**The College of Staten Island High School for International Studies**

College Handbook

**2021-2022**

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**Introduction**

This College Handbook is meant to be your own personal resource guide throughout the College Application Process. Please be sure to read it carefully, cover to cover, and to share it with your parents/guardians. Selecting a college is a family decision and should be an ongoing discussion with your parents/guardians as you begin to look at different college options. I am always available to assist you with any and all aspects of the college application process. All students are ***required*** to make an appointment to meet with me to discuss their college list & options after graduation. Parents are welcomed and encouraged to attend these meetings. It is recommended that your list of prospective applications include a “reach” school, approximately three to five “target” schools that you are reasonably certain will accept you, and at least one “safety” school. I will assist with all stages of the application process and will send official transcripts and supporting documents to all prospective colleges. **It is the student's responsibility to know the application requirements for the college/special programs in which they are applying**!

I (not your advisor or Mrs. O’Grady) complete your Secondary School Report (SSR), the Counselor Recommendation forms and all other school related forms for every senior. The SSR and at least two teacher recommendations are required as parts of your application by most colleges. You must complete the Counselor Recommendation Survey and submit the Teacher Recommendation Request on Naviance in order for these components to be completed thoroughly. The most important person throughout the college application process is **YOU**. I am here to guide and advise you, but you are **responsible for adhering to all of the college's’ various requirements and deadlines**. It is important to be well versed in the requirements of each college and to thoroughly understand what is required of you for the application process. It will alleviate a great deal of stress and anxiety if you are prepared to dedicate a substantial amount of time to your college applications.

Now more than ever, the most crucial component of the college application process is organization. It is imperative to keep track of your deadlines for the SAT/ACT exams, college and scholarship applications, and financial aid forms. There have been many changes to the admission process at some schools as a result of COVD-19, so it is highly recommended to frequent the website/social media pages of the schools you are interested in. It is the responsibility of the student to know the application deadlines of the colleges he/she is applying to. **All application materials and application checklists must be submitted to Ms. Dunn at least 15 school days prior to the college deadline, absolutely no exceptions! Applications are processed in the order by which they are received in my office, NOT by the order in which they are due to the college.** This is to ensure that you meet the college’s deadline with plenty of time and eliminate any last minute stress. I recommend keeping a separate folder for each college you are considering to help organize your materials and prioritize deadlines. In the contents of this guide, you will find valuable information to assist with your college exploration and application process. Please be sure to schedule your appointment as soon as possible and remember my door is always open for questions!

Ms. Dunn

College Counselor

**Any student applying to college must complete the following steps. Detailed instructions on each step are included in this handbook:**

* Schedule advisement appointment via calendy with Ms. Dunn ASAP, especially if you intend to apply early.
* Link your Naviance Account to the Common Application
  + - Complete the Common App FERPA Waiver (we will complete this step together in advisory)
* Finalize your list of schools
  + - Must be updated in Naviance under “Colleges I’m Applying To”
* Update your Resume
  + - Needed for recommendations and some applications
* Request Teacher Letters of Recommendation (Two)
  + - Make an informal request in-person
    - Add Teacher Name(s) on Naviance to make formal request
    - Complete any surveys, forms, questionnaires etc. the teacher requests in order to write your letter
* Request a Counselor Letter of Recommendation
  + - Complete Counselor Recommendation Questionnaire on Naviance
* Register with the NCAA
  + - Student athletes should be registered. If you are not registered visit  
      www.eligibilitycenter.org.
* Complete all applications online on college websites or on the Common Application
* Submit a CSIHSIS College Application Checklist for **EACH** college you apply to
  + - Checklist serves as transcript request
    - Processed in the order received **\*\*\* NO EXCEPTIONS\*\*\***
* Send SAT/ACT scores to colleges
  + - Must have them sent directly from collegboard.com or actstudent.org
    - Ms. Dunn does NOT send SAT/ACT scores; this is the responsibility of the student.
* Meet all Deadlines!
  + - 15 SCHOOL DAYS for all applications, including scholarship applications. ALL applications are processed by Ms. Dunn in the order received **\*\*\* NO EXCEPTIONS\*\*\***
    - Last day to submit applications to Ms. Dunn is December 2, 2021

**ALL** students **MUST** use Naviance to manage the college application process. Students without computer access at home are welcome to utilize a computer in Mrs. Dunn’s office (Room 240 D).

Quick Tips for Successfully Completing the College Application Process:

* Take initiative and ownership over the process. Ms. Dunn is here to help, but you have to be prepared to research as well.
* Know your transcript and standardized test scores; register for SAT/ACT and/or SAT Subject test as needed. **Due to COVID-19 many colleges have changed the traditional testing requirements for fall 2020 applicants. It is important to be informed of the college’s testing policy.**
* Read everything on your application before signing & submitting.
* Stay organized! Keep folders for college and scholarship applications, you will utilize the same information repeatedly.
* Research & apply for scholarships.
* Spend time perfecting your essay and supplements! They matter!
* Research & visit colleges; know the admission & application requirements.
* Mid-year & final grades are sent to college; THERE IS NO SUCH THING AS SENIORITIS! Colleges reserve the right to rescind an acceptance if you do not maintain academic standards.

**Important information you will need to complete applications:**

|  |  |  |
| --- | --- | --- |
|  |  | **What will I need this for……..** |
| Counselor Contact Information | Ms. Catherine Dunn  College Counselor  [cdunn5@schools.nyc.gov](mailto:cgoodheart@schools.nyc.gov)  Phone: 718-370-6900 x 2404  Fax: 718-370-6908 | College applications & admissions offices request this information. Be sure you put the correct information in the counselor section. Do not put your ADVISOR AS YOUR COUNSELOR! DO NOT PUT MRS. O’GRADY AS YOUR COUNSELOR! |
| CSIHSIS CEEB CODE | 335346 | This is our school College Board identification number. It is required to register for the SAT, send your score reports to colleges, and to complete application. PLEASE MAKE SURE YOU PUT THE CORRECT NUMBER! FAILURE TO DO SO MAY RESULT IN DELAY OF APPLICATIONS!! |
| School Address | College of Staten Island High School for International Studies  100 Essex Drive  Staten Island, NY 10314 | Applications |
| Senior year courses | Student program | Colleges want to see if you are taking challenging courses your senior year. Make sure you list all your classes! |
| GPA | Cumulative GPA on your transcript | Some applications request you self-report your GPA & compare that to the official transcript I send. For GPA conversion to a 4.0 scale- <http://www.collegeboard.com/html/academicTracker-howtoconvert>. |
| Naviance Access | Username: email address  Password: user determined | **ALL** aspects of application process! Exploring college & career options, requesting teacher/counselor recommendations, application submission & tracking. |

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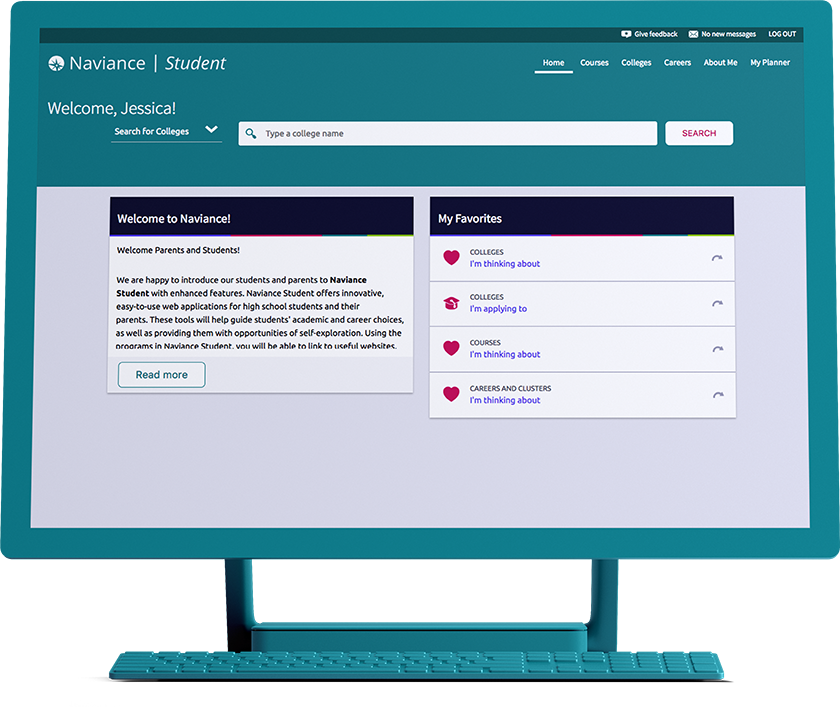
**Your Naviance Student account is a vital tool in the college application process**. Naviance is an online data management system that assists students with their college research and applications. Both students and their parents have access to important admissions data and scholarship resources. Students and parents will receive their own personal login to Naviance. Students register with Ms. Dunn in advisory class, adding a parent email account in the process. Once that is completed, Ms. Dunn switches on parent accounts and parents receive an email from Naviance with steps to create a personalized password to access their own account. Students and parents will have access to the same information to search colleges, special programs, scholarships, and monitor application submission and processing. Student & parent usernames are his/her email addresses and passwords are self-created. Email addresses can only be changed by Ms. Dunn after registration.

\*\*\***Students MUST use the same email address for the Common Application and Naviance.** \*\*\*\* By this time every student should have a professional email address for college communication!

Naviance is where you will request your letters of recommendation and identify the list of colleges you intend to apply to. Your Naviance Student account will be the ***ONLY*** method of tracking and completing your applications. Helpful hint: **ALL** deadlines can be found on Naviance once you add the school to your list of colleges.

Use the e-mail address and password you entered in the registration process to access your account at https://connection.naviance.com/csihs. There are four tabs on the homepage: **colleges**, **careers**, **about me**, and **my planner**. Set aside time to explore your Naviance account!!

