

GROVER CLEVELAND HIGH SCHOOL

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COLLEGE HANDBOOK CLASS OF 2012

Student's Name: _____

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College Office Schedule

Monday
Tuesday
Wednesday
Thursday
Friday

Periods 1-6 & 8-9

BY APPOINTMENT ONLY

***To request an appointment you can fill out an appointment request form in the college office Room 306.**

Student Responsibilities in the College Application Process

1. Reading all materials from the College Office. Other than this handbook there will be scholarship and financial aid information and deadlines on the calendar in Room 306. Stop by the college office at least once a week to collect updated information. If you don't read it you will not know essential information!
2. Motivation – Students are responsible to do a large part of the college application process on their own.
3. Being prepared – You must keep your college application materials organized, and you must be prepared to mail it by the deadline.
4. Doing a college search – You will do college searches and finalize the list of schools you want to apply to.
5. Obtaining your applications and filling out Private College application during the summer before your senior year via the internet (see page 6)
 - A. Mrs. Mastropietro will carry out presentations in the Library during your Government class to give you the latest information regarding the application process in late September.
 - B. You will pick up your CUNY & SUNY application worksheets from the college office, Rm.306, around October 1st.
 - C. It is your responsibility to complete your application worksheets. The college office will assist your entering the information on the computer. We do not fill out your college applications and if you have questions contact us prior to your scheduled appointment.
6. Photocopies- You must photocopy all documents that you send to a college.
7. Respecting the College Office hours - Students may only come into the college office if they have an appointment.
8. Handing in forms to the College Office on time & mailing all your applications on time.
9. Calling Colleges to ask questions - If you don't understand something a college sends you, call the college!
10. College Office Appointments – It is your responsibility to request an appointment, and it is your responsibility to show up to the appointment you request. If you are going to miss an appointment please email Mrs. Mastropietro at smastropietro@schools.nyc.gov .
11. Sending your own SAT scores – You must send your own SAT scores to each college that you apply to. Grover Cleveland High School does not mail SAT scores for students. Students must plan accordingly. With careful planning, students may send their SAT scores to 4 SUNY or Private Schools for free, since students can send scores to 4 schools for free as they register to take the exam. There will be more information regarding sending your SAT scores in the handbook. For CUNY applications only, you may send 1 score report to CUNY UAPC and it will take care of all CUNY's.
12. Acceptance Letters/Financial Aid Award letters - It is your responsibility to photocopy all of your acceptance and your rejection letters and your financial aid award letters. Once you do this, you will hand them into Mrs. Mastropietro in room 306. You must also inform Mrs. Mastropietro regarding which college you have chosen to attend. If you do not do all of this, your final transcript will not be sent. If your final transcript is not sent, you will not be able to attend college.

College Office Responsibilities in the College Application Process

1. To provide students with information they need to complete their applications via presentations, the handbook, newsletters, other written materials, and appointments if they are requested. Remember, showing up to your appointment is your responsibility. The College Office will help guide you, but you are responsible for your own applications.
2. To coordinate a College Fair and a Financial Aid Night in order to put students' in contact with Colleges and Financial Aid representatives.
3. To mail students' transcripts and secondary school reports to colleges, as long as the student fills out the proper forms from the handbook and meets the deadlines for those forms.
4. To provide you with SAT registration booklets or to direct you to the SAT application online
5. To send midyear transcripts to the colleges which require them as long as you fill out the proper paperwork in this handbook on time.
6. To send a final transcript to the college of your choice, as long as you have informed Mrs. Mastropietro of which college you plan to attend and as long as you give her a copy of all acceptance letters and financial aid award letters.

Important Numbers and Websites

College Counselor:

Mrs. Silvia Mastropietro

College Office, Room 306

718-381-9600 x3062 smastropietro@schools.nyc.gov

- **Grover Cleveland H.S. College Board SAT Code/CEEB Code/ACT Code: 330735**
- CUNY 212-997- CUNY (2869) www.cuny.edu – apply online at this site
- SUNY 800-342-3811 www.suny.edu – apply online at this site
- **The Common Application** – www.commonapp.org (apply to over 400 participating colleges at this website)
- ACT 319-337-1270 www.act.org - register for the ACT online at this site
- SAT 866- 756-7346 www.collegeboard.com - register for the SAT online at this site
- TOEFL 609-921-9000 www.toefl.org (Students who have been in the USA less than 5 years should take this exam)
- NCAA 877-262-1492 www.eligibilitycenter.org - (all student athletes who plan to play in college should register here).
- FAFSA (Federal Student Aid Information) 1-800-4-FED-AID www.fafsa.ed.gov – File FAFSA online at this site
- **New York State Financial Aid and TAP Information** (Tuition Assistance Program) 888-697-4372 www.hesc.com

Other College Search Sites

Search

www.CollegeBoard.com

www.CollegeNet.com

www.act.org

www.usnews.com

Search, Apply & Financial Aid

www.campustours.com

www.comonapp.org

www.collegelink.com

www.cappex.com

www.review.com

www.fastweb.com (Comprehensive Scholarship Search)

www.hsf.net

www.scholarshipexperts.com (Comprehensive Scholarship Search)

Essay Assistance

www.EssayAdvice.com *

www.EssayEdge.com *

www.hotjobs.com

www.IvyEssays.com *

www.Kaplan.com

www.Review.com

Resume Assistance

www.Businessweek.com

www.HotJobs.com

www.Monster.com

www.ResumeEdge.com *

Interview Assistance

www.HotJobs.com

www.Kaplan.com

www.Monster.com

www.review.com

*Pay services that provide good, free advice

Options After High School

Four Year College (Liberal Arts College) - These institutions offer a wide variety of subjects in the liberal arts and sciences. Students do not have to choose a major until the second half of their sophomore year or the early part of their junior year. Most students earn bachelor degrees from these schools. Four year colleges are generally smaller than universities, and they have smaller class sizes. Often even Freshman level classes are taught by a professor (as opposed to a graduate student).

