

College Planning Guide



RUTHERFORD HIGH SCHOOL
GUIDANCE DEPARTMENT
COLLEGE PLANNING GUIDE
2017-2018

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RUTHERFORD HIGH SCHOOL
A National School of Excellence

Dear Junior:

This College Planning Guide has been prepared to help you successfully navigate the college admissions process. Applying to college is a process of decision-making.

The College Planning Guide provides guidance to assist you through the college application process. Planning ahead, remaining organized and following these steps will ensure your successful navigation of the process. Your guidance counselor is your professional assistant throughout the process and will be a valuable resource.

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Rutherford High School CEEB code: 311340

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RUTHERFORD HIGH SCHOOL COLLEGE APPLICATION PROCESS

- Review the materials from *The College Planning Guide* prior to meeting with your guidance counselor.
- Register to take the **SAT or ACT** in the spring. Check for registration deadlines. Register on-line at www.collegeboard.org for the SAT or www.act.org for the ACT.
- Research** your colleges/universities using Naviance.
- Plan to make **college visits** in the spring, summer and fall. Use the *College Comparison Worksheet* (Appendix B).
- Focus your **search** on the areas of the country you would travel to and include the **majors in which you are** interested.
- Attend some of the many **College Meetings** at RHS. Individual **Admission Representatives** re-scheduled to lecture at RHS throughout the fall. These “recruiting” sessions are held throughout the school day. Please sign-up in Naviance 5 days in advance.
- Meet with your counselor to refine and focus your college search. Use *the College Comparison Worksheet* (Appendix B).
- Set up a three-tiered system of “**Good Match,**” “**Reach**” and “**Safety**” schools.
- Produce the **best possible GPA** by the conclusion of your **JUNIOR YEAR** and continue to take the most challenging courses your senior year.
- Begin the process of writing your **college essay(s)**...please note many colleges have specific questions or subjects they wish you to develop.
- Begin the composition of your *Resume* in Naviance
- Formally request **letters of recommendation** from at least two academic subject teachers. Complete the *Student Brag Sheet* in Naviance before returning to school in September of your senior year.
- Decide on **Early Action, Early Decision, Regular Admission, Rolling Admissions, etc.**
- Submit a *Transcript Request* through Naviance once you have completed the Grade 12 Records Release Form and have signed off on your unofficial transcript.
- Write **thank you notes** to all those who assisted you with the college application process.

JUNIOR COLLEGE PLANNING CALENDAR

March-June

1. Meet with your counselor to carefully review your records; plan an appropriate program of studies for senior year and research your post high school plans.
2. Attend The National College Fair. Print and take the **College Fair Checklist** (Appendix A).
3. Register to take the SAT or ACT.
4. Visit Colleges, take tours and complete interviews where necessary.
5. Register on-line at www.collegeboard.org or www.act.org.
6. Request two academic letters of recommendation before school closes. You should first ask in person and then make a formal request in Naviance.

July/August

1. Create a Common Application account at www.commonapp.org.
2. Visit colleges, take tours and have interviews when possible.
3. **Early decision** candidates: finalize plans and prepare application materials for an October submission.
4. Complete one good draft of your "Personal Statement." Also do two or three of the standard college application essays (you will appreciate this advice in November!).
5. If appropriate, register for one or more SAT or ACT test date in the fall.
6. It is important to remember that your request for a transcript **must** be submitted to your counselor through Naviance. Please keep in mind that we require a minimum of 15 school days for processing.
7. Complete your Student Brag Sheet and Resume in Naviance.

September

1. Meet with your counselor and begin to narrow down your college choices. Be sure to include a "safety school."
2. Attend visiting college representative meetings by signing up in Naviance 5 days in advance.
3. Register for a fall SAT or ACT.
4. Complete your **Resume** in Naviance.
5. Attend the Bergen County Directors of Guidance College Fair.
6. Complete the **Student Brag Sheet** in Naviance. This will provide your guidance counselor with information about you to complete a letter of recommendation.

October

1. Attend area College Nights/College Fairs.
2. Continue to meet with your guidance counselor to discuss your college planning.
3. Attend Rutherford High School's Financial Aid Workshop.
4. File for the Free Application for Federal Student Aid (FAFSA).
5. Begin submitting college applications.

