

Fairfield Jr. Sr. High

SENIOR  
INFORMATION  
BOOK

2009-2010

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# Fairfield Jr. Sr. High School

## Guidance Information for Seniors

### 2009-2010

Please read this booklet carefully as it will provide you with answers to questions you may have as you prepare for graduation, college and/or the workforce. Show it to your parents and then keep it in a safe place where you can refer to it throughout the year as questions arise.

#### **Senior Bulletin Board and Website**

The guidance bulletin boards are located in the guidance office immediately to your left as you enter. On these boards you will find information about scholarship opportunities, colleges and campus visit dates. On the right you will find dates for testing (SAT, ACT) and how to apply for testing and practice books.

The guidance department has its own web page on the Fairfield website. To get to it, go to [www.fairfield.k12.in.us/hs/guidance](http://www.fairfield.k12.in.us/hs/guidance). Scroll down to find a list of areas to explore from financial aid, to colleges, and career inventories. There are also many homework help websites to explore for science, math, and English - use them!

#### **Daily Announcements**

Please read or listen to and pay close attention to the daily announcements; this is where guidance information is frequently publicized. Some examples of items that are publicized include job shadowing opportunities, visitations by college admissions representatives and military recruiters. In the spring many scholarship opportunities will be posted as well. It is **your** responsibility to follow through on any information posted.

#### **Graduation Information**

It is important for you to attend the senior homeroom meetings which take place in the auditorium on the first Monday each month. This is where you find information about ordering senior announcements, caps and gowns, senior shirts and much more. If you miss a meeting please be sure to see Mrs. Keim or Mrs. Masters, your senior class sponsors, to find out what you missed.

## **College Applications and Letters of Recommendation**

Many of you will be applying for some form of education beyond high school this year. The Guidance Department offers the following assistance and resources to help you in this process.

### **\*College Applications, Admission Requirements, Websites**

The guidance department has some paper applications for major colleges and universities in Indiana, as well as applications from smaller state and private schools. If you would like an application please stop by the guidance office to pick one up. It is essential to apply to colleges and universities early. Many schools have a November 1 deadline for acceptance and/or to receive certain scholarship monies.

Make sure that you check the admission requirements of a college before applying. Check to see that you have taken the required courses and have at least the minimum test scores, class ranking and G.P.A. required for admission. This information can be found in the college catalog or by asking a counselor. Most colleges offer on-line applications. Check their catalog for Web Site addresses, or use a Web search engine such as "Google". Financial aid and scholarship information from the colleges are also available on these sites. If you do not have access to the internet at home, you may use the school computers for this purpose provided you have internet access permission on file with Mrs. Ryan.

\*Note - **The U.S. Department of Education** has a new website that can assist college-bound students in planning for college, applying for admission and aid, as well as receiving and repaying loans. The address is [www.studentaid.ed.gov](http://www.studentaid.ed.gov). Indiana residents can find information about college planning, career exploration and links to Indiana colleges at **Learn More Indiana** [www.learnmoreindiana.org](http://www.learnmoreindiana.org).

### **\*Docufide - Secure Transcripts**

Fairfield has teamed with Docufide to provide a paperless way to send transcripts directly to the colleges you choose. Register at [www.fairfield.k12.in.us/hs/](http://www.fairfield.k12.in.us/hs/) click on the "Docufide" link, and go through the steps to register. This FREE service is the best way to provide transcripts - saves time and trees!

### **\* College Catalogs and Guide Books**

The guidance department has catalogs and books for many of the colleges and universities in Indiana, as well as from many out of state schools. If a catalog is not available, we have guidebooks that describe almost every college and technical school in the country. We also have videos/DVDs for some colleges. We have books that provide information about which schools might offer specific majors. You may stop by the guidance office to check them out.

### **\*Helpful Websites**

Nearly all colleges and trade schools have their own websites. Any information you might need about a college can probably be obtained from the website. Several websites allow you to easily link to many college and university homepages.