University - Some institutions have undergraduate colleges of arts and science, professional schools and graduate schools that offer Masters and Doctorate Programs. They usually have more extensive research and library facilities. Examples: Yale University, Columbia University, City University of New York, SUNY at Albany, University of Michigan. Universities are generally large. Freshman level classes can be especially large lecture halls, with 100's of students, and sometimes a graduate student teacher's freshman classes instead of a Professor. An advantage of a University is that you can do research, and there are usually more majors to choose from. This is especially useful for students, who are undecided regarding their major.

Technical Institutes or Universities - these schools usually have basic engineering programs and programs in other science areas. Some of these schools offer five-year programs in an area. Examples: Massachusetts Institute of Technology, Columbia School of Engineering, New York Institute of Technology, California Polytechnic Institute.

Community College/Junior Colleges - The community college is a significant and vital institution in American life. It offers one-year vocational certificates, as well as two-year Associate Degree programs. Some programs are transfer programs that parallel the first two years of a four-year college. Students then enter as third year college students when they transfer.

Business and Trade Schools - There are private business, technical and other specialty schools that offer post-secondary education. Some offer certificates and Associate degrees in Applied Sciences for secretarial studies, business subjects, fashion merchandising, refrigeration and heating, auto repair, electronics, baking, photography, truck driving and part-legal education. The programs at the trade schools take from six months to two years to complete. They are usually much more expensive than community colleges. It is also advisable to check with the Better Business Bureau and the Attorney General of New York (or other states) to see if serious complaints of fraud have been registered. Frequently, they guarantee placement for their students.

Armed Forces - The United States Armed Forces offer an alternative area for career and educational futures for some of our youngsters. There are the military academies which require recommendation from your US Senator or from a congressman (U.S. Air Force Academy, U.S. Military Academy, U.S. Naval Academy, Kings Point). There are plans in which enlistees are offered career training and benefits to attend college.

Professional Art, Music or Nursing Schools - these schools specialize in training students for particular career utilizing special interest and/or talents. A professional music and art school gives a Bachelor of Fine Arts Degree and usually most of the courses are in the specialty.

Public College: A college that is funded by both state taxes and tuition. In New York the Public Colleges are SUNY, the State University of New York & CUNY, the City University of New York. Both have both 2 and 4 year colleges and universities. To get a list of CUNY and SUNY schools go to www.cuny.edu and www.suny.edu. The tuition tends to be lower for private schools.

Private College: These are colleges that are not funded by state tax dollars. They rely greatly on tuition for funding. Private schools may be more expensive, but they often have more financial aid to give out than public schools, because of donations they may receive from individuals or corporations.

Factors to consider when choosing a College

In order to make an informed decision, you need to assess the following areas:

School Size:

E.g., under 1,000, 1000-5000, 5000-10,000, over 10,000

Type of School:

- a. Public or private
- b. Church affiliated or non-sectarian
- c. Two-year or four-year
- d. Liberal arts or technical, business or professional, specialty
- f. College versus university

Location:

- a. Home or away, resident or commuter
- b. Urban, suburban or rural
- c. On campus facilities: libraries, laboratories, unique academic facilities, recreation rooms, sports centers, dining facilities, computer facilities

Admissions:

- a. Degree or selectivity
- b. Ratio of application to acceptance
- c. Requirements for admission: high school grades, nature of courses, standardized test scores requested, use of interviews, teacher and counselor recommendations, school tests requested, use of interviews, teacher counselor recommendations, school and community activities, average standardized test scores of freshmen, profile of freshmen

Curricula:

- a. Majors offered
- b. Requirements: required courses or sequence of courses for degrees
- c. Core curriculum
- d. Interdisciplinary majors or independent study

College Checklist for Juniors

Instructions: Please complete all the tasks below. You will be expected to do all the tasks before you make an appointment during your senior year. If you have not done them, you will be directed to complete these tasks before you are given an appointment. If you don't have an email address, you will have to create one. If you don't have a computer, you will need to go to the library. All students need an e-mail address in college, and all college students go to the library often. This is your opportunity to practice for college. **Do everything listed below and check it off as you do it.**

- Use www.nycareerzone.org to do career research
- Do college research to find the college that is right for you by going to <http://www.princetonreview.com/com.aspx>
 - o Click "Counselor-O-matic"
 - o Answer the questions you are asked. Use a dictionary if you don't understand some of the words in the questions.
 - o Where you are done click "results" and you will find colleges that have all the qualities you want!
- Use www.fastweb.com to search for scholarships
- Study for the SAT. You will be given a "Free and Low Cost SAT Preparation" flyer. Use those resources.
- APRIL 8, 2011 is the LAST day to Register for the May 7, 2011 SAT at www.collegeboard.com**
(All Juniors need to register and to take this exam).
- MAY 6, 2011 is the LAST day to register for the June 4, 2011 SAT at www.collegeboard.com.**
- Go to: <http://www.highered.nysed.gov/kiap/COLLEGIATE/HEOP/heopbrochure2008.pdf> AND www.nypirg.org/highered/opportunityprograms.pdf to read about HEOP, SEEK and EOP these are great opportunities!
- Explore CUNY's and SUNY's Webpages: www.cuny.edu and www.suny.edu (Examine these pages carefully).
- You must visit at least 2 colleges (they can be in Queens or Manhattan if you can't afford to travel – Suggestion: Before visiting call the admissions office and arrange for a tour. Ask if you can sit in on a class or two in a subject(s) you interested in studying when you attend college).
- Over the summer, look at the college applications for the schools you are planning to apply to. You can find them on the college's Webpage. Find the essay question on the application. Write the first draft of one of the essays. If there are no essay questions on any of your applications, you can skip this step. You will know if there is an essay. It will be clearly stated on the application. Read carefully.
- Over the summer finalize the list of colleges that you are planning to apply to. Afterwards, print out the applications from the college's WebPages or bookmark them online. Start filling out the applications.
- Memorize your social security number if you have one. You'll need it for your college applications, and you'll need to know it the rest of your life.