November

1. Test scores and applications are due November 1 - 15 at most colleges that use Early Decision/Early Action admissions.
2. Take the SAT/ACT as appropriate; have scores sent directly from College Board/ACT to colleges/universities.
3. Make certain that you are satisfying all test and interview requirements at the college/university of your choice.
4. **BE AWARE OF DEADLINES.**

December

1. Continue to complete college applications.
2. Get transcript requests in by deadline dates.
3. Notify Guidance of ED notifications and withdraw other applications if accepted.

January

1. Continue to maintain a strong senior year.
2. Rolling admission college decisions are starting to come in now. Notify your counselor when you receive a letter.
3. Apply for all scholarships.

February

1. If you have not already done so - now is the time for your parents to complete the FAFSA. (There is an element of "first come, first served" when it comes to distributing financial aid.)
2. Stay in contact with your counselor.
3. Submit the "last" of your college applications or transcript requests. **BE AWARE OF DEADLINES.**
4. Find updated scholarship information in Naviance.

March

1. Make sure all financial aid forms have been completed and submitted.
2. Continue monitoring your college applications.
3. Find updated scholarship information in Naviance.

April



1. Get ready for the April flood of college admission decisions.
2. Keep your counselor informed of the college decisions and update in Naviance.
3. The college admission situation becomes very "individualized" at this point - any questions - please see your counselor.

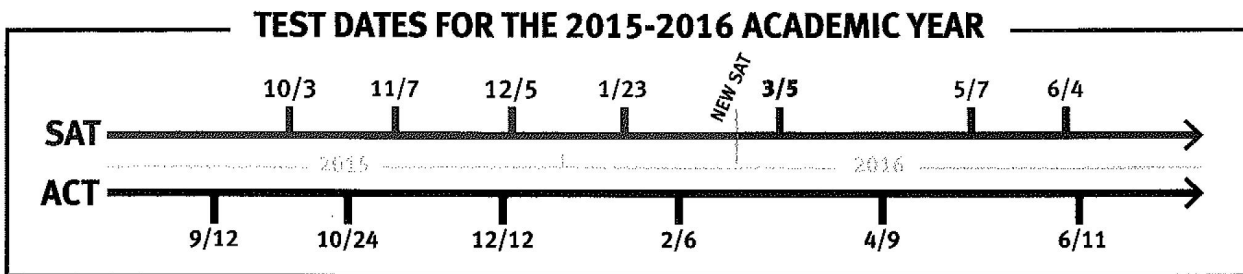
May

1. Notify the college/university of your decision.
2. Send in the required tuition deposit by May 1.
4. Write a note to all of the other colleges to which you applied - thank them – withdraw applications.
4. Take your A.P. exams.
5. Relax and enjoy!



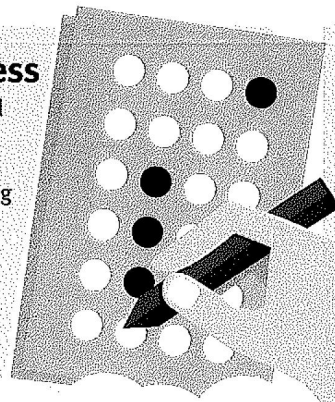
NEW SAT VS. ACT: HOW DO THEY COMPARE?

	<p>TIME SAT: 3hr 50min ACT: 3hr 35min</p>		<p>SCORING SAT: 400–1600 pts ACT: 1–36 pts</p>
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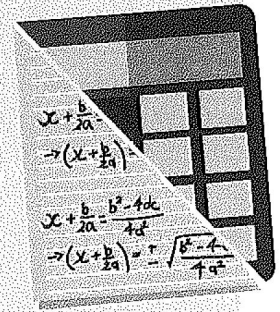
When in doubt, guess

Like the ACT, the new SAT will have no guessing penalty for wrong answers. That means no more wasted time deciding if you should take a chance on a question. Go back to tough questions, narrow down your options, then venture an educated guess—on either exam.



