

FORT LEE HIGH SCHOOL
COLLEGE PLANNING
GUIDE FOR STUDENTS
&
PARENTS



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SCHOOL COUNSELING DEPARTMENT

FORT LEE PUBLIC SCHOOLS

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To all members of the learning community and its stakeholders,

I would like to take this opportunity to introduce myself as the new Director of School Counseling Services K-12 for the Fort Lee School District. I look forward to working closely with all of you--the students, parents, faculty, staff and community stakeholders of Fort Lee Schools. The goal of the School Counseling Service Department is to ensure that every student meets or exceeds their academic goal by optimizing their individualized student potential and taking advantage of our rigorous program offerings.

As guidance counselor, I had the privilege of working with both middle school and high school students. As a certified teacher, I have a well-rounded background assisting with curriculum and instruction as well as special education. In addition, my broad knowledge of the college application process and colleges themselves, will afford me the opportunity to serve you better as Director of School Counseling Services K-12.

Fort Lee is devised of rich cultural experience and academic excellence that is a result of collaboration between students, parents, teachers, administrators, and community stakeholders. This type of excellence allows for our students to be competitive college applicants and fruitful in their future higher education endeavors.

Enclosed please find the Fort Lee High School's College Planning Guide, which will aid you in the arduous college process. This handbook is designed to take you through the college search and submission process, as well as to supplement conversation and interaction between students and school counselors. I hope you find this guide helpful as you embark on this very important college journey. Myself, and the Fort Lee School Counseling Department, look forward to working with our students and families to select the best possible colleges and universities for our student population.

Please do not hesitate to contact me for any reason; I am here to assist the Fort Lee learning community and all its stakeholders.

Educationally Yours,

Lauren Carrubba

Lauren Carrubba
Director of School Counseling Services
Fort Lee School District

FORT LEE PUBLIC SCHOOLS

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Tips for Parents: Do's and Don'ts for Helping Your Child With the College Admission Process

The college search and admission process is a life-changing event for your child, and often for the whole family. The beginning of the college search signals the beginning of a child's transition from adolescent to young adult. As a result, it can be difficult for parents to strike the right balance of helping their child without taking over. Here are some do's and don'ts for parents entering the world of college admission.

DO Learn About the Process

Even if you have vivid memories of your own college decisions, realize that the college admission process has changed since you attended. Whether or not you attended college, invest some time in reading up about today's college admission process. Plan on attending college fairs and any informational meetings offered at FLHS. In addition, become familiar with the particular guidelines the FLHS Student Counseling Office has with regard to the handling of college applications. These guidelines are listed on pages 9 & 10.

DON'T Believe That There is Only One Right College

Choosing the "right" or "best" college implies that there is a single, magical campus that will meet a student's needs completely. This is simply not true and puts too much pressure on your child during this process. The better question for your child to ask would be: "Is this college a good match for me and my needs?"

DON'T Make This "Your" Application Process

In his article, Joseph Allen bluntly states a truth that is sometimes overlooked: "The most frightening words admissions officers hear parents say are: 'WE are applying to your college.' The fact is it's not your turn. On every list of schools they would choose for their child are their alma mater and the schools that turned them down. This is a great opportunity to recognize your child as an individual facing a world unlike the one in which you grew up..." Along these lines, think about allowing your child to "own" this process in as many ways as possible such as filling out the applications, writing the necessary essays, and making contact with college representatives.

DO Remind Your Child of Deadlines and Offer Help When Needed

Divide up the many complicated tasks involved in the college application process, as these can be daunting. Some tasks are perfectly appropriate for parents, such as finding out about deadlines, arranging for visits and helping gather information. For example you might sort through application materials and help your child formulate a schedule for completing, mailing or uploading all of the necessary components.

DO Discuss Restrictions Up Front

If there are financial or geographical restrictions that limit the range of colleges your child can consider, discuss them with your child at the beginning of the college search.

DON'T Limit Choices Based on Cost

"Parents should certainly be willing to lay out economic realities to their children at the fore front end of the college search process, but should not shut out options based purely on sticker price," says Michael E. Dessimoz, Associate Vice President for enrollment services at Roosevelt University. It's always a good idea to encourage your child to include colleges that are appealing to the student but may be out of their price range among his/her choices. Remember that financial aid often helps families send their children to even the most expensive colleges, so don't be in a hurry to write these schools off.

DO Listen and Offer Advice

For many students, their choice of college is their first adult decision and it can be difficult. Likewise, it can be difficult for parents to find the right balance of guiding their child without making decisions for him/her. Try being a mirror and reflect back to them what you hear them saying as they talk about what they like or dislike about a particular school. Ask good questions and let your child supply the answers.

DON'T Make Decisions for Your Child

Your child needs to choose a college based on his individual abilities, interests and personality. To that end, beware of pressuring your child to apply to the colleges you would like him/her to attend. Of course, encourage your child to apply to a good range of schools, but support your child's final decision about which college he/she will attend. Allow him/her to "trust his/her gut" when it comes to picking a college.