Naviance Student Home Screen:

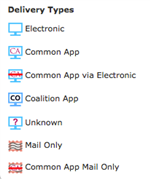


1. **“About me”** The **about me** tab has a “journal” feature, which allows you to organize all your thoughts and plans in one location. Keeping all of your research notes in one location will help you in selecting your final list of colleges to apply to by keeping track of the positive/negative aspects of each campus.
2. **“Careers”** This section explores careers by filling out the personality type and the career interest profiler which are designed to help you learn about yourself and what sort of careers might serve you best. Use “explore careers & clusters” to learn more about various careers. Colleges offering majors in the career fields you are interested in will be generated for you.
3. **“Colleges” The most important section**!! The resources and search engines to research and compare different college options are all readily available. Explore it thoroughly, making sure to utilize the tabs to easily access admission criteria, financial aid information, majors & special programs, and direct links to school websites. The “college resources” and “scholarship” tabs should also be carefully explored & checked regularly to ensure you do not miss any extra opportunities!

The “colleges I am thinking about” sections allows you to create a list of the schools you are interested in visiting, learning more about, and considering applying to. When conducting your research using any of the college searches (college lookup, college compare, college match, etc.) you have the option to add to your list by clicking the heart icon. We will review your list of prospective colleges during our college advisement meeting and begin the process of moving select colleges over to “colleges I am applying to”. Once you have created a list in the “colleges I am applying to” section, all of your active applications will appear in the following format:

**YOU must indicate the admission type (Regular Decision, Early Decision, Early Action, Rolling Admission, or Priority), whether you utilized the Common Application, and indicate that you have in fact submitted the actual application.** We will discuss the different application types in later pages. In advisory class, we will link your Naviance account to your Common Application in order for supporting documents to be submitted to your Common Application colleges.

**DELIVERY TYPE**: Indicates how the college accepts documents directly from CSIHS (transcript, school profile, letters of recommendation, and secondary school reports).



**Electronic Submission through Common Application:** Complete the Common App for this school. You will create an account at www.commonapp.org, complete the application, and add the school name to the My Colleges list on the site.

**Electronic submission (non-Common App school)**: Find and submit the school's online application on the school’s official website.

**Traditional Mail**: The school does not accept electronic submission of school documents and Ms. Dunn must physically mail all documents. A stamped, addressed envelope is required.

**Coalition Application**: Similar to the Common Application. We predominantly utilize the Common Application.

**APPLICATION DEADLINES**: Check for Early Decision, Early Action, Priority and Regular deadlines. Apply on time for the early deadlines and early for the regular deadlines. Remember application checklists via Google forms are due to Ms. Dunn 15 school days prior to the deadline listed on Naviance, no exceptions.

Once I receive a completed College Application Checklist, I will process your applications and the “Office Status” will change from “pending” to “initial materials submitted”. Please note that this is not an immediate process; it may take a college days or weeks to update your record upon receiving your transcript, senior year schedule, teacher recommendations, SSR, school profile, supplements, etc. DO NOT PANIC! Most colleges/universities will email you a login to check your application status. Please make sure you access this email and monitor your applications. This is your responsibility to check regularly! If there is anything missing let me know and we can contact the school to see if it was received and not processed yet.

1. **“My Planner”:** Serves as an electronic planner allowing you to create “goals” and a “to-do-list”. It is extremely helpful because you will continue to receive email reminders from Naviance until you mark off an item as “complete”. I advise adding the 15 school day application deadline to your planner!

**The last date to submit application materials before the break is Monday, December 2, 2021. Please remember the earlier you apply the better chance you have for schools with Rolling Admission. It will be difficult to make a final decision where you are attending if you have not received all of your acceptance letters & Financial Aid packages by the May 1st deadline. DO NOT PROCRASTINATE!**

# College Application Deadlines

**Applications are due to Ms. Dunn 15 School Days prior to the college’s deadline to ensure you meet the college’s deadline without issue. Applications are processed in the order submitted to Ms. Dunn NOT the order due to the college. Give yourself enough time to complete your essay, request your recommendations, and complete the application without stressing yourself out!**

|  |  |  |
| --- | --- | --- |
| **Application** | **Deadline** | **Due to Ms. Dunn** |
| Early Decision or Early Action (check with college) | November 1, 2021 | October 8, 2021 |
| Early Action/ ED/ priority (check with college) | November 15, 2021 | October 22, 2021 |
| Macaulay Honors | November 16, 2021 by 6 pm | October 25, 2021 |
| SUNY Priority Deadline\* | December 1, 2021 | November 6, 2021 |
| SUNY General Admissions | January 2022 | December 2, 2021 |
| CUNY General Admissions | February 1, 2022 | December 2, 2021 |

**\*** “While there is no formal application deadline for freshman applicants, we recommend you apply by December 1 to maximize your chances for financial aid, campus housing and consideration for your major of choice. Please note, some colleges have specific application deadline dates for certain programs of study. Applicants to an Early Decision program should apply by November 1st. Applicants to an Early Action program should apply by November 15th.” <http://www.suny.edu/student/apply_online_faq.cfm#Deadline>

# Types of Applications:

College applications generally request your personal background information, an official transcript, standardized test scores, a personal essay, and letters of recommendation to be used in making admissions decisions. There are various types of applications you will have to complete depending on the college you are applying to. Certain colleges require their own institutional application be submitted, while others also accept the Common Application. The Common Application is able to be linked to your Naviance account for the submission of required forms. We will connect the two accounts in advisory class and a PowerPoint with screenshot directions is available on Naviance as well. Your Naviance account **MUST** be connected to your Common Application in order for Ms. Dunn to submit your transcript, counselor recommendation and teacher recommendations to all colleges with the exception of CUNY. Below please find the websites for specific applications which we will be utilizing in the fall:

* **The Common Application**: Accepted by over 950 institutions nationwide. One general application which all schools in your Common Application list will view & **a supplemental application required for specific colleges**. For a list of participating schools & more information please consult <https://www.commonapp.org/CommonApp/default.aspx>

\*\*CUNY no longer accepts the Common Application

**\*The State University of New York (SUNY) colleges also accept the Common Application (with the exception of SUNY FIT, SUNY Farmingdale, & the SUNY community colleges)\***

* **SUNY -The State University of New York:** <https://www.commonapp.org/CommonApp/default.aspx>

<http://www.suny.edu/>

* **CUNY -The City University of New York**: **Only accepts their specific application**. \*Please note Macaulay Honors College has a separate application and is due no later than November 16th by 6PM\* The CUNY application allows you to apply to 6 schools on one application with choices listed in preference order. Students are not able to apply to both Macaulay Honors and regular programs separately. Macaulay applicants are automatically screened for general admission via the Macaulay application. You may apply to **1 Macaulay choices**. The 4remaining options will be considered for general admission only. Each CUNY campus also has its own campus specific honors program, aside from Macaulay Honors ( i.e. Verrazano @ CSI, Freshman Scholars Programs @ Hunter) The CUNY application streamlines these supplemental requirements such as recommendation letters, essays, portfolios etc. . There are also other special programs located at each campus (i.e. The Grove School @ City College). Be sure to research these opportunities!

**General Admissions**: <http://www.cuny.edu>

**Macaulay Honors Information:** [**https://macaulay.cuny.edu/admissions/applying-to-macaulay/#:~:text=The%20application%20deadline%20for%20Macaulay,offer%20an%20early%20decision%20option**](https://macaulay.cuny.edu/admissions/applying-to-macaulay/#:~:text=The%20application%20deadline%20for%20Macaulay,offer%20an%20early%20decision%20option)**.**

* **Individual college websites may also have their own application under the Admissions tab. For example,** [**http://www.stjohns.edu/admission/applynow.stj**](http://www.stjohns.edu/admission/applynow.stj)

**\*\*Please note that you MUST indicate which application you are using on your Naviance account when applying to schools that accept either the SUNY application, Common Application, or an institutional application. Ms. Dunn is unable to electronically submit supporting documents if this step is not complete\*\***

# **Application Options:**

It is important to understand the different application options because each option comes with different requirements, deadlines and commitments. Ms. Dunn’s policy and ethical obligation for early-decision applications is to send the student's mid-year & final transcripts to **one** college only. **No exceptions.**

* **ED and EA program specifics vary so students should obtain information as soon as possible directly from the admission staff at their first-choice college.**
* **ED and EA applicants must take the October SAT or SAT Subject Tests in order for these scores to make it to the college in time. Early applications are due in November, therefore the November SAT scores will not be available.**

**http://professionals.collegeboard.com/guidance/applications/early**

***Early Decision (*ED) “BINDING AGREEMENT” Early Decision plans are binding:** You agree to attend the college if it accepts you and offers an adequate financial aid package. You can apply to only one college for Early Decision. This option is geared toward those who have thoroughly researched and considered their college options carefully and have a **strong predisposition** toward one college/university. Students are agreeing to attend that college if accepted, **without the opportunity to compare Financial Aid Award Packages.** This may not be a good plan for a student who is relying on financial aid to supplement cost of attendance. Apply by November 1st (typically, but check with your college) to first-choice college and usually receive an admission decision by December.

* **You can apply to only *one* college ED; can apply to other colleges through non-restrictive application plans such as regular decision or EA programs.**
* **You must withdraw *all* other applications if accepted by ED. Applicants may be deferred and considered with the regular applicant pool later in the year, or may be denied admission in December.**

**Early Action (EA)** **“NON BINDING AGREEMENT”** **Early Action plans are non binding:** While the college will tell you whether or not you’re accepted by early January, you have the right to wait until May 1 before responding. This gives you time to comparecolleges, including their financial aid offers, before making a decision. You can also apply Early Action to more than one college.

* Students do not have to make a commitment upon admission through EA. Under the EA plan it is possible for an applicant to be denied admission and not automatically be deferred for later consideration. Applicants must be careful not to apply under a plan that may not be advantageous to his/her chance of admission.
* Receive an admission decision early in the admission cycle (usually in January or February).
* You are able to apply to other colleges under regular admission plans.
* Give the college a decision no later than May 1st.

**Single-choice Early Action:** works the same way as other Early Action plans, but candidates may not apply early (either Early Action or Early Decision) to any other school. You can still apply for regular admission to other schools and are not required to give your final answer of acceptance until the regular decision deadline.