Think concepts, not just calculations

For certain questions on the new SAT math, you'll now have to put your calculator away—unlike on the ACT, where you can use it on all math questions. SAT math also introduces data analysis and trig, though algebra remains the main focus on both tests' math sections.



Dig into data

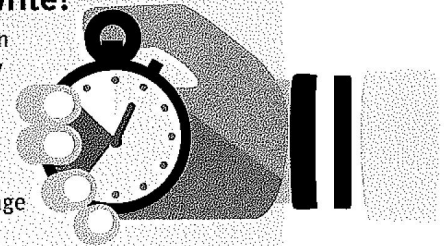
While the new SAT isn't incorporating a whole science section like its ACT counterpart, the ability to evaluate scientific data will be tested across the exam. That means you'll need to be comfortable interpreting charts, graphs, and tables on both the ACT and the new SAT.



To write or not to write?

The SAT is taking a page from the ACT by making the essay optional; however there are some key differences:

- SAT** Time: 50 min
Topic: 750-word passage
- ACT** Time: 40 min
Topic: Short prompt



TESTING

Scholastic Aptitude Test (SAT I)

- These scores are frequently required by most colleges for admissions.
- They may be taken again in the senior year.
- It is possible to register after the deadline by paying the \$27.00 penalty fee.
- Cost for SAT - \$50.00.
- Rutherford High School Code 311340, Test Center 31748
- Go to www.collegeboard.org for dates, locations, and registration.

SAT Subject Tests:

- SAT II tests are given concurrently with the SAT's dates except March.
- These tests are offered in math, social studies, world languages and sciences.
- Juniors should only consider taking SAT II tests in terminal subjects or if they intend to apply for Early Decision at the college of their choice.
Cost for SAT Subject test is \$23.
- Go to www.collegeboard.org for dates, locations, and registration.

American College Testing Program (ACT)

- ACT is accepted by all colleges.
- **Rutherford High School Code number 311340**
- Consult college/university catalogs to which you are applying to ascertain if you should take ACT.
- Rutherford High School does not administer the ACT but there are other local test centers.
- To register visit www.act.org.
- Basic Test Registration Fee is \$35.00; Basic Test plus Writing Fee is \$50.50.
- In order to take the place of SAT scores you must also register for the optional writing section.

COLLEGE CONFERENCES

- During the fall many college representatives will visit Rutherford High School.
- Students will be able to sign up in Naviance.

COLLEGE ESSAY

Every competitive college will have at least one application essay. Every application essay is a variation on one simple question: why you? Colleges want to know what makes you special, what will you contribute to their campus community, and what sets you apart from other applicants with similar grades and standardized test scores?

MAKING A COLLEGE CHOICE **(Sample Questionnaire)**

Making a college choice can be like making other important decisions that challenge you. Until you find a place to begin, a method to organize the task into smaller pieces and a way to put a great deal of information into a meaningful package, it may seem difficult to make a good decision.

Begin by identifying what your reasons are for going to college.

1. What do you hope to gain?
2. What learning opportunities do you need?
3. What are your goals?
4. What are your career ambitions?
5. How will college help you achieve these goals and ambitions?

The next step is to relate these goals to factors you can use as you search for colleges that meet your needs. Factors to consider:

Type of college:

1. Two or four year college?
2. Residential or commuter?
3. Large or small?
4. College or university?

College location:

1. What area(s) of the country can you realistically consider?
2. What about the relation between location and costs?
3. Are specific interests and goals tied to a specific location?

Admissions selectivity:

1. What are the application procedures?
 - a. What tests are required?
 - b. What are the deadlines?
 - c. What high school course preparation is needed?
2. Are you eligible for admissions?
3. What academic demands can you expect to find?

Costs:

1. How much will it cost and is it within your family budget?
2. What kind of financial aid is available?
3. How do you apply for financial aid?

Majors and study programs available:

1. Does the school offer the major you want?
2. If you are undecided, does the school offer you the chance to explore areas of your interest?
3. Does the school have any kind of internship program?

Social Life:

1. What is the dorm life like?
2. What extracurricular activities are available?

After you have developed a list of the colleges to consider, begin to form a detailed and complete picture of each college. This will be helpful in identifying those that best fit your needs.