Examples are:

[learnmoreindiana.org](http://learnmoreindiana.org)

[indnext.com](http://indnext.com)

[thecollegeadvisor.net](http://thecollegeadvisor.net)

[collegenet.com](http://collegenet.com)

[collegeboard.com](http://collegeboard.com)

[collegeview.com](http://collegeview.com)

[wiredscholar.com](http://wiredscholar.com)

[students.gov](http://students.gov)

[embark.com](http://embark.com)

[petersons.com](http://petersons.com)

[usnews.com](http://usnews.com)

[nces.ed.gov/ipeds/cool](http://nces.ed.gov/ipeds/cool)

[collegeapps.about.com/blus.htm](http://collegeapps.about.com/blus.htm)

[firstgov.gov](http://firstgov.gov)

[ecampustours.com](http://ecampustours.com)

### **\*Application Completion Procedure**

Most college applications will be sent on-line, that includes transcripts via DocuFide. Otherwise all applications and transcripts can be mailed by the school, if the student provides postage. As a courtesy to you, we will check over the application to see that you have provided all the information requested before it is mailed.

Remember to apply as early as possible. Also remember that counselors have many duties and obligations. If you are requesting additional information for a paper application, you should expect your application to be processed not less than **two weeks** after providing the materials to the counselor. Requesting last-minute materials from the counseling office (i.e. just before winter break or shortly before the deadline) **puts you at risk** as well as the counseling staff.

The following steps outline the preferred way to process college applications and scholarships:

1. Be aware of application deadlines
2. Apply as early as possible
3. Complete **ALL** of your sections on the application (use black ink and print—BE NEAT!!)
4. Bring your completed application to your specific counselor **at least two weeks** before it needs to be sent.
5. Bring your completed application along with:
  - ✓ A **stamped** envelope (2 stamps) addressed to the college or university. Include YOUR return address.
  - ✓ The check for your fee
  - ✓ Any essays or personal statements you were asked to write.

6. The counseling staff will

- Complete our part
- Include any additional written recommendations requested
- Submit the official transcript, including all test scores (SAT,ACT,PSAT,GQE), and school profile if requested
- Mail the pre-stamped packet of materials if it is complete.

The above process is functional for most applications. HOWEVER, under some circumstances an alternate method of processing applications will be suggested. This process will include an appointment with the student and counselor during which all necessary forms will be compiled and checked. The counselor will seal the envelope containing all materials, sign the seal, and give to the student to mail at the post office.

**\*\* REMEMBER, SUBMITTING APPLICATIONS EARLY IS ESSENTIAL! \*\***

**\*Letters of Recommendation**

In order for us to write the most accurate letter of recommendation for you, please fill out a "Senior Information Sheet." Please be sure it is legible and thorough. If you did not receive one, please stop by the guidance office.

**Meetings with Admissions Representatives**

Throughout the year college and vocational school representatives and military recruiters will come to Fairfield to talk with students interested in attending or obtaining information about their schools or branches of the service. These visits will take place in the guidance area. Listen to the announcements for dates of specific college visits. Please sign up on the postings in the guidance office bulletin board. On the day of the visit pick up a pass from the guidance office.

**School Absences for Campus Visits or Military Recruitment**

Throughout the year, colleges, vocational schools, and the military will hold visitation days when high school students are encouraged to visit the schools' campuses. There may also be other times when you would like to visit a campus on your own. You are allowed two (2) days of excused absence from school for these visits. These days do count against the eight total absences you are allowed each semester. To take one of these days, speak with the attendance secretary at least three days before you plan to go. At that time you will receive a college visit permission slip, which must be signed by teachers and parents. You will then have your parents sign it and return it to attendance before you leave.

Part of the college visit form is a confirmation slip. This part needs to be filled out by a college representative on the day you make your visit. It should be returned to the attendance secretary on the day you return to school. Your absence will not be excused unless you return this form completed and signed. We strongly encourage you to arrange your visits during your school vacations.

