Dear CHS Students and Families,

We look forward to working with you as you begin your journey on college selection and admission! Our goal is to make this process manageable and easy to understand.

Use this handbook as a reference guide, and remember to maintain frequent contact with your counselor.

Sincerely,

The Counseling Department 😊
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Clairemont High School

Counseling Department

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Overview – Types of Colleges

Community Colleges in California

California is particularly fortunate in having many excellent state supported community colleges. There are 112 publicly supported community colleges located throughout the state of California. They offer low-cost education to more than 2.1 million students annually. To be eligible for admission to a community college, a student must be 18 years of age or a high school graduate. At the community college, students who plan to transfer to a four-year college as a junior will take regular lower division college classes, completing their general education requirements before beginning work in their major at the four-year institution. Students may also earn a terminal Associate of Arts (AA) or Associate of Science (AS) degree, or complete a certificate program in vocational training. Several community colleges offer study abroad programs and Honors programs which enrich academic opportunities.

The Community College may be a good choice for you if:

- You plan on four years of college but, for various reasons, you prefer to stay at home or save money for the first two years.
- You plan on four years of college, but you haven’t met the academic requirements to directly enter a four-year college.
- You know you want to attend college, but you are unsure of where to attend or what your career focus should be, so you want to complete your general education requirements first with fewer costs.
- You wish to attend a college which will train you in two years for a vocation.
California State University

Ranging from Humboldt near the Oregon border to San Diego, there are currently 23 campuses in the California State University system with an enrollment exceeding 425,000 students. CSU is committed to enrolling the top third of California high school graduates who have met the CSU minimum eligibility requirements, including a-g coursework. Each campus has its own unique geographic and curricular character. All campuses offer undergraduate and graduate instruction for professional and occupational goals as well as broad liberal arts education.

Application filing period: October 1st - November 30th
Application deadline: November 30th
CSU web site: www2.calstate.edu/apply

University of California

With over 234,000 students, including undergraduate and graduate students, the University of California (UC) has nine campuses offering instruction in a wide range of fields. Among the campuses are six medical schools, three law schools, and a school of veterinary medicine, as well as many professional schools including business administration, education, engineering, and oceanography.

Admission to the University of California is quite competitive. To be eligible for admission to the UC system as a freshman, you must meet the a-g requirements, the examination requirements, and the academic eligibility requirement. Meeting minimum requirements does not necessarily guarantee you a place at a campus or in the major of your choice. Because there are more applicants than there are spaces, admission is very selective. The campuses further screen applicants and generally admit students with higher qualifications than the minimum required. Senior students, among the top 9% of participating high schools, are offered a spot at one or more of the UC campuses. This is known as “Eligibility in the Local Context” or ELC.

Subject requirements are listed below. Standardized testing required: Scores on the ACT Assessment plus Writing or SAT Reasoning Test. SAT Subject Tests are recommended (for some majors they are required – see your counselor for more information). A placement exam will be required for English if the writing portion of the new SAT is less than 680. A score of 3 or higher on either AP English exam will also demonstrate proficiency.

Application filing period: November 1st – November 30th
Application deadline: November 30th
UC web site: www.universityofcalifornia.edu/apply

A – G Requirements for CSU and UC Universities

A grade of C or better in the following college preparatory course requirements, plus an acceptable standardized test score on the SAT or ACT is required in order to meet the minimum standard of admission to the CSUs and the UCs. Students must complete a minimum of 11 of these courses prior to the beginning of the senior year.
Private Colleges and Universities

Among the 218 colleges and universities in the state of California, there are approximately 75 private schools. These colleges do not have direct financial support from the state of California. This independence means that they have greater freedom in designing programs, defining admission criteria and procedures, and determining the focus and culture of the school. Because of this self-direction, you will find great diversity among the private colleges. There are large, medium, and small; nonsectarian and religious; greatly selective to modestly selective; traditional to innovative; specialized and liberal arts. Some are single sex institutions. Some are nonprofit; some are for-profit businesses. Campuses vary widely in location, environment, goals, admission requirements, and programs and degrees offered.

There are four types of private, four-year colleges:

- Research institutions such as the University of Southern California or Stanford University.
- Small, comprehensive universities such as the University of the Pacific or Loyola Marymount University.
- Small specialized schools such as Harvey Mudd College and the California Institute of the Arts.
- Small liberal arts colleges such as Pomona, the University of Redlands and Occidental College.

In addition to four-year institutions, there are private two-year liberal arts colleges, such as Marymount College in Rancho Palos Verdes, that award Associate (AA) degrees or offer transfer programs. There are also private career colleges that offer Associate or Bachelor Degrees or certificate programs.

Factors taken into account when applying to private colleges:

- Your high school record
- Your high school
- College admission tests
- Extracurricular activities
- Essay
- Recommendations
- Interview
- Special talents/achievements
- Personal background

Factors taken into account by all colleges:
- A sound college preparatory program
- Challenging course selection that requires critical thinking
- Participation in extracurricular activities
- Participation in community activities
- Good writing skills
- Indication of personal development (maturity, responsibility, ability to collaborate, decision-making skills, and flexibility).

The single most important thing you can do to improve your overall level of education is to read. Reading is the key to academic development, personal development, better standardized test scores, and wider knowledge.
CALIFORNIA COMMUNITY COLLEGES

Endless Possibilities

The California Community Colleges is the largest system of higher education in the nation, consisting of 113 colleges located across the state. They offer associate degrees, bachelor degrees, university transfer, vocational certificates and skill development.

Support for Success

Transfer success program: The colleges offer guaranteed admission programs with many four-year institutions, including the UC and CSU systems.

Athletics: Intercollegiate sports offered district wide and over 400 student athletes competing across the state and nationwide.

Costs: The average annual in-state two year college tuition in California was $4,843 for the 2015-2016 academic year. Many students are choosing to begin their education at community colleges for two years, taking advantage of their lower cost. Then after two years transferring to a full four year institution to pursue a full bachelors degree or higher.

Did you know?

That the San Diego Community College District is a multi-college district? This means that with one, simple application you can apply to all 3 colleges.
That the average annual income of a typical associate degree graduate from City, Mesa, or Miramar colleges will make 37% more money in his career than someone with just a high school diploma?

Cost comparison of Attendance

<table>
<thead>
<tr>
<th>Tuition</th>
<th>California Community College (CCC)</th>
<th>California State University (CSU)</th>
<th>University of California (UC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$1,104</td>
<td>$5,472</td>
<td>$12,240</td>
</tr>
</tbody>
</table>
MUST READ & DO!

- Use an appropriate email address for college applications. You do not want your information to go to SPAM!

- Check email and college web portal sites often for information and messages. This is very important as this is how the college will contact you for various reasons; missing parts to your application, missing scores, etc.

- Applications should be filled out using complete, well thought-out responses. Use proper grammar and punctuation. Make sure to capitalize “I” and do not use texting abbreviations!

- Know due dates and follow them!!!! Colleges will NOT accept late applications, test scores, transcripts (from high school & college), etc.

- If you make any changes to your senior schedule, make sure all colleges are updated.

- No D’s in ANY of your senior classes (including non A-G classes & electives)!!! D’s in any of your prior A-G classes MUST be made up or in progress when applying to college.

- Must use your transcript to complete your college applications. Do NOT guess grades or course titles when completing applications!

- Have a counselor review your application prior to submitting. We see so many errors after the fact and it can take a lot of effort to correct all your applications once submitted.
Types of Applications

• **Regular Admission** - (CSU/UC~ Nov 30th, Private schools~ mid-Nov thru mid-January) All students must submit their applications by a specific date, usually between November and January. The admissions board then reviews all the applications and sends out acceptances and rejection letters on the same date.

• **Early Decision** – (Beginning of October- Beginning of November) You MUST attend if accepted, decision is binding! Under this admissions program, you agree to attend this school if accepted, and you can’t apply to any other college or university. If you receive an acceptance letter, you must withdraw any other applications to other schools. Since this option is binding, you need to be sure about your choice and realistic about your application.

• **Early Action** – (Beginning of October- Beginning of December) Apply before regular admission and receive the decision early. Like early decision, you are applying only to your top-choice school. However, unlike early decision, you are not bound to attend if accepted and some universities will allow you to apply “early action” to more than one university. You can accept an offer as soon as you receive it or wait to make your final selection in the spring after you’ve found out where else you’ve been accepted.

• **Rolling** - (August – August) Common at large state universities, schools that provide rolling admissions allow students to apply at any time during their admissions period. The school then evaluates each college application as it’s received and sends acceptance letters to students who meet their requirements. Since admission is granted on a first-come, first-serve basis, you’ll want to submit your application as early as possible.

Read the fine print because each school could have different rules for Early Decision and Early Action.

WUE
Lowered Tuition Cost at Out-of-State Schools

What is WUE?
Western Undergraduate Exchange

If you are a resident of a WICHE (Western Interstate Commission of Higher Education) state, you are eligible to request a reduced WUE tuition.

- 145 participating schools in the West

Advantages of WUE?

- Sending state residents are able to attend other affordable institutions in other Western states at no expense to the state
- Receiving states also benefit if a student decides to remain there following graduation, helping the state to build an educated workforce.
  - WUE gives students from WICHE states affordable access to programs that may not be available in their home state or that do not have sufficient capacity. WUE also provides students with a more diverse array of institutions in which to enroll.

* Colleges that participate set aside a limited number of spots for students with WUE tuition so students should apply early.

*Visit the website to see which colleges and majors qualify for WUE tuition.

http://www.wiche.edu/
California State Universities (CSU)

Applying

- Application period for CSU's is October 1 – November 30.
- The only things needed for the CSU application are your grades (use your unofficial transcript) and SAT/ACT scores. *CSU does not ask about community service, leadership etc. The exception is Cal Poly SLO and Pomona. They ask 5 yes/no questions
- Go to [www2.calstate.edu/apply](http://www2.calstate.edu/apply) and click on the red box that says “APPLY NOW”
- Then create an account and complete your profile
- Next click on the blue box that says “Start Your Application!”
- Next Choose the Link that says “Undergraduate Admission Applications”
- Complete application using the information below!
- Send your official SAT/ACT test scores
  - SAT Scores- Must be sent from collegeboard.org. Send to just one CSU campus and all CSU schools will receive your scores.
  - ACT Scores– Send scores to one CSU campus from actstudent.org and then all CSU schools will receive your scores.