A visit to a college campus is the best way to learn about many intangibles. Plan a visit when classes are in session and the admission office is open. Talk to students about the college environment and its academic, extracurricular and social life. There is no substitute for seeing a college yourself.

Refer to your ***College Comparison Worksheet*** (Appendix B).



DECISIONS

There are over 3,500 institutions of higher education across the country. Each is unique with its own mission. The task before you now is to match your goals, your needs, and your abilities with these many institutions.

The information that follows will help you determine the types of institutions you may want to explore further.

TYPES OF COLLEGES AND UNIVERSITIES

The Liberal Arts College - This is the most common type of college. The programs are designed to provide students with a broad foundation in the arts and sciences. Students usually major in humanities, social sciences, natural sciences, mathematics or the fine and performing arts while working towards a degree.

Technical Institute - A technical institute, which offers intensive training in engineering and other scientific fields. Undergraduate study sometimes requires five years. Recently, some schools of technology have coordinated their programs with liberal arts colleges.

Two-Year College - A two-year college is either a junior college or a community college. A junior college is usually private. A community college is supported by the local county and the state. Both schools offer the Associate of Arts, Associate of Science and Associate of Applied Science degrees.

Nursing Schools - Different avenues lead to preparation in nursing. Some hospitals offer three years of intensive training leading to state certification as a Registered Nurse. Some colleges / universities offer a four-year program of liberal arts and nursing training leading to a Bachelor of Science degree with RN state certification.

Service Academies - The Service Academies (Military-West Point, NY; Naval Academy-Annapolis, MD; Air Force Academy-Colorado Springs, Co; Coast Guard Academy-New London, Ct; Merchant Marine Academy-Kings Point, NY) offer four years of college leading to a baccalaureate degree. Their main goal is to develop officers for the service. Reserve Officers Training Corps (R.O.T.C.) makes it possible for students at regular colleges and universities to earn an officer's commission while completing a degree in the field of their choice.

CAREER SCHOOLS

Usually career schools are either private, non-college professional schools or community college certificated programs that give specialized training for specific careers such as music, photography, and culinary arts. Other career schools offer technical programs such as air conditioning, heating and refrigeration, automotive, chemical, electronics, metallurgy, and computer technology. Most career programs span a period of from one to three years. Certificates are awarded when the program is completed.

THE COLLEGE VISIT AND INTERVIEW

Why is it so important for a student to visit a college or school? A student makes a visit to get the "feel" of the campus - to actually see where students live, study, and learn. There simply is no substitute for a campus visit.

Plan ahead for college visitations with your parents. Either call or visit the website to schedule an appointment. At this time you may also request that arrangements be made for a guided tour of the campus. Try to visit each college when it is in session. Stay overnight if possible to get the full perspective of campus life. If you have the opportunity to speak to a faculty member of the department you are interested in, or to sit in on a couple of classes, do so. Generally, there are three parts to college visits: a student conducted campus tour, an interview, and "wandering." Each can be a valuable source of information.

Arrive at the admissions office on time and dress appropriately. If for some reason you cannot keep an appointment, call and cancel it. Remember that during the interview you are not only finding out about the college, but the college is also finding out about you. An admissions officer wants to assess where you have been, where you are, and where you are going as a student and as a person.

The following suggestions may help you to "put your best foot forward" during the interview.

1. Be yourself - be relaxed; answer all questions fully and frankly.
2. Be ready to discuss your career interests, future plans, extra-curricular activities, and books you have read recently.
3. Be prepared to share your SAT scores, freshman, sophomore, and junior grades, and your class rank with the admissions counselor.
4. Feel free to ask questions, but do not ask questions that you should have answered yourself through online research. Ex. What is the tuition? How many undergraduates attend the school?
5. Types of questions you might ask are as follows:
 - What is the faculty availability for help?
 - What percentage of students pursues graduate study?
 - What kind of placement does the school have in graduate and professional schools? Is there active recruitment from various business firms seeking four-year graduates? Is there a career placement office with up-to-date listing of various jobs available in education, industry, etc.?
 - Is there a Career Development Center that actively works with students to assist them with their career plans?
 - How extensive are the library resources and housing?
 - Are labs equipped with state-of-the-art technology?
 - Does an effective security staff patrol the campus?
 - What's the ratio of computers to students in the labs? How extensive are the lab hours?
 - Are tutoring services available? Is there a writing center for help with research papers?

