



COLLEGE COUNSELING GUIDEBOOK 2017-2018

A GUIDE FOR HAUPPAUGE
STUDENTS AND PARENTS



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Dear Students and Parents,

Education is one of the greatest investments a community makes in the life of a child. The Hauppauge High School Counseling Department takes great pride in playing a supportive role in empowering young people to build a healthy and rewarding life. Our goal is to partner with students and parents in order to discover the best opportunities for each individual. As students embark on the next phase of life, we strive to provide students with a range of options in order to find that ‘right fit’ and we endeavor to facilitate the opening of those doors.

Congratulations on embarking on what promises to be an exciting journey. We look forward to working with you.

Sincerely,

The Hauppauge High School Counseling Department

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Timeline

Junior Year

January

- Register for the SAT, ACT, and/or Subject Tests
- Take a practice ACT (available online and in the Counseling Center)
- Junior Planning Conferences begin at Hauppauge HS
- Plan college visits. Make good use of upcoming school vacations!

February

- Continue to research colleges
- Prepare for Spring standardized test(s)
- Visit colleges
- Prepare applications to US Military Academies or ROTC programs if interested

March

- Start organizing a list of your extracurricular contributions
- Review SAT Subject Test requirements at schools of interest and register for the June test date
- SAT offered (note that only the SAT is offered on this date - Subject Tests are not offered)

April

- Continue to research colleges
- Keep up with school work
- ACT offered

May

- Take AP and IB exams in relevant classes
- SAT offered
- Research summer opportunities

Timeline

June

- Finish the year strong!
- SAT and Subject Tests are offered (note: students can take the SAT or up to 3 Subject Tests on one day, but not both)
- ACT offered
- Develop a calendar and plan for the summer and early fall (deadlines, testing schedule, early decision requirements)

Summer

- Research and visit colleges
- Perform community service and/or participate in a summer development opportunity
- Review college applications and brainstorm essay topics
- Prepare a testing strategy and study for any tests you will re-take in the fall

Senior Year

September - December

- Attend college representative visits to Hauppauge HS (sign up using Naviance)
- Maintain excellent grades in the most rigorous senior year program possible
- Attend college fairs and schedule college interviews
- Be aware of all college application deadlines
- Be aware of all standardized testing dates and registration deadlines
- Research scholarship opportunities

September

- Work on college applications and essays
- Ask two teachers for letters of recommendation (and request through Naviance)
- Early decision and early action candidates - see your counselor
- ACT offered
- Attend College Application Night and Financial Aid Night at Hauppauge HS

Timeline

October

- Early decision and Early action deadlines
- FAFSA available online - complete as early as possible
- SAT and Subject Tests offered
- ACT offered
- Continue to work on applications and essays

November

- Early decision and Early action deadlines
- SAT offered
- Complete regular decision applications

December

- SAT and ACT offered (note: this test date is too late for many college application deadlines - please plan accordingly)

January

- Complete college specific financial aid forms (if required)
- Research scholarship opportunities

February - April

- Colleges will inform students of admissions decisions
- Keep the Counseling Center apprised of your decision of where to attend
- When you have decided on a school, send your deposit and inform other schools so your spot can go to someone on the waiting list
- Continue to research scholarship opportunities
- Stay focused on classes and school work

By May 1st

- Inform the Admissions Office of the school you have decided to attend
- Request that final transcripts be sent from Hauppauge HS to the college of your choice

Standardized Testing Calendar

SAT

SAT Dates	Registration Deadline	Late Registration Deadline*
August 26, 2017	July 28, 2017	August 15, 2017
October 7, 2017	September 8, 2017	September 27, 2017
November 4, 2017	October 5, 2017	October 25, 2017
December 2, 2017	November 2, 2017	November 21, 2017
March 10, 2018**	February 9, 2018	February 28, 2018
May 5, 2018	April 6, 2018	April 25, 2018
June 2, 2018	May 3, 2018	May 23, 2018

*Late registrants will incur a fee

**Subject Tests not offered

ACT

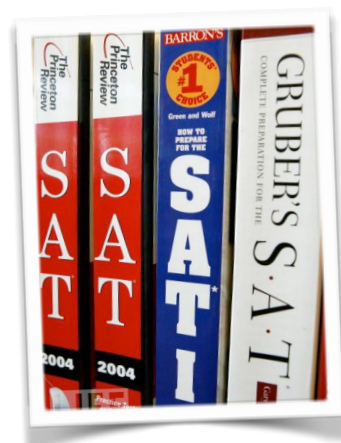
ACT Dates	Registration Deadline	Late Registration Deadline*
September 9, 2017	August 4, 2017	August 18, 2017
October 28, 2017	September 22, 2017	October 6, 2017
December 9, 2017	November 3, 2017	November 17, 2017
April 14, 2018	March 9, 2018	March 23, 2018
June 9, 2018	May 4, 2018	May 18, 2018

*Late registrants will incur a fee

Standardized Testing

The SAT v. The ACT

Many students take both the SAT and the ACT. At minimum, students should expose themselves to both tests. For the most part, colleges use the SAT and ACT interchangeably. An ACT score out of 36 can easily be converted to an SAT score out of 1600. If you take both tests and you are unsure of which scores to send, you should discuss your options with your counselor.



Test Flexible

A few schools have recently adopted “test flexible” admissions policies. These schools are accepting a combination of scores, such as Subject test scores and/or AP exam scores in place of the traditional SAT and ACT results. These policies are relatively new and should be reviewed carefully to ensure your submissions best represent you and meet the college’s requirements.

Test Optional Schools

While the overwhelming majority of schools do require standardized test scores, an increasing number of schools have gone “test optional.” Test optional schools do not require test scores and instead place more emphasis on the students high school academic record, essay, recommendations, talents, and school and community involvements. A comprehensive list of test optional schools can be found at www.fairtest.org.



Important Differences

The SAT and ACT are similar tests, with a few subtle but important differences. Review the chart below and familiarize yourself with both tests to help determine the exam that is best for you.

SAT	ACT
5 sections, 1 experimental	5 sections, no experimental
Covers: Critical Reading Math Writing Language Essay (optional)	Covers: English Math Reading Science Essay (optional)
Section order changes	Section order remains the same
Possible score range: 400-1600	Possible score range: 1-36
No penalty for wrong answers	No penalty for wrong answers
Tests more basic (although, sometimes more confusing) math concepts	Tests more advanced math concepts (some trigonometry)
Includes student-produced response math questions (grid-ins)	Includes only multiple choice questions

SAT Subject Tests

The College Board offers twenty different SAT Subject Tests. These exams are one hour multiple choice exams designed to measure a student's knowledge in a particular content area. Students can take up to three SAT Subject Tests in one day.

Many colleges require two or three SAT Subject Tests in addition to the SAT or ACT. Colleges have unique testing requirements and some schools may require specific types of Subject Tests (for example one math and one humanities). It is advisable to check the individual college websites for schools of interest to understand which test scores are needed for admission.

If a student has taken an AP course or has a strength in a particular subject area, taking a Subject Test in that area is strongly recommended. Even if students are unsure of possible colleges and admissions requirements, it is advisable to take Subject Tests while they feel most prepared, rather than having to potentially re-learn material to take a test later on. Many students take Subject Tests on the June test date because it coincides with the end of the school year and review.

The following SAT Subject Tests correspond with courses offered at Hauppauge High School. Many foreign language exams are also available. Visit collegeboard.org if you are interested in another foreign language exam.

Literature

U.S. History

World History

Math Level I (covers algebra and geometry)

Math Level II (covers algebra, geometry, trigonometry, and pre-calculus)

Biology E (covers biological communities, populations, and energy flow)

Biology M (covers biochemistry, cell structure, and processes - respiration, etc.)

Chemistry

Physics

French

Spanish

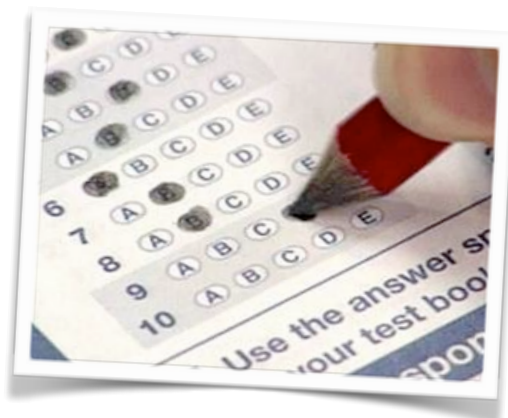
German

Test Registration

- **It is the student's responsibility to register for all standardized tests (SAT, ACT, SAT Subject Tests)!**
- **Students should register for tests online (detailed instructions on pages 13-15).**
- Please pay attention to registration deadlines! It is strongly recommended that students register for tests as early as possible. Test centers fill up quickly and even when the test is being administered at Hauppauge High School, the school has no control over registration capacity. Registering early ensures that students will be able to take the test at the home school or at a location nearby.
- Upon registering, College Board and ACT will offer students up to four free score reports to be sent to colleges. While this represents a small savings (there is a fee to send score reports after the test) it is **NOT** recommended that students use this service. By accepting the free score reports, students are agreeing to send their scores to colleges prior to seeing them. It is strongly advised that students attempt the SAT and the ACT and possibly even retake one or both tests prior to sending any scores. Different colleges have different test score requirements and determining which scores to send to colleges should be strategic. Students should communicate with their counselor if they have questions about which score or scores to submit.

To Register, you will need...

- ☐ Credit Card
- ☐ Digital Photo of the student's face
- ☐ About 20 minutes
- ☐ Username and password with collegeboard.org and act.org

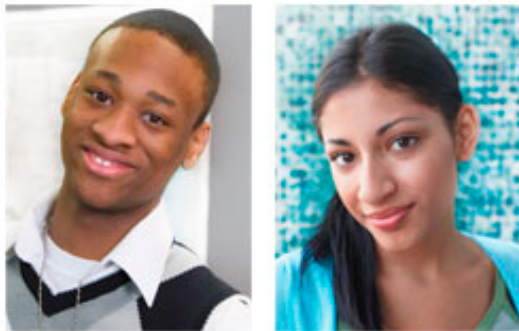


Test Registration

Photo Requirements

Beginning in the 2012-2013 school year, College Board and ACT will require students to upload a digital photograph (similar to a passport photo) in order to register. The student's appearance in the photo must match how he or she will look on the day of the test.

Examples of acceptable photos



Examples of non-acceptable photos

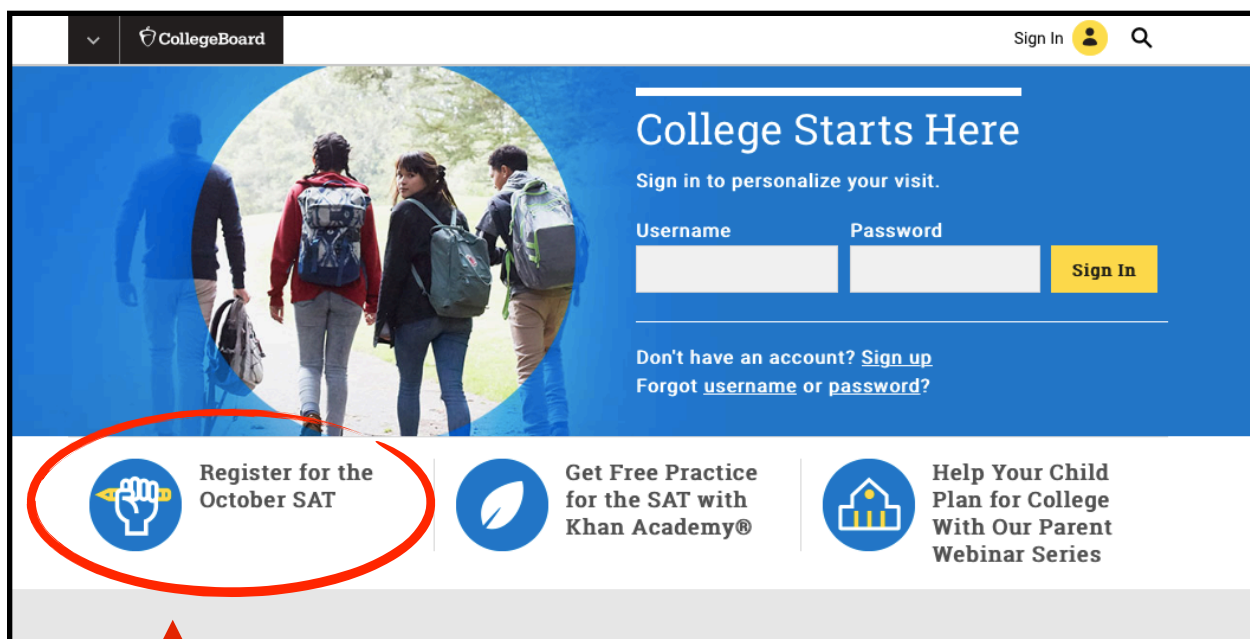


Photo Requirements:

- Passport or wallet-sized photo (approximately 2" x 2")
- At least 640 x 480 pixels
- Saved in .jpg, .gif, or .png format
- Properly focused
- Full face view
- Not show an outdated “look” for you (ie: facial hair you no longer have, a new and different hair length or color)
- Not show other people in addition to you
- No sunglasses
- No hats or head covering (unless worn for daily religious purpose)

Registering with College Board

Students will register for the SAT Reasoning Test and SAT Subject Tests online at www.collegeboard.org. Before beginning the registration process, students should determine if they need to create an account with collegeboard.org. Students may have created an account during SAT Prep Class or when signing up for a previous College Board test. Creating multiple accounts can cause a delay in score reporting and can cause complications with sending scores to colleges in the future. If a student has created an account, but cannot remember the username/password, use the email reminder function or call College Board Customer Service at (866) 756-7346.