**Rolling Admissions:** No set deadline – first come first serve.

* Rolling admission procedure means that the college’s Admissions office will review an applicant’s file (which includes the student’s application and all supporting documents such as high school transcript, test scores, if required, and teacher recommendations) as soon as possible after the completed application is received. It is in the student’s best interest to submit his/her application as early as possible. Your chances of admission could potentially be improved by applying as early as possible before academic programs are filled to capacity. Applicants should consult college websites for priority filing dates.

**Deferred Admission:**

* At some colleges, students who have been admitted to the school may elect to delay enrollment or a year or a semester. A deposit is often required by the college to hold a place in the next entering class and it is the college’s right to expect the student to be able to account for the time spent between graduation from high school and actual matriculation at the college. A student who defers admission cannot attend another college during the time off without the approval of the college that defers admission.



**MAY 1st IS COMMITMENT DAY!** In order to secure your seat, you MUST submit a deposit to one school only and complete all registration requirements by this date! You may not submit to more than one school. Ms. Dunn will only send a final transcript to ONE school.



# Ms. Dunn will ONLY sign the counselor portion of the EARLY DECISION agreement *AFTER* speaking to a parent or guardian. If accepted, midyear and final transcripts will *ONLY* be sent to the ED school. No exceptions.

# Quick facts for ED/EA Applicants from the College Board

**Pros and Cons of Applying to College Early**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| * Bypass regular spring notification deadline * Avoid cost of submitting multiple applications * Reduce time spent waiting for a decision * Have to deal with less stress if accepted * May increase chances of getting into top schools and greatly increase chances of getting into less selective schools * May get financial aid bonus for applying early | * Must make serious decision before exploring all options * Can only apply to one school * May not have time or opportunity to compare financial aid packages * May have no or fewer aid options and few scholarship options * Sometimes compete with a smaller but much stronger pool of candidates than during the regular application period * If rejected, may feel disappointed and discouraged |

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|  |
| --- |
| **Early Decision Do’s and Don’ts** |

|  |  |
| --- | --- |
| **Do** | **Don't** |
| * Withdraw all applications upon being accepted * Request a release from your contract only if the college is unable to work out appropriate financial aid * Take your Early Decision seriously * Discuss the cost of the college before applying * Attend the college that accepts you | * Apply to ED programs at more than one college * Have your counselor send transcripts to more than one ED school or to any other schools once admitted * Try to get out of an ED acceptance because you've changed your mind * Have someone else write or heavily edit your application essays * Submit deposits to more than one college * State an intended major you don't plan on pursuing because you think it might help you get admitted * Inaccurately describe your activities and accomplishments * State to more than one college that it is your first choice |

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Preparing for a Highly Selective and/or Ivy League Institution

Demonstrating success in challenging college preparatory courses is the best preparation for a selective college. Highly selective and ivy league institutions (Brown, Columbia, Cornell, Dartmouth, Harvard, Princeton, UPENN, Yale) are interested in candidates who have successfully undertaken Advanced Placement (AP), honors, and dual enrollment (College Now) courses. The combination of courses, grade point average, standardized test scores, extra curricular activities, essays, short answers on the essay play a role in determining your preparedness for a selective or highly competitive college. Be prepared to compose several essays for each application! It is important to check the supplemental application applications in advance to help you prepare thoughtful and honest responses.

***Vital Application Components for Review:***

**Application**: Colleges review the application to learn about your in-school and extracurricular activities. Selective colleges also require an essay. They use the essay to learn about you and also to judge your ability to express your thoughts in writing

**Secondary School Report**: Completed by Ms. Dunn only. Your high school record carries a great deal of weight. Slightly lower grades in more rigorous courses may be more important than higher grades in an easier program.

**Tests**: Most selective colleges require the SATs or ACTs. However, the importance a college places on the tests varies greatly. Standardized test scores are seldom the most important factor in an admissions decision, and most colleges do not have cut-off scores. \***Check with the college to determine if changes were made to their standardized testing policy due to COVID.**

**Recommendations**: most selective colleges take Recommendations from your high school counselor (Ms. Dunn) and teacher seriously. The colleges use these as evidence of your potential, character, and classroom effort. Key people at your school who know you well are best able to give the college a fair and valuable assessment of you and your work.

**Out-of-Class Activities**: Selective colleges seek students with a wide variety of interests and experiences. These colleges realize that the intellectual ability and the varied perspectives of their students contribute to the overall educational climate. Community service, athletics, overseas study, unusual hobbies, as well as participation in theatre, music, art, dance, or academic clubs are viewed positively by selective colleges. However, participation in out-of-class activities will not compensate for a poor academic record.

**The Interview**: If a college you are considering encourages interviews, be sure to take advantage of this opportunity. The interview is an excellent way to determine if a college will really “fit” you. Admissions counselors at the college can answer most of your questions. In some cases, an interview may make the difference in whether you are admitted or not. Have good questions and be sure you can explain why that college is attractive to you.

COLLEGE ENTRANCE EXAMS:

**PSAT/NMSQT** **:**

The PSAT (Preliminary Scholastic Aptitude Test) is administered to CSIHSIS Sophomores and the PSAT 9 is administered to CSIHSIS freshmen as part of the NYC DOE SAT School Day. The PSAT/NMSQT is offered to interested juniors in October for those students who wish to be screened for the National Merit Scholarship. The three tests focus on the same domain of knowledge. As students advance from grade to grade, the tests will keep pace, matching the scope and difficulty of work found in the classroom. They will measure what you learned in high school and what you need to succeed in college. Please visit <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/inside-the-test> for more information and free practice questions.

**SAT: \*COVID-19 has altered the testing requirements for many schools. CHECK WITH THE COLLEGE!**

All CSIHSIS students should take the SAT (or ACT) in the spring of their junior year. You may take the test several times, but be cognizant of your college application deadlines. You may select which scores are sent to certain colleges, although some institutions require **ALL** scores be sent. The SAT is offered 7 times per calendar year at select locations (see table below). The NYC DOE will be providing **EVERY** junior with one **FREE SAT** exam as part of the SAT School Day. An exam will automatically be ordered for you, no need to worry about registering for SAT SCHOOL DAY. Registration is required for each test date and can be completed through your College Board account at https://collegereadiness.collegeboard.org/sat/register.

**Students are able to take the SAT as many times as they choose, however it is recommended that each student take it at least twice**. Most colleges will accept the highest score for each section; therefore it is in the student's’ best interest to take the exam more than once. The SAT is scored out of 800 for each section; Evidence Based Reading Writing and Math. On the new exam, the essay is optional and the content is more aligned to the Common Core standards. There are also no points deducted for incorrect answers!

**SAT** **Quick Facts:**

* All Reading Test questions are multiple choice and based on passages.
* Some passages are paired with other passages.
* Prior topic-specific knowledge is never tested.
* The Reading Test is part of the Evidence-Based Reading and Writing section**.**
* Most math questions will be multiple choice, but some — called grid-ins — ask you to come up with the answer rather than select the answer.
* The Math Test is divided into two portions: Math Test – Calculator and Math Test – No Calculator.
* Some parts of the test include several questions about a single scenario.
* All questions are multiple choice and based on passages.
* Some passages are accompanied by informational graphics, such as tables, graphs, and charts — but no math is required.
* Prior topic knowledge is never tested.
* The Writing and Language Test is part of the Evidence-Based Reading and Writing section.

Please see <https://collegereadiness.collegeboard.org/sat/inside-the-test> for a comprehensive overview of each section of the SAT including practice questions, and free study guides.

<https://collegereadiness.collegeboard.org/sat/register>

**ACT** (Plus Writing) - American College Testing Program

**\*COVID-19 has altered the testing requirements for many schools. CHECK WITH THE COLLEGE!**

The ACT academic battery is designed to assess both the student’s ability to reason, problem solve, and his or her educational development. The ACT is used by all US colleges as an alternative to the SAT. The ACT is approximately 3 hours long and is comprised of four sections: English, Math, Reading, and Science Reasoning. These sections are each scored on a scale from 1-36, and the composite overall score of 1-36 is the average of these four scores. Students should take this exam in the winter or spring of junior year, or fall of senior year. The exam is offered with an optional writing section and students must register “with Writing” or “without Writing” It is *highly recommended* that you also take the optional writing section of the ACT. You can take the ACT more than once and choose which scores are sent to colleges using the Score Choice option. **It is imperative that you check with the college to see if they accept the ACT exam in lieu of the SAT.** Please see chart for further description of the ACT format

For free practice exams, registration, and more information please visit [**www.actstudent.org**](http://www.actstudent.org)

**\*Your scores for the SAT, SAT Subject Tests and the ACT are emailed by the testing company when they become available. *It is your responsibility to notify the testing services to send these official scores directly to the individual colleges to which you apply. SAT and ACT scores will not be printed on your transcript. This can be done via the testing website.***

**SAT: <http://sat.collegeboard.org/register/sat-score-choice>**

**ACT: <http://www.actstudent.org/scores/>**

**FEE WAIVERS:**

**\*Students who are eligible to receive free or reduced lunch are eligible for fee waivers for the SAT and the ACT. Students are entitled to a waiver for the SAT & 2 waivers for the ACT. Fee waiver benefits include the cost of score sends.**

***You must see Ms. Dunn in 240D to verify eligibility & obtain your fee waiver***

# Factors to Consider in Selecting a College:

Choosing a college is one of the most important decisions you will make as you prepare to graduate from high school. In order to make an intelligent choice, you will need to gather a great deal of information and consider specific requirements. Who you are, what you hope to achieve, the kind of environment and location in which you want to live- these are all important factors to consider in searching for the best match between yourself and a college. In the next part of your search, you will try to learn as much as possible about various colleges: which schools offer what programs, what the requirements are, how much will it cost to finance your education at those schools and so on.

The questions below are designed to help you evaluate many of the factors you need to consider when choosing a college. I encourage you to utilize the College Search features and the assessments and questionnaires you completed through Naviance to assist in determining options for yourself. As you are researching colleges, remember to add them to your Naviance account under “Colleges I am Thinking About”. If you are unable to visit a campus in person take advantage of virtual tour options.