Below is a sampling of questions you might encounter:

- Why have you chosen this particular college?
- Tell me about your high school. What is the size of the classes, what percentages of students attend college, what types of courses are offered?
- What do you expect to gain from a college education?
- How have you prepared yourself for college?
- How would you describe yourself to someone who did not know you?
- How have you spent your summers and free time during the school year?
- What's one of the best books you've read?
- What are your personal strengths and weaknesses?

6. Follow-up your visits with a prompt thank you note to the admissions officer with whom you have talked. After the visit share your personal feelings regarding your visit with your guidance counselor so he/she can better advise you.

Campus Tours

The guides that give most campus tours are usually students. Be sure to ask the guides, as well as other students on campus, any questions that may be a concern, especially with regard to student life.

HOW FINANCIAL AID WORKS

...And How It Makes College Affordable for You

Financial aid is intended to make up the difference between what your family can afford to pay and what college costs. Over half of the students currently enrolled in college receive some sort of financial aid to help pay college costs.

In a Nutshell - The financial aid system is based on the goal of equal access--that anyone should be able to attend college, regardless of financial circumstances. Here's how the system works:

Students and their families are expected to contribute to the cost of college to the extent that they're able. If a family is unable to contribute the entire cost, financial aid is available to bridge the gap.

Who Decides How Much My Family Is Able to Contribute? - The amount your family is able to contribute is frequently referred to as the Expected Family Contribution, or EFC. The figure is determined by whoever is awarding the aid-usually the federal government or individual colleges and universities.

The federal government and financial aid offices use "needs formulas" that analyze your family's financial circumstances (things like income, assets, and family size) and compare them proportionally with other families' financial circumstances.

What the EFC Figure Means for Most Families - First, most families can't just pay the EFC out of current income alone. But, not to worry--the formulas assume that families will meet their contribution through a combination of savings, current income, and borrowing.

Second, financial aid is limited. The formulas therefore measure a particular family's ability to pay against other families' ability to pay.

Three Main Types of Financial Aid - Financial aid is any type of assistance used to pay college cost that is based on financial need.

- 1. Grants and Scholarships** - Also called gift aid, grants don't have to be repaid and you do not need to work to earn them. Grant aid comes from federal and state governments and from individual colleges. Scholarships are usually awarded based on merit.
- 2. Loans** - Most financial aid comes in the forms of loans, aid that must be repaid. Most loans that are awarded based on financial need are low-interest loans sponsored by the federal government. The government subsidizes these loans so no interest accrues until you begin repayment after you graduate.
- 3. Work** - Student employment and work-study aid helps pay for education costs such as books, supplies, and personal expenses. Work-study is a federal program, which provides students with part-time employment to help meet their financial needs and gives them work experience while serving their campuses and surrounding communities.
- 4. Don't Rule Out Colleges with High Costs** - Say your EFC is \$5,000. At a college with a total cost of \$8,000, you would be eligible for up to \$3,000 in financial aid. At a college with a total cost of \$25,000, you would be eligible for up to \$20,000 in aid. In other words, you would be asked to contribute the same.

Sliding Scale A		
<i>Use for Division I prior to August 1, 2016</i>		
NCAA DIVISION I SLIDING SCALE		
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