*No Letter of Recommendation needed*

*DO NOT SEND TRANSCRIPT* until it is requested by the college (typically this is in the spring)

<table>
<thead>
<tr>
<th>Grades</th>
<th>Use your unofficial transcript to fill in each section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Classes</td>
<td>For classes you are currently taking, under Fall put Progress and for Spring put Planned</td>
</tr>
<tr>
<td>Government (Area A)</td>
<td>In the Social Science area, Government should only be indicated as Progress if you are taking it this semester. If you are taking it in the Spring, leave the Fall blank (do not select anything) and then put Planned for Spring</td>
</tr>
<tr>
<td>Principles of Economics (Area G)</td>
<td>Principles of Economics goes in the area of College Prep Electives (area G). If taking in the Fall put Progress and leave Spring empty and if taking in the Spring, leave Fall empty and put Planned in Spring</td>
</tr>
<tr>
<td>Other College Prep Electives (AREA G)</td>
<td>Use the drop down menu. Select a course if you are currently in it OR have taken it in the past. Do NOT add any courses unless it is in the drop down (do NOT type in course names! Student Government, Yearbook, Journalism 3-4 or 5-6 are not G courses! Do not add them.</td>
</tr>
<tr>
<td>Non A-G courses</td>
<td>You may add courses that are not A-G courses in the last area (Additional Coursework) where they ask if you have taken any A-G courses that you’d like them to know about. Student Government, Yearbook, Athletics etc. are all appropriate for this area.</td>
</tr>
<tr>
<td>College Courses</td>
<td>You MUST indicate the college (i.e. Mesa College)</td>
</tr>
<tr>
<td>GPA</td>
<td>USE THE GPA CALCULATOR and follow directions!</td>
</tr>
<tr>
<td></td>
<td>Count up ONLY the A-G courses taken in grades 10 and 11. Indicate how many A’s, B’s, C’s.</td>
</tr>
<tr>
<td></td>
<td>You may have a MAXIMUM of 8 semester points that may be counted in the Honors/AP section. Each Honors and AP course counts as 2. If you took 4 or more H or AP classes you may put 8; if you took 3 classes, you put 6; if you took 2 classes you put 4; and if you had 1 H or AP course, you put 2 extra points where indicated!</td>
</tr>
</tbody>
</table>
Application period for UC’s is November 1 – November 30. (However, you can start working on your application on August 1)

- Use your unofficial transcript (Do NOT guess grades)
- UC requires responses to 4 Personal Insight Questions (See directions & tips on back)
- Go to admission.universityofcalifornia.edu, scroll down the page to find the link that says “Apply now”. Create your account and start completing the application!
- Complete application using the information below!
- Send your official SAT/ACT test scores

  - SAT Scores- Must be sent from collegeboard.org. Only need to send scores to one UC school.
  - ACT Scores–Must be sent from actstudent.org. Only need to send scores to one UC school.

*No Letter of Recommendation needed*

*DO NOT SEND TRANSCRIPT* until it is requested by the college (typically this is in the spring)

<table>
<thead>
<tr>
<th>Grading System</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attended other high school</td>
<td></td>
</tr>
<tr>
<td>- Add the high school</td>
<td></td>
</tr>
<tr>
<td>- Use the title of classes and grades from the other high school - NOT CHS (DO NOT use the course titles and grades from your CHS transcript for classes taken at another school, w/ the exception of an approved language school)</td>
<td></td>
</tr>
<tr>
<td>Community College</td>
<td></td>
</tr>
<tr>
<td>- Add community college</td>
<td></td>
</tr>
<tr>
<td>- Grading System: ABCDF (The classes taken on our campus are NOT Pass/Fail)</td>
<td></td>
</tr>
<tr>
<td>- Terms: Fall &amp; Spring (NO Winter…leave Winter term blank)</td>
<td></td>
</tr>
<tr>
<td>Foreign Language School</td>
<td></td>
</tr>
<tr>
<td>- Do not need to add the foreign language school under other high schools attended</td>
<td></td>
</tr>
<tr>
<td>- Check box next to “I don’t see my courses”</td>
<td></td>
</tr>
<tr>
<td>- Type in the title of the course you see on the CHS transcript (Put the course under the corresponding year it was taken – see transcript)</td>
<td></td>
</tr>
<tr>
<td>Government (Area A)</td>
<td></td>
</tr>
<tr>
<td>- In the Social Science area, Government should only be indicated as “IP” if you are taking it this semester. If you are taking it in the Spring, leave the Fall blank (do not select anything) and then put “PL” for Spring</td>
<td></td>
</tr>
<tr>
<td>Principles of Economics (Area G)</td>
<td></td>
</tr>
<tr>
<td>- Principles of Economics goes in the area of College Prep Electives (area G). If taking in the Fall put “IP” and leave Spring empty and if taking in the Spring, leave Fall empty and put “PL” in Spring</td>
<td></td>
</tr>
<tr>
<td>Remediated Grades</td>
<td></td>
</tr>
<tr>
<td>- Must add both grades, the original D or F and the new passing grade of C or better</td>
<td></td>
</tr>
<tr>
<td>- If you plan to make up class but have not started yet select “PL” under grade</td>
<td></td>
</tr>
<tr>
<td>- If you have started the class but haven’t finished select “IP” under grade</td>
<td></td>
</tr>
<tr>
<td>APEX</td>
<td></td>
</tr>
<tr>
<td>- Check box next to “I don’t see my courses”</td>
<td></td>
</tr>
<tr>
<td>- Type in the title of the course you see on the CHS transcript (Put the course under the corresponding year it was taken – see transcript)</td>
<td></td>
</tr>
</tbody>
</table>
Personal Insight Questions

What do you want UC to know about you? Here’s your chance to tell us in your own words.

Directions:

➢ You will have 8 questions to choose from. You must respond to only 4 of the 8 questions.
➢ Each response is limited to a maximum of 350 words.
➢ Which questions you choose to answer is entirely up to you: But you should select questions that are most relevant to your experience and that best reflect your individual circumstances.

Keep in mind:

• All questions are equal: All are given equal consideration in the application review process, which means there is no advantage or disadvantage to choosing certain questions over others.
• There is no right or wrong way to answer these questions: It’s about getting to know your personality, background, interests and achievements in your own unique voice.

Questions & guidance

Remember, the personal questions are just that — personal. Which means you should use our guidance for each question just as a suggestion in case you need help. The important thing is expressing who are you, what matters to you and what you want to share with UC.

Tips and techniques for writing UC prompts

Start early. Allow time for reflection, thoughtful preparation and revision.

Compose personal insight question responses in a word-processing program. Don’t type it directly into the application. This way, you will have the opportunity to print copies for review.

Write persuasively. Making a list of accomplishments, activities, awards or work will lessen the impact of your words. Expand on a topic by using specific, concrete examples to support the points you want to make.

Use “I” statements. Talk about yourself so that we can get to know your personality, talents, accomplishments and potential for success on a UC campus. Use “I” and “my” statements in your responses.

Proofread and Edit. In addition to checking your spelling, be sure your grammar is correct and your essays flow smoothly. Grammatical and spelling errors can be distracting to the reader and get in the way of what you’re trying to communicate.

Solicit feedback. Your answers should reflect your own ideas and be written by you alone, but others — family, teachers and friends — can offer valuable suggestions. Ask advice of whomever you like, but do not plagiarize from sources in print or online and do not use anyone’s published words but your own.

Copy and paste. Once you are satisfied with your essays, save them in plain text (ASCII) and paste them into the space provided in the application. Proofread once more to make sure no odd characters or line breaks have appeared.
Common Application
(Private & Out-of-State)

What is the Common Application?
It is an application website that is used by over 500 private and out-of-state colleges.

How do I know if my college uses the Common Application?
Each college will indicate through their admission page on their website if they use the Common Application or their own application. If given a choice we do prefer the common application because it is the most simple and easy way for us to send your transcript and other documents.

Applying

- Look at each college website to see deadlines for the application
- Go to commonapp.org … create your account
- Majority of information will only need to be typed once, however there will always be some information you must complete under each college
- Required to submit: application, transcript, school report, and SAT/ACT scores. Letters of recommendation may also be required. See the admission’s page for each school for specific requirements.

Complete application using the information below!

<table>
<thead>
<tr>
<th>Class Size &amp; Rank</th>
<th>□ Senior class size (2019) – Please ask your counselor □ Ask your counselor about ranking.</th>
</tr>
</thead>
</table>
| Senior Classes    | □ When it asks **how many classes** you would like to report, you count courses based on course title  
|                   | ○ Examples: English Literature 1 (first semester) & English Literature 2 (second semester) counts as 1 course. However, Government and Economics are two different course titles so you would list them separately…Government counts as 1 and Principles of Economics counts as 1. College Courses are also listed separately since they have different course titles |
|                   | □ Use **course titles** from your Power School schedule. |
|                   | ○ Example: We do NOT offer Brit Lit. The course title is actually English Literature. It would be written as “English Literature 1, 2”. Our Economics class is titled “Principles of Economics” not Econ. |
| Activities        | □ Indicate your activities, i.e. community service, jobs, clubs, athletics, leadership, etc. □ Explain your activity in detail. Do not assume your colleges know anything about your club, sport, job |
| Essay             | □ There is one mandatory essay, but some colleges or majors may request additional supplemental essays (see each school’s admission site for requirements) |
| School Report     | □ Your counselor will complete this section. When you request your official transcript you will indicate a school report is needed on the transcript request form. |
| FERPA             | □ Mandatory to complete for CHS to send transcripts and letters □ Complete on Common Application |
Matching Common App to Naviance

- Once you have completed the FERPA waiver you must match your Naviance account to your Common Application account. This will allow us to send transcripts, school reports and recommendation letters.
- Go to the “colleges I’m applying to” page under the Colleges tab on Naviance. There will be a box titled Common App Account Matching requesting your email with a button that says “Match”.

Recommendation Letters

- See each school’s admission’s page for requirements. Some schools do not require any recommendations while others may require multiple letters. Look to see if they would like letters from specific people, i.e. counselor, English teacher, teacher in the same subject as your major, etc.
- See the “Letter of Recommendation” procedures page for directions on how to request letters.

(Tip: Always ask your recommender first! Do not just send an electronic request. Must request at least 2 weeks in advance of due date.)

Transcript

- Order your Official Transcript (See the “Transcript Request” procedures page in this guide for directions)
- If you took any classes at another school, i.e. Miramar or Mesa College (Math 150, Math 151, etc.) or a different high school, make sure you also request a transcript from the other school/s.

SAT / ACT

- Send your official SAT/ACT test scores when applying to the college
  - SAT Scores- Must be sent from collegeboard.org. Send to EACH school
  - ACT Scores- Must be sent from actsstudent.org Send to EACH school

**IMPORTANT: If you add more schools (after your initial request for transcripts & recommendation letters) make sure to inform the registrar you need another transcript sent and let your recommenders know to forward their letters and school reports to the additional schools.**
Naviance is a comprehensive college and career search tool. It can help you identify colleges of interest, and is the primary tool used at La Jolla High to manage your college applications.

**GETTING STARTED WITH NAVIANCE**

1. **Log on to FAMILY CONNECTION:** [https://connection.naviance.com/family-connection/auth/login/?hsid=clairemont](https://connection.naviance.com/family-connection/auth/login/?hsid=clairemont)
   If you do not remember your log on information, please see a teacher or your counselor!

2. **Research and select prospective colleges:**
   - Under the **colleges** tab please select **SuperMatch College Search** from the menu.
   - Complete the survey. SuperMatch will provide a list of colleges that meet your interests and profile. “More info” will provide key facts about the college.
   - You can add colleges to your **“Colleges I am Thinking About”** list by clicking “add to list.” Try to find at least five colleges for your list. Consider a variety that may be considered “safe” “target” or “reach” schools by clicking the “GRAPH” link to see a scatter gram with relevant admissions history data.

3. **11th and 12th Graders--Sign up for college visits**
   - Most take place in the fall and they are updated throughout the year.
   - Find out which colleges are visiting our school under **colleges** tab, **“my colleges”**
   - Sign up to attend up to five sessions that are of interest to you by clicking on “view all upcoming college visits.”

**NAVIANCE AND COLLEGE APPLICATIONS**

**In order for any of your school records or college application materials to be sent to postsecondary schools, students and parents must complete/sign the **“Authorization to Release Records”** form and submit it to the registrar.

All transcript requests must be entered by students into Naviance and through the high school registrar. First go to the **colleges** tab, select **transcripts** (under resources on the left) and then use the links to order transcripts. Then go to Clairemont High School website “Requesting Transcripts”. This is how the school registrar knows to send the transcript through Naviance.

