

MATTITUCK-CUTCHOQUE JR/SR HIGH SCHOOL



College and Career Planning Guide 2019-2020

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MATTITUCK HIGH SCHOOL
GUIDANCE OFFICE

Dear Class of 2020,

As you start thinking about post-secondary school and career planning, you will probably have many questions. In fact, you might not be quite sure where to begin. The information included in this guide is intended to help answer some of your questions and get you started. Whether you plan to go to college or technical school, enlist in the Armed Services or seek employment, this guide will be a valuable resource for you and your parents.

We suggest that you read the guide thoroughly and utilize it as a ready reference. A copy is available on the school website as well. As a supplement to the information included herein, the Guidance Department will offer a variety of group workshops and individual conferencing on college and career planning throughout the junior and senior school years.

Early planning and active participation will ensure a smooth transition through the Junior/Senior year and will enable you to make intelligent and informed decisions.

A personally rewarding future requires careful planning. Your experience at Mattituck High School offers you a sound beginning.

Counseling Staff,

Brian Lynch, Guidance Coordinator
Michelle Fussa, Guidance Counselor
Jason Mastropierro, Guidance Counselor
Megan Collins, Guidance Counselor

College Search and Application Timeline

Freshman Year:

- Complete Do What You Are Interest Inventory on Naviance
- Utilize Free SAT Test Prep (Method Test Prep) on Naviance
- Get Involved in Extracurricular and or Volunteer Activities

Sophomore Year:

October

- PSAT Test (practice SAT)
- Pre-ACT (practice ACT)

March-May

- Meet with your counselor to ensure your course selections are meeting college entrance requirements
- Continue to keep track of Extracurricular Activities
- Complete Career Cluster Finder and Investigate Careers on Naviance
- Utilize Net Price calculators on Individual College Websites for estimate of college costs
- Utilize FAFSA Forecaster for estimate on your EFC (Expected Family Contribution) based on Federal Financial Aid formula.
- Register at NCAA Eligibility Center if interested in DI or DII College Athletics

Junior Year:

October

- PSAT (Practice SAT)

December

- PSAT Results returned

January-April

- Group Meetings with Counselors (students will be asked to complete checklist items in Naviance including Career Interest Profiler, Junior Survey, Game Plan Survey, College Search, Resume, SAT and ACT Registration)
- Individual Meetings with Students and Counselors to discuss Post-Secondary Plans

February

- Parent College Night

March-June

- SAT and ACT Tests
- Continued College Search, College Visits, Contact Coaches, Rough Drafts of Essays and Extracurricular Resumes
- Utilize Net Price calculators on Individual College Websites for estimate of college costs
- Utilize FAFSA Forecaster for estimate on your EFC (Expected Family Contribution) based on Federal Financial Aid formula

Senior Year:

Senior year is a very busy time with many dates and deadlines to consider. File keeping and organizing your time are critical components of success.

Make sure you don't suffer from SENIORITIS. Now is **NOT** the time to let your grades slip, particularly **during first semester**. *Colleges do request senior year transcripts*. Please review the following timeline carefully, and then put together one of your own.

September

- Continue visiting colleges that most interest you. Obtain all necessary information and forms. Read literature thoroughly and visit college websites.
- Check your transcript. Make sure you have all the necessary credits needed to graduate and to be admitted to the colleges that interest you.
- Register for SAT and ACT tests.

October/November

- Complete FAFSA (Free Application for Federal Student Aid). These forms must be submitted even if you have not been accepted to a college as of yet. Ask your family to keep copies of all tax forms.
- Make sure letters of recommendation have been uploaded to your Naviance account.
- Compile your final list of schools. List deadlines and required admission items for each school.
- Talk to college alumni. Ask questions.
- Submit your college applications.
- Make sure your test scores are being sent to the correct colleges.

December/January

- Watch for any early decision/early action replies which usually arrive between December 1 and December 31.
- Check ALL application deadlines. For SUNY schools, December 1 is suggested.
- Make sure your transcripts have been sent to the colleges of your choice.
- Contact the admissions offices of the colleges to which you have applied, making sure that all your information has been received.
- Visit the guidance office often. Watch for monthly scholarship announcements. Be aware of deadlines.
- *February/March*
- Mid-year grades will be sent to all colleges to which you have applied.
- Complete any scholarship applications. Check with college financial aid offices to make sure they have received all pertinent information.

- If you took AP courses, check dates for AP exams.

April/May

- April 1st is the date by which you should hear an admissions decision
- Once you've received your acceptances, carefully compare financial aid and scholarship packages.
- Consult with your parents, and weigh your decision carefully.
- May 1st candidate reply date: Notify the school of your choice. Return required Information and follow all deadlines.
- If you are put on a waiting list and are still interested in attending, make sure to let the college know of your intent.
- When you make your decision, notify your guidance counselor. Inform your counselor about any scholarships or awards you may have received.
- Once a selection is made, you will be required to pay a nonrefundable deposit for freshman tuition, ensuring your place in the entering class.
- Notify schools you have decided not to attend.
- Send thank-you notes to anyone who assisted you in the college planning process, including those who wrote letters of recommendation.

June

- Make sure your final transcripts are sent to the school of your choice.
- Meet all deadlines to ensure your place in college.
- Graduation! Good luck!

Naviance Student

Much of the college search, selection and application process will be conducted through the Family Connection by Naviance, which offers innovative, easy-to-use Web applications for high school students to assist them with college and career planning.

Using Naviance Student provides:

- I. Students and parents with an efficient and streamlined method to monitor their college information and post high school plans in a timely and effective manner.
- II. Students and parents access to local and national scholarship information.
- III. Students and parents the ability to sign up for colleges scheduled to visit Mattituck High School.
- IV. An opportunity for students to complete required surveys; utilize the college search tool, and to create a list of possible colleges. Students will also be able to compare their statistics with other Mattituck students who applied to the same schools
- V. A place where students can manage deadlines and responsibilities for each college they are interested in.
- VI. Students and parents the opportunity to receive important reminders from the Counseling office regarding scholarship and college opportunities.

Important Reminder:

- I. Students are responsible for accessing their family connection account for current updated information.
- II. Students are responsible for contacting the College Board or ACT in order to have their SAT or ACT Score Reports sent to the colleges to which they are applying
- III. Students are responsible for notifying the guidance office and their counselor in a timely manner, when completing a college application online.
- IV. Students are responsible for reading all information provided by each college to which they are applying or considering, including application information, ALL DEADLINES, Early Action, Early Decision, and information pertaining to the submission of test scores (SAT and ACT).
- V. Students are responsible for monitoring the status of their college applications.
- VI. Students are responsible for notifying the guidance office and their counselor in a timely manner when they receive a decision from the colleges to which they applied.

***Students can access Naviance by going to <http://student.naviance.com/mattituck> and entering in their email and password. ***

GUIDANCE APPLICATION PROCEDURES

The following **must** be completed prior to the processing of college applications.

- Complete Milestones on Naviance
- Game Plan Survey, Junior Survey, Career Interest Profiler, College Resume
- Autobiography (senior year)
- Teacher Recommendation Survey
- FERPA Waiver for release of Recommendations
- Match Common Application and Naviance Account
- Complete Personal Statement
- Complete and submit college applications
- Send SAT and or ACT test scores from testing agencies
- Complete Application Processing form with counselor for each application for submission of transcript, recommendations and school profile
- Complete Financial Aid Forms (FAFSA and or CSS Profile)

Please be aware that students will not have their standardized test results posted on their transcript. Students must send their scores directly from the testing agencies. Students can send scores either when registering for the test or after the test for a fee. SAT scores (www.collegeboard.org). ACT scores (www.actstudent.org). Both tests now offer a score choice option allowing students to choose which scores to send.

Guidance Application Deadlines

The following deadline dates must be adhered to in order to process college applications through the guidance office.

Please note:

TRANSCRIPT REQUESTS MUST BE SUBMITTED TO THE GUIDANCE OFFICE 10 DAYS PRIOR TO THE APPLICATION DEADLINE. THIS WILL ENSURE SUFFICIENT TIME FOR US TO PROCESS YOUR APPLICATION MATERIALS SUCH AS TRANSCRIPT and RECOMMEDNATIONS.

Recommendations and Naviance

You should meet with each teacher you intend to ask for a recommendation.
After meeting with the teacher, formally request the letter of recommendation through Naviance.

Naviance Procedure:

- 1- Speak to teacher personally to request letter
- 2- Complete Naviance Teacher Rec Bio
- 3- Indicate which Application you will use to apply
- 4- Match your Common App with Naviance
- 5- Use Letter of Rec Tab- And Add Request
- 6- Select Teacher from Pull Down and Select ALL for which colleges
- 7- Include a personal note to the teacher to go along with your request
- 8- Review Your Requests

Follow the same format for up to three teachers. This process will generate an email to your teacher from your Naviance email account including the note.