Click on **“Register”** to sign up for both the SAT and SAT Subject Tests

The screenshot shows the College Board website's login and sign-up interface. At the top is a navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and a More dropdown menu. The College Board logo is on the right. Below the navigation bar is a 'Welcome' section with a 'Sign In' form containing fields for Username and Password, a 'Remember me' checkbox, and a 'Sign In' button. Below the form are links for 'Forgot Username?' and 'Forgot Password?'. To the right of the sign-in form is a 'Don't Have An Account? Sign-Up.' section with a list of benefits for creating an account and a 'Sign Up' button. Further right is a yellow 'Other Tools' box with a welcome message and a link to the 'Student information page'.

SAT PSAT/NMSQT AP College Planning College Search Professionals More ▾ CollegeBoard

Help

Welcome

Sign In

Username

Password

☐ Remember me Sign In

[Forgot Username?](#) [Forgot Password?](#)

Don't Have An Account? Sign-Up.

Create your account today, and get started with the following:

- Register for the SAT
- Get AP scores
- Manage your college list online
- Register for the CLEP exams
- Complete CSS/Financial Aid PROFILE
- Use the Net Price Calculator
- Get email reminders

Sign Up

Other Tools

Welcome to the College Board

Visit our [Student information page](#) to get more information about our tests, find colleges, learn about financial aid, and get application help.

Click **“Sign Up”** to create an account, or use your username and password to log in. Creating a College Board account and registering for a test will take about 20 minutes.

The fee for the SAT is \$57.00 and must be paid by credit card. Students who qualify for free/reduced lunch should speak to their counselor about a College Board fee waiver.

For identification purposes, College Board will ask for the student’s social security number, however, it is not required.

Students can register online for multiple College Board tests at once (for example, May SAT and June SAT Subject Tests, or October SAT and November SAT).

**The Hauppauge
High School Code
is: 332305**

Registering with ACT

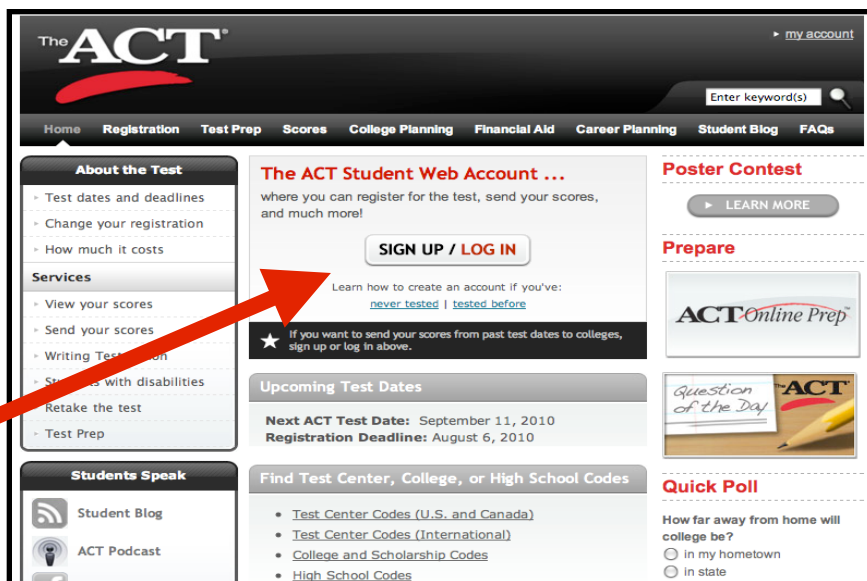
Students will register for the ACT online at www.act.org. ACT offers students the option of registering for the ACT or the ACT Plus Writing. It is strongly recommended that

students take the **ACT Plus Writing**. Colleges will view the SAT and ACT interchangeably, but typically only if the student has taken the ACT plus writing.



Click on **“The Test”** to start the registration process.

Click on **“Sign Up/Log In”** to create an account and register for the ACT.



Testing FAQs

I missed the registration deadline. What should I do?

That depends how much you missed the deadline by. There is a late registration period following the regular registration deadline. If you are still within the late registration deadline, you can sign up to test for an additional fee. You may not be able to take the test at your test center of choice (meaning, you may have to travel to a high school that is farther away).

What do I need to bring with me on test day?

Photo Identification *

Admission Ticket **

Number two pencils

Pens

Calculator

Tissues

Snack and Drink

* If you do not have photo identification, visit the Guidance Office to obtain a printed photo verification form to bring to your testing site.

**** Where do I get my admission ticket?**

You can access a printable copy of your admission ticket by logging in to collegeboard.org or act.org using the username and password you created during registration. It is a good idea to print your admission ticket early to confirm all the information is correct.

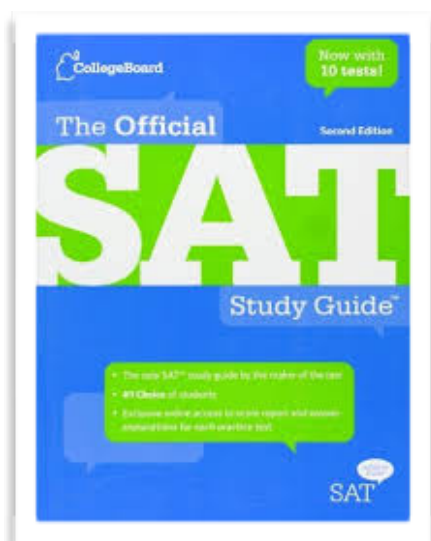
Test Preparation Options

Sustained practice is key in preparing for the SAT and ACT. These are tests of endurance and should be trained for like a marathon, rather than a sprint. Multiple preparation options are available and many students use a combination of two or more of the approaches outlined below. Students and families should consider learning and studying preferences and should outline a test preparation calendar well before the intended test date. It is a fact that test preparation can be costly, but it is wise to think of test preparation as an investment that is sure to pay large dividends. Increased scores as a result of quality prep can lead to increased college options and substantial scholarship money.

Private Tutoring - many students prepare best when they work one-on-one with an SAT/ACT instructor. Private tutoring is also a choice for many students who need a flexible schedule to accommodate athletic, extra curricular, and community service obligations.

Small Group Tutoring - for students who want to prepare in a private setting, but need a more economical option, small group tutoring works well. Students sometimes coordinate a group of friends who have a common schedule to work with a tutor.

Classroom Courses - Hauppauge High School hosts test preparation courses taught by the Method Test Prep. Students and parents are encouraged to take advantage of these valuable face-to-face preparation options.



Online Practice - Online test prep is available for both the SAT and the ACT. Some students use online practice to supplement work in an in-person course.

Review Books - No matter which preparation option you choose, you should spend considerable time practicing with review materials.

Course Selection

As students move through high school, they are afforded more options in course selection. The courses listed on a student's transcript are a reflection of the rigor of that student's high school program. As such, course choices are an important part of the college application process.

Senior year courses in progress are also included on all transcripts. In fact, senior year when students seemingly have the most freedom in their course selection, is a year that colleges examine very closely. The strength of a student's program is an indicator of the level of work that student will be ready for in college.

Remember that colleges look for at least four years in each of the five core academic areas (English, Social Studies, Math, Science, and World Language). Refer to the table below, which illustrates the “20 Boxes” students should aim to fill in order to satisfy graduation requirements and appear competitive to colleges.

	9th	10th	11th	12th
English	English 9			
Social Studies	AP World I			
Math	Geometry			
Science	Living Env.			
Foreign Language	Spanish II			

Students should strive to take the most challenging courses available. Hauppauge High School offers many AP and IB courses, as well as honors and college level courses. In addition, students should take advantage of the many interesting electives offered each year.

College Research



With more than 3,000 colleges in the United States (to say nothing to the many universities abroad) careful and substantial research is paramount to the college application process. The best way to arrive at a successful college outcome is to learn as much as possible about colleges of interest and to conduct a thoughtful application process. Quantity and quality are not synonymous. Throwing out masses of applications like darts in the dark may yield acceptances, but it is not the most effective method and it can be haphazard at best. Students and families should research schools of interest based on the criteria deemed most important and students should apply to schools they believe to be a good fit (based on research, visits, and contact with current and former students and school professionals).

Descriptions

Before delving too far into research, it's important to understand the different kinds of colleges and universities that are available. Review the descriptions below to understand the differences.

College - An academic institution that offers educational instruction beyond the high school level in either a two or four year program.

University - (similar to a college) an academic institution which grants undergraduate and graduate degrees in a variety of fields. Universities are composed of smaller "Schools" or "Colleges" each of which encompasses a general field of study.

Liberal Arts College - Four year institution which emphasizes a broad program of undergraduate education. Pre-professional or professional training may be available, but not stressed.

Community College - Two year institution of higher learning which provides vocational training and academic courses. Community college terminates with an Associate's Degree; credits may be transferred from a community college to a four year college to earn a Bachelor's degree.

Technical School - Two year institution which offers occupational programs designed to prepare students for immediate employment in fields related to engineering, technology and physical sciences.

Military School - Federal Military Academies prepare officers for the Army, Navy, Air Force, Merchant Marine, and Coast Guard. These institutions (Air Force, Annapolis, Merchant Marine Academy, and West Point) all require recommendations and appointments by members of Congress. The U.S. Coast Guard Academy and state-supported military academies, however, operate on a college application basis.

Getting Started

Many students reveal that the toughest part of a college search is getting started. It's best to begin with gathering information. Below is a list of resources to provide information.

Web Resources

Naviance (accessed from the Hauppauge High School website)
www.collegeboard.org (college search)
www.petersons.com (college search)
www.princetonreview.com (college search and test prep information)
www.studentsreview.com (college reviews by students and alumni)
www.collegeprowler.com (college reviews by students and alumni)
www.unigo.com (college reviews, videos, and photos from students)

Print Resources

College Board College Handbook
Fiske Guide to Colleges
Fiske Guide to Majors
Peterson's Four Year College Guide
Colleges That Change Lives by Loren Pope

Human Resources

Friends, family, or neighbors who are in college or went to college
Counselor
Teachers
Coaches
Employers

As you work to gather information, use that knowledge to start organizing your priorities and preferences. As you learn more, you will be better able to rank order those preferences. For example, there is a difference between, “*It’s essential that I be able to major in anthropology,*” and “*It would be nice if I could be part of the wind ensemble.*” The sooner you isolate those differences, the sooner you will be on your way to creating a balanced college list.

The Balanced List

No two college lists are created alike. Even when students have identical schools on their lists, the reasons behind those schools will almost always vary, as will the applicants themselves. It is recommended that all students create a balanced college list and apply to a range of schools in terms of selectivity and cost.

The terms below can be used loosely to help design a balanced list. Please be advised that test score and GPA ranges and application result history can be used to determine the likelihood of acceptance, but there are no guarantees in the college admissions process.

Term	Description
Likely	Your test scores exceed the high end of the test score range by 90 points or more (on each 800 point section). Your GPA is above the middle 50% GPA accepted. Historical results in Naviance indicate that your qualifications exceed those of students from Hauppauge High School accepted in the past.
Target	Your test scores are within 80 points (above or below) the accepted score range (on each 800 point section). Your GPA is commensurate with the middle 50% GPA accepted. Historical results in Naviance indicate that your qualifications match those of students from Hauppauge High School accepted in the past.
Reach	Your test scores are below the test score range by 90 points or more (on each 800 point section). Your GPA is below the middle 50% GPA accepted. <i>And/Or ~</i> The school accepts fewer than 15% of applicants, making it a Reach, regardless of test scores and GPA.
Financial Safety	A more affordable public school or a private school where scholarship money is more likely (a “likely” private school can also be a “financial safety” school).