******Extra Credit: If you want to have a competitive edge over other applicants you will need to join clubs, sports, or do some volunteer activities if you haven't done this already (If you're already doing this, keep up the good work). To find a volunteer job go to www.volunteermatch.org and talk to Mr. Parkinson in room 236 if you want to know more about clubs and activities at Grover Cleveland High School.**

In September, you should know the following information:

1. The names of at least 4 colleges you want to attend and why you want to be a student at each of those colleges.
2. Request college applications to be mailed to you or check to see if they are available online.
3. Draft of one of the college essays you found on your applications, and ask your English teacher to proof read and edit it with you. If none of the applications had essays, be certain to know that.
4. Tell me whether you have found all your private college applications if you plan to apply to private college. There is an explanation of public and private colleges on page 7 & 8 of this handbook if you don't know what a private college is.

CUNY – The City University of New York

CUNY is the PUBLIC university system in New York City. CUNY consists of 11 four-year colleges that grant Bachelors degrees, and 6 two-year colleges that offer associates degrees. The schools are funded through New York tax dollars and your tuition. These schools are government institutions. The four-year CUNY College costs \$4600 per year for NY state residents. The two-year CUNY costs \$3150 per year for NY state residents. Citizens and permanent residents (green card holders) may qualify for financial aid. Non-documented students will qualify to pay instate tuition (\$4600 & \$3150 respectively) if they have lived in NY for at least 2 years before the date they begin college. Students who do not qualify for financial aid, including undocumented students, can use the payment plan, meaning they can pay their tuition bill over 10 months (that is \$460 a month for a four-year college and \$315 a month for a two-year college). Students, who have both lower grades and lower income, may qualify for programs called SEEK or College Discovery. This program allows students with lower grades to enter CUNY, and these students must attend a college preparatory seminar daily over the summer. Two year colleges have an open admissions policy, which means students can attend the two year college if they graduate from high school no matter what your average in was, but you must work hard once you get to the two-year college in order to graduate. Students are put on academic probation after one semester of failure. CUNY also has an honors program for students with exceptional grades and SAT scores. There is a teacher's academy for exceptional students, who want to teach Math or Science.

For more information about the grades and SAT scores students need to get into various CUNY schools and programs (Regular Admissions, SEEK, Honors College & Teacher's Academy) go to (type carefully):

<http://www.cuny.edu/admissions/undergraduate/downloads/admprofile2010.pdf>

For more information about CUNY programs go to:

www.cuny.edu (click "Prospective Students" and then click the program you're interested College Discovery/ SEEK, Honors College, etc OR to find out which school has your major click "Find an Academic Program" on that page).

Procedures to apply to CUNY

How do you apply? You will apply online at www.cuny.edu . Please print your application summary package after applying.

What do after you do after applying?

- Mail required items below to the following address:

The University Application Processing Center
P.O. BOX 350136
Brooklyn, NY 11235

- Mail a check or money order for \$65 made out to CUNY/UAPC. PUT YOUR APPLICATION CONTROL "W" NUMBER AND NAME ON THE CHECK OR MONEY ORDER. DO NOT SEND CASH. Mail the check or money order as soon as possible after completing the application.
- Send a copy of your SAT score(s) through www.collegeboard.com. You can apply to CUNY before you get your SAT results. Submit your SAT results as soon as you get them.

Suggested Deadline: It is suggested that you submit your CUNY application by Wednesday, November 23, 2011.

SUNY – The Sate University of New York

SUNY is the PUBLIC university system in New York State, meaning the NY state government runs these colleges on NY state tax money and your tuition. SUNY consists of 64 two and four year colleges. Many of the SUNY colleges have dormitories, meaning you can live at the college. SUNY costs about \$20,000 (including tuition, housing, and food). Students who have both lower grades and lower income may qualify for a program called **EOP**. This is a program that allows students with lower grades to enter SUNY, and these students must attend a college preparatory seminar daily over the summer. Students who are citizens or permanent residents may qualify for financial aid. Two year colleges have an open admissions policy, which means students can attend the two year college if they graduate from high school no matter what your average in was, but you must work hard once you get to the two-year college in order to graduate. Students are put on academic probation after one semester of failure. Go to www.suny.edu for more information.

To find out what average/SAT scores you need for regular admission for four-year SUNY colleges go to:

http://www.suny.edu/student/downloads/Pdf/2011_Admissions_qf_stateop.pdf

To find out what average/SAT scores you need for EOP admission for four-year SUNY colleges go to:

http://www.suny.edu/student/downloads/pdf/2011_eop_profile.pdf

To find out more information about two-year SUNY colleges go to:

http://www.suny.edu/student/downloads/Pdf/2011_Admissions_qf_cc.pdf

To find out which SUNY colleges have the subject(s) you want to study go to:

http://www.suny.edu/Student/search_programs/currfd_oas_main.cfm

Procedures to apply to SUNY

How do you get an application? It is highly suggest you apply online using the online application at www.suny.edu.

Suggested Deadline for SUNY Applications: Wednesday, November 23, 2011

Other important factors regarding SUNY applications

- ☒ Make sure you print out the “online transmittal form” and hand it in by **Friday Dec. 16th 2011** to room 306
- ☒ Some SUNY schools have supplemental applications (part II’s on the SUNY website). Go to: http://www.suny.edu/Student/apply_supp_apps.cfm to find out if your SUNY requires a supplemental application. If it is not listed here it does not need one.
- ☒ **You may need one or two recommendation letters from teachers if you apply to SUNY schools with supplemental applications. Read the supplemental application carefully. If you need a letter, fill out the forms on pages 10 & 11 and hand them into your teachers to get letters.**

Private Schools & Public Colleges (State colleges) outside of New York State

About Private Colleges

Private colleges are colleges are not funded by the government (not funded through taxes). Therefore the tuition tends to be higher, but private schools sometimes receive a great deal of private donations from businesses and individuals. Because of this, sometimes private colleges have a lot of scholarship money to grant. With financial aid and scholarships, you can wind up paying less for a private school than a public school. You never know how much you will pay until after you apply. You will receive financial aid package before you make your final decision regarding which college you plan to attend, as long as you fill out your financial aid form on time. Some New York State Private Colleges have a program called **HEOP**. Students who have both lower grades and lower income may qualify for this program. This is a program that allows students with lower grades to enter these private colleges, and these students must attend a college preparatory seminar daily over the summer. To get more information about individual private colleges use your ECOS account (see page 4 of handbook).