Sliding Scale B			
<i>Use for Division I beginning August 1, 2016</i>			
NCAA DIVISION I SLIDING SCALE			
GPA	GPA	SAT	ACT
for Aid and Practice	for Competition		Sum
3.550	4.000	400	37
3.525	3.975	410	38
3.500	3.950	420	39
3.475	3.925	430	40
3.450	3.900	440	41
3.425	3.875	450	41
3.400	3.850	460	42
3.375	3.825	470	42
3.350	3.800	480	43
3.325	3.775	490	44
3.300	3.750	500	44
3.275	3.725	510	45
3.250	3.700	520	46
3.225	3.675	530	46
3.200	3.650	540	47
3.175	3.625	550	47
3.150	3.600	560	48
3.125	3.575	570	49
3.100	3.550	580	49
3.075	3.525	590	50
3.050	3.500	600	50
3.025	3.475	610	51
3.000	3.450	620	52
2.975	3.425	630	52
2.950	3.400	640	53
2.925	3.375	650	53
2.900	3.350	660	54
2.875	3.325	670	55
2.850	3.300	680	56
2.825	3.275	690	56
2.800	3.250	700	57
2.775	3.225	710	58
2.750	3.200	720	59
2.725	3.175	730	60
2.700	3.150	740	61
2.675	3.125	750	61
2.650	3.100	760	62
2.625	3.075	770	63
2.600	3.050	780	64
2.575	3.025	790	65
2.550	3.000	800	66
2.525	2.975	810	67
2.500	2.950	820	68
2.475	2.925	830	69
2.450	2.900	840	70
2.425	2.875	850	70
2.400	2.850	860	71
2.375	2.825	870	72
2.350	2.800	880	73
2.325	2.775	890	74
2.300	2.750	900	75
2.275	2.725	910	76
2.250	2.700	920	77
2.225	2.675	930	78
2.200	2.650	940	79
2.175	2.625	950	80
2.150	2.600	960	81
2.125	2.575	970	82
2.100	2.550	980	83
2.075	2.525	990	84
2.050	2.500	1000	85
2.025	2.475	1010	86
2.000	2.450	1020	86
	2.425	1030	87
	2.400	1040	88
	2.375	1050	89
	2.350	1060	90
	2.325	1070	91
	2.300	1080	93

For more information, visit the NCAA Eligibility Center website at www.eligibilitycenter.org

SUMMARY OF THE PROCESS

APPLYING TO COLLEGE REQUIRES A TEAM EFFORT, WHICH YOU MUST COORDINATE.

Your counselor will send:

- your official transcript
- a copy of the RHS profile
- a counselor recommendation (required)
- a secondary school report form
- teacher recommendations

To help your counselor write a strong recommendation, you must provide:

- Student Brag Sheet
- Resume

When it is time to submit your materials, you must provide:

- A signed Grade 12 Records Release Form
- Any additional forms that are part of your application;

REMEMBER:

The first transcript request **must** be submitted/received by the counselor a minimum of 15 school days prior to the application deadline.

If you apply on-line, the release form and all additional forms must be provided to your counselor.

Be sure to have ACT/SAT scores reported to RHS.

You must request your test scores be sent from the testing company directly to the college or university.

Match Common Application and Naviance

REMINDERS:

1. All materials must be turned in to Guidance in a timely fashion. Please watch for deadlines.
2. Our CEEB code number is 311340.
3. A mid-year report is sent to all colleges upon request.
4. Proof of graduation will be forwarded to the school you plan to attend along with your final grades.

The Rutherford Public Schools guarantee equal access to educational programs and services for all students regardless of race, creed, color, national origin, religion, age, marital status, affectional or sexual orientation, gender, disability, or socioeconomic status.

STEPS TO FOLLOW IN APPLYING TO COLLEGES

Getting Ready to Apply to College - Preliminary Steps

1. Testing: Map out when you will take the SATs and or ACTs, as well as SAT Subject Tests if needed.
2. Develop a list of colleges: 1-2 Reach, 3-5 Target, 1-2 Safety.
 - a. Review Personality Test and Career Interest Inventory in Naviance.
 - b. Complete My Game Plan & Super Match in Naviance.
 - c. Request info and begin visiting.
 - d. Add schools to Colleges I'm Thinking About
3. Ask two academic teachers for letters of recommendation by the end of junior year. Make the initial request in person and then the formal request in Naviance.
4. Complete the Student Brag Sheet and Resume in Naviance. Be sure to have your parents complete the Parent Brag Sheet in Naviance. These forms will be used to write your counselor letter of recommendation.
5. Log on to www.commonapp.org to set up an account. The email address for your Common Application account must match your email in Naviance.
6. If you plan to play sports in college, register for the NCAA Initial-Eligibility Clearinghouse at <http://eligibilitycenter.org>.
7. Begin working on your Personal Statement.