College Search

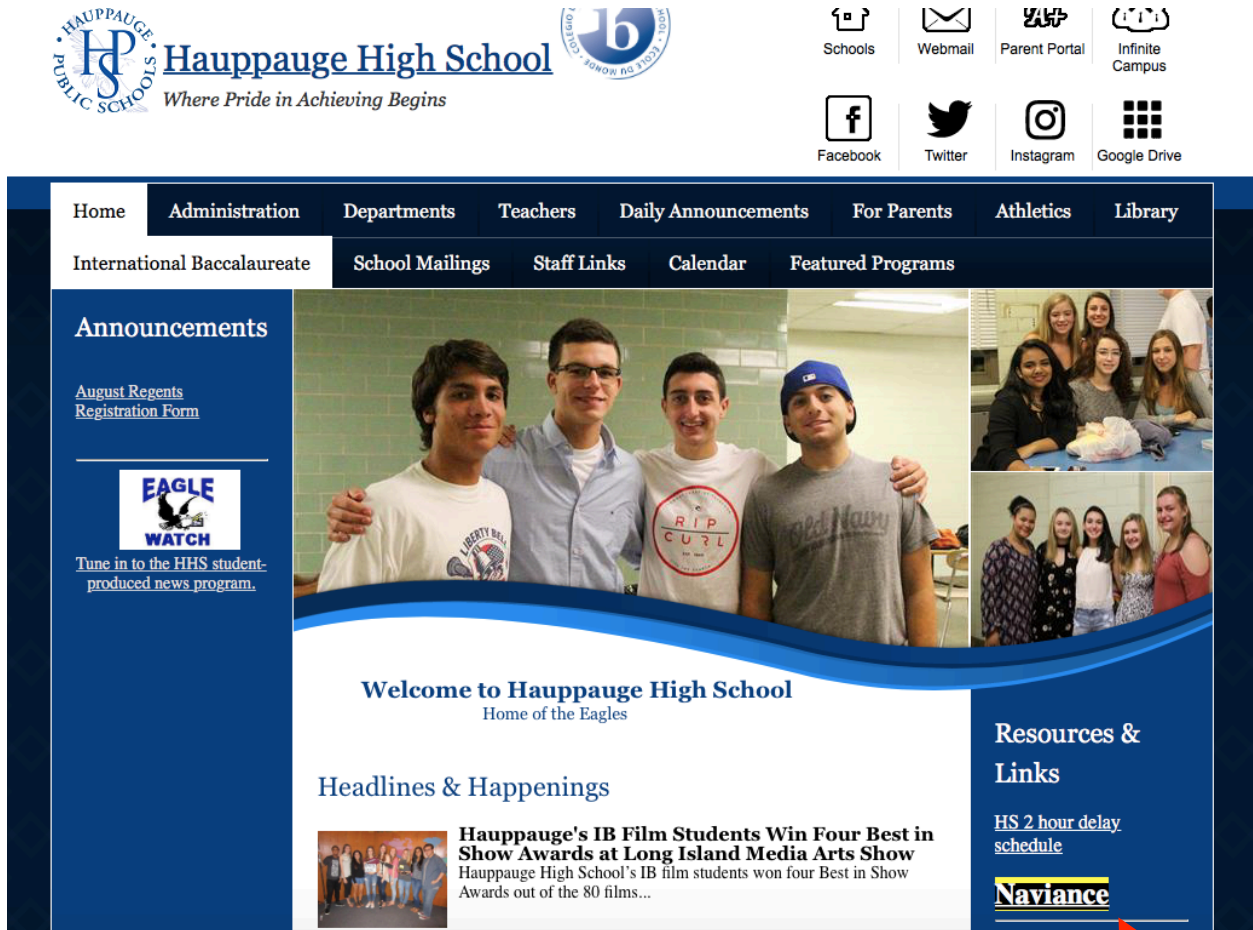
Factors to Consider

- Location
 - Distance from Hauppauge
 - Surrounding area (large city, large town, small town, etc.)
 - Climate
- Selectivity
- Admission requirements (test scores, GPA, etc.)
- Size of campus
- Percentage of students who live on/near campus
- Selection of majors/minors offered
- Availability of special programs (ie: pre-law, pre-med, etc.)
- Social environment
- Greek life
- Athletics
- Housing and dining options

Recommendations:

1. Research schools online
2. Speak to friends, family, neighbors, co-workers, and teammates about where they attended school
3. Read any brochures and catalogs you receive in the mail from colleges
4. Develop a list of schools you would like to consider
 - This list should include a range of schools in terms of selectivity and cost
 - Do not avoid schools that require higher test scores than you may currently have, you will still have multiple opportunities to re-take the SAT and/or ACT
 - Do not avoid schools due to price, instead create a balanced list including at least some affordable options
5. Visit as many schools on your list as possible
6. Check the testing requirements of the schools you are interested in and take all necessary exams
7. Review the applications for schools you are interested in and begin working on essays

Naviance

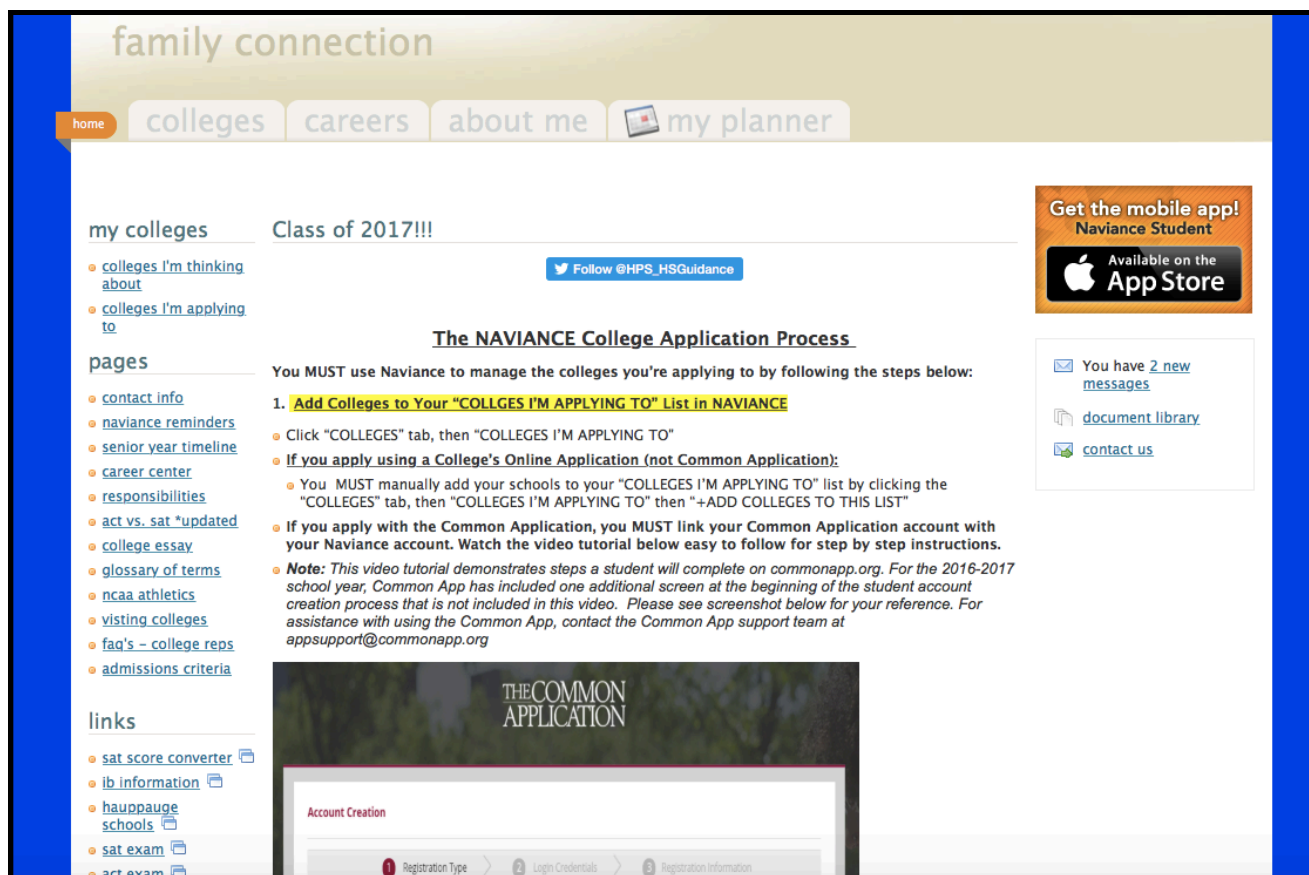


All Hauppauge High School students have been provided personal Naviance accounts. Naviance is the District's web-based college search and application resource. Students and families can access Naviance from the Hauppauge High School website.

Students access Naviance using an email and password they designated. Visit the Guidance Office for assistance!

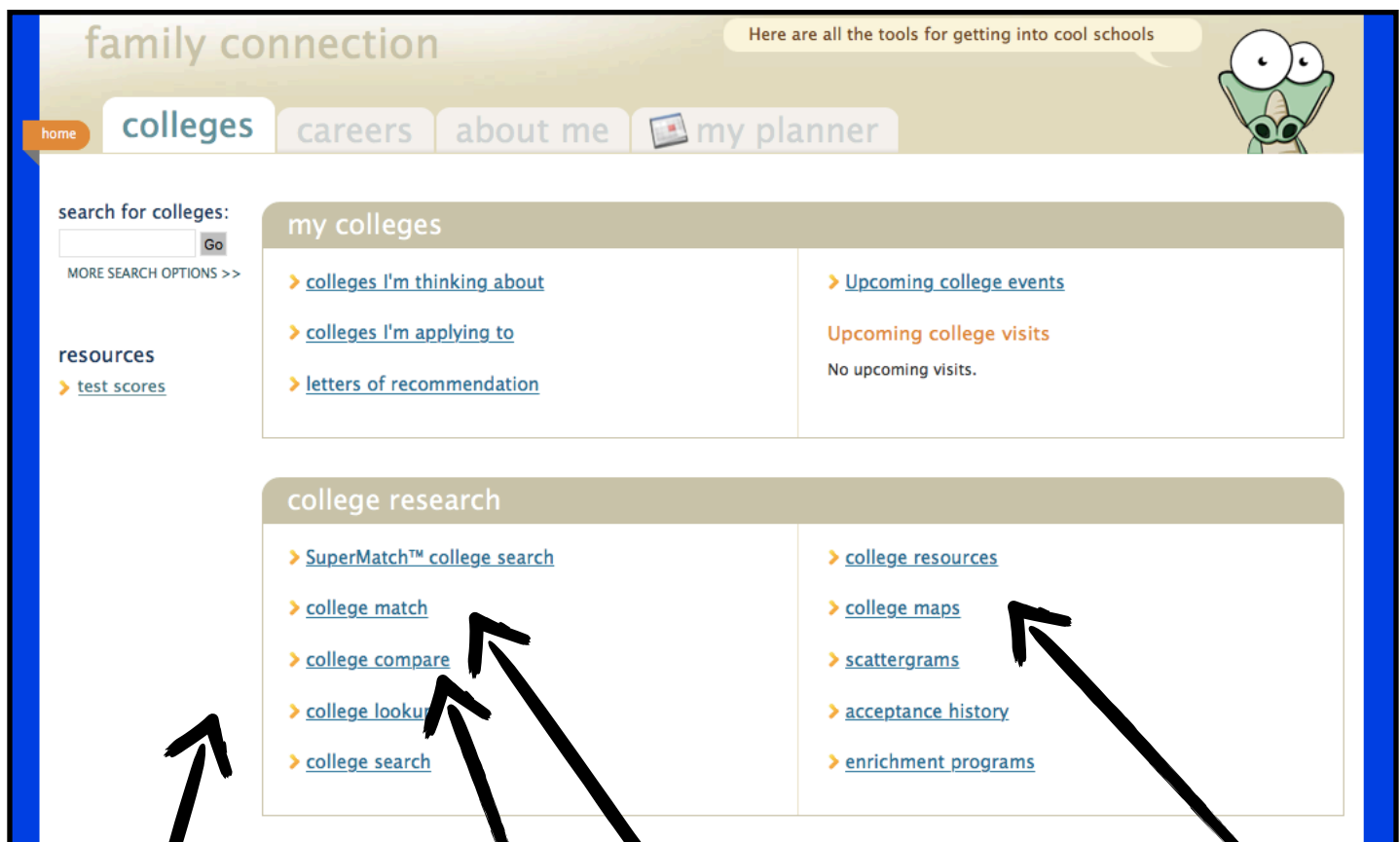
Naviance and College Search

The college search function of Naviance allows students to look for schools based on a variety of criteria (size, location, cost, majors, athletics, etc.). Students can sort schools based on selectivity, compare different schools, and can plot their grades and test scores in comparison to other previous applicants from Hauppauge High School.



The welcome screen for Naviance is pictured above. From this screen, students can navigate to a wealth of information. Students should log in to Naviance regularly to research colleges, sign up for college visits, and to check for updates, which are always listed on the right side of the screen.

By clicking on the **“Colleges”** tab at the top of the screen, students can access the valuable college search resources available through Naviance.



Use “college lookup” to search for a specific school by name.

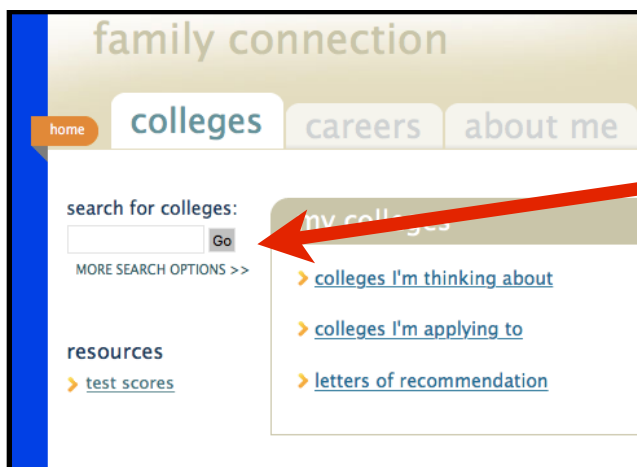
The “college search” feature allows students to input college preferences (size, location, majors) to generate a list of potential colleges.

Use “college compare” to view the requirements of up to 10 schools side by side.

“Scattergrams” provide a great visual depiction of previous application results compared to your stats.

Managing Your List

While researching colleges, it's a good idea to keep track of the information you gather. Naviance makes it easy to create and maintain a list of schools you are considering. Any school researched on Naviance can be added to a personal list of colleges with just one click.