**Your Interests:**

1. What field and subjects interest you the most?
2. Why do you really want to go to college? What do you expect to gain from the experience?
3. Based on what you have already achieved, what are your abilities?

**Location:**

1. Do you prefer a school in a large city, college town, or a rural setting?
2. Do you prefer a school close to home where you will be able to visit home easily for a weekend? OR…
3. A school where it will be financially feasible for your family to come and visit you.

**Academics:**

1. Does the college offer the program(s) in which you are interested?
2. Is the college known for a particular program?
3. What are the school’s philosophy and policies regarding course requirements, selecting a major, double majoring, and cross registering at neighboring schools?
4. What are the strengths and weaknesses of the program(s) in which you are interested?
5. What is the student-to-teacher ratio? What is the average class size?
6. Do undergraduates have access to professors or only teaching assistants?
7. Is there a core curriculum? Are decisions on curriculum left largely up to the student?
8. Will the academic work challenge me?
9. What is the required grade point average? SAT/ACT scores?
10. Does the school accept Advanced Placement credit? Is there a minimum score needed?
11. Is there an honors program available at the school? Who is eligible to participate? Is there a separate application?
12. Does the school offer/encourage study abroad or at another U.S. campus?
13. What are the retention and dropout rates?
14. What percentage of students graduate in 4 years?
15. Do most graduates go onto graduate school immediately upon graduation?
16. How many graduates go right into the marketplace? Is there a job placement office that assists students? Which firms recruit on campus?
17. Are there internship opportunities for hand-on experience while students are still in college?

**Size and Student Population:**

1. Is the school small (fewer than 1000 students), medium-size, or large (more than 15,000)? Does size matter to you?
2. Does the college attract students from all over the United States and the world or are the majority of students from the immediate region?
3. What are the students like? Will I fit in? Will I be able to make friends?
4. What is the male/female ratio?
5. Can the school meet my special needs (dietary/religious/medical)?
6. Do students primarily live on campus, off-campus, or do most students commute from home?
7. What does the social life on campus revolve around?

**Facilities:**

1. What is the size/accessibility of the student library?
2. Are computers required for incoming freshmen?
3. Are there adequate sports and recreational facilities?
4. Is a wide variety of intercollegiate and intramural sports program available?

**Living Conditions/Safety:**

1. Is campus housing readily available? Is housing guaranteed for all 4 years? Are the dorms coed? Are the bathrooms?
2. How safe is the campus? What security measures are available?

**Financial Factors:**

1. How much will it cost to attend this school (including tuition, room & board, books, travel expenses, spending money, etc)?
2. Is financial aid available? Is the package offered negotiable?
3. Scholarship opportunities?
4. Remember: You will probably need money to finance your graduate studies. Do not spend everything on 4 years of undergraduate work.

PLANNING TIMELINE

**JUNIOR YEAR CALENDAR**

**The Fall**

* Interested Juniors may take Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in October.).
* Review the year’s courses to make sure you are meeting all the requirements for graduation.
* Attend Financial Aid Night in October with your parent(s) at CSIHSIS (remote).

**The Winter**

* Receive results of your PSAT/NMSQT, if applicable.
* Make use of your *Naviance* account for college research and admission information. The website is: <http://connection.naviance.com/csihs>. Please see Ms. Dunn with any questions.
* Register for Spring SATs and/or ACTs.
* Research colleges; attend college fairs, and information sessions.

**The Spring**

* All juniors will take the SAT via SAT School Day in the spring. Register for additional SAT and/or ACT independently.
* Attend the College Fair in the spring in the cafeteria or remote.
* Visit colleges. Please email or telephone the admissions office to make appointments.
* Attend AP/ Honors/College Now Information Sessions and request your senior year courses. Keep in mind colleges are looking at the rigor of your senior year schedule & your performance in the classes you choose.

**The Summer**

* Continue to visit colleges.
* Continue to check Naviance account for updates and complete the “Tasks Assigned to Me” before returning in September.
* Select a topic and start working on an essay for your applications.
* Think about which teachers you will be requesting letters of recommendation

***Save your graded English papers (poems, essays, etc.) Some colleges request these in addition to, or in lieu of, essays. It is your responsibility to keep these items, not your teachers.***

****  **SENIOR YEAR CALENDAR**

**SEPTEMBER**

* Complete the Pre-Advisement Survey on Naviance.
* Make an appointment with Ms. Dunn to check transcripts and review your list of potential colleges.
* Continue to review selection of colleges or trade schools, with reference to your academic and personal record.
* Continue to make college visits, if possible, when classes are in session.
* Check testing dates and register for the SAT/ACT, if applicable.
* Ask teachers to write letters of recommendation via Naviance. (Preferably 1-2 academic teachers)

**OCTOBER**

* Attend Financial Aid Night.
* Create a separate FSA ID for you and your parents in order to submit the FAFSA.
* Take SAT/ACT exams if applicable.
* Submit Early Decision or Early Action Application, if applicable.
* Notify Ms. Dunn by submitting a completed College Application Checklist for all EA and ED schools
* Write your essays for the top colleges on your list. Ask your English teacher to review your essay! Be prepared to make several revisions.
* **Have SAT and/or ACT scores sent to colleges by the appropriate testing agency.**
* Review Scholarship opportunities on Naviance.
* **SUBMIT FAFSA & apply for NYS TAP Grant/Excelsior Scholarship if eligible!**
* Males 18 years old and over must register with the Selective Service on the FAFSA.

**NOVEMBER**

* Continue to work on your applications and essays.
* **Have SAT and/or ACT scores sent to colleges by the appropriate testing agency.**
* Take SAT/ACT, if applicable.
* Check all application deadlines. Most selective colleges have deadlines ranging from November 1st to January 15th; others may have deadlines in February or March. **Remember all materials are due to Ms. Dunn 15 SCHOOL DAYS prior to the colleges deadlines.**
* Check your first quarter grades - many colleges will want to see these before making a final decision about admission if applying Early Action or Early Decision.
* CSS- Profile, if necessary. See <https://student.collegeboard.org/css-financial-aid-profile> for a full list of school requiring the CSS Profile.
* Apply for scholarships.

**DECEMBER**

* Complete all applications with January deadlines for colleges by December 2, 2021.
* Please remember the last day to submit application materials to Ms. Dunn is December 2, 2021! All applications submitted after this date will be processed when we return in January. In order to avoid any issues, be sure to complete your applications and submit your College Application Checklists to Ms. Dunn with ample time.
* Early Decision/Action decisions arrive. **If you have been accepted under an Early Decision plan, you must withdraw all other applications.**  If you are not admitted, complete all other applications. Please inform Ms. Dunn of **ALL** admissions decisions. You must update your Naviance accounts to reflect the decisions for each college you applied to.
* Apply for scholarships

**JANUARY**

* Keep working hard in all of your classes. Second semester grades must be reported to colleges and admission is generally contingent upon satisfactory completion of all courses.
* Make sure you have sent your SAT/ACT score reports to each college to which you are applying.

**FEBRUARY**

* Notify Ms. Dunn of all admissions decisions by providing a copy of all acceptance letters.
* Notify colleges of any new honors or accomplishments.
* Keep Ms. Dunn informed of any correspondence you may receive from colleges regarding the status of your application.
* Update all financial aid forms, if applicable. Be sure that you are providing the colleges with any additional requested information. Review with Ms. Dunn as needed

**MARCH & APRIL**

* Keep a record of all correspondence from colleges.
* Notify, by letter or email, all colleges to which you have applied either stating your intention of acceptance or informing them that you will not attend - this will give students on waiting lists a chance. **This absolutely must be done by May 1st !**
* Plan campus visits to your top choice colleges after you are admitted. Many colleges hold receptions for admitted students in order to give them the opportunity to check out the campus one more time.

**MAY**

* Notify Ms. Dunn of your final college decision via Naviance under the “colleges I am attending” tab. Transcripts will be sent verifying your graduation.
* Notify Ms. Dunn of all admissions decisions & scholarships awarded via updating your Naviance account and providing proof.
* **Complete the Senior Graduation Survey – required in order for transcripts to be sent!**
* Complete all materials that were mailed to you from the college of your choice; i.e., health forms, room and board, etc.
* Remember May 1st is the deadline for sending your deposit to the **one** school you will be attending. You **may not** deposit at more than one college. **Ms. Dunn is ethically obligated to submit your final transcript to ONE school only.**
* Take AP Exams if you are in AP courses. Many schools offer advanced standing or college credit based on AP exam results.
* Take college placement/assessment tests, if required. Be sure to check your emails for any pertinent testing information from your college.

**JUNE**

* Your final transcripts will be sent to the college you will be attending.
* Update the Senior Graduation Survey on Naviance.
* GRADUATE!!!

# What Colleges Look for in Applicants

* **Transcript**

Your cumulative average is the single most important element in your college application. “Did the student take advantage of challenging courses offered at his or her high school”? is one of the first questions an admission committee considers when evaluating a candidate. Colleges are interested in both the courses you have taken and the grades you have received; they will take into account the difficulty of your academic program as well as how successful you have been in your courses. They also look at trends in your grades: **A transcript that reflects steady growth is definitely a plus!**  If something in your life has caused you to be less successful than you might have been, be sure to explain the reasons for this, possibly in your essay.

* **Standardized Tests**

***\*\* Many institutions are suspending the testing requirement for the FALL 2021 application season. Verify the college’s testing policy!***

Your scores on standardized exams such as the SAT, SAT Subject Tests, and the ACT are important not just for admissions but also for being awarded merit scholarships at some schools. Plan your test taking schedule carefully. You cannot take the SAT and SAT Subject Tests on the same day.

\*SAT/ACT optional schools **DO NOT** require a standardized test score as part of their admission process; however they may require them to be considered for scholarships. More information and a comprehensive list can be found at <http://fairtest.org/university/optional>. It is always advised to check directly with the college as well.