To get more information about HEOP and a list of participating colleges go to:
<http://www.highered.nysed.gov/kiap/COLLEGIATE/HEOP/heopbrochure2008.pdf>

About Public Colleges (State Colleges) outside of New York State

These colleges are public colleges, like CUNY and SUNY, but they are outside of New York State. Because they are outside of New York State, you will have to pay higher tuition. This is because your parents do not pay taxes in other states. You cannot declare residency in another state while you are attending college, so you will always pay the more expensive out-of-state tuition unless you move to state in question 2 years before you plan to begin college. You can still get federal financial aid for an out-of-state public college. With financial aid, you may wind up paying significantly less. To get more information about these colleges use your ECOS account (see page 4 of handbook).

Procedures for Private Colleges and Public Colleges outside of New York State

How do you get an application? You are responsible to get your own private school applications. It is suggested that you either apply online or download and print an application from online. If you cannot do this, call the schools and request an application.

Who mails the application? You will mail it yourself with all of the other materials that application lists you should send. If you need help please stop by the College Office to schedule an appointment.

Deadline: Each application will have a deadline on it. Mail it as early as possible before the deadline.

Other important factors regarding Private Colleges and Public Colleges outside of New York State

- ☒ **You need a college office recommendation letter. You must fill out and hand the form on page 9 by Monday, Oct 31, 2011.**
- ☒ **You need teacher recommendation letters fill out the forms on page 10 and hand them into your teachers to get letters.**
- ☒ **You must hand in the Transcript Request form on page 13 by Dec 16, 2011.**

Early Decision vs. Early Action (Some colleges offer these options)

Early Decision is a LEGAL CONTRACT with a College. The contract you are signing states that if you get into the college through Early Decision, you will definitely go to the college. If you don’t go to the college, the college can take legal action against you. You do have a slightly to a somewhat better chance of gaining admission through early decision. If you want to apply this way you must be 100% sure you want to go to the college you are signing this contract with. **You can apply to other college’s regular decision, but ONLY ONE college early decision.** You will find out if you were accepted or rejected early.

Early Action is NOT a legal contract. This is a type of application, where a college allows you to apply early, and you get your acceptance or rejection letter early. You **DO NOT** have to attend the college if you are accepted, and you **CAN** apply to **MORE THAN ONE school early action.**

College Office Recommendation Letter Request

1. Who needs to fill out this form? **All students applying to Private colleges and Out of State Public Colleges**
2. What is the deadline to hand in this form? **October 31st (give it to Mrs. Mastropietro in Rm 306)**

Directions: Answer all of the following questions completely. If you need more room please attach a separate page.

Last Name: _____ First Name: _____ Phone #: _____

1. I am requesting a letter of recommendation from the College Office, because I am applying to Private Schools. I will be applying to the following private schools:

2. List all AP classes, honors classes, and electives you have taken include this year and previous years:

3. Which of these classes have been most meaningful to you and why?

4. List all the extracurricular activities, internships, volunteer experiences job experiences, and hobbies you participate in. List the positions you hold (i.e. if it's a club list if you're a member or if you hold an office like vice president. For a job, volunteer experience or an internship list your title and a few of your duties.

5. Which of these activities have been most meaningful to you and why?

6. List 3 Adjectives that describe you. Write a sentence that explains why these words describe you. Give me an example. For example, if you say you're helpful, an example might be that you stay after school to tutor other students. Make sure your words and examples pertain to you!::
Example: Helpful – I tutor other students after school Mature – I help take care of my younger sister

7. Who influenced you the most during your lifetime and why?

8. What do you plan to study in college, and why?

9a. What is the most important lesson you have learned in school?

9b. What is the most important life lesson you have learned outside of school?

10. What would you like the colleges to know about you? This can include anything, even something like an explanation as to why you had a bad semester academically or a family circumstance. If you write it here and sign below, you are giving me permission to write about it. If you'd like me to write about it please write all the details you want me to write about below. You may write on the back of this form if you run out of room.

Student Signature: _____

Date: _____

Teacher Letter of Recommendation Request

Student Name: _____

Date: _____

Name of Teacher you are giving form to: _____

A reminder to Teachers: All letters must be typed on school letterhead

Directions:

1. Who needs to fill out this form? **All students applying to Private colleges and Out of State Public Colleges and Some students applying to SUNY go to http://www.suny.edu/Student/apply_supp_apps.cfm if your SUNY college is listed there get two recommendation letters from teachers.**
2. What is the deadline to give this form to your **TEACHER** by? **Monday, October 31st 2011**.
3. **What is the deadline to hand the finished recommendation letter to Mrs. Mastropietro** Teachers or students must hand in the recommendation letter to **room 306 by Friday, November 18th**.

List the classes taken with the teacher listed above:

Class: _____ Term: _____ Year: _____
Class: _____ Term: _____ Year: _____

1. Why do you think you deserve this recommendation letter from the teacher you are handing this into?

2. Write about what you learned in this class/ in these classes. Did you do any projects or reports? Give details. List any significant events that you participated in during the class/classes

3. List your extracurricular activities (List your clubs, sports, school service experiences, volunteer work, or jobs).

4. What would you like to study in college and why?

5. Are there any other academic factors that you think that colleges should know about you, which you would like your teacher to share? If so, write about what you would like your teacher to mention below and sign below giving your teacher permission to share what you have written on this form. (You may write on the back of this form if you don't have enough room).

Student Signature: _____

Date: _____

SUNY MIDYEAR REQUEST FORM

Directions:

1. Who needs to fill out this form? **All students applying to SUNY (on paper or online)**
2. What is the deadline to hand in this form? **December 16, 2011 (hand it into room 306)**

Last Name: _____ First Name: _____ Student Id Number: _____

Phone Number: _____ Cell Number: _____ email: _____

Directions: Fill out this form completely.

I applied to the following SUNY College(s), and I need my transcripts and secondary school reports sent to the following colleges. Please specify the specific campus if the college has more than one.

1. College Name: _____ 2. College Name: _____

College Address: _____ College Address: _____

College Address: _____ College Address: _____

City/State/Zip: _____ City/State/Zip: _____

3. College Name: _____ 4. College Name: _____

College Address: _____ College Address: _____

College Address: _____ College Address: _____

City/State/Zip: _____ City/State/Zip: _____

5. College Name: _____ 6. College Name: _____

College Address: _____ College Address: _____

College Address: _____ College Address: _____

City/State/Zip: _____ City/State/Zip: _____

By Signing below, you are giving the college counselor permission to send your transcript, secondary school report, midyear report card or transcript, and recommendation letters to the colleges. You understand that sending the application, your SAT scores, and your essay, is your own responsibility (see page 15 of the handbook to see how to send your SAT scores).

Finally, you understand that your transcript might not be sent on time if you hand in this form in AFTER December 16, 2011.

Student's Signature: _____ Date: _____

Parent's Signature (*If student is under 18) _____ Date: _____

Transcript Request Form For Private Schools and Out of State Public Colleges

Directions:

1. Who needs to fill out this form? **All students applying to Private colleges and Out of State Public Colleges**
2. What is the deadline to hand in this form? **December 16 (hand into room 306)**
3. **Note: If you are apply for Early Action/Early Decision or to a college that has a deadline before Dec 15, you must hand this form in by Oct 31.**

Last Name: _____ First Name: _____

Phone Number: _____ Student Id#: _____ email: _____

Make sure you read everything below before handing in this form:

- List ALL private schools you are applying to below on this form. List a school even if you're not sure if you plan to apply or not.
- To insure your transcripts are sent in time, write the deadline of each application(this info can be found on the application) on this sheet
- Bring in at least 3 stamps for each school you are planning to apply to. **(To be sure you have enough postage bring in a book of stamps.)**
- The college office will mail your applications and essays as early as possible to make sure that you have the best chance of gaining admission. Make photocopies of all applications or print out a copy of each page before you submit something online for your records.

I am applying to the following colleges, and I need my transcripts and secondary school reports sent to the following colleges. Please specify the specific campus if the college has more than one.

1. College Name: _____ College Address: _____ College Address: _____ City/State/Zip: _____ ***<u>Application Deadline:</u>	2. College Name: _____ College Address: _____ College Address: _____ City/State/Zip: _____ ***<u>Application Deadline:</u>
---	---

3. College Name: _____ College Address: _____ College Address: _____ City/State/Zip: _____ ***<u>Application Deadline:</u>	4. College Name: _____ College Address: _____ College Address: _____ City/State/Zip: _____ ***<u>Application Deadline:</u>
---	---

5. College Name: _____ College Address: _____ College Address: _____ City/State/Zip: _____ ***<u>Application Deadline:</u>	6. College Name: _____ College Address: _____ College Address: _____ City/State/Zip: _____ ***<u>Application Deadline:</u>
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7. College Name: _____ College Address: _____ College Address: _____ City/State/Zip: _____ ***<u>Application Deadline:</u>	8. College Name: _____ College Address: _____ College Address: _____ City/State/Zip: _____ ***<u>Application Deadline:</u>
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If you are applying to more than 8 private schools, write the remaining colleges & addresses on the back of this form & put a check here: _____

By Signing below, you are giving the college counselor permission to send your transcript, secondary school report, midyear report card or transcript, and recommendation letters to the colleges I listed on this form. You understand that mailing the actual application, your SAT scores, and your essay, is your own responsibility (see page 15 of the handbook to see how to send your SAT scores). Finally, you understand that your transcript might not be sent on time if you hand in this form after December 16, regardless of what the college's deadline is. You must adhere by the college office's deadlines.

Student Signature: _____

Date: _____

College Testing

It is essential that each student plan which tests he or she must take. Then obtain and submit the application forms before closing registration dates (Usually six weeks or more before the exam). These applications are mailed directly to the testing companies. They are not brought to the College Office. The applications and sample manuals are available in the College Office (room 306). It is advisable that you mail the application within three days of the closing registration date. You must go to the local post office and have them stamp the date on the application envelope. It is the student's responsibility to meet registration deadlines on time. Late registration fees are costly and, in the case of "stand-bys", late registration for the SAT is more complicated and not guaranteed (an exam location may not have sufficient room).

1. **Preliminary Scholastic Aptitude Tests/National Merit Scholarship qualifying Tests (PSAT)** - is a two hour test which closely resembles the Scholastic Aptitude Test. Most of the eleventh year students have taken this exam which has served the following purposes: It is a predictor of the student's performance on the SAT; it helps students work on weak spots in their ability and skills so as to improve in future testing/it is a useful indicator in aiding eleventh year students to make college choices; it is a competitive component to determine National Merit Scholarship candidates as well as outstanding black and Hispanic students. We encourage students to take this exam in the 10th grade.

2. **Scholastic Aptitude Test (SAT)** – is a three-hour and 45 minute exam designed to measure certain verbal, writing and mathematical skills. Verbal skills measure critical reading and sentence completion skills. The writing section will consist of an essay. To get a better idea about what the essay will entail visit www.collegeboard.com. The Math section tests the ability of the student to use numerical symbols and his/her ability to reason. Most private, state colleges and universities request SAT or ACT scores; the City University of New York will use SAT scores as a means for a student to be admitted on appeal to a four year college if the college average or rank in class is not as high enough for such admission. In New York State, SAT exams are available six times a year. We suggest that students take one SAT exam in April or May of the eleventh year and one in November of the senior year. There is no limit on the number of exams a student can take, and colleges vary as to which sets or combination of sets they will consider. Some colleges (e.g. Bowdoin, Middlebury) do not require students to submit SAT scores. Applications and sample tests are available in the College Office. For students whose family income falls below a determined cutoff, there is a form in which students can request a fee waiver. Students should see Mrs. Mastropietro with their complete SAT application. **Please note: The SAT Program only gives the College Office a limited number of fee waivers. Fee waivers will be given out on a first come - first serve basis.**

3. **American College Test (ACT)** - another national standardized test accepted by many colleges as an alternative to the SAT or used on its own as an admissions criteria. You must check on some private schools to see if these scores are acceptable in lieu of SAT scores. All the New York State and City Universities accept them. It is a 2-1/2 hour exam, which covers English usage, math skills, reading skills, and science comprehension. There is a composite score that is rated comparably to the SAT. The first half hour of the test is an interest inventory. Fee waivers are also available for those who meet the guidelines. Application forms are available in the College Office.

4. **SAT Subject Tests** - are basic skills tests in the major subject areas. These tests are usually requested of students applying for highly competitive colleges and for special program in certain other schools. Many colleges request that students take the English Composition Achievement Test (The College Office suggests that it be taken no earlier than June of the eleventh year.) The student who has performed well through Sequential Math I can take Math level I. Some calculus students may be ready for Math Level II: they should consult with their math teachers. Those students who wish to take any of the language achievement tests should talk to their language instructors. It is usually advisable to take such tests as Chemistry, Physics, and American History at the end of the year they are completing that subject. Remember, these exams are more difficult and more comprehensive than New York State Regents and the scores are reported to the colleges. Application forms are available in the College Office. A partial list of schools that require subject tests is at the following website:

<http://www.isparis.edu/documents/college/CollegesRequiringSAT.pdf>

Students should call up EACH college they plan to apply to ask if they require SAT Subject exams.

5. **Test of English as a Foreign Language (TOEFL)** - students whose native language is not English and have received low verbal scores on the PSAT or SAT should come to the college office to discuss the TOEFL exam. The TOEFL is designed to determine a foreign born student's proficiency in English. You may take it if you have been here less than 5 years.

6. **Advanced Placement Examinations (AP)** - given in May to those students taking specified Advanced Placement college courses. Many eleventh year students will be taking these exams for the programs they are currently taking. Many students are planning to take Advanced Placement exams in the senior year. Scores range from a high of 5" to a low of 1". Many colleges give credit for high scores in Advanced Placement examinations. Each College has a specific crediting policy for the Advanced Placement examinations. It is best to consult the catalogues and the admission counselors for each school of interest.

College Admissions/The Academic Record

Colleges will use some, if not all, of the information listed below when determining whether or not to accept an applicant. Each college differs in how they evaluate this information. For example, one college may place a great deal of importance on SAT scores; another college may not.

- | | |
|------------------------------|----------------------|
| 1. Grade Point Average (GPA) | 5. Recommendations |
| 2. Class Rank | 6. Activities/Awards |
| 3. Strength of Subjects | 7. Personal Essays |
| 4. ACT/SAT Scores | 8. Interviews |

The Grade Point Average is the average of the student's grades starting with the freshman year and ending in June of the junior year.

The Class Rank shows where a student stands academically in relation to the other seniors in the graduating class. The student who has the highest GPA is number one in the class. The class rank is presented with the student's place in the class followed by the total number of students in the senior class (e.g., 25/350).

Parts of the Application

ESSAY

Private schools and some SUNY school part II supplements and CUNY's MaCaulay Honors College require an essay. When writing the essay make sure you answer the question given. Here are the essay topics for SUNY, CUNY's MaCaulay Honors College and the Common Application.

SUNY College Essay: Topic of your choice.

Write an essay (**250-500 words**) on one of the topics listed below.

- * Choose an issue impacting your high school, community, country or the world and why it is important to you.
- * If the campus you are applying to had only one space left in its freshman class, why should that space be offered to you?
- * How would your academic interests, personal perspectives, and life experiences add to the diversity of a college campus?
- * Tell us about a person or experience you have encountered. Describe how that encounter challenged you and resulted in personal growth.

CUNY Macaulay Honors College Essay

Complete 2 out of the 3 essays (max. 500 words each.)

- * Evaluate a significant risk you have taken or ethical dilemma you have faced and discuss its impact on you.
- * Discuss some issue of local, national, or international concern and its importance to you.
- * Tell us about a book, artwork, or lab experiment that changed the way you see the world. What was it about the work that affected you? How did your world become different?

Common Application College Essay

Please write an essay (250 words minimum) on a topic of your choice or on one of the options listed below, and attach it to your application before submission. This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

- * Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- * Discuss some issue of personal, local, national, or international concern and its importance to you.
- * Indicate a person who has had a significant influence on you, and describe that influence.
- * Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- * A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.
- * Topic of your choice.

LETTERS OF RECOMMENDATION

Students are responsible for requesting letters of recommendation from teachers, mentors, counselors, coaches, employers, supervisors, etc. Most writers may want to interview you to remind them of your accomplishments in high school and your future goals. To assist writers in gaining a more accurate picture of you as a student and as a person, use the resume writing form and the questionnaire included in this handbook. You must also give the writers an addressed and stamped envelope for each college to which you want them to send the letter. Do not forget to put your name and the teacher's name on the envelope. Be sure to tell authors of recommendation letters to "seal and sign" the back of the envelope to maintain the confidentiality of the letters. It is the writers' prerogative if they want to share the contents of their letters with you. The sealed and signed envelopes may be submitted to the College Office or mailed directly to the colleges. Do not forget to tell us which teachers submitted their letters to the College Office and which ones mailed them directly to the colleges.

For a College Counselor recommendation, you must schedule an appointment for an interview. No recommendation letter will be written without an interview. Furthermore, the "Letter of Recommendation and Resume Worksheet" must be completed by the student prior to the interview.

APPLICATION FEE WAIVERS

If you need a fee waiver, bring in your family's **2010** income tax forms, recent pay stubs, or public assistance documents to verify income. You may receive four (4) fee waivers for private or out-of-state schools if you received a fee waiver for the SAT I or SAT II. Fee waiver letters may be written and signed by the College Office if you qualify for a fee waiver and have not received a SAT fee waiver. Remember, SUNY fee waivers are given by the College Office, but require a parent's signature before you can submit it to the SUNY Application Processing Center. CUNY fee waivers are limited and only granted to students who will only apply to CUNY schools on a "first-come, first-serve" basis.