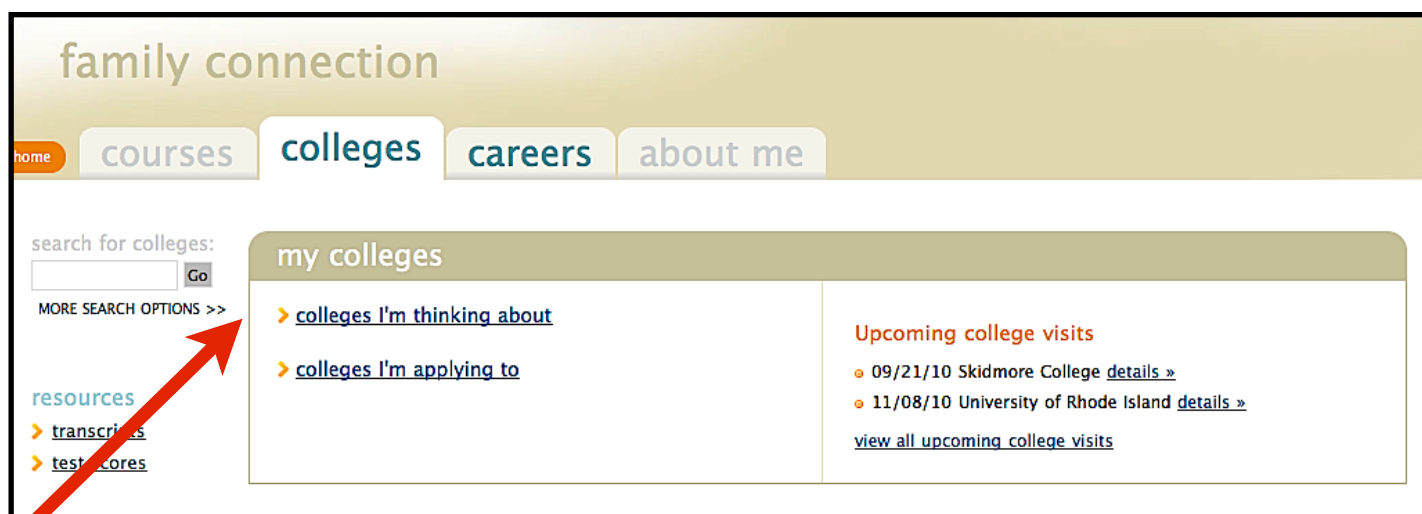
Search for colleges by conducting an advanced search on Naviance, or by typing the name of a college of interest into the search field (shown at left).



Click "Add to List" to add a school to your
"Colleges I'm Thinking About" list.

“Colleges I’m Thinking About”

You can access your list from the “Colleges” tab. Creating a list in Naviance is a good way to gather information and (later on) to organize application and deadline information. Your list will be saved in Naviance and it can be viewed by your counselor.

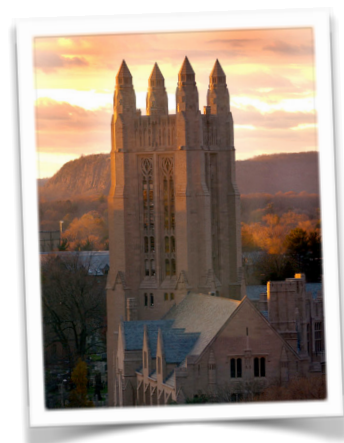


Suggestions:

- Start your list early and update it often.
- Remember that a list is just a list. Adding a school to your list does not mean you have to apply. It is typically easier to narrow a list than it is to grow a list. Start big and remove schools if necessary and/or appropriate.
- Keep a cost-balanced list. Include public and private schools at different price points.
- Avoid a homogenous list. Do all the schools on your list want the same GPA and test score range? Are all the schools in the same geographic area? Reach above and outside that range and add some variety to your list.

Campus Visits

No publication, no matter how thorough, can give you a complete picture of a college or university. If you can manage it, a campus visit is the best way to understand what it will be like to attend a particular college. Junior year is not too early to begin these visits. School vacation periods or the summer between junior and senior year can be used effectively for this purpose.

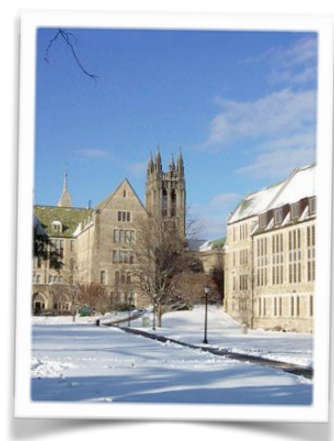


Arranging a Visit

When you have decided you'd like to visit a campus, call the Undergraduate Admissions Office or go online to the individual school's website to arrange touring and information session times. If it is possible to stay overnight in a dormitory, and you would like to do this, let the Admissions Office know.

Suggestions:

- ☐ Set up an interview with an admissions officer
- ☐ Arrange a campus tour
- ☐ Bring an unofficial copy of your transcript to the interview
- ☐ You should be well groomed and neatly dressed
- ☐ Follow up with a thank you note to the interviewer, tour guide, or Admissions Office



Campus Visit Questions

When you talk to students, ask...

- How many hours a week do you study?
- Are campus jobs readily available?
- Are faculty members interested in students and accessible outside of class?
- Do many students go home on weekends?
- Is the food good?
- Does the library typically have the resources you need?
- What do you like most about this college? Least?
- How easy is it to get the classes you want at registration?
- What is the largest class you've ever had? Smallest?
- If you could do it over again, would you still choose this college?
- What other colleges did you apply to?

If you attend a class, ask yourself...

- Do the students seem interested in the material?
- Is there time for questions and discussions?
- Am I intellectually challenged by what is taking place?
- Is there a good rapport between the professor and the students?
- Would I feel comfortable as a student in this classroom setting?

As you tour the campus, ask yourself...

- Are the older buildings in good shape?
- Are there newer buildings in addition to older ones?
- Is lab equipment up-to-date and plentiful?
- Are there specialized facilities for my interests (practice rooms, art studios, etc.)?
- Are rooms in residence halls pleasant?
- Are common areas in residence halls attractive? Laundry and kitchen facilities?
- What is the cafeteria like?
- Are the grounds well kept?
- What is the surrounding town/city like? Would I feel comfortable here?

* A campus information sheet is included to help you take notes about each campus you visit.

Campus Information Sheet

School Name:

Contact Name(s):

Location:

Date:

Type:

Enrollment:

SAT/ACT:

GPA:

Popular Majors:

Admissions Information:

Financial Aid Information:

Social Life/Housing:

Athletics:

Other Information:

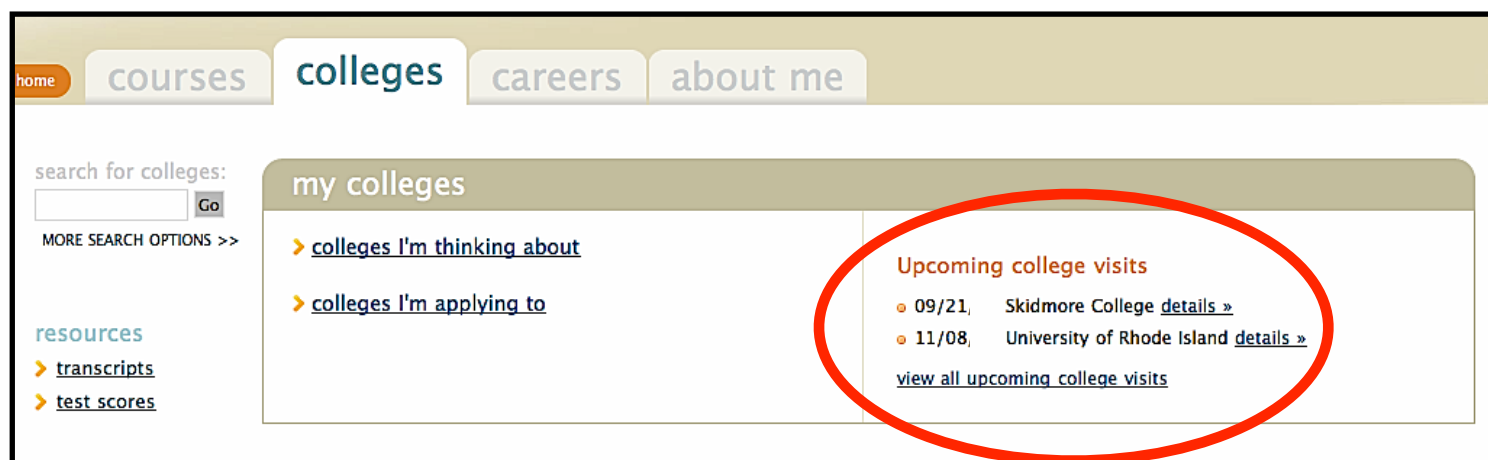
College Comparisons

Your choice of college is an extension of yourself: who you are, what you want to become, your learning style, and your living arrangement. Everyone needs something slightly different from a college, and by focusing your decision making on what is important to you and your family, you can make effective choices. You may want to consider the items below in deciding which colleges to apply to, and ultimately where to attend.

- Enrollment
- Male: Female ratio
- Location of campus (urban, suburban, rural)
- Selectivity of admission
- Available majors
- Ability to double major, complete a major, change a major, or design a major
- Quality of facilities for intended major
- Reputation for academic quality and intellectual level of students
- Percentage of recent graduates who are working and/or in graduate school
- Average starting salary of recent graduates
- Quality and accessibility of faculty
- Academic support services available (free or fee?)
- Opportunity for internships, study abroad, other special programs
- Library resources
- Class sizes (biggest and smallest)
- Integration of technology in academic programs
- Total cost (tuition, room, board, books, etc.)
- Financial aid availability (how much debt does the average student have?)
- On-campus employment
- Appearance of campus
- Student activities/sports/tickets to events
- Access to cultural and social events
- Athletic programs
- Accessibility and cost of travel to and from home
- Cars on campus, cost and location of parking
- Housing - location, requirements, guaranteed for four years?
- Diversity of student body

College Visits to HHS

Throughout the Fall, college admissions representatives will visit Hauppauge High School to meet with students. These visits provide an excellent opportunity for students to learn about colleges directly from the admissions officers who will later read applications from our high school. College representative visits are posted on Naviance. Students should log on to Naviance frequently to check the college visit schedule. Students can request a pass to attend a college visit through their Naviance account.



home courses **colleges** careers about me

search for colleges:
 Go
MORE SEARCH OPTIONS >>

resources
> transcripts
> test scores

my colleges

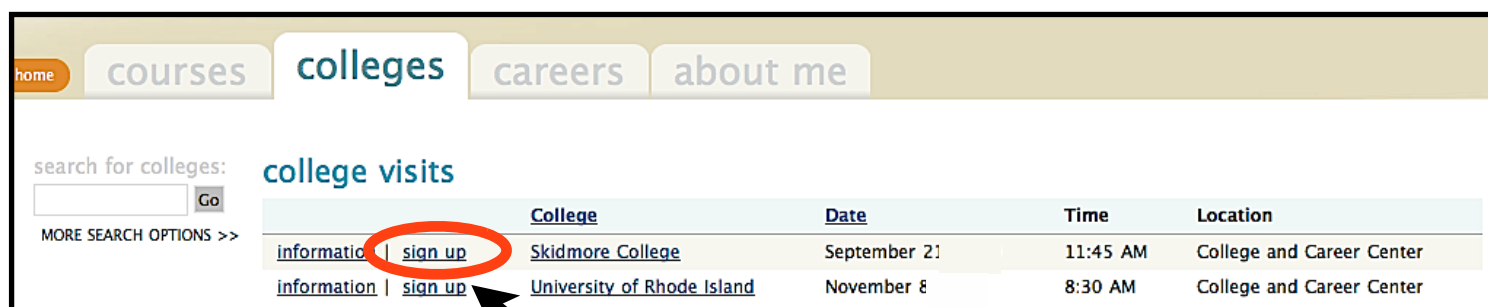
- > colleges I'm thinking about
- > colleges I'm applying to

Upcoming college visits

- 09/21, Skidmore College [details »](#)
- 11/08, University of Rhode Island [details »](#)

[view all upcoming college visits](#)

Click “**view all upcoming college visits**” to see a list of college representatives coming to Hauppauge High School.



home courses **colleges** careers about me

search for colleges:
 Go
MORE SEARCH OPTIONS >>

college visits

College	Date	Time	Location
information sign up Skidmore College	September 21	11:45 AM	College and Career Center
information sign up University of Rhode Island	November 8	8:30 AM	College and Career Center

Click “**Sign Up**” to receive a pass.

College Fairs

College Fairs present an excellent opportunity to learn about many colleges in one setting. Multiple college fairs are held in different locations on Long Island throughout the year. Some of the larger fairs can be overwhelming, so it is important to prepare before attending a fair.

Before a College Fair

Meet with your school counselor prior to attending a college fair. It is a good idea to know your GPA and your test scores to understand where you fall in relationship to the selectivity of the schools you may communicate with at the college fair. Some college representatives may ask you for your GPA and it is important to be ready with this information. A list of schools that will be attending the college fair will be available beforehand. Use this list to research the schools that will be in attendance and create a list of schools you are interested in speaking with.