* **Essay**

The essay affords you the opportunity to illustrate a complete picture of who you are and what you are about to admissions counselors. Essays are your voice of the application and will help differentiate you from other candidates with similar averages and test scores. The goal of the essay is to demonstrate that you are more than just a set of scores and a transcript! You have talents, skills, interests, hobbies, & goals that colleges want to know about to help assess your potential for college level work. **Do not write an essay reorganizing your application**, talk about something that is not visible on your application. This can be the place to discuss any factors that may have hindered your academic success (such as illness in your family); however be careful not to make excuses for yourself. If you had poor grades in the past, but have recently improved significantly, you can use your essay to discuss this illustration of your readiness for college level work. Rule of thumb for optional essays: **DO IT**! The only time you do not complete an essay is if the application does not have one.

Be sure to write original work! Your essay should address the questions posed in the application and should stay within the specified length. Do not submit an essay that is on a topic that was not requested and is over the length– it gives the impression you did not carefully read the application or that you cannot follow directions. Remember that admissions counselors are reading thousands of essays and do not appreciate receiving 750 words when they asked for 250. Neatness, spelling, grammar, and organization count. Proofread carefully!

Here are some helpful tips for writing your essay:

* **Estimate Your Workload**

Start writing the essay at least four weeks before the application is due. You may be able to use the same essay for several different applications if it answers the question posed for each application.

* **Put Yourself in the Picture**

Think of ways to express your own personality and values – Admissions Officers want to read what you want to write, not what you think they want to read. Even with a narrow essay topic, you can find ways to make it personal.

* **Go With the Flow**

Don’t worry about where to begin – just start writing your concept. When necessary, identify important people, events and ideas in your life. Concentrate on ideas and creative expression.

* **Reorganize and Rewrite**

After you’ve written the first draft, leave it for a short time before coming back to polish the essay. Make sure it is organized, with an attention-grabbing lead paragraph. Make sure it is not too long and it is “you!”

* **Check Mechanics**

No matter how creative or well organized, every essay should be technically correct – with good grammar, spelling, punctuation, and a smooth style. Ask someone else to read it, to pick up any flaws you may miss.

* **Stick to Deadlines**

Don’t forget to submit your application and your essay on time. Late submission can sometimes lead to a college refusing to review you for admission.

Below is the full set of Common Application essay prompts for 2021-2022.

1. 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.
2. 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?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. 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?
7. 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.

**TO SUMMARIZE………**

1. Answer the prompt – then you can “dress it up” as an essay.
2. Don’t waste words on fluff – use strong, meaningful statements.
3. Don’t restate the application – using words to restate or list achievements or activities is wasting them – describe something on the list.
4. Show it, don’t tell it.
5. Write in your own voice.
6. Write as if it’s a college assignment because it is.
7. Never use sarcasm or obscenities.
8. Be very careful with humor; don’t try to be cute.
9. The college essay is just one part of a comprehensive application, and while it can help your bid for admission, it is rarely the deciding factor.

* **Extracurricular Activities**

College admissions counselors are interested in how students use their time outside the school day. This extra dimension added by artists, musicians, athletes, student leaders, volunteer and part time workers or others with unique talents may receive special consideration in the admissions process. This also allows the college to see what you could potentially bring to their campus life.

* **Recommendations**

Most schools require two teacher recommendations. Many also require a *Counselor Recommendation* or *Counselor Report* (Secondary School Report on the Common Application) in addition to the teacher recommendations. **Ms. Dunn completes ALL counselor recommendations and required school official forms; do not send them to Ms. O’Grady or to your advisor.** You MUST waive your right to view your recommendations on all applications and on Naviance. Other significant adults such as bosses, coaches, internship supervisors, community services supervisors, etc may also write a letter on your behalf. These letters are supplementary and must be submitted in tandem with your academic recommendations. The Common Application allows for these recommenders to submit directly to the colleges on your application by utilizing the outside recommenders feature. Do not submit extra recommendations to impress the college, if they asked for 2 they are only reading 2. Please follow the directives below for requesting letters of recommendation:

**STUDENT PROTOCOL FOR OBTAINING LETTERS OF RECOMMENDATION**

1. Choose teachers who know you well. Try not to ask a freshman or sophomore teacher, unless you have them again as a junior or senior. If you declare an intended major on your application, you should ask a teacher with whom you studied the same subject.
2. If you are asked for two teacher recommendations, you should choose one from humanities (English, social studies, foreign language), and another from math or science**.** You do not have to ask the teacher who gave you an E. Effort, self-discipline, improvement, growth potential, and class participation are just as important as the grades you achieved.
3. Speak to the teacher you intend to ask well in advance to ensure they are willing to write a letter on your behalf. **DO NOT** send an electronic request without speaking to the individual first! Please remember that receiving a letter of recommendation is a privilege and the teacher **ALWAYS** has the right to decline your request if they feel they are unable to write a strong recommendation letter on your behalf. Always give your teacher as much time as possible to write the recommendation. 3-4 weeks is a polite minimum**.**
4. It is ***required*** for students to submit an official request via Naviance to the teacher in order to obtain a letter. **Students MUST sign the FERPA privacy release waiving their right to see the recommendation & should complete the Teacher Recommendation Survey on Naviance! The survey will help the author of your letter write a strong recommendation in support of your admission. If the teacher requests a transcript it is YOUR responsibility to go to Ms. Dunn and obtain a copy.** Common Application forms & letters are completed through Naviance and submitted electronically; if you fail to waive your rights these forms cannot be submitted. Ms. Dunn will mail paper copies as needed. **Please let your teachers know when the recommendation is due and which schools you are applying.**
5. **Please do not forget to thank each teacher for taking the time to write your letter of recommendation.**

* **Senior Grades**

Your 7th and 8th term grades are looked at very closely, as is your senior year program. A challenging program (including AP courses) is necessary for the most competitive schools. If you are an ED/EA applicant, your college may request first and second marking period grades from 7th term. If you are a regular applicant, colleges may request your first and second marking period grades from the 8th term to make admissions decisions. Colleges will be looking at your spring semester courses to see if you are slacking off.

**REMEMBER: ACCEPTANCES ARE CONDITIONAL PENDING SUCCESSFUL COMPLETION OF HIGH SCHOOL! COLLEGES HAVE TO RIGHT TO RESCIND YOUR ACCEPTANCE IF YOU DO NOT MAINTAIN YOUR GRADES!!!!!**

* **Demonstrated Interest**

Colleges want to see that students have shown an interest in them. This means visiting the campus, going on a tour, attending an information session, requesting information through their website, or meeting with Admissions Representatives when they visit CSIHSIS. The more documented interest a prospective student shows the better!

* **Interview**

Some colleges require an interview with either an admission officer or alumni, while other colleges offer, but do not require an interview. If a school specifically requires an interview, it probably will be considered in the total admissions process. An interview can serve to strengthen your chances for admission. It is a chance to display your personality, and it provides you an opportunity to communicate what is unique about you. You should prepare yourself by researching the college website and view books to ensure you are able to ask intelligent questions and actively engage in discussion. You should be able to address the following topics in your interview.

1. Answer (in specifics) why you would like to attend the college
2. State how you would contribute to the college community
3. Discuss favorite academic subjects
4. Discuss your scholastic standing, such as SAT scores, grade point average and course work that you are presently taking
5. Stress your areas of interest – school achievements have been conveyed on

your written application, avoid being redundant.

1. What are goals for the future?

I recommend you have some questions prepared ahead of time so you are not caught off-guard when you are asked. Here are some ideas:

* Academic Offerings – size of classes, what are the offerings in your intended major? Are freshmen taught by professors or teaching assistants? Is there an internship requirement?
* Housing – what are the options for freshman year? Is on campus housing guaranteed for all?
* Do most students stay on campus during weekends? What types of clubs, organizations, or athletics are available on campus?
* What kind of special services are available to students with regard to career choices and placement, personal counseling and educational planning?

Your interview may be scheduled with:

* + - college admissions officers
    - faculty members serving on the admissions committee
    - undergraduates working in the admissions office
    - alumni interviewers, or a combination of the above
* **Dress to impress! Make sure you look clean, neat, professional and appropriate. If you have to second guess if your outfit is too tight, too low, too wrinkled, or too casual, it probably is- so change! You want to put your best foot forward, dress the part of the mature college applicant.**
* Stay calm, and be yourself. Admissions counselors are not out to trap or trick you, but they can see through phonies easily, so it is best to be sincere.
* If there are important things about you or your background and achievements that the Admissions Office needs to know, be sure to mention them. Do not be bashful. The purpose of the interview from the Admissions Office point of view is to get to know you as well as possible
* Meet with Ms. Dunn for a mock interview to practice your skills.
* Do not bring your parents on the interview! You should take ownership over your college career, including all contact with admissions counselors!They want to speak to you, the prospective student, not your parents.
* **Be sure to send a Thank You email to the interviewer within a few days of the interview**
* **Mid-Year Report:**

All colleges require your 7th term (mid-year) grades, even if they have already accepted you. As soon as they are available, Ms. Dunn will automatically send out your 7th term grades to the colleges you applied. Keep your grades up all year!

# **PREPARING AND SENDING YOUR APPLICATIONS**

* College applications can be found on the Admissions page of the college’s website. Over 800 colleges are members of the Common Application. If your college choices are members of the Common Application, this can save you time in filling out your applications. The Common Application website is [www.commonapp.org](http://www.commonapp.org).
* Once you add a college to the “List of Colleges I am Thinking About” & the “List of Colleges I am Applying To” on your Naviance Student account, it will list the preferred application method, deadlines, and any other subsequent information needed.
* ***Be organized!*** Prepare a separate folder for each college and keep track of all correspondence between you and the school. Check your Naviance account for any changes or updates issued by the colleges or Ms. Dunn
* Don’t wait until the last minute to do your applications. Application checklists via Google forms, and all supplemental materials are due to Ms. Dunn **15 SCHOOL DAYS** before it is due to the college. Applications are processed in the order the completed google forms checklist is received in the College Office, so do not wait until the day before your application is due to submit the paperwork to me. Late submission of checklists and applications will result in a processing delay which may result in missing the college’s deadline. **Keep in mind, there are no extensions to college application deadlines!!** Remember, under the rolling admissions plan, it is first come first served for those candidates who are qualified.