DO Be Your Child's Cheerleader

The college admission process can be stressful and thus put a strain on your child and your relationship with him/her. Your child may feel uncertain about the decisions he/she must make, fearful of rejection from colleges, or anxious about meeting deadlines for both college applications and schoolwork. Over the course of the search process, your child may change his/her mind (more than once) about career aspirations, academic goals, or what he/she wants in a college. All of this is normal. Parents can help their college-bound child by offering plenty of encouragement, a listening ear and gentle guidance. Try to lighten up when you see that the stress is building and ask what you can do to help. "Normalize" things by pointing out that it is okay to change your mind during the process of making a big decision. Above all, express with your words and with your actions that you have faith in your child and their ability to make this decision.

*Much of this information was taken from an article written by Jennifer Gross for the National Association for College Admission Counseling. Some portions were taken from an article written by Joseph Allen and can be found on the Hinsdale website.

COLLEGE COUNSELING TIMELINE

The college-counseling timeline begins upon a student's entry to Fort Lee High School with the selection of a challenging academic course of study. More formal steps in this process begin during junior year.

FRESHMAN YEAR:

When a student becomes a freshman everything starts to "count". Freshman courses, grades and credits all become a part of a student's transcript, and freshman grades are used in determining a student's GPA.

Monitor academic progress.

- In the beginning of each grading period you should set realistic academic goals for that term. Throughout the year, make sure both you and your parents view the Parent Module in PowerSchool and see all report cards and academic information.
- Familiarize yourself with Naviance and begin college and career searches. Naviance directions are listed on page 8.
- FLHS's College Planning Night. This a school-wide evening program that prepares all grade levels for the college application and acceptance process.

Become involved in a wide variety of activities.

- Most college and scholarship applications ask students to list their high school activities. Many applications also ask for evidence of leadership. Students should therefore be involved in a variety of activities and, whenever possible, they should take a leadership role. The type of involvement is also important because it shows focus and commitment.

Tip: Start keeping a record of your activities and awards on the FLHS Activity and Award Log on page 16 beginning in your freshmen year. Include information on all school and community activities, leadership positions, honors, employment, and volunteer work. Be sure to update this file at least once a year.

Select appropriate 10th grade courses.

- In the spring, review your four-year school plan, and make sure that you select the most appropriate courses for your sophomore year. It is important that a student's transcript be as competitive as possible.

Plan summer activities.

- A number of colleges have excellent summer programs for high school students. Of course, many of the more traditional summer activities can also be very worthwhile. You could, for example, join an athletic team, take an online course, and/or do volunteer work at a homeless shelter, hospital, nursing home, blood bank, etc.

SOPHOMORE YEAR:

Continue to monitor academic progress and become involved in activities developing your leadership skills.

Continue college and career planning using Naviance. Start to explore and discuss college options by gathering information, attending college fairs, and making informal visits to colleges.

FLHS's College Planning Night. This a school-wide assembly that prepares all grade levels for the college application and acceptance process.

Take the PSAT/NMSQT.

- The PSAT/NMSQT is a national test that is administered by high schools in October. Although the PSAT/NMSQT is a test primarily for juniors, many sophomores take it for practice. See page 12 for more information.

Select appropriate courses for the 11th grade.

In the spring, review your four-year high school plan, and make sure that you select the most appropriate courses for your junior year. Make this year really count! Parents are encouraged to make an appointment with their child's school counselor to discuss any questions they may have. It is important that a student's transcript be as competitive as possible.

Plan summer activities.

- Plan meaningful activities for the summer months. If possible, look for activities that relate to the college major your child may be pursuing.

At the end of the year, update the Activities and Awards Log.

JUNIOR YEAR:

Junior year is when students should seriously begin examining their postsecondary options. Juniors should prepare and take college tests, make college visits, and start searching for scholarships.

September:

- Begin to think about your reasons for going to college. What are your goals?
- Have an in-depth college based conversation with your parents and counselor.
- Attend the College Fair at Fort Lee High School.
- Continue college and career planning using Naviance.
- Thoughtfully plan your extra-curricular activities for this year and next.
- College representatives will be presenting in the school counseling office throughout the fall. Schedules & passes may be obtained in the guidance office or through Naviance.

October:

- All juniors take the PSAT, which is the qualifying exam for the National Merit Scholarship competition.
- College Representative visits are scheduled throughout the month. Schedules & passes may be obtained in the guidance office or through Naviance.

November:

- College Representative visits are scheduled throughout the month. Schedules & passes may be obtained in the school counseling office or through Naviance.

December:

- PSAT scores are distributed to students. The scores are sent home with test booklet and answer sheet. Study the results to see if there are patterns in your wrong answers.

January:

- Decide if you need a SAT preparation program for the spring SAT. SAT prep information is available in the School Counseling Office.