[https://goo.gl/forms/BCAXh7JZIfqFAM873](https://goo.gl/forms/BCAXh7JZIfqFAM873)

Many private and out of state schools use The Common Application. Students will complete their application paperwork on this website; however, school documents will be submitted through Naviance. This includes your teacher and counselor letters of recommendation, your School Report and your transcript. You must first link your Common Application account with your Naviance account by going to the **colleges** tab, then selecting **colleges I am applying to** and then entering your email address into the given area.
HOW TO USE NAVIANCE WHEN ORDERING TRANSCRIPTS

Log On
1. Go to the Clairemont High School Website:
   https://www.sandiegounified.org/schools/clairemont
2. The link can be found on the left side of the main page.
3. Click on the word “NAVIANCE” tab.
4. Under the word, “Username” use your student ID number.
5. Under the word, “Password” use your Powerschool password (this is the same as the Netbook password). * If you do not know your password please ask your counselor for help.

How to Add Colleges
1. Click on “college I’m applying to”
2. Click on “+ add colleges to this list”
3. Click on the words “look-up” to find your college. Double click on your college and it will be added to your list. You can indicate interest level to help you prioritize by clicking on the box directly to the left of each college on the “+ add college to this list” page.
4. Once you have “looked-up” all the colleges you would like added, scroll to the bottom of the page and click on “Add Colleges”. This will bring you back to the previous page, which should now include your list of desired college.

Still looking for colleges to apply to…
1. Search through the different links on the Colleges page under the “college research” section. You will be able to narrow down colleges based on your interests, i.e. location, size of school, major, etc.
2. Once you have found a college you think may be a good fit, follow the directions above.

Request Transcript
1. Click on the words “Request transcripts for my college applications”
   • If college IS on the “colleges I’m applying to” list, check the box next to the college names/s, then scroll to the bottom of the page and click on the button “Request Transcripts”. If you have already requested a transcript it will not appear on the list.
   • If the college IS NOT on the “colleges I’m applying to” list, look up the school and indicate which type of application will be submitted, then scroll to the bottom of the page and click on the button “Request Transcripts”.
2. Students MUST be aware of the correct Transcript Delivery Type that the college is requesting. This can be found on student’s naviance once student has added, “Colleges I’m applying to” list.
3. To order a transcript, you MUST complete the Transcript Request Form and submit it to Clairemont’s registrar, Mrs. Pena. Or complete the online transcript request form – Requesting transcripts via Naviance WILL NOT WORK. Order through Clairemont! https://goo.gl/forms/BCAXh7JZJfQFAM873
• Above – Mrs. Pena stands in front of transcript request forms (this is online as well). Please remember to physically come pick up transcript requests.

• Online requests – https://goo.gl/forms/BCAXh7JZfFAM873

• On the right – Transcript Request form. Please indicate which college/university you would like your transcript sent via Naviance or mail.
Seven Myths About College Admissions

Myth #1: Colleges receive so many personal essays they probably only glance at them.

Fact: Private college admission officers read personal essays with great care (same for the UC as a part of their Review of applications). Writing about yourself in a way that makes you unique is the one significant thing you can do to overcome lackluster test scores and a mediocre school record. Don’t wait until just before the deadline to rush to write your essay just to submit your application on time. Even at the UC, a well-written essay can tip the scales in your favor; the personal essay can make a difference.

Myth #2: Colleges don’t look at the senior year grades.

Fact: All college admissions committees analyze the degree of difficulty of the senior year course of study and they also review grades in the first semester prior to or after accepting students. As for the second semester grades, if there is a significant change (decline) in academic performance from February to June, the college that originally accepted you might require summer school work, put you on probation for the first semester of college, or rescind your acceptance on the grounds that you are not the same strong student they originally admitted. The University of California will not officially accept you until they see your final transcript. Since that arrives in July or August after high school graduation, there are serious consequences for you if your admission offer is rescinded one month before the fall term begins.

Myth #3: It is important to have as many extra-curricular activities as possible to impress college admission people because it “looks good.”

Fact: Colleges are “looking” for quality of involvement, not quantity. They want a well-rounded student body made up of students who are passionately interested in particular activities, those who haven’t spread themselves so thin that their extra-curricular commitments are superficial. Colleges prefer, for example, the student solely dedicated to being the yearbook editor over the student who has some participation in 10 different short-term activities.

Myth #4: It is better to go to a big university that is well known than to a small college that few people have heard of.

Fact: This generalization about large versus small schools is quite misleading. While a large university with wide name recognition (such as UCLA) may be ideal for many students, others may perform better in a smaller, more personalized environment (such as the University of La Verne). Just because your next door neighbor hasn’t heard of a particular college doesn’t mean the school is not prestigious. Graduate schools and employers make it their business to know
which colleges turn out the brightest and most capable graduates, and the size of the school has very little to do with it. It is important to define the things you want in a college – not to be unduly influenced by the opinions of others.

Myth #5: The only private colleges worth applying to are the Ivy League colleges.

Fact: This is another cliché. The eight Ivy League colleges are among the most selective schools in the nation, but they may not offer what you want; besides, did you know that the “Ivy League” is simply an athletic league like the Big 10 or the Pac 10? Certainly the Ivy League is known for its academic quality, but is does not have a monopoly on academic quality. Suggested reading: Looking Beyond the Ivy League by Loren Pope.

Myth #6: Colleges just don’t have enough money to give families financial aid.

Fact: Financial aid continues to be more readily available than you might think in the forms of grants, loans, work-study, and merit scholarships. Read the financial aid section in this handbook and attend the evening financial aid session at school this fall. Investigate websites such as www.fastweb.com or www.finaid.org.

Myth #7: If I make the wrong decision about college, my life will be ruined.

Fact: While it is important to realize the significance of your college choice, take it seriously, and spend time on all the steps of the college process, you should remember to keep things in perspective. If you find, in spite of an informed choice, that you are not well suited to your college, you can transfer to another college. So be conscientious about the selection process.

Where to Start

The admissions process is an attempt by colleges and universities to select the most qualified students for their particular institution, carefully matching student and program. The basis of this selection is determined by an evaluation of the following:

Academic Information

1) The transcript which includes:
   a) Academic grades
   b) Type and number of courses
   c) Level of courses
   d) Cumulative grade point average
2) Test results  
   a) SAT or ACT  
   b) Subject Tests

**Personal information contained in:**  
1) Autobiographical essay/writing sample  
2) Resume of extracurricular activities:  
   a) Leadership roles  
   b) Activities and clubs  
   c) Sports participation  
   d) Work and travel experiences  
   e) Unique talents and interests  
   f) Volunteer service  
3) School Recommendation  
4) A personal interview  
5) Letters of recommendation by teachers and counselor

**Academic**

More than anything else, strong academic credentials build the foundation for college admissions. These credentials include your scholastic record and standardized test results. While scores on the SAT and ACT can be significant, especially for the University of California and other state institutions, the most important criteria will be performance shown by your four year classroom record. Admissions officers place a high value on students with consistent academic success in demanding programs. A simple rule-of-thumb for courses and grades: Take the hardest schedule you can handle without getting a “C”. “C’s” are acceptable in college admissions, but “acceptable” doesn’t mean “desirable.” Of course, you should always do the best you can, and sometimes a “C” is doing the best you can. But you are going to have to be very realistic about your chances at selective institutions if the best you can do is a “C” in a high school level class. Colleges do not accept courses in which you earn “D’s” or “F’s”. “D’s” or “F’s” must be made up in summer school or repeated during the school year if there is room in your schedule.

**Some Perspective from the National Association of College Admission Counselors**  
(NACAC)  
“2011 State of College Admission” Report

The factors that admission officers use to evaluate applications have remained largely consistent over the past 17 years.

Top factors in the admission decision are (in order)  
- grades in college preparatory course  
- strength of curriculum
- standardized admission test scores
- overall high school grade point average

Among the next most important factors were
- the essay
- demonstrated interest in the school
- counselor and teacher recommendations
- extracurricular activities

Develop Good Study Habits

If you are at a loss, and do not know where to begin to learn more effective study habits, try this website: [www.studygs.net](http://www.studygs.net). It is a compendium of study skills and test taking information. The site is authored, maintained, and revised by Joe Landsberger, University of St. Thomas, St. Paul, MN.

Personal

It is time to find out who you are, what you are good at, and how adventurous you are. Achievements outside the classroom are also a factor in admission of an applicant, and for many of the selective colleges, a student’s non-academic record can allow him or her to be accepted before applicants with similar academic credentials. Colleges are not as interested in students who participate or dabble in a large number of activities as they are in applicants who have become sincerely involved in a few meaningful endeavors. Choose the activities that interest you most and make a real commitment to them. If possible, work toward a leadership position in your activity. Spend some time with yourself and notice what you think about, dream about, and perhaps want to try out. If you think you would be good at public speaking, join a club or become involved in student government. If you would like to develop artistic talent, take advantage of the excellent visual arts program at or outside of school. Though it is important that you learn about yourself and develop yourself as a person, it is also important in the college admission process. Colleges are looking for interesting people. You will hear that they want people who have a passion. Perhaps some of your classmates have already found theirs, but maybe you are still looking. There are unlimited opportunities for exploration. If you get stuck, see your counselor for ideas about volunteering, interesting classes, or summer opportunities. Most colleges are looking for students who are growing steadily as a student and a person. Achieving just a satisfactory level of performance and staying there often indicates complacency and a lack of motivation. If you apply yourself daily and pursue real interests, you will enter the college application process with confidence and direction.

Where Do I Apply?

Let’s start with a reality check: The vast majority of colleges in the United States DO NOT turn down more applicants than they accept. In fact, the average admit rate for all four-year colleges is 65.5%. So does it make sense to limit yourself to the stressful, hardball game of highly selective college admissions? Only you can answer that. Ideally, you will have a range of colleges on your list, based not only upon selectivity, but also upon the important things:
environment, programs, great teaching, the opportunity to meet interesting people and perhaps lifelong friends, and the chance to be challenged both personally and academically. In the field of college counseling, we call this the right match. And there is no perfect college for you. There are a number of colleges that may be right for you. While it is true that there is undoubtedly a type of college which is more suited to your needs than another type, it is not wise to narrow your sights to only one or two colleges. A better plan is to investigate several possible options and you will discover that each one has its own advantages.

**Step 1: Factors to Consider in Researching and Selecting a College**

**What Not To Do:**

**Put any faith in US News and World Report or similar rankings**

Just because a school is highly ranked doesn’t mean that you will like it or that it suits your needs. The rankings are based on factors that include things like faculty salaries, average spending per student, alumni giving rate, and the number of students who transfer. While these factors are important to the college, they have little or nothing to do with whether or not you will be happy there.

**Your best friend’s boyfriend didn’t like the school he attended.**

Just because he didn’t like the college doesn’t mean that you won’t. There might be a very specific reason that he was turned off by the school – a weird freshman year roommate or a professor with whom he didn’t click. Those things can happen at any school. Be your own person in researching colleges.

**“I heard that . . .”**

Much of the information that floats around about particular colleges is at least 10 years old, sometimes older. Many colleges that had fairly lightweight academic reputations in the 70’s or 80’s have refocused their priorities and are now top institutions. Similarly, some schools were considered party schools, and others were considered easy to get into. Schools have changed, and the way they might have been 10, 20, or 30 years ago is the way they might seem to your parents. Do your research. What are the social and academic realities now?

**I’ve never heard of it.**

Many of the small, liberal arts colleges are actually some of the best colleges in the country, and they might be some of the best-kept secrets too. The average well-educated person can probably name only a small number of the almost 3,500 colleges and universities in the United States. These tend to be older Eastern schools, the large state universities, those with outstanding athletic teams, or those that happen to be near home. It is important to remember that a college which may be right for you may be one that is unknown to you now, while some of the universities you are most familiar with may not be appropriate choices.