We strongly recommend that you waive your right to view the letters of recommendation. College and university admissions personnel feel such letters are more open and candid and, as a result, tend to give them more weight in the admissions process.

Ask your teacher to upload the letter to Naviance.

Recommendation Tips

- Choose a teacher who has taught you recently and knows you well.
- Think of a teacher who might be able to write about you from a unique perspective and can attest to your ability to do college level work.
- Try to ask teachers from different academic disciplines (for example, avoid asking two math teachers or two English teachers, etc.).
- Naviance allows students to send multiple recommendation requests. Most colleges ask for no more than two teacher letters and a counselor letter. See your counselor if you feel there is a reason to send more than three letters.
- Non-school recommendations (employer, community service supervisor, private music teacher, etc.) can be sent directly to the college, through common application, or through the guidance office.

College Application Checklist

BEFORE FILLING OUT YOUR COLLEGE APPLICATION, HAVE YOU?

- Reviewed the college application? It is better to do so before you begin.
- Checked the website to find out which test(s) are required for admission.
- Checked website to see if interviews are required or recommended.
- Checked to see if the common application will be accepted and if so if there are any supplemental essays required
- Already taken the SAT I, SAT II, ACT and sent the scores directly to the college via www.collegeboard.org or actstudent.org
- Checked application deadlines for scholarship consideration
- Requested letters of recommendation
- Developed a student resume or list of activities
- Paid the required application fee

AFTER SENDING YOUR APPLICATIONS, HAVE YOU?

- Filled out financial aid forms FAFSA and/or CSS.Profile
- Picked up scholarship information
- Checked with colleges to verify application is complete and all documents are on file
- *Contact colleges to set up interviews and visits (if necessary)*

Post-Secondary Options

Colleges vs. Universities

A **college** is defined as an institution of higher education offering instruction beyond high school whose programs satisfy the requirements for a degree at the associates and/or baccalaureate and graduate levels. Colleges usually offer a wide range of degree programs with faculty whose duties include teaching and scholarly research.

A **university** is defined as an institution of higher learning offering instruction beyond high school whose programs satisfy the requirements for a degree at the baccalaureate and graduate levels. Universities are generally comprised of several individual college and professional schools (e.g., College of Arts and Sciences, College of Business, School of Law).

	Private	Public
Student Body	These institutions may be co-educational, or exclusively for women or men.	These institutions are co-educational.
Control	These institutions are either non-sectarian and run by a board of trustees, with no special affiliation, or they are religiously affiliated. Some church-related institutions have strong affiliations that can affect curriculum and regulations while others have less strong affiliations.	These institutions are controlled by the state, county or municipality.
Size	Size varies from small to large.	Size varies. Many are large.
Tuition	Privately controlled institutions are usually more expensive. Financial aid programs may overcome this difference.	Publically supported institutions are often less expensive. Tuition is usually lower for in-state students than for out-of-state students.

Liberal Arts College

This is the most common type of college. Its programs are designed to provide students with a broad foundation in the arts and sciences, as opposed to technical trainings. Students at liberal arts colleges usually major in humanities, social sciences, natural science, mathematics, or the fine and performing arts while working towards a Bachelor of Arts or Bachelor of Sciences degree. Most colleges, even if not a liberal arts school, require students to complete a number of liberal arts core courses.

Technical College

A technical institute is a degree-granting college that offers intensive training in engineering and other scientific fields. Undergraduate study sometimes requires five years. Recently, some schools of technology have coordinated their programs with liberal arts colleges.

Two-Year College

A two-year college can be a junior college, community college or state college. A junior college is usually privately operated. A community college is supported by the county and state, and a state two-year college is operated by the state. These institutes offer the Associates of Arts, Associates of Science and Associate of Applied Science Degree. A two-year college can provide preparation for transfer to a four-year institution or general education to those not seeking a baccalaureate degree. Admissions criteria at community colleges are usually open, meaning that all high school graduates are accepted.

Cooperative College or University

A cooperative college or university offers a four or five-year work-study program. Periods of study on campus are alternated with periods of paid employment in business and industry. The objective of the cooperative education program is to provide practical work experience with classroom theory. Many colleges integrate cooperative education into several of their curricula offerings.

Nursing School

There are several avenues that lead to preparation in nursing. Some hospitals offer three years of intensive training leading to state certification as a Registered Nurse. Many colleges and universities offer a four-year program of liberal arts and nursing training leading to a Bachelor of Science degree with *RN State Certification*. Many two-year colleges, in conjunction with local hospitals, offer nursing programs.

Military Service Academy

The Service Academies include The U.S. Military Academy at West Point, NY; The U.S. Naval Academy at Annapolis, MD; The U.S. Coast Guard Academy at New London, CT; The U.S. Air Force Academy at Colorado Springs, CO; and the U.S. Merchant Marine Academy at Kings Point, NY. The Service Academies are four-year colleges offering baccalaureate degrees. Their primary purpose is to develop officers for military service.

Career School

Career Schools come in many forms. Generally, they are private, non-college professional schools that offer highly specialized training for specific careers such as music, photography, dramatics, culinary arts, court reporting, etc. Some career schools emphasize in business, with training in secretarial work. Other career schools offer technical programs such as air conditioning, heating and refrigeration, computer technology, medical technology, and automotive repair. Career programs are usually one to three years in length and offer a certification of completion.

Admission Options

Explained below are the most common application plans students may encounter during the college admissions process. Given the variety of plans and the subtle differences between them, read each college's literature carefully.

Regular Application Deadline and the Candidates Reply Date

Many colleges establish an application deadline by which all applications must be received. All students are then notified of the college's decisions on a uniform response date, typically on or before **April 1st**. At most colleges, **May 1st** is the date by which accepted applicants must indicate their intention to enroll. By use of a **Universal Reply Date**, students may evaluate all notices of admission and financial aid awards before deciding on any one college.

Early Decision (Binding Agreement)

Many colleges offer this plan to applicants who are absolutely certain they want to attend the college. This college should clearly be the applicant's first choice. Traditionally, the deadline for early decision applications has been November 1st or 15th. Colleges then render a decision by mid-December. Some colleges also have a second round of early decision (usually in January or February). These later plans have the advantage of giving students more time to think through their decision. If accepted under this plan, the student is under a strong ethical obligation to attend the college and to withdraw or forego applications to all other colleges.

Restrictive Early Action

Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.

Early Action or Early Admissions (Non-Binding)

This program is similar to early decision in terms of timelines. The important distinction is, if admitted, the applicant is not ethically obligated to withdraw other applications and has until May 1st to decide. Variations: Some schools offer single-choice early admission. Read the policies carefully.

Rolling Admission

Under this program, a college considers a student's application as soon as all of the required credentials have been received. Notification of acceptance or rejection is mailed as soon as a decision is made. Colleges that follow this practice may make their admissions decisions continuously over several months, in contrast to the practice of other colleges who accumulate their applications until a deadline date and then announce all their decisions at the same time.

Deferred or Delayed Admission

Most colleges allow an accepted candidate to postpone enrollment in a college, generally for one semester or one year.

Open Admission

An open admissions policy grants acceptance to all high school graduates without regard to additional qualifications.

EARLY DECISION

Many students consider applying to a college or university as an Early Decision candidate. Students can consider this option if a particular school is a strong first choice. **Applying ED can have important benefits for students, as the acceptance rate for ED students at most colleges are typically significantly higher than it is for Regular Admissions.** However, it is important to remember that early decision acceptances are binding and require careful consideration.

If you are considering an early decision application, please be sure to refer to the items below:

1. _____ Have you visited this school?
2. _____ Have you visited other schools?
3. _____ Have you taken the appropriate entrance exams?
4. _____ Do you meet the GPA standards of this school?
5. _____ Do you meet the criteria set for SAT I, SAT II, or ACT?
6. _____ Do you need significant financial aid to attend this college?
7. _____ Is it better for you to compare financial aid packages of other schools

Factors to Consider When Choosing a College

You should try to select a college that matches your interests and needs as closely as possible. To do this, you should consider the ways in which colleges differ. Listed below are ten areas of difference from one college to another. If you can utilize these ten items to describe what you want in a college, you should be able to narrow your search and ultimately make a well-informed and winning college choice.

Programs of Study

Not all colleges offer all major fields of study. You should choose a field that interests you, and will prepare you for a particular career, and then examine colleges and universities that offer that field. If you have narrowed your interest to two or three majors, select a college that offers them all. If you are undecided as to a major, select a college, which allows you to begin without declaring a major, and which offers good academic advising and counseling.