- February:
 - Decide which college admission tests you will take and when (SAT/SAT subject/ACT/AP/IB). See page 13 for more information.
 - Check registration deadline for the March SAT I.
 - Begin the college search in earnest by identifying important factors in choosing a college for you. Focus on your goals, career interests and special talents. Consult the resources in the School Counseling Office.
 - Begin to schedule college visits for spring break.
- March:
 - Check registration deadline for May SAT I and II.
 - College “Kick-off” assembly for all juniors. Personal Naviance Log Ins will be distributed.
 - College conferences with school counselor begin. Common application and Naviance training on college application process.
 - Check registration deadline for the May and June SAT.
- April:
 - Attend college open houses at the colleges in which you are interested.
 - Check registration deadline for June SAT I and II.
- May:
 - AP examinations.
 - Conferences and follow-up meetings with your school counselor continue.
 - Students should request teacher(s) to complete a letter of recommendation to be kept on file in the school counseling office.
 - All juniors must complete “Pre-College Survey” on Naviance. This is used to assist teachers and counselors when writing letters of recommendations.
- June:
 - **Finish the year with flying colors! This is your most important year for colleges!**
 - File the NCAA Clearinghouse if you expect to play Division I athletics in college.
 - Families planning on visiting colleges over the summer should call to schedule campus interviews, group information sessions and tours. See pages 18-20 for more information.
- Summer:
 - Students should examine college and university websites for application processes, deadlines, online tours, etc. Start early!
 - Begin to work on rough drafts of college essays, activity resume and senior autobiography (for school counseling office).

SENIOR YEAR:

- September:
 - Students should schedule a meeting with their school counselor early in the fall regarding the college application process.
 - College representatives will be visiting throughout the fall. Students should sign-up in the School Counseling Office or through Naviance.
 - Well in advance of application deadlines, students should ask teacher(s) for a recommendation (most colleges require two teacher recs). Recommendation forms are available in the School Counseling Office.
 - Register for the October or November SAT I and SAT Subject Test(s).
 - Remind parents to gather tax and financial records required to apply for financial aid in January. The FAFSA may be sent in any time after January 1st.

- Search for merit scholarships on Naviance and use websites listed on page 11.
- Begin your senior resume. Use of the Fort Lee High School Activities & Awards Log will be of great assistance.
- Complete NCAA Clearinghouse Eligibility if you plan to play sports in college. www.eligibilitycenter.com See page 14.
- Complete the CSS Profile for non-federal financial aid <https://student.collegeboard.org/css/financial-aid-profile>
- All secondary school reports must be turned in to the School Counseling Office no later than ten (10) school days before the particular deadline in order for transcripts to be sent on time. This form is required for applications not completed through Common Application.

October:

- Monitor college application deadlines for early action, early decision, and general admission.
- All secondary school report forms for Early Decision/Early Action applications must be submitted to the school counseling office ten (10) school days prior to the deadline.
- Attend “Senior Parent Night” at Fort Lee High School.
- Conferences with students and school counselors continue.
- College Representative visits scheduled throughout the month. Students should register through Naviance.
- Seniors may wish to visit colleges over long weekends/holidays. Many colleges will provide overnight hosting in the residence halls for visiting seniors.
- Finish research, compare colleges, and reduce list to six to eight colleges.
- Register for the December SAT I and II, if necessary.
- Common deadlines for Early Decision/Early Action applications are November 1st and November 15th .
 - Submit all Nov. 1st deadlines by Oct. 15th.
 - Submit all Nov. 15th deadlines by Oct. 25th

November:

- Finish all rough draft application and essays – go over them with school counselor or teacher.
- College Representatives are still visiting.
- Submit December 1st application deadlines by November 15th.
- Plan to attend Fort Lee High School’s Financial Aid Night in December.
- January SAT I & II are the last sessions available to seniors. Be sure to check registrations deadlines if needed.

December:

- Mid-month: Early Decision/Early Action notifications sent out.
- Some “rolling” decision notifications may be sent out.
- Begin to fill out FASFA forms at www.fasfa.ed.gov
 - Create your pin by logging onto the website.
- Plan holiday visits to colleges.
- Continue to submit applications two (2) weeks prior to the deadline.
- Attend Financial Aid Night and College Planning Night offered at FLHS.

January:

- Let your school counselor know your first choice colleges. Stay in contact with the representatives at those colleges. Ask if you can send any additional academic or activities information or letters.
- All secondary school report forms for applications must be given to the guidance office a minimum of ten (10) school days before the deadline! This form is required for all applications not completed through Common Application.
- Continue your Naviance search for scholarships listed in the Scholarship tab in Naviance!

February:

- **Students must log into Naviance and update college acceptances and decisions as soon as they receive them.**
- Mid-year reports are sent to all colleges via Naviance or mail.
- More “rolling” decisions are sent out.
- Some regular decision notifications may be sent out at the end of March.
- Long holiday weekends and spring break are good times to visit any schools not yet visited.
- Pursue scholarship options and watch due dates.
- Watch for your Student Aid Report to arrive, which states the amount of student aid for which you are eligible. Make sure your colleges received it. Submit any additional financial information that the colleges may request.

April:

- Regular Decision notifications arrive throughout the first half of the month. Be sure to update Naviance!
- Many colleges sponsor special open house programs for admitted students. These programs are an excellent way for students to see the colleges again before making a final decision.
- Waitlisted? Write a “pleading letter” and ask your school counselor for help. Most colleges will decide on their waitlisted applicants by mid-June.

May:

- May 1: Deadline for sending out registration forms and fee to the college chosen to attend. **You may deposit at only one college!**
- Fill out student loan applications.
- AP & IB examinations are given.
- Wait list activity begins and continues throughout the summer.
- All seniors must complete the Graduation Survey on Naviance by June 1st. Final transcripts cannot be sent to colleges without this!

June:

- Complete housing and course selection forms sent by your newly selected college.
- Final transcripts are sent out to colleges.
- Attend all advising days, open houses, orientation programs, etc. offered by your college.
- Send thank you cards for any scholarships you have received.

Using Naviance for College and Career Planning

Naviance Family Connection

A college planning resource for students and parents

The Fort Lee School Counseling Office has selected TCCi Family Connection to assist us and our students in managing the college application process. TCCi Family Connection is a comprehensive website that students and parents can use as a tool when planning for college. We are pleased to make this new resource available to all of our students and families.

While we anticipate heaviest usage among our juniors and seniors, many of our younger students and their parents will find this tool to be helpful in longer-term planning. We encourage our students to utilize this website throughout their years.

How to access Naviance:

Log in at the website:

<http://connection.naviance.com/fortlee>

*Any student or parent may log in as a "Guest" using the password **guidance01**.*

Juniors and seniors and their parents may log in on individual accounts where they will have access to personal academic information (GPA, SAT scores, etc.). Juniors may begin compiling their list of prospective colleges, and compare their own academic credentials with recent Fort Lee High School applicants to those schools. Seniors in the midst of the application process can use the system to manage and track their applications.

Registration codes for individual accounts will be distributed during junior year Pre-College counseling meetings. Any junior student or parent who would like to have earlier access may ask for an access code.

Here are some of the features to explore:

College Lookup

This research tool provides comprehensive information on thousands of colleges. In addition to general and admission information, further data is presented on academics, cost and financial aid, student body characteristics, extracurricular and athletic programs. A link to each college's website is provided.

College Search

Enter criteria such as size, location, cost, availability of specific majors or athletic programs, and students can produce a list of colleges that meet their criteria.

Scattergrams

A graphical view of application outcomes (accepted, denied, waitlisted) at a college for recent Fort Lee High School applicants using GPA and SAT scores. Students can gauge their chances of acceptance by comparing personal GPA/SAT numbers with those of successful applicants.

Visit Schedule

As college representatives schedule information sessions at Fort Lee High School, these are posted online. Click on Visit Schedule, or view the page for a particular college to see whether a session is scheduled. Juniors and seniors with personal accounts may sign up online.

Resources

This feature provides links to other useful websites relating to college information, financial aid, test preparation, NCAA eligibility, etc.

Scholarships

Local and national scholarships are posted and updated throughout the academic year.

And, for juniors and seniors ...

For juniors and seniors registered with personal accounts, TCCi Family Connection is a place to organize personal data, lay out a game plan, maintain a list of prospective colleges, and track the application process.

The School Counseling Office may periodically post information of interest to students, and we have the ability to send group emails to pass along information targeted to subgroups (for example, all registered students interested in, or applying to a particular college).

THE COLLEGE APPLICATION PROCEDURE FOR SENIORS

We welcome the opportunity to help you with the college application process, but the RESPONSIBILITY for meeting deadlines for college rests with YOU.

REGISTER for SAT1, SAT Subject tests, TOEFL and ACT tests on time. Don't forget to request that your scores be sent to colleges and to Fort Lee High School. This can be done directly through your CollegeBoard Account. Colleges require that official copies be sent directly from the testing source.

TRANSCRIPT REQUESTS WILL BE ACCEPTED IN THE SCHOOL COUNSELING OFFICE BETWEEN 7:30 A.M. AND 8:30 A.M., AND AGAIN FROM 2:15 P.M. UNTIL 3:30 P.M. This will allow our secretarial staff uninterrupted time to process the volume of requests.

Please allow a minimum of 10 SCHOOL DAYS for us to process your request.

PROCEDURES:

1. A signed transcript release form must be completed and turned into the School Counseling Office.
2. Envelopes: For each school to which you apply, you must provide:
 - a) An addressed (9" x 12") envelope. As the return address, write Fort Lee High School, School Counseling Department, 3000 Lemoine Avenue, Fort Lee, NJ 07024. DO NOT put your home address on the envelope since official transcripts are sent by the school, not you.
 - b) Write your name in pencil on the lower left corner of all of the envelopes.