**Start by making a list of things you want in a college. Some suggestions for consideration:**

- **Size:** Do I want the anonymity of a large school versus the personal attention from professors at a smaller school? Think about the learning environment in a lecture hall of 400, where you might be able to go through four years without being called on more than
a few times; as opposed to the smaller class size, even seminar classes at small schools, where your participation is expected. It is much easier to have a big impact on life at a smaller school, since you will be better able to get to know the administration and many of the other campus leaders personally. At large schools, meetings will be announced, but unless you seek them out, clubs and organizations won’t come to find you.

- **Weather:** Can I live through wind, snow, rain, and sleet – in a word: weather. We don’t really have that in Southern California, so this is an important question if you are considering leaving the area or the state.

- **Location:** Have I visited a school in a suburban or rural area, so that I know what it means to distinguish between urban, suburban, or rural campuses?

- **Programs:** Am I looking for a specialized school? (Engineering, music, fashion design)

- **Co-Curricular Activities:** Do I want to attend a school with a strong sense of campus community? Big-time sports can make you feel like you belong the minute football season begins. Do you like the tradition that goes along with big-time sports programs? Or are you trying to find a school with an orchestra, an award-winning student newspaper, political demonstrations, or important guest speakers?

- **Academic Atmosphere:** What environment suits me? Tense or relaxed, competitive or geared to individual progress, high or low academic expectations, opportunities for recreational and cultural activities to supplement academics, honor systems and academic discipline codes?

- **Graduation in 4 years:** Is it important to you to graduate in four years? You may not know that the norm for colleges to quote graduation statistics is now *six years*, as in “We graduate 65% of our students in 6 years.” It is possible to graduate in four years. Be sure to find out how many students do that at the school you are considering.

- **Social Structure and Campus Lifestyle:** Is a residential campus important? This is an especially important question for students planning to attend out-of-state colleges. Weekend social life, on and off campus, types of entertainment favored by the students, fraternities and sororities, and system of student rules are all important factors in the daily life of a student.

- **Position in the incoming class:** Do you want to be one of the better students at the school, or do you want the challenge of working extra hard to keep up with the top 25%? Would you consider entering an Honors program at a somewhat less competitive school in order to get the best education possible at a large school in a smaller group experience? Think Arizona State University or U Mass–Amherst.

- **Calendar:** Is the school’s calendar important to you – semesters or quarters?

- **Your Own Priorities:** Think about the dozens of other things that you as an individual might consider: athletics, performing arts, distance from home or relatives, cost, public/private, religious affiliation, specific programs or interdisciplinary majors, . . . add your own special considerations.

The “SuperMatch” College Search tool in Naviance can help you develop a list of colleges that match your specific interests and needs.
**Step 2: Honestly Assess Your Profile**

A realistic self-assessment will help you examine your academic and personal strengths and weaknesses, as well as your reasons for going to college and what you are seeking in a college education. The process involves a combination of looking back at your high school career and looking ahead to how a college education will prepare you for your post-collegiate years. Answer these questions in an honest and thoughtful manner. A self-evaluation will help you understand what to look for in your selection of prospective schools, and it can prepare you for statements you will be asked to make about yourself in essays and interviews when you apply.

**Goals and Values**

- What is your main educational goal?
- What values do you consider most important?
- What kind of person would you like to become?
- Which of your unique gifts and strengths would you like to develop?
- What events or experiences have shaped your growth and way of thinking?

**Education**

- What are your academic interests?
- Which courses have been most satisfying for you?
- What interests beyond daily class assignments have you pursued in research papers, through independent projects, and recreational reading?
- How much do you genuinely like to read, discuss issues and exchange ideas?
- What has been your most stimulating intellectual experience in recent years?
- In what academic areas do you feel confident? Inadequately prepared?
- Are there outside distractions which have interfered with your academic performance?
- Consider such things as family problems, health, after-school job responsibilities.

**Activities and Interests**

- What activities outside of the daily school routine do you enjoy the most?
- Which have meant the most to you?
- Do your activities show any pattern of commitment, competence or contribution?
- What do you do for fun and relaxation?
- What distresses you most about the world around you?
- What would you do if you could change certain aspects of your world?

**Personality and Relationships with Others**

- Are you competitive? If so, to what extent?
- What kind of a person are you?
- What three adjectives would you use to describe yourself?
- How would someone who knows you well describe you?
- What are your finest qualities? Your most conspicuous shortcomings?
- How do you feel about choices and making decisions for yourself?
**Step 3: Create a List of Colleges to Investigate**

You might want to create a word document or use a section of a notebook for keeping track of your research. Make notes initially about size, location, selectivity, and special features based upon some of the qualities/characteristics noted in Step 1. Be honest about the kind of student you are. In terms of grades and standardized test scores, what kind of student are you?

- Students with mostly “A’s” who score 2100-2400 on the SAT or 28-36 on the ACT can consider highly selective colleges.
- Students with mostly “B’s” who score 1800-2100 on the SAT or 22-27 on the ACT can consider very selective colleges.
- Students with mostly “B’s” and “C’s” who score 1400-1800 on the SAT or 18-21 on the ACT can consider selective colleges.

Once you can be honest with yourself, you can begin to categorize colleges as **Reach/Risky, Realistic/True Possibility, and Likely/Safety.**

**Help in your research:**

- Talk with your counselor who is a professional in the area of college counseling. Meet with the counselor and keep open lines of communication. Counselors are there to answer questions and make suggestions, but they are not there to do your work for you. Research is work.
- A top-notch research tool is our college-based website, Family Connection/Naviance. ([https://connection.naviance.com/family-connection/auth/login/?hsid=clairemont](https://connection.naviance.com/family-connection/auth/login/?hsid=clairemont)). You can use **Naviance** to identify colleges that match your interests and academic profile. Links are provided to the websites of each college. You can first create a list of “**colleges I’m thinking about**” and in 12th grade, fine-tune a list of “**colleges I’m applying to.**”
- Other online search sites are College Board and EChoices.
- Also take advantage of some of the excellent guidebooks available for purchase or in the reference areas of your public library and in our College Center. These include *The Fiske Guide to Colleges*, Princeton Review’s *Best 377 Colleges*, or The College Board’s *College Handbook*.
- Attend college representative visits to CHS in the fall. These are great opportunities to learn more about academic programs and campus life, and to meet with the person who will probably be reading your application.

A list of 20 or more colleges to research is reasonable. You need to begin narrowing your list down to a reasonable eight to twelve colleges. Narrowing down the list is a task made successful by good research. A good list will include some “reach, target and safety” schools.

**Step 4: Visiting Colleges**

Beyond all of your research, there is nothing like visiting a campus and seeing for yourself what a school is like. You will want to visit the schools that especially interest you, and certainly the ones that accept you, once you have completed the application process. If you are lucky enough to be able to visit major cities with loads of colleges, like Boston or Philadelphia, then by all means, go and see as many schools as you can. If you are not, we recommend that you visit
some campuses in Southern California. You can visit virtually any type of college right here within driving distance. Some of the area colleges might approximate the size and setting of an out-of-state school that you may be considering. There is a list of suggested colleges for visiting in the Appendix of this handbook.

Before the Tour

- The timing of a visit can make a significant difference in your impressions and opinion of the school. Try to plan your visit when school is in session, if at all possible.
- Advance planning with the college’s admission office is important to help you make the most of your visit. Most colleges encourage campus visits, and many publish special brochures to help you plan one. The admission office can assist you with travel information, driving directions, and scheduling your itinerary (distances/driving times to nearby schools, the feasibility of visiting their school and another on the same day, etc).
- Call the admissions office, and set up a day and time for a tour. If this is a serious visit, you might want to ask about staying overnight in a residence hall. Ask if they can make arrangements. If this is not possible, ask for assistance in finding lodging for the night, if you need a place to stay. Some offices have arrangements with hotels or motels in the area.
- During your visit, try to meet with someone from the admission office, attend an information session, and take a tour of the campus.
- Learn all you can and take notes. You will never be indifferent after a college visit. You will have strong impressions. Write them down, good or bad, and start learning about what you want in terms of size, type of school, people, dorms, activities, etc. You might want to make a comparison chart to take with you if you plan to see several schools at one time. If you do not make notes of Also take advantage of some of the excellent guidebooks available for purchase or in the reference areas of your public library and in our College Center. These include The Fiske Guide to Colleges, Princeton Review’s Best 377 Colleges, or The College Board’s College Handbook.
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- Follow up with a thank you note to the admission person who helped you arrange your tour, or who spent time with you on campus.

What to Look for On a Tour

- General appearance of the campus (poor maintenance, vandalism, campus pride)
- Student attire (J. Crew, Gap, very casual, sloppy)
- Friendliness (eye contact, offer to help, hello’s)
- Student conversations (topic, tone, classes, papers, books, parties)
- Transportation (bikes, cars, foot, shuttles)
- Faculty presence (office hours posted, open doors, student interaction)
- Library (hours, easy access)
- Laboratory and computer facilities (hours, easy access)
- Fine arts facilities (studios, practice rooms, performances)
- Residence Halls (singles, doubles, suites, coed, substance free or wellness, guaranteed housing)

Questions to Ask Campus Representatives on a College Visit

What percent of applicants are accepted?
What percent of first year students return as sophomores?
What percent of entering students actually graduate?
In how many years?
How much flexibility will I have in my curriculum?
Can I double major?
Is a core curriculum required?
What is the average class size?
What is the faculty/student ratio?
Will I be taught by graduate assistants?
What percentage of the faculty teach first and second year students?
How many credits/classes do students usually take in one term?
What percent of graduates who apply to law school are admitted? Medical school?
MBA programs?
Honors programs?
Financial Aid?

Questions to Ask Students on a College Visit

Stop several students and ask them about the school and their programs. Watch for their facial expressions and any hesitation in their voice.

Some sample questions you could ask:
If they were choosing a college today would this college be their first choice?
Is there anything about the school they wish they could change? If so, what would it be?
What are the school’s strongest or most popular majors?
Is housing guaranteed for freshmen?
Will you need a car?
Parking costs?
What do students do on weekends?
Is there public transportation to nearby destinations (shopping, museums, etc)?
Also, ask questions about your own particular interests, such as internships in your field, fraternities/sororities, student organizations, intramural leagues and/or club sports and student government.

Other Helpful Activities When You Are on a Campus

Look at school newspapers, kiosks, and bulletin boards for activities that interest you and give you insight into issues students care about.
Eat in the dining hall (you might need permission from the admissions office).
Visit the student union.
Talk to professors in majors you may be interested in.
Talk to coaches if you plan to play a sport.
Visit the housing complexes.
Visit the libraries.
Stroll through the adjacent community.
Step 5: Meet with College Representatives on Our Campus and Attend College Fairs

You can take advantage of meeting admission representatives right on your own campus. The schedule of visits is listed in Naviance and is posted on the bulletin board in the counseling office. Juniors and Seniors may attend these workshops. Make sure you sign up in Naviance and get a permission slip signed in advance by the teacher whose class you will miss. Permission slips are available in the counseling office.

How Do I Apply?

Step 1: Get the College Applications

You know your sixth semester grades; you know your SAT or ACT scores (you might test again, but you have to go with what you know for this step); and you have done your research. You have your final list categorized by Reach/Risky, Realistic/True Possibility and Likely/Safety. Run the final list by your counselor for input and information that may be new to you. Then start your applications. Most college applications are now online, including the UC and CSU applications. Some colleges may send you a downloadable version that you can print out and send. There is something called the Common Application. Look up the website at www.commonapp.org. If two or more of the schools on your list are there, you may want to fill out the Common Application, rather than the institutional applications to save repeating the same information over and over. If you use the Common Application, be sure to look for supplements required by many colleges.