Location

One important decision is whether you will live on campus or commute. If you select a college near home, you still may live on campus if there are dorms. If you select a college away from home, you will probably live on campus, although some colleges allow students to live in nearby apartments. The second aspect of location is the actual setting of the college: Is it rural, urban or suburban? This difference could greatly affect the lifestyle you will take part in during the next four years. Think seriously about where you want to live.

Size

Colleges and universities differ in size of enrollment from several hundred students to tens of thousands. Obviously, there can be tremendous differences, both educationally and socially, in attending different sized institutions. There are advantages to small, large, and medium sized colleges. The important thing is to decide what you want. Small colleges can offer a personalized education, and you can get to know most of the students and faculty. Large institutions can offer a greater variety of courses and often have facilities that are more elaborate.

Reputation

Some institutions have established reputations for being excellent in certain fields. Others are generally thought to be good in everything they do. In addition, some are known more for sports than for academics. Be careful not to make a decision on reputation alone. Find out if the college warrants the reputation it has. Just because an institution has been around for a hundred years does not automatically make it good. However, many old, established institutions have earned their reputations and offer an excellent education.

Life

When you go to college, a relatively small portion of your time is actually spent in classrooms. Other time is spent in the library and laboratory. However, a great deal of time is spent in the dorms, the student center, the cafeteria, and wherever other students gather. The campus life outside of class is very important, and you should try to determine what that life is like at the college you plan to attend.

Type

There are several differences that might be important to you. Colleges can be classified as publicly run institutions or privately run institutions. Public institutions are tax supported and offer lower tuition. Privately run institutions are not governed by the state and usually offer higher tuition charges. However, because private institutions do not have the state's financial restrictions, they may be able to offer more merit based financial aid packages. If you attend a two-year institution, plan your program of studies so you can transfer to a four-year college if you so desire.

Coed or Single Sex

There was a time when many colleges were for men only or women only. Today, the overwhelming majority of colleges are coed. Single sex institutions still exist and some students prefer to attend these types of institutions.

Religious Affiliation

In the early days of American higher education, most colleges had a strong religious affiliation. Today, the majority of institutions are public, with no church relationship. Some private colleges have maintained church affiliation, although attendance at these colleges is usually open to students of all religions. Almost all colleges offer a variety of religious services either on campus or in the immediate vicinity.

Friends

You do not have to attend the same college as your friends. However, if you have friends or relatives who have attended colleges you are considering, ask them what they like and dislike about college. Remember, their interests may not be the same as yours, but your friends could be a good source of honest information.

Cost

The cost of higher education is a serious consideration, and could be a factor of where you will attend. All colleges and universities have financial aid programs to help meet the cost of attending. Make your decision on the factors listed above, and then see how the colleges you select can help you meet the costs.

What Is Important to You?

Read this list and check off the things that are most important to you, at the level of their importance. Under “Specific Preference”, write in what you are looking for if the item is quantifiable. For example, regarding location, you might list Long Island or New York State or Within a Five Hour Drive or The Northeast or The East Coast. This preliminary step will help you to narrow down your choices.

The next step is to use your worksheet of college characteristics as a guide and try to match them with particular colleges. The easiest way to do this is to utilize NAVIANCE or one of the many college search engines available on the Internet. A number of the most useful sites are listed under “Internet Resources” within this guide. For best results, search for colleges using more than one search engine and supplement your efforts with a few of the college guides which are available in your guidance office, libraries, and bookstores.

Now that you have your list of colleges, gather information about each school by exploring their website or by requesting materials from admissions.

	Important	Relatively Important	Not Important	Specific Preference
Cost				
College Selectivity				
Location				
Two or Four Year				
Public or Private				
Housing				
Size of Enrollment				
Athletics				
Area of Studies				
Safety				
Co-op Intern				
Foreign Study				
Graduation Rates				
Retention Rates				
Campus Life				
ROTC				
Extracurricular Activities				

Factors Considered by Colleges When Choosing Prospective Students

A challenging high school curriculum

Grades are not all that matter. However, they are important. College bound students are encouraged to take four years of mathematics, including courses in Algebra One, Geometry, and Algebra Two. College bound students are also encouraged to take at least one Advanced Placement course prior to graduating high school. Students who intend to apply to competitive schools should take more.

Grades that represent strong effort and an upward trend

Slightly lower grades in challenging courses are preferred to high grades in less challenging courses.

SAT and/or ACT results

We recommend that all students take both the SAT and ACT examination in the winter / spring of their junior year. Students should then sit again for either the SAT or ACT in the spring of their junior year or the fall of their senior year. SAT II subject exams are also required for admission in some colleges and universities. Students can take the SAT II subject exams after completion of the course that correlates with the examination.

Passionate involvement in a few activities demonstrating leadership, initiative, and impact

Depth, not breadth, of experience is most important. Substantive commitment to a few activities is preferable to participation in several mini activities. Students are encouraged to create a detailed resume to showcase their volunteer, leadership, and extracurricular involvement.

Out of school experiences, including summer activities, work and hobbies that reflect responsibility, dedication and areas of interest

Meaningful use of your free time is essential! Many colleges offer summer programs for highly motivated high school students. These programs could be a valuable experience to add to your activities resume. Internship and community service experiences are also valuable experiences for students to seek out.

Special talents or experiences

A student who goes the extra mile to develop a special talent in sports, research, writing, or the arts will gain an edge

A well written essay that provides insight into the student's personality, values, and interests

This is a student's opportunity tell the school what makes them special

Anecdotal letters of recommendation from teachers and the student's counselor that give insight into a student's intellectual curiosity and talents

A recommendation from someone who knows the student well can provide a school with insight into the student.

Demonstrated interest and enthusiasm for attending the college/university

Students should be encouraged to schedule campus visits and tours with the admissions offices for the schools that they are interested in attending. They should also stay in touch with admission representatives throughout the application process.

Attention to detail in the application process

Deadlines are important, as is the accuracy, spelling and grammar on a college application.

Visiting Colleges

The best way for you to learn about the educational program, faculty, facilities, atmosphere and spirit of a college is to visit the campus, particularly when the college is in session.

College Visits Enable You to:

- Learn what college admissions officials expect from a candidate.
- Evaluate the environment of the school (academic, physical, social).
- Observe and talk with students who are attending that school.

When to Make Your Visit:

It is never too early to start exploring college campuses to get a feeling for what you prefer. By the Fall of your 11th grade year, you should begin visiting as many prospective schools as possible. It is better to visit when the college is in session, so you will get a true picture of the college activities, but the summer provides an excellent opportunity for the entire family to visit.

What to Look for:

- Size of the classes.
- Strength of department you are likely to select as a possible major.
- Composition of the student body.
- Residence Halls conducive to studying.
- Dining facility, quality of food, hours of operation.
- Campus setting, beauty, orderliness and cleanliness.
- Health services (campus infirmary).
- Availability of religious services.
- Facilities for leisure time, cultural programs, athletic facilities, social life.
- Do the college students appear to be happy, lively and friendly?
- What is the attitude of the faculty towards visitors?
- Were the students friendly and courteous towards visitors?
- Are the students serious and businesslike towards their work?

Helpful Tips for the Campus Tour

- Register for a tour and information session before visiting the college. Most schools offer online registration.
- Eat in the cafeteria.
- Spend time in the library.
- Pick up a copy of the student newspaper.
- Read the bulletin boards.
- Speak with students other than your official tour guide. Your guidance counselor can provide you with names of graduates attending the school if you'd like to have a more personal connection on campus.
- Sit in on a class.

- Visit the Financial Aid office.
- Visit a dorm.
- Make arrangements to stay overnight in the dorms by contacting the admissions office in advance.
- Meet with a professor in your prospective field of study.
- If interested in playing a sport, meet with a coach.
- Visit the college bookstore.
- Visit the student center to get an idea of student life.
- Check out the neighboring community/college town.
- Take photographs of the campus.
- Write down your impressions of the college once you have completed your visit.

Questions to Consider

- Ask your tour guide and other students, “Why did you select this college? What other schools did you apply to? Are you happy with your decision?”
- How competitive is the academic environment?
- What is the availability of professors outside the classroom?
- Who teaches freshman courses – graduate assistants or permanent staff?
- What is the average class size for freshman and introductory courses?
- How strong are the library facilities?
- What are the opportunities for participating in intramural sports?
- What type of housing is available to first year students?
- What are the most popular majors?
- How easy is it to register for classes?
- When do you have to declare your major?
- What impact does Greek Life have on this university?
- Is campus security an area of concern to students or faculty?
- What percentage of students stay on campus during the weekends?
- Is there a professional counseling service available for career planning and personal concerns?
- What is the make-up of the student body?
- What percentage of students receive financial aid? Does the school meet 100% of financial need? Are merit-based scholarships available?
- Does the surrounding community support the school and/or attend athletic and artistic events?
- Does the school have a religious affiliation?