Review each application thoroughly before clicking the submit button! Electronic submissions are the same as dropping it in the mailbox. **Applications cannot be altered after submitting them**!!

* Don’t be afraid to ask for outside help, advice and editing. Teachers, counselors, and family members are all good resources.

Once you submit your **College Application Checklist via Google forms**, Ms. Dunn will send the following items to your schools:

* Transcript & School Report
* Counselor Recommendation form and letter (This can only be written after your Counselor Recommendation Survey & Resume are completed on Naviance).
* High School Profile (Gives colleges information specific to our high school.)
* Any additional forms or paperwork that must be mailed to the school and cannot be electronically submitted, such as Teacher Recommendations.

**CUNY - The City University of New York:**

You may apply to 6 CUNY colleges on the CUNY application for $65. Applications are filed exclusively online at <http://www.cuny.edu/admissions/apply.html>. Fee waivers for the CUNY application are distributed by CUNY to schools at their discretion. Students who receive free or reduced lunch are eligible; however they are distributed by Ms. Dunn on a first come first served basis. If you know you are unable to pay the fee complete your application and see Ms. Dunn ASAP!! Our school receives an extremely small amount of waivers and there is not an opportunity to request more! You must list each CUNY school on your Naviance account.

Selective CUNY programs have different deadlines and application requirements. Pay careful attention to when your application is due! You must enter each CUNY school as a separate entry under “Schools I am Applying To” on Naviance. **The student is responsible for sending SAT scores through College Board.**

|  |  |  |
| --- | --- | --- |
| **General Admission** | | |
|  | **Deadline** | **Notification** |  |
| Freshman/Transfer | Fall: February 1   Spring: September 15 | Fall: (Freshman) Early February Fall: (Transfer) Early April  Spring: (Freshman/Transfer) Early November |  |

| **Program** | **Deadline** | **Notification** |
| --- | --- | --- |
| Macaulay Honors College | November 16 | Two-step Process\* |
| Brooklyn College: BA/MD Program | December 15 | Two-step Process\*\* |
| The City College Bernard and Anne Spitzer School of Architecture | February 1 | See General Freshman or Transfer Admission Above |
| The City College Grove School of Engineering | Fall: February 1 Spring: September 15 | See General Freshman or Transfer Admission Above |
| The City College BS/MD Program at the Sophie Davis School of Biomedical Education | December 30 | Two-step Process\*\* |
| School of Professional Studies (fully online Bachelor’s degrees) | Spring: December 2 | Rolling basis beginning mid-Sept |
| Queens College: Aaron Copland School of Music | Fall: February 1 Spring: September 15 | Two-step Process \*\*\* |

\**Two-step notification process:  
1) Beginning in mid-February applicants will be notified of their admission decision as General Freshman by all college choices listed on their application.  
2) March 16 – Macaulay applicants will be notified of their admission decision into Macaulay Honors College by the Macaulay college choice listed on their application.*  
 *\*\*All other applicants to selective programs will be notified of their admission decision at a later date.*

The Macaulay Honors College and other highly selective programs at CUNY have varying application requirements including GPA, (SAT scores are suspended for the FALL 2021 application), essays, and recommendations. **You cannot complete BOTH the Macaulay Honors College application and CUNY General Admissions application as you are already considered for general admissions once you complete the Macaulay application. You may apply to 2 Macaulay campuses! You can apply to individual CUNY college honors programs, such as The Verrazano School at CSI, in addition to filing a Macaulay Honors Application. The newly formatted CUNY application allows for supplemental materials to be submitted along with the application for consideration to special programs. You must enter each individual CUNY school under “Colleges I Am Applying To” on Naviance. Please note the deadlines above for special programs.**

**SUNY- The State University of New York**:

You must complete the SUNY application online at [www.suny.edu](http://www.suny.edu) or at [www.commonapp.org](http://www.commonapp.org). With either application you are able to add multiple choices to the application. You must enter each SUNY school as a separate entry under “Colleges I am Applying To” on Naviance Student. \*Failure to do so will results in transcripts not being sent to all of your choices\* Please keep in mind the SUNY campuses have different deadlines- check with the school!! Unlike the CUNY application, there is a separate $50 fee for **EACH** SUNY campus you apply. SUNY issues their own fee waivers based on economic eligibility. If you are using the Common Applications just indicate you are fee waiver eligible on main application and it will apply to all schools you apply to via Common Application. If you are applying EOP you are eligible for a waiver See Ms. Dunn to see if you eligible. [www.suny.edu/attend/academics/eop](http://www.suny.edu/attend/academics/eop)

Please note, that SUNY campuses have their own individual SUPPLEMENTAL APPLICATION to be completed in addition to the general SUNY application. A list of schools with supplemental applications, usually an additional essay, can be found at: <http://www.suny.edu/student/apply_supp_apps.cfm>.

**The student is responsible for sending SAT scores through the College Board and/or ACT scores through actstudent.org to EACH campus.**

**Private Colleges and Out-of State Public Schools:**

All colleges have their own application forms and procedures. In almost all cases you will be able to access, complete, and submit the application online from the college’s website. It is highly recommended that you submit the application electronically, as it expedites the process. Some schools will also be member colleges of the Common Application; therefore you can complete the application at [www.commonapp.org](http://www.commonapp.org). If you are applying to HEOP at NYS private schools you must complete a supplement!

Generally speaking, be prepared to submit the following for most applications:

1. Personal information

2. Essays

3. Letters of Recommendation

4. Secondary School Report/Counselor Recommendation Form

5. Supplement to the Common Application for the specific school

6. Institutional Financial Aid Forms

***\*\*\*Always be sure to check with the individual college regarding application requirements, deadlines, and procedures as they may differ among programs. \*\*\****

**Opportunity Programs: SUNY EOP, CUNY SEEK/CD, & HEOP**

Another important aspect of applying to college is considering if you are eligible for any opportunity programs. Opportunity Programs are NYS college admissions programs designed to help students gain admission to colleges who ordinarily would not have access to higher education whether it be financially or academically. A prospective applicant must meet pre-established financial eligibility guidelines for all programs before they can be considered for admission academically. ***If you are interested in this type of admissions program you must see Ms. Dunn as soon as possible to determine eligibility, as this is a lengthy process and requires multiple forms of documentation of finances and academics.***

**What are the New York State Opportunity Programs? These programs go by different names at different colleges and may vary in their requirements and offerings:**

**HEOP:** Higher Education Opportunity Program—offered by many private colleges in New York State. <http://www.highered.nysed.gov/kiap/colldev/HEOP/>

**EOP:** Educational Opportunity Program—offered by most SUNY colleges. <https://www.suny.edu/attend/academics/eop/>

**CD:** College Discovery—offered by all two-year CUNY community colleges. <http://www2.cuny.edu/academics/academic-programs/seek-college-discovery/college-discovery-overview/>

**SEEK:** Search for Education, Elevation, and Knowledge—offered by most senior CUNY colleges. <http://www2.cuny.edu/academics/academic-programs/seek-college-discovery/seek-overview>

You enter an Opportunity Program either during your first semester of college (and you apply when you originally apply to the college), or when you transfer to a new college. To join an Opportunity Program as a transfer student, you need to have been enrolled in a similar program at your original school; or you need to

**APPLICATION PROCESS FOR MILITARY ACADEMIES**

1. See your counselor during early spring of your junior year to discuss criteria for eligibility and steps to follow. Starting early is essential to obtaining an appointment to an academy.

2. Be sure to attend a meeting with appropriate military representatives who the College Fair and College Representative Meet & Greet.

3. Determine whether you meet the scholastic and physical qualifications, and requirements of the specific military academy to which you wish to apply. Have a good knowledge of the responsibilities and duties involved upon admission and in the future.

4. Write a letter requesting a pre-candidate questionnaire in the spring of your junior year. You need a Social Security number to initiate this file.

5. In the spring of your junior year, apply for a nomination from one or more of the government officials listed. You must obtain this nomination to compete for admission to all service academies except the U.S. Coast Guard Academy. Apply to all forces for which you are eligible.

6. Take the SAT or ACT and have official copies of your scores sent to the specific academy.

7. Obtain letters of recommendation from teachers and your counselor.

8. Take the qualifying medical exam.

9. Take the Physical Aptitude Test, which assesses strength, agility, flexibility, and endurance. It is recommended that you train for this test prior to taking it.



New York State Excelsior Scholarship:

<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/the-excelsior-scholarship.html>

Recipients of the Excelsior Scholarship may receive up to $5,500 or actual tuition, whichever is less. The maximum Excelsior Scholarship will be reduced by the amount of certain other student financial aid awards which an applicant has or will receive for the academic year including a New York State Tuition Assistance Program (TAP) award and/or federal Pell grant. A recipient of an Excelsior Scholarship is eligible to receive award payments for not more than two years of full-time undergraduate study in a program leading to an associate's degree or four years of full-time undergraduate study, or five years if the program of study normally requires five years in a program leading to a bachelor's degree. You must live in New York State for the length of time you received the award. Failure to meet these requirements will result in the conversion of your award to a no-interest loan. Please visit the website above for the application and more information.