To obtain the dates of campus visit days, you can check the posters on the guidance bulletin boards, or call the school directly. It is advisable to call the admissions office and make a reservation or appointment before any scheduled visit day, or if visiting on your own. Most schools will arrange tours, interviews and visits with faculty members on days other than their scheduled visitation time.

### **College Fairs**

College fairs provide information from many colleges all in one location for you to get a quick sample of what is available. Your parents are encouraged to attend these college fairs with you. We will post any other college fairs as we learn of them.

**Sept. 29<sup>th</sup>, 7:00 – 8:30 PM**

#### **GOSHEN HIGH SCHOOL COLLEGE FAIR**

(70 colleges, business schools and Armed Forces have accepted invitations to attend)

Goshen High School

401 Lincolnway East

Goshen, Indiana 46526

### **\*Academy Days**

Students interested in attending a United States Service Academy must obtain a recommendation from a government representative. Informational meetings will be held by local representatives during the fall.

Call for date, time, and location:

Rep. Joe Donnelly - 202-225-3915 Sen. Richard Lugar - 317-226-5555

## **Scholastic Aptitude Test (SAT I)**

The SAT I is required by most colleges for admission. Seniors, who have not taken the test and plan on attending college next fall, should take this test by the earliest possible date (See chart page 7). In most cases you will need to sign up for the "Reasoning Test".

If you have already taken the SAT, and feel that you can improve your score, you may retake the test as many times as you like.

SAT registration forms and study guides are available in the guidance office. The easiest way to register is online at <http://www.collegeboard.com>. You may also take practice exams online.

If you are eligible for free and reduced textbooks or lunches, you may take the SAT for free. You can also obtain an application fee waiver for many colleges. See a counselor for application forms for these programs if you think you are qualified.

## **Achievement Tests or SAT II**

Some colleges require their incoming freshmen to take the SAT II. The SAT II: Subject Tests measure your knowledge and skills in a particular subject and your ability to apply that knowledge. There are 24 separate subject tests. These are often used to determine college course level placement. Students planning to major in math, science, or a foreign language might especially be required to take that subject exam. The SAT II is given at the same test centers and on the same dates as the SAT I.

Check to see if the college you are interested in requires the SAT II and in which subjects. It is recommended that you take these tests during the first semester of this year. Registration forms and study guides are available in the Guidance office.

\*These websites offer free SAT preparation assistance.

[www.Number2.com](http://www.Number2.com)

[www.testu.com](http://www.testu.com)

[www.cavhs.org](http://www.cavhs.org)

[www.uccp.org](http://www.uccp.org)

[www.ets.org](http://www.ets.org)

[www.freevocabulary.com](http://www.freevocabulary.com)

[collegeboard.com](http://collegeboard.com)

<http://www.indiana.edu/~cpartner/testprep.htm>

## 2009 - 2010 SAT Test Information

Test Dates	Test	Registration Deadlines		
		U.S. Regular	U.S. Late (fee applies)	
October 4, 2009	SAT & Subject Tests	Sept. 9, 2009	Aug. 26, 2009	
November 1, 2009	SAT & Subject Tests	Sept. 26, 2009	Oct. 10, 2009	
December 6, 2009	SAT & Subject Tests	Nov. 5, 2009	Nov. 18, 2009	
January 24, 2010	SAT & Subject Tests	Dec. 26, 2009	Jan. 6, 2010	
March 14, 2010	SAT only	Feb. 10, 2010	Feb. 24, 2010	
May 2, 2010	SAT & Subject Tests	Mar. 31, 2010	Apr. 9, 2010	
June 6, 2010	SAT & Subject Tests	May 5, 2010	May 15, 2010	
<b>Please Note the Following:</b>				
<ul style="list-style-type: none"> <li>◆ Mailed registration materials must be postmarked by the U.S. deadlines.</li> <li>◆ Mailed international registration materials must be received by the international deadlines.</li> <li>◆ Sunday administrations will occur the day after each Saturday test date for students who cannot test on Saturday for religious reasons.</li> </ul>				