College Admissions Interview

If the college to which you are applying requires or recommends an interview, you should call or e-mail the school or the alumni representative assigned to you to schedule an appointment. The interview is the perfect opportunity for you to make a good impression with the admissions staff at your prospective school. It is an opportunity for you to add or expand on information in your application. An interview may help a school decide in favor of admitting you. It is also an opportunity for you to ask questions about the school.

What is an Alumni Interview?

Some colleges do not give personal interviews to students, but do offer the option of an alumni interview. Colleges are increasingly utilizing alumni in the college admissions process. In some cases, on-campus interviews are not granted, but once an application is filed, the student may arrange for an alumni interview. Many highly selective schools utilize this system.

Questions to Ask:

- How many students in last year's freshman class returned for their sophomore year?
- What procedure is used for class placement? (Important in areas of English and mathematics because freshmen often vary significantly in their ability to handle these skills.)
- How is the faculty advisor assigned? How is this done if a student is undecided about his/her major?
- What kind of additional academic services does your college offer at no additional cost to the student? (e.g.: tutoring, counseling, study skill workshops, improving reading speed, etc.)
- What percentage of the student body remains on campus during the weekend?
- What are some of the activities planned for the students on campus during the weekend?
- How are roommates selected if no preference is listed?
- What percentages of your students receive financial aid? What percentage receives scholarships based on academics? What percentage of a typical financial aid package is in the form of a loan?
- If my family demonstrates financial need on the FAFSA or CSS form, what percentage of the need will typically be awarded and when can I expect to receive official notice of the award?

Questions You May Be Asked:

- Why are you considering this college? (Read the materials).
- What do you expect to be doing 10 years from now?
- If you were the Principal of your school, what would you change?
- What contributions can you make to the college/university?
- What newspapers and magazines do you read?
- What books, that are not required in your courses, have you read recently?
- If you could speak with one living person, whom would it be and why?
- What is the most important thing you've learned in high school?
- What events have changed your life?
- How would your best friend describe you?
- What extracurricular activities have you found most satisfying?
- How do you spend your time after school?

Interviewing "DO'S and DON'TS"

DO'S	DON'TS
Dress appropriately	Be late
Be punctual	Offer any negative information
Prepare answers to anticipated questions	Lie or exaggerate
Prepare questions to ask	Chew gum
Listen to the interviewer before answering	Recite a prepared speech
Make eye contact	Criticize your teachers, school, or friends
Smile and give a firm handshake	Brag
Bring a transcript and SAT/ACT scores	Be disinterested
Bring a resume	Interrupt your interviewer
Write a thank you note to your interviewer	Give one word answers
Be yourself	Have your first interview at your first choice school

It is important to check the websites of the schools you are interested in to review the interview procedures. Colleges and universities conduct various types of interviews and informational programs.

Required Interview - Some colleges use interviews to provide evaluative information in the admissions process. Required interviews are typically conducted by a member of the admissions office staff. These interviews usually happen on campus, but sometimes admissions officers will travel to conduct regional off-campus interviews.

Optional Interview - Many colleges offer optional, informational interviews. These interviews are typically conducted by a member of the admissions office staff or by a trained student and they almost always take place on campus. Optional interviews provide information for all parties. The admissions office learns about the student as a candidate and the student learns about the school.

Alumni Interview - Colleges have alumni throughout the country who conduct interviews. Although these alumni do not work for the college, they do submit a report of their interview directly to the admissions office. In many cases, the alumni interview is the only personal interview available to candidates.

The interview is not a quiz to determine how much you know.

Remember to dress appropriately and follow up with a thank you note.

Application Methods

The Common Application

www.commonapp.org

As its name suggests, the Common Application is one application accepted by over 600 schools. It is strongly suggested that students apply online. Some schools will accept the common application and their own application, for example many of the SUNY schools accept both the common and SUNY applications. Whenever possible, students should submit the common application.

Common Application Supplements

Many schools that accept the common application also require a supplement application, which can also be submitted through www.commonapp.org. While preparing a list of schools to apply to, students should also check supplement requirements to keep accurate track of any essay responses needed. Both the application and supplements must be submitted by the college's deadline.

School Specific Application

Schools that do not accept the common application offer their own application. Many of these applications are available online and/or in paper. Some of these applications may include a secondary school report form, and/or a teacher recommendation form. Please be sure to print any forms and deliver them to the appropriate person before submitting your application.

Priority Application

Some schools will reach out to students with a Priority, or VIP application. In these instances, the application fee is waived and typically a less-involved application is required (sometimes without an essay). These applications will often come in the mail, so be sure to read any mail you receive from colleges. Priority applications also frequently have deadlines or application windows, so plan carefully.

Application Components

Biographical Data: Student name, address, information about parents, siblings, etc.

Transcript: the transcript lists all courses taken during high school and the final grades earned in those courses. Regents exam scores are also listed on the transcript. The transcript will also include the student's unweighted GPA and his or her class rank as of the start of senior year.

Senior Year Courses: Colleges will look seriously at the courses a student chooses to take in his or her senior year. Admissions officers are looking for a rigorous and thoughtful senior year program. Most colleges will want to see mid-year grades (even in cases where a student has already been accepted), so performance throughout twelfth grade is of critical importance.

Standardized Test Scores: the majority of colleges will want to see some combination of SAT and/or ACT and/or SAT Subject Test scores. Review the testing requirements carefully for each school. Remember that all test scores must be sent directly from the testing company and it is the student's responsibility to send scores.

Essay: The essay represents an opportunity for students to tell admissions officers something about themselves that is otherwise not illustrated in their applications.

Resume: A student's resume should include academic, extracurricular, athletic, school-related clubs, etc. Community based activities, service, and awards are also important. Colleges look for someone who selects activities wisely and stays with them long enough to make a meaningful personal contribution. Quality means more than an endless string of organizational memberships to which a student has given no time or commitment. An after-school or summer job can also be beneficial to mention.

Letters of Recommendation: The counselor will complete a recommendation and supporting forms for each student. Teacher recommendations should come from a teacher who knows the student well and who has taught the student recently, preferably in a class that is relevant to the student's potential major (if known).

THE SAT PROGRAM

The SAT : Evidence Based Reading and Writing

The New SAT Reading Test lasts 65 minutes and is comprised of 4 individual passages and 1 pair of passages. This pair will be made up of two shorter, related passages by different authors that address a similar topic or theme. Each passage or pair will be between 500 and 750 words, for a total of 3250 words overall. Each passage will have 10 or 11 questions, for a total of 52 questions for the entire section. In every SAT Reading Test there will be 2 passages which are accompanied by graphics, and 1 or 2 graphics for each of those two passages. You will be asked a couple of questions about these graphics and how they relate to the passage. The New SAT does not feature any sentence-completion questions previously used in the SAT.

The Math section The SAT Math Test includes two sections and a total of 58 questions. In the first math section calculators are not permitted, there are a total of 20 questions and you have 25 minutes to complete the no-calculator section. The new SAT Math Test will test certain topics in math as well as your ability to use reasoning and critical thinking to solve real-world problems. These concepts and skills provide the foundations for the math you will learn in college and use in everyday life. The SAT groups these concepts into four major areas that you will see on the Math Test: Heart of Algebra, Problem Solving and Data Analysis, Passport to Advanced Math, and Additional Topics in Math.

The Writing section (Optional) The SAT essay is evaluated based on three specific criteria: Reading, Analysis, and Writing. Each of these criteria will be scored on a scale of 2-8 yielding a total score range of 6-24.

THE SAT II: Subject Tests

Students will be able to select tests from varied subject areas as outlined in the SAT Registration Booklet or on www.collegeboard.com. It is the student's responsibility to check the SAT Registration booklet or website for registration deadlines and exam dates. It is also the student's responsibility to determine which individual college, universities require the SAT II: Subject Tests and the deadline dates for SAT II tests to be on file.

SAT PREPARATION

Structured preparation sessions help students become familiar with the test questions, lessen anxiety and improve test-taking skills. They do not substantially improve one's knowledge in the math and verbal areas. Publications and seminars are available for students to gain familiarity with the SAT I: Reasoning Test.

*Students can now choose which scores they want sent to their colleges. This will mean that your ACT/SAT scores will not appear on your transcript and you **MUST** send your scores online through www.collegeboard.org. or www.actstudent.org. Failure to submit scores online will result in an incomplete application. *

Students must adhere to college and university deadline dates for the receipt of SAT I & ACT test scores.

THE ACT PROGRAM

The ACT Program is comprised of four tests: English, Mathematics, Reading, Science reasoning and an optional Writing test.

Scoring: Students who don't take the optional Writing test receive **4 test scores, 7 sub-scores** and a **composite score**.

Students who take the optional Writing test will have an additional Writing test sub-score and a fifth test score, combining English and Writing.

English: Six elements of effective writing are included in the English Test: punctuation, grammar and usage, sentence structure, strategy, organization, and style. The questions covering punctuation, grammar and usage, and sentence structure make up the **Usage/Mechanics sub-score**. The questions covering strategy, organization, and style make up the **Rhetorical Skills sub-score**

Math: Six content areas are included in the mathematics test: pre-algebra, elementary algebra, intermediate algebra, coordinate geometry, plane geometry, and trigonometry. The questions covering pre-algebra and elementary algebra make up the **Pre-Algebra/Elementary Algebra sub-score**. The questions covering intermediate Algebra and coordinate geometry make up the **Intermediate Algebra/Coordinate Geometry sub-score**. And the **Plane Geometry/Trigonometry sub-score** is based on the questions covering plane geometry and trigonometry.

Reading: The Reading Test is based on four types of reading selection: social studies, the natural sciences, prose fiction, and the humanities. A **sub-score in Social Studies/Sciences reading skills** is based on questions in the social studies and natural sciences sections of the test, and a **sub-score in Arts/Literature reading skills** is based on the questions in the prose fiction and humanities sections of the test.

Science: The content of the Science test includes biology, chemistry, physics, and the Earth/space sciences (geology, astronomy, meteorology). Advanced knowledge \ in these subjects is not required, but background knowledge acquired in general, introductory sciences courses is needed to answer some of the questions. Test emphasizes scientific reasoning skills over recall of scientific content, skill in mathematics, or reading ability.

Composite: The composite is the average of your four test scores, rounded to the nearest whole number.

- Scores for the four tests and the composite will be on a scale of 1-36. * **The optional Writing test will not affect the overall (composite) score.**

TESTING DATES

2019-2020

SAT I and SAT II (Subject) Tests:
Register at www.collegeboard.org

- October
- November
- December
- March
- May
- June
- August

ACT Test:
Register at www.actstudent.org

- September
- October
- December
- February
- April
- June
- July

The SAT v. The ACT

Many students take both the SAT and the ACT. At minimum, students should expose themselves to both tests. For the most part, colleges use the SAT and ACT interchangeably. An ACT score out of 36 can easily be converted to an SAT score out of 1600 (or 2400). If you take both tests and you are unsure of which scores to send, you should discuss your options with your counselor.

Test Flexible

A few schools have recently adopted “test flexible” admissions policies. These schools are accepting a combination of scores, such as Subject test scores and/or AP exam scores in place of the traditional SAT and ACT results. These policies are relatively new and should be reviewed carefully to ensure your submissions best represent you and meet the college’s requirements.

Test Optional Schools

While the overwhelming majority of schools do require standardized test scores, an increasing number of schools have gone “test optional.” Test optional schools do not require test scores and instead place more emphasis on the student’s high school academic record, essay, recommendations, talents, and school and community involvements. A comprehensive list of test optional schools can be found at www.fairtest.org.

Information for Students with Disabilities

Students with identified learning disabilities will want to investigate the programs and services that are specifically designed to meet their post-secondary educational needs. When you plan your college visits, in addition to taking a college tour and attending an information session with an admissions officer, you should schedule an appointment with the *Center for Students with Disabilities Office*. This is your opportunity to find out what services are available at each college.

At the college level, there are no resource rooms and students may not receive all of the same modifications and accommodations that they receive in high school. Colleges determine what services are reasonable and appropriate at the college level.

To Compare and Select Colleges...

- What type of Learning Disabilities Programs do they offer?
- How long have the programs been in existence?
- How many students are admitted to their programs each year?
- What is the total number of students presently in the program?

Suggestions:

Make sure your psychological testing is current. If testing information is current, the college may be able to use test results obtained while the student was in high school for decisions regarding programming and accommodations.

Obtain all special testing records before high school graduation. Colleges, as well as vocational schools, request these records to assist in providing support services to students.

Make contact with local Department of Rehabilitation Services office before graduation. They offer a variety of services to eligible students with learning disabilities such as vocational assessment, job placement, and so forth.

Consider a vocational assessment. This could be a way to amplify present and future goals.

Make sure the student's knowledge of study skills is adequate. The better their skills are, the greater chance of success in college.

Consult with the high school guidance counselor to get a good understanding of how much support or special help the student is receiving. It is important to determine realistically whether minimal LD support services or an extensive LD program at the college level will be needed.

Help students to increase their independent living skills. Manage checking account, do their own laundry, cleaning, etc.

Encourage part-time jobs or volunteer positions. These are helpful to improve socialization skills, as well as give a better understanding of work situations and expectations.

Make sure students have a good understanding of their particular learning disability. They should know and be able to articulate their strengths and weaknesses.

Help students understand their disability. How is it connected to social expectations with peers, families and employers?

Encourage students to advocate for themselves. They can begin by discussing their disability with their high school Guidance Counselor.

Learn about Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws indicate what types of accommodations must be provided and/or allowed at the post-secondary institutions if a student requests them.

Get information on special exam arrangements for SAT and/or ACT. Options include extended time on tests, readers, or cassettes.

Obtain two copies of all college applications (or duplicate the one received). Use the first copy to collect needed information. Type that information onto the second copy to be sent.

Contact the office for students with disabilities at each college when applying. Find out exactly what kind of services each school provides, and if there are any pre-admission requirements.

Prospective College Athletes

The NCAA has a central clearinghouse to certify athletic eligibility for Divisions I and II. Below are answers to questions frequently asked by students about what they need to do to participate in collegiate athletics.

How Do I Register and Get Certified With the NCAA?

If you intend to participate in Divisions I and II athletics as a freshman in college, you must be registered with and be certified as eligible by the NCAA Initial-Eligibility Clearinghouse (DCH). Please note that initial-eligibility certification pertains only to whether or not you meet the NCAA requirements for participation in Division I or II athletics and has no bearing on your admission to a particular Division I or II institution.

When Should I Register?

It is usually best to register after your junior year grades are on your transcript.

How Do I Register?

Register online – www.eligibilitycenter.org

Are Standardized Test Scores Required?

Qualifying test scores are required for participation at both Division I and Division II institutions. See sliding scale chart, available at www.eligibilitycenter.org to identify your eligibility.

How Can I Arrange for My Scores to Be Sent Directly from the Testing Agency?

When you register to take the ACT or the SAT, you can mark code 9999 so that the CH will be one of the institutions receiving your scores; or alternatively, you can submit a request (and fee) for an "Additional Score Report" to the appropriate testing agency by indicating code 9999 on your request form.

What Will the Clearing House Provide to Those Institutions That Are Recruiting Me?

The Clearing House will send your eligibility status to any Division I or II institution that requests it, provided that you have given your permission on your Student Release Form. Please note that the Clearing House will not send your eligibility information at your request. Rather, the institution must make the request for that information.

What Role Does the High School Play With the Clearing House?

After you register on www.eligibilitycenter.org, a request will be made to your high school for a copy of your academic transcript. The preliminary release of your school records prior to graduation to determine academic eligibility. After graduation a final high school transcript will be submitted to the CH for approval to play college level sports.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION NCAA INITIAL ELIGIBILITY CLEARINGHOUSE FOR ATHLETES

Making Sure You Are Eligible to Participate in College Sports

Many college sports are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions – Division I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college as a freshman and wish to participate in Division I or Division II sports, ***you must be certified by the NCAA Initial-Eligibility Clearinghouse.***

The Clearinghouse will analyze your academic information and determine if you meet the NCAA’s initial-eligibility requirements.

If you want to participate in Division I or Division II sports, you should start the certification process early – ***usually at the end of your junior year or by the very beginning of your senior year.*** The following chart may help to illustrate some of the eligibility requirements for each Division. Please refer to **the NCAA Guide for the College Bound Student Athlete** for specific G.P.A. and SAT/ACT scale.

DIVISION I	DIVISION II	DIVISION III
Must graduate from high school	Must graduate from high school	Must graduate from high school
GPA: Must have 2.3 on 4.0 scale*	GPA: Must have 2.3 on 4.0 scale*	No specific academic cutoffs are mandated except for those of the specific college admissions
Must have 16 academic courses-10 core courses must be completed by senior year and will be locked in	Must have 16 academic courses-10 core courses must be completed by senior year and will be locked in	No specific academic cutoffs are mandated expect for those of the specific college admissions
Must have 820 SAT (Critical Reading and Math) or 68 Sumscore ACT*	Must have 820 SAT (Critical Reading and Math) or 68 Sumscore ACT*	No specific academic cutoffs are mandated except for those of the specific college admissions

Visit www.eligibilitycenter.org for more information

- * Refer to sliding scale for specific GPA and SAT/ACT scores
- * **IT IS YOUR RESPONSIBILITY TO MAKE SURE THE CLEARINGHOUSE HAS THE DOCUMENTS IT NEEDS TO CERTIFY YOUR ELIGIBILITY**

NCAA Eligibility Center

NCAA Eligibility Center

Email Password Login Help High School Administrators

Forgot your password?

WANT TO PLAY COLLEGE SPORTS?

Creating an account is the first step to becoming an NCAA student-athlete

REGISTER

NCAA Eligibility Center

Email Password Login Help High School Administrators

Forgot your password?

SCHOOL IS INT

DIVISION I OR II

You need to be certified by the NCAA Eligibility Center to compete at an NCAA Division I or II school. Create a Certification Account and we'll guide you through the process.

You need to create a Certification Account to make official visits to Division I and II schools or sign a National Letter of Intent.

Create an Account

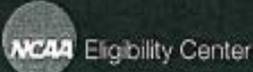
DIVISION III OR UNDECIDED

Create a Profile Page if you plan to compete at a Division III school or are not yet sure where you want to compete.

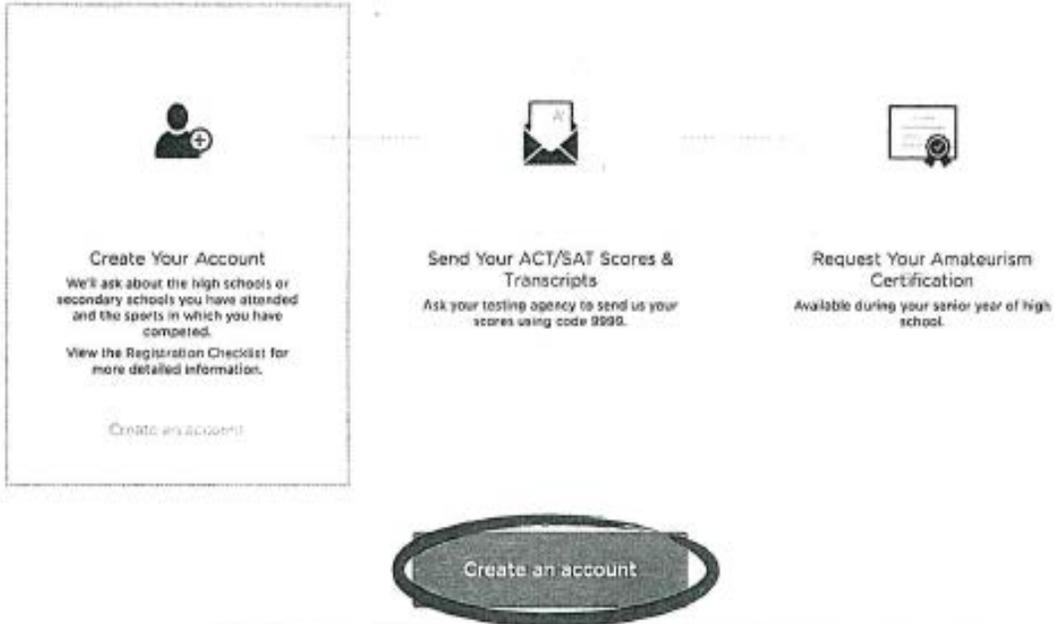
You'll get an NCAA ID and we will send you important reminders as you complete high school.

Create a Profile Page

NCAA Eligibility Center



request for final amateurism certification.



SEND VERIFICATION CODE [X]

TO CONTINUE, PROVIDE YOUR EMAIL ADDRESS AND WE'LL SEND YOU INSTRUCTIONS TO COMPLETE YOUR ACCOUNT CREATION.

Continuation: This email address is on the list of email addresses for your account. We don't need a confirmation code to verify it. (If you're not on the list, you'll need to verify it.)

Verification: This email address is not on the list of email addresses for your account. We'll need to verify it.

Your email address:

Confirm email address:

[Send](#) [Cancel](#)

Important: Check your spam or junk folder if you don't receive your verification email. If you do not receive your verification code email, it may have gone to your spam folder. If you still do not receive your verification code email, please create another account.

MHS School Code 333070

Communicating with College Coaches

Myth: If I am a really talented athlete, coaches will initiate contact with me.

Fact: If you are really interested in playing at the college level, you should contact coaches. While it is true that coaches often initiate contact with athletes, the reality is that there are far more athletes than coaches and it is impossible for a coach to simply “know” about every great athlete out there! If you think you could be a good fit for a school/athletic program, write to or email the coach with your resume.

Tips:

- College coaches prefer to hear from the student athletes themselves. While athletes should definitely seek the advice of their parents in writing to coaches, students should be the ones to write the letters or make the phone calls.
- All correspondence should be addressed directly to the coach. Coaches are less likely to respond to mass-mailed letters and emails. You can obtain a coach’s name and contact information from the school website, or by calling the college’s athletic department.
- Always provide the coach with a phone number and email address where the athlete can be reached.
- Email is a great way to communicate with coaches. Students should create a mature email address that is clearly tied to them. For example, if the student’s name is John Smith, appropriate email addresses could be: jsmith@yahoo.com, johnsmith@hotmail.com, js123@gmail.com, etc.
- A sample resume, cover letter, and email are provided in this book. You can use these as a guide; however, feel free to change the format and content to suit your specific experience and information.

Sample Email/Letter

Dear Coach:

I have researched colleges that will challenge me academically and athletically, and I am highly interested in attending _____ University to study _____.

I am currently a junior at Mattituck High School. During my time in high school I have played Varsity Basketball and Varsity Soccer and I have earned All County honors in both sports. I enjoy playing both sports, but I have decided to pursue playing soccer at the collegiate level. My resume is attached to this email.

I look forward to hearing from you. I can be reached at 631-555-5555 or at this email address. I hope to have the opportunity to meet you and arrange a campus visit.

Sincerely,

Joseph Athlete

THE ARMED SERVICES



Military life has changed a great deal since the Department of Defense announced the all-volunteer force. By congressional legislation passed in 1971, the military staffing budget has been greatly increased to raise military pay and to provide more benefits to service personnel. The Defense Department also has established Project Volunteer, a program to end reliance on the draft by improving the conditions of military life. Housing allowances have been raised, off-base military housing and health facilities are being improved, and scholarships have been increased.

Selective Service Registration

Proclamation 4771 of the Military Selective Service Act, dated July 21, 1980, states that all males who are citizens of the United States, must register within 30 days of their eighteenth birthday.

You can register at any U.S. Post Office or by simply by filling out a Selective Service Registration at www.sss.gov

ARMY OPPORTUNITIES

In today's Army, there are literally hundreds of skill programs from which to choose. If you enlist under the Delayed Entry Program, you can do the choosing. You may have to wait for an opening in the training of your choice, but, if you qualify, the Army will guarantee your choice up to twelve months in advance.

To help meet college costs, the Army introduced the Army College Fund. Depending on how long you serve and the specialty you qualify for, you can accumulate funds to be used for college expenses after you leave the Army.

Also, if you are interested in the Army, but do not want to spend the next few years away, the Army Reserve might be of interest to you. As a Reservist, you serve sixteen hours a month (usually a weekend) with a Reserve Unit near home and participate in two weeks of training at an Army post each year. When you join, you choose a skill, depending on your qualifications and the openings in your local unit. Your training as a Reservist is the same as that given to a full-time soldier. Ask your Army recruiter about other new programs that might be available.

NAVY OPPORTUNITIES

Today's Navy is more complex and sophisticated than ever before. It is a job that requires high levels of capability in many different environments – on the sea, under the sea, and at shore bases all over the world.

The number of Navy programs provides opportunities for continuing a formal education while in the service. The Office of Educational Credit and Credentials of the American Council on Education regularly reviews and evaluates Navy training and experience. It makes recommendations to colleges and universities for awarding college credits for many Navy courses and ratings. Navy personnel can also participate in a new educational assistance program with the government, one that can provide funds for future education.

AIR FORCE OPPORTUNITIES

The Community College of the Air Force (CCAF) now offers associate degrees in more than 80 technical specialties. The completion of Air Force basic training and a technical training course qualifies you for credits that can be applied toward this degree. To complete your degree requirements, you must also register for off-duty education courses. When you do, the Air Force pays 75% of your tuition.

Two other programs offered are the Air Force Guaranteed Training Enlistment Program (GTEP) and the Aptitude Index (AI) Program. The GTEP offers you training at a specific technical school or on-the-job training in the specific Air Force skill following basic training. On the other hand, the AI Program guarantees you training in one of the four major Air Force Aptitude Indexes: Mechanical, Administrative, General, or Electronics. When you enter the Air Force under the AI Program, you receive your assignment during basic training.

