THE HIGH SCHOOL SENIOR GUIDE TO COLLEGE COUNSELING

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NCAA & NAIA
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# DUE DATES FOR TRANSCRIPT REQUESTS INTO THE COLLEGE COUNSELING OFFICE

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<tr>
<th>COLLEGE APPLICATION POSTMARK DUE DATE</th>
<th>ONLINE TRANSCRIPT REQUESTS DUE DATES</th>
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<tbody>
<tr>
<td>6 Transcripts Requests: FREE 7 or more is $10 per request</td>
<td>Transcripts requests must be submitted via Student’s Naviance Account to the College Counseling Office Naviance System</td>
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<tr>
<td>November 1</td>
<td>October 8</td>
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<td>CPO Deadline for Early Action/Early Decision/State School Applications</td>
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<tr>
<td>November 15</td>
<td>October 16</td>
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<td>CPO Deadline for Private Colleges/Universities &amp; Service Academies &amp; Other Schools</td>
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<tr>
<td>December 1</td>
<td>November 3</td>
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<td>December 15th</td>
<td>November 14</td>
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<td>January 1 &amp; 15</td>
<td>December 5</td>
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<td>February 1</td>
<td>January 9</td>
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<td>March 1</td>
<td>February 6</td>
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<tr>
<td>March 15</td>
<td>February 12</td>
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HIGH SCHOOL SENIOR COLLEGE SEARCH TIMELINE OF ACTIVITIES

AUGUST
… Attend the RHS Senior Application Kick-Off on Sunday, August 24th from Noon – 5:00 PM
… Set-up your Common Application account. Visit www.commonapp.org for more information and instructions.
August 25th – Sign-up for an appointment to review your plans with your college counselor.
Wed, Aug 27th – College counselors begin meeting with students individually.

SEPTEMBER
… Sign-up for an appointment to review your application plans with your college counselor.
Discuss your grades and test results from junior year
… Register to retake the SAT and/or ACT, if necessary. You can take these tests as many times as you want through the April national testing date in the year you will graduate from high school. You should take these exams at least six weeks before your earliest college admission or financial aid deadline.
… Make a final list of the colleges that interest you. Listen to announcements so you’ll know when to sign-up ahead of time in the College Counseling Office.

OCTOBER
… Visit the colleges that most interest you. Arrange, in advance, for a personal interview with an admissions counselor, financial aid officers, and a professor in the academic department representing your intended major. If possible, stay overnight and talk with current students. If you cannot visit the campus, the college’s web site may contain an online tour or a link to request more information.
… Start drafts of your college essays.
… Request high school transcripts through Naviance. You will need a high school transcript for each application you plan to submit.
… Pay attention to the College Counseling transcript request deadlines. Allow extra time for applications that require essay questions. Submit early decisions or early action applications, test scores and transcript.

OCTOBER/NOVEMBER
… Identify your teacher references. Ask if they will provide a recommendation for you. Pick-up and complete a teacher recommendation reflection form in the college counseling office before any teachers will process your request.
… Finalize portfolios, audition tapes, or writing samples. Complete these if they are required for admission or scholarships. Schedule admission interviews. If your colleges recommend them, schedule these NOW. Watch early application deadlines for selective institutions. Special scholarship offerings often begins around this time.
Information on all scholarships can be found via the college counseling Twitter account. www.twitter.com/rhscpo
… Follow up with your references. Make sure to ask politely if the forms you requested separately from your application have been sent in.

DECEMBER
… Follow up with the university to confirm that all documents needed to complete your application have been received.
Complete revisions of all applications and essays.
Review them with a parent or your college counselor.
… Mail all revised, complete admissions and college academic scholarship application before deadlines or the holiday break. Keep copies for your file. Encourage parents/guardians to attend the College Financial Aid Program. See RHS Calendar (Often held in December or January)

JANUARY
Have parents/guardians file financial aid forms (FAFSA) as soon as possible after Jan. 1 (www.fafsa.ed.gov).

FEBRUARY
Avoid SENIORTIS. Senior grades are crucial to your admission (including 3rd quarter grades for those on waiting lists). All acceptances are conditional until colleges deem your final grades worthy of their standards. Watch deposit deadlines for housing. Colleges begin notifying students of admission and financial aid status.

APRIL
Most colleges will have notified you by April 15th. If you are waitlisted, consult your college counselor immediately.

MAY
Colleges have a reply date of May 1(excluding Early Decision candidates), which you must confirm with an acceptance letter and deposit. College Counseling Office will automatically send a copy of your final transcript to your attending school.
…Send thank you letters/notes to everyone that helped you with the college search process, especially your teachers.
… Take Advanced Placement exams and Graduate with pride!
STANDARDIZED TESTS (ACT &/OR SAT)
Standardized tests have been heralded as one way to introduce some consistency into the admissions process, although the influence of the tests can be difficult to determine. For the vast majority of four-year colleges, though, the tests play an integral part in the admissions process. According to college admissions officers, they are used to verify what the transcript says and help the staff spot overachievers and underachievers.