During a College Fair

Stop by the booths of colleges on the list you created, and if you have time, visit a few you did not have on your list. Ask the representatives questions about life at their college. Be sure to complete an information card for each school you communicate with, this allows the college to enter your information into their database. Advocate for yourself! College fairs can be crowded and hectic. If there is a college you are interested in, make sure you get to speak with the representative from that school, even if there is line!

After a College Fair

Continue your college research and make notes of what you learned at the fair. Follow up with any college representatives you communicated with by sending an email or a thank you card.

A graphic designed to look like a piece of lined paper with a torn edge. It contains the title 'Upcoming College Fairs:' followed by two entries, each preceded by a checkbox.

Upcoming College Fairs:

- ☐ **Sunday, October 1st at Suffolk Community in Selden, 11:00 AM - 3:00 PM**
- ☐ **Tuesday, October 17th at Huntington Hilton, 5:30 PM - 8:30 PM**

College Fair and Representative Visit Questions

These questions can serve as a guide during conversations at college fairs and during college representative visits to Hauppauge High School.

- 1.** How large are your classes?
- 2.** Who teaches entry level classes? Professors? Graduate students?
- 3.** Are professors accessible?
- 4.** What are the most popular majors at your school?
- 5.** What percentage of students live on campus?
- 6.** Is housing guaranteed for four years?
- 7.** What do students do on the weekends?
- 8.** What study abroad opportunities are available to students?
- 9.** What percentage of students participate in an internship during college?
- 10.** What are the most popular extracurricular activities?
- 11.** How tolerant is the campus of independence and diversity?
- 12.** What is the current “big issue” on campus?

College Application Process



The college application process may seem daunting, but with careful planning, time management, and attention to detail you will successfully navigate through. Use the resources outlined in the pages that follow.

We promise, we haven't lost anyone yet!

Admission Options

Non-Restrictive Application Plans

- **Regular Decision** - students submit an application by a specified date and receive a decision in a clearly stated period of time.
- **Rolling Admissions** - institutions review applications as they are submitted and render admission decisions throughout the admission cycle.
- **Early Action** - students apply early and receive a decision well in advance of the institution's regular response date. Students may apply to as many early action schools as they wish.

Restrictive Application Plans

- **Early Decision** - students make a commitment to a first-choice institution where, if admitted they will definitely enroll. Students may only submit one early decision application. The application deadline and decision deadline occur early.
- **Restrictive Early Action** - students apply to an institution of preference and receive a decision early. They may be restricted from applying early decision or early action or restrictive early action to other institutions. These policies are newer and may vary among different schools. If offered enrollment they are not bound to attend and have until May 1 to decide.

Application deadlines vary from school to school and from year to year. Students are responsible for checking application deadlines with each college and communicating those deadlines to their counselor and teacher recommenders.

Applications must be submitted two weeks prior to the deadline to allow for submission of transcripts and supporting documents.

Early Decision



Early decision admissions programs warrant separate attention for many reasons.

First, early decision applications are binding and therefore require careful thought and consideration.

Second, applying early decision can have important benefits for the applicant. For students who are certain of their first choice school, early decision may be a wise choice.

At many of the nation's top colleges and universities, the acceptance rate is close to three times greater for early decision applicants than for regular decision applicants.

The notion that colleges review applications looking for reasons to reject candidates is quite common. While that notion is partially true, colleges are also looking to fill seats and to predict (with a certain degree of accuracy) how many students will enroll in next year's class. Accepting students early decision offers admissions officers the most certainty in predicting how many students will choose to enroll without having to accept more students from the regular decision pool.

School	Regular Acceptance Rate	Early Decision Acceptance Rate
Elon Univ.	0.42	0.75
Bucknell Univ.	0.30	0.65
Cornell Univ.	0.21	0.37
Lehigh Univ.	0.28	0.58
SUNY Oneonta	0.37	0.50

Understanding the concepts behind early decision policies may clarify why colleges tend to accept higher percentages of students under these policies.

Application Methods

The Common Application

www.commonapp.org

As its name suggests, the Common Application is one application accepted by over 700 schools. It is strongly suggested that students apply online. Some schools will accept the common application and their own application, for example many of the SUNY schools accept both the common and SUNY applications. Whenever possible, students should submit the common application.



Common Application Supplements

Many schools that accept the common application also require a supplement application, which can also be submitted through www.commonapp.org. While preparing a list of schools to apply to, students should also check supplement requirements to keep accurate track of any essay responses needed. Both the application and supplements must be submitted by the college's deadline.

School Specific Application

Schools that do not accept the common application offer their own application. Many of these applications are available online and/or in paper. Some of these applications may include a secondary school report form, a counselor form, and/or a teacher recommendation form. Please be sure to print any forms and deliver them to the appropriate person before submitting your application.

Priority Application

Some schools will reach out to students with a Priority, or VIP application. In these instances, the application fee is waived and typically a less-involved application is required (sometimes without an essay). These applications will often come in the mail, so be sure to read any mail you receive from colleges. Priority applications also frequently have deadlines or application windows, so plan carefully.

Application Components

Biographical Data: Student name, address, information about parents, siblings, etc.

Transcript: the transcript lists all courses taken during high school and the final grades earned in those courses. Regents exam scores are also listed on the transcript. The transcript will also include the student's unweighted GPA and his or her class rank as of the start of senior year.

Senior Year Courses: Colleges will look seriously at the courses a student chooses to take in his or her senior year. Admissions officers are looking for a rigorous and thoughtful senior year program. Most colleges will want to see mid-year grades (even in cases where a student has already been accepted), so performance throughout twelfth grade is of critical importance.

Standardized Test Scores: the majority of colleges will want to see some combination of SAT and/or ACT and/or SAT Subject Test scores. Review the testing requirements carefully for each school. Remember that all test scores must be sent directly from the testing company and it is the student's responsibility to send scores.

Essay: The essay represents an opportunity for students to tell admissions officers something about themselves that is otherwise not illustrated in their applications.

Resume: A student's resume should include academic, extracurricular, athletic, school-related clubs, etc. Community based activities, service, and awards are also important. Colleges look for someone who selects activities wisely and stays with them long enough to make a meaningful personal contribution. Quality means more than an endless string of organizational memberships to which a student has given no time or commitment. An after-school or summer job can also be beneficial to mention.

Letters of Recommendation: The counselor will complete a recommendation and supporting forms for each student. Please return the student and parent questionnaires to the Counseling Center to assist in this process. Teacher recommendations should come from a teacher who knows the student well and who has taught the student recently, preferably in a class that is relevant to the student's potential major (if known).

The Essay

The essay is important, both to you and to the college. According to one admissions director, “It makes the facts in the student’s folder come alive for us. Because it is the student’s personal statement, no single piece of admissions evidence gets as much attention and provokes as much discussion.”

The essay is your opportunity to take charge of the information the college receives about you, and to provide information that does not appear in grades, test scores, and other materials. It allows you to reveal your intelligence, talent, sense of humor, enthusiasm, maturity, creativity, expressiveness, sincerity, and writing ability - traits that count in the admissions evaluation.

What are they looking for?

Generally speaking, the admissions staff will evaluate your application essay on three levels:

- **Level 1:** Your ability to use standard written English that is correctly written (preferably typed), punctuated, and contains correct grammar, usage, and syntax.
- **Level 2:** Content, substance, and depth of insight, reflecting your ability to think about yourself and to convey your true feelings or opinions about a topic.
- **Level 3:** Creativity and originality. “It is at this level,” according to a dean of admissions, “that students can position themselves as unique, as individuals who would bring a freshness of vision and viewpoint to the college that will enhance the quality of its academic life.”

In its essay directions, a college may ask you to do one or more of the following:

- **DESCRIBE** your uniqueness as a person, or tell something about yourself that can’t be learned from other information in your application.
- **DISCUSS** something that has contributed significantly to your growth.
- **COMMENT** on your goals and aspirations and tell how you expect to meet them.
- **EXPRESS** your imagination, originality, opinions, or feelings on a specific topic.

Whatever the topic, the care and attention you give it will express the level of your motivation and how much you care about the college.

The Essay

The article below appeared in the Wall Street Journal. Debora Spar, President of Barnard College answered her own essay question about daily routines. It is not riddled with difficult vocabulary, similes, or even metaphors. Spar's essay stands out because it is interesting, honest, refreshing, and - at times - funny.

THE WALL STREET JOURNAL

WSJ.com

CAREERS |

College Presidents Pen Admissions Essays

Barnard College's Debora Spar on daily routines

By DEBORA SPAR

Please describe a daily routine or tradition of yours that may seem ordinary to others but holds special meaning for you. Why is this practice significant to you?

Routines are good. Routines are comforting. Routines bring order and efficiency to the messiness of life.

I do so wish I had some.

But my life, like that of most women trying to juggle a job, some kids, a husband and her hair, never seems to settle into anything that approximates ritual. Unless, of course, you include chaos as a meaningful pattern of events.

Take a typical recent day. My eldest son stayed home from school to finish his college applications. The high-speed internet connection isn't working (again), so he uses my computer instead. Two hours later, envelopes in hand, he emerges, reminding me that a) he needs the car tonight; and b) he can't be around to watch his younger siblings. I drop him off at school and dash to the grocery store for dinner fixings. I come home to the cat and a writhing, half-dead chipmunk. I leave the chipmunk on the rug, lure the cat away, and try to determine the best combination of open doors and closed windows to give the poor rodent some chance of escape.

Meanwhile, my younger son calls with an enigmatic message. Something critical. Tonight. At 7:00. I can't call him back because he dropped his phone under a moving car and it doesn't get incoming calls anymore. I can't possibly get him where he needs to go though, because son A already has dibs on the car, and I'm due at a black tie dinner at 6:00, delivering a speech on women and leadership.

I head back to the computer to write, trying desperately to finish tonight's remarks and deal with the dozens of messages that have accumulated in just the past hour. Because it is, after all, a work day. I pack my daughter's clothes for soccer practice and put her Hebrew homework where she has at least a remote chance of encountering it. In between, I check back on the chipmunk, which is now expiring sadly on the downstairs rug. Should I whisper quietly to it? Administer tiny little Heimlich maneuvers? Pick it up with the dust pan?

Sometime around 5:00, my husband calls. My daughter is off to soccer by now, and my sons (after several rounds of intermediation) have coordinated their evening plans. Dinner is nearly done, and I've thrown on something that will hopefully pass for black tie garb. I haven't yet figured out how to handle tomorrow morning, when the three kids need to be at three different schools and I am convening a campus conference at 7:30.

"Hello, love," my husband says sweetly, "is there anything I can do to help?"

My husband is in Buffalo. He is in Buffalo a lot lately. It's cold there, and it snows. But I'm moving at lightning speed, racing between the kids, the speech, the conference, the roasting chicken, and the dying chipmunk. "No," I say. "We're all set." Chaos and I are doing just fine.

The next morning, I learn from the radio that a freak blizzard has hit Buffalo, taking with it my ambitious plan to have my husband retrieve the children from track, piano, and chemistry tutoring that afternoon while I discuss advances in feminism. I'm toast.

I creep into my daughter's room and silently lift the lid of a shoebox that has been poked with airholes. The nuts and water are undisturbed, and he's there, eyes closed, curled into what I can only take to be a position of resignation and accusation.

The chipmunk has died. And another day begins. Thankfully, I've never been much for routine.

The Resume

Most applications will provide students with a space to list activities and awards. In many cases, a student's list of activities may exceed the number of spaces allowed by the application. Students should create a list of activities including athletics, extracurricular activities, community service, and employment and prioritize what to fit in the spaces provided.

What should make the cut for the application list?

- Activities the student is most proud of
- Any activity in which the student held a leadership position
- Activities that required the most time
- Activities that show the longest/strongest commitment

In addition to the spaces provided, most applications will allow students to upload or mail a separate resume. Students have freedom in creating their resume, but should follow a few guidelines:

- Keep the resume to one page
- Include what years or grades the activity occurred
- Only include activities that took place during high school
- Proofread!!!

Naviance provides a resume-creator tool, which can be found on the “**About Me**” tab. Students can use this tool, or can format their own resume using Microsoft Word. The following is a list of categories to consider including in the resume:

- Athletics
- Extracurricular Activities
- Community Service
- Employment
- Awards/Honors
- Interests

Remember that every resume is different. For example, a student pursuing music education as a major may have a “musical accomplishments” section on his or her resume. Students should see their counselor if they have questions about the resume.

John Smith

10 Any Street ♦ Anytown, NY 11234

631.123.4567 ♦ jsmith@gmail.com

Extracurricular Activities

Interact

Secretary

Organized events to raise money for Camp Pa Qua Tuck, a camp for children with developmental disabilities

Student Council

Organized homecoming events, pep rally, and powder puff football game

National Honor Society

Spanish Honor Society

Grades

9, 10, 11, 12

11, 12

9, 10, 11, 12

11, 12

10, 11, 12

Athletics

Varsity Soccer

Most Valuable Player

Captain

Junior Varsity Soccer

Most Improved Player

Cross Country

All County

Grades

11, 12

11, 12

12

9, 10

9

9, 10, 11, 12

11, 12

Community Service

Habitat for Humanity

Organized a Habitat for Humanity chapter, raised funds, and participated in successful building project

St. Mary's Church

Religious Education teacher for third grade students, two hours per week

Grades

10, 11, 12

9, 10, 11

Employment

Stop and Shop

Cashier

Child Care

Regular babysitting for three local families, children ages 2-10

Grades

10, 11

9, 10, 11, 12

The Interview

It is important to check the websites of the schools you are interested in to review the interview procedures. Colleges and universities conduct various types of interviews and informational programs.