MARINE CORPS OPPORTUNITIES

The Marine Corps has more than 300 jobs in 35 occupational fields – from aviation, data communications and electronics to field artillery, administration and infantry. You may also qualify for special assignments such as embassy and sea duty.

There are more than 200 basic and 300 advanced schools in the Marine Corps. Some jobs offer formal instruction at these schools while others give you on-the-job training. There are also financial programs to help you continue your college education. For example, the Corps will help you save money through the Veterans Educational Assistance Program. You can accumulate funds to be used for college in this manner.

APPLICATION PROCESS FOR MILITARY ACADEMIES

1. See your counselor during *early spring of your Junior year* to discuss criteria for eligibility and steps to follow. Starting early is essential to obtaining an appointment to an academy.
2. Determine whether you meet the scholastic and physical qualifications and requirements of the specific military academy you wish to apply to. Know well the responsibilities and duties involved upon admission and in the future.
3. Complete a Pre-Candidate questionnaire in the *spring of your Junior year*. You need a social security number to initiate this file. (**See list of web-addresses**).
4. In the spring of your junior year, begin applying for a nomination from one or more of the governmental officials listed. You must obtain this nomination to compete for admission to all service academies *except* the U.S. Coast Guard Academy. Apply to all sources for which you are eligible.
5. Take the SAT or ACT and have official copies of your scores sent to the specific academy.
6. Obtain letters of recommendation from teachers and your counselor.
7. Take the qualifying medical exam.
8. Take the Physical Aptitude test, which assesses strength, agility, flexibility, and endurance. It is recommended that you train for this test prior to taking it.

RECOMMENDED STEPS TO OBTAINING AN APPOINTMENT

1. Medical Exam and Physical Aptitude
2. SAT or ACT
3. Rank in class (top 25%)
4. High school average (above 80%)
5. Extracurricular activities
6. Community and religious activities
7. Teacher recommendation
8. Honors and awards
9. Nomination
10. **APPOINTMENT**

ADDRESSES FOR MILITARY ACADEMIES

United States Military Academy – West Point

USMA West Point, NY 10996-1796
www.usma.edu

United States Naval Academy

Annapolis, MD 21402-5018
www.usna.edu

United States Air Force Academy

USAF Academy
Colorado Springs, CO 08040-5651
www.usafa.af.mil

United States Coast Guard Academy

New London, CT 06320
(No congressional nominations required, based solely on national competition)
www.uscga.edu

United States Merchant Marine Academy at Kings Point

Kings Point, NY 11024 (Does not accept Presidential or Vice Presidential nominations. Must be nominated by a Congressman or other official from your geographic area.)
www.usmma.edu

SENATORS:

Kirsten E. Gillibrand
478 Russell
Washington DC 20510
(202) 224-4451
www.gillibrand.senate.gov

Charles Schumer
322 Hart Senate Office BLDG
Washington DC 20510
(202)224-6542
www.schumer.senate.gov

CONGRESSMAN:

Lee Zeldin
30 West Main Street
Riverhead, NY 11901
631-209-4235
<https://zeldin.house.gov/>

VICE PRESIDENT:

Mike Pence
United States Senate
Washington DC 20510

RESERVE OFFICER TRAINING CORPS (ROTC) SCHOLARSHIPS

The Army, Air Force and Navy-Marine Corps offer financial assistance to qualified men and women in the form of ROTC scholarships through some colleges and universities. The awards are based on a competitive selection process in which consideration is given to such factors as high school class standing, college entrance examinations, extra-curricular activities and leadership qualities.

These four-year ROTC scholarships provide for full college tuition plus all instructional fees, including textbooks. A subsistence allowance from \$250 to \$400 per month for a maximum of 40 academic months is also provided. Some colleges offer room & board to recipients of ROTC scholarships.

You return the ROTC investment (in your future) by agreeing to serve 4 years on active duty followed by 4 years of service in the Reserves.

Students may make application to all three ROTC scholarship programs, but may only accept one of these scholarships. The scholarship award is based on merit, not financial need.

Interested students should begin the application process in the spring of their junior year. To apply for a ROTC scholarship, you complete an application from:

ARMY

Dept. of the Army
Army ROTC Scholarship
Fort Monroe, VA 23651-5238
www.usarotc.com

NAVY-MARINES

NROTC-NRD New York
1975 Hempstead Turnpike
E. Meadow, NY 11554
www.nrotc.navy.mil

AIR FORCE

HQAFROTC
Recruiting Division
Maxwell Air Force Base
AL 36112-666

UNDERSTANDING FINANCIAL AID

Financial Aid is monetary assistance to help you meet the cost of your college, vocational, or trade school education-both direct costs (tuition, fees, and books) and living expenses (food, housing, transportation and personal expenses.)

Don't rule out any educational program on the basis of cost alone. If you or your family are unable to afford the full cost yourselves, you may qualify for enough outside money to pay for the education you want.

THERE ARE THREE KINDS OF FINANCIAL AID:

1. **Grants or Scholarships:**

Funds, also called *gift aid*, do not require repayment. Grants are usually based on need; scholarships on need and other criteria such as academic achievement or special talent.

2. **Loans:**

Money that must be repaid after graduation or leaving school. Student loans have lower interest rates than commercial loans (e.g., Stafford Loan and Perkins Loan).

3. **Work Study:**

Funds earned through a job on the campus, usually arranged for you by the college.

Loans and work aid are called self-help. Financial aid administrators generally put together an aid package that combines gift aid and self-help.

Eligibility for financial aid depends on how much you and your family can pay toward your total estimated costs. Figuring out that amount is a process called need analysis. Everyone who applies for aid receives a need analysis, which examines what your parents can pay and what you can contribute. **Every college is required to have Net Price Calculators on their website to give you an estimate of how much financial aid you may receive.**

To apply for financial aid, students may be asked to complete several forms. **The Free Application for Federal Student Aid (FAFSA)** is required to apply for federal student aid programs. **The CSS Financial Aid Profile** is used by many institutions and states to award their own funds. CSS (College Scholarship Service) charges a fee to process and report. You and your family will provide financial and other information on these forms. Please be advised that some colleges or universities may also require completion of their own institutional form.

Financial Aid is intended to supplement, not replace, family resources. Most colleges, governmental agencies, and programs expect students to contribute as much as possible. **Remember that the best single source of financial aid information is the Financial Aid Officer at the colleges to which you apply.**

A toll-free hotline number (1-800-4-FEDAID) is available where New York State Financial Aid Counselors will answer specific questions you may have.

CHOOSING A JOB AFTER HIGH SCHOOL

For students who seek employment immediately after graduation, careful selection of a job will help you to avoid job dissatisfaction.

You will be able to make a more suitable choice if you:

Discuss your job interests, abilities and plans with your counselor. They are well qualified to assist you.

Make an honest, realistic evaluation of your own strengths, limitations, interests, characteristics and personal ambitions.

Complete the available interest and career inventories on Naviance

Take a broader look at the job opportunities available.

Speak to everyone who can give you accurate, up-to-date employment information. Find out what recent graduates are doing, how much they earn and whether they like their work or not.

Students should consider the following when looking for work directly after high school:

1. Consult vocational materials in the library and in the Career Guidance Resource Center. An excellent resource for career information is the Occupational Outlook Handbook (OOH). You can access it at www.bls.gov/OCO/
2. Review local newspapers for job listings and contact the New York State Employment Offices in Babylon, Hauppauge, Riverhead and Patchogue.
3. You must obtain working papers if you are under 18 years of age at the time you begin employment. Working papers may be obtained in the Guidance Office.
4. There are multiple websites on the internet as well as social media tools to help with the job search. Some popular sites include but not limited to:
 - Indeed.com
 - Careerbuilder.com
 - Ziprecruiter.com
 - Monster.com
 - LinkedIn
 - Facebook

SAMPLE LETTER OF JOB APPLICATION

23 Fairway Drive
Mattituck, NY 11952

Date

Mr. J.P. Johnson
Director of Personnel
Saks Fifth Avenue
Garden City, NY 11530

Dear Mr. Johnson:

In response to your advertisement in the New York Times for a personnel assistant, I am enclosing my resume.

I will graduate from Mattituck High School on June 22th and will be available for employment as of July 1st.

Your requirements are consistent with my training and interests. I would appreciate an interview at your earliest convenience. I can be contacted at (phone number).

