

**Pingree School
College Counseling
Fact Sheet**

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Welcome to the College Process

Students and parents are about to start an exciting year as a family. For students, it will be a year of self-discovery, exploration and one which will offer a window of opportunity for awareness of who you are and where you might be going. Lots of questions will arise – with answers laying the groundwork for future discovery. At times the year may appear to be like a maze with obstacles and challenges that are insurmountable. They will be overcome and serve as building blocks to all of the successes you will achieve.

This handbook is written to help you become aware of what needs to be done as well as how to do it. It is not an answer to all questions, but rather a guide. There are wide parameters within which to work, and we ask that all parties read it to gain an understanding of what lies ahead.

As the college process begins each year, students and parents need to initiate a dialogue as to what each may expect in the coming year. What may appear obvious could be left by the wayside. Is everyone in agreement that a four-year institution should be a natural extension of high school? Should consideration be given to a year off before college? What will be the geographic limitations to the college search? These questions are but three which we encourage families to discuss. High school juniors do not enter the college counselor's office knowing what to expect. Very often there is direction, but there usually is a lack of knowledge about how to stay on the road, or there is avoidance, which perhaps may be symptomatic of normal anxieties or a fear of the process as a whole.

These anxieties arise from the thoughts of separation and letting go. What appear to be simple questions or concerns may have some deep roots. "What will happen to my room after I leave?" "Will I be able to come home for Thanksgiving?", "How often should I call/text home?", "What do you mean I'm overdrawn; I always had money in my account before?" Communicate with and LISTEN to each other to ensure happiness and success in the process.

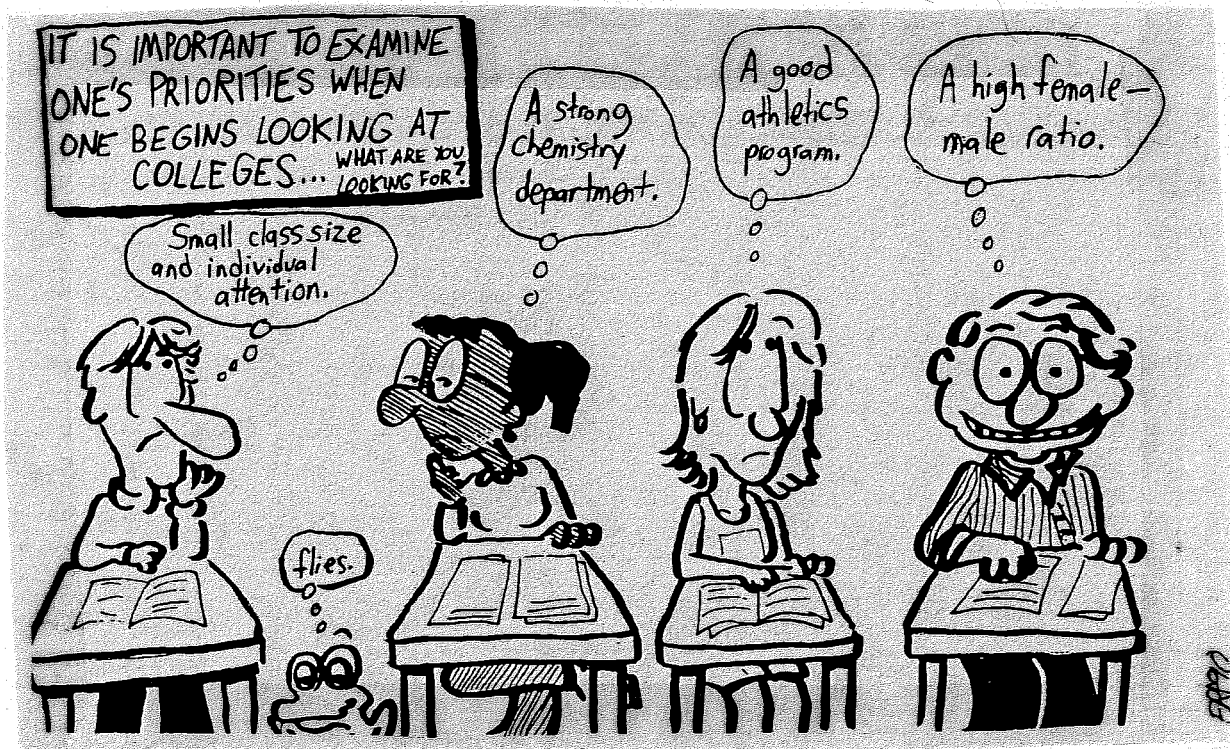
Essentially, the question of advanced study will have more than an academic impact. Recognizing that college is more than a classroom experience and that the social aspect is equally, or maybe more important, families need to focus on what each hopes to gain from the total experience.

Let us begin.

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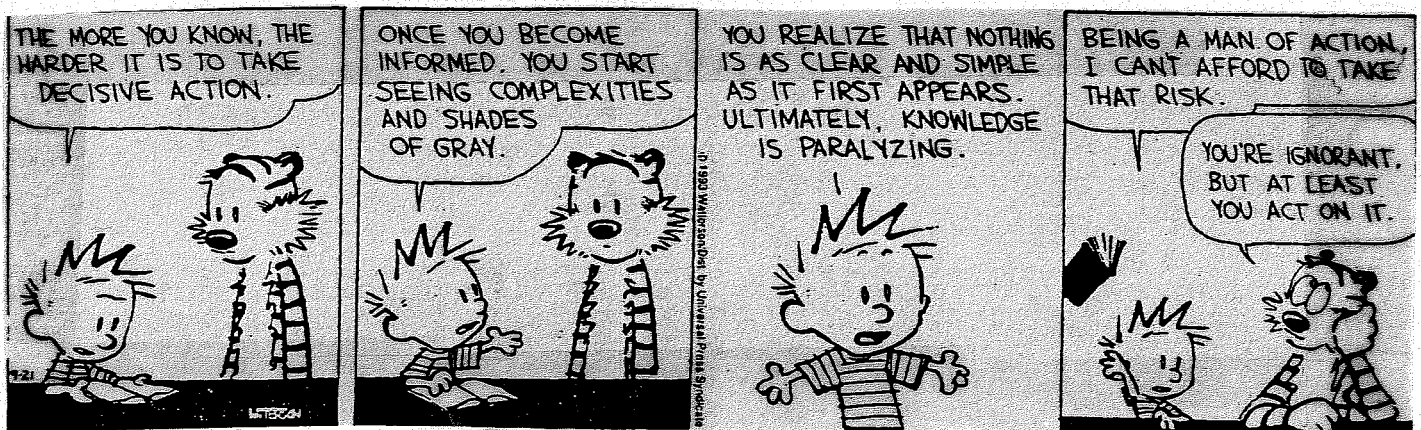
I.
The Student, The Parent,
The Counselor



To be successful in the college process, clear and honest communication among all involved parties (parent, student and counselor) is essential. As long as the issues involved are clear and identified, the process should evolve normally. Unfortunately, there are occasional breakdowns along the way, and it is up to all parties to work at resolving them when conflicts emerge.

It is important to understand that separation from the family unit for the student, as well as parents' fears of letting go, are often at the root of problems that arise in this process. The search itself sometimes becomes all encompassing, and the real purpose of seeking out an institution where the child will be socially and culturally comfortable, as well as academically challenged, may become blurred.

You will find on the following pages a clear list of responsibilities for the student, the parent, and the counselor.



The Student

In the appendix is a list of **your** rights and responsibilities as drawn up by the National Association for College Admissions Counseling. Beyond that, however, are responsibilities which must be followed in order to be successful.

1. Evaluate yourself. Be aware of strengths and weaknesses. Know your grades, tests scores, and difficulty of academic schedule. Be honest with yourself!
2. Think carefully about what you want. Research all admissions criteria for the colleges in which you have an interest.
3. Academic rigor (strength of schedule) plays an integral role in the admission process and is one of the first things a college will look at when reviewing an application. Challenge yourself with appropriate classes.
4. Set up a schedule which includes:
 - a) regular meetings with your counselor
 - b) deadlines
 - c) time to work on the college process
 - d) time for yourself to maintain your sanity and balance.
5. Be honest with your parents, your counselor and yourself.
6. Keep an open mind.
7. Be responsible for keeping organized files for all colleges.
8. Keep your Naviance college list accurate and up-to-date.
9. Check your Pingree e-mail regularly - this includes the spam folder for college e-mails that may have been labeled as spam.
10. Complete all necessary work in a timely manner – **KNOW DEADLINES!**
11. Select and ask teachers to write your recommendations.
12. Attend college fairs, local information receptions and college representative visits to Pingree.
13. Know if your family plans to file for financial aid and make yourself familiar with the financial aid process.
14. **COMMUNICATE** with your counselor, your parents, and colleges.
15. Take advantage of your college counseling classes and forge a solid relationship with your counselor.
16. **KNOW THIS HANDBOOK!**

Using these guides, realize that you will be evaluated by admissions officers and professors, many of whom you probably will never meet. Their role is to decide whether your academic background and interests are compatible with the demands and needs of their institution. It sounds a little overwhelming but it should not be. Admissions officers are human, and they are faced each year with the responsibility of selecting the most able and diverse class from the pool of applicants. The more prestigious and selective the institution, the more difficult it is to gain admission.

The transcript - grades and **academic rigor** - is what is evaluated first. Then colleges look at standardized testing, extra-curricular interests (depth and then breadth), work, the school statement and other recommendations, involvement in the community, demonstrated interest, etc. In other words, an admissions office looks at the whole person. It is the responsibility of the student to let the colleges know what is special about him or her. Think of spotlights on a stage. The brighter they are, the more is seen. Yet, one bright light can also outshine three dimly lit ones. Overall, students need to evaluate themselves, why they wish to go to college, and what they hope to gain.

The Parent

Perhaps more than ever before, children need to feel parental love and support in this process. Parents need to be the positive reinforcers: sympathetic, understanding, and prepared to handle not only the vagueness of the process, but also their children's ambivalence. Listen to your children and remember that they must follow their own paths, not yours. To be successful, parents and their children should forge a partnership which allows for freedom, and at the same time allows for cooperation and collaboration. Four years of higher education is not cheap, so there is a vested interest as well. When you bring out the catalogs, start to plan trips, and discuss the options, do not be surprised when your child bolts from the table. Be sure you **listen** to your child's voice as well as pay attention to his/her actions.

While communication between parent and child is important, so is the establishment of a strong rapport between counselor and parent. All parents should plan to meet with their child's counselor early on to discuss the process and to establish a working dialogue. This meeting can be scheduled after your child has had his/her first meeting with their counselor and after you have completed and returned the parent questionnaire.

Support, support, and support again. Communicate. Check-in.

1. **Remember it is your child who will be going to college. Encourage and empower him/her to take control of the process. Your support is crucial but your child needs to be in the driver's seat.**
2. **Fill out the parent questionnaire as soon as possible and return it to the College Office. This contains important information used by counselors.**
3. **Begin discussing college plans with your child.**
4. **Discuss what would be the best time for visits to colleges and support your child in making these appointments.**
5. **Be prepared to have all financial aid information ready by the fall. Starting in 2016 families can use tax information from 2014 to fill out financial aid forms.**
6. **Listen and communicate!**
7. **Know deadlines.**
8. **Have faith in the process, the College Office and, most importantly, your child.**



"We've been thinking a lot about what we want to do with your life."

The Counselor

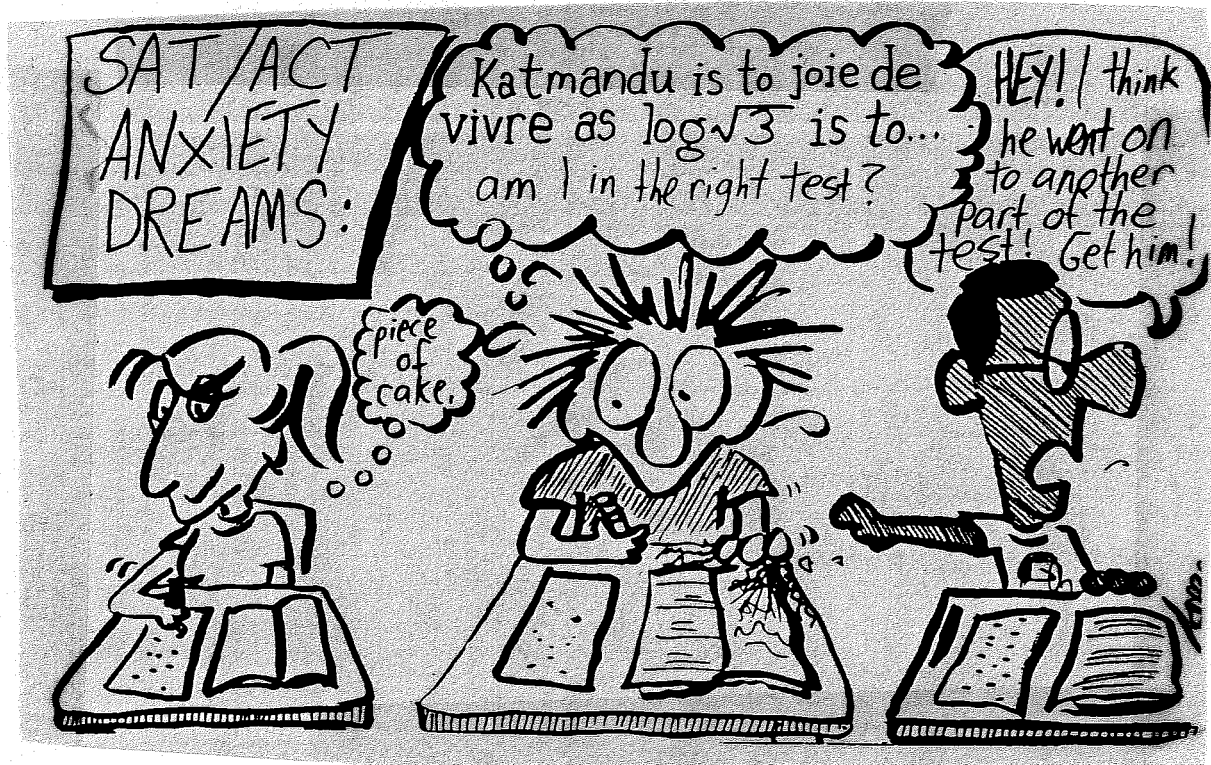
The old view of the counselor was that he or she organized and handled the process and simply made phone calls to ensure admission for each student. While for years that was true, it is far from the case now. College admissions has become increasingly competitive in recent years and that trend shows no sign of changing. College admissions offices serve multiple constituencies as they strive to meet their institutional priorities. At times, this can result in unpredictable outcomes.

While each student is assigned to a specific counselor, all counselors work together in a collaborative manner. It is important for each student to get to know each counselor. History has shown us that collaboration is quite successful.

At Pingree, each student works to realize what possibilities there are based on academic background and interests. The counselor then guides the student trying to ensure the actualization of these possibilities. The counselor, at the same time, works at empowering each student so that he or she is able to make well informed decisions and deal with success as well as failure.

- 1. We will strive to get to know students and learn as much as we can about each student.**
- 2. We will alert students as to deadlines for standardized testing.**
- 3. We will read and critique essays and applications.**
- 4. We will alert students as to which colleges will be visiting Pingree.**
- 5. We will submit the counselor statement, transcript and teacher recommendations to all schools on time as long as the student has met office deadlines for notification.**
- 6. We will provide college counseling classes which will introduce students to the process and get them started on the road to success.**
- 7. We will alert parents if we feel a student may be falling behind or avoiding the process.**
- 8. We will assume that if there is little contact between home and Pingree, then all is okay.**
- 9. We will advocate for students with college admission representatives.**

II. Standardized Testing



Testing usually causes the most undue anxiety in every family. Students and parents alike believe that the results will label them for life. While testing is indeed part of the maze, it is not the sole criterion for entrance into college. Grades and the difficulty of the student's academic program schedule are what most colleges evaluate first. Some colleges believe testing serves as an important indicator of success, while others do not. Our purpose is to help students put their testing in perspective in regard to their choices for college.

In recent years, more schools have made standardized tests optional in admissions. **It is the responsibility of the student to know what test scores are required by each of the schools on their list and to have these scores sent to schools by the testing agency.**

PSAT

The Preliminary Scholastic Aptitude Test (PSAT), takes place in the fall of the sophomore and junior years. These tests serve one primary purpose and that is to give students an indication of how they might fare on further tests. In many cases there is considerable improvement when they encounter the actual ACT's and SAT's. However, there are those whose scores go down or remain the same. For this very reason, the tests serve only as a vague barometer. The other purpose of the PSAT, when taken in the junior year, is for National Merit Scholarship recognition. **Colleges will not base any decision on a PSAT result. In fact, they do not see them.**

SAT

In the past we have recommended that students take the *SAT Reasoning Test* twice in their junior year and once in their senior year, if necessary. History has taught us that unless a student has reached a very high standard early, the best road to take is one which breeds familiarity. **Most colleges will "superscore" by taking the highest scores from the various test dates to create the highest possible combined score for the student.** However, with the rollout of the new SAT in March of 2016, and the fact that colleges will not superscore between the old and new SAT formats, it may not be possible or practical for current juniors to take the SAT twice in their junior year. We do recommend that students take it at least once though, in March, May or June. **When registering for the SAT, make sure to register for the test WITH the writing section.**

ACT

Due to the uncertainty surrounding the new SAT in 2016, we **strongly recommend** that all juniors take the *ACT* in February and again in either April or June. One of the benefits of this test is that it is more achievement oriented and there is no penalty for guessing. Some schools will accept ACT **with writing** scores in lieu of SAT subject test scores. The test consists of math and verbal sections which students are familiar with through the SAT. However, it also includes a section on science reasoning and students should meet with their science teacher to prepare for this part of the test. **When registering for the ACT, make sure to register for the test WITH the writing section.**

Over the course of junior spring and senior fall, your counselor will discuss with you which tests to pursue based on initial results, comfort level and your college list.

SAT Subject Tests

The other part of standardized testing is the *SAT Subject Tests*. Some students enter their junior year with one or two science tests, usually biology or chemistry. They take those on the advice of individual teachers. In the spring of junior year, each student will be advised by his/her counselor about taking SAT subject tests. Depending on the colleges in their list, **not all students will need to take these tests**. The College Board provides a list of institutions that use SAT subject tests:

<http://professionals.collegeboard.com/testing/sat-subject/about/institutions>.

Students will take two to three subject tests based on college requirements and personal strengths. SAT subject tests are offered on the same days as the regular SAT and up to three subject tests may be taken on a single test date.

Many colleges will accept the ACT WITH WRITING in lieu of SAT subject tests. Students will need to check the policies of individual colleges on this.

Here are some guidelines to help you to determine which subject tests you should consider for the SAT subject tests, if it has been recommended that you take them.

| If you will finish.... | You can consider taking... |
|--|----------------------------|
| M3/PreCalculus | Math 1 |
| Honors PreCalculus | Math 2 |
| AP Biology | Biology |
| AP or Honors* Chemistry | Chemistry |
| AP Physics 1* | Physics |
| English | Literature |
| AP US History | US History |
| 4 th or 5 th yr. Language* | Foreign Language |

*with recommendation from teacher

TEST PREPARATION

The best preparation is through familiarization. Getting hold of sample tests in College Board books or online will help. Tutoring in reading comprehension and math, studying vocabulary words, and reading outside of the classroom are the best methods for improving scores. Do not be misled by false claims or seemingly wonderful promises. Learning how to beat the test can potentially give a false score which will show up quickly in college, as well as having ruined Saturday mornings at quite an expense. If you have questions regarding this, please call the College Counseling Office for advice.

Pingree juniors and seniors have free access to **Method Test Prep**, an online service to help students build their math, reading, writing and SAT/ACT test skills. In addition, students will be able to set up free accounts with **Khan Academy** and get personalized test prep plans based on their October PSAT results.

The College Office also maintains a file of brochures on area test prep agencies; this information can also be found in the documents section of Naviance.

For SAT tests you can register online at www.collegeboard.com and for ACT at www.act.org. The deadlines to register are as follows:

| <u>TEST DATE</u> | <u>DEADLINE</u> |
|------------------|-----------------|
| February 6 ACT | January 8 |
| March 5 SAT | February 5 |
| April 9 ACT | March 4 |
| May 7 SAT | April 8 |
| June 4 SAT | May 5 |
| June 11 ACT | May 6 |
| September 10 ACT | Early August |
| October 1 SAT | Early September |
| October 22 ACT | Mid September |
| November 5 SAT | Late September |
| December 3 SAT | Early November |
| December 10 ACT | Early November |

Fee waivers are available for SAT's, ACT's and college applications. See your counselor if you believe you might qualify for a fee waiver. For further information, see the following links for SAT and ACT:

If you do qualify for a fee waiver, you are able to use a total of 4 fee waivers for the SAT (2 for the SAT and 2 for the SAT subject tests) and a total of 2 fee waivers for the ACT. You will be given a one-time use code to enter when you register for each test online. Please be aware that while fee waivers can be used for late SAT registrations, for late ACT test registrations the fee waivers will not cover the late registration or other fees.



"We were originally thinking SAT, but then Noah's admissions advisor told us left-handed students born on Tuesdays do better on the ACT."

Sending Scores to Colleges

Pingree does not report any testing on transcripts (SAT's, ACT's or AP's). It is the responsibility of the student to contact the testing agency to have scores sent to colleges.

Colleges want the official score reports to be sent directly to them from the testing agency. With each SAT admission ticket comes a score reporting card. There is a fee charged for these reports, but with each test administration, you receive four free reports. You can also release your scores by phone or online to have them sent to colleges.

Extended Time Testing

It should be noted that currently neither testing agency (The College Board or ACT) will approve extended time accommodations for any student who does not use extended time on his/her tests at Pingree. Furthermore, provision of extended time or other accommodations at Pingree is no guarantee that the testing agency will approve the same accommodations.

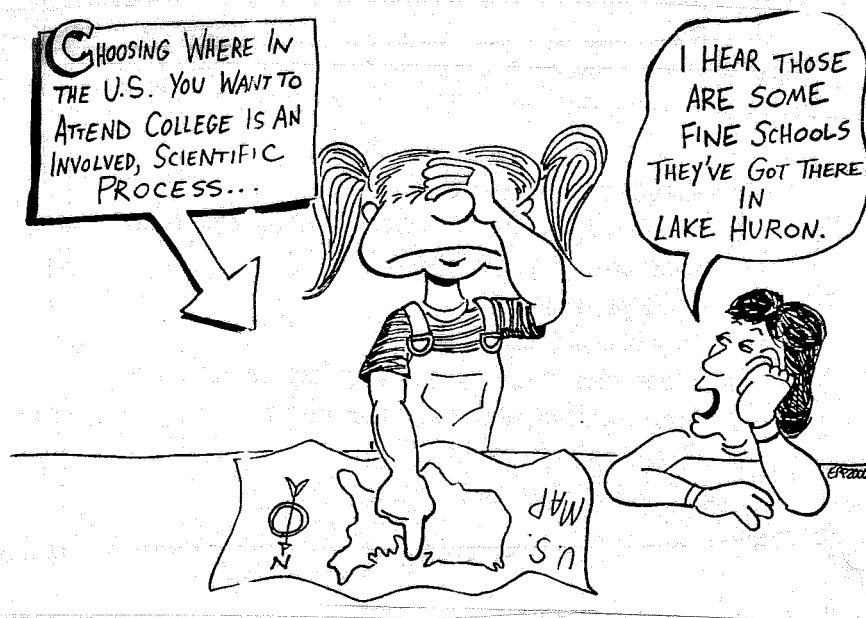
The parents of any student who may qualify for extended time testing must contact **Ann Lyons**, Director of the Educational Resource Center, who will guide you through the approval process. It is strongly recommended that you make this contact by **as early as possible in the process**. Be aware that it takes time for documentation to be reviewed and approved. If a student waits until the fall of their senior year to apply for accommodations, there may not be enough time to obtain proper approvals and take the tests in time for college application deadlines.

III.

Junior Year



People unfamiliar with the process often find that it is a daunting task to see their way through a perceived maze. Testing, applications, college visits, financial aid, etc. all seem to loom in the distance as some sort of monster ready to gobble up the unsuspecting. It really is not as complicated as it seems. Students at Pingree, while we want them to take charge of the process, are watched carefully and guided through the maze. Slowly but surely, and all in their own time, they recognize that they are in charge and are able to make good decisions. Selecting a group of colleges is really the fun part of the process. It is at this point that students and their parents realize that there are a lot of options out there. Our counselors have personal knowledge of hundreds of colleges. Students and parents should utilize the College Counseling Office as a resource and with an open mind. The four years spent at college are much more than academic. In most cases, it is the first chance a child will have setting out on his or her own in a social setting. Ultimately, together we (student and counselor) will construct a list of colleges which reflects not only the student's abilities but also a number of social and other criteria. Again, there is no magic formula that allows a list to be pulled out of mid-air. This list should consist of a range of schools. **Because college admissions has become increasingly competitive, it is important that a student's final list include BALANCE among the selectivity of the schools.**



Standardized Testing

While students take the PSAT's in October of the sophomore and junior years, there really is no other contact with the College Office until January of the junior year. They are given their scores in January and sign up for the ACT in February, but aside from that, there is a concerted effort to keep anxiety levels down. Specific test and registration dates can be found on the College Board and ACT websites (www.collegeboard.com and www.actstudent.org) as well as in home mailings and College Office newsletters.

After taking the PSAT, ACT and/or SAT's, students will start receiving mailings from colleges. It is important to monitor spam filters to make sure that college e-mails are being delivered.

College Counseling Classes

In the weeks following the Junior College Counseling Workshop, juniors will participate in a series of classes on the college process. These classes are designed to help the junior class begin to navigate the college application process. Some of these classes are held during Community Ed time and some during free periods. These classes offer an all-embracing approach to the multifaceted and, at times, overwhelming world of college admissions. They will be taught by various members of the College Office and will cover a range of topics. These classes are **mandatory** and will hopefully enable each junior to have a productive spring and summer ensuring a smooth transition into the application/admission process.

College Counseling Class topics

Introduction to the College Process

Naviance

Essay, Letters of Recommendation

Developing a Balanced List, Searching for Colleges

Resume and Interview Skills

Common Application and Coalition Application

Advice from current seniors

First Meetings

Some time before Pingree's spring break, students must set up a meeting with their counselor. This meeting is the first real chance the counselor has to get to know the student. There is no magic to this meeting and in fact colleges are not even discussed. It is simply a chance for the counselor to get a handle on the academic and extracurricular life of the student. The requirements for this meeting are that the student has completed their questionnaire and has registered with Naviance. They are also required to bring their academic advisor, who serves as a valuable tool for insights, to this first meeting. **It is the student's responsibility to schedule the meeting during a free period for both the student and their advisor.**

Parents are encouraged to set up a meeting with their child's counselor AFTER the student has had their first meeting with the counselor AND the parent has completed the parent questionnaire. Please contact the counselor directly to set up this meeting.

Follow-Up Meetings/ Creating "The List"

At the end of the first meeting the student is charged with compiling a list of schools. There is no secret formula for that list. We simply want to see what ideas he/she can come up with at this point. During the second meeting the counselor and the student discuss the list and the counselor will add more colleges to be researched. The more a student defines him/herself, the better the counselor can develop a list of colleges. Geography, size, location, and academic interests all play a key role as do the transcript and any standardized testing that is available. If there are special interests (music, athletics, art, etc.), the counselor tries to pull them in as well to create a list which addresses the realities and aspirations of the student. The charge for the next meeting is for the student to break the list into categories according to selectivity, making decisions as to whether a school is a "likely," "possible," "reach," or "far reach." These observations are based on Pingree's history as well as the individual student's grades, scores, etc. "Connections" at specific schools (family or otherwise) should not be deciding factors in placing a school in a certain category. The following section defines these selectivity categories in more detail.

When the junior year is completed, our goal is for each student to have a balanced list of colleges (the numbers always vary) which has been defined from many conversations and readings. Granted, it is difficult to decide what one likes from reading websites, but barring visits to colleges, it is really the only way. It is still critical for all parties to keep as open a mind as possible so that no options are discarded until researched.

When the list is complete, it is time to put a college itinerary together. It is at this point that the real investigation begins. Plan to visit as many as possible during the spring and summer so that when you return to school in the fall, you will have a clearer idea of what you do or do not want.

There will be deadlines to which you will need to adhere, and if you have done your "homework," the process will unfold easily. Please note that the College Counseling staff checks e-mail regularly over the summer should any questions or concerns arise.

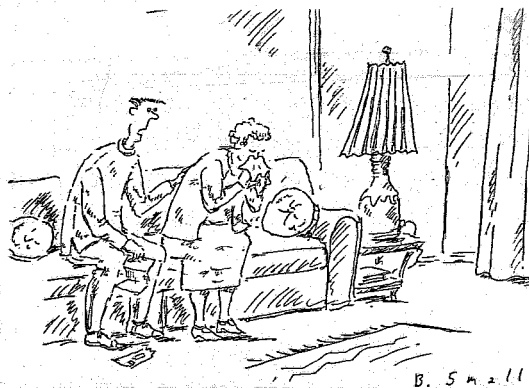
Rating Colleges for Selectivity

Far Reach is a college which has admitted few, if any, students with a similar academic and co-curricular profile. Colleges that are rated as *far reaches* are typically schools that admit 20% or fewer of their applicants. We tend to include these schools on a candidate's list at the request of the student or family.

Reach is a college to which fewer students with a similar profile have been admitted than have not, or a school that is so competitive that it is a *reach* for any student. Colleges that are rated as *reaches* are typically schools that admit 35% or less of their applicants. A *reach* school is realistic if grades go up, SAT's increase, or the college needs an oboist. The most selective colleges in the country will always be in the *reach* category.

Possible refers to a college, still highly competitive, where many applicants have credentials similar to yours; some are admitted and some are not. Given current grades and scores, a student should be able to achieve acceptance to at least several *possibles*.

Likely is a college in whose general application pool you should be a strong candidate. Approximately 80% of our students who applied to these schools are admitted. These colleges are often the most important group in a list. Please refer to them as *likelies*, not "safeties." As the list is developed, the student should be aware of the colleges in this last group and should want to attend them as much as those in the first groups. Applications for the sake of acceptance will only cause problems. **Ideally students will only apply to schools in which they have a genuine interest.**



"Don't cry, Mom. Lots of parents have children who didn't get into their first-choice college, and they went on to live happy, fulfilled lives."

Recommended Guidebooks

There are many guidebooks in the marketplace which offer a lot of information about colleges. Our advice is to find those which are the most objective and do not try to lead you into what to think about colleges. You (parents and children) should do your own homework and not have someone else tell you what to think.

Those guides and websites which we believe to be the most informative and objective are:

The College Board Handbook

Peterson's Guide

Barron's Guide to American College and Universities

**Cool Colleges for the Hyper-Intelligent, Self-Directed, Late Blooming,
and Just Plain Different**

www.collegeboard.com

www.petersons.com

www.princetonreview.com

All you need is one of these to help you with basic information.

There are also some wonderful books that can help you to better understand the process, as well as inform you of the realities of these highly competitive times. We recommend:

Where You Go Is Not Who You'll Be by Frank Bruni

How to Get into Your Harvard, by Andrew Joseph Magliozzi

Harvard Schmarvard, by Jay Mathews

The College Admission Mystique, by Bill Mayher

Colleges that Change Lives, by Loren Pope

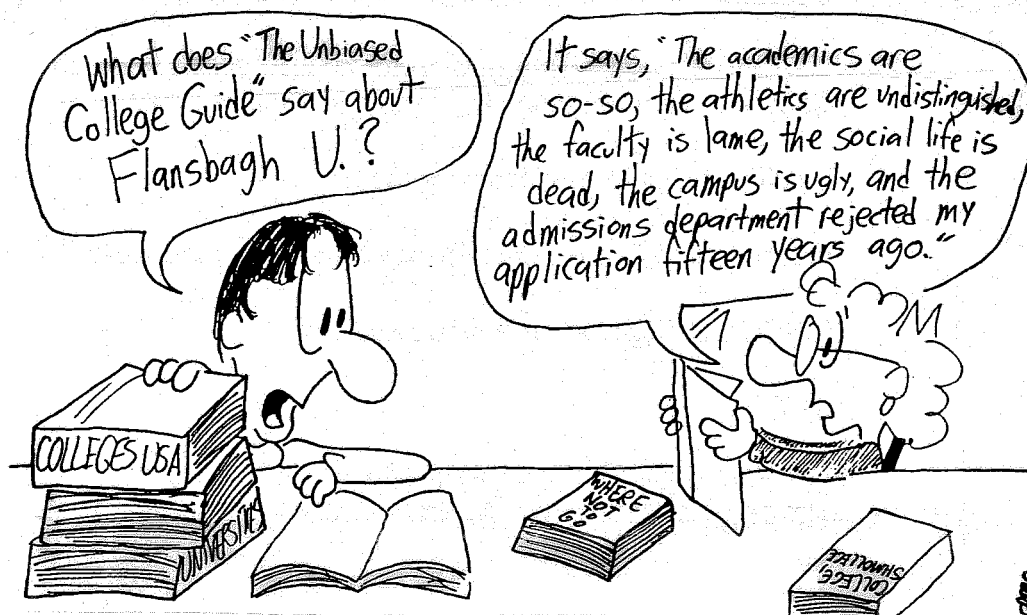
Looking Beyond the Ivy League, by Loren Pope

The Gatekeepers, by Jacques Steinberg

College Unranked, by Lloyd Thacker

What Colleges Don't Tell You, by Elizabeth Wissner-Gross

Making the Most of College: Students Speak Their Minds, by Richard Light



Junior Year Calendar

| | |
|----------------|---|
| January 8 | Deadline to register for the February 6 ACT. |
| January 30 | College Workshop for juniors and parents (8:30 am in theater). |
| February 5 | Deadline to register for March 5 SAT. |
| February 6 | ACT. |
| February-April | Juniors attend college counseling classes and have their first meeting with a counselor with their advisor before March break. A questionnaire must be completed by the student before this meeting. Parents may schedule meetings with a counselor any time after the student has had the first counselor meeting AND they have completed the parent questionnaire. |
| March 4 | Deadline to register for April 9 ACT. |
| March 5 | SAT. |
| March vacation | A great time for some preliminary looks. |
| March/April | Students should schedule a second meeting with their counselor after they have compiled a preliminary list of colleges. |
| April 8 | Deadline to register for May 7 SAT. |
| April 9 | ACT. |
| April 14 | College meeting for juniors and parents (7 pm in theatre). |
| April 24 | BISCCA College Fair at Milton Academy. |
| TBD | Phillips Andover College Fair. |
| May 5 | Deadline to register for June 4 SAT. |
| May 6 | Deadline to register for June 11 ACT. |
| May 7 | SAT. |
| May 22 | NACAC College Fair in Boston (6 pm – 8:30 pm). |
| May 27 | Teacher recommendation contracts due in College Office. |
| June 4 | SAT. |
| June 11 | ACT. |
| Summer | Plan to make as many visits as possible during the summer and work on drafts of essays and resumes. |

Junior Year Checklist

January

- ☐ Receive PSAT results:
Evidence-Based Reading & Writing _____ Math _____ Total _____
- ☐ Create Method Test Prep (MTP) account and/or create a Khan Academy account.
- ☐ Link your Khan Academy account with your College Board account to get a personalized test prep plan based on your PSAT results.
- ☐ Begin test prep.
- ☐ Register to take the February ACT. (If applicable, get a fee waiver.)
- ☐ Begin to talk with family, current seniors, and friends about the college process.
- ☐ Attend the College Workshop with your parents.

February

- ☐ Attend College Counseling classes.
- ☐ Complete college questionnaire and essay.
- ☐ Register for the March SAT if interested.
- ☐ Set up your first meeting with your advisor and your college counselor (before March break).
- ☐ Continue test prep.
- ☐ Plan some college visits for March Break.

March

- ☐ Register for April ACT.
- ☐ Take the March SAT if you registered.
- ☐ Work with science teacher about science reasoning section of ACT.
- ☐ Visit colleges over break.
- ☐ Continue test prep.
- ☐ Create a list of colleges.
- ☐ Meet with your counselor to discuss your list.
- ☐ Start thinking about summer plans.
- ☐ Register for May SAT, if interested.

April

- ☐ Take April ACT.
- ☐ Continue test prep.
- ☐ Register for the June SAT subject tests, if appropriate.
- ☐ Attend BISCCA, Andover or NACAC College Fairs.
- ☐ Attend April meeting with parents.
- ☐ Think about junior year teachers who might write recommendations for you and discuss these with your counselor.

May

- ☐ Take May SAT, if registered.
- ☐ Organize your college list into appropriate categories.
- ☐ Meet with your counselor with your organized list.
- ☐ Take AP Exams if appropriate.
- ☐ Register for NCAA Clearinghouse if you are an athlete who plans to play a Division I or II sport.
- ☐ Discuss senior year courses with your counselor.
- ☐ Start finalizing summer plans and college visits.
- ☐ **Turn in signed recommendation contracts from teachers.**

June

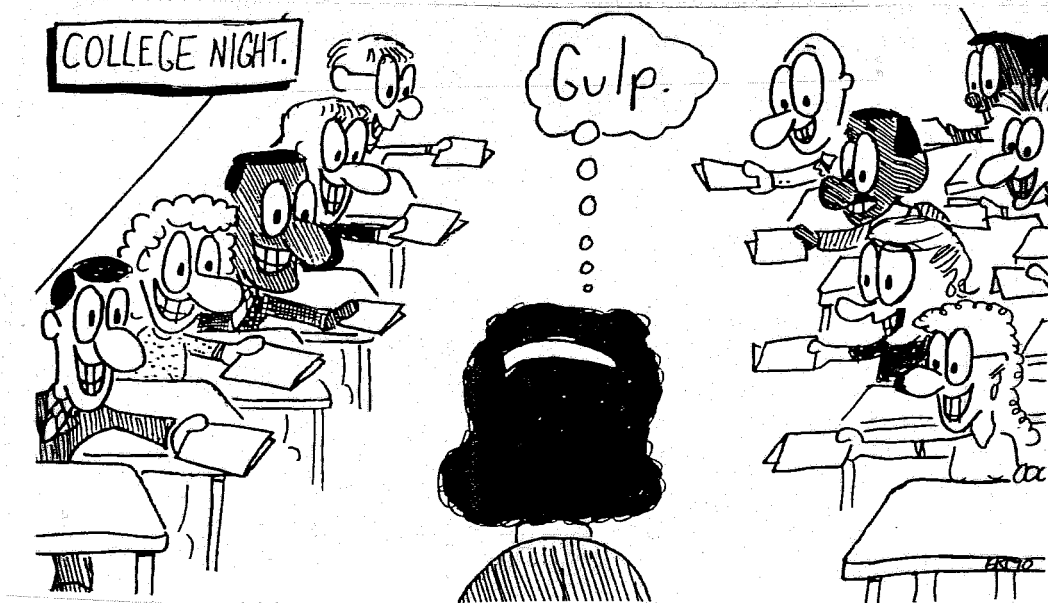
- ☐ Take June SAT subject tests, if appropriate.
- ☐ Take final exams.
- ☐ Start organizing your college information and collecting application materials.

Summer

- ☐ Begin to finalize your college list.
- ☐ Visit and interview at the schools to which you plan to apply.
- ☐ Start working on applications.
- ☐ Put together a resume to be included with applications and to be used during interviews.
- ☐ Write essay for applications.
- ☐ Complete your Common Application.
- ☐ Start thinking about audition pieces to record if you are a musician planning on applying to schools for theatre, dance or music.
- ☐ Start assessing your body of work for a portfolio if you are an artist planning on applying to schools for art.
- ☐ Have fun!



IV. Senior Year

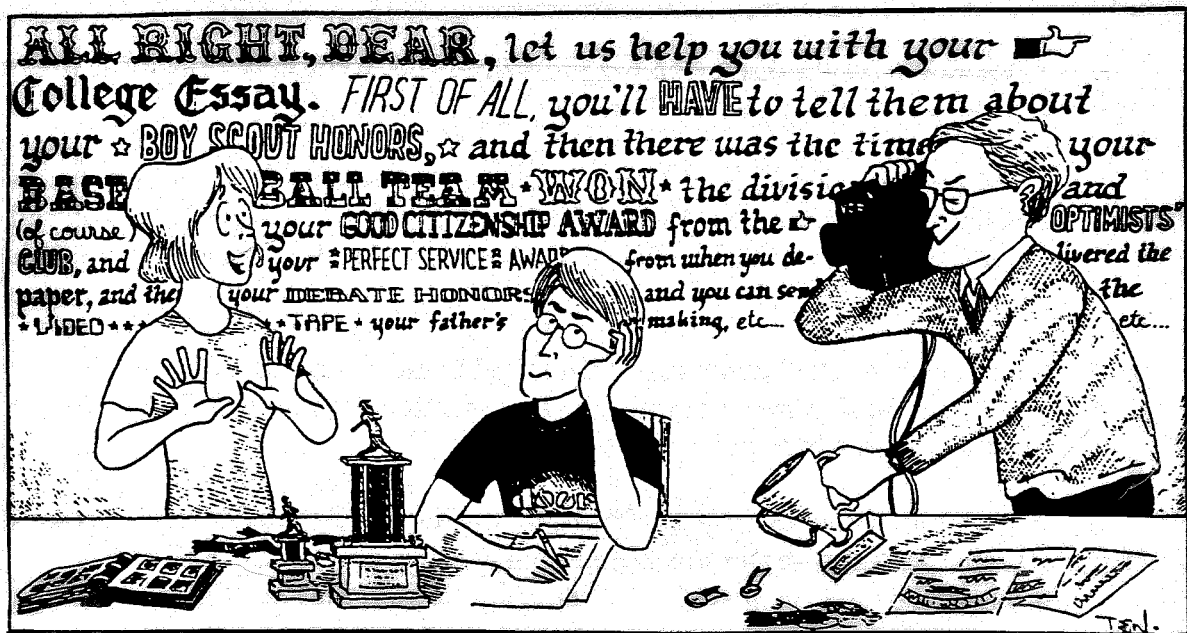


With the start of the school year, seniors are bombarded with many announcements heralding the frantic pace of the fall. They need to:

- register for the SAT or ACT
- make sure they have junior or senior year teachers who will write recommendations
- meet with college representatives who come to Pingree
- meet with their college counselor before Columbus Day
- review completed Common Application with their counselor
- write multiple drafts of essays (including *supplemental* essays)
- visit more colleges - this should be done before the year begins, but if not, plans need to be made soon thereafter (please note College Visit Policy)
- link Naviance and Common App accounts and keep both college lists up to date and accurate
- if applying for financial aid, gather important documents, including prior year tax returns, for FAFSA and CSS Profile.

At times the pace may seem crazy, but experience has shown that those students who have been fairly methodical to that point, fare better than those who are trying for one reason or another to avoid the process. Procrastination does tend to rear its ugly head here and when it does, it is incumbent on all parties to ensure that it is controlled!

The mechanics of the year are explained in the next section and it would behoove all to familiarize themselves with them PRIOR to the senior year.



Senior Year Calendar

| | |
|-----------------|---|
| September | <p>Complete the summer questionnaire and meet with their counselor.</p> <p>Admissions representatives will start coming after the first week of classes. Check the bulletin board, Naviance and listen to announcements for dates and times. You must get permission at least a day in advance to miss a class for a college rep visit.</p> <p>Financial aid applicants must register with CSS Profile if required by your colleges.</p> |
| Early-September | Registration deadline for October 1 SAT. |
| Mid-September | <p>Registration deadline for late October 22 ACT.</p> <p>College meeting in the theatre at 7:00 (seniors and parents).</p> |
| Late-September | Registration deadline for early November 5 SAT. |
| October 1 | <p>Checklists due in the College Office for students with any deadlines before January 1.</p> <p>Signed contracts from any new teachers are due in College Counseling Office. Touch base with all past teachers who agreed to write your recommendations and if necessary, notify them, and the College Office, if you won't need these recommendations.</p> |
| October 1 | SAT. |
| October 10 | Columbus Day – no school. |
| October 11 | College visit day for seniors. |
| October 22 | ACT. |
| Early-November | <p>Registration deadline for December 3 SAT.</p> <p>Registration deadline for December 10 ACT.</p> |
| November 1 | First major date for Early Decision / Action programs. |
| November 5 | SAT. |
| November 15 | <p>Checklists for students with all deadlines after January 1 due in the College Office.</p> <p>Second major early decision / action deadline.</p> |

| | |
|---------------|---|
| December 3 | SAT. |
| December 10 | ACT. |
| January 1 | First major regular decision due date. FAFSA form is available online and should be completed. |
| January 15 | Second major due date for regular decision. |
| February 1 | Third major deadline date for regular decision. |
| March / April | Most decisions are made and sent to you in these two months. |
| May 1 | National reply date. You are required to let all colleges which accepted you know what your decisions are. Experience has taught us that you should have the deposit in by May 1 – not postmarked! (Send deposit five business days in advance.) Alert colleges that you will not be attending via e-mail. |

Senior Year Checklist

September

- ☐ **Review your transcript and be sure that it is accurate and complete.**
- ☐ Read the newsletters for important college information.
- ☐ Schedule a meeting with your college counselor to discuss finalized lists and update your file with recent accomplishments.
- ☐ Register for SAT, SAT subject tests, ACT, and/or TOEFL tests as needed.
- ☐ Be prepared to work hard; colleges will be interested in your indicator grades.
- ☐ Plan remaining college visits. In the fall some colleges invite you to stay overnight in a dorm and attend a class.
- ☐ Listen to announcements for colleges that will be visiting Pingree and **sign up in the College Office** if you want to meet with that representative .
- ☐ **Attend senior/parent college information night.**
- ☐ Communicate with the appropriate athletic or arts personnel at Pingree if you plan to pursue these activities in college.
- ☐ Work on applications.
- ☐ Continue to work on college essays and your resume. You should be working on rough drafts of one or two essays. Bring drafts to your counselor to read.
- ☐ If necessary, have any new teachers sign recommendation contracts; return them to College Office. Update all teachers who you have asked to write recommendations.

October

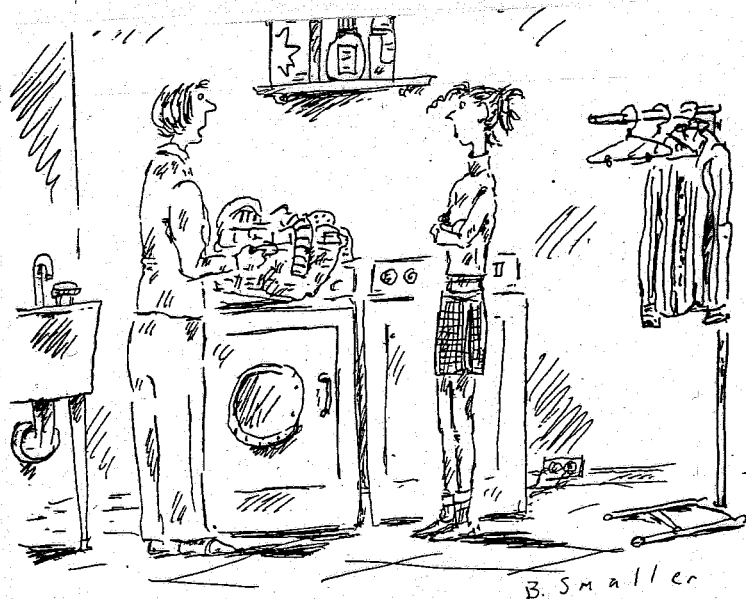
- ☐ Submit your checklist to the College Office by **October 1** if you plan to apply early (anywhere with an application deadline prior to January 1).
- ☐ Financial aid candidates - register with CSS/Profile.
- ☐ Register for, or take SAT, SAT subject tests, ACT, and/or TOEFL tests.
- ☐ Continue to work on essays and resume. **If you are asking your counselor to review anything, you must get it to them at least a week ahead of the college deadline.**
- ☐ Keep your teachers informed as to college deadlines.
- ☐ Link Naviance and Common App accounts and update your college lists on both sites.

November

- ☐ Make a schedule for completing applications and essays. Many students find Thanksgiving break to be a good time to get work done.
- ☐ Submit your checklist to the College Office (if not done already).
- ☐ Meet with your counselor to go over your essay.
- ☐ Take remaining standardized tests.
- ☐ Send official test score reports to appropriate colleges.
- ☐ Make sure teachers are aware of upcoming college deadlines.
- ☐ Early Applicants - meet your deadlines.
- ☐ Update your college list in Naviance.

- December**
- ☐ Complete your essays and applications - **check and recheck** deadlines on college websites. If you are asking your counselor to review anything, you must get it to them at least a week ahead of the college deadline.
 - ☐ Financial Aid candidates - obtain a FAFSA form at www.fafsa.org.
 - ☐ Last opportunity to take SAT's.
 - ☐ Meet with your counselor to discuss second semester courses.
 - ☐ Submit all applications and **save confirmation e-mails!**
 - ☐ Update your college list in Naviance.
- January**
- ☐ Send FAFSA's and CSS Profile (if required).
 - ☐ Continue to search for scholarship opportunities.
 - ☐ Avoid senioritis - if you are waitlisted at a school, your spring grades are critical to your case for acceptance.
 - ☐ Update your college list in Naviance.
 - ☐ If you are deferred from a top choice school, be sure to write a letter to the school expressing your continued interest and include any academic and co-curricular updates.
- February**
- ☐ Respond to any requests for missing materials from colleges immediately .
 - ☐ Continue to look for and apply for scholarships.
 - ☐ Update your college list in Naviance.
- March**
- ☐ Expect decision letters to start arriving – notify your counselor of the results.
 - ☐ Don't let up in your classes.
 - ☐ Update your college list in Naviance.
- April**
- ☐ Expect decision letters to arrive – notify your counselor of the results.
 - ☐ Attend accepted student receptions at your colleges.
 - ☐ Respond to wait lists if necessary.
 - ☐ Review your options with parents and college counselor.
 - ☐ Review financial aid packages.
 - ☐ Visit schools, if necessary, to make your final choice.
 - ☐ Tell your counselor what your final choice is.
 - ☐ At least five business days prior to May 1, send a deposit into one school where you have been admitted even if you are wait listed at another school.
 - ☐ Update your college list in Naviance.
- May**
- ☐ National Reply Date; accept offer from **one** college only.
 - ☐ Decline in writing any other offers of admission.
- June**
- ☐ Happy Graduation!

V. The Evaluation Process



*"We want you to have fun, as long as it's fun that
enhances a college-admission application."*

College Visits

Visiting potential colleges is an essential piece to finding just the right school. Take the time to actually walk around campuses of the schools that you are interested in attending. Take the time to talk with current students, faculty and administration. Plan on touring the campus. Official tours will provide you with the most information, however, if that is not available, see if you can get printed information and do a walking tour on your own. Ask questions, observe the people around you. Do the students look happy? Are you seeing a lot of the kids wearing their school t-shirts and hoodies? Pick up a copy of the school newspaper (although take the articles with a grain of salt as you read them). Sit in the cafeteria and grab a bit to eat and people watch...try to get a sense of the school and if you could see yourself there. The more time you spend on a campus, the better you will know if this school is a good fit for you.

Certainly, visiting colleges at different times during the process will feel different. It is best to visit a campus when school is in session; however, due to differences in college and high school calendars, that is not always possible. Utilize your down time in the summer and plan on visiting campuses. While students may not be there and school won't be in session, you will still have the opportunity to meet with the admission office, and perhaps a coach or faculty member if arranged ahead of time. Remember, fall of the senior year is an extremely busy and challenging time. It is best to get in as many visits as possible during the spring and summer of your junior year, and save your free weekends in the fall to go back and re-visit your top two or three schools.

When visiting a college and meeting with an admission officer, be sure to ask who is the responsible counselor for Pingree School, and if possible, introduce yourself. Most colleges read applications by territory, and this representative will be the first reader of your application. Know that most colleges track what kind of interest you have in their school and if you have visited. After meeting with a counselor, be sure to send a follow up thank you note or email.

Visit Options

College Tour: A tour of campus is usually led by a current student or a member of the admission staff. Tour times and schedules vary, so it is important to check the websites of the various schools you are interested in and plan accordingly. Students (not parents) should call the admission office directly to schedule a tour time and ask about interviews following the tour. Tours usually involve a lot of walking, so be sure to wear comfortable shoes and dress weather appropriate. Tours can last anywhere from a half hour to two hours depending on the campus and guide. Try not to let the personality of your tour guide influence your opinion of the school.

Information Session: Information sessions are usually led by a current member of the admission staff. These informative meetings detail everything from general student body, student activities to accepted student profile, financial aid and the school specific admissions process. There is also a time for Q & A. More and more schools are offering Information Sessions in lieu of individual interviews. Generally the Information Sessions can last from a half hour to an hour. Bring a notebook and be prepared to take some notes. If possible, stick around and introduce yourself to the counselor and inquire as to who your counselor will be.

Interview: Conducted by a member of the admission staff, current student intern or alum. College interviews are a great way for you to learn more about the college and for the college to

learn more about you! This is your time to be proud, to brag...let the college know how much you have accomplished! In most cases, interviews are “informative” rather than “evaluative”, which means it is a vehicle for the school to learn more about you and vice versa. Nothing more. Know the various viewpoints on interviewing for the schools you are interested in. If a school “strongly recommends” an interview, make sure you plan accordingly and schedule your interview in a timely manner. Some schools stop interviewing in early December of the senior year. Don’t miss out! Some schools only offer alumni interviews and only after your application is submitted. Know the policies and take advantage of this wonderful opportunity to learn more about your potential college. If you are nervous about interviewing, you will find a list of practice questions and suggestions in this handbook. You may also want to schedule a “trial” interview at a local college before you go for your big interview.

The interview is almost always a positive experience. Use it to your advantage. Do your homework and research the school before your interview. When you have the opportunity to ask questions, be sure to avoid the obvious. (“How many students are there?” “What majors are there?”) Ask open-ended questions which are important to you and which show a sincere interest in that institution (see pages 39-42 for sample questions). Do not be intimidated. Be honest. If you are asked about your SAT scores, do not apologize and say they could have been better—state what they are. If you apply, they will see them anyway. Likewise, do not try to over explain your transcript unless, of course, there is a unique feature that needs to come out. (Having a personality conflict with a teacher is not unique!)

Before going to an interview, you may want to think about the following:

- What will I bring to a college community?
- What opportunities will I take advantage of at college?
- What am I proud of accomplishing?
- What do I hope to accomplish in the future?

Believe it or not, you can have fun in an interview and it is a real opportunity to impress the college.

Other Tips

1. **Leave your cell phone in the car. NEVER text or e-mail during a tour or interview.**
2. **Dress nicely. Look neat. Sit up straight. Make eye contact.**
3. **It is okay to produce a list of questions rather than trying to remember what you wanted to ask. You might want to ask the same 2-3 questions at each school to compare answers.**
4. **On the tours, parents should try to walk a couple of paces behind their child so as to let him/her ask a lot of questions.**
5. **Be sure to get as complete a picture of dormitory life as possible.**
6. **If you have questions, ask! Let the tour guide talk, but be sure to ask what is on your mind.**
7. **Don’t let a tour guide have too much influence on your opinion of a school. Keep an open mind – do not make snap judgements.**
8. **After the tour and interview, take a minute or two to write down the pros and cons of the school.**
9. **Send a thank you note following an interview.**
10. **PARENTS: Keep your opinions about the school to yourself until your child has had a chance to write down or express their own thoughts.**

Possible Interview Questions

You may never hear any of these questions but they should start your thought process as you prepare for interviews. Notice they are open-ended!

- 1) What has influenced you to like _____ (history, science, math, etc.)?
- 2) How would you describe yourself as a student?
- 3) If I were to meet one of your friends, how would he/she describe you?
- 4) How do you expect your present direction to change in college?
- 5) What kind of adult do you want to become?
- 6) When you were a child, how did you answer the question: "What do you want to be when you grow up?" How would you answer it now?
- 7) What do you see as the social and political problems facing us today? What affects your generation specifically?
- 8) Do you have a sense of how _____ college may help you grow as a person and as a student?
- 9) How do you see your involvement at _____?
- 10) What would _____ be missing if you chose not to enroll?

What to Look For/What to Ask

The following questions (you may have many more) are designed to promote discussion between you, the student, and the colleges you visit. Some may be relevant while others not so. Taking a minute or two to scan these prior to college visits can prove very helpful.

Geographic Setting

- 1) Where is the college? Is it too far from home? Can you get home without too much trouble or expense? Is it too close to home?
- 2) What is the town/city like? Too confining? Too urban?
- 3) Do you feel comfortable walking around the campus? Do you get a "swallowed up" feeling, or are there not enough people?
- 4) Are there enough facilities on campus or nearby (post office, laundry, bakery, barber)?

Academics

- 1) What are the requirements for admission? What are they for graduation? What is the grading system?
- 2) How accessible are the professors? Are office hours posted? Do they keep them? Do professors host small gatherings of students?
- 3) What percentage of first-year students return for the sophomore year? What percentage graduates in 4 years? In 5?
- 4) What percentage of students go on to graduate school?
- 5) What degrees are offered? How easy is it to change your major? What are the requirements of various departments for majors?
- 6) What electives may a freshman take? What are the distribution requirements? Is there a core curriculum? What is the usual academic load?
- 7) What special programs are offered off-campus?
- 8) What is the academic calendar (semester, trimester, January term)?
- 9) How late does the library stay open (weekdays, weekends, exam time)? Is the library adequate for the needs of the students or do they have to go to inter-library loan a lot?
- 10) Is class attendance required?
- 11) What is the advising system like?
- 12) Do students evaluate professors? What is the process?
- 13) What is the percentage of minority and female professors? What is the percentage of tenured minority and female professors? How many professors hold doctorates or the highest degree in their field?
- 14) If the institution is a university, is it easy to switch from college to college?
- 15) Where does the majority of students study? Is it possible to study in your room?
- 16) Are there academic honor societies?
- 17) Is there tutorial help available? Is there a writing center, a math center?
- 18) Are internships offered for my major? Where have your students gotten jobs after graduating with a given degree?

Extracurricular and Social

- 1) How many clubs are there?
- 2) How active are the clubs? What percentage of students participate in non-athletic activities?
- 3) Do many students participate in athletics (intercollegiate and intramural)?
- 4) Which activities are most popular?
- 5) Do many students go to intercollegiate athletic events?
- 6) Who runs the social life of the campus?
- 7) Is there a Greek system? Are their parties open to all? What is the college's stance regarding fraternities and sororities? What percentage of the campus is "Greek"?
- 8) Is there an active student government?
- 9) What are the "hot" issues on campus now?
- 10) What entertainment is offered on campus? Are there charges?
- 11) What is the college's position towards underage drinking?
- 12) Is there a student union?
- 13) What is the geographic diversity of the college? Racial? Ethnic? Gender?
- 14) What are the dining facilities like? What are the meal plans? Does the college accommodate special meal plans? Is there a college nutritionist?
- 15) Are there counseling services available?
- 16) What is dormitory living like? Are the rooms in good repair? Where do first year students live? What percentage lives on/off campus? Is housing guaranteed for all four years? Are the dorms coed? Are there single sex dorms? Are there special interest dorms?
- 17) Are there facilities for worship on or near the campus? Are there campus religious organizations and how active are they?
- 18) What are the medical and dental facilities like in town? Is there a hospital nearby?
- 19) How active is the career placement service?
- 20) What is orientation like for the first-year students?

General

- 1) Is the history of the school important with respect to general philosophy?
- 2) Is the college old, new, liberal, conservative?
- 3) Is there a religious affiliation? If so, is it strong?
- 4) How much financial aid is available? What are the policies of the college regarding aid? What percentage of the student body is on aid? Is there merit aid as well as need-based aid?
- 5) Are there job opportunities on campus?
- 6) What is the overlap in terms of applications? (Be sure to ask students where else they applied and why they chose as they did.)
- 7) Do you have to declare an intended area of study prior to admission?
- 8) Can you see yourself in the surroundings for four years?
- 9) What is the campus atmosphere like (Intellectual, conservative, collegial, preppie, non-conformist, socially concerned, experimental)?
- 10) Do the facilities and programs match the catalog?
- 11) Are there hidden costs and fees?
- 12) What does the college admit to be its strengths and weaknesses?
- 13) What is the college doing to ensure diversity on campus?
- 14) What is transportation to and from the college like before and after vacations?
- 15) If your school was given a multimillion dollar donation, how do would/should it be used?
- 16) Finally - a favorite question to ask of a tour guide: What did you do last weekend?

Excused Absences to Visit Colleges

Time spent on campus evaluating institutions is invaluable and visits to colleges are a privilege, not a right. It is assumed that such visits will be for scheduled appointments with the admissions office, not with friends!

Vacations should be effectively used for visits to colleges which are appealing to you. In a number of cases, procrastination and other commitments may have impeded any such visits. If vacation visits are not possible, you will be excused from school on a limited basis. In the fall, each senior is allowed the day after Columbus Day and one other. There will be several days in the spring when visits to those colleges which have accepted students will be allowed. Permission slips are in the Dean's office and they need to be filed with proper signatures **at least three days prior to the visit**. If they are not, then permission may not be granted.

Colleges Visting Pingree

While the school encourages you to take this time to meet with these representatives, if you will miss a class or another commitment, it is extremely important that you follow the proper procedures listed below.

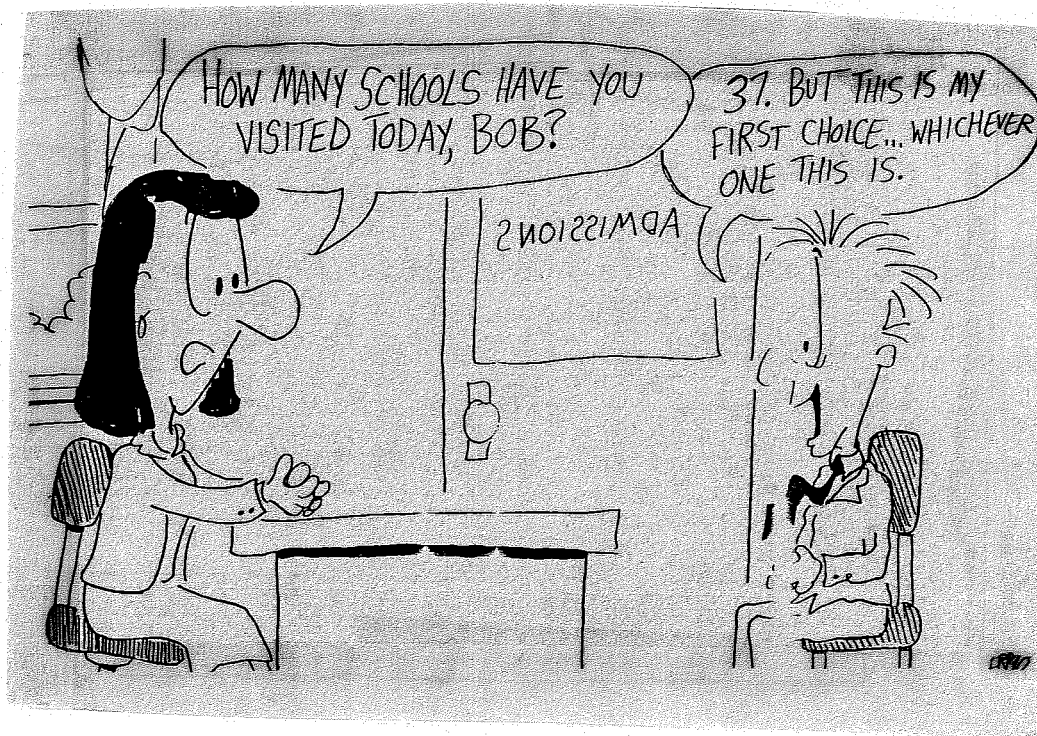
1. Get permission from the teacher at least a day in advance and preferably in person.
2. Sign up on the bulletin board in the College Counseling Office.

Both steps should be done **AT LEAST ONE DAY** in advance of the visit. Keep in mind that teachers have the right to refuse to give permission even if proper procedures are followed.

If you have to miss a representative's visit because of a test or quiz or your teacher will not allow you to miss class, be sure to communicate this to your counselor.



VI. The Application Process



The students are in charge of their applications and will submit them on their own. They must also ensure that the College Counseling Office has the required forms which includes the following: (1) the student checklist, and (2) any non-Common App school specific forms. Teachers writing recommendations should be kept informed of all deadlines. These materials must be received by the College Office according to the following deadlines:

First Application Deadline:

Before January 1
January 1 and beyond

Forms must be in the College Office by:

October 1
November 15

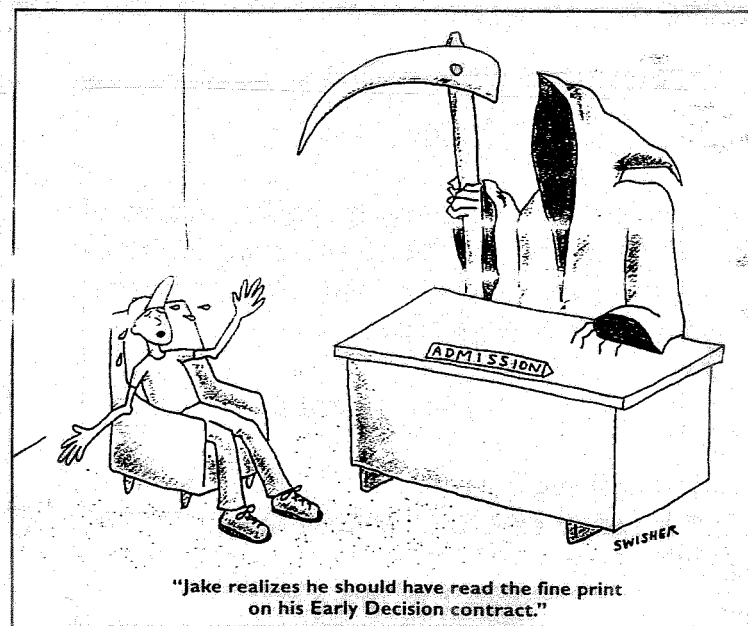
Save all e-mail notices of receipt from colleges! This may seem like a bother and unnecessary, but each year, there are stories of colleges that misplace applications. Do not take chances!

Check your spam folder carefully for college e-mails that may have been labeled as spam.

Your essay should be read by your College Counselor prior to being turned in to ensure that they are carefully proofed and complete. It is essential that students have checked all the proper boxes as they relate to interest. For example, a student with a poor math background should not be specifying an interest in business or pre-med. If there is doubt as to which program or major should be checked off on an application, ask your counselor. It is better to take time to ask questions regarding applications before you are ready to turn them in. The best advice in terms of applications is to work on them early, do not procrastinate, and concentrate on getting the essays done.

Early Decision (ED)

Students applying Early Decision can apply to only one ED school and if accepted are bound to attend that institution, withdrawing all other applications. In most cases, students can apply to Early Action programs at the same time as long as they withdraw these applications upon acceptance to their ED School. Many schools require the student, parent and counselor to sign a binding contract indicating that the Early Decision agreement is understood. This contract is included in the Common App and all parties must sign it electronically.



Early Action (EA)

In most instances, students applying Early Action can apply to as many EA programs as they want. Being accepted EA is not binding and students have until May 1 to decide which school they want to attend. Some schools have **Restrictive Early Action (REA)** which generally means that students cannot apply early to any other schools, except in some instances state universities, and acceptances are still not binding. **Students are responsible for understanding and following any restrictions imposed by EA, ED or REA schools.**

First Quarter Grades

Anyone applying early or rolling to schools will need to send their first quarter grades. Since Pingree only has “indicator” grades, we allow seniors the option of sending the indicator grades reported in early November OR they can update ALL of their grades at some later date. While it varies depending on the deadlines at various schools, most schools want first quarter grades by Thanksgiving. A student is allowed to update their “indicator” grades only once to be mailed to all of their early and/or rolling schools. You should discuss these options with your counselor.

Early Decision Round 2

Some schools offer a Second Round Early Decision option for students who may not get in to their first choice Early Decision School. The same restrictions apply as in Round One Early Decision applications.

Students must check with individual colleges as to their requirements for early applications as rules do vary. Not all schools offer Early Decision or Early Action while some offer both. Deadlines typically include Nov. 1, Nov. 15, Dec. 1, and Dec. 15.

Regular Admission

Students who apply regular admission are never bound to one institution. Deadlines typically include January 1, January 15, February 1, February 15, and March 1. We recommend getting applications submitted as soon as possible.

Rolling Admission

Rolling Admission means that there is no set deadline to submit applications and students can submit at any time after a set date and receive a response from the college within a given time frame. If you intend to apply to a large state university or school with rolling admission, it is recommended that you adhere to the early deadline – getting your checklist and any forms to the College Counseling Office by October 1, and submitting your application soon after the date the school starts accepting them – usually early November.

Other Special Types of Applications

In recent years we have seen an increase in special types of applications, for example “VIP” or “Priority” applications. Many schools also have preliminary applications that are due two to four weeks in advance of the application itself. **Students are responsible** for researching and understanding what all the various deadlines are and keeping teachers and the College Office notified. Students must also notify the College Office if they are using one of these special applications for a Common Application school. For some schools, we cannot submit transcript and recommendations electronically through Naviance and the Common Application if the student does not submit their application using the Common Application.

The Essay

There is no part of the application process which causes more stress than the essay. Everyone agonizes over this exercise. Year after year students tell us that the application is all done, but not the essay. Some have even tried to submit the application without the essay. The essay is, in fact, a critical part of the application and it is a chance for the student to show a part of him or her which has not necessarily come out before. Now having perhaps put too much emphasis on it, it is important to see the essay for what it really is.

Colleges want to see two things in essays. First of all they want to know that the student can write. Secondly, they want to get to know the student. What is it about this individual that makes him or her tick? There are a number of ways to answer that question, but what is important to realize is that the college simply wishes to read the student's writing. They can always see through the applicant who tries to write for the college and avoids simply writing about the individual. "Answer the question," we tell the students, "Don't try to infer."

Tips:

1. **Continually revise and edit your essay. Read it out loud.**
2. **Do not have any parent or secretary edit. We have seen numbers of attempts at editing which have failed. We do, however, encourage you to have the Writing Center or your English teacher review your essay.**
3. **READ through your final draft to make sure there are no mistakes. Spell check does NOT catch all mistakes. *Make sure if you mention a school in your essay or short answer that it is the right school.***
4. **When asked for a person who has influenced you, write about the influence, and be sure to bring the focus back to you!**
5. **Write your own essay, do not ask a friend. Colleges will see through that as well, especially when they see a phenomenal essay from an individual who has had a series of C's in English and a low verbal score. Also, write about something in which you are interested.**
6. **When you are asked about something significant in your life, do not trivialize it. You have had significant events which have had effects on you. Your counselor will work with you to point out some of these.**
7. **DO NOT PROCRASTINATE. Work on this over the summer or as soon as you see what the essay topics are. Our expectation is that all students will have a draft of their essay ready at the start of the senior year.**

The essay is one part of the application that you, the student, have complete control over. Use it wisely. There is a lot more regarding the essay, but the bottom line is that it is important, and it must reflect you, the applicant. **Your counselor will read all your essays and help you IF given plenty of lead time (*at least one week prior to the college deadline*).** You should expect to have it returned to you more than once for revisions.

The Transcript

****The transcript is important, be sure to check it over for accuracy!****

The transcript is the report of grades which Pingree submits to colleges. All grades from ninth through twelfth are looked at in terms of the level of success and the difficulty of the curriculum. It is clearly that part of the packet which is most important to the colleges as it gives them an indication of how the student might fare at their institutions.

Special Interests

If you have a talent (art, music, athletics, etc.) please be sure to let the college know. Artists should have a strong portfolio. Musicians, actors, and athletes should have tapes made and all should be done in conjunction with the teachers and coaches at Pingree unless private arrangements have been made. Making a tape or CD, preparing for an audition and putting together a portfolio all take time. It is best to start working closely with your teacher or coach **as early as possible**. In addition to the application, a resume highlighting your accomplishments should be submitted as well. Admissions offices will review what you send and then be sure that they are referred to the appropriate department. Be sure the quality of what you send is first-rate and that you do not overdo it. Do not expect to receive back what you sent. Make sure your identifying information is clearly stated on your material.

Athletes interested participating in athletics at a Division I or Division II school must register with the NCAA Clearinghouse (www.ncaaclearinghouse.net).

If you are interested in any of the service academies, the process starts earlier and you should be discussing this with your counselor during the spring of your junior year. More information on the different academies and their processes can be found at www.serviceacademyforums.com.



Naviance

The Naviance Family Connection provides an essential link between Pingree and home with a secure website that supports college advising. Family Connection gives students and parents access to college search and comparison tools, college profiles, scattergrams of past applications from Pingree, scheduled visits by college representatives to Pingree, and news updates from the College Counseling Office. The College Counseling Office uses Naviance to send all transcripts and recommendations to schools. Junior parents are given access codes to Naviance at the February workshop. Juniors will receive their own individual access codes during their college counseling classes.

Common Application

The Common Application currently has over 500 member schools. Students and schools use its free application form to apply to member schools. Student accounts can be created starting in the spring of junior year.

Coalition Application

Recently, more than eighty colleges and universities joined in forming the Coalition for Access, Affordability, and Success and are in the process of developing a new application that, along with the Common Application, will be accepted by Coalition institutions. See their website (<http://www.coalitionforcollegeaccess.org/>) and the Appendix for more information.

Universal Application

The Universal Application currently has over 40 member schools and offers a similar service to the Common Application. Although Naviance does not currently link student accounts with the Universal Application, most of the member schools accept electronic submission of materials through Naviance.

Electronic Submission

In the fall of senior year, students will receive detailed instructions explaining how to link their Common App and Naviance accounts. Once these accounts are linked, all supporting school materials will be submitted electronically, along with the student's application, to Common App member schools as well as many other schools.

Important reminders:

- A school must be listed in a student's Naviance college list in order for the College Office to submit a student's transcript and recommendations.
- Common App and Naviance student accounts must be linked (by the student) in order for any Common App materials to be submitted to Common App member schools. See Appendix for more detailed instructions.

- The type of application (early action, early decision, rolling, priority, regular decision, etc.) must be indicated in Naviance.
- **If a student is NOT using the Common Application for a Common App member school, this MUST be indicated in Naviance.** (Documents can still be submitted electronically through Naviance but they will not go through unless Naviance knows that the student is not using Common App.)
- The College Office uses Naviance extensively, **including when communicating with colleges to advocate for Pingree students.** It is crucial that Naviance be accurate and up-to-date THROUGHOUT the college process (from October through June)! This includes correctly listing all schools, the application type (regular, EA, ED, etc.) AND updating any decisions (deferral, admit, wait list, deny, etc.).

VII.
What is Written About You?

The School Statement

Every year, the college counselor will write what is known as a school statement about each student. It is not a recommendation but rather a compilation of that student's experiences both in and out of school. Its purpose is to describe every student's academic, social, and extracurricular achievements during the high school years. As with teacher recommendations, the school statement is held in strict confidentiality as a document shared between Pingree and undergraduate admissions offices.

Information is gleaned from instructors and advisors, conversations with the student and his/her family, the questionnaires and essays, as well as any other pertinent information that is in the file. It is a positive and supportive piece and one which colleges will use only in that fashion. To believe that it will keep you out of college is false. Likewise, it will not guarantee admission. Remember, we write about you, so the better we know you, the more honest and convincing we can be. Regular meetings with your counselor are an important part of the process and help them to get to know you.

Teacher Recommendations

Colleges often ask for recommendations from teachers who know you and who have taught you recently (junior or senior year). By the end of May every junior should have **two teachers** lined up to write recommendations. It is a good practice to have at least one be an English, History or Language teacher and the second to be from a Math or Science teacher. While the number of recommendations may vary, experience leads us to believe that it is best to have two teachers ready. The College Counselors are available to discuss options if a student has any questions about which teachers to ask.

Student and teacher must sign a "contract" which is available from the College Counseling Office. In signing the contract, it is assumed that each party has a general knowledge regarding what will be written. In order to help the teacher, it is usually a good practice for the student to provide the teachers with a fact sheet or a resume about themselves or at the very least be sure that the teacher has a good understanding of the student's background. The signed contract is then returned to the College Counseling Office where it will be kept on file.

Early in the fall each senior should decide if they would like to have any senior year teachers write recommendations for them. If so, contracts should be signed and returned to the College Office. If necessary, students should notify any junior year teachers, and the College Office, that they will not be needing junior year teacher recommendations.

Colleges do like to receive everything in one complete packet which helps to ensure materials will not be lost. This includes teacher recommendations. All teachers will give recommendations to the College Office to be sent with school materials.

Many forms include a section in which the student is asked to indicate whether or not s/he waives his/her right to read the recommendation. **It is the policy of the College Office not to release letters of recommendation to students or parents. Schools will give more weight to recommendations if a student has waived his/her rights.**

Sample Recommendation Contract

I have met with _____ and we have agreed that he/she will write a letter of recommendation for me for college. We have discussed my background in high school, and we both believe that such a recommendation will portray me in the most accurate light.

I will keep each teacher informed as to relevant deadlines. It is also understood that not all colleges may need this recommendation.

(Print Student's name)

(Student signature)

(Print Faculty member's name)

(Faculty signature)

(Date Signed)

I agree to waive my rights to read this recommendation.

(Student's signature)

Recommendations from Outside the Classroom

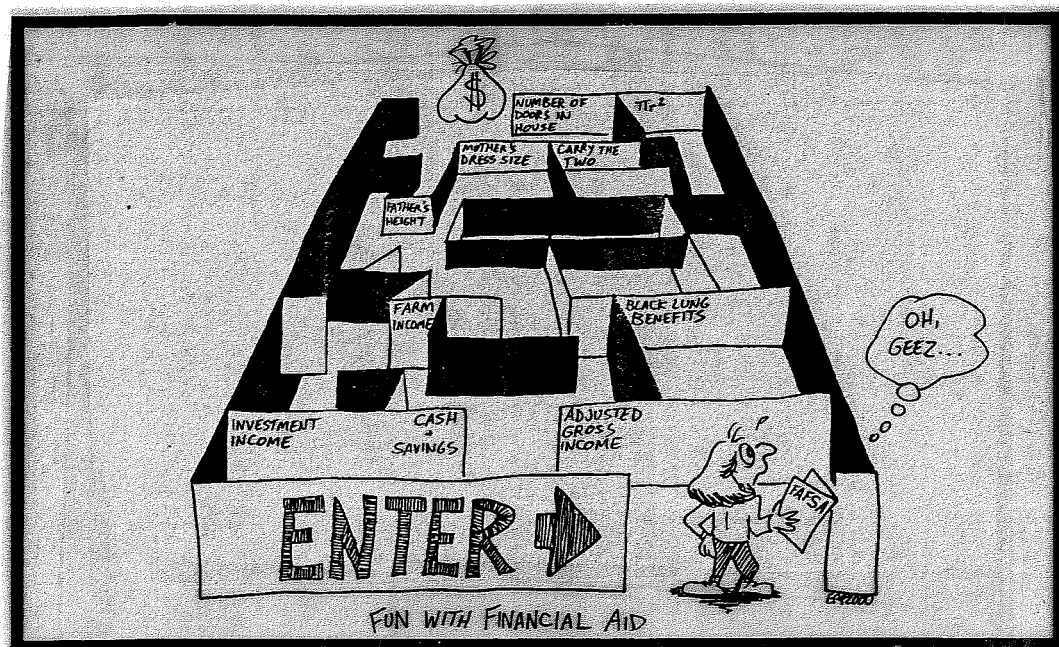
Colleges have a saying - "the thicker the file, the thicker the kid." Sometimes, applicants and their parents fill up as much of the file as possible with additional recommendations. In many cases they do not help and often end up hurting the candidate. If there is a special interest, i.e. the violin, art, basketball, then an extra recommendation from the person directly involved should be included. But the letter from the neighbor whose lawns were mowed every summer for five years (no matter how well) means absolutely nothing. If you worked as a volunteer at a nursing home for a number of years and there is an interest in sociology or gerontology, such a letter would be appropriate. However, if you did some work as a project for CCD, there would be little impact. Please do not overdo it.

Often parents have friends who are alumni/ae of the college you wish to attend. If they offer to write a letter on your behalf, fine, but only as long as they know you. Admissions officers are not swayed by these personal notes unless there are compelling reasons.

Any supplemental recommendations should be e-mailed to a student's College Counselor no later than October 15th for students with early deadlines (before January 1) and by December 1st for students with January 1 or later deadlines.

VIII.

Financial Aid



The rapid rise in tuitions and expenses at colleges has created a financial nightmare for many families as they struggle to figure out how to pay for college. Most colleges have strong financial aid budgets and it is not uncommon for there to be a large percentage of students at any one college on financial aid. It is essential for families to follow the steps listed below if they intend to apply for need-based financial aid.

1) Many colleges (not including state universities) subscribe to the **College Scholarship Service (CSS)** and use their program known as **Profile**. The forms are usually available by the end of September at <http://student.collegeboard.org/css-financial-aid-profile>. Once the preliminary registrations are completed, the service will send more detailed forms back to the family to be filled out. There is a fee for this service; see your counselor if this will be a problem.

2) The college office maintains an extensive file of general and specific scholarships available to Pingree students. This information can also be found in Naviance.

3) If a student is applying for financial aid, the form known as the FAFSA is required as well. The earliest filing date is **January 1**. You may apply online at www.fafsa.ed.gov or forms are usually in the College Office by the end of November.

4) Some colleges will have their own forms and these should be listed on the school financial aid website. Every college is required to post a net price calculator on their website. Using the net price calculator, you can find out if you are likely to qualify for need-based financial aid at that college. You will also receive an estimate of your "net price," or out-of-pocket expenses. The calculator measures the financial strength of your family and provides an average amount of need-based grants, scholarships, student loans and work-study available to students in circumstances similar to yours. Your "net price" is the difference between your estimated financial aid and the cost of attending that college.

5) Please do not procrastinate. Get the forms filled out as soon as possible. Often, one concern is that taxes have not been filed. However, both CSS Profile and FAFSA will now allow students to report tax information from a prior prior tax year, which means tax information from two years ago.

If there are questions or concerns, the College Office is equipped to get the answers and refer you to those who can help. Do not be afraid to ask any questions of the colleges. For example, do they meet demonstrated need? Do they have money available for wait list students? Do they gap (meet only some of the demonstrated need)? Ask early as it is better to know up front.

FINANCIAL AID TERMS

COLLEGE WORK-STUDY PROGRAM: A federally funded program that provides jobs, usually on campus, for students who are on financial aid. Jobs are assigned by the financial aid office and are normally part of the self-help component of any aid package.

FAMILY CONTRIBUTION: The amount that is estimated your family will be able to pay toward your college expenses no matter where you go to college. The difference between your family's contribution and the cost of the college you choose will be your "need," that is, the amount of financial aid you will

require. Your family contribution will be constant (as long as your circumstances don't change), but your need will change in relation to the total costs at each college you consider.

FINANCIAL AID PACKAGE: The mixture of grants, loans, jobs, and other funds that is put together by the financial aid office for a student who needs aid.

GRANT: Money given by a college, government agency, or private group that is an outright gift and does not need to be paid back. Financial need must be demonstrated.

GSL: Guaranteed Student Loans are low-interest loans made to students by banks or other commercial lenders, but are insured by the federal government. Undergraduates borrow these funds on their own, up to \$2,500 per year. If your family income is more than \$30,000, you will have to show need.

LOAN: Money given by a college, government agency, bank, or private group that must be paid back.

MERIT AID: Scholarship money that is given to a student in recognition of a special talent, ability, academic record, or other personal characteristic. The student's financial situation is not taken into account.

NEED ANALYSIS: A standardized mathematical calculation that takes into account a family's income, assets, and other financial circumstances to produce an estimate of the amount the family will be able to pay toward college costs.

NEED-BASED AID: Grants or loans given to eligible students on the basis of their financial need. Most college scholarships in the past several decades have been need-based.

PELL GRANTS: The largest financial aid program sponsored by the federal government. Awards are based on need and are usually sent directly to your college on your behalf if you are eligible. Apply by using The Department of Education's Free Application for Federal Student Aid (FAFSA).

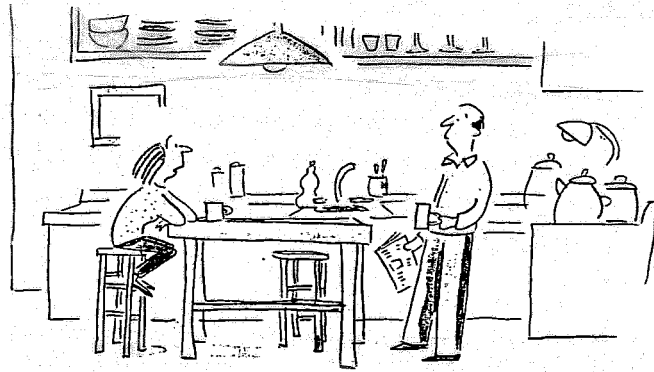
PERKINS LOAN PROGRAM: Loans are the federally funded loan component of most financial aid packages, awarded by colleges to the students they choose.

PRIOR PRIOR YEAR (PPY): Both CSS Profile and FAFSA will now allow students to report tax information from a prior prior tax year, which means tax information from two years ago.

SCHOLARSHIP: Same as a grant. No financial need has to be demonstrated.

SEOG: Supplemental Educational Opportunity Grants are also financed by the federal government and are awarded by colleges to the needy students of their choice. The main difference between SEOG and Pell Grants is that the Department of Education guarantees that each college will receive enough money to give Pell Grants to all of its students who are eligible, whereas each college receives only a preset amount of money for the SEOG program and usually gives it to the most deserving students.

STAFFORD LOANS: These loans are either secured or unsecured so that all students may get them regardless of need. Applications are available at any bank. Awards start at \$3500 the first year and go up in increments each year thereafter.



DON McELLY

"Now that our last is off to college, could you tell me who the hell you are?"

IX. Common Questions/Issues

A college supplement asks what other schools I am applying to and the answer is “optional” – is it really optional?

In most cases in the college process the word “optional” doesn’t really mean optional. When a school asks for an “optional” additional essay on why you like that school...you write the essay. If a school (that is within driving distance) states that interviews are “optional”... you go to the school and interview. However, in the case of a college asking you what other schools you are applying to and saying the answer is optional...it really is optional. You do not need to answer this question unless you want to answer the question.

What do I do if I am deferred from ED to regular?

If you receive a letter indicating that you have been deferred to the regular pool after applying early, it is important to communicate with the school your continued interest. Meet with your counselor to discuss strategy and what is important to include in the letter. You will want to update the college on any changes with your curriculum (ie: second semester courses) and any highlights in your life since applying. Be sure to let the school know that you are still interested in attending if given the chance. You will want to send this letter shortly after receiving notice of deferral. Often times, schools will pay close attention to demonstrated interest, and this will be noted upon further review of your application.

Can I change my schedule second semester senior year after I get into a college early (e.g. drop a core subject)?

Once you have submitted your applications, including a list of the courses you plan on taking for the entire senior year, you cannot drop or withdraw from a class without getting in touch with each college you applied to, or were accepted to, to inform them of the proposed change in schedule. Colleges want to see continued engagement throughout the year and your final transcript will be sent to the school you choose to attend. It is not in the best interest of any student to drop a core class (Math, English, History, Science, or Foreign Language) at any time. Consult your college counselor if you are considering dropping a class.



“These grades won’t get me into college... I hope they at least get me into my house.”

When May I Start the Senior Slump?

In some cases, the first semester of the senior year does not go well. The college counselor is in contact with colleges on a constant basis throughout the winter and spring to update them if necessary. Likewise, colleges often ask for any new grades and it is not uncommon for third quarter grades to be called in during spring vacation. **Thus, the senior slump may not start until graduation. Colleges will require a final transcript, and if there is a significant drop in grades, an offer of admission may be rescinded.**

What Do I Do When Accepted?

By May 1, almost all seniors should have made plans for the next year. That date is the national reply date and every student must inform each college of his or her plans. (Remember there are waiting lists at colleges). Only one college may receive a deposit from you. Pingree will only send one transcript, so do not try to play games. If a case of a double deposit is discovered, we will speak with you and then notify the colleges. The only extenuating circumstances are waiting lists, financial aid awards, or late acceptances. When in doubt, ask your counselor.

The issue of deposits can be tricky. Some large universities demand a housing deposit immediately. Other colleges ask for the housing deposit with the application. Tuition deposits are another question. Theoretically, you have until May 1 to make a deposit, but some colleges will ask for it immediately upon accepting you and will refund it if you decide not to attend (as long as you let them know in writing by May 1). If deposits are a problem for you, be sure to meet with your counselor to work out a solution. Remember that there may be only one deposit as of May 1.

After you have made up your mind as to where you wish to attend, be sure to let the other colleges know immediately, update Naviance, and let the College Office know of your final plans!



Waiting Lists and Second Semester Acceptances

Many colleges will use the waiting list as a tool to fill a few remaining spots in the first year class. Students on the waiting list are usually those who just missed the cut, but who are still qualified. It is not the end of the world if you are placed on such a list. Write back to the college expressing your continued interest and request (if you wish) to remain on the list. Some colleges will go to their lists early in May; others will not do so until June. It all depends on their yield. Some may keep a list into the summer. If you are placed on a waiting list and wish to remain on it, we will automatically forward any pertinent news to them.

In addition to the waiting list, many colleges are now using second semester admits. Each year they have students going abroad and into other programs and that, combined with normal attrition, produces beds. If the college is one you really wish to attend and the option is offered to you, take it. You cannot lose. These colleges will offer a variety of programs for the first semester.

Gap Year

Every year, some students decide that they wish to do something other than college. The College Counseling Office has extensive lists of programs available. Unless there are extenuating circumstances, all seniors should plan to go through the entire process and then defer admission for a year. Most colleges will allow this to take place as long as the year will be well spent. Be sure to communicate your wish to do a "Gap Year" program with both the College Office AND with the college where you would like to defer your admission for the year.

X. **Appendix**

Score Choice™: New SAT® Score-Reporting Policy

Designed to reduce student stress and improve the test-day experience, the College Board has approved Score Choice™, an important change to the current SAT® score-reporting policy. This new policy gives students the option to send SAT scores by test date in accordance with a particular college's score-use practice. Score Choice is optional, and if students choose not to use it, all scores are sent automatically.

Each college, university and scholarship program has different score-use practices. The College Board has designed an easy-to-use process that provides students with score-use practices for each participating institution. *Students are responsible for following an institution's practice, and colleges and universities will only receive the scores that students send them.*

FAST FACTS

Availability

- Score Choice is available to all students via the Web or by calling Customer Service toll free.
- Scores from an entire SAT test (critical reading, writing and mathematics sections) can be sent; scores of individual sections from different sittings cannot be selected independently for sending.

No Additional Cost

- Students can send any or all scores to a college on a single report — it does not cost more to send one, multiple or all test scores.
- Students receive four free score reports with their test registration fee. We continue to recommend that students take full advantage of the four score reports included with their registration.

More Information

- Score Choice does not affect score reports sent to students or to their high schools — both will continue to receive all scores.
- Score Choice is an optional feature. Students should still feel comfortable sending all scores, since most colleges consider a student's best score.
- We recommend that students send all of their scores if they are unsure of which scores to send.
- The College Board will provide e-mail reminders to students who have not yet sent their SAT scores.



Linking Naviance and Common App Accounts

Early in the fall of senior year, all seniors will be asked to link their Naviance and Common App accounts. School materials (transcripts and recommendations) are submitted electronically to almost all colleges using Naviance and Common App. Students must link their two accounts in order for the electronic submission to work. There are two basic parts to linking the accounts:

1. Log in to your Common App account and complete the education section. Add at least one school to your Common App college list. At this point you should be able to click on the "Recommenders and FERPA" section and complete the FERPA permission form.
We strongly recommend that you waive your rights to see the recommendations written on your behalf. Speak to your counselor if you have questions about this.
2. Once you have completed the FERPA permission form in Common App, you will need to log in to your Naviance account so that both accounts can be linked. In Naviance, go to the "colleges I'm applying to" page and enter your **COMMON APP e-mail address** in the "Common App Account matching" box.

Students should see someone in the College Office if they have any problems or questions about these steps.

The Coalition for Access, Affordability, and Success

Recently, more than eighty colleges and universities joined in forming the Coalition for Access, Affordability, and Success and are in the process of developing a new application that, along with the Common Application, will be accepted by Coalition institutions. This new development in College Admissions is in the early stages and we, as secondary schools, are still awaiting details from the Coalition that address timetables and application features. The Coalition was intentionally created to provide college information and access to students from traditionally under-represented backgrounds. All Pingree students are on track to attend four-year colleges and universities and each year one hundred percent of our students are admitted to four-year institutions.

Central to this new development is the Coalition Application and accompanying Virtual Locker, an **optional**, online, free tool to help students who don't have access to counselors or guidance about the college admissions process. We applaud the mission of the Coalition to provide information to students who need it most so that they, too, can gain access to a four-year college or university. We will continue to pass along updates as they unfold in the months ahead.

The following breakdown of current information is provided to Independent Schools courtesy of Brooklyn Poly Prep:

What is the Coalition?

The Coalition represents more than 80 American higher education institutions that share a commitment to providing the best possible college experience, beginning with the college application process. Coalition schools offer an affordable education, promising low-cost tuition for in-state residents or to meet the full, demonstrated need of admitted domestic students. They also offer proven track records of student success, with graduation rates exceeding 70% at all Coalition schools. The website is <http://www.coalitionforcollegeaccess.org/>.

What will the Coalition do?

The Coalition will be providing tools designed to assist **under-resourced** students in learning more about what it takes to be on track for a four-year college. It will also be creating a new undergraduate admissions application that some, but not all, coalition members will use in addition to (or in place of) their current applications. The application is scheduled to be available online beginning in July 2016 and will be in use by some members of the Coalition—but not all of them—for students in the high school graduating class of 2017.