Required Interview - Some colleges use interviews to provide evaluative information in the admissions process. Required interviews are typically conducted by a member of the admissions office staff. These interviews usually happen on campus, but sometimes admissions officers will travel to conduct regional off-campus interviews.

Optional Interview - Many colleges offer optional, informational interviews. These interviews are typically conducted by a member of the admissions office staff or by a trained student and they almost always take place on campus. Optional interviews provide information for all parties. The admissions office learns about the student as a candidate and the student learns about the school.

Alumni Interview - Colleges have alumni throughout the country who conduct interviews. Although these alumni do not work for the college, they do submit a report of their interview directly to the admissions office. In many cases, the alumni interview is the only personal interview available to candidates.

The interview is not a quiz to determine how much you know. You cannot predict the subject matter of the conversation, nor can you remodel your personality for this special performance. It seems that each college interviewer has his or her own particular way of conducting an interview.

You can get ready for the interview by preparing relevant questions to ask your interviewer. For example:

- What makes your college distinct?
- What are the strengths and weaknesses of your advising system?
- What kinds of campus jobs are available?
- What made you choose this school? (for alumni interviews)

Remember to dress appropriately and always follow up with a thank you note.

Using Naviance to Submit Applications

Upon logging in to Naviance, most of what you will need can be found under the **“Colleges”** tab at the top of the screen. The first thing students should do is complete the FERPA Waiver and Authorization.

What is FERPA?

The Family Education Rights and Privacy Act protects the sharing of student records and ensures that schools will not share educational records without a student’s permission.

What do I check?

It is entirely up to you, but it is recommended that you check “YES, I waive my right to access and understand I will NOT see this recommendation.” By checking yes, colleges and universities will know that your teacher recommenders felt comfortable submitting an honest recommendation the student would not view.

What am I authorizing?

By checking, “I authorize...” you are granting the school permission to release your academic transcripts and any other necessary records to the schools you request.

“Colleges I’m Thinking About”

“**Colleges I’m Thinking About**” is a tool within Naviance to help organize a potential college list while doing research. Clicking on “**Colleges**” will allow students to create and manage their “**Colleges I’m Thinking About**” list. This list will provide a way to organize applications, view deadlines, and see which schools accept the common application.

family connection

home courses colleges careers about me

search for colleges: colleges I'm thinking about
+ add to this list | compare me

MORE SEARCH OPTIONS >>

College	Common App	Added By	My Interest	Application Deadlines†				Actions		
				Early Decision	Early Action	Priority	Regular Decision	CONTACT	GRAPH	WWW
<input type="checkbox"/> Bates Coll	Yes	student	First Choice	11/15	-	-	1/1			
<input type="checkbox"/> Georgetown Univ	-	student	High	-	11/1	-	1/10			
<input type="checkbox"/> Northwestern Univ	Yes	student	Medium	11/1	-	-	1/1			

Update Interest Move to Application List Remove from List

†College information is provided by the colleges themselves. Costs, dates, policies, and programs are subject to change, so please confirm important facts with college admission personnel.

my colleges
> colleges I'm thinking about
> colleges I'm applying to
> college visits
college research

It is important to note that the “Colleges I’m Thinking About” feature is purely a list. Adding a college to this list is not the same as submitting an application. Colleges should remain on this list until the formal application has been submitted (in most cases, until you have clicked “submit” and paid the application fee online). This list can help organize colleges by deadline, priority, and application type.

“Colleges I’m Applying To”

After completing and submitting all parts of an application, including payment, students can move or add colleges to the **“Colleges I’m Applying To”** list in Naviance.

family connection

home courses colleges careers about me

search for colleges: Go

MORE SEARCH OPTIONS >>

colleges I'm thinking about

+ add to this list | compare me

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to
- > college visits

college research

College	Common App	Added By	My Interest	Application Deadlines†	Actions					
				Early Decision	Early Action	Priority	Regular Decision	CONTACT	GRAPH	WWW
<input type="checkbox"/> Bates Coll	Yes	student	First Choice	11/15	-	-	1/1			
<input type="checkbox"/> Georgetown Univ	-									
<input type="checkbox"/> Northwestern Univ	Yes									

Update Interest Move to Application List

†College information is provided by the colleges with college admission personnel.

College	Common App	Added By	My Interest
<input checked="" type="checkbox"/> Bates Coll	Yes	student	First Choice
<input type="checkbox"/> Georgetown Univ	-	student	High
<input type="checkbox"/> Northwestern Univ	Yes	student	High

Update Interest Move to Application List remove from List

Colleges can also be added by clicking **“add to this list”** in the **“Colleges I’m Applying To”** section.

family connection

home courses colleges careers about me

search for colleges: Go

MORE SEARCH OPTIONS >>

colleges I'm applying to

+ add to this list | request transcripts | view detailed status | compare me

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to

College	Type	Common App	Deadline†	Transcript	Office Status	My Application	WL Defer	Results	Actions
Bates Coll	RD	Yes	1/1/11	requested	Pending	app submitted		Unknown	

College N/A

colleges I'm applying to

+ add to this list | request transcripts | view detailed status | compare me

Two Important Steps

Before a college can be added to your list, you must provide some information about your application.

add colleges to which I am applying

Please confirm that you are actually planning to apply to the colleges you selected and add any additional information if necessary.

Type	College	I have submitted my application
✓ Regular Decision Rolling Priority Early Decision Early Decision II Early Action Restrictive Early Action Other	Georgetown University	<input type="checkbox"/>

First, select what type of application you have submitted (Regular Decision, Early Decision, Rolling, etc.). For more information about the different application plans, please see page 37.

add colleges to which I am applying

Please confirm that you are actually planning to apply to the colleges you selected and add any additional information if necessary.

Type	College	I have submitted my application
Early Decision	Georgetown University	<input checked="" type="checkbox"/>

Cancel Add Applications

Students should check off, “I have submitted my application” and then click, “Add Applications.”

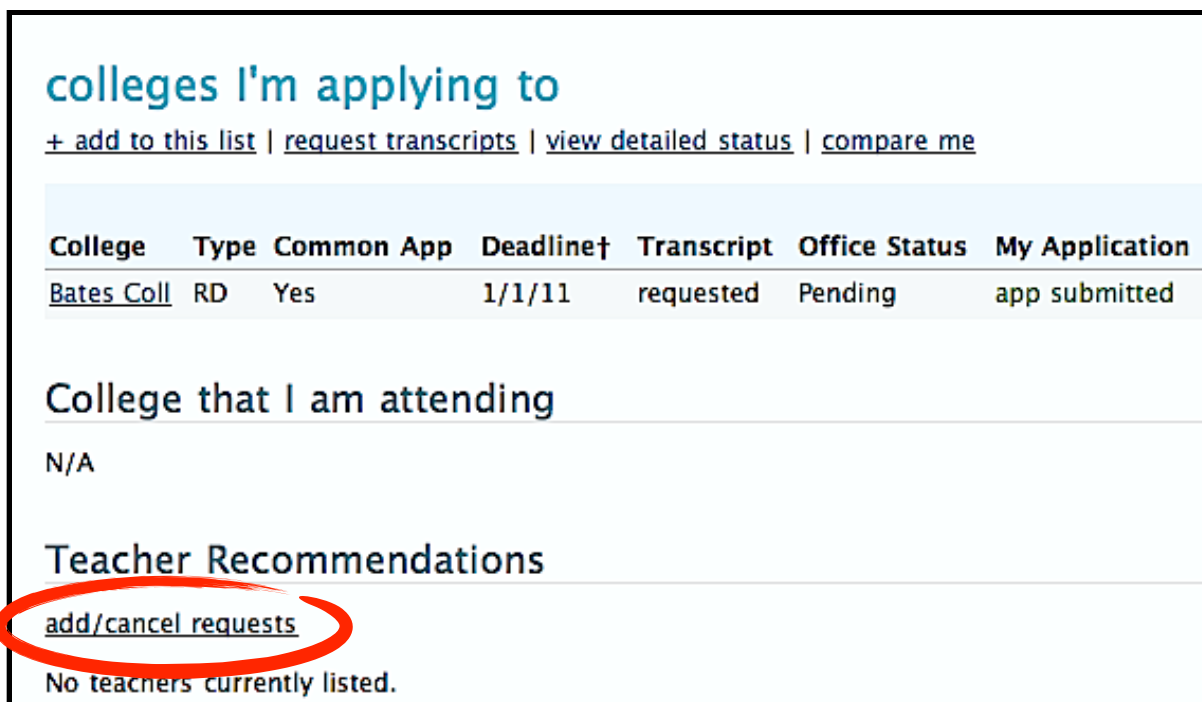
Please note that in order for transcripts and application materials to be sent from the Guidance Office, applications must be added to the “Colleges I’m Applying To” list and a Blue Sheet must be signed by a parent and submitted to the Guidance Office.

Letters of Recommendation

Students should ask two teachers who know them well to write letters of recommendation on their behalf. Students can approach teachers at the end of their junior year or at the beginning of their senior year. It is recommended that students ask teachers who have taught them recently. Students should see their counselor with questions about obtaining teacher recommendations.

Students will need to send a request to their teacher recommenders in Naviance. First, students should speak with the teacher in person to ask if he or she is willing to write a recommendation. After the teacher has agreed, please follow these steps to send an official request through Naviance.

Under the **“Colleges”** tab, click **“Colleges I’m Applying To”** and then click **“add/cancel requests”** to initiate a recommendation request.



colleges I'm applying to
[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	Common App	Deadline†	Transcript	Office Status	My Application
Bates Coll	RD	Yes	1/1/11	requested	Pending	app submitted

College that I am attending
N/A

Teacher Recommendations
[add/cancel requests](#)
No teachers currently listed.

search for colleges:

Go

MORE SEARCH OPTIONS >>

request teachers to prepare recommendations

Add New Requests

Teacher	Personal note to teacher (optional)
<div> <div>my colleges</div> <div> <div>> colleges I'm thinking about</div> <div>> colleges I'm applying to</div> <div>> college visits</div> </div> <div>college research</div> <div> <div>> college match</div> <div>> college compare</div> </div> </div> <div> <div>✓ (select teacher)</div> </div>	<div></div> <div></div>

Next, select the teacher's name from the drop down menu. Students should also include a short message to the teacher thanking him or her for agreeing to write the recommendation.

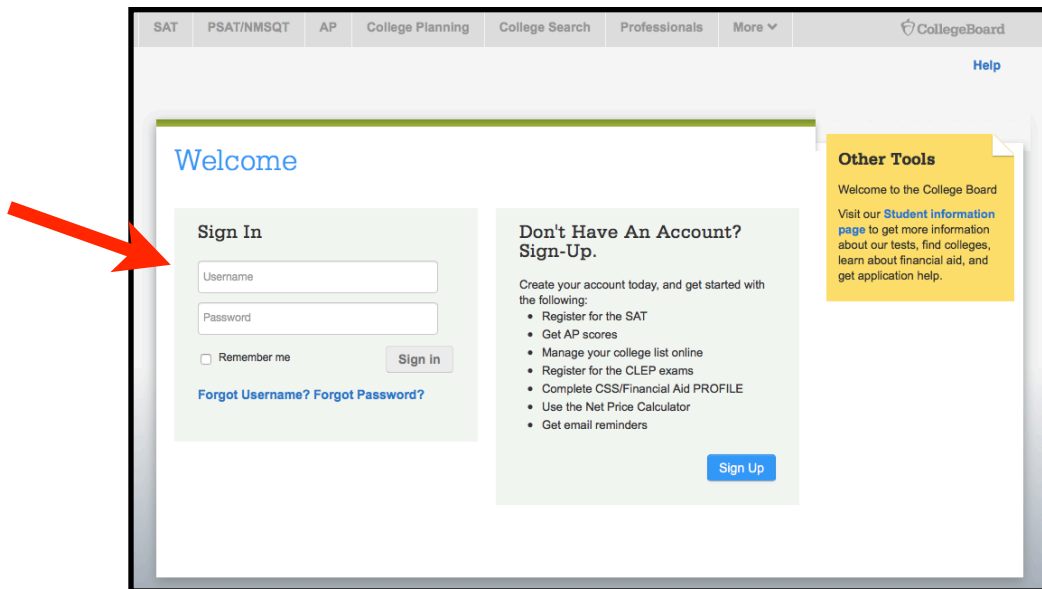
Recommendation Tips

- Choose a teacher who has taught you recently and knows you well.
- Think of a teacher who might be able to write about you from a unique perspective and can attest to your ability to do college level work.
- Try to ask teachers from different academic disciplines (for example, avoid asking two math teachers or two English teachers, etc.).
- Naviance allows students to send two recommendation requests. Most colleges ask for no more than two teacher letters and a counselor letter. See your counselor if you feel there is a reason to send more than three letters.
- Non-school recommendations (employer, community service supervisor, private music teacher, etc.) cannot be requested or sent using Naviance. If you are obtaining a non-school recommendation, it is suggested that you provide the recommender with pre-addressed envelopes for the Admissions Office of each school you are applying to so that the recommender can easily mail his or her letter.