HOW OFTEN AND WHEN SHOULD I TAKE THESE EXAMS?
Typically, students are advised to take the ACT and/or the SAT and SAT subject tests once in the spring of their junior year and again in the fall of their senior year.

SOME COLLEGES NO LONGER REQUIRING TEST SCORES
However, a few colleges no longer require them. (Refer to http://www.fairtest.org/ for these schools) Others refrain from giving the tests too much weight; they rely, instead, primarily on an analysis of the transcript and other factors. (In addition to admissions, some colleges use standardized tests for course placement of enrolled students, for academic advising, and in awarding scholarships and loans.)

At most four-year colleges, the tests represent an additional tool in making predictions about an applicant's likelihood of academic success in the first year of college. Every college or university has some differences in the tests they require for admission purposes. Some schools will accept either the ACT or SAT and some will only accept the SAT. So, you will have to your research to clearly and accurately determine which test the institution you are applying requires. For more information on how to register online, you may access the ACT and SAT websites via (www.actstudent.org) and (www.collegeboard.com) respectively.

ACT
The ACT Assessment is a curriculum-based test designed to measure high school students' college readiness and academic achievement in four skill areas: English, mathematics, reading, and science. The writing test which is optional measures skill in planning and writing a short essay. Virtually all four-year colleges and universities in the United States require the ACT or SAT for admissions purposes. However, there are a few colleges that no longer require them.
PREPARATION
The best preparation for any student taking the ACT is rigorous college-preparatory courses in high school. Three strategies can help students to prepare for the content included in the ACT:
1. become familiar with the content of the tests,
2. refresh your knowledge and skills in the content areas, and
3. identify content areas that you have not studied in a while.

Students can access ACT Test Prep Information at www.actstudent.org/testprep for several practice tests. There are several options outlined on this website: Online Prep—the official online test-preparation program with practice test questions, a practice essay with real-time scoring, a diagnostic test, and a personalized Study Path.

The Real ACT Prep Guide—the official published guide to the ACT. This book includes three practice tests, each with an optional writing test.

2014-2015 ACT Test Dates / To Register: www.actstudent.org/

WHAT IS THE SAT TEST?
The SAT Reasoning Test, owned by the College Board is a measure of the critical thinking skills students need for academic success in college. The SAT assesses how well students analyze and solve problems—skills learned in school that are needed in college. The SAT is typically taken by high school juniors and seniors. Virtually all four-year colleges in the United States accept the SAT or ACT for admissions purposes. Access this website for colleges that no longer require the ACT or SAT (Refer to http://www.fairtest.org/ for these schools).

WHO SHOULD TAKE THE SAT AND WHEN IS IT GIVEN?
The SAT is administered seven times during the year in the United States (six times a year internationally). Typically, students are encouraged to take the SAT at least once in the spring of their junior year and again in the fall of their senior year if they are not satisfied with their spring scores.

IMPORTANT STATISTICS ON RETAKING THE SAT
The College Board has found the following effects of taking the SAT more than once:
• 55% of juniors improve their scores as seniors
• 35% percent have score decreases
• 10% percent have no change

2013-2014 SAT and SAT Subject Tests Dates
Access the following website for details: http://sat.collegeboard.org/register
SAT SUBJECT TESTS

WHAT DOES THIS COVER?
There are 20 SAT Subject Tests covering 16 core subjects in five areas:

1. english,
2. history,
3. mathematics,
4. the sciences, and
5. languages

Like the SAT, the Subject Tests applies one standard to all students taking the test in a given subject.

WHAT’S THE FORMAT OF THE TEST?
The tests are one-hour, primarily multiple-choice, curriculum-based assessments of knowledge and skills in particular subject areas.

The exams offered in each area are as follows:

- English: Literature
- History: U.S. History, World History
- Mathematics: Mathematics Level 1, Mathematics Level 2
- Sciences: Biology E/M, Chemistry, Physics
- Languages:
  Reading Only: French, German, Modern Hebrew, Italian, Latin, Spanish
  Reading and listening: Chinese, French, German, Japanese, Korean, Spanish (all offered in November only)

WHEN AM I ALLOWED TO TAKE THE SUBJECT TESTS?
Students may take up to three SAT Subject Tests on the same date, but they may not take the SAT Reasoning Test and Subject Tests on the same day. It is important to check the dates on which each Subject Test is given because not all are administered on all seven annual testing dates.

WHEN SHOULD STUDENTS TAKE THE SUBJECT TESTS?
Students should take Subject Tests as near as possible to the completion of their studies in a given discipline at the high school level.

EXAMPLES: A ninth- or tenth-grade student who is taking biology and does not expect to take a more advanced biology course in high school may want to take the SAT Subject Test in Biology in May or June of that year. Likewise, a student taking Spanish III in eleventh grade who does not plan to take Spanish IV as a senior can take the SAT Subject Test in Spanish in May or June of the junior year. The colleges that require SAT Subject Tests tend to be selective and competitive.
PREPARING FOR THE COLLEGE APPLICATION

HOW DO I START APPLYING?
Colleges & universities now highly encourage students to use the online application provided on each schools' website. [Often online applications do not require submission of an application fee - check with each college]

APPLICATIONS typically consist of the following:

• Application for admission (and the application fee – varies by school)
• Supplemental application questions
• Official Transcripts
• Essay topics
• Official copies of standardized tests (ACT/SAT) directly requested from the testing agency.

Please NOTE that Rockhurst does not provide test scores to colleges and universities.

• School specific forms
  1. Secondary School Reports or Guidance Counselor Form to be completed by your College Placement Counselor.
  2. Teacher Recommendation Forms

COMMON APPLICATION
What is the Common Application? - Wouldn't it be great if you could apply to many colleges—and fill out only one application? In fact, you can. The Common Application has transformed the way students apply to college. The premise is simple. You complete a single general application and submit it to as many of the over 300 participating colleges as you want.

Which Colleges Use the Common Application?
You may be thinking there must be some catch. Many of the most selective colleges in the country accept the Common Application, including Harvard, Yale, Vassar, and Dartmouth. Participating colleges include public, private, highly selective, and less selective schools. Membership in the Common Application Consortium is limited to colleges and universities that evaluate students using a "holistic" selection process. A holistic process includes subjective criteria, including at least one recommendation form, at least one essay, and campus diversity considerations. Colleges and universities that use only objective criteria (grades and test scores) are not eligible to be considered for membership.

How Do I Apply Using the Common Application?
If you want to apply online, you can choose between two starting points:

1. Register for a common application account via www.commonapp.org
2. Link to the Common Application directly from the website of a school that accepts it.

Using the Common Application is FREE however; in some cases you may still be required to pay the college’s application fee.
NOTE: Take your time in preparing your answers. Proof carefully. Write your essays ahead of time in separate file, and then cut and paste them into the Common Application essay fields. You can save the common application until you are ready to submit it electronically to participating schools.

What are Common Application Extras (Supplemental Forms)?

Besides the main application, a school may require supplemental forms to be submitted separately. The Common Application supplies the following forms:

- Online School Report (to be completed online by your college placement counselor)
- Online Mid-year report (this can be accessed online by your college counselor, and
- Final report (online form for your college counselor)
- Teacher evaluation/recommendation forms.

Many colleges also require one or more supplemental forms of their own for students to complete. For answers to questions about the forms, check first with the college you’re planning to apply to. Pay attention, as oftentimes colleges require that the application and all supplements be submitted at the same time. You can access supplemental forms via the following methods:

- the college’s website,
- from the Common App website,
- or both.
### DEFINITIONS OF ADMISSION OPTIONS IN HIGHER EDUCATION

#### STUDENTS: WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

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<thead>
<tr>
<th>Non-Restrictive Application Plans</th>
<th>Restrictive Application Plans</th>
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<tr>
<td><strong>Regular Decision</strong></td>
<td><strong>Early Decision (ED)</strong></td>
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<tr>
<td><strong>DEFINITION:</strong> Students submit an application by a specified date and receive a decision in a clearly stated period of time.</td>
<td><strong>DEFINITION:</strong> Students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. The application deadline and decision deadline occur early.</td>
</tr>
<tr>
<td><strong>COMMITMENT:</strong> NON-BINDING</td>
<td><strong>COMMITMENT:</strong> BINDING</td>
</tr>
<tr>
<td>Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.</td>
<td>Students are responsible for determining and following restrictions.</td>
</tr>
<tr>
<td><strong>Rolling Admission</strong></td>
<td><strong>Restrictive Early Action (REA)</strong></td>
</tr>
<tr>
<td><strong>DEFINITION:</strong> Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.</td>
<td><strong>DEFINITION:</strong> Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA to other institutions. If offered enrollment, they have until May 1 to confirm.</td>
</tr>
<tr>
<td><strong>COMMITMENT:</strong> NON-BINDING</td>
<td><strong>COMMITMENT:</strong> NON-BINDING</td>
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**PLEASE NOTE:** Should you be waitlisted or deferred as an Early Action or Early Decision applicant, there is still a chance that you could be admitted later in the process. Your application will be rolled into the regular decision applicant pool with all other hopefuls.