##### College Preparation Checklist

***This sample checklist may help you organize your college application materials.***

* I have written and finalized my college essay(s).
* I have confirmed with two teachers who agreed to write letters of recommendation for me.
* I have completed my Counselor & Teacher Recommendation surveys on Naviance.
* I have taken the required standardized tests (SAT and/or ACT).
* I have sent (or I am ready to send) my standardized test scores to all of the colleges to which I am applying.
* I have a final list of colleges in “colleges I’m applying to” on Naviance.
* I have clearly indicated my Early Action and/or Early Decision colleges, if applicable.
* I have checked my high school transcript carefully and submitted necessary corrections.
* I have met with Ms. Dunn.
* I read the Naviance reminders Ms. Dunn sends for college/scholarship information.
* I know the deadlines for submitting all of my college applications.
* I know the College Office deadlines that must be met to process my applications on time.
* My family and I have completed all required financial aid forms such as the CSS profile, FAFSA and TAP forms.
* I have checked that the college offers the programs I am interested in.
* I have filed my applications on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_ & submitted my CSIHSIS College Application Checklist to Ms. Dunn on: .
* I have completed my colleges’ supplemental applications on time.
* I have submitted my financial aid applications on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_.
* ***After receiving and accepting the admission offer:***
* I have sent my acceptance deposit to the college I will attend (by May 1st!!!).
* I have withdrawn from colleges that have accepted me but that I am not going to attend.
* I have completed my housing request form (if necessary).
* I have found off-campus housing (if necessary).
* I have completed any requested pre-registration materials.
* I have received my TAP award certificate (only if attending a New York State college).
* I have received my college bill.

# Athletics

Colleges and universities that offer Division I and Division II athletic programs offer athletic scholarships. Division III schools do not offer athletic scholarships. Any student who would like to participate in Division I or II sports is required to file the NCAA form with the clearinghouse at the end of their junior year of high school. The NCAA will check your high school transcript and SAT/ACT scores to ensure you meet the academic requirements to play on Division I or Division II college sports team. The NCAA Clearinghouse form, and a complete list of academic guidelines, can be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) . A transcript must be requested on Naviance Student and the NCAA must be listed under “Colleges I’m Applying to” to allow for quick and easy electronic transmissions.

**Checklist for College-Bound Student-Athletes**

* + Register with the NCAA Eligibility Center in spring of junior year. (see website above)
  + Complete the amateurism questionnaire completely and truthfully
  + Ask Ms. Dunn to send your transcript to the Eligibility Center at the end of your junior year.
  + Take the ACT and/or SAT and use the code “9999” to have your official scores sent directly to the Eligibility Center.
  + Check with your counselor to make sure you are on track to graduate on time with your class and have the required core courses.
  + Ask Ms. Dunn to submit your final transcript with proof of graduation.

# Music\*Theater\*Dance\*Art- Additional Application Steps:

* If you plan to major in music, theater, or dance, you will most likely need to have an audition at the college. Please check with your school for the requirements, and keep in mind that audition dates can be earlier than the regular application deadline.
* Any type of art major will most likely have to submit a portfolio in addition to the admission application. This may be requested as an electronic submission. Check with your school and ensure you know how it is to be submitted. I recommend attending a **Portfolio Review** **Day** held at most art schools in which a member of the school will review your portfolio and advise on next steps.

# WHAT IS FINANCIAL AID?

Financial aid provides help for meeting college costs which include tuition, fees, books, personal living expenses and travel. There are different types of financial aid and different types of applications. Most types of financial aid are “need based” and are calculated through a Federal formula when you file the FAFSA. It is important to know that financial aid is reconsidered every year a student is in school and students must refile applications every year. There is no guarantee that the same awards will be given each year. In order to qualify for need based aid, parents must file the Free Application for Federal Student Aid (FAFSA). Additionally, some colleges will require parents to complete the College Scholarship Service (CSS) Profile form and/or their own institutional form. An excellent tool for assistance in understanding the financial aid process is studentaid.ed.gov. Ms. Dunn will also provide publications from the Department of Education during Financial Aid Awareness Month in November.

**Free Application for Federal Student Aid (FAFSA**)

The FAFSA is the most important type of financial aid application; it is the main application for federal grants and loans as well as the basis for NYS TAP and private college grants. All students eligible to file the FAFSA should do so, even if they don’t think they will receive federal aid. Many colleges use information from the FAFSA to allocate their own financial aid funds. Please note that private colleges ***REQUIRE*** the FAFSA be completed before they will apply any **SCHOLARSHIP/GRANT** money awarded!

**Purpose:**  To determine the Expected Family Contribution (EFC) by gathering financial information about the student and, for dependent students his or her family. The federal government and colleges and universities use the EFC to determine the student’s eligibility for various forms of financial aid.

* The FAFSA application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
* Students who are college freshman candidates for the upcoming fall semester are eligible to file the FAFSA **in October of their senior year. The first step is to obtain your FSA ID in order to sign the FAFSA. You and your parents will need a separate FSA ID.**
* Many colleges have priority filing deadlines**.** Students and parents need to file the FAFSA as early as possible to be eligible for the maximum amount of aid they may qualify for.
* **YOU DO NOT NEED TO HAVE FILED YOUR TAXES TO COMPLETE THE FAFSA!!!!** Use the prior year tax return as prompted on the FAFSA website. The IRS Data Retrieval Tool is the easiest and fastest way to update your FAFSA by connecting directly to the IRS database.
* A student should fill out the FAFSA if the student is eligible for federal financial aid: U.S. Citizens, Permanent Residents, Refugees are all eligible.
* **FINANCIAL AID is composed of LOANS, GRANTS, and SCHOLARSHIPS all of which begin with the FAFSA!**

**TYPES OF FINANCIAL AID**

The three kinds of financial aid comprising the typical financial aid package are:

**1. GRANTS AND SCHOLARSHIPS** - Funds that do not have to be repaid. Grants are usually awarded on the basis of need alone and can come from a variety of sources – Pell Grant (federal money), state grants (usually available only to students attending college in their home state), and grant money from the colleges’ own resources (institutional grants). Scholarships are awards given to students who have exceptional talent or abilities: academic, athletic, music, art, leadership, etc.

**2. LOANS** - Funds that must be repaid, generally after the student has graduated or left school. Loans generated form the FAFSA are referred to as Federal Student Loans. They usually have lower interest rates than commercial loans. Two types of loans are available – the Federal Perkins Loans and the Federal Stafford Loans. Both are based on need and have a ten year repayment period. These loans have low fixed interest rates and you are only able to be attained by completing the FAFSA.

**The Federal Perkins Loans** are awarded by a college as part of a financial aid package. The college receives the money from the federal government and acts as its own lender. This type of loan is generally provided to students with exceptional financial need.

**The Federal Stafford Loans** are loans sanctioned by the federal government and secured through banks. There are two types available – the subsidized and the unsubsidized loans. Subsidized Stafford loans mean that the interest is “shared” with the government, meaning you do not accrue interest on the loan while you are in school. Unsubsidized loans accrue interest while you are attending college. The FAFSA must be filed for either Federal Stafford Loan.

**Direct PLUS loans** (Parent plus) are made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid (<https://studentaid.ed.gov/sa/types/loans>).

A private student loan is a non federal loan issued by a lender such as a bank or credit union. Private student loans are generally variable higher interest loans. (i.e. Chase, Discover, Sallie Mae)

1. **COLLEGE WORK STUDY PROGRAM** - Involves earning money as payment for a job, usually one arranged for the student by the college. Provides part-time jobs for undergraduate and graduate students with ***financial need***, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study. You must file the FAFSA to be considered for Work Study.
2. **SCHOLARSHIPS** – Can come in form of institutional grants/scholarships from the individual colleges for academics. Scholarships are also awarded for athletics and other talents. This type of funds does not need to be paid back and you must meet eligibility criteria, such as academic GPA, in order to continue receiving the scholarship. Scholarships may also be awarded through outside sources such as unions, private businesses, high school awards at graduation etc. Your Naviance account gives you access to scholarship applications sent to CSIHSIS and to a larger database of scholarship opportunities.

**New York State Tuition Assistance Program (TAP www.hesc.ny.gov)**

* The NYS TAP program is intended to cover the tuition costs at New York colleges and schools.  
  To be eligible for TAP, you must be a New York State resident for 12 consecutive months before the term for which assistance is sought and attend an eligible school or college located in New York State. You must file a Free Application for Federal Student Aid (FAFSA) and list a New York State school or college on the form. TAP is a GRANT, which you do not have to pay back!!
* You must file a Free Application for Federal Student Aid (FAFSA) and list a New York State college or school. After you confirm the FAFSA submission, you may file the electronic TAP Application online by clicking on the New York State resident link and completing the TAP on the Web application.   
  After successful completion of the TAP application, you will receive an email message alerting you to check the status of your application. Processing may take up to 10 business days. You will not receive an email message until your electronic application is processed.

The Financial Aid process can be very confusing and overwhelming. Students are strongly advised to schedule an appointment with Ms.Dunn to review financial aid packages in detail. It is crucial for you to understand the different components of your package so you can make a well informed and financially feasible decision. Understanding how to repay your student loans can save you time, money, and stress. Please visit <https://studentaid.ed.gov/sa/repay-loans> to learn more.

**CSS Profile:**

The CSS Profile is an online application that collects information used by nearly 400 colleges and scholarship programs to award non-federal aid or institutional aid. It is available at <https://cssprofile.collegeboard.org/> (For federal aid you must complete the FAFSA, available Oct. 1 at fafsa.ed.gov). It is important to note that the CSS Profile is not required by all institutions and is used in tandem with the FAFSA and TAP (NY schools) for those that do require it. A full list of participating schools can be found at the link provided above. It is an in depth application which requests more specific information about the financial situation of the applicant.

**HOW DO I APPLY FOR FINANCIAL AID?**

1. The FAFSA (Free Application for Federal Student Aid) is filed for federal aid programs and can now be filled out in October of the student’s senior year. This form is required by **all** colleges/universities if filing for aid. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For NYS schools apply for TAP at hesc.ny.gov
2. Some colleges may also require that the student file a CSS PROFILE. Please check with the college’s financial aid office or the college’s financial aid web page. This application should be completed by December of senior year, if not earlier, depending on the college’s admissions application deadline. This application can be found at https://student.collegeboard.org/css-financial-aid-profile.
3. If there is a separate institutional financial aid application, it should be mailed to the college financial aid office.
4. When processing is completed on the FAFSA and/or CSS PROFILE, the student will receive an acknowledgement in the form of a Student Aid Report (SAR). Check this document carefully to make sure the information supplied is correct and respond to any requests for additional information promptly. If you want additional colleges or programs to receive your FAFSA and/or PROFILE, you are able to edit both documents and add colleges/universities.
5. Generally, at the time of college acceptance or eight weeks after filing FAFSA and/or PROFILE, the student receives a letter from the college listing the types and amount of aid that will be available to him/her. If there are any questions about the amount or type of aid, contact the financial aid administrator of the college or meet with Ms. Dunn to review your letter.
6. If there are any changes in your financial circumstances after financial aid has been awarded, contact the financial aid administrator of each college by letter explaining the new circumstances.