When You Are Ready to Apply - College Application and Transcript Request Procedures

1. Discuss the colleges to which you plan to apply with your counselor; add them to Colleges I'm Applying To in Naviance before your senior conference during the 1st quarter.
2. Review your transcript for accuracy and fill out a Grade 12 Records Release Form.
3. Confirm with your teachers that they are writing your letters of recommendation, inform them of your deadlines, and be sure you have made a formal request in Naviance.
4. Fill out the FERPA form under the My Colleges tab.
5. Submit transcript requests through Naviance under Colleges I am applying to. Follow the deadlines listed below. Check with your counselor after you have made the request in Naviance.
6. If you are using Common App or your school accepts electronic submissions, your transcripts and recommendations will be sent electronically. If your school accepts paper submissions, provide your counselor with any school reports or counselor forms as well as an addressed 10 x 13 envelope with 4 stamps.
7. **Watch deadlines: A deadline is NOT the day on which to send your application; therefore, it is essential that seniors get all materials to counselors a minimum of 2-3 weeks in advance (15 school days).**

College Deadline	Requests to Guidance	College Deadline	Requests to Guidance
November 1	October 10	January 1	December 1
November 15	October 30	January 15	December 31
December 1	November 10	February 1	January 14
December 15	November 30	March 1	February 15

HIGH SCHOOL COLLEGE – BOUND AND COLLEGE PLANNING GLOSSARY

This glossary of high school and college-planning terms is designed to give students a quick definition.

Common Application – a time-saving device for students applying to any of the more than 300 colleges that participate in the program run by a non-profit Common Application organization. Students can apply on line or use the print version – allowing them to spend less time on the busywork of completing multiple admission application forms, and more time on other elements of college planning. You may have to submit required supplemental materials for certain schools in addition to the common application.

Early Action – an emerging trend in admissions that allows students to apply for admission to the college of their choice early and receive a decision within a few months, well in advance of the normal response dates in the spring. Unlike early decision, you are not committed to enroll at the particular institution, and you can compare offers from other schools before making a final decision on what college to attend. Note: Applications are due much earlier for early action requests and require more planning, compared to regular admissions.

Early Decision – a binding agreement between the applicant and the college that basically states that, if accepted, the student agrees to attend the college. While you are still permitted to submit applications to other colleges before the decision, once you've been accepted through early decision, you are asked to withdraw all your other college applications. Early decision is a great idea for students certain of their college choice. Note: Applications are due much earlier for early decision requests and require more planning, compared to regular admissions. Read more.

Expected Family Contribution (EFC) – a tool used to calculate a student's eligibility for need-based federal financial aid. It's the amount a family is projected to contribute toward a student's education, based on family earnings, net assets, savings, size of family, and the number of students in college.

Free Application for Federal Student Aid (FAFSA) – official application that needs to be completed in order to apply for virtually all types of financial aid ((federal, state or institutional) for higher education. This form is distributed and processed by the United States Department of Education and should be completed as soon as possible in January of your senior year and throughout college.

Regular Admissions – the typical admissions process for college-bound students who do not have a clear favorite choice. With this method, you send in your completed application about midway through your senior year of high school (typically in January or February – check each college for deadlines), and each college notifies you of their decision later in the spring (often early April). When you apply through the regular admission channels, you have no obligation to attend any of the schools to which you have applied.

Rolling Admissions – an admissions policy in which the college you apply to accepts applications throughout the year, reviewing applications as they arrive, and sending decision letters as soon as they are made. More traditional admissions policies have an application deadline in early winter (typically January or February), after which all applications are reviewed and students are notified of decisions in late spring (between March and April).

APPENDIX

- A. College Fair Checklist
- B. College Comparison Worksheet
- C. College Admissions Checklist
- D. Grade 12 Records Release Form

COLLEGE FAIR CHECKLIST

Before the fair...

- Review the list of college fair participants.
- Locate the schools you want to interview.
- Check out the schedule of information sessions.

Questions

Check off questions you would like to ask school representatives.

Admissions

- What are the admission requirements?
- What qualities should prospective students have?
- Which standardized test scores do you require?
- What majors are offered? What's the most popular?
- What are the application deadlines for admission?
- Are the interviews required? Are there group or individual interviews?
- How can I arrange a campus visit?
- How long should I expect to wait for an answer once I submit my application?