**Early Decision/Action applications** should ONLY be used with schools you’ve researched, visited, appreciate and truly desire to attend. Early programs are not to be used as a means to see if you can get in early or how many selective bids you can secure. Colleges and universities expect that early applicants are serious about wanting to attend their school. Superfluous applications only take away from other applicants who truly want to attend a particular school.

**NON-BINDING EARLY ACTION:**
As with Early Decision and Single Choice Early Action, NON-BINDING EARLY ACTION still enables candidates to know their admission decision early, but they do not have to declare their decision until May 1st, which is the National Candidate’s Reply Date. Typically, students in an Early Action program will know their admission result by December.

**PLEASE NOTE:** Should you be waitlisted or deferred as an Early Action or Early Decision applicant, there is still a chance that you could be admitted later in the process. Your application will be rolled into the regular decision applicant pool with all other hopefuls. Early Decision/Action applications should ONLY be used with schools you’ve researched, visited, appreciate and truly desire to attend. Early programs are not to be used as a means to see if you can get in early or how many selective bids you can secure. Colleges and universities expect that early applicants are serious about wanting to attend their school.

**BINDING EARLY DECISION (ED)** transcripts and test scores be submitted to the college or university you plan to apply to. Please pay careful attention to PAGE 15-16 for the **NEW INSTRUCTIONS** regarding how transcripts and test scores are to be requested via the NAVIANCE.
**Step 1**
Make an appointment to meet with your college counselor to discuss and review your college plans and the process.

If you are applying **EARLY DECISION**, you and your parents understand that should you gain admission, you must withdraw ALL other college applications. As an EARLY DECISION candidate, you, your parents and your counselor make a commitment that you will attend the school where you have been offered admission and withdraw all other applications you may have submitted to other schools.

*You may apply to only ONE school as an Early Decision candidate.*

**SINGLE CHOICE EARLY ACTION**
Some selective colleges and universities offer a SINGLE CHOICE EARLY ACTION program, which means that you can apply to their program ONLY as an early action candidate.

**SCHOOL TRANSCRIPTS**
When senior year begins, realize that you will need to request your 6th semester. You are expected to make this request through your NAVIANCE account.

**SUBMITTING YOUR TRANSCRIPT REQUEST THROUGH NAVIANCE**
Transcript request for NCAA, NAIA Scholarship application and Academies will be made via the student’s Naviance account. Please see PAGE 15-16 for instructions on submitting all other transcript requests online.

These instructions may be downloaded via the College Placement website on the RHS page.

1. Access [www.rockhursths.edu](http://www.rockhursths.edu)
2. Click on Academics
3. Click on College Counseling
PREPARING FOR A COLLEGE VISIT & RHS POLICY/PROCESS

Schoolwork, your job, your parents... choosing the right time to go on campus visits may seem like a complicated procedure. But when you're planning your trip, just be sure not to lose sight of the reason you're going: to see if the school is a good fit for you. This means you need to see the college when classes are meeting and day-to-day activities are taking place. In other words, go when the college is in session.

How to Select a Visit Date
There’s more than one right time to make campus visits. The trick to selecting the right dates for you is to plan well ahead of time.

During the Week
Mondays through Thursdays are ideal since campuses are generally in full swing. Since senior year will be busy for you, though, it's important not to let visits interfere with your schoolwork. If possible, try to visit during high school days off when most colleges are in session.

The Best Seasons
Late summer and early September before senior year are convenient times to visit, since many colleges begin their fall semester as early as mid-August. But generally, fall through winter, and sometimes early spring, are the seasons when seniors should conduct their explorations.

Rockhurst High School Visit Policy
Seniors will be allowed 4 excused absences per academic year for college visits. After December 1, senior visits will not be allowed unless the student has submitted an application for admission to the school. College visits will not be approved after December 1 for the first semester and after May 1 for second semester. They also will not be approved for the days preceding or following Thanksgiving break, senior service projects, spring break, or Easter break. All visit request approval will be at the discretion of the college counselor.

Rockhurst/College Counseling College Visit Process
The student must submit to the college counseling office a written note from parents requesting that a college visit be permitted. The college counseling office asks for at least a week’s notice in advance in order to notify all departments involved. Once the request letter is received, the student will be given an absence request form to take to all his teachers for their signature and to inform them of the upcoming absence. Once all signatures have been completed, the student MUST return the absence request form to the college counseling office prior to departing for the college visit. If the form is not returned to the college counseling prior to the student’s departure, the request will be considered null and void.

Spring of Senior Year
Spring is also a good time of year if you play fall sports or are considering early action or early decision with application deadlines in November of senior year.
After You've Been Accepted

Many colleges invite their accepted candidates to spend a few days on campus before the **May 1** reply date to encourage them to enroll. This is a good opportunity to make some in-depth comparisons between the colleges that have accepted you. On the other hand, if you're planning to visit colleges only after you've received acceptances, you may find yourself in a difficult position. Consider that most colleges don't mail acceptance letters before April and that the standard reply date is **May 1**. This means you may have only a few weeks before the reply date to visit. You could also be in a tight bind if, after visiting in person, you find you're not satisfied with your options. Visit before applications are due so that you're confident you'll be happy at any of the colleges on your list.