Test	Fees
SAT Reasoning Test	\$45.00
SAT Subject Tests	
Basic registration fee	\$20.00
Language Tests with Listening	add \$20.00
All other Subject Tests	add \$ 9.00
<b>Registration Services (add to total test fees)</b>	
Late registration fee	\$23.00

### American College Testing Program (ACT)

The ACT is a test similar to the SAT I, but also includes science and social studies questions. The ACT is required by some schools for admission. It may also be used as an alternative to the SAT I. Check to see if the college you plan to attend requires the ACT. Registration forms and study guides are available in the guidance office. Visit [www.actstudent.org](http://www.actstudent.org) for more information.

## ACT Test Information

### 2009–2010

Test Date	Registration Deadline	<u>(Late Fee Required)</u>
September 12, 2009	August 7, 2009	August 8-21, 2009
October 24, 2009	September 18, 2009	September 19– October 2, 2009
December 12, 2009	November 6, 2009	November 7 – 20, 2008
February 6, 2010	January 5, 2010	January 6–15, 2010
April 10, 2010	March 5, 2010	March 6 – 19 , 2010
June 12, 2010	May 7, 2010	May 8–21, 2010

### 2009–2010 ACT Fees

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**TAKE  
NOTE**

All fees are **nonrefundable** unless otherwise noted.

#### **\$32.00 Basic registration fee**

Includes reports for you, your high school, and up to four colleges requested at registration.

#### **+ \$9.00 each 5th and 6th college choices**

Requested as part of registration; refundable if you do not test. Find out how much it costs to [send your scores](#) after you've tested.

#### **+ \$15.00 Optional Writing Test**

The \$15.00 Writing Test fee is refundable, on written request, if you are absent on test day or you change your test option before you begin testing.

#### **+ \$21.00 Late fee**

### High School Code Number (C.E.E.B. Code)

When applying to take the SAT I, ACT, or SAT II you will need the Fairfield Jr. Sr. High School Code number which is **151316**. This number is also required on most college applications and financial aid forms.

### **Armed Services Vocational Aptitude Battery (ASVAB)**

All students planning on entering the military when they leave high school are required to take the ASVAB. The ASVAB is a useful vocational aptitude test. It helps you learn about yourself and can give you a sense of direction towards a career. The ASVAB will be given at Fairfield for interested 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade students in **October**. Please read announcements regarding sign-up for the ASVAB in September. If you miss the October test date you may contact a local military recruiter to schedule a time to take it.

### **Selective Service Registration**

Federal law requires all males to register for Selective Service within 30 days of their 18th birthday. Men can begin registering any time after turning seventeen. Register for Selective Service by going to an official site and filling out the necessary form. These sites include any post office and the guidance office. You may also register using the Internet. Go to the Selective Service website [www.sss.gov](http://www.sss.gov) and click on the "Register On-line Now" icon. After filling in the information, you will receive a Selective Service number within 30 seconds. All male students must be registered for Selective Service to be eligible for any federal or state financial aid for college or vocational school, job training programs, and many government jobs, such as with the U.S. Postal Service. Failure to register is against the law. If prosecuted, you could receive a fine of up to \$250,000 and/or five years in jail. If you fail to register, you cannot qualify for federal student grants or loans for college, job training benefits and many state and federal jobs.

### **Class Rank and Grade Point Average (G.P.A.)**

The Grade Point Average (G.P.A.) is figured using only semester final grades. It is calculated at the end of each semester. All grades are included in G.P.A. G.P.A. is calculated by dividing the cumulative grade points by the corresponding eligible credits. Class rank is assigned at the end of each semester after all semester grades are finalized. Students are ranked according to G.P.A. The student with the highest G.P.A. is ranked as one; the student with the next highest G.P.A. is two and so on. If more than one student has the same G.P.A., they will receive a tied ranking. The rank of the next person in line will skip a place or places in rank equal to the number of students who are tied (example: two students are ranked 5, the next student is ranked 7). All students are included in class rankings except foreign exchange students and home-schooled students.