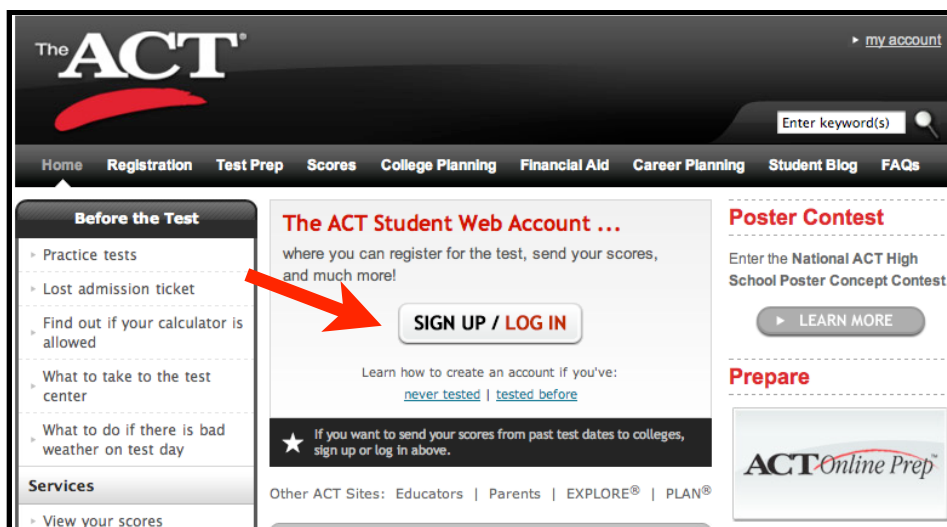
Sending Test Scores

It is the student's responsibility to send his or her test scores directly from the testing company to the college(s). Scores can be sent online by logging in to your student account with College Board and/or ACT.

To send SAT and/or SAT subject test scores, visit www.collegeboard.org



To send ACT scores visit www.act.org.



Financial Aid

Do not let the price of a particular college stop you from applying. Many financial aid programs exist to help students and families meet all college costs (tuition, room and board, books, fees, personal expenses, and transportation).

Financial Aid Vocabulary

FAFSA (Free Application for Federal Student Aid) - universal application for many types of institutional, state, and federal aid. The FAFSA collects detailed information, mostly from the previous year's tax return, about parent(s)' and students' financial situations. The FAFSA can be completed online at www.fafsa.ed.gov.

CSS Profile - a more detailed form processed by College Scholarship Service to provide aid at some private colleges. The initial cost to complete the Profile is \$25 plus \$16 for each additional school report.

EFC (Expected Family Contribution) - Calculated after completing the FAFSA. The EFC is the federal government's expectation of what a parent and student can contribute toward college costs.

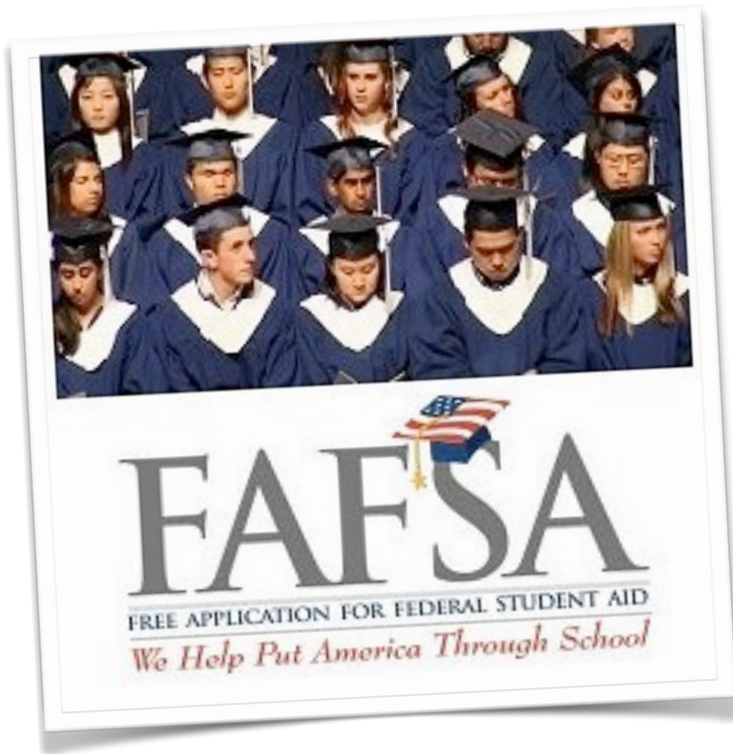
Need - the difference between a family's expected contribution toward the student's education and the comprehensive cost of attending a post-secondary institution.

Financial Aid Package - the combination of grants, loans, and campus job, which allows colleges to financially assist students and families in meeting the cost of attendance. Financial aid packages can vary significantly across schools.

Grants - awards based on financial need, which are NOT repaid by the student. Academic and merit scholarships awarded by an institution are also forms of grants.

Federal PELL Grant - "Gift" program from the federal government. Use the FAFSA to apply for PELL Grant.

Loans - sums of money that must be repaid with interest. Loans for education typically fall into three major categories:



Student Loans - student loans from the federal government have low interest rates and do not require credit checks or collateral. The two main federal student loan programs are Stafford and Perkins.

Stafford Loans - All Stafford Loans are either **subsidized** (the government pays the interest while the student is in school) or **unsubsidized** (the student pays all the interest, although you can have the payments deferred until after graduation).

Perkins Loans - The Perkins Loan is awarded to undergraduate students with exceptional financial need. This is a campus-based loan program, with the school acting as the lender using a limited pool of funds provided by the federal government.

Parent Loans - Parents of dependent students can take out loans to supplement their children's aid packages.

PLUS Loans - The federal Parent Loan for Undergraduate Students (PLUS) lets parents borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. There is no cumulative limit.

Private Education Loans - also known as Alternative Education Loans, help bridge the gap between the actual cost of education and the limited amount the government allows you to borrow in its programs. Private loans are offered by private lenders and there are no federal forms to complete. Eligibility for private student loans often depends on credit scores. Some families turn to private education loans when the federal loans do not provide enough money or when more flexible repayment options are needed.

FAFSA

Visit www.fafsa.ed.gov to get financial aid information and complete the FAFSA.

The screenshot shows the FAFSA website homepage. At the top, there is a navigation bar with links: FAFSA Home, Student Aid on the Web, Application Deadlines, PIN Site, Help, Contact Us, FAQs, Site Map, and About Us. Below the navigation bar, there is a sidebar on the left with a numbered list: 1 Before Beginning a FAFSA, 2 Filling Out a FAFSA, and 3 FAFSA Follow-Up. The main content area has a large heading "Federal Student Aid FAFSA" and a subheading "Free Application for Federal Student Aid". Below this, there is a section titled "Before Beginning a FAFSA" with a list of links: Determine Your Dependency Status, FAFSA on the Web Worksheet, Search for School Codes, Students & Parents Apply For a PIN, and Check Application Deadline Dates. To the right of this is a section titled "Filling Out a FAFSA" with a list of links: Fill Out Your FAFSA, Open Your Saved FAFSA or Correction Application, and Sign Electronically With Your PIN. To the right of that is a section titled "FAFSA Follow-Up" with a list of links: Check Status of a Submitted FAFSA or Print Signature Page, Make Corrections to a Processed FAFSA, Add or Delete a School Code, and View and Print Your Student Aid Report. Two red arrows originate from text boxes below the screenshot. One arrow points from the first text box to the "Students & Parents Apply For a PIN" link in the "Before Beginning a FAFSA" section. The other arrow points from the second text box to the "Sign Electronically With Your PIN" link in the "Filling Out a FAFSA" section.

1 Before Beginning a FAFSA
2 Filling Out a FAFSA
3 FAFSA Follow-Up

Special Announcements
[Updated information available for the new TEACH grant.](#)

Looking for an early start on the financial aid process?

You can use FAFSA4caster to learn about the financial aid process and get an early estimate of your eligibility for federal student aid.
[Link to FAFSA4caster](#)

Before Beginning a FAFSA
Get organized! To simplify the application process, gather required documents and other information ahead of time.

- [Determine Your Dependency Status](#)
- [FAFSA on the Web Worksheet](#)
- [Search for School Codes](#)
- [Students & Parents Apply For a PIN](#)
- [Check Application Deadline Dates](#)

Filling Out a FAFSA
Fill out the application! The FAFSA contains questions that ask about you, your financial information, your school plans, and more.

- [Fill Out Your FAFSA](#)
- [Open Your Saved FAFSA or Correction Application](#)
- [Sign Electronically With Your PIN](#)

FAFSA Follow-Up
View your results online! You can check the status of your application, make corrections to a processed FAFSA, and get other information.

- [Check Status of a Submitted FAFSA or Print Signature Page](#)
- [Make Corrections to a Processed FAFSA](#)
- [Add or Delete a School Code](#)
- [View and Print Your Student Aid Report](#)

First, apply for a PIN, which you will need to complete the FAFSA.

Then use the PIN to complete and sign your FAFSA online.

Financial Aid Timeline

Students and families submit the FAFSA starting in October of the student's senior year. It is important that the FAFSA and any other financial aid documents be completed as early as possible, within reason (meaning, the FAFSA does not have to be submitted on October 1st, but it's also not a good idea to wait until January).

September - November

- Attend Financial Aid Night at Hauppauge High School on September 28, 2017
- Complete and submit the FAFSA as early as possible (it is okay to submit the FAFSA to a school prior to completing that school's application for admission)
- Check financial aid applications requirements of all schools
 - Is there a separate financial aid form?
 - Does the school want a copy of the tax return?
 - Does the school require the CSS Profile? (see below)

January - March

- Submit any other requested financial aid documents
- Follow up with the Financial Aid Office at each school to ensure all documents have been received

April - June

- Receive and evaluate financial aid letters from each school that accepts the student
- Be sure to dissect the letter and understand exactly what is being offered
- Call the Financial Aid Office or the student's counselor with questions

CSS Profile

The CSS Profile is an additional financial aid application required by some colleges and universities. The Profile is a more detailed version of the FAFSA and families pay a fee for each Profile that is submitted (\$25 for the first school, \$16 for each additional school).

It is very important to adhere to the financial aid requirements for each school. Visit <http://profileonline.collegeboard.com> for a list of schools that require the Profile.

Scholarships

Students should actively search and apply for scholarships throughout senior year. Remember that you can't win if you don't play, so apply for as many scholarships as possible. Continue searching because new scholarships are released frequently.

Visit the **“Colleges”** tab on Naviance to click on **“Scholarship List.”** By clicking on a scholarship, students can obtain further information, visit the website for the scholarship and find out the application requirements.

scholarships & money

- > [scholarship match](#)
- > [scholarship list](#)
- > [scholarship applications](#)
- > [national scholarship search](#)

home | **courses** | **colleges** | careers | about me

Search for colleges: Go

MORE SEARCH OPTIONS >>

scholarships and financial aid

The list below contains scholarships or financial aid awards that may be relevant for you. Click the name for more information or click the column headings to sort by name, category, deadline or maximum award.

You may also check the scholarships for which you are submitting applications and then click "Add Selected"

Browse by category: (select category) Go ☐ Only show scholarships added or updated since

Name	Deadline	Maximum Award	Merit Based
<input type="checkbox"/> 1800Wheelchair.com is	6/1	\$500	
<input type="checkbox"/> 2010 Helen Martin Scholarship for Achievement	6/25	\$1,000	
<input type="checkbox"/> Abbott and Fenner Scholarship Program	6/20	\$1000.00	
<input type="checkbox"/> AES Engineering Scholarships	10/8	\$500	
<input type="checkbox"/> AIA Peconic Financial Aid Scholarship	5/30	up to \$4,500	
<input type="checkbox"/> AIA Peconic Merit Scholarship	5/30	up to \$3,000	
<input type="checkbox"/> Army ROTC	-	\$180,000	
<input type="checkbox"/> Automotive Hall of Fame Scholarships	6/1	N/A	
<input type="checkbox"/> AXA ACHIEVEMENT	-	\$25,000	
<input type="checkbox"/> BEA National Scholarships in Broadcasting	-	\$5,000	
<input type="checkbox"/> Best Buy Community Service Scholarship	-	\$10,000	

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

- > [college match](#)
- > [college compare](#)
- > [college lookup](#)
- > [college search](#)
- > [college resources](#)
- > [college maps](#)
- > [scattergrams](#)
- > [acceptance history](#)
- > [enrichment programs](#)

Scholarship Tips

Search! Search! Search!

The internet is a great resource for up-to-date scholarship information. In addition to Naviance, students should visit www.collegeboard.org and www.fastweb.com to research scholarship opportunities.



Avoid Scholarship Scams

Unfortunately, not all scholarship offers are honest. Read these tips below and see your counselor if you have questions about the legitimacy of a scholarship offer. According to the Federal Trade Commission, if you hear these lines from a scholarship service, you may be getting duped:

- **"The scholarship is guaranteed or your money back."**
No one can guarantee you a grant or a scholarship. Refund guarantees often have strings attached. Get refund policies in writing—before you pay.
- **"You can't get this information anywhere else."**
There are many free lists of scholarships available. Start researching scholarships on your own before you decide to pay someone to do the work for you.
- **"I just need your credit card or bank account number to hold this scholarship."**
Never give out credit card or bank account number on the phone without getting information in writing first. It may be the set-up for an unauthorized withdrawal from your account.
- **"We'll do all the work."**
Don't be fooled. There's no way around it. You must apply for scholarships and grants yourself.
- **"The scholarship will cost money."**
Don't pay anyone who claims to be "holding" a scholarship or grant for you. Free money shouldn't cost a thing.
- **"You've been selected by a national foundation" to receive a scholarship or "You're a finalist" in a contest you never entered.**
Before you send money to apply for a scholarship, check it out. Make sure the foundation or program is legitimate.