Source: This article is adapted from the book Campus Visits & College Interviews by Zola Dincin Schneider, which is available at the collegeboard.com store.

**GETTING READY FOR YOUR COLLEGE CAMPUS VISIT**

**Know before You Go**

It may be tempting to just yell "road trip!" and head out to campuses, but you'll get more out of your visits if you plan ahead.

**Research the College**

It's important to know something about the college before you arrive on its campus, especially if you have an interview scheduled.

- Review materials the college sends to prospective students.
- Spend some time surfing their website.
- Talk to currently enrolled students or alumni about their college. Some college websites let you contact them online, or you can get their contact information from the admissions office.

Choose a time that's convenient to you, but try to go when classes are in session. That way, you can sit in on a lecture or stay in a dorm overnight. You'll only get a true feel for the campus if you're there on a day when classes are in full swing.

Schedule your time on campus, too, to make sure you'll have time for everything you want to do:

- Find out how often college tours run, and if you have to sign up in advance.
- Be sure to get a map of the school. You don't want to spend half your day trying to park or find the admissions office.
- If an interview is suggested, make an appointment. Also, consider meeting with the financial aid officer.
- If you're curious about a club, program, or a sport, arrange to attend a practice, rehearsal, or meeting.

**Pack an IPhone or Droid for pictures and Notebook**

Was it X College or Y University that had that excellent exercise equipment in the gym? Where did I talk to that cool psychology professor? You think you'll remember everything, but you'll be surprised how colleges start to merge after you've seen a few.

Source: www.collegeboard.com
Instructions for Completing the Common Application Online
(www.commonapp.org)

Rockhurst High School Class of 2015
CEEB: 261685
Size of Class: 276
GPA Weighting: Weighted
GPA Scale: 4.0
Do we rank: NO.

TO CREATE A COMMON APPLICATION ACCOUNT
First, access the web address (www.commonapp.org)
Then, click on Create an Account. Any question with a red star/asterisk next to it is required.

- Write down your password (must contain a number, capital letter and symbol) or store the information in your cell phone.
- It is highly recommended that you use your Rockhurst email address as your username.
- Now check your email and be sure to archive the “Welcome” email that Common App sends you. It contains your Common App ID#. Archive this for future reference.

PLEASE NOTE THAT THERE ARE FOUR (4) TABS ONCE YOU LOGIN INTO THE COMMON APP.

1. DASHBOARD – The dashboard is basically your checklist page and where schools added are listed.
2. MY COLLEGES
3. COMMON APP
4. COLLEGE SEARCH

College Search (TAB #4)
- Add at least one college TODAY. You must do this first, before you can proceed with any other parts of this process. You may also choose to add all of your schools at once. You can add and delete colleges at any time.
- Once the school(s) has been added, click on Dashboard to bring up the entire list of schools you have added thus far.

Common App (TAB #3)
Once you click on this tab, complete all sections in gray on the left side of the page, especially the EDUCATION tab.

1. Profile
2. Family
3. Education –
   Rockhurst High School Start Date: 08/2011
   Graduation Date: 05/17/2015
   College Counselor is either:
   Mrs. Fola Okediji, Director of College Counseling (Fola@rockhursths.edu) 816-363-2036, Ext. 520

   Mr. Rich Sullivan, Assistant Director of College Counseling (Rsulliva@rockhursths.edu) 816-363-2036, Ext. 523. If you transferred to RHS, please fill out the Education Interruption section and Other School section.
SKIP CBO section (choose zero)
Under Grades: Self reporting is OPTIONAL. We will send your transcript. Test scores have to be sent by you from the testing agency (ACT and/or COLLEGE BOARD).
List current year courses ONCE YOUR SCHEDULE IS FINALIZED. All full year classes are considered one credit.
Note the HELP SECTION on the right hand side.

4. Testing – (If you are applying to any colleges that are SAT optional, leave your scores blank in the Testing section)
5. Activities
6. Writing – This is where you will choose your essay topic. Words should be between 250 -650.

My Colleges tab -
Under this tab, you want to make sure that you complete sections 1 & 2 highlighted under each school’s name.
You can return to complete sections 3, 4 and 5 when you are nearing completion of the application.

1. Questions - Complete the questions under each school’s name (DO THIS NOW).
2. Assign Recommenders – Complete the FERPA RELEASE section ONLY on this page. See below.
   a. YOU ONLY HAVE TO COMPLETE THE FERPA RELEASE ONCE FOR ALL OF YOUR APPLICATIONS.
   b. You will request your counselor and teacher recommendations through your Naviance account. DO NOT COMPLETE OR PRINT OFF THE FORMS OUTLINED UNDER THIS SECTION.
3. Preview & Submission Common App – Return later to complete
4. Writing Supplement – Return later to complete
5. Preview & Submission – Supplement – Return later to complete

How to complete Assign Recommenders/FERPA RELEASE -
1. Click on “Assign Recommenders”
2. Under FERPA RELEASE, Click on “RELEASE AUTHORIZATION”
3. Put a check mark in the first box and hit continue
4. On the next page, put a check mark in the 1st box then the 2nd and 4th box to waiver your right to see the recommendations.
5. Then, sign by typing your name and enter the date.
6. Click on “SAVE.”

FINAL NOTES –
1. You can log in to your application later and review it, change it, all up until the time you decide to submit the application to a college. You won’t finish in one day!
2. Supplements – many schools will ask for a supplemental essay to complement the essay you write from one of the personal essay topics provided on the Common Application. In some cases, some colleges will ask for a short answer essay on-one-of your co-curricular or work experiences. These supplements will be submitted through the Common Application.
3. Don’t forget to return to the “My Colleges” tab on your Common App to submit your application, writing and supplemental pages.
REQUESTING YOUR TRANSCRIPT THROUGH NAVIANCE

4. Once you have completed the FERPA Release above, login to your Naviance account and follow the instructions below.
   a. Login to your Naviance account
   b. Click on the 1st tab (Colleges)
   c. Click on “Colleges I’m Applying to”
   d. Locate the blue box with the heading that says, “Common App Account Matching”
   e. Enter your Common App USERNAME (This should be an email address) and date of birth.
   f. Click on MATCH
   g. Once you have completed this section in Naviance, you should click on “Colleges I’m Applying to” again. Select the correct application deadline: (regular decision, early action, early decision, priority, etc). Check the university’s website to determine what type should be entered. Click on “lookup” to search for the college or university.
   h. Type in the name of the university to search for it. Hit GO. Once the name comes up, double click to select. (You may add all your schools at once).
   i. Then, click on “Request Transcript” at the bottom of the page.
   j. Click on “Colleges I’m Applying to” to refresh the page and verify the deadlines entered.

REQUESTING TRANSCRIPTS FOR COLLEGE APPLICATIONS, NCAA/NAIA, SERVICE ACADEMIES & SCHOLARSHIPS

Transcript Requests for College Application through Naviance - Students MUST submit all transcript requests for college applications through their Naviance account.

NCAA/NAIA, Scholarship and Honors Programs -
However, students can request their transcripts through the NCAA and/or NAIA registration page/accounts. Students should contact and inform their assigned college counselor for transcripts and process questions related to: Scholarships and Honors Programs. **NOTE TO ATHLETES:** If you plan to play Division 1, 11 or NAIA athletics, an NCAA or NAIA Clearinghouse form must be completed. This form is ONLY available online at [www.NCAACLEARINGHOUSE.NET](http://www.NCAACLEARINGHOUSE.NET) or [http://WWW.PLAYNAIA.ORG](http://WWW.PLAYNAIA.ORG).

Please complete the form, which requires an estimated payment of about $65 with a valid VISA or MasterCard Credit card. Once the form and payment information are completed, make sure that you complete the above directions via Naviance to request a transcript for the NCAA or NAIA Clearinghouse. You MUST first complete the NCAA or NAIA process online completely (including fees paid) before you submit your transcript request through NAVIANCE. Also, please make sure you request through ACT or COLLEGE BOARD to have your test scores sent to NCAA or NAIA directly.

Fast Track or V.I.P. or Scholar Applications -
Students who plan to apply using pre-filled applications from a College/University (often referred to as a Fast Track Application or V.I.P applications) MUST notify their college counselor prior or immediately once a transcript request is submitted via Naviance. These requests are to be submitted in accordance with the deadlines indicated on the:

**Due Date for Transcript Request Outline.**

**NOTE TO COLUMBIA UNIVERSITY & GEORGETOWN APPLICANTS:** If you plan to apply to either of these schools, please be aware of the following: You are still expected to submit an online request for the transcript however, the Columbia University or Georgetown University issued counselor and teacher recommendation forms must be printed and physically given to these individuals for processing and mailing.
TEACHER/COLLEGE COUNSELOR RECOMMENDATION LETTERS

If your colleges require recommendations, you will need to ask your college counselor and/or teachers to be references. When identifying which teacher you should ask, consider your relationship with the person and how well you’ve done in your activities and interactions with him or her. **It is important to always ask a teacher who has taught you in a core subject area (for example, Math, Science, Social science, and English). Admission offices want your counselor recommendation to come from your college counselor not your guidance counselor.**

Your colleges will probably have a recommendation reflection document and other forms within the application to give to your references (college counselor and teachers), so make sure to request or download the application materials in plenty of time if they are not common application schools. If you are applying to a common application school, these forms (teacher recommendation reports) are in Naviance for your teacher to complete. Writing recommendations can be time consuming for the people writing them. They might also be writing them for other students. Give your references up to **three weeks** advance notice and make sure they are aware of recommendation deadlines.

Keep in mind that a recommendation is a favor. Here are some commonly accepted rules of etiquette to follow:

- When giving your references the forms, include a pre-addressed envelope to the appropriate address with the correct amount of postage on the envelope if they are meant to mail it directly to the college. This would be in the case of colleges that do not accept online teacher recommendation submissions. For the most part, teachers are able to submit letters of recommendation electronically through Naviance. Write thank-you notes or emails to your references.

**Requesting Teacher Recommendation Letters: Requests must be made by STUDENTS ONLY!**

1. Student MUST verify with the University that a teacher recommendation is indeed required.
2. Speak with the teacher and ask if he/she is willing to write a recommendation for you. **DO NOT SKIP THIS STEP. IT MUST BE DONE FIRST!**
3. Pick-up from teacher or download from the CPO website the teacher recommendation reflection questions and complete this prior to submitting a request to your teacher. This form must be submitted to the teacher within the timeline you are given.
4. Once you have the teacher’s permission, log onto Naviance at [http://connection.naviance/rockhursths](http://connection.naviance/rockhursths)
5. Go to the “Colleges” tab. Down toward the bottom of this page is where you will find “Teacher Recommendations (add/cancel requests).” Click on the “Add/cancel requests.”
6. The “Request Teachers to Prepare Recommendations” page appears. Select the teacher and in the “Personal note to teacher” section, include the DEADLINE for your applications. Go to the bottom of the page and click “update requests.” Once you do this, an email will be sent to the teacher informing him/her to prepare a recommendation for you.
7. If the teacher will be completing your recommendation online with the Common Application, no further action by you is necessary. If there is a form or letter for the teacher to complete, YOU will need to give it to each of the recommenders who will be writing for you, along with a **Teacher Reflection Form.** YOU MUST complete all fields on this form. This process MUST be done for each recommendation being requested per school.
WRITING THE COLLEGE ESSAY

Admission officers often view application essays as one of the critical factors in making their decisions. School officials scour candidate essays for proof of intellectual curiosity, critical thinking, and effective verbal expression. Regardless of where an application is being submitted, the essay must demonstrate a strong grasp of grammar and paint a vivid picture of the applicant's personality and character—one that compels a busy school official to take notice.

ESSAY WRITING TIPS

• Find out what college admissions officers are looking for and learn how to brainstorm essay topics.
• Decide which essay structure to use in your essay.
• Brush up on transition, word choice, verb tense, and sentence variety.
• Study different types of introductions and learn how to conclude effectively.
• Seek input from your parents, teachers (English) and/or college counselor.
• Admission essays give you a perfect chance of conscious self analysis. In your essay, you should show your progress in self-development and the reader should see you as a person of great potential.
• Be very particular about the details you are going to present in your essay.
• Stay away from irrelevant facts and at the same time make sure not to leave out any important information.

Provide the following:

• Information about yourself as a person
• Give perspectives of yourself as a future student
• DEFINE your life goals, and explain how this college/university can help you achieve them
• DO NOT flatter the committee with "why their school is the best in the world?"
• Include pertinent experiences from school and real life connected with your future
• Express yourself clearly and efficiently
• STAY AWAY from long-winded phrases
• Be PRECISE and BRIEF
• Make your essay UNIQUE & MEMORABLE

COLLEGE COSTS

The cost to attend college, which is often referred to as the "total student budget," or "cost of attendance," includes both direct and indirect expenses.

Direct expenses are: tuition, fees, room and board (fixed costs billed by the college)

Indirect expenses are: books, supplies, travel expenses, phone, laundry, pizza, etc.

The cost of attendance (COA) is used in the calculation to determine your eligibility for financial aid and consists of the following five parts:

• Tuition and fees
• Room and board
• Books and supplies
• Personal expenses
• Transportation

Colleges can also consider the following allowable costs when determining the total cost of attendance:
• Allowance for dependent care
• Loan fees
• Costs related to a disability
• Allowance for rental or purchase of a personal computer
• Reasonable cost for eligible study abroad programs

Determining your own costs
To determine your own cost estimates, remember to consider any additional costs that might result from medical bills or extraordinary personal expenses.

Various Financial Aid & Scholarship Opportunities
You may be eligible for various financial aid opportunities such as scholarships, grants, loans and work programs to help reduce your cost of attendance. The best way to find out if you might be eligible for any of these resources is to contact the school you're applying to directly and file the FAFSA (Free Application for Federal Student Aid). The FAFSA is federal and state form used to determine your eligibility for all federal and many state financial aid programs. Colleges might require additional forms as part of the application process. Contact each college's financial aid office to find out which forms are required. In addition, please make sure you notify your college counselor of any needs you may have regarding scholarship applications you plan to submit.

**DO NOT WAIT TILL THE LAST MINUTE TO NOTIFY US!!!**

To file the FASFA or for more information about this process, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

For more information on financial aid pledges made by various institutions visit:
[http://projectonstudentdebt.org/pc_institution.php](http://projectonstudentdebt.org/pc_institution.php)

**APPLYING TO A MILITARY ACADEMY**

- [www.academyadmissions.com](http://www.academyadmissions.com)
- [www.cga.edu](http://www.cga.edu)
- [www.usna.edu/Admissions](http://www.usna.edu/Admissions)
- [www.admissions.usma.edu](http://www.admissions.usma.edu)

Applying to a military academy requires more time and effort than it takes to gain acceptance to a state school or a conventional private school. The process should begin second semester of junior year and hopefully will reach a successful conclusion in March or April of Senior Year. The process is exactly the same for a student recruited to play a sport.

**Step One:** Read the individual requirements for each academy you are interested in attending. The websites are outlined above.
Step Two: Once you have decided which academies you would like to apply to register on the site. (This can be done as early as April of Junior Year and should definitely be done before senior year is started). Once you are in the system you will receive a packet and access to the website for admission. The Navy and the Air Force prefers that the website be used to fill out forms. The Army and Coast guard are more flexible. **Step Three:** Take the ACT or the SAT as soon as possible. Check each site carefully for which tests are required.

Step Four: Nominations. Nominations from your congressman or senator are required for admittance to an academy. Each congressman or senator has different requirements and deadlines. Most of these deadlines are early to later October but it is best to have them in as early as possible. A transcript, recommendation from your college counselor and test scores are generally required.

**IT IS THE STUDENT’S RESPONSIBILITY TO CONTACT THE CONGRESSMAN OR SENATOR’S OFFICE.**

Step Five: (August, September) make sure you complete all parts of the application and have requested transcripts from the College Placement Office. The application is very extensive for each academy. In most cases a recommendation is required from a math and English teacher and your College Counselor. Once the forms are filled out you will be required to have a military physical. These physicals are performed by military personnel so you need leave ample time to get them set up.

Step Six: The Physical Fitness requirement must also be done before the end of the first semester of senior year. This can be scheduled with Coach Diers or Coach Severino. This generally takes about an hour and you need to be in good shape to perform the required exercises. **NOT DOING WELL CAN HOLD UP A NOMINATION.**

Step Seven: December, January. Senators and Congressman will send out their Nominations. If you do not receive a nomination there are other avenues that can be explored. At this point, make sure you respond in a timely manner to any communication with your academy.

Step Eight: Acceptance. **(Kiss your summer goodbye; you will be leaving in late June).**

**NCAA/NAIA - STUDENT ATHLETES**

What requirements do I need to be able to practice, play and get a scholarship at an NCAA or NAIA School? You need to complete the following:

- Graduate from high school;
- Complete the minimum core courses as required by the NCAA or NAIA;
- Present a minimum grade-point average (GPA) in those core courses;
- Present a qualifying test score on either the ACT or SAT; and
- Complete amateurism questionnaire and request final amateurism certification.

www.academyadmissions.com  
www.cga.edu  
www.usna.edu/Admissions  
www.admissions.usma.edu
When should a student register with the NCAA/NAIA Eligibility Center?
A student should register with the Eligibility Center at the beginning of his junior year in high school. After completion of his or her junior year, a transcript, which includes six semesters of grades, should be sent to the Eligibility Center from the high school. Additionally, a student should have his SAT or ACT scores sent directly to the Eligibility Center when taking the exam.

How are students prioritized for processing at the Eligibility Center?
Students who have their status requested by an NCAA institution are prioritized by the Eligibility Center for processing. If a student's eligibility status is never requested by a member institution, the Eligibility Center may not process such a student's status.

How do I register with the clearinghouse?
NCAA: https://web1.ncaa.org/eligibilitycenter/student/index_student.html
NAIA: http://www.playnaia.org/

Will NCAA accept my a faxed transcript? No, the NCAA/NAIA eligibility center will not accept a faxed transcript.

How much is it to register with the NCAA eligibility center?
NCAA: $60
NAIA: $60

How can I contact the NCAA/NAIA?
NCAA Membership Services - 317/917-6008 (noon to 4 p.m. Eastern time Monday through Friday) for parents, college-bound student-athletes and the public.

Do I need to register first before the NCAA will track receipt of my transcript?
Yes, you should be registered and paid first, before the NCAA/NAIA will track receipt of your transcript.