### **Permanent Records and Transcripts**

Your transcript contains the record of your semester grades and test results for your years in high school. You are entitled to view your transcript and permanent file and have an interpretation of their contents. All permanent records remain the property of the school after you graduate.

### **Senior Conferences**

Senior conferences will take place during the months of October and November. Conferences will be scheduled individually during your study hall, before or after school. At this time we will go over your transcript, discuss future plans, college applications, or other questions you may have.

If other questions arise throughout the year regarding college applications, scholarships it might be best to make an appointment if you need assistance.

Parents should feel free to contact the counselors with their questions as well. It is best to call and make an appointment to stop in to our offices.

We will also be available during parent/teacher conferences.

### **Vocational Apprenticeships**

Many of the vocational trades offer apprenticeships for students after they graduate. If you are interested in a particular trade, see one of the counselors for information about whether apprenticeships are available.

### **NCAA Eligibility**

If you plan on attending a college or university that is a member of the NCAA and you plan to participate in varsity sports, you must file a form with the NCAA to determine eligibility. These forms are available in the athletic office. You should file these as early as possible.

### **Learn More Indiana**

Learn More Indiana is the State of Indiana's center to inform, encourage, and support the education and career development of the people of Indiana. All seniors should have been registered with Learn More Indiana as juniors. Learn More Indiana will offer assistance with questions about career exploration, Indiana colleges and the application process and financial aid. If you wish to contact Learn More Indiana, you can call them at their toll-free Hotline: 1-800-992-2076, or access their website: [www.learnmoreindiana.org](http://www.learnmoreindiana.org)

## Financial Aid

### \*Financial Aid Night

A financial aid seminar for parents and students will be held on the evening of January 25, 2009 in the cafeteria at 7:00 PM. A representative from a local college will be present to conduct the seminar and will discuss the "how-to" of filing the FAFSA, provide information on other sources of financial aid (grants, scholarships, college aid, etc) and answer other financial aid questions you may have as well.

### \*College Goal Sunday

College Goal Sunday offers you help filling out the FAFSA. On **February 21, 2010**, financial-aid professionals from Indiana colleges and universities will be available at sites around Indiana. These experts will walk you and your family through the financial-aid application. Everything you'll need is provided-forms, pens and pencils. All you need to bring is your family's 2007 IRS 1040 tax return, W-2 form, or other 2009 income and benefits information. Elkhart, Goshen, Warsaw, and South Bend are the closest sites. Call 1-800-992-2076 or visit [www.collegegoalsunday.org](http://www.collegegoalsunday.org) for more details and site locations.

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There are many sources of financial aid available. Most sources of financial aid use "need", which is the degree to which families can meet the financial costs of college, as one of the main criteria for determining the recipients of their grants and scholarships. There are two standard forms used to determine a family's need the FAFSA and CSS/Financial Aid PROFILE.

### \*Free Application for Federal Student Aid (FAFSA)

The FAFSA is used to determine all state and federal financial aid. Most other aid sources, including colleges, require that a FAFSA be completed and filed. The FAFSA includes detailed family financial statements. The information provided on these forms is confidential and is not shared with school personnel. FAFSA forms are available from the Guidance office in December, but they cannot be filed until after January 1. **The FAFSA must be filed by March 10, 2010 to receive state aid and before June 30, 2010 for federal aid, although it is best to have it done before the end of your senior year.** There is no cost for filing the FAFSA.

Each college or university has an Institutional Code Number that you may need to use when completing the forms. You can find out individual schools' codes by

contacting the guidance office. You are strongly encouraged to file the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The federal government publishes a guide to its financial aid programs called Funding Your Education. Copies can be obtained in the guidance office. More information about financial aid can also be obtained from [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **\*CSS/Financial Aid PROFILE**

Many colleges and universities use the information collected on the PROFILE to help them award private, non-federal student aid funds. Check with the college you are interested in, or a Guidance counselor, to see if they require the PROFILE. You only need to file it once. There is a charge for filing the PROFILE. The PROFILE is an exclusively online service. You can apply for the PROFILE at [www.collegeboard.com](http://www.collegeboard.com). Students who qualify for free/reduced lunches or textbook assistance can receive a fee waiver for the PROFILE.

### **\*Common Sources of Financial Aid**

#### **◆ State Grants**

All students are eligible for Indiana Higher Education Grants. The state grants may be used only at colleges in Indiana. If a student receives an Indiana Higher Education Grant of the maximum amount and he/she still has financial need, the student will automatically be considered for a Freedom of Choice Grant. This grant is a supplement to the Indiana Higher Education Grant. Many times it is used to assist students who attend private Indiana colleges. Grants may also be available for students completing a CORE 40 or Academic Honors Diploma. To apply for both grants, students must fill out the FAFSA and file it by March 10. Separate applications are not necessary.

#### **◆ Federal Pell Grant**

A Federal Pell Grant, unlike a loan, does not have to be repaid. A Pell grant is awarded only to undergraduate students who have not previously earned a degree. The size of Pell Grants will be determined by the amount of money Congress appropriates for this program. Pell grants can be used at most colleges, universities and vocational schools throughout the country. To receive a Pell Grant, financial need must be shown from your FAFSA application.

### **\*Other Sources of Federal Financial Aid**

The U.S. Department of Education has the following major student financial aid

programs: Federal Stafford Loans, Federal PLUS Loans, Federal Consolidation Loans, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, and Federal Perkins Loans. All of these programs, except for certain loans, are awarded on the basis of financial need. These programs are explained in detail in the U.S. Department of Education's Student Guide to Financial Aid. This booklet is available for free in the guidance office. The Student Guide is also available online, on the Department of Education's web site: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

◆ **College and University Financial Assistance**

Each college has a Financial Aid Department. They offer their own grants and scholarship programs. Contact the college you are applying to for a listing of their financial assistance programs and a financial aid application. Most schools require the FAFSA to determine need, but some will also ask for the PROFILE. Most schools also offer assistance based on merit, such as academic achievement, athletics, and leadership. Be sure to apply for financial aid from your school by the deadline specified.

◆ **Private Scholarships**

Many private organizations offer scholarships to college students each year. When searching for scholarships, first consider organizations with which you or your parents are familiar. Examples of these would be employers, churches, labor unions, local foundations, the military, fraternities/sororities, and civic groups such as the American Legion, YMCA, 4-H Club, Elks, Kiwanis, Lions, Jaycees, Rotary, Chamber of Commerce, and the Boy or Girl Scouts. You might also consider aid from organizations connected with your field of interest (for example, the American Medical Association or the American Bar Association). These organizations are listed in the U.S. Department of Labor's Occupational Outlook Handbook and are listed in various directories of associations available at your public library.

◆ **Lilly Scholarship**

The Elkhart County Community Foundation, Lilly Endowment Inc. will award a full tuition scholarship to four Elkhart County Seniors, who will begin classes in the fall of 2010. Applications will be available on-line on November 1, 2009, due on February 1, 2010, at [www.elkhartccf.org](http://www.elkhartccf.org).

♦ **Elkhart County Community Foundation Scholarships**

The Elkhart County Community Foundation administers more than 300 funds and scholarships bequeathed by individuals, other agencies, corporations and foundations. Scholarships are listed below. To view eligibility requirements and complete the online application visit the website at [www.elkhartccf.org](http://www.elkhartccf.org).

**IUSB Elkhart County Scholarship**

**Ralph Lockerbie Goshen Kiwanis Scholarship**

**Ralph Lockerbie Maplecrest Scholarship**

**Edward M. Ludwick Memorial Scholarship**

**Jane Fryer McConaughy Memorial Scholarship**

**Charles Milton Miller Nursing Scholarship**

**Henry and Alice Pedersen Educational Scholarship**

**Ira Whitlock Scholarship**

**Dr. John M. and Margaret B. Foreman Scholarship**

♦ **Fairfield Scholarship List**

In addition to local sources, many national organizations and corporations provide scholarships. This includes a variety of "Dollars for Scholars" scholarships. The guidance office provides listings of organizations that send scholarship applications to us. You may pick up a copy in the guidance office after February 1.