- c) Indicate (also in pencil) on the top of the envelope if the application is an early decision, early action, regular decision or rolling, and the application deadline.
 - d) School or counselor forms that the college(s) requires.
 - e) Completed Transcript Request Form (pick up at the School Counseling Office).
 - f) Completed College Confirmation Card (pick up at the School Counseling Office).
 - g) Five (5) postage stamps – do not attach to envelope(s).
3. Teacher Recommendations: Teacher recommendation request forms can be picked up in the School Counseling Department. Please be sure to give sufficient time for the teacher to write the recommendation and don't forget to thank your teachers for taking the time to write your recommendation.

INFORMATION REGARDING SENIOR YEAR GRADES & ACCEPTANCES:

- 1. Mid-year reports will automatically be sent to all the colleges to which you have applied. They require this information as part of the application process.
- 2. You must notify the School Counseling Office of the college you plan to attend and where a final transcript should be sent. This must be done on Naviance. All colleges require a copy for entering students as evidence of high school graduation.

Senior year grades are an integral part of a student's academic record, which we are obligated to submit to college admissions personnel. Therefore, it is vital for seniors to keep up their grades. During the entire senior year, counselors will share all academic information with colleges.

- 3. Please inform the School Counseling Office all admissions decisions received by each college through the Naviance System. Remember that you must withdraw all applications by contacting the admission offices for each college to which you have applied and been accepted to, but will not be attending. Depositing to more than one college is unethical and unfair to students who are on waiting lists.

College & Career Planning Websites

College Resources & Searches

www.CollegeBoard.com (college searches and SAT registration)
nces.ed.gov/collegenavigator
collegedata.com
www.princetonreview.com
www.nacacnet.org

NCAA Clearinghouse- Athletic Eligibility in College

www.ncaa.org
<http://www.ncaapublications.com/productdownloads/CBSA.pdf> (complete student guide including application process)

Financial Aid & Scholarships Information

www.hessaa.org (financial aid information)
www.fasfa.ed.gov (financial aid application)
www.student.aid.ed.gov (federal financial aid info)
www.fasfa4caster.ed.gov (FASFAforecaster)
www.act.org/fane (financial aid estimator)
www.nelnet.com (college funding)
www.fastweb.com (scholarship opportunities)
www.college-scholarships.com (scholarships)
www.getcollegefunding.com (scholarships)
www.salliemae.com (student loan information)
www.savingforcollege.com (helpful hints)
www.ftc.gov/scholarshipscams (scholarship scams)

College Application & Essay Advice

<http://www.acm.edu/uploads/cms/documents/acm-college-guide-writing-essay.pdf>
<https://bigfuture.collegeboard.org/get-in/essays/8-tips-for-crafting-your-best-college-essay>
<http://www.nacacnet.org/studentinfo/articles/pages/top-ten-tips-for-writing-a-college-essay-.aspx>

Standardized Testing & The College Process

Standardized testing is a necessary part of the college and university application process for most schools. Schools use a variety of tests to gauge incoming students' college readiness skills. This remains the model for many universities and colleges.

There are some colleges and universities that do not require the SAT or ACT for admittance. These schools are known as "test optional" and a list of these schools can be found at www.fairtest.com.

Below you will find a description of the most common standardized tests. (These do not include NJ Graduation Requirement Assessments such as the HSPA and soon to be PARCC.)

PSAT:

The PSAT is typically offered on the 3rd Saturday in October and is an optional test to all 9th-11th graders, but is highly suggested for both 10th and 11th grade students. Taking the test as a junior will qualify you for some scholarship considerations and identify you to colleges as a potential candidate. The results of this test provide specific feedback which is helpful when planning test prep for the SAT.

SAT:

The SAT tests your knowledge of reading, writing and math. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities can use the SAT to make admission decisions. College Admissions use the SAT as a predictor of college academic success. The SAT is offered at Fort Lee High School, as well as numerous neighboring schools, on multiple Saturdays throughout the year. Visit www.collegeboard.org for test dates and registration information. Keep in mind registration is normally six weeks prior to the test and fee waivers are available to those who fit the criteria.

ACT:

The ACT is a national college admissions examination that consists of subject area tests in English, Mathematics, Reading, Science, and an optional Writing. However, students SHOULD take the ACT with Writing for admission into a four year college or university. ACT results are accepted by all four year colleges and universities in the U.S. The ACT is offered at Fort Lee High School on numerous Saturdays throughout the year. Visit www.actstudent.org for test dates and registration. Keep in mind registration is normally six weeks prior to the test and fee waivers are available to those who fit the criteria. ***See chart for comparison of SAT & ACT***

SAT Subject Tests:

These are one hour, multiple choice exams given in specific subject areas. Some of the most competitive colleges and universities require one or more of these tests for admission and other colleges and universities use them for placement in courses. Students should contact college admission offices to determine if the college requires Subject Tests. The SAT Subject tests are offered at Fort Lee High School, as well as numerous neighboring schools, on multiple Saturdays throughout the year. Visit www.collegeboard.org for test dates and registration. Keep in mind registration is normally six weeks prior to the test.

AP:

Advanced Placement (AP) Exams are three hour exams in specific subject areas and are designed to be taken upon completion of an AP course or the equivalent. They are rigorous exams that include both multiple choice and essay sections. More than 1,400 colleges and universities accept AP credits when a specific score is received on the AP exam. Speak with an admission representative to discuss that college's AP credit policy. AP Exams are only offered on specific dates in May, and are given to all Fort Lee High School AP students.