**NEW YORK COLLEGE FINANCIAL AID AWARENESS NETWORK**

The New York higher education community provides statewide support to students and families on “how to apply” and “how to pay for college.” Students and parents should explore all financial aid options. There are many sources of financial aid assistance available to help cover the costs of a college education.

New York’s “College Financial Aid Awareness Network” is a cooperative project of the New York State Financial Aid Administrators Association (NYSFAAA) and the New York Higher Education Services Corporation (NYSHESC).

[www.HESC.ny.gov](http://www.hesc.ny.gov)

TAP Application

[www.pin.ed.gov](http://www.pin.ed.gov)

Federal site where applicants and their parent(s) can apply for a federal pin number. This serves as an electronic signature and can be used to sign the application, in addition to all of the functions listed above. It can also be used to sign legally binding documents, such as a federal promissory note. The pin number should be applied for prior to filing the FAFSA application so applicants and parents can sign electronically.

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

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

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

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

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

Probably the best and most inclusive financial aid website which provides various financial aid calculators (including family contribution calculators), loan repayment calculators, and savings calculators. Has information on federal and state aid programs, savings, plans, and answers frequently asked questions about topics, such as the family contribution formula, divorce, changes in circumstance, and more. Use their site map as a guide to the information available. To calculate EFC, click “calculations” from home page, then select “Estimated Family Contribution and Financial Aid Calculator”. Use defaults that pop up.

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

A national site where students undergo entrance counseling prior to loan borrowing. It includes information on planning for a career, selecting a college, and financial aid.

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

Free scholarships search with over 600,000 private scholarships in its database.

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

Free college scholarships and financial aid search.

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

Information for college bound student athletes and parents about NCAA regulations (including eligibility requirements), statistics, and link to member conferences and associations.

**Selecting a College: **

This can be the greatest challenge of the entire application for many students. If you receive several acceptance letters it is time to start deciphering between the offers. It is important to carefully analyze each option and decide what the best fit is for you. Some things to consider include: cost, location, opportunities provided, and strength of you intended program. Most colleges hold an “Accepted Students Day” in the spring, inviting all accepted applicants to come back to campus and have the opportunity to revisit and review the programs before making a final decision. These events are a great chance to gain a new perspective on your potential educational future and see some of your future classmates. Talk to your parent/guardian and schedule an appointment with Ms. Dunn to talk through your options. A helpful checklist can be found at: <https://bigfuture.collegeboard.org/get-in/making-a-decision/you-got-accepted-now-what>

**Make sure you are checking your emails so you do not miss any time sensitive information or actions items regarding placement testing, remedial classes, housing etc. You must be on top of your communication with your colleges while applying and finally with the college you decide to enroll in!**

# HELPFUL RESOURCES

**College Searches and more**

***Naviance* College Search** **http://connection.naviance.com/csihs**

*Naviance’s Family Connection* is also available to you at home. If you misplaced your initial registration code, please contact Ms. Dunn.

[**www.collegeview.com**](http://www.collegeview.com)

A free online college search service with profiles of all accredited colleges and universities in the U.S. and Canada, virtual tours of hundreds of schools, electronic college applications, scholarships and financial aid information, career information, a free college chat service, message boards, and book excerpts. An email option for requesting additional information is available.

[**http://www.princetonreview.com/college/default.asp**](http://www.princetonreview.com/college/default.asp)

Search this site by the school’s name, region, state, size and cost.

[**www.search4careercolleges.com**](http://www.search4careercolleges.com)

Connects students with “career schools” that provide training for jobs requiring less than a four-year degree. Search for programs by state and subject.

[**www.techschooldirectory.com**](http://www.techschooldirectory.com)

Links students to technical schools and associate degree programs by state. You can explore programs by area of study, such as culinary science, medicine, and computers.

[**http://knowhow2go.acenet.edu/**](http://knowhow2go.acenet.edu/)

College application advice and research

[**http://www.collegemeasures.org/**](http://www.collegemeasures.org/)

College search engine

[**http://collegenow.cuny.edu/**](http://collegenow.cuny.edu/)

CUNY College Now – earn college credits for FREE while in high school!

[**http://www.collegesimply.com/**](http://www.collegesimply.com/)

Tools to start your college search.

**Scholarships and Financial Aid**

[**www.scholarships.com**](http://www.scholarships.com)

Free services for finding scholarship opportunities for college.

[**http://nyccollegeline.org/**](http://nyccollegeline.org/)

Scholarships, opportunity programs, internships, application help and more!

[**www.finaid.org**](http://www.finaid.org)

The most comprehensive source of financial aid information on the net, backed by the National Association of Student Financial Aid Administrators. It includes an endless number of links to sites that allow you to calculate your financial need, search for scholarships on several databases, learn the differences between Stafford Loans, Perkins Loans, PLUS Loans and many other sources of aid, and download application forms and instructions. There is also an “ask the advisor” section, for when you feel stumped.

[**https://fafsa.ed.gov/**](https://fafsa.ed.gov/)

Obtain your FSA ID, file the FAFSA, and access the studentaid.gov site for all aspects of Financial Aid.

[**https://student.collegeboard.org/css-financial-aid-profile**](https://student.collegeboard.org/css-financial-aid-profile)

Complete the CSS profile

[**https://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html**](https://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html)

Apply for NYS TAP grant and explore various scholarships and loan repayments options. Utilize the loan repayment calculator to estimate what you monthly loan repayment will be in the future.

# GLOSSARY OF TERMS USED IN COLLEGE ADMISSIONS

**Associate’s Degree** Degree granted upon successful completion of a two

year course of study.

**Bachelor’s Degree** A degree granted upon successful completion of

approximately four years of academic study.

**College** Generally smaller in size. They offer 4-year degree programs (BA and BS) and many 2-year Associate degrees.

**College Work-Study**  Government-supported financial aid program coordinated

**Program** through financial aid offices. An eligible student (based

on need) may work part-time while attending college more

than half the time, generally in a college-related job.

**Common Application** An application that is used by many colleges and

universities. Students complete one main application for multiple schools to be sent electronically to participating institutions. [www.commonapp.org](http://www.commonapp.org)

**Cooperative Work-Study** Programs in which students alternate between full time

**Education** paid employment related to area of study and enrolling in classes. Under this plan, the bachelor’s degree often requires 5 years to complete.

**CSS Profile** Financial Aid Form required by a select number of colleges, in addition to the FAFSA.

**Deferred Admission** The practice of allowing an accepted

student to postpone enrollment for one year.

**Early Action (EA)** Used by many highly selective colleges to notify students

of acceptance by mid-December without requirement of

commitment on their part.

**Early Decision (ED)** First choice school applied to in early fall. Used by

institutions to notify students of acceptance usually by mid

December. The student is committed to attend that

institution and must withdraw all other applications.

**Educational Opportunity** A New York State Aid program for academically and

**Program (EOP)** economically disadvantaged students at SUNY.

**Estimated Family** The amount of money a student and his/her family are

**Contribution (EFC)** expected to contribute toward school.

**Financial Aid “Package”** Used to describe the combination of grants, scholarships

or loans used to pay your educational expenses.

**Free Application for** A financial information document used by parents of

**Student Aid (FAFSA)** dependent students to supply information about their

income, assets, expenses, and liabilities. Independent

students file these forms for themselves. The information

is then used to estimate how much money a family or

student is able to contribute to a student’s college expenses.

**Grade Point Average** Student’s overall scholastic performance. It is computed

**(GPA)**  at the end of each term.

**Higher Education** An aid program for academically and economically

**Opportunity Program**  disadvantaged students at private NYS colleges & university

**(HEOP)**

**Honors Program** Any program offering opportunity for superior students to

enrich their educational experience through independent,

advanced, or accelerated study.

**Independent Study**  Allows the student to earn college credit through individual

study, usually planned with and supervised by a faculty

advisor.

**Liberal Arts** A program of diverse general education including English,

Social Studies, History, Philosophy and Literature, etc.

**Major**  The subject of study in which the student chooses to

specialize. A series of related courses taken primarily in

the junior and senior years.

**Master’s Degree** An advanced degree of study based on one or two years

after the Bachelor’s. Required in a number of professions.

**Open Admissions** The policy of some colleges of admitting virtually all high

school graduates, regardless of academic qualifications

such as high school grades and admissions test scores.

**Parent Loan for Under-** A federally funded program for parent(s) of undergraduate

**Graduate Students (PLUS)** students. Funds may be borrowed from a bank, savings

and loan, credit union or other financial institution.

**Pell Grant** Financial assistance awarded by the Federal Government

on the basis of need, designed to provide the foundation

of an aid package for post secondary education. The Pell

Grant may be used toward tuition, room and board, books

or other educational costs, and requires no repayment.

**Reserve Officers’ Training** Air Forces, Army and Navy programs on certain campuses

**Corp (ROTC)** which combine military education with baccalaureate

degree study, often with financial support for those

students who commit themselves to future services in the

Armed Services.

**Rolling Admissions** The practice of processing an application for admission as

soon as all required forms and credentials are received,

rather than announcing all admission decisions on the same

date.

**Scholarships** Money awarded for achievement in: academics, leadership,

citizenship and/or athletics. Money is usually applied to

post high school education.

**Transcript** Official record of high school or college courses and grades

**Tuition Assistance Program** A grant program based on tuition costs and family income

(**TAP)** available to New York State residents for study within

the state.

**Universities** Larger institutions with specialized degrees. They offer 2-year, 4-year, and many graduate and professional degrees.

**Wait List** For students not offered admission, but not denied.