicant pool and may still gain admission to that school. It simplifies and expedites a school's application process for the most highly qualified of students.

Early Action (EA): An option to submit your applications before the regular deadlines. When you apply early action, you get admission decisions from colleges earlier than usual. Early action plans are not binding, which means that you do not have to enroll in a college if you are accepted early action. Some colleges have an early action option called EA II, which has a later application deadline than their regular EA plan. Learn more about applying early.

Early Decision II (EDII): Early decision II (EDII) is the same policy as **early decision**, except that the deadlines are later (typically in December/January). The benefits of this policy is that it gives applicants more time to decide if they want to commit to only applying to one school, because it is binding.

FAFSA: Free Application for Federal Student Aid: The form used (almost universally) to apply for federal, state, and campus need-based aid for college expenses. It must be completed each year, and allows the student to be considered for loans, grants, and work-study programs.

Fees: Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications such as the campus recreation center, student newspaper, or student health center.

Financial Aid: Money given or loaned to you to help pay for college. Financial aid can come from federal and state governments, colleges, and private organizations. Learn more about financial aid.

First-Generation: A student is considered to be a first-generation student if neither of the student's parents attended college.

Frat: An abbreviation or slang word for fraternity. Often precedes "party" to designate a fraternity party. Not usually a term that is liked by fraternity members, and often used by those not in a fraternity or sorority in a derogatory fashion.

GA/TA: Graduate Assistant/Teaching Assistant: A student working toward an advanced degree (Masters, Ph.D, etc.) who either teaches a college class under the supervision of a professor OR one who helps a professor teach a class: they may also be teaching the lab portion of a particular class.

Grade Point Average (GPA): A number that shows overall academic performance. It's computed by assigning a point value to each grade you earn. See also Weighted Grade Point Average.

Greek: A label for those individuals who are members of or pledged to fraternities and sororities, and, more broadly, the group of fraternities and sororities on a campus: the Greek System. e.g. "She's Greek" means "She's in a sorority".

Hook: A hook is something that is unique to each college applicant, but is something that an admissions officer will immediately see. A hook can range from world-class athletic ability to winning a national science award to the fact that your parents got a building named after your family on campus. In short, a hook will help get you in the door.

Legacy: A student is considered to be a legacy if either of their parents (and sometimes grandparents) attended the school to which the student is applying.

Legacy Applicant: A college applicant with a relative (usually a parent or grandparent) who graduated from that college. Some colleges give preference to legacy applicants (also called "legacies").

Major/Minor: A major is a student's chosen field of study. It usually requires the successful completion of a specified number of credit hours in a particular thematic area. A minor is a specific list and number of courses in a secondary field of study.

Match: A match is a school where your profile (in terms of SATs, GPA, class rank, extracurriculars) matches up with the average student at a school.

Need-Blind Admission: A policy of making admission decisions without considering the financial circumstances of applicants. Colleges that use this policy may not offer enough financial aid to meet a student's full need.

Open Admission: A policy of accepting any high school graduate, no matter what his or her grades are, until all spaces in the incoming class are filled. Almost all two-year community colleges have an open-admission policy. However, a college with a general open-admission policy may have admission requirements for certain programs.

Placement Tests: Tests that measure the academic skills needed for college-level work. They cover reading, writing, math and sometimes other subjects. Placement test results help determine what courses you are ready for and whether you would benefit from remedial classes. Read more about placement tests.

Priority Date or Deadline: The date by which your application — whether it's for college admission, student housing or financial aid — must be received to be given the strongest consideration.

Provost: The chief academic officer on a college campus. May also be known as the Vice-President of Academic Affairs on some campuses.

RA: Resident Assistant or Resident Advisor: Usually an undergraduate student who lives in campus housing (often free of charge or at a significant discount in exchange for their work within the housing area), and has some leadership responsibility or authority (sometimes both) over the other students living there.

Reach: A reach is a school in which your profile (in terms of SATs, GPA, class rank, extracurriculars) is *lower* than that of the average student at a school.

Registrar: Both the office and the person who runs the office on campus responsible for maintaining all academic records for current and former students at that school. Maintaining the integrity of the academic record is often seen as one of the most important activities on campus. For this reason, enrolling, withdrawing, dropping and adding courses, awarding and/or changing grades, and awarding degrees are highly regulated and scrutinized processes.

Regular Decision (RD): Regular decision is vanilla college admissions. It allows you to apply to a variety of schools, weigh financial aid packages, and ultimately, make an educated final decision. The downside is that you will not get any extra consideration from applying RD and you won't know where you are attending until the spring.

Rolling Admission: A policy of considering each applicant as soon as all materials needed for admissions have been received. This is instead of waiting until an application deadline and reviewing the applicants in bulk. The decisions are typically quicker in rolling admissions.

Safety: A safety, or likely, is a school where you feel confident about being offered admission. Students are roughly in the top 25 percent of applicants applying. Most students pick at least one **safety** to apply to, as the name implies, be safe. Sometimes, the safety school can be the most difficult school to pick.

SAT Subject Tests: Hour-long, content-based college admission tests that allow you to showcase achievement in specific subject areas: English, history, math, science and languages. Some colleges use Subject Tests to place students into the appropriate courses as well as in admission decisions. Based on your performance on the test(s), you could potentially fulfill basic requirements or earn credit for introductory-level courses. Read about the SAT Subject Tests.

SAT: The College Board's standardized college admission test. It features three main sections: math, reading and writing, which includes a written essay. Learn more about the SAT.

Sophomore Standing: The status of a second-year student. A college may grant sophomore standing to an incoming freshman if he or she has earned college credits through courses, exams or other programs.

Student Union: A building on most college campuses that could be considered the center of activity for that campus. Usually houses meeting facilities or gathering places for student activities, but almost always includes one or more eating areas. May house student organizations or host outside activities and/or events. May even contain the campus bookstore or other retail shops, and could be the home of centralized services to students (i.e. counseling, advising, enrollment, admissions, etc.).

Syllabus: A document college professors create and distribute to students in classes. It is an outline of the important information about a course such as topics covered, important dates, assignments, grading scale, expectations and policies of that course. Some are quite lengthy.

Transcript: The official record of your course work at a school or college. Your high school transcript is usually required for college admission and for some financial aid packages.

Transfer Student: A student who enrolls in a college after having attended another college.

Undergraduate: A college student who is working toward an associate or a bachelor's degree.

Universal College Application: A standard application form accepted by all colleges that are Universal College Application members. You can fill out this application once and submit it to any of the colleges that accept it. Most are highly competitive colleges (think Harvard!). Go to the Universal College Application.

Waiting List: The list of applicants who may be admitted to a college if space becomes available. Colleges wait to hear if all the students they accepted decide to attend. If students don't enroll and there are empty spots, a college may fill them with students who are on the waiting list. Learn more about waiting lists.

Weighted Grade Point Average (GPA): A grade point average that's calculated using a system that assigns a higher point value to grades in more-difficult classes. For example, some high schools assign the value of 5.0 (instead of the standard 4.0) for an A earned in an AP class. Since most colleges ask for GPAs reported on a 4-point scale, Newark Catholic does not use weighted grades.

Withdrawal: completely dropping all classes and ceasing attending a college during a given semester. This is different from, and often confused with, simply dropping one or more classes (while still remaining in others), which often yields a "W" on the transcript, and is simply referred to as "dropping" a class. Withdrawal is removal from the college.

Source: The College Board