IB:

International Baccalaureate Exams are taken by students to fulfill requirements in their IB diploma or certificate programs. These exams are not typically used for admissions, though a score report can be sent. Many colleges and universities award credit based on exam scores. Contact the admissions office of your colleges to discuss their IB policy and speak with the IB Coordinator for further information.

Comparison of the SAT & ACT

Adapted by the National Association for College Admission Counseling (NACAC); www.CollegeBoard.com and www.actstudent.com

	SAT	ACT
How often is it administered?	Seven times per year.	Six times per year.
What is the test structure?	Ten-section exam: Three Critical Reading, three Math, three Writing, and one Writing. The writing is an experimental section is masked to look like a regular section.	Four-section exam: English, Math, Reading, and Science Reasoning. An Experimental section is added to tests on certain dates only, and is clearly experimental. *Writing is optional, but must be taken for admission into 4-year colleges.
What is the test content?	Math: up to 9th grade basic geometry and Algebra II Science: none. Reading: sentence completions, short and long critical reading passages, and reading comprehension. Writing: an essay, and questions testing grammar, usage, and word choice.	Math: up to trigonometry Science: charts, experiments. Reading: four passages, one each of Prose, Fiction, Social Science, Humanities, and Natural Science. English: stresses grammar. Writing: The Writing Test is a 30-minute essay test that measures your writing skills—specifically those writing skills emphasized in high school English classes and in entry-level college composition courses.
Is there a penalty for wrong answers?	Yes, $\frac{1}{4}$ point off for incorrect answers.	No.
Are all scores sent to colleges?	Sometimes. There is a “Score Choice” option that allows you to release the results from one or more test dates (not individual sections). *Many colleges still want to see all your scores, so you may have to submit them all anyway.	No. There is a “Score Choice” option. Students can choose which schools will receive their scores AND which scores the schools will see.
Are there other uses for the exams?	Scholarship purposes. Some colleges may use scores for placement.	Scholarship purposes. Certain statewide testing programs. Some colleges use scores for placement.
Best time to register?	At least six weeks before the test date. The earlier the better. Online Registration: www.collegeboard.com	At least six weeks before the test date. The earlier the better. Online Registration: www.actstudent.com

NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Divisions I and II Initial-Eligibility Requirements

Core Courses

- **NCAA Divisions I and II require 16 core courses.** See the charts below.
- **Beginning August 1, 2016, NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.
 - *Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org)
- **Division I** students enrolling full time **before August 1, 2016**, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- **Division I** GPA required to receive athletics aid and practice on or after August 1, 2016, is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for competition on or after August 1, 2016, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I 16 Core Courses

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.

DIVISION II 16 Core Courses

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language)

Sliding Scale A		
Core GPA Sum	SAT Verbal and Math ONLY	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

Sliding Scale B		
<i>Use for Division I beginning August 1, 2016</i>		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT	ACT Sum
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.299	910	76
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86



Fort Lee High School Activities & Awards Log

This activity log is to be maintained by the student and used to devise a senior resume

Extra-Curricular Activities	Freshmen Year	Sophomore Year	Junior Year	Senior Year
Clubs/Sports				
Leadership				
Awards				
Employment & Community Service				

FORT LEE HIGH SCHOOL
TRANSCRIPT REQUEST FORM

**ALL TRANSCRIPT REQUESTS MUST BE SUBMITTED AT LEAST 10 SCHOOL DAYS PRIOR TO APPLICATION DEADLINE.
NO EXCEPTIONS.**

Student's Name _____ Date _____ Counselor _____

eDocs member (check one) ____ Yes ____ No (List is available on Naviance)

Most colleges accept transcripts sent electronically (eDocs). However, some colleges require paper copies. In that case, please provide the college address where the transcript should be sent. You can find the address on Naviance by simply clicking on the college name.

College Name: _____

Address: _____

Check the type of application:

____ Early Decision Binding ____ Early Action Non-binding ____ Regular Decision ____ Rolling Admission

Date you submitted (or plan to submit) your application **online**: _____
(Colleges will not upload your transcript until you have actually applied online.)

IF the college is NOT an eDocs member, you must remember to submit a 9x12 envelope addressed to the college. Please print your name and type of application (in pencil) on the envelope. Please include the following:

- Enclose the counselor/secondary school form (if applicable)
- Include five (5) 49 cent stamps in the envelope
- Include a resume/activity sheet

Students are responsible for requesting CollegeBoard and/or ACT to send Official SAT/ACT test scores from www.collegeboard.com
OR www.actstudent.org

FERPA (Family Educational Rights & Privacy Act) Authorization Statement:

I hereby authorize Fort Lee High School to release my Academic/Transcript Records (records include: transcripts, admission and registration information, schedule information, assessment test scores, Satisfactory Academic Progress status, residency information, and any other documentation contained in the academic records).

Signature of Student

Signature of Parent

=====

SCHOOL COUNSELING OFFICE USE ONLY (Do not fill out this section)

Date received: _____

Electronic Delivery :

____ eDocs member ____ SSR/Rec/Transcript sent ____ Secretary initials ____ date

Paper Delivery:

____ Rec/Transcript sent ____ Secretary initials ____ date

The Campus Visit

This is one of the most exciting and enjoyable parts of the college search! This is your chance to see the college campus and see what life as a student would be like. When you make a reservation for the campus tour, also make a reservation for your interview and/or group information session appointment. If you need financial aid information, you should make an appointment with a financial aid officer – even without an appointment you can still visit the F.A. office.

Your parent(s) should feel free to join you. Ask questions of the guide or any other student on campus that you might not feel comfortable asking an interviewer.

- What percentage of students stay on campus on weekends? What kinds of activities are sponsored during the week? On weekends?
- If there are fraternities and sororities on campus, do they dominate the social life? Are there honor societies or intermural sports teams?
- What are the dorms like? Are there quiet hours? Is there a lounge on each floor? What is provided in each room? Are there phone and computer outlets? Is the room large enough to be comfortable? Are there laundry facilities in each dorm? Can you have a refrigerator? A hot plate?
- What is the arrangement in the dorms – single sex, coed by wing, coed by floor?
- Are students assigned housing according to their year?
- What are the meal arrangements? What is the food really like?
- Are the faculty members accessible for academic advisement and social interaction?
- What are the library hours? The computer center hours? Where do most students study?
- Are the laboratory facilities adequate?
- Is there an intramural and/or club sport program? What percentage of students participate in such programs?
- Are sport facilities such as the pool, gym, tennis courts, etc. available to all students? Is there a church or synagogue of your preference nearby?
- Ask the guide what he/she does not like about the college.

The Interview

The interviewer knows that this is a stressful situation so try not to worry about being interviewed. Try not to get over-anxious about the situation, and practice interviewing skills with your counselor before your session.

GO PREPARED. Search the website and any other literature from the college that you are visiting so that you do not ask obvious questions that are answered in the literature or website. For the larger universities, know the correct name and correct division for the area of academic study to which you are applying. Write down a few notes so that you can review information before the interview.

- Be early. You want to go into the interview as calm as possible.
- Shake the interviewer's hand firmly at the start and the finish of the interview. Do not sit down until asked to sit. Have a sense of when the interview is over.
- Get the name of the interviewer and use it in the interview. You might ask for the interviewer's business card at the end of the interview. Keep the card for future reference and to send a follow up thank you note.
- **YOUR PARENT(S) DO NOT GO INTO THE INTERVIEW WITH YOU.**

Have some questions to ask the interviewer if the opportunity arises. These questions may also be asked at the group information session.

- What is the average class size of the courses I will be taking to fulfill college requirements and/or my major requirements?
- What is the faculty to student ratio? Do graduate students teach freshman courses?
- Do I have a faculty member as an academic advisor?
- Are there advisors to assist me in obtaining summer jobs in my field and/or permanent positions after graduation?
- Do many of the students in my field go on to graduate school from this college?
- Do a majority of students remain on campus on the weekends?
- Are religious services and clubs available?
- Who determines dormitory regulations – students, administration or both?
- I have been active in _____. Are these activities available?
- How is my application evaluated?
- When will I receive a response to my application?
- If you are applying to a large university, ask whether you are permitted to take courses at all of the university's divisions.
- You may write these questions down on a piece of paper and refer to them during the interview. This is perfectly acceptable. If the interviewer does not know the answer to a particular questions, ask the interviewer how you can obtain the answer.

The interviewer may ask you some of the following questions. Answer them honestly and to the best of your ability. Do not be afraid to say that you do not know the answer to a particular question.

- Why are you interested in _____ college?
- Tell me about your high school?
- What are your grades? What is your class rank? You can bring along an unofficial transcript but do not offer it to the interviewer unless asked.
- What academic areas or career are you most interested in? Why? It is perfectly all right to say you are undecided.
- What high school courses are/were your favorites? Why?
- What courses are you taking this year (or your senior year)?
- What are/have been your extracurricular activities? Why have you chosen them? Do you intend to continue them in college?
- What has been your work experience?
- How did you spend your summers and your free time while in high school?
- How would you describe yourself to someone who did not know you? How would a friend or relative describe you?
- What newspapers and magazines do you read? How often? What television show do you watch? What non-required books have you read recently?
- What are your plans for after college graduation? Graduate School? Employment? It is perfectly all right to say you are undecided.
- Where else are you applying? You do not have to give a long list – just select 3-4 colleges, in advance, that are about on the level with the college at which you are being interviewed.

You should write “thank you” message to the interviewer. Make sure you spell their name correctly. In addition, after the interview you might remember some VITAL piece of information that you did not mention. It is alright to write or email, not call, the interviewer and give him/her this information.

Personal Post Observations

After visiting a college, write down your impressions so that you will be able to recall your feelings when you receive your acceptances. Also write down the name of any adult you came in contact with and the date of your visit. This information will be helpful when you are filling out your applications. After acceptances arrive, some students like to revisit certain colleges to help in the final decision.

If you follow the above steps you will be on the road to a successful post-secondary experience!!!

GLOSSARY OF TERMS

ACCREDITATION-Official recognition that a college, university, or trade school has met the standards of a regional or national association.

ADVANCED PLACEMENT (AP) CREDIT- An examination is administered and scored 1 to 5, with 5 being the highest. Each college or university decides how much advanced placement credit, if any, it will grant the student.

AMERICAN COLLEGE TEST (ACT)-College aptitude test, sometimes required in the Midwest, similar to the SAT, although somewhat more achievement-oriented, may be submitted in lieu of the SAT to many colleges.

ASSOCIATE'S DEGREE-Awarded by a college after satisfactory completion of an approved two-year program of study.

BACCALAUREAT OR BACHELOR'S DEGREE-Awarded by a college or university after satisfactory completion of an approved four-year program of study.

CSS PROFILE-A financial aid form that is required by certain colleges in addition to the FAFSA.

COLLEGE GUIDES- Publications which include profiles of colleges and universities, and can be used as part of the college exploration process.

COMMON APPLICATION FORM- A standardized application that can be used when applying to many colleges and universities as listed on the form. This is available in the School Counseling Office and also online.

DEFERRED ADMISSION-Allows an accepted student to postpone admission for one semester or year.

EARLY ACTION-Allows the students to apply by a specified date, usually in early fall, and receive early notification of an admission decision. In this instance, accepted students are **not** obligated to attend that particular college or university.

EARLY ADMISSION-Admits students of unusually high ability into a college at the end of their junior year of high school.

EARLY DECISION-Same as Early Action, but if admitted, the student has an obligation to accept the offer of admission and withdraw all applications to other colleges or universities. If admitted under Early Decision, the student must enroll.

EDUCATIONAL TESTING SERVICES (ETS)-An agency established by the College Board to produce its tests.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)-A detailed form used by students and parents to supply information about their income and assets. This information is used to determine financial need in attempting to meet college costs.

GRANT-A financial gift toward college which does not have to be repaid by the student.

LOAN-Money borrowed by the student to pay for college expenses. The loan must be repaid usually with interest.

MATRICULATION-Enrollment in a college or university in a degree program.

NON-MATRICULATION- Enrollment into a college or university, but not into a degree program. Students cannot graduate in this status, but credits earned may apply toward a degree when the student matriculates.

OPEN ADMISSION-Allows everyone with a high school diploma, or its equivalency, to enroll at the college.

PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)-This shorter version of the SAT 1 is designed to prepare juniors for the SAT 1. It is administered by high schools in October. It also serves as the qualifying exam for scholarships awarded by the National Merit Scholarship Corporation. The NMSQT Selection Index, which is used to determine the top scholars in the country for the Merit Scholarships, is the sum of three equally weighted scores---the verbal, math and writing scores.

REGULAR DECISION-An applicant submits a completed application and required credentials by a specified deadline date, and receives notification of the admission decision, usually in March or April.

ROLLING ADMISSION-An applicant submits a completed application and an admission decision is made as the application and all required credentials are received. Acceptance is based upon meeting a pre-determined standard set by the college rather than looking at the total applicant pool.

ROTC-Reserve Officer Training Corps; it combines military education with college study leading to the baccalaureate degree.

There is an offer of financial assistance to those who commit themselves to future service in the Army, Navy, or Air Force. Not all campuses offer ROTC.

SAT 1 (REASONING TEST)-The most widely required examination by colleges and universities, which is administered through the Education Testing Services (ETS). Scores are reported on a 200-800 scale. The "new" SAT, first offered in March 2005 includes 3 sections-critical reading, mathematics, and writing.

SAT 11 (SUBJECT TESTS)-One-hour test administered in a variety of academic subjects and sometimes required by colleges, especially highly competitive or selective institutions, for the purpose of placement in freshmen courses as well as for admissions decisions. Colleges requiring these tests ask for as many as three, often Writing and Mathematics and one other of your choice. SAT 1 and 11 may not be taken on the same dates.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)-A test of English proficiency for foreign students administered through the Educational Testing Services (ETS). Most colleges require foreign students to take this test in addition to the SAT 1 as a routine part of the application process.

TRANSCRIPT- An official copy of the school record sent directly from the high school to the college.

TUITION DEPOSIT- A college usually requires an admitted student to state his/her intention to enroll by submitting a deposit by a specified date. This non-refundable deposit is applied to the student's tuition for the upcoming academic year. It is not ethical to submit more than one deposit.

UNDERGRADUATE DEGREES -Two-year or Associate's Degree, or four-year baccalaureate or bachelor's degree.

WAIT LIST- After the college or university considers the applicant for admission, he/she may be placed on a Wait List, which means that entrance may be granted if a smaller than anticipated number of accepted students make tuition deposits.