The guidance office has books listing scholarship opportunities. Similar books are also available in the local libraries. Pay attention to announcements for new scholarships offered throughout the year. It is also a good idea to try a web search on your selected major to find scholarships on the web.

♦ **Scholarship Search Databases**

We do not recommend that you pay anyone for financial aid information or to fill-out a FAFSA form for you. The Internet offers several free scholarship search sites. The following websites provide information on scholarship opportunities as well as fellowships, grants, and loans.

[www.fastweb.com](http://www.fastweb.com)  
[www.scholarships.com](http://www.scholarships.com)

[www.findtuition.com](http://www.findtuition.com)  
[www.findaid.org/scholarships/](http://www.findaid.org/scholarships/)

### ◆ **Bank and other Loans**

Check on student loans by contacting your college's financial aid office and your local lending institution. Most have low interest rates. These loans are usually guaranteed by the State Student Assistance Commission of Indiana or the Federal government. There are also many national financial institutions which specialize in student loans.

## **Senior Year Calendar**

Apply to colleges. Make decisions. Finish high school with pride in yourself and your accomplishments.

### **September**

- Make sure you have all applications required for college admission and financial aid. Write, phone, or use the Internet to request missing information.
- Check on application and financial aid deadlines for the schools to which you plan to apply. They may vary and it is essential to meet all deadlines!
- Meet with your guidance counselor to be sure your list includes colleges appropriate to your academic and personal record. Review your transcript and co-curricular records with your school counselor to ensure their accuracy.
- Register for the October/November SAT Reasoning Test and/or SAT Subject Tests, or September/October ACT.
- If the colleges require recommendations, ask the appropriate people to write on your behalf. At least three weeks before the due date, ask your counselor and teachers, employers, or coaches to write letters of recommendation. Provide recommendation forms, any special instructions and a stamped, addressed business envelope to the people writing your recommendation. Be thoughtful! Write thank-you notes to those who write recommendations and keep them informed of your decisions.
- Plan visits to colleges and set up interviews (if you didn't get to them during the summer or if you want to return to a campus for a second time). Read bulletin boards and the college newspaper. Talk with current students and professors.

### **October**

- Attend a regional college fair to investigate further those colleges to which you will probably apply. Go to College Fairs on NACAC's Web site to view the schedule for NACAC's National College Fairs and the Performing and Visual Arts College Fairs.
- Mail applications in time to reach the colleges by the deadlines. Check with your guidance counselor to make sure your transcript and test scores have been/will be sent to the colleges to which you are applying.
- If applying for early decision or early action, send in your application now. Also prepare applications for back-up schools. Remember, if you are accepted under the early decision option, you are expected to enroll at that college and to withdraw all other applications. Submit financial aid information if requested from early decision/action candidates.
- Register for the December/January SAT Reasoning Test and/or SAT Subject Tests, or December ACT if you have not completed the required tests or if you are not happy with your previous test scores and think you can do better.
- Have official test scores sent by the testing agency to colleges on your list.

## November

- Take the SAT Reasoning Test or SAT Subject Tests if appropriate. Don't forget to have test scores sent to colleges on your list.
- Be sure your first quarter grades are good.
- Continue completing applications to colleges. Make copies of all applications before mailing the applications.
- If you need financial aid, obtain a FAFSA (Free Application for Federal Student Aid) from your guidance office. Check to see if the colleges to which you are applying require any other financial aid form. Register for the CSS Profile if required and obtain the college's own financial aid forms, if available.
- Keep all records, test score reports and copies of applications for admission and financial aid. Do not throw anything away until at least the end of your first year in college. Having detailed records will save you time and effort should anything be lost or should you decide to apply in the future to other colleges and scholarship programs.

## December

- Have official test scores sent to colleges on your list if you have not done so.
- Consult your school counselor again to review your final list of colleges. Be sure you have all bases covered. It is a good idea to make copies of everything before you drop those envelopes in the mail. If for some reason your application gets lost, you will have a back-up copy. File your last college application.
- If you applied for early decision, you should have an answer by now. If you are accepted, follow the instructions for admitted students. If the decision is deferred until spring or you are denied, submit applications now to other colleges.

## January

- Keep working in your classes! Grades and courses continue to count throughout the senior year.
- Request that your counselor send the transcript of your first semester grades to the colleges to which you applied.
- Parents and students, complete your income tax forms as soon as possible. You will need those figures to fill out the FAFSA. Complete and return your FAFSA as quickly as possible after January 1. Check to make sure your colleges or state does not require any other financial aid forms. If they do, consult your guidance counselor or contact the college's financial aid office.

## February

- Remember to monitor your applications to be sure that all materials are sent and received on time and that they are complete. Stay on top of things and don't procrastinate; you can ruin your chances for admission by missing a deadline.
- If you completed a FAFSA, you should receive your Student Aid Report (SAR) within four weeks after submitting the FAFSA. Review the SAR carefully and check for any inaccuracies. If necessary, correct any items on the SAR and return it to the FAFSA processor (if a college transmitted your data directly, notify the college of any change).
- If more than four weeks have passed after sending in your FAFSA and you have not received an acknowledgment, contact the Federal Student Aid Information Center at (319) 337-5665. To identify you, they will need your name, social security number, address, and date of birth exactly as it was written on your FAFSA.
- Complete scholarship applications. You may be eligible for more scholarships than you think, so apply for as many as you can.
- Enjoy your final year in high school, but don't catch senioritis!

## March

- Stay focused and keep studying-only a couple more months to go!

## April

- Do not take rolling admission applications for granted. (Some colleges do not have application deadlines; they admit students on a continuous basis.) These schools may reach their maximum class size quickly-the earlier you apply, the more availability there may be.
- Review your college acceptances and financial aid awards. Be sure to compare financial aid packages in your decision-making process. If you are positive you will not enroll at one or more of the colleges which accepted you please notify those colleges that you have selected another college. Keeping colleges abreast of your plans might enable those colleges to admit someone else. If you know which college you will attend, send your tuition deposit and follow all other instructions for admitted students. You must decide which offer of admission to accept by May 1 (postmark date).

## May

- By May 1, decide on the one college that you will attend. By May 1, send in your tuition deposit to the college you will attend. Notify the other colleges that accepted you that you have selected another college.
- BE PROUD-you have completed a difficult task.
- If your first-choice college places you on their waiting list, do not lose all hope. Some students are admitted off the waiting list. Talk with your counselor, and contact the college to let them know you are still very interested. Keep the college updated on your activities.
- Take Advanced Placement examinations, if appropriate and request that your AP scores be sent to the college you will attend.

## June

- Request that your counselor send your final transcript to the college you will attend. Notify the college of any private scholarships or grants you will be receiving.
- Know when the payment for tuition, room and board, meal plans, etc., is due. If necessary, ask the financial aid office about a possible payment plan that will allow for you to pay in installments.
- Congratulations, you've made it through high school! Enjoy your graduation and look forward to college.

## July

- Look for information in the mail from the college about housing, roommate(s), orientation, course selection, etc. Respond promptly to all requests from the college. August-September
- Ease the transition into college. Accept the fact that you'll be in charge of your academic and personal life. What you do, when you do it and how things get done will be up to you. You'll have new responsibilities and challenges. Think about budgeting your time and establishing priorities. Take charge of the changes that lie ahead and eliminate or minimize pressures. Go forth with confidence and enthusiasm, willingness to adapt and determination to succeed academically and personally.
- Pack for college. Don't forget to include things that remind you of friends and family. Be prepared for the new opportunities and challenges. Have a great freshman year!