Is the Coalition Application something a Pingree student will need to use?

Probably not. Pingree students have traditionally had great success in utilizing the current application systems, specifically the Common Application. The colleges and universities currently using the Common Application plan to keep using it. We will continue to help juniors complete the Common Application during College Counseling classes. In addition, Pingree uses Naviance software which interfaces easily with the Common Application and allows us to electronically submit all transcripts and letters of recommendations for our students.

For schools that use both the Common Application and the Coalition Application, will there be an advantage to using one platform over the other?

No. Just as all colleges and universities will accept both the SAT or ACT as a way to meet their testing requirement and have no preference as to which test is used, institutions will not prefer one application system over the other.

What are the tools that will be available and should students use them?

In addition to the Coalition Application, the Coalition is providing online tools to help under-represented students learn more about what it takes to be college ready. One of these tools is called the *Virtual College Locker* and is expected to be available beginning in April 2016.

The *Virtual College Locker* is:

- An optional, online, free tool to help under-resourced students who don't have access to college counselors learn more about the college admissions process.
- A site for students to securely and privately store classwork, resumes, journals, and notes. Admissions offices will NOT have access to a student's *Virtual College Locker*. It's simply an organization tool for students.
- Serves as a platform for students to share drafts of application materials and receive feedback from school counselors and teachers.
- Completely separate from the Coalition Application.

The *Virtual College Locker* is NOT:

- A college application.
- Required for admission to any Coalition school.
- A platform for colleges and universities to gauge demonstrated interest in a college. As stated above, admissions offices can NOT view the activities of students using the *Virtual College Locker*.
- A source for Coalition schools to buy student contact information.

Is there an "admissions advantage" to using the *Virtual College Locker* or other tools prior to applying with either application (or a disadvantage for NOT using them)?

No. Colleges and universities using the new application will NOT REQUIRE the use of other Coalition tools, either as part of their application using the Coalition Application or other application systems accepted by that institution.

Sample Letters

1. Senior Letter

Dear Director of Admissions:

I am currently a (junior/senior) at Pingree School and am interested in your institution for the fall of 20___. Please send me a brochure and catalog so that I may further acquaint myself with your school.

Thank you very much.

Sincerely,

2. Athletic Letter

Dear Coach:

I am currently a (junior/senior) at Pingree School and am very interested in attending your institution as well as participating in your program. Please keep me in mind as you recruit for the next year and let me know what events you will be attending. A list of my accomplishments in _____(sport) is attached.

Sincerely,

3. Special Interest Letter

Dear _____(Chair of the Department, etc.):

I am currently a (junior/senior) at Pingree School in South Hamilton, Massachusetts. I have an extensive background in (_____) and would love to participate in your program as I have heard that it is very strong. A list of my accomplishments is attached. I look forward to hearing from you, and I hope to meet with you when I visit your campus.

Sincerely,

4. Withdrawal of application letter

Dear Director of Admissions:

Thank you very much for your interest. I have decided to attend another school. Good luck with your class of 20___.

Sincerely,

Sample Resume
First, Middle Initial, Last
Street Address
City, State, Zip code
Telephone Number
E-mail

Counselor Information

Name of Counselor
E-mail:
Phone:

Academic Information

GPA: xx.xx
Scores: xxxx , xxxx, xxxxx
Honors/AP:

EMPLOYMENT

Name of Company, City, State
Job Title

9/00- Present

- Most Important Duty
- Next important Duty
- Least Important Duty

Name of Company, City, State
Job Title

9/00- Present

- Most Important Duty
- Next important Duty
- Least Important Duty

INTERNSHIP

Name of Company, City, State
Job Title

9/00- Present

- Most Important Duty
- Next important Duty
- Least Important Duty

ATHLETICS

Sport

One or two sentences or bullets noting any awards or titles

9th, 10th & 11th grade

COMMUNITY SERVICE

Organization Name, city, state

One or two sentences or bullets explaining service

9th, 10th & 11th grade

Organization Name, city, state

One or two sentences or bullets explaining service

9th, 10th & 11th grade

ACHIEVEMENTS

Organization Name or Award Name

Position & Title

10th grade

Organization Name or Award Name

Position & Title

10th grade

ACTIVITIES

Name of Club or Organization

Position and Title

9th, 10th, 11th grade

Statement of Students' Rights and Responsibilities

Adopted by the National Association for College Admissions Counseling, 10/91

I. The Rights of the Student When Applying to Schools

A. Your Rights Before You Apply

1. You have the right to receive full information from colleges and universities about their admission, financial aid, scholarship, and housing policies. If you consider applying under an early decision plan you have a right to complete information from the college about its process and policy.

B. Your Rights When You Are Offered Admission

1. You have the right to wait to respond to an offer of admission/and or financial aid until May 1.
2. Colleges that request commitments to offers of admission, financial assistance, and/or housing prior to May 1, must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for housing and/or financial aid. (This right does not apply to candidates admitted under an early decision program.) Any student needing an extension beyond May 1 should contact the admissions department to find out their policies.

C. Your Rights If You Are Placed On A Wait List Or Alternate List

1. The letter that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admissions, and the availability of financial aid and housing.
2. Colleges may require neither a deposit nor a written commitment as a condition of remaining on a wait list.
3. Colleges are expected to notify you of the resolution of your wait list status by August 1 at the latest.

II. The Responsibilities of the Student When Applying to Schools

A. Your Responsibilities Before You Apply

1. You have a responsibility to research and understand the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure that you understand the policies of each college or university regarding deposits that you may be required to make before you enroll.

B. Your Responsibilities As You Apply

1. You must complete all material that is required for application, and submit your application on or before the published deadlines. You should be the sole author of your application.
2. You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
3. It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

C. Your Responsibility After You Receive Your Admission Decisions

1. You must notify each college or university which accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college that you wish to attend, but no later than May 1.
2. You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. (The exception to this arises if you are placed on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify the college or university at which you previously indicated your intention to enroll, if applicable.)
3. If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid from the institution where you applied early.

Commonly Used Terms and Abbreviations

American College Test (ACT): Measures skills in four major curriculum areas. (English, math, social studies, natural sciences). The scores are from a 1 (low) to 36, with a composite score as well.

Bachelor of Arts (BA): Undergraduate liberal arts degree

Bachelor of Fine Arts (BFA): Undergraduate degree in the fine arts

Bachelor of Science (BS): Undergraduate degree in science or business (BSBA)

Bachelor of Science (BSEE): Undergraduate degree in engineering

Coalition Application: Recently, more than eighty colleges and universities joined in forming the Coalition for Access, Affordability, and Success and are in the process of developing a new application that, along with the Common Application, will be accepted by Coalition institutions.

College Board: The overseeing group of the entrance testing and scholarship service (Often referred to as Princeton because that is where the headquarters are).

Common Application: An application accepted by many colleges which allow students to complete one and then send copies to all institutions accepting it.

CEEB #: College Entrance Examination Board number. A code given to schools and colleges for identification purposes. **(Pingree's code is 222013.)**

Deferred Admission: The policy allowing students to put off entrance into college for usually up to one year while pursuing another avenue outside education.

Early Action (EA): This process is used by a number of colleges to allow students to apply early and hear of the decision usually by the middle of December. A student may apply to others without having to withdraw the application if accepted. Acceptances are not binding.

Early Decision (ED): This is the common form of early admission. If a student is absolutely set on where he or she wishes to apply and wishes to have the process finished early, then this is the route to go. If accepted by a college under this plan, then all other applications must be withdrawn. There are a number of options for early decision (some colleges even have more than one date). Be sure that all this is clarified before you apply! Students applying under early decision will have to sign a binding contract.

Early Notification: This plan is similar to early action and simply means that the student will be notified within a shorter span of time. There is no obligation on the student's part if accepted.

FAFSA: Government form for financial aid which all applicants must fill out. Available in November.

Financial Aid Package: The money given to those students who applied for financial aid. The package usually consists of grants, loans, and work study.

Preliminary Scholastic Aptitude Test (PSAT): The first major standardized test taken in October of the sophomore and junior years. Scored from 320 – 1520.

Restrictive Early Action (REA): Similar to Early Action except that students are not allowed to apply to any other schools under an Early Action or Early Decision program, except in some instances, state universities.

Rolling Admissions: This process for admissions is used by some state universities and less selective liberal arts colleges. Applications are reviewed as they come in and decisions made immediately. Usually the student will know four to six weeks following the submission of the application. The large and competitive state universities which use rolling admission usually will close admission by early winter.

Scholastic Aptitude Test (SAT): The major standardized test for most college bound seniors. A new test is being offered beginning in March of 2016. There are two required sections, evidence-based reading and writing, and mathematics, plus an optional writing section. The two required sections are scored from 200-800 and are added together for a total score of 400-1600.

SAT Subject Tests: Measure knowledge or skill in a particular subject area. They are multiple choice and each is one hour long. Scored 200- 800. Students may take up to three tests on a test day.

Student Descriptive Questionnaire: This is a series of questions on the SAT (SDQ) registration form about the student. It is used by colleges to recruit students. In no way do responses jeopardize a student's chances.

Secondary School Report (SSR): The report which is usually attached to the student transcript which the College Office fills out and then sends to the college.

Financial Aid and Scholarship Websites

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|-------------------------|---|
| College Funding Comp | http://www.nelnet.net/ |
| College Scholarships | http://www.college-scholarships.com/ |
| CNN Money | http://www.money.cnn.com/pf/college/ |
| Compare Awards | http://www.collegeboard.com/article/0,3868,6-31-0-480,00.html |
| Completing FAFSA | http://studentaid.ed.gov/students/publications/completing_fafsa/index.html |
| CSS Profile | https://profileonline.collegeboard.com/index.jsp |
| EducAid | http://www.educaid.com |
| EduPrep | http://www.csnamerica.com/ |
| Ed.Gov | http://www.ed.gov/about/offices/list/oep/index.html?src=mr |
| EStudentLoan | http://www.estudentloan.com/ |
| FA Estimator | http://www.act.org/fane/ |
| FAFSA | http://www.fafsa.ed.gov |
| FAFSA College Codes | http://www.fafsa.ed.gov/fotw0506/fslookup.htm |
| FA Info | http://www3.dist214.k12.il.us/guidance/finaid.htm |
| Fastweb | http://fastweb.monster.com/ |
| Fed Fin Aid Info | http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp |
| Financial Aid Resources | http://www.theoldschool.org |
| Finaid.org | http://www.finaid.org |
| Financing Education | http://www.petersons.com/finaid/ |
| Funding Your Education | http://studentaid.ed.gov/students/publications/FYE/2003_2004/english/index.html |
| Funds Net | http://www.fundsnetservices.com/ |
| Grants, Etc. | http://www.ssw.umich.edu/resources/browse.html |
| Intern Stud FA | http://www.ief.a.org/ |
| Loan Info | http://www.wellsfargo.com/student/loans/undergrad/index.jhtml |
| Loans for Students | http://www.chelastudentloans.org/index.asp |
| Nat. Assn FA Adm | http://nasfaa.org/Home.as |
| Nellie Mae | http://www.nelliemae.com |
| Nerd World – FA Info | http://www.nerdworldcom/nw1178.html |
| Sage Scholars | http://sagescholars.com/ |
| Salliemae | http://www.salliemae.com/ |
| Schol. Res. Network | http://www.srnexpress.com/index.cfm |
| Scholar Stuff | http://www.scholarstuff.com/ |
| Scholarship Coach | http://www.scholarshipcoach.com/ |
| Scholarship Info | http://www.wisemantech.com/guidance/scholarship.htm |
| Scholarship Page | http://www.scholarship-page.com/ |
| Scholarships.com | http://scholarships.com/ |
| Smart Money | http://www.smartmoney.com/college/ |
| SW Student Services | http://www.sssc.com/website/english/home/sections/general/pages/default.html |
| Student Guide | http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp |
| Student FA Guide | http://studentaid.ed.gov/students/publications/student_guide/index.html |
| TERI FA Info | http://www.teri.org/main.html# |

Frequently Asked Questions

Can I get another copy of the parent or student questionnaire? Additional copies of parent and student questionnaires are available in Naviance in the documents section or you can pick up a copy in the College Office. (Information on college fairs, scholarships, diversity events and other items of interest can also be found in the documents section of Naviance.)

What is the CEEB code? 222013

Do I have to send my indicator grades? If you are applying ED, EA or rolling admission, your indicator grades will need to be sent. You may have the opportunity of getting updated indicator grades, but you will need to discuss that with your counselor.

What am I responsible for sending and what is the College Office responsible for sending? The student is responsible for sending the application, any supplements, the application fee, and test scores. The College Office will send your transcripts, semester grades and letters of recommendation.

I have a question about the Common App – can a counselor help me? Please be aware that the Common App has a tool bar and support services on its website and students should use their resources first. If you still cannot find the answer to your question, see a counselor.

How long does my essay have to be? Check with the applications to see if there are limits. Pay close attention to those limits. If there are no limits, then it is important to keep your essay long enough to cover the information, but short enough to keep it interesting!

Do I need to sign anything if I am applying ED/EA? If you are applying EA, you do not need to sign any contracts. If you are applying ED, most schools have a binding agreement that you, your parents and your college counselor will need to sign.

What grades are sent to the colleges? Indicator grades are sent to any ED,EA or rolling schools and will be followed by semester grades and final grades. Semester one grades will be sent to all of your schools and your final transcript will be sent only to the school you are planning on attending.

Once I submit all of my applications, do I need to go to the College Office anymore? YES!! The College Office will be in contact with admission offices throughout the year. We need to know how things are going with you and any important updates you might have. Be sure to keep us in the loop!