Organizational Note: Set up a filing system that works for you. Keep a separate file for each college to which you are applying. Be sure to save copies of all applications you submit.

Step 2: Keep a Log of Deadlines

Chart each application deadline, counselor/teacher recommendation(s) required, personal essay requirement, SAT/ACT test dates and scores, and date sent or mailed. Applying to colleges can be a draining and time-consuming business. Organization of files and information will help alleviate some of the stress during this time.

Deadlines are critical. Given that deadlines are as varied as the 3,500+ colleges out there, keeping track of them is crucial. In California, we have very early deadlines for our state university systems. You may apply to the California State University (CSU) from October 1 - November 30, and to the University of California (UC) from November 1 - November 30. Note the other school’s deadlines carefully, as well as any standardized testing deadlines if you plan to test in the fall.

Some competitive colleges have deadlines called Early Decision and Early Action. Deadlines for these applications are usually November 1st, with a promise of an early answer, usually December 15th. If you are a strong applicant for a school that accepts early applications, you may want to consider applying early. The response to your application may be an early
acceptance, deferral to the regular applicant pool, or denial. If accepted, it is comforting to know by the winter break that you have been admitted to at least one college.

**Early Decision (E.D.):** If you are admitted as an EARLY DECISION applicant, you must attend that college, and you must withdraw all other applications. This is a highly competitive applicant pool, but because the college can get the best applicants early out of this pool, they sometimes take students with slightly lower overall grades/test scores than they might in the regular application pool. The real issue for counselors, and hopefully for you too, is that you might change your mind between December and the universal May 1st decision date. Most high school seniors do, and if you are accepted E.D., the entire process of decision-making is short-circuited. You absolutely must see your counselor before you can send in your E.D. application anyway, since he or she must sign it, but do be careful that you have absolutely no doubt that if accepted, you will attend this school. There is no room for doubt - EARLY DECISION is a binding contract.

**Early Action (E.A.)** refers to a non-binding early admission program. Students admitted under this program are not committed in any way, and may, if they wish, file admissions applications to other colleges. Colleges that have “Single Choice Early Action” (S.C.E.A.) programs do not allow candidates to apply to other schools during the early-action period only. However, once they receive E.A. (Early Action) decisions (mid-December), then applicants are free to apply elsewhere, if they so choose. Students receiving deferral notifications will be reconsidered with the regular applicant pool. Early action pools are also very strong, so if you aren’t that strong, you might actually run the risk of being rejected outright. Talk it through with your counselor. There are issues concerning Financial Aid with both E.D. and E.A., so again, speak with your counselor regarding these early deadlines.

Finally, you should be aware that if you file an application as an Early Decision or Early Action applicant to a school and are denied admission, you may not apply again to the same school for the same admissions year as a regular admissions applicant.

**Rolling Admissions:** With rolling admissions, the admission application is reviewed as soon as the file is complete. The college notifies the student of its decision within a short time, usually four to six weeks. Due to the increasing competitiveness of college admissions, it is a good idea to apply early to these colleges.

**Open Admissions:** Some colleges do not practice selective admissions and offer admission to all students who apply. Generally, there are no admission deadlines for colleges that follow this policy. The community colleges are an example of this type of admission.

**Step 3: Complete the Applications**

Do not procrastinate. Do not treat the deadlines as though they are flexible. Be sure you mark your progress on your Deadlines Chart. Welcome your parents pestering you to stay on top of the deadlines, because this is serious business, and it is not just about you.

With the UC and CSU, as soon as the applications are available online, you may begin filling them out, but they will not be processed until either October 1 (for the CSU) or November 1 (for
DO NOT WAIT UNTIL THE LAST MINUTE TO FILE UC OR CSU APPLICATIONS. Computer systems have been known to crash due to overload.

**Extra-Curricular Activities and Resume:** Most applications will ask you to list or describe your extra-curricular activities. If you are limited in space, list the most significant activities. Provide as much descriptive detail as you can in the space provided, including your responsibilities and accomplishments. In the extra-curricular activities and work experience section on the Common Application it states: **To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a resume.** Do not attach a resume unless you have significant additional information to add to the list of extra-curricular activities. Most public universities, including the UC and CSU campuses will not allow students to attach a resume.

A resume is much more than a chronology of your activities. It allows you to *expand* your descriptions of *significant* accomplishments or experiences. Using a variety of *action verbs* you can provide a deeper and richer picture of your achievements. For example, you can expand on your accomplishments as president of a club, the responsibilities given to you in an internship or your achievements as leader of a service club. If you have lived in several countries or have travelled extensively, you can include this in your resume. Resumes can be helpful not only in the college application process, but in obtaining a part-time job, applying for a scholarship or summer internship, or attending a college interview. It can serve as a “launching pad” for a conversation between the interviewer and the interviewee. In addition, the resume gives the student the opportunity to demonstrate the depth and breadth of their involvement and how positively different they are from other students.

Information that could be included in a college resume:

- **Personal data:** full legal name, address, telephone number, email address, date of birth.
- **Educational background:** School(s) attended, the CEEB Code (CHS Code: 052837)
- **Extracurricular, personal, and volunteer activities** you have done either in the summer or during the school year while in high school – community service; family activities; church, synagogue, or youth group projects or activities; school activities outside of class (sports, theatre, musical talents, art projects, cheerleading, scouting, student committees, etc); significant travel experiences; summer camps or special outdoor programs; independent projects you have completed.
- **Include specific events, major accomplishments, special awards, or honors** in any of these activities (musical instruments played, acceptance to a program by audition, elected offices held, varsity letters, workplace awards, etc.), and note any leadership roles you may have held.
- **Indicate your level of involvement** with each item. The length of time spent in each of your endeavors is not the most crucial factor since the type of venture or your level of responsibility may be more important. However, time spent reveals the degree of your commitment.
- **Special interests and hobbies:** This category usually includes activities that show great dedication and participation over a long period of time.
- **Work experience:** Not only should you list your job(s), but also the number of hours you worked during the period(s) of employments, as well as your responsibilities.
Note: Separate athletic, drama, music or other specialized resumes are very significant when applying for competitive programs. They should give a complete review of training, participation and performance as well as future intentions. Include references with names, addresses and telephone numbers. (See resume sample on page 36.)

Teacher recommendations: Limit your requests for recommendations to two teachers. It is important that you personally ask a teacher if they will write your letter. The teacher you choose should know you well enough to give several specific examples describing your characteristics as a person and student, your written work, the degree and quality of class participation, and your interest in the subject. This is not necessarily the teacher who gave you an “A.” Recommendations should come from junior year teachers.

If you are applying to a Non-Common App school, follow the instructions found on the college or university’s website. Look specifically for any required counselor or teacher evaluation forms.

NO LETTERS OF RECOMMENDATION ARE REQUIRED OR PERMITTED FOR UC OR CSU APPLICATIONS.

Letters of Recommendation: What Not To Do

- Assume that recommendations are quickly and easily prepared (they are not).
- Ask a teacher to write a recommendation on the day it is due – give them a minimum of three weeks notice (four weeks is even better).
- Ask more than two teachers to write recommendations for you unless special circumstances dictate. This is an inefficient use of teachers’ time and is considered to be an imposition on the third teacher when only one or two recommendations are needed.
- Neglect to thank the teacher for his or her help.
- Neglect to let the teacher know where you have been admitted, especially if they wrote and sent a letter of recommendation to a school where you have been accepted.

Writing Your Essays

There will be a prompt in the application if an essay is required. This can be anything from “Tell us something about yourself” to something off-the-wall that will enable the creative student to do his or her thing. Usually, prompts look something like this:

- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- Discuss some issue of personal, local, national, or international concern and its importance to you.
- Indicate a person who has had a significant influence on you, and describe that influence.
- Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and describe that influence.
• Topic of your choice.

Essays are important, so do not leave this piece until the night before you submit online or mail your application package. Write it (three or four rough drafts is the norm for writing a good essay), set it aside, revise it, have someone else edit it, then finalize it when you know it really reflects who you are. If you are short on ideas, one of these might help:

• Do you participate in class? Think of a time when something you said sparked an interesting discussion.
• Think of your best qualities: leadership, persistence, compassion, humor. Tell a story about a time when that quality exhibited itself in your life.
• Do you excel in some extracurricular activity? Do you play the French horn? Do you tear up the soccer field? Do you write so beautifully that it brings tears to the eyes of the reader? Tell an anecdote from your life concerning your talent.
• Do you bring diversity to the (future) campus? If you have a different perspective to add to the student body at your hoped-for college, talk about it.
• Was there a time in your life when you failed at something, and now, looking back, you can see how much you learned from your failure/mistake?
• Did you gain insight after an experience, or after meeting someone special, that changed your outlook on a person, a group, or a situation? Talk about that personal growth.

Essays: What to Do
• Be original in your word choices and the way you present your ideas.
• Personalize your essays. The admissions reader wants to know about you.
• Avoid generalities.
• Keep your essays short, and stay within the space provided whenever possible.
• Have someone else read your essay and give suggestions. Your English teacher and counselors are good resources.
• Write about something you really care about.

Essays: What Not To Do
• Try to write a funny essay if you are not a good comic writer.
• Repeat information from other parts of your application.
• Use your essay to list things you have done.
• Write about “last summer” unless it is really important to you.
• Write your essay for the admissions reader. Write it for yourself, but make it interesting for the people evaluating your essays.

You are responsible for sending official test scores to each college. If you coded colleges on your standardized test registration forms, then you have already sent official copies. If you didn’t, contact the College Board www.collegeboard.org or ACT www.actstudent.org and send the scores immediately. There are charges for sending scores.

Interviews might be required for some colleges. If so, there should be a representative coming to the San Diego area. You must call and schedule the interview according to the instructions
given in the application. Sometimes interviews are optional. If you are a borderline student, you should try to interview. Once the interviewer sees that you are a great student who would be an asset to the school, the input from the interview just might tip the balance in your favor.

Interviews are rarely make-or-break events, so relax and be yourself. Dress appropriately, speak well, make eye contact, and be confident that the interviewer will only ask you questions for which you know answers.

**Step 4: Submit the Applications**

Try very hard not to submit the applications the night before they are due. There may be processing delays, so allow 2-3 days prior to the deadlines. You will receive an acknowledgement via email from each college confirming receipt of your applications.

**Step 5: Mid-Year Reports**

*Note: Transcripts are not submitted to the UC’s during the application process, nor do they accept mid-year reports; therefore you do not need to send transcripts to these schools. Only the final transcript is sent, once you have been admitted and graduated.*

**Step 6: Communicate Any Changes**

Take responsibility for communicating with the college admissions office if anything should change after you file your application. For example, if you drop a class that you listed on your application, you must notify the college in writing that you have done so. If you stated that you planned to be on a team or club during the year and you decided later not to participate, you must notify the college in writing of this change. If you receive a “D” or an “F” in a college prep class first semester, you must also either write or call and discuss with an admissions counselor the impact this might have on your application. See your counselor to discuss anything that you have doubts about.

**Final Transcript**

Students must submit their final transcript to college admissions. Student mostly likely will use the same delivery type (Naviance/electronic/Common App or official transcript/mailing, see page 17) as the initial and mid-year transcript was sent. Students are responsible for meeting deadlines and ensuring delivery of all official documents requested by college. Final transcripts should be requested to school registrar. Most colleges want to exit date/graduation completed which will not be available on transcript until after the last day of school. Please communicate with registrar for final transcript requests.

