



# GENERAL INFORMATION FOR COLLEGE BOUND SENIORS

## IMPORTANT STEPS IN THE COLLEGE APPLICATION PROCESS

### *September*

(March, April, May June Junior year - summer, September, Senior Year)

- ❖ MAKE A LIST, RESEARCH, AND VISIT
- ❖ Make **APPOINTMENTS** and **VISIT** colleges
- ❖ GET APPLICATION MATERIALS FROM COLLEGES(September, October Senior year)
- ❖ **TAKE ADMISSIONS TESTS**(Register in February or March and April and take in March and June Junior Year)(If needed – register in September, October, and/or November and take in October, November, December Senior year)
- ❖ File PROFILE for Financial Aid if form is required.

### *October*

- ❖ FILL OUT COLLEGE APPLICATIONS\* (October, November, December Senior year)
- ❖ **SEND APPLICATIONS, TEST SCORES, AND TRANSCRIPTS. Ask teachers for recommendations, if required.\*** (October, November, December Senior year)

### *November*

- ❖ Nov. 15<sup>th</sup> – Early Decision Deadline for Many Colleges
- ❖ Complete APPLICATIONS – write essays
- ❖ SUBMIT applications for Early Decision or Early Action.

### *December*

- ❖ 1<sup>st</sup> – Early Decision Deadline for Most Colleges
- ❖ SUBMIT to Guidance all APPLICATIONS that you would like mailed before Christmas.

### *January*

- ❖ FAFSA and TAP, needs to be filed on-line as early as possible. Remember, many times the “early bird” gets more aid.

**Do not register before January 1<sup>st</sup>**

### *February*

- ❖ Be sure to send copies of completed tax returns to colleges, for both yourself and for your parents
- ❖ Respond to any “messages” on your FAFSA

### *May*

- ❖ RESPOND TO COLLEGES(May 1<sup>st</sup> or stated deadline)

SIT BACK AND RELAX! Your college admissions process complete

\*These time frames are general suggestions. Pay close attention to each college’s deadlines for specifics.

**Please check Career Center website for links to a variety of college resources.**



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## A CHECKLIST FOR THE APPLICATION PROCESS

- 1. CHECK YOUR DEADLINES: Submit all materials at least 10 days before college deadlines.
- 2. **THE APPLICATION:**
  - Is your application signed by all parties? If applying online, **notify your counselor** immediately and hand-in the appropriate forms for processing
  - Is your application neat?
  - Are all questions answered?
- 3. **THE REQUIRED FEE:**
  - Has the check or money order been enclosed?
  - Are you eligible for a fee waiver, EOP, or HEOP??
- 4. **PERSONAL OR REQUIRED ESSAYS:**
  - Is this signed?
  - Is it attached to the application?
  - Has it been proofread by someone else?
- 5. **TEACHER RECOMMENDATIONS:**
  - Have they been returned to Guidance?
  - Is the waiver signed?
  - Do you have more than one?
- 6. **COUNSELOR RECOMMENDATION:**
  - Is your personal statement with your counselor?
- 7. **TRANSCRIPT AND TEST SCORES:**
  - Are marks up to date?
  - Are your most recent test scores shown?
- 8. **KEEP IN TOUCH WITH YOUR COUNSELOR AFTER YOUR FILE HAS BEEN MAILED**



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## HOW TO WRITE YOUR PERSONAL STATEMENT

Use this outline to help you organize your autobiography. Include as many of the skills described on the previous page that apply to you.

- I. *Introduce yourself***
  - ◆ your name, grade, school
  - ◆ what you like to do with your time  
ex: My name is Chris Jones and I am a senior at East Syracuse-Minoa High School. I enjoy playing the saxophone and spending time with my friends
- II. *Describe the types of things you've done in school***
  - ◆ favorite classes
  - ◆ clubs, activities and sports  
Ex: The class which I enjoyed most during high school was my course in Automotive Technology. This class provided me with the opportunity to work on actual automobiles and learn techniques such as oil and filter changes, brake replacement and tire rotation.
- III. *Describe work experiences you've had (both paid and volunteer work)***
  - ◆ where, how long and your responsibilities  
Ex: I have had one significant job in the past several years which was babysitting for a family with two small children. My responsibilities included caring for the two children once they came home from school each day, providing them with a snack, and then having them begin their homework.
- IV. *Describe your future plans***
  - ◆ The career area you are interested in (working with children, cars, money, computers, etc.)
  - ◆ your education plans after high school (If applicable)  
Ex: Once I graduate from high school, I would like to become an elementary school teacher. I have enjoyed working with children and would like to continue doing so. I hope to go to college locally and earn a teaching degree.