Very truly yours,

(Signature)

Name (Typed)

SAMPLE EMPLOYMENT RESUME

Matthew J. Tuck, III

Education:

Mattituck High School, Advanced Regents Diploma, June 2018 - 91 GPA

School Activities & Awards:

- Greenport Varsity Football -2017,2018
 - Team Captain – 2018
 - All Division – 2018
 - Most Outstanding Offensive Lineman - 2018
- Greenport Varsity Football – 2017, 2018
- Mattituck Junior Varsity Baseball-2015
- Mattituck High School Senior Band –Trombone - 2016, 2017, 2018
- Mattituck Freshman Band – Trombone – 2015

Community Service Experience:

- Suffolk County Police Athletic League Assistant Football Coach 2016, 2017
- Athletics for All -2014, 2015, 2016, 2017, 2018
- Best Buddies Mentor-2015, 2016, 2017, 2108
- S.A.V.E.S.-Cat Rescue-2016 -2017
- Eastern Long Island Hospital- 2016
- Tough Mudder -Wounded Warrior Project – 2016

Work Experience:

Snowboard Instructor, Mount Snow Ski Resort, 39 Mount Snow Road, West Dover, VT 05356
Winter 2015, 2016, 2017 (Weekends & Holidays)

- Provide snowboard instruction to 7-14 years' old
- Lead groups and teach according to ability, age and stamina level of students
- Assess students snowboarding abilities and learning styles
- Tailor lessons based on assessment and students' goals
- Maintain class control, while promoting safety and rules

Life Guard, Splish Splash Water Park, Splish Splash Drive, Calverton, NY 11933.

Summer of 2017 (30 hours per week)

- Certified in First Aid, CPR, Emergency Oxygen Support & Automated External Defibrillation
- Maintained the safety of guests
- Identified risks and problem solved before issues occurred
- Enforced & monitored park safety rules and procedures
- Recognized emergencies and responded effectively

Cashier, Splish Splash Water Park, Splish Splash Drive, Calverton, NY 11933

Summer of 2015 & 2016 (20 hours per week)

- Operation of point of sale computer system
- Responsible for accurate sales transaction

SAMPLE RESUME FOR COLLEGE APPLICATION

Susan Jones
 1234 Elm Street
 Cutchogue, NY 11952
susan.Jones123@net.com

Mattituck High School
 15125 Main Road
 Mattituck, NY 11952
 CEEB #333-070

Honors and Activities Resume

Activity	Grade	Offices held, honors, awards
Dance	14 years of lessons	tap, jazz, ballet, lyrical North Fork Dance Academy
Clarinet	9 years of lessons	NYSSMA Competitions
Piano	8 years of lessons	NYSSMA Competitions
<u>Athletics</u>		
Volleyball	9, 10, 11, 12	varsity letters, league champion Captain: grade 12
Tennis	9, 10, 11, 12	varsity letters; first doubles
Swimming	9, 10, 11, 12	certified waterfront lifeguard, CPR training certified
<u>Student Government/Community Service Clubs</u>		
Student Council	11, 12	class representative prom committee
<i>Mattitalk</i>	11, 12	columnist, sports columnist
Yearbook	12	layout, senior profiles
Habitat for Humanity	11, 12	Bridgehampton houses
Leo Club	11, 12	Strawberry Festival, other projects
N.H.S.	11, 12	Member
Variety Show	12	dancer, choreographer
<u>Employment</u>		
North Fork Radiology	10, 11, 12	filing, billing, secretarial
Farmer's Daughter's Tea Party Company	10, 11, 12	waiting, busing
Tiana Shores Association	11, 12	lifeguard, caretaking
<u>Interests</u>		
Travel: Student exchange to Germany and Iceland (sponsored by the high school)		
Creative Writing: <i>Expressions</i> literary magazine, journaling		
Reading: Eudora Welty, Robert Penn Warren, F. Scott Fitzgerald Sports: Skiing, snowboarding, swimming, physical fitness and conditioning, jogging		

GLOSSARY

ADVANCED PLACEMENT-A service of the College Board that provides high schools with course descriptions in college subjects and Advanced Placement Exams in those subjects. High schools administer the examinations to qualified students who have successfully completed an AP course in order to obtain AP credit. Students may then be eligible for advanced placement, college credit, or both, on the basis of satisfactory grades.

AMERICAN COLLEGE TESTING PROGRAM ASSESSMENT (ACT)-A four-part assessment used by most colleges for admissions and/or placement purposes.

CANDIDATES REPLY DATE AGREEMENT (CRDA)-A college subscribing to this agreement will not require any applicants offered admission as freshmen to notify the college of their decision to attend (or to accept an offer of financial aid) before May 1 of the year the applicant applies. The purpose of this agreement is to give applicants time to hear from all the colleges to which they have applied before having to make a commitment.

COLLEGE SCHOLARSHIP SERVICE (CSS)-A service of the College Board that assists post-secondary institutions, the Federal Government, State scholarship programs, and other organizations in the equitable distribution of student financial aid funds. By measuring a family's financial strength and analyzing its ability to contribute to college costs, CSS need analysis services offer a standardized method of determining a student's need.

COLLEGE WORK-STUDY PROGRAM (CWSP)-A Federally sponsored program that provides jobs for students with demonstrated financial need. Generally, students are paid at least the Federal minimum wage; jobs are available through colleges as well as public and private non-profit agencies.

COOPERATIVE EDUCATION-A college program in which a student alternates between periods of full-time study and full-time employment in a related field. Students are paid for their work at the prevailing rate. Typically, five years are required to complete a bachelor's degree under the cooperative plan, but graduates have the advantage of having completed about one year's practical work experience in addition to their studies. Some colleges refer to this type of program as work study, but it should not be confused with the Federally sponsored College Work-Study Program.

DOT-The Dictionary of Occupational Titles provides definitions and short descriptions for over 12,000 occupations.

DOUBLE MAJOR-Any program of study in which a student completes the requirements of two majors concurrently.

DUAL ENROLLMENT-The practice of some colleges allowing high school seniors to enroll in certain courses while completing their senior year. These students are not considered full-time college students.

EARLY ACTION-A student files a completed application to a participating college or university which then processes the application by mid-December and renders a decision granting, denying or deferring admission. This plan is non-binding and does not require a commitment to matriculate until May 1st.

EARLY ADMISSION-The practice of some colleges to admit certain students who have not yet graduated high school (usually students of exceptional ability who have completed their junior year). These students are then enrolled full-time in college.

EARLY DECISION-Early decision plans are offered to applicants who are sure of the college they want to attend and are likely to be accepted by that college. An early decision application is initiated by the student and is often the only application filed. Notification of the college's decision is earlier than usual, generally by Dec. 15 of the senior year. See individual college catalogs for specific requirements. Early decision is binding and does require an immediate commitment to attend on the part of the student.

EDUCATIONAL OPPORTUNITY PROGRAM (EOP)-A NYS aid program for academically and economically disadvantaged students from the State University of New York (SUNY).

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)- The FAFSA is used to apply for Federal, State and Institutional programs.

FINANCIAL AID "PACKAGE"-Used to describe the combination of grants, scholarships and/or loans to pay for post secondary educational expenses.

HONORS PROGRAM-Any special program for very able students that offers the opportunity for educational enrichment, independent study, acceleration, or some combination of these.

OOH-The Occupational Outlook Handbook provides information about 200 different types of careers. Information is given for each career field including nature of the work, working conditions, employment, training, advancement opportunities, job outlook, earnings and sources of additional information. www.bls.gov/OCO/

OPEN ADMISSIONS-The college admissions policy of admitting high school graduates and other adults without regard to conventional academic qualifications, such as required high school subjects, grades, and admissions test scores. Virtually all applicants with high school diplomas or their equivalent are accepted.

PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)-Measures verbal, mathematical reasoning abilities and writing skills. Most students take the PSAT/NMSQT as juniors, but some are sophomores or seniors. The test is co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC) and is delivered and administered by the Educational Testing Service (ETS). Scores can be used to estimate a student's performance on the College Board's Scholastic Assessment Test (SAT I: Reasoning Test). The Selection Index for the National Merit Scholarship Program is the sum of the three scores – verbal, mathematics, and writing skills.

RESERVE OFFICERS' TRAINING CORPS (ROTC)-Programs conducted by certain colleges in cooperation with the U.S. Air Force, Army, and Navy (Marines).

ROLLING ADMISSIONS-An admissions procedure by which the college considers each student's application as soon as all the required credentials, such as school record and test scores have been received. The college usually notifies applicants of its decision without delay.

SAT I TEST-The College Board's test of verbal, mathematical reasoning abilities and writing abilities.

SAT II SUBJECT TESTS- College Board Tests in specific subject areas. Refer to College Board official guide for subject tests. www.collegeboard.org

TEST ASSESSING SECONDARY COMPLETION (TASC) – A test that adults who did not complete high school may take through their state education system to qualify for a high school equivalency diploma. Formerly known as the GED.

THREE/TWO – LIBERAL ARTS AND CAREER COMBINATION-A program in which a student completes three years of study in a liberal arts field followed by two years of professional/technical study (for example, engineering, allied health, forestry). At the end of this study, the student is awarded the Bachelor of Arts and Bachelor of Science degrees.