Miscellaneous Information you may be asked to fill out on your application

High School graduation date: **June 2012**
Number of students in graduation class: **450 (subject to change)**
Rank covers a period from: **September 2008 to June 2011**
Rank is: **not weighted**
Average is: **weighted**
Are courses on a block schedule: **NO**
High School CEEB/ACT Code: **330735**
Grading Policy: **A = 93- 100 = 4.0 A- = 90-92 = 3.7 B + = 87- 89 =3.3**
B = 83-86 = 3.0 B- = 80-83 = 2.7 C+ = 77- 79 =2.3
C = 73-76 = 2.0 C- = 70-73 = 1.7 D += 67- 69 =1.3
D = 65-66 = 1.0 F = Below 65 = 0.0

Counselor's Name: **Silvia Mastropietro**
Position: **College Counselor**
High School: **Grover Cleveland High School**
High School Address: **2127 Himrod Street Ridgewood, NY 11385**
Office Phone: **(718) 381-9600 ext. 3062**
Office Fax: **(718)-381-9539**
Counselor Email: smastropietro@schools.nyc.gov

*****SENDING YOUR SAT SCORES TO COLLEGES**

The College Office **DOES NOT** send your SAT Scores, because Colleges want official copies from the SAT Program.

Therefore, you need to have your scores sent yourself. To do this you can:

1. Go to www.collegeboard.com and click "Get and send scores." You can send the report up to four schools for free. If you apply to more than 4 schools college board will charge you an additional \$10 per school. Remember to use the code **CUNY UAPC** for CUNY schools. This code will send your SAT scores to all of the CUNY college.

Reminder: If your school's deadline is January, the last SAT you can take is the December exam. You should put in your request to have those scores when you register or a few days afterward.

THE COLLEGE RESUME

Student's Name

Street Address

City, State, Zip

Phone Number

Email

Student Id Number 11111111 DOB January 1, 1994

EDUCATION

**Fall 2008-
Present**

Grover Cleveland High School, NY
Expected date of graduation: June 2012
Cumulative Average 90.00 (only include if 80 or above)

HONORS

- ARISTA National Honor Society (2 years)
- English Department Award

ADVANCED PLACEMENT & COLLEGE-LEVEL COURSEWORK

- A.P. U.S. History, Grover Cleveland High School
- Literature and Propaganda, LaGuardia College

EXTRA-CURRICULAR ACTIVITIES

- Grover Cleveland High School Student Government (3 years)
- Grover Cleveland High School Varsity Basketball (2 year)
- Grover Cleveland High School Junior Varsity Basketball (1 year)

INTERNSHIP EXPERIENCE

Summer 2009

Hudson River Park Conservatory, NY

Intern

- Educated visitors regarding the local environment
- Assisted staff with collecting biological samples

VOLUNTEER EXPERIENCE

2008-present

Saint Vincent's Hospital, N.Y.

Recreation Volunteer

- Organized recreational activities for elderly patients
- Assisted nurses with distributing meals

WORK EXPERIENCE

Summers 2008 –2009

Red Apple Development Center, N.Y.

Teacher's Assistant

- Assisted teacher with managing classroom of 25 elementary school children
- Provided tutorial services to students
- Helped plan and supervise recreational activities

SKILLS

- Fluency in Spanish
- Microsoft Windows XP Word, Excel

THE COLLEGE INTERVIEW

As a general rule, you should also interview with a college. With preparation an interview usually helps the candidate. If the college does not offer an interview to you, contact the admissions office and request one. You may request an “on-campus” interview or an alumni interview.

Interview Assistance

www.Kaplan.com

www.Monster.com

www.Review.com

Possible College Interview Questions:

Questions about College

1. Why do you want to go to college?
2. What are you looking forward to in college?
3. What do you hope to accomplish during college?
4. Why did you choose your particular major?
5. What career interests do you have?
6. How do you think you will grow in college?
7. What are your criteria for choosing a college?
8. What other colleges have you applied to?
9. What do you see yourself doing in five years? Ten years?

Questions about Your Academic Record

1. Can you tell me a little about yourself?
2. What courses have you enjoyed the most?
3. What courses have been most difficult for you?
4. What course has been the most challenging?
5. What courses are you currently taking?
6. Have you worked to your academic potential?
7. What kind of student have you been? What would you change about yourself?
8. Does your transcript or record accurately gauge your abilities?
9. Have there been any circumstances or situations that affected your academic performance?
10. Do you like your high school?
11. How would you describe your school?
12. Do you like your teachers? What do you like about your favorite teachers?
13. If you could change anything about the school, what would you change?

QUESTIONS TO ASK COLLEGE REPRESENTATIVES

1. When will I select a major? Are double majors allowed?
2. May I cross register with other colleges?
3. Is there a core curriculum?
4. What is the average class size?
5. What is the faculty/student ratio?
6. May I study abroad?
7. May I develop an internship in my field of study?
8. Does your school have graduate programs? Which ones? What percentage of students goes on to graduate schools?
9. Does your school use teaching assistants?
10. Will I be taught by teaching assistants?
11. How accessible is your faculty? Do they have office hours? Does your faculty have contacts with others in their profession?
12. Is the population diverse? What percentage?
13. What kinds of organizations are there on campus? Is there school spirit?
14. What kind of athletic teams are there? Is there an intramural league?
15. Is there an active and effective student government? How politically active are your students?
16. Is the student body open to multicultural experiences?
17. How are the other facilities such as drama, music, etc.?
18. Is housing guaranteed for four years? How does the housing system work?
19. Does your school have a safe campus? What is the crime rate?
20. How active are your alumni?
21. What kinds of support services are available for students?
22. Do I need a computer?
23. What is the cost of attending your school? Is financial aid available?
24. May I find a job on-campus or off-campus employment to satisfy my Work-Study obligation?

INDIVIDUAL QUESTIONNAIRE
COLLEGE INFORMATION

Check all answers that apply. Answering these questions will enable you to narrow your focus on the type of schools in which you want to apply.

<u>Geographic Preference</u>		<u>Location</u>		<u>School Size</u>	
<input type="checkbox"/>	Northeast	<input type="checkbox"/>	Home	<input type="checkbox"/>	Very Large (20,000 and above)
<input type="checkbox"/>	Mid-Atlantic	<input type="checkbox"/>	Away	<input type="checkbox"/>	Large (10,000 -20,000)
<input type="checkbox"/>	Southern	<input type="checkbox"/>	Resident	<input type="checkbox"/>	Medium (2,000 - 10,000)
<input type="checkbox"/>	North Central	<input type="checkbox"/>	Commuter	<input type="checkbox"/>	Small (under 2,000 students)
<input type="checkbox"/>	Northwest	<input type="checkbox"/>	Urban	<input type="checkbox"/>	No Preference
<input type="checkbox"/>	West	<input type="checkbox"/>	Suburban		
<input type="checkbox"/>	Overseas Study	<input type="checkbox"/>	Rural		
<input type="checkbox"/>	No Preference	<input type="checkbox"/>	No Preference		
<u>Type of Institution</u>		<u>Specific Setting</u>		<u>Specific Services</u>	
<input type="checkbox"/>	Community/Junior College	<input type="checkbox"/>	All Female	<input type="checkbox"/>	Learning disabilities
<input type="checkbox"/>	Four -year college	<input type="checkbox"/>	All Male	<input type="checkbox"/>	Visual disabilities
<input type="checkbox"/>	University	<input type="checkbox"/>	Co-educational	<input type="checkbox"/>	Hearing disabilities
<input type="checkbox"/>	Ivy League	<input type="checkbox"/>	Historically Black College	<input type="checkbox"/>	Physical Disabilities
<input type="checkbox"/>	Private Institution	<input type="checkbox"/>	Religious Affiliation	<input type="checkbox"/>	Wheelchair Accessibility
<input type="checkbox"/>	Public Institution	<input type="checkbox"/>	Professional Art & Music	<input type="checkbox"/>	Medical Services
<input type="checkbox"/>	Out-of-State College	<input type="checkbox"/>	Military Academy	<input type="checkbox"/>	Psychological/Counseling

<u>Favorite Subjects</u>	<u>Best Subjects</u>	<u>Worst Subjects</u>
<u>Dream Colleges</u>	<u>Dream Careers</u>	<u>Extra-curricular Activities and Hobbies</u>

COLLEGE CHOICES

You should apply between 7 to 10 colleges. Use this list to help classify and or prioritize your college choices.

Personal Information:

	/				
G.P.A. (weighted)	Rank	SAT I Verbal (highest)	SAT I Math (highest)	SAT Overall	ACT Composite

	Name of Colleges	Colleges' Average GPA	Colleges' Average Rank	Colleges' Average SAT I	Colleges' Average ACT
Reach Schools					
More Secure Schools					
Safety Schools					

Financial Aid

Scholarships, Federal Financial Aid & NY State Financial Aid

- ❑ While you CAN and SHOULD look for scholarships (a type of financial aid that you don't have to pay back) you do not have to wait to file for government financial aid.
- ❑ You cannot file for Federal Financial Aid (FAFSA) until the year you plan to attend college. Therefore, if you are applying to college for fall 2012, you cannot fill out your FAFSA form until January 2012. I suggest you fill out your FAFSA form in January. You can estimate using 2010's taxes and you can make corrections electronically or on paper later to put in the 2011 tax information.
- ❑ You fill out the FAFSA form at www.fafsa.gov
- ❑ 72 hours after you fill out your FAFSA form you can fill out your tap for NY State financial aid at <http://www.hesc.com>.

Getting a Pin Number

While you have to wait until January to fill out your FAFSA form, you should get your pin number early. This is a number that acts as an electronic signature. You should get a pin number for your parents and yourself as early as November of 2011 at <http://www.pin.ed.gov>

Eligibility for Financial Aid and two Small Exceptions for CUNY for Undocumented Students

- ❑ You are eligible to file for FAFSA and TAP if you are a Citizen, Permanent Resident, or a Refugee.
- ❑ If you are undocumented, and you are applying to CUNY and you have an 80 average or over you should pick up a paper FAFSA form from the college office, fill it out, and bring it directly to the CUNY school that you plan to go to, because you can win a scholarship that is \$1250 a year even if you are undocumented.
- ❑ If you are applying to SEEK and you are undocumented fill out a paper FAFSA form and bring it to the financial aid office at the CUNY College.

Type of Federal Financial Aid

FAFSA aid includes:

- ❑ **Grants** - like scholarships grants money you don't have to pay back, think of it as a gift
- ❑ **Work Study** - a program that allows to you work on campus and make money. The money goes directly to you; not to your tuition bill. You may use it as you see fit for your educational costs.
- ❑ **Loans** - Money you have to pay back with interest. You do not necessarily have to take out loans when you apply for FAFSA. That will be your family's decision.
- ❑ You may be offered all Grants and scholarships and no loans. The only way to find out is to apply for Financial Aid.
- ❑ All Citizens, Permanent Residents, and Refugees should apply for Federal Financial Aid even if the student thinks they will not qualify, because some Colleges won't give out any scholarships (even non-federal merit scholarships) to a student unless they filled out a FAFSA form.

Do you File as Dependent or as Independent of your parents?

Students MUST file as dependents of their parents (Which means their parent's income tax information MUST go on the FAFSA form) if all of the following statements are false. Students can file independent of their parent's (without their parent's information and tax information) if even one of these statements is true.

- ❑ You are 24 or older
- ❑ You are going to graduate school[which you are not. you are going to college]
- ❑ You are a veteran
- ❑ you are married
- ❑ you have children that you provide more than half support for
- ❑ There is an adult other than a husband or wife that you are providing more than half support for

College Log in/Password Organizer

*Remember to always keep your **PASSWORDS** in a safe and secure place.

COLLEGE BOARD www.collegeboard.com

USER NAME: _____

PASSWORD: _____

COMMON APP www.commonapp.org

USER NAME: _____

PASSWORD: _____



CUNY PORTAL www.cuny.edu/portal-login.html

USER NAME: _____

PASSWORD: _____

SUNY PORTAL www.suny.edu/student/index.cfm

USER NAME: _____

PASSWORD: _____

FAFSA (financial aid) www.fafsa.gov

Your PIN: _____

Your Parents PIN: _____

TAP *Only for NYC & State Colleges*

(financial aid) www.tapweb.org/totw

PIN: _____