**Testing**

**PSAT**
The PSAT is offered one time each year in October. All juniors and sophomores are encouraged to take it. It is considered a strong indicator of the anticipated range of scores you will earn on the SAT. For those juniors whose test results rank in the top 2% in the nation, the PSAT also functions as the qualifying test for the National Merit Scholarship Program.

SAT and Subject Tests

The Re-Designed SAT will begin March, 2016. The majority of colleges require either the SAT or the ACT Plus Writing for admissions consideration. Some highly selective colleges also require SAT Subject Tests. It is advisable for juniors to take the SAT by June of their junior year, and two or three SAT Subject Tests, depending upon college admissions requirements. Seniors have three test dates remaining for fall admissions: October, November, and December. All SAT exams are administered on Saturdays at national test sites. Registration is available online at [www.collegeboard.org](http://www.collegeboard.org). Make sure to observe registration deadlines.

The SAT Subject Tests are approximately one-hour in length, and it is possible to take three on one test date. It is not possible to take SAT and SAT Subject Tests on the same day. Two test dates are required if you plan to take both.

SAT and Subject Test Dates

Test dates and fees change every year. Visit [www.collegeboard.org](http://www.collegeboard.org) for up-to-date information. Here are the test dates and deadlines for the remainder of the year:

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Test</th>
<th>Registration Deadlines</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>August 25, 2018</td>
<td>SAT &amp; Subject Tests</td>
<td>July 27, 2018</td>
</tr>
<tr>
<td>October 6, 2018</td>
<td>SAT &amp; Subject Tests</td>
<td>September 7, 2018</td>
</tr>
<tr>
<td>November 3, 2018</td>
<td>SAT &amp; Subject Tests</td>
<td>October 5, 2018</td>
</tr>
<tr>
<td>December 1, 2018</td>
<td>SAT &amp; Subject Tests</td>
<td>November 2, 2018</td>
</tr>
<tr>
<td>March 9, 2019</td>
<td>SAT Test Only</td>
<td>February 8, 2019</td>
</tr>
<tr>
<td>May 4, 2019</td>
<td>SAT &amp; Subject Tests</td>
<td>April 5, 2019</td>
</tr>
<tr>
<td>June 1, 2019</td>
<td>SAT &amp; Subject Tests</td>
<td>May 3, 2019</td>
</tr>
</tbody>
</table>

Visit The College Board website for current registration and testing fees as well as required fees for ordering test scores to be sent to colleges.

ACT

The ACT is a “separate, but equal” college admissions test. This means that it is accepted in place of the SAT at almost all schools. For the UC System, it is possible for students to use the ACT Plus Writing, rather than the SAT. The ACT is administered on Saturdays, just as the SAT’s are, but never on conflicting dates. The ACT is offered in September in the state of California, so this is an excellent advantage for students needing an early standardized test date. The ACT has four sections, each of which count as 25% of the composite score: Reading, English, Science Reasoning, and Math. Registration is available online at [www.actstudent.org](http://www.actstudent.org).

ACT General Test Dates and Fees for 2016-17. Visit the website for exact dates and times.
The Optional Writing Test is available on all test dates.

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<tr>
<th>Test Date</th>
<th>Test</th>
<th>Registration Deadlines</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>July 14, 2018</td>
<td>ACT or ACT Plus Writing</td>
<td>June 15, 2018</td>
</tr>
<tr>
<td>September 8, 2018</td>
<td>ACT or ACT Plus Writing</td>
<td>August 10, 2018</td>
</tr>
<tr>
<td>October 27, 2018</td>
<td>ACT or ACT Plus Writing</td>
<td>September 28, 2018</td>
</tr>
<tr>
<td>December 8th, 2018</td>
<td>ACT or ACT Plus Writing</td>
<td>November 2, 2018</td>
</tr>
<tr>
<td>February 9, 2019</td>
<td>ACT or ACT Plus Writing</td>
<td>January 11, 2019</td>
</tr>
<tr>
<td>April 13, 2019</td>
<td>ACT or ACT Plus Writing</td>
<td>March 8th, 2019</td>
</tr>
<tr>
<td>June 8, 2019</td>
<td>ACT or ACT Plus Writing</td>
<td>May 3, 2019</td>
</tr>
</tbody>
</table>

Test Preparation

There are many excellent test preparation experts available. Test preparation is valuable if the student experiences test anxiety, if the student does not understand test-taking strategies, or if the student needs review of material studied several years ago (e.g., student took Algebra 1 in 8th grade, or geometry in 9th grade). Please consult your counselor for a list of reputable tutors or companies.

Financial Aid

The first smart step in the college application process is to apply to a college that is a financially safe choice. For middle-income families, state colleges such as the CSU or UC systems might be the best choices available.

Who is most likely to get some type of financial aid?

- Students with “A” averages who apply to schools where there are mostly “B” students. Another way to look at it is this - apply to colleges where academically you will be in the top 25% of the class, not the middle 50% or the lowest 25% of the class.
- Star athletes.
- Students whose family income is less than $150,000.
- Underrepresented students (African Americans, Hispanics, or Native Americans) who apply to schools where they will be at least in the middle academic range for that college.

Next, apply for financial aid. Many colleges require that you apply even if you are interested only in a merit-based (versus need-based) scholarship or loan. To apply for financial aid, your parents will have to fill out one or more financial aid forms.

If your family has absolutely no financial need, then it is probably not worth applying for financial aid. If a college’s financial aid materials state that their admissions policy is “need aware”, that means the college is likely to admit applicants who are willing to pay the full sticker price. If paying full price for four years might jeopardize your family’s financial security, then by all means, apply for financial aid.

If you are hoping to get need-based financial aid, then study hard. The better your grades and test scores, the more likely you are to receive a generous package. As noted above, you are more
likely to receive aid if you apply to a school where you will be in the top 25% of the applicants.

You must meet each college’s financial aid deadlines. Check with each college. For early decision and early action, deadlines can be as early as October of the Senior year.

There are three main financial aid forms: Free Application for Federal Student Aid (FAFSA), Cal Grant GPA Verification Form, and the CSS/Financial Aid Profile. The most important one is the Free Application for Federal Student Aid (FAFSA). It is best to fill out this form as soon as possible after January 1st of your senior year. The deadline is March 2nd for priority consideration. If your parents’ tax returns are not finalized by that date, they must use estimates rather than miss the deadline. There is time to file an amendment if the estimates are way off – just don’t miss that deadline. The FAFSA form is available online at http://www.fafsa.gov.

The FAFSA is automatically reviewed for:

- **Federal Pell Grants:** Unlike a loan, a Federal Pell Grant does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a BA or professional degree. The maximum amount of the award is $5,550 per year.
- **Federal Supplemental Educational Opportunity Grants (FSEOG):** A FSEOG is for undergraduates with exceptional financial need and gives priority to students who receive Federal Pell Grants. The FSEOG does not have to be paid back. The maximum amount awarded is $4,000 per year.
- **Federal Work-Study:** The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money at a campus job to help pay education expenses. The total Federal Work-Study award depends on when you apply, your level of need, and the funding level of your school.
- **Federal Perkins Loan:** A Federal Perkins Loan is a low-interest loan for both undergraduate and graduate students with financial need. Your school is your lender, with government funds, with a share contributed by the school. You must repay this loan to your school. The maximum loan amount is $5,550 per year.
- **Federal Stafford Student Loan:** These loans may be subsidized or unsubsidized. Subsidized loans are awarded based on need, and interest does not accrue until after you have completed your studies. Unsubsidized loans are not based on needs and start accruing interest during your studies.
- **Federal PLUS Loan:** These are loans available to parents of dependent students.

**Note:** If you list a California college on your FAFSA form, then you will automatically be considered for a Cal Grant, which is state-funded money which is not repaid. You do not need to fill out the GPA Verification form. Your GPA is automatically verified by our school district.

Once you have filed your FAFSA form, it will be processed and a Student Aid Report (SAR) will be mailed to you. If there are corrections to be made, make them at once and return the form as instructed. Remember that accurate figures from completed income tax returns are necessary.

The third form you might be asked to fill out is the CSS/Profile. This is a financial form used in addition to the FAFSA by some private colleges. If the school you are applying to is listed on the CSS Profile registration form, then you must fill it out. Go to www.collegeboard.org to complete your personalized Profile application. Site opens October 1st. It is not free, so be sure to fill out the registration form and send in the correct payment well in advance of January 1st.
Individual forms customized for each college will be sent to you so that you can file them during the same time period as the FAFSA. For complete financial aid information, go to http://www.finaid.org.

Be sure to attend LJHS’s financial aid information night in November of your senior year. A professional college financial aid administrator will assist you with questions and updated information regarding financial aid changes.

**Undocumented Students:** The California Dream Act makes it possible for undocumented students who qualify for AB540 and who attend college in California to receive state-funded financial aid. For more information, visit www.caldreamact.org.

**Scholarships:** Most students who receive large scholarships earn them from the institution they end up attending. There are however, thousands of outside scholarships that range from very small amounts ($25) to very substantial ($10,000). Most of these scholarship applications will ask for an essay. Here are some ideas for researching scholarships:

- Pick up a copy of the monthly scholarship opportunities at the high school or visit the high school website or Family Connection/Naviance for scholarships available.
- If your parents work for a large company, be sure they check with their Human Resources office to see if scholarships are offered to children of employees.
- The most reliable website for scholarships is www.fastweb.com. It is very difficult to get through the thousands of entries, but there is a search engine that can help you sift through some of it. It is not always realistic in its search results, but at least it will narrow the list of those you have to read.
- If you belong to an ethnic group with an active club, they likely will offer scholarships. Call and find out.
- Local chapters of civic organizations such as the Optomists/Soroptomists, Rotarians, Eagles, Elks, etc., all offer some type of scholarship. Call the local offices and ask.
- Watch for announcements and advertisements in the local newspaper. It is amazing how many organizations decide to offer a scholarship and simply tell the local press.

**Note:** Whatever you do, stay away from the scholarship scam artists. You will receive very official looking envelopes that offer to do the scholarship search for you. If you have to spend money, then it is a scam. If they promise to find money for you that no one else can find, then it is a scam. There is no scholarship out there that a scam artist can find for you that you cannot find for yourself. Do not fall for their promises. Let your counselor know about these organizations if you are not sure about something you receive in the mail. It is imperative that they are reported to the Federal Trade Commission, who attempts to prosecute the worst of them. You can report them at http://www.nacac.com/hill_activism.html. Click on “report scholarship scams.”
IMPORTANT INFORMATION FOR ATHLETES
NCAA Eligibility Center

The key features of the new Eligibility Center services include:

- You may access the Eligibility Center Home Page directly at www.eligibilitycenter.org or through links from the NCAA’s Website at www.ncaa.org.

- From the Eligibility Center website, prospective student-athletes are able to access information needed to understand the Division I and Division II eligibility requirements, register with the Eligibility Center and access individual Eligibility Center records.

General Information on the Eligibility Center Website:

- Links to the NCAA website.
- Core-course listings for high schools.
- Online version of NCAA Guide for the College-Bound Student-Athlete.
- Online information about Division I and Division II initial-eligibility requirements.
- Online Frequently Asked Questions (FAQs).

Prospective Student-Athletes:

- Submit your Student Release Form (SRF) via the Web.
- Registered Students - Update your registration information (if necessary).
- Registered Students - Check your certification status.
- Registered Students must send their transcripts to NCAA. You can order your transcript through our registrar after requesting on Naviance.