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## LIST OF EXTRACURRICULAR INVOLVEMENTS AND SERVICE ACTIVITIES

### Extracurricular Activities

- JV/V Basketball ~ grades 9-12
- JV/V Softball ~ grades 9-12
- National Honor Society Member ~ grades 10-12
- Cultural Awareness Club ~ grades 10-12
- Cultural Awareness Club Treasurer ~ grade 12
- Yearbook Photography Staff ~ grades 9, 12

### Academic Awards/Honors

- Physical Education Award ~ grade 9
- Biology Award ~ grade 10
- High Honor Roll ~ grades 9-12
- Catholic Leadership Institute ~ grade 10

### Volunteer Activities

- Church Lector/Commentator ~ grades 9-12
- Representative on Diocesan Youth Council ~ grades 9-12
- Little League Umpire/Assistant Coach ~ grades 9-11
- Religious Education Teacher (grade 7) ~ grades 10-12
- Church Youth Group ~ grades 9-12
- CROP Walk Volunteer ~ grades 9-10
- Race For the Cure ~ grade 10
- Catholic Leadership Institute ~ grade 10
- Episcopal Diocese of CNY, general office work ~ grades 10-12
- St. Mary's Church, setting up video library ~ grade 10
- Set up and break down of school Cotillion ~ grades 10-12
- Set up and break down of mid-winter dance ~ grades 10-12

### Outside of School Activities/Job Experience

- Summer League Softball ~ grades 9-12
- Waitress/Kitchen Help at Park Hill Tavern ~ 3 years ~ 5 hours/week
- Town of DeWitt Hayride employee ~ 2 years
- JC Penny Sales Associate ~ May 2002 until present ~ 12-20 hours/week



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## THE COLLEGE VISIT

1. While there is no “best” time to visit a college, there are a few times that are not good. For example, visits made when students are on vacation or in final exams, or holding “party weekends” will give an incomplete and often inaccurate picture.
2. Depending on the college and its proximity to you, you may want to visit informally as a junior and then return for a more focused visit in the fall of senior year.
3. Read the college’s materials thoroughly ahead of time. Make a list of questions and points to clarify during your visit.
4. Phone ahead to the admissions office to find out what opportunities will be available to you when you visit. Also, be sure to check what might be required, such as an interview or music audition. Visit options may include:
  - ◆ campus tours
  - ◆ group information sessions
  - ◆ attending classes
  - ◆ staying with students in residence halls
  - ◆ individual meetings with admissions officers, professors, coaches, etc.
5. Decide which options meet your needs and schedule appointments if necessary
6. Schedule your “first choice” college visits last, when you are more experienced in the process
7. View the college critically in terms of your priorities. Consider both the academic and social life on campus. Remember, you may spend four very important years there!

**Cornell University Undergraduate Admissions Office**



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## 40 TIPS FOR PARENTS

1. Be realistic.
2. Look for “right fit” – chemistry between child and college is critical.
3. Be optimistic.
4. Be supportive and caring.
5. Celebrate your child’s many accomplishments.
6. Listen to what your child is saying. Be a sounding board.
7. Listen to what your child is **not** saying (often fears are not verbalized).
8. DO NOT DIRECT – Let your child take ownership of the process. (99% of the time the student makes the right choice). Find a comfortable place between controlling the college process and remaining at a comfortable distance.
9. Check many sources – go beyond US News & World Report and other media sources. Check the accuracy of information that you will be relying on.
10. Set limits at the beginning of the college search. What is important to you? (E.g. cost, distance from home, etc.)
11. Drive your child to visit the campus.
12. Fill out financial aid forms, read about financial aid.
13. Press to get straight answers from admissions and financial aid officers so there are fewer surprises.
14. Encourage your child to take control. This builds responsible decision-making.
15. Help your child to think about whom he/she really is, what are their values, how have they changed during the high school years?
16. Communicate. It is a family decision on several levels.
17. Be honest about your aims and aspirations for your child. Agree to disagree.
18. Recognize that your child will have his or her own timetable for considering college options, filling out applications, etc.
19. Keep a perspective on the process as well as a sense of humor.
20. Don’t bypass the high school counseling office. Stay on top of deadlines and attend all Programs/parent information sessions that are offered.
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