College Athletics

NCAA

The NCAA governs athletics programs for the nation's colleges and universities. It is comprised of institutions, conferences, organizations, and individuals committed to the best interests, education, and athletic participation of student athletes.

NCAA Divisions

In 1973, the NCAA divided its membership into three legislative and competitive divisions. The most notable difference between the divisions is that Divisions I and II can offer athletic scholarships while Division III cannot.

Division I represents the most competitive level of collegiate athletics. Division I athletes are often offered athletic scholarships. The number of scholarships allowed is determined by the NCAA and will change from year to year and sport to sport. Division I athletes are required to meet specific eligibility requirements (see pages 61-62). The time commitment required of Division I athletes is substantial, including during the off-season.

Division II schools may offer scholarships, however, not in the same quantity as Division I schools. The time commitment required of Division II athletes is still considerable.

Division III schools do not offer athletic scholarship money. These schools, however, may still have competitive athletic programs. The time commitment required of athletes is generally less than at Division I and II schools and is considerably less in the off-season.

NCAA Eligibility Standards

The NCAA sets forth very specific eligibility criteria for playing sports at the collegiate level. No amount of athletic talent can make up for a missed academic requirement! If you aspire to be a college athlete, especially Division I or II, read the eligibility guidelines listed on the next pages.

If you have any questions about eligibility, speak to your counselor or contact the NCAA.

Athletic Timeline

For student athletes, planning for the future should begin immediately! Follow this timeline to ensure completion of all necessary tasks.

Grade 9

- ☐ Work hard to earn the best grades possible in all classes.
- ☐ Notify your school counselor and your coach of your intention to play collegiate athletics.
- ☐ Take classes that match Hauppauge's NCAA List of Approved Core Courses (available online). Remember that NCAA eligibility requirements represent the minimum required to play. Students should take challenging courses to increase their marketability and college-readiness.
- ☐ Play to your best potential on all athletic teams. Students should participate in scholastic teams year-round.

Suggestions:

- * Think about areas of interest for potential college majors and/or careers. Research colleges that offer athletics and programs that appeal to student interests.
- * Consider playing in a competitive summer camp. Camps can provide students with access to college campus visits and with opportunities to meet coaches from other schools.

Grade 10

- ☐ Keep working to your highest potential and completing courses that are approved by the NCAA.
- ☐ Obtain a social security number (if you do not already have one), as colleges will require this during the application process.
- ☐ Continue playing to the best of your abilities on all teams.

Suggestions:

- * Continue to research colleges and potential majors/careers.
- * Visit colleges that offer programs of interest.

Athletic Timeline

Grade 11

- ☐ Take courses that fulfill Hauppauge High School's graduation requirements and meet NCAA eligibility standards. Reference the Division I and Division II course worksheets included in this book.
- ☐ Register with the NCAA Clearinghouse at the start of eleventh grade. Visit www.eligibilitycenter.org to complete the registration.
- ☐ Complete the Amateurism Questionnaire online at www.eligibilitycenter.org.
- ☐ Starting in September, coaches may contact you via email and regular mail. Respond to coaches immediately!
- ☐ Take the PSAT in October. Use these practice SAT results with the eligibility requirements to determine areas of improvement.
- ☐ Take the SAT and ACT in the winter and/or spring. Be sure to indicate that scores should be sent to the NCAA Clearinghouse (code: 9999).
- ☐ If SAT II's are required by any colleges of interest, take one or two in the spring.
- ☐ Prepare your academic/athletic resume for college coaches. A sample resume is included in this book.
- ☐ Continue to search for schools that meet your academic and athletic criteria. Involve your coaches, school counselor, parents, and family in this process.
- ☐ Visit the NCAA Clearinghouse website and download the transcript release form. Bring this signed form to the Counseling Center.

Suggestions

- * Make unofficial visits to schools of interest. Keep notes about your likes and dislikes for each school.
- * Consider playing in a summer tournament camp to gain exposure.
- * Create a video of clips that show your athletic abilities.

Athletic Timeline

Grade 12

- ☐ Register for required academic courses. Be certain these courses meet Hauppauge High School graduation requirements and NCAA eligibility requirements.
- ☐ Make official visits to schools of interest and compare schools.
- ☐ Re-take the SAT and/or ACT if necessary.
- ☐ Complete college applications and financial aid forms prior to deadlines. Allow teachers, counselors, and the Counseling Center adequate time to write recommendations and process applications.
- ☐ Stay in contact with colleges that have expressed interest.
- ☐ Avoid senioritis! Do not allow your grades to slip as the year goes on.
- ☐ Seek the advice and support of your family, coaches, teachers, and counselors in making a final decision. Decide where you would be happiest if something happened to your athletic career. Choose a school that offers the best overall environment.
- ☐ Visit the NCAA Clearinghouse website and download the transcript release form. Bring this signed form to the Counseling center.

NCAA Eligibility Center

The NCAA Eligibility Center website is a very useful resource for prospective college athletes. Visit the Eligibility Center at www.eligibilitycenter.org!



Click the cell phone to register with NCAA. All potential athletes should register!

Click the whistle for a complete list of NCAA sports.

Click the pen to view a list of valuable resources for athletes and their families.

Click on **“Resources”** to view information for prospective college athletes. To view a list of Hauppauge NCAA Approved Courses, click on **“List of NCAA Courses.”**



Use the list of approved courses and the Division I and II worksheets (pages 71 and 72) to ensure completion of all NCAA eligibility requirements.

High School Portal

Home Login Resources **List of NCAA Courses**

High School Selection

Search for a high school's list of NCAA courses

Please use the following form to search for a high school's list of NCAA courses. You can search by the high school's 6-digit CEEB/ACT code or, if you don't know the school's code, you may search by city/state and high school name.

6-digit CEEB/ACT Code: **The HHS School Code is 332305**

OR

State:

City:

High School Name:



NCAA FRESHMAN-ELIGIBILITY STANDARDS QUICK REFERENCE SHEET

KNOW THE RULES:

Core Courses

- **NCAA Division I requires 16 core courses as of August 1, 2008.** This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
- **NCAA Division II requires 14 core courses.** See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

Test Scores

- **Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet.
- **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**

Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- **Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is www.eligibilitycenter.org.
- **Division I** grade-point-average requirements are listed on page two of this sheet.
- **The Division II** grade-point-average requirement is a minimum of 2.000.

DIVISION I 16 Core-Course Rule

16 Core Courses:

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

DIVISION II 14 Core-Course Rule

14 Core Courses:

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

PLEASE NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

OTHER IMPORTANT INFORMATION

- Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
- 14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.
- 16 core courses are required for Division I.
- The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
- SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.
- Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.

For more information regarding the rules, please go to www.NCAA.org. Click on "Academics and Athletes" then "Eligibility and Recruiting." Or visit the Eligibility Center Web site at www.eligibilitycenter.org.

Please call the NCAA Eligibility Center if you have questions:

Toll-free number: 877/262-1492.

NCAA Eligibility Center
06/18/09 LK:cr

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

Division I Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your official status after you graduate. Remember to check your high school's list of approved courses for the classes you have taken. Use the following scale:

A = 4 quality points; B = 3 Quality points; C = 2 quality points; D = 1 quality point.

English (4 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: English 9	.5		A		(.5 x 4) = 2
Total English Units					Total Quality Points

Mathematics (3 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0		B		(1.0 x 3) = 3
Total Mathematics Units					Total Quality Points

Natural/physical science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Natural/Physical Science Units					Total Quality Points

Additional year in English, mathematics or natural/physical science (1 year required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Units					Total Quality Points

Social science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Social Science Units					Total Quality Points

Additional academic courses (4 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Academic Units					Total Quality Points

Core-Course GPA (16 required)

Total Quality Points	Total Number of Credits	Core-Course GPA (Total Quality Points/Total Credits)			
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Division II Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your official status after you graduate. Remember to check your high school's list of approved courses for the classes you have taken. Use the following scale:

A = 4 quality points; B = 3 Quality points; C = 2 quality points; D = 1 quality point.

English (3 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: English 9	.5		A		$(.5 \times 4) = 2$
Total English Units					Total Quality Points

Mathematics (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0		B		$(1.0 \times 3) = 3$
Total Mathematics Units					Total Quality Points

Natural/physical science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Natural/Physical Science Units					Total Quality Points

Additional years in English, math or natural/physical science (2 years required; 3 years required Aug. 1, 2013, and after)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Units					Total Quality Points

Social science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Social Science Units					Total Quality Points

Additional academic courses (3 years required; 4 years required Aug. 1, 2013, and after)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Total Additional Academic Units					Total Quality Points

Core-Course GPA (14 required; 16 required Aug. 1, 2013, and after)

Total Quality Points	Total Number of Credits	Core-Course GPA (Total Quality Points/Total Credits)
----------------------	-------------------------	--

Communicating with College Coaches

Myth: If I am a really talented athlete, coaches will initiate contact with me.

Fact: If you are really interested in playing at the college level, you should contact coaches. While it is true that coaches often initiate contact with athletes, the reality is that there are far more athletes than coaches and it is impossible for a coach to simply “know” about every great athlete out there! If you think you could be a good fit for a school/athletic program, write to or email the coach with your resume.

Tips

- College coaches prefer to hear from the student athletes themselves. While athletes should definitely seek the advice of their parents in writing to coaches, students should be the ones to write the letters or make the phone calls.
- All correspondence should be addressed directly to the coach. Coaches are less likely to respond to mass-mailed letters and emails. You can obtain a coach’s name and contact information from the school website, or by calling the college’s athletic department.
- Always provide the coach with a phone number and email address where the athlete can be reached.
- Email is a great way to communicate with coaches. Students should create a mature email address that is clearly tied to them. For example, if the student’s name is John Smith, appropriate email addresses could be: jsmith@yahoo.com, johnsmith@hotmail.com, js123@gmail.com, etc.
- A sample resume, cover letter, and email are provided in this book. You can use these as a guide; however, feel free to change the format and content to suit your specific experience and information.

Sample Email

To: jcoachman@university.edu
From: josephathlete@gmail.com
Date: January 10, 2017 05:24:29 pm
Subject: Joseph Athlete - resume

Dear Coach Coachman:

I have researched colleges that will challenge me academically and athletically, and I am highly interested in attending _____ University to study _____.

I am currently a junior at Hauppauge High School. During my time in high school I have played Varsity Basketball and Varsity Soccer and I have earned All County honors in both sports. I enjoy playing both sports, but I have decided to pursue playing soccer at the collegiate level. My resume is attached to this email.

I look forward to hearing from you. I can be reached at 631-555-5555 or at this email address. I hope to have the opportunity to meet you and arrange a campus visit.

Sincerely,

Joseph Athlete

Sample Cover Letter

JOSEPH ATHLETE
10 Smith Street, Hauppauge, NY 11788
(631) 555-5555 - josephathlete@gmail.com

January 2017

Mr. John Coachman
_____ Athletic Department
_____ College/University
10 University Blvd.
City, NY 12345

Dear Coach Coachman:

I have researched colleges that will challenge me academically and athletically, and I am highly interested in attending _____ University to study _____.

I am currently a junior at Hauppauge High School. During my time in high school I have played Varsity Basketball and Varsity Soccer and I have earned All County honors in both sports. I enjoy playing both sports, but I have decided to pursue playing soccer at the collegiate level. I have enclosed an academic and athletic resume for your review.

I look forward to hearing from you. I can be reached the phone number and email address listed above. I hope to have the opportunity to meet you and arrange a campus visit.

Sincerely,
Joseph Athlete
Joseph Athlete



Artists and Musicians

Students applying to schools to study visual or performing arts may have additional application requirements. In many cases, colleges set different deadlines for art/music applicants than for general applicants.

Visual Arts

Students intending to major in visual arts typically submit a portfolio of work. This portfolio is usually anywhere from 10 to 20 pieces and colleges sometimes stipulate exactly what kind of work they require. Some schools require that portfolios be submitted in slide form, while others will accept digital portfolios.

It is the student's responsibility to understand the specific portfolio requirements of each school and how/when portfolios must be submitted. It is critical to allow enough time to create portfolio pieces, get them into the proper form (slide/digital), and send the portfolio.

Performing Arts

Performing arts students will often be invited to perform an audition. Typically, auditions take place on campus, but sometimes schools will host auditions in and around major cities for students from out of the area. Some schools may also offer students the opportunity to audition by submitting a video clip or YouTube link to a video of their performance.

Different schools and programs will have different audition requirements. Be sure to follow the parameters set forth by the school (musical genre, length of time, etc). Students applying to multiple schools for performing arts may be required to travel to multiple auditions and should plan accordingly. **Students applying Early Decision or Early Action for a performing arts program should request the earliest audition date possible.**

Remember Those Passwords . . .

**Infinite Campus:**

Username: _____

Password: _____

Naviance:

Username: _____

Password: _____

College Board:

Username: _____

Password: _____

ACT:

Username: _____

Password: _____

Common Application:

Username: _____

Password: _____

SUNY Online:

Username: _____

Password: _____

FAFSA PIN:

Student: _____

Parent: _____