Eligibility Center Customer Services

- NCAA Eligibility Center mailing address:
  NCAA Clearinghouse
  P.O. Box 7136
  Indianapolis, IN. 46207

- Eligibility Center customer service hours:
  8 a.m. to 5 p.m. Central Time Monday through Friday

- Toll Free phone numbers (domestic callers only):
  Customer Service Line - 877/262-1492
COLLEGE COUNSELING TIMELINE FOR THE CLASSES OF 2018

JUNIOR YEAR-SAMPLE

January:
- SAT Reasoning Test
- Read the CHS College Counseling Handbook
- Always read your emails from the Counseling Department throughout the college search and application process
- Decide what dates you will take the SAT Reasoning Test or the ACT Plus Writing test February and March.
- Start thinking about your senior year courses after speaking with your teachers

February/March:
- ACT test
- TBD: College Information Night
- March: SAT Reasoning Test
- Get familiar with Naviance and do a preliminary College Search in Naviance
- Create a list of colleges in Naviance under “Colleges I am Thinking About” and then schedule a meeting with your counselor
- Begin thinking about summer plans. Looking for ideas? See Summer Enrichment Programs in Naviance.

April/May:
- April: ACT test
- May: SAT Reasoning Test and SAT Subject Tests in subjects of your choice, if needed. You may take up to three SAT Subject Tests at one time
- Spring Break can be a good time to start visiting some college campuses. If colleges are in session, visit classes in addition to taking tours
- Develop a broad, realistic, and appropriate list of colleges to investigate further. With the help of your counselor and the CHS College Counselor, separate your colleges into three categories based on your academic profile, colleges’ admission statistics, and CHS admission history. A good college list should have: colleges that are realistic reach schools, colleges that are target schools, and colleges that are likely to accept you.
- Finalize your plans for the summer

June:
- June: SAT Reasoning Test and SAT Subject Tests in subjects not covered in May.
- June: ACT test
- Ask your counselor and your teachers for letters of recommendation before you leave for the summer

SENIOR YEAR-SAMPLE

July and August
- Keep investigating. Read, talk to current students, and visit college campuses (schedule interviews where appropriate). Begin to narrow down your list of appropriate options.
- Read and organize application materials.
- Write drafts of college essays.
- Start filling out the Common Application (available on August 1).
Register for all fall standardized testing if needed
Review your senior year course selection and make sure it meets your colleges’ admission requirements.
Make sure you update the Student Input Questions for Counselors in Naviance before the start of school.
Use Naviance to send an official invitation to your teachers and to your counselor to write your letter of recommendation.

September:
- September: ACT test
- September: Deadline to ask your counselor and your teachers for letters of recommendation for Early Action/Early Decision applications due October 1st.
- Request transcripts for Early Applications.
- Start making final application plans, particularly for the UC system, CSU system, early action, or early decision. Pay attention to schools with rolling admissions.
- Schedule a meeting with your counselor to finalize your list of colleges. Narrow the list down to 10-12 schools.
- Check your email periodically for information from the Counseling Dept. on deadlines, college visits, college workshops, and required procedures.
- Attend Senior College Night and lunchtime workshops, CHS.
- Check Naviance frequently for the fall schedule of college admissions officers visiting our campus.
- Attend evening programs sponsored by colleges at locations throughout the city. Some are posted in Naviance. Show interest in the colleges to which you are applying
- Work hard in your courses—first semester grades count! If you are applying early, keep in mind that many colleges request the 10-week grades.
- Start checking the monthly scholarship listings in Naviance and start applying for scholarships.

October:
- October: Retake SAT Reasoning or Subject Tests, if necessary.
- October: Retake ACT if necessary.
- Attend lunchtime workshops on writing college essay, how to prepare for a college interview, UC application-filing and other college application related topics presented by the CHS counseling department.
- Begin submitting Rolling Admissions applications.
- Early October: Order your test scores through the College Board (SATs) and/or ACT websites to be sent to your schools with Early Decision/Early Action deadlines and to Rolling Admission schools.
- If you are applying to private colleges and universities and need financial aid, submit online the CSS PROFILE Registration Form on the Collegeboard website.

November:
- November 1 and 15: Deadlines for most Early Action and Early Decision applications.
- TBD: Deadline to ask your counselor and your teachers for letters of recommendation for regular decision applications.
- November: Retake SAT Reasoning or Subject Tests if necessary
- TBD: Deadline to order Regular Decision Transcripts (for Dec. 1- Jan. 1)
- November 30: Deadline to file your UC and CSU applications
- Consult with your English teachers regarding essay drafts
- Finalize your list of colleges in Naviance.
Continue submitting Rolling Admissions applications.
Start working on applications with January deadlines.
TBD: Attend Financial Aid Workshop if your family is applying for financial aid.

December:
- December: Last chance to retake SAT Reasoning or Subject Tests.
- December: Last chance to retake ACT.
- If you are applying to private colleges/universities and your family is applying for financial aid, submit the CSS Profile (if you are applying Early Decision, check the college’s financial aid deadline for early applicants)
- Order your test scores through the College Board (SATs) and/or ACT websites to be sent to all your regular decision schools
- Early Decision/Early Action decisions are usually released by the mid-December
- Notify and thank teachers who wrote letters for you.
- Work on applications with January and February deadlines.
- Notify your counselor if you added colleges to your list.

January:
- January 1 and 15: Meet appropriate application deadlines
- Submit the Free Application for Federal Student Aid (FAFSA)
- January: SAT Reasoning Test

February:
- February 1: Meet appropriate college application deadlines
- February 6: ACT Test

March:
- March: SAT Reasoning Test
- Colleges begin notification of admission decisions. UC campuses begin March 1. Most highly selective schools will notify near end of the month.

April:
- April: ACT Test
- All admissions decisions should be received by mid-April. If you have done all you were supposed to do, you will have choices.
- Decision-making time.
- Attend Open Houses for admitted students.
- If you have been wait-listed and wish to pursue admission to that institution, see your counselor or the college counselor.
- Continue to work hard. Colleges do look at your final senior grades—your matriculation is dependent on continued academic performance through the end of the senior year.

May:
- May 1: National Candidates’ Reply Date—Notify all colleges to which you were admitted where you have decided to matriculate
- May: SAT Reasoning Test
- Request that a final transcript be sent to the college you have chosen by completing the Senior Survey in Naviance.

June:
- June: SAT Reasoning Test
- June: ACT Test
- June: Graduation
Advice to Juniors from Graduating Seniors

• The cumulative GPA you have by the end of your Junior year is the GPA you will put on your college application. Work hard now. It is harder to raise your GPA in the senior year than you think it will be.
• Start looking at colleges in the spring; start your essays over the summer.
• When visiting campuses, ask yourself, “Could I feel at home here?”
• Ask about the negatives when you visit colleges.
• Quick campus tours can help you narrow your list. Fully visit your final choices.
• Like your back-up schools – you may need them.
• Don’t just pick a school because your friend likes it.
• Don’t get hooked on just one school – you might not get in there.
• Your ideas about what you want will change over time.
• Don’t obsess over the college process – you still need to do well in school.
• Don’t just focus on school. Find something you love and make a difference.
• Don’t let the college process dictate what activities you do.
• Start forming good relationships with teachers now so you have people you can ask to write recommendations for you.
• Ask your teachers early to write letters for you so they have time.
• If you want to submit artwork with your applications or audition, talk to your art, drama, or music teachers now about what you will need to do.
• Look at some applications now to learn what they ask.
• Plan carefully to take your SAT’s and Subject Tests (where they are required) so you can fit them all in.
• Consider taking the ACT. Research ACT and SAT differences and similarities. You may find that you are better suited to one over the other. Current experts advise: Pick one test and prepare for one test.
• Save an excellent, highly graded writing sample from junior year.
• And finally, THANK your parents, teachers, counselors, administrators and friends for the support they have given you during high school.
SAMPLE RESUME

Lori Smith
154 Fake Street • Your City, CA 91234 • 878.555-1234 • fake123@gmail.net

Education
La Jolla High School, Your City, CA Grades 9 - 12

Employment

Swim Instructor: June 2009 - January 2012
Community Aquatic Center
• Taught 4 to 12 year olds how to swim
• Prepared a select group for the transition to swim team by teaching them all the strokes, how to do flip-turns and dive
• Assisted in coaching the Marlins Swim Team - 12 to 17 year olds

Research and Data Entry: June 2010 - December 2010
California Hardscape, Inc.
• Collected and entered data on all of the tile and stone distributors in California
• Organized data into files based on location, size of company and sales volume
• Worked full time 4 weeks in the summer, 6 hours a week during fall semester.

Campbell High Tutoring Services Club: September 2010 - present
• Founder and President of the Tutoring Services Club, designed to provide free and continuous support for students struggling in any academic area.
• Coordinated with school administrators and teachers to expand the program to 75 tutors, serving hundreds of students each month.
• Honored at a School Board of Education meeting (May 12, 2011) and awarded a Certificate of Appreciation by City Mayor Geoffrey Frey.
• Met with three students each week providing tutoring in Algebra, Geometry, Algebra II, Biology and Chemistry.

Viking Express, Campus Newspaper
• Managing Editor - 2010–present. Responsible for assisting the editor and managing the production schedule and staff.
• Layout Editor - 2010–2012. In charge of designing the entire paper and managing the layout process.
• Staff Reporter - 2009--2010. Wrote several articles for various beats.

Swimming
• Varsity Swim Team 2009-2012
• Team Captain 2011 and 2012
• Awarded Most Inspirational Swimmer 2011
• Mountain League Individual Champion 2011
  Water Polo
• Varsity Water Polo 2009-2012
• Team Captain 2011
Suggested Colleges for Visiting in Southern California

Azusa Pacific University
www.apu.edu
admissions@apu.edu
901 E Alosta Ave
Azusa, CA 91702-7000
(626) 812-3016

California Lutheran University
www.clunet.edu
60 W Olsen Road
Thousand Oaks, CA 91360-2787
(805) 493-3135

California State Polytechnic University
www.csupomona.edu
cppadmit@csupomona.edu
3801 W Temple Avenue
Pomona, CA 91768-4019
(909) 468-5020

California State University Fullerton
www.fullerton.edu
(714) 278-2370

California State University Long Beach
www.csulb.edu
(562) 985-5471

California State University Northridge
www.csun.edu
admissions@csun.edu
(818) 677-3700

Chapman University
www.chapman.edu
admit@chapman.edu
One University Drive
Orange, CA 92866
(714) 997-6711
CLAREMONT COLLEGES *

*Claremont McKenna College
www.claremontmckenna.edu
admission@claremontmckenna.edu
890 Columbia Ave
Claremont, CA 91711-6425

*Harvey Mudd College
www.hmc.edu
admissions@hmc.edu
(909) 621-8011
301 E 12th Street
Claremont, CA 91711-5901

*Pitzer College
www.pitzer.edu
admission@pitzer.edu
1050 N Mills Ave
Claremont, CA 91711-6101
(909) 621-8129

*Pomona College
www.pomona.edu
admissions@pomona.edu
(909) 621-8134
333 North College Way
Claremont, CA 91711-6312

*Scripps College (women only)
www.scrippscollege.edu
admission@scrippscollege.edu
(909) 621-8149
1030 N Columbia Ave
Claremont, CA 91711

UC Irvine
www.campustours.uci.edu
(949) 824-4636

University of La Verne
www.ulv.edu
admissions@ulv.edu
1950 Third Street
La Verne, CA 91750-4443
(909) 392-2800
UC Los Angeles
www.admissions.ucla.edu/tours
(310) 825-8764
tours@saonet.ucla.edu

Loyola Marymount University
www.lmu.edu
admissions@lmu.edu
One LMU Drive
Los Angeles, CA 90045-8350
(city of Westchester)
(310) 338-2750

Mount St. Mary’s College (women only)
www.msmc.la.edu
admissions@msmc.la.edu
12001 Chalon Road
Los Angeles, CA 90049
(city of Brentwood)
(310) 954-4250

Occidental College
www.oxy.edu
admission@oxy.edu
1600 Campus Road
Los Angeles, CA 90041-3393
(city of Eagle Rock)

Pepperdine University
www.pepperdine.edu
admission-seaver@pepperdine.edu
(310) 506-4392
24255 Pacific Coast Highway
Malibu, CA 90263-4392

University of Redlands
www.redlands.edu
admissions@redlands.edu
1200 E Colton Ave
Redlands, CA 92373-0999
(909) 335-4074

UC Riverside
Virtual Tour: www.ucr.edu
discover@pop.ucr.edu
(909) 787-3411
San Diego State University
www.sdsu.edu
admissions@sdsu.edu
(619)594-7800

Soka University
www.soka.edu
1 University Drive
Aliso Viejo, CA 92656
(949) 480-4150

UC San Diego
Virtual Visit www.ucsd.edu/visit
Campus tours: admissions.ucsd.edu/tours
(858) 822-1455

University of Southern California
www.usc.edu
Email: admitusc@usc.edu
(213) 740-1111

Whittier College
www.whittier.edu
admissions@whittier.edu
13406 E Philadelphia
Whittier, CA 90608-0634
(562) 907-4238
**Suggested Online Resources**

There are extensive resources available on the Internet for you to collect information on colleges and universities. Try some of these favorites.

Colleges

[https://connection.naviance.com/family-connection/auth/login/?hsid=clairemont](https://connection.naviance.com/family-connection/auth/login/?hsid=clairemont)

Naviance’s College Match and SuperMatch programs are excellent college search tools.

[www.collegeboard.com](http://www.collegeboard.com)
Do a college search, research colleges in the United States and beyond, find National College Fairs and Visual and Performing Arts College Fairs.

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

[www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply)
Explore campuses, file your UC application online.

[www.csumentor.edu](http://www.csumentor.edu)
Explore campuses, file your CSU application online.

[www.uwaterloo.ca/canu](http://www.uwaterloo.ca/canu)
Canadian Colleges

[www.nacac.com](http://www.nacac.com)
Seniors still looking for colleges with space available after May 7th. Transfer openings information also available.

Testing

[www.actstudent.org](http://www.actstudent.org)
Register for the ACT.

[www.collegeboard.com](http://www.collegeboard.com)
Register for the SAT.

Study Skills

[www.studygs.net](http://www.studygs.net)
A compendium of study skills and test taking skills information.

Virtual Campus Tours

[www.campustours.com](http://www.campustours.com)
Virtual college tours, web cams, interactive college maps, college videos, movies, and pictures.

Download an App called “Collegehunch”
Do a college search, research colleges in the United States
Athletics

www.eligibilitycenter.org
Information for high school athletes regarding Division I, II, or III sports in college and NCAA Clearinghouse.

Financial Aid

www.fastweb.com
Comprehensive list of private scholarships; scholarship search.

www.finaid.org
Reliable information about financial aid, estimating family contribution, scholarship search.

www.csac.ca.gov
California Student Aid Commission – Information on Cal Grants. Assists in the search for state, federal, and institutional financial aid information for funding post-high school education.

www.fafsa.ed.gov
Guide to applying for the Free Application for Federal Student Aid. Provides eligibility requirements and guidelines for those applying for federal student loans and aid.

www.nelnet.com
Offers free information on financial aid, test preparation, colleges, scholarships, campus news, and careers. Resources are geared toward high school students, college students, parents and friends, and borrowers.

www.collegeanswer.com
An excellent tool with which you can enter and compare award information from each school.

Engineering

http://tryengineering.org
This is an excellent site to learn more about engineering education and careers. It is sponsored by IBM, the Institute of Electrical and Electronics Engineers, TryScience, and the Sloan Career Cornerstone Center. Some of the most useful sections include Explore Engineering, Opportunities, Find a University, and Ask a Question.
Glossary

ACT: Abbreviation for the American College Test. This is an assessment in English, mathematics, social studies reading comprehension, and science reasoning. Accepted by most colleges in lieu of the SAT.

Associate’s Degree: An Associate of Arts (AA) degree is traditionally earned in two years at a community college.

Bachelor’s Degree: BA – Bachelor of Arts, BS – Bachelor of Science. A diploma earned after successful completion (traditionally in four years) of required courses at a college or university.

Calendar: The system used by an institution to divide its year into instruction periods. The most common are semester, quarter, and 4-1-4.

• A semester system is a division of the school year into two parts, usually 18 weeks in length. Schools may have an additional 8-week summer session.
• A quarter system is a division of the school year into three quarters, usually 11 weeks in length. Students take three or four courses per quarter rather than the traditional five in a semester system.
• A 4-1-4 system consists of two terms of about 16 weeks each, separated by a one month intersession used for intensive study in one area, research, or internships.

Cal Grant GPA Verification Form: See Financial Aid Section of this handbook.

Candidate Notification Date: The date by which colleges notify students of admission decisions.

Candidate Reply Date: The date by which students must reply to the colleges that admitted them. The universal date is May 1st.

CEEB: Abbreviation for the College Entrance Examination Board, which creates and supervises the administration of the SAT and the Subject Tests. The CEEB code for CHS is 052837. You will need this number every time you register for an SAT, ACT, or apply to college.

College: The term commonly used to describe any institution of higher education. This is usually an institution that grants a Bachelor degree. A college may also be one part of a university. For example, undergraduates apply to Harvard College, not Harvard University. Columbia College is the undergraduate division of Columbia University.

Common Application: A form devised and accepted by most colleges which makes things easier for the student who is then able to fill out one application for many colleges, rather than repeat basic information over and over again on multiple applications. See www.commonapp.org for additional information and a list of colleges who accept the Common Application.

Common Application Supplement: Additional, required sections on the Common App which are specific to certain colleges/universities and which must be completed by applicants to the specific colleges/universities that require them.
CSS/ FINANCIAL AID PROFILE: A financial aid form used by some private colleges and universities in addition to the FAFSA (see section on Financial Aid in this handbook).

Early Action: An admission plan whereby the student submits an application by November 1st and receives a decision by mid-December. If accepted, the student is not required to enroll, but is expected to notify the college about his/her decision by May 1st.

Early Assessment Program: The Early Assessment Program (EAP) is an academic preparation program to help high school students meet college readiness standards in English-language arts and mathematics before admission to a California State University (CSU) campus. EAP results may be used to validate the Entry Level Math (ELM) and/or English Placement Test (EPT). The optional EAP college readiness exams are administered during the spring semester of the 11th grade as part of the required California Standards Test (CST). If students score high enough on this test, they may skip the required CSU English and/or mathematics placement tests.

Early Decision: An admission plan whereby a student can apply to a first-choice college by November 1st and receive a decision by mid-December. Upon making the decision to apply early decision, the student agrees to enroll if accepted. Also, the student is expected to make no other application if accepted and withdraw all other applications already submitted.

Educational Opportunity Program: The Educational Opportunity Program (EOP) is designed to improve access and retention of historically low-income and educationally disadvantaged students. The program provides admission and academic assistance to EOP eligible undergraduate students. In many cases, the program offers financial assistance to eligible students. Support services include: academic advising, tutoring, developmental workshops, study skills courses and a Summer Bridge Program, which is a comprehensive transitional program designed to assist incoming freshmen prepare for the rigors of university work.

ETS: An abbreviation for the Educational Testing Service, an organization utilized by the College Board to write and administer its tests (SAT and Subject Tests).

FAFSA: Free Application for Federal Student Aid (see more in the Financial Aid section).

General Education Requirements: Also called G.E., breadth, distribution, or core curriculum requirements, they are courses required by all candidates for the bachelor degree at a college.

Graduate School: Usually part of a university, graduate school is an institution for students who have already earned the bachelor degree.

Greeks or Greek Life: At a college campus, the collective term for members of sororities and fraternities. See www.GreekPages.com for information.

Ivy League: The term used to designate highly selective eastern colleges. Strictly speaking, however, it is an athletic league comprised of the following colleges: Brown, Columbia, Cornell, Dartmouth, Harvard, University of Pennsylvania, Princeton, and Yale.

Legacy: An applicant who is the son or a daughter of an alumnus or alumna (or sometimes a more distant relative). Private colleges sometimes give special consideration to such candidates.
Liberal Arts: The studies in a college (such as language, history, mathematics, literature, and abstract science) intended to provide chiefly general knowledge and to develop the general intellectual capacities, such as reason and judgment, opposed to professional or vocational skills.

Major: The field of concentration or specialization for a college undergraduate. Usually students are asked to declare a major by the end of their sophomore year. A student normally spends one quarter to one third of their total undergraduate work in their major field.

Minor: A secondary area of academic concentration, but requiring fewer courses than a major, which may or may not be required by an institution.

NMSQT: The National Merit Scholarship Qualifying Test is combined with the PSAT, taken in October of the Junior year. Scoring well on this test is the first requirement toward recognition in the National Merit Scholarship competition.

PSAT: The Preliminary Scholastic Assessment Test is a scholastic assessment test administered to high school juniors. Scoring well on this test is the prerequisite towards qualifying for the National Merit Scholarship. Scores are reported on a scale from 20-80 for verbal, quantitative aptitude, and writing skills. Sophomores take this test for practice only.

Rolling Admissions: A decision notification program whereby colleges inform applicants of admission decisions throughout the year on a “rolling” basis rather than by a specified date. Students who apply to a college with a rolling admission program usually learn the admission decision within 4-6 weeks after the application is submitted.

SAR: Student Aid Report. This report is mailed to you after you complete the FAFSA application. It gives a student their family’s EFC (Expected Family Contribution) as it relates to their college expenses.

SAT Reasoning Test: Formerly called the SAT I, this is a multiple choice test made up of Verbal, Math and Writing sections designed to measure skills that are related to college success. Students receive three SAT scores, Verbal, Math & Writing, each reported on a scale of 200 to 800.

SAT Subject Tests: Formerly called the SAT IIs, the Subject Tests are curricular-based tests that measure achievement in a particular subject. Each test is one hour in length and is scored on a scale from 200 to 800. It is advisable for students to take the Subject Test while studying or immediately upon completing study of the subject.

Scholarship: Money or aid awarded that does not have to be repaid. Some scholarships are based on need, but most are awarded for exceptional talent or achievement in academics, athletics, or for special characteristics. In addition to awards offered by the colleges, many scholarships are awarded by corporations, ethnic organizations, and religious groups. Each scholarship opportunity has different eligibility criteria.

Selectivity: A term used by admission offices to describe the ratio of admitted applicants to the total number of applicants at a given institution.
Seven Sisters: Refers to Barnard, Bryn Mawr, Mount Holyoke, Radcliffe, Smith, Vassar, and Wellesley Colleges. Today all are women’s colleges except Vassar and Radcliffe.

Transcript: The complete official listing of a student’s academic record (courses, grades, credits). In the college admission process, this document is traditionally given the most weight.

Undergraduate: A college student who is a candidate for a Bachelor’s Degree or a program of study leading to a Bachelor’s Degree.

University: A public or private institution that has both undergraduate and graduate programs.

Yield: The number of students admitted to a college who ultimately attend that college. The yield is usually extremely high at selective colleges.