Financial Aid

- How much will it cost?
- What financial aid options are offered?
- When is your financial aid deadline?
- Estimate the percentage of work-study, loans, grants, and scholarships awarded in your financial aid packages.

Classroom

- What is the average class size?
- How accessible are professors outside of class?
- Will professors or graduate students teach my courses?
- When must I choose a major?
- Do I need a computer?
- What student services are offered (tutoring, career counseling, study workshops)?
- How are the libraries, computer labs?

Housing

- What type of housing is available?
- Is student housing guaranteed for four years?
- Would I have a roommate or live alone?
- How are roommates selected?

Student Life

- What special interest groups, activities, fraternities/sororities are available?
- What's it like on campus on the weekends?
- Are any programs offered to help students adjust to the college life?
- Are intramural, club and varsity sports offered?
- How are the sports facilities?
- What types of meal plans are available?

Just the Facts

- What is the school known for?
- What are recent graduates doing now?
- How much freshman return for their sophomore year?
- How safe is the campus and its surrounding neighborhoods?

<u>COLLEGE COMPARISON WORKSHEET</u>	College:	College:	College:	College:	College:
ADMISSION REQUIREMENTS <ul style="list-style-type: none"> • deadline • tests required • average test scores, GPA, rank • special requirements 					
SIZE <ul style="list-style-type: none"> • enrollment • physical size of campus 					
ENVIRONMENT <ul style="list-style-type: none"> • type of school • school setting-urban, rural • location & size of nearest city <ul style="list-style-type: none"> • coed, male, female • religious affiliation 					
LOCATION <ul style="list-style-type: none"> • distance from home 					
ACADEMICS <ul style="list-style-type: none"> • your major offered? • special programs <ul style="list-style-type: none"> • accreditation • student-faculty ratio 					
COLLEGE EXPENSES <ul style="list-style-type: none"> • tuition, room and board • estimated total budget • application fee, deposits 					
FINANCIAL AID <ul style="list-style-type: none"> • deadline • required forms • % receiving aid • scholarships 					
HOUSING <ul style="list-style-type: none"> • residence hall requirements <ul style="list-style-type: none"> • availability • types and sizes <ul style="list-style-type: none"> • food plan 					
FACILITIES <ul style="list-style-type: none"> • academic • recreational • other 					
ACTIVITIES <ul style="list-style-type: none"> • clubs, organizations • athletics, intramurals <ul style="list-style-type: none"> • other 					
CAMPUS VISITS <ul style="list-style-type: none"> • when • special 					

SENIOR: You may wish to use this check list to remind yourself of specific college admissions requirements, and to record the progress of your application procedures.

<u>COLLEGE ADMISSIONS</u> <u>CHECK LIST</u>	College name:	College name:	College name:	College name:	College name:
College Address:					
Application requested:					
Tests required:					
SAT sent by CEEB:					
Course requirements:					
Recommendation Requirements:					
Application deadline:					
Student application mailed, application given to Guidance, or applied on-line. Transcript request completed.					
Interview requirement:					
Interview date:					
Total cost:					
Financial-Aid deadline:					
FAFSA mailed:					

John J. Hurley
Superintendent of Schools

Frank T. Morano
Principal

Billy J. Cunningham
Assistant Principal

Shannon D. Hopkins
Director of Guidance

David G. Frazier
Director of Athletics



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RUTHERFORD HIGH SCHOOL
A National School of Excellence

GRADE 12 RECORDS RELEASE FORM

I have reviewed and hereby consent to the release of _____'s
(please print student's name)

transcripts and records by Rutherford High School to all schools and/or scholarships to which I apply.

Transcripts and records include:

- Student name
- Address
- Current grade level
- Gender
- Phone number
- Date of birth
- State ID#
- Course names
- Grades
- Credits
- Cumulative GPA
- Class rank
- Secondary School Report

REMINDER: Students are responsible for sending their standardized test scores (SATs, ACTs) directly to the colleges from the testing agency.

Student's signature

Parent's signature

Date

NOTES: