

JUNIOR PLANNING HANDBOOK



GOVERNOR LIVINGSTON
HIGH SCHOOL

*The planning process is evolving as it is affected by the pandemic. The following guidelines for post-secondary planning may differ due to the circumstances. As such, students should check with their school counselors for any potential changes to procedures or processes.

JUNIOR YEAR

Student Responsibilities:

- Determine “Fit” criteria & build a Healthy College List, using Naviance
- Ask parents to schedule a Junior Conference appointment with your counselor after December 1
- Be sure parent submits a signed Parent Release of Pupil Records Form
- Develop a testing timeline
- Attend college fairs / Attend college representative meetings at school
- Actively use Naviance for scholarship opportunities, self-assessment & college research

TIMELINE

October √ Attend College Night/Fair-Virtual

November √ Develop testing timeline

 √ Schedule Junior Conference with your counselor (parents included)

 √ Use Naviance to research colleges

December √ Use Naviance to research colleges and develop list

 √ Consider video-taping athletic or other performance

 √ Visit colleges you are considering via virtual tours and school websites

January – February

 √ Register for SAT/ACT-if available due to COVID19

 √ Continue college research-add list in Naviance-’Colleges I’m thinking about”

 √ Contact your counselor with any questions

 √ Research colleges you are considering via virtual tours or specific websites

April √ Continue individualized research on specific colleges

 √ Visit schools during spring vacation if possible

 √ Visit your counselor with any questions

 √ Complete Junior questionnaire, Parent questionnaire and resume in Naviance

 √ Talk with junior year teachers whom you may like to have write you a letter of recommendation

May √ AP Exams

 √ Continue individualized research on colleges by using Naviance

 √ Talk with junior year teachers from whom you may like to have write you a letter of recommendation in the Fall

 √ Visit colleges you are considering

 √ The junior questionnaire, parent questionnaire and resume are due May 1st . These can be found on Naviance

June √ Reconnect with your junior year teachers from whom you spoke with previously to ensure they have what they need to write you a letter of recommendation

July-August √ Prepare for fall standardized tests

 √ Compile a list of potential colleges, enter into Naviance “Colleges I’m thinking about”

 √ Review college materials and applications

 √ Visit colleges and arrange for interviews if necessary

 √ Begin/Continue to draft essays

Standardized Testing- updates due to COVID-19, speak with your school counselor for additional details

Many Colleges have gone Test-Optional in 2021, 2022, 2023
The most accurate information will be found on the College website

College admission testing can be a piece of the admissions process. Students are encouraged to research, possibly taking both the SAT and the ACT in order to have the option of presenting their best score for admission. We highly recommend that students make a testing plan as soon as possible in their junior year. Students are responsible for arranging for their scores to be sent to the colleges and to Governor Livingston through the testing website.

STUDENTS ARE RESPONSIBLE FOR REGISTERING FOR ALL TESTS

****Our College Board and CEEB code is 310093****

SAT

The SAT is a measurement of the verbal, mathematical and reading abilities a student has acquired throughout his or her education. The SAT may be taken as many times as it is offered, although many colleges recommend limiting the number to three. Many schools use score choice; students can decide which scores they would like sent to colleges. Please check with each college to review their policy.

ACT

The American College Test is a test of educational development that measures how much the student has already learned. The multiple-choice exam focuses on four subject areas: English, math, reading skills, science reasoning. A writing test is offered as an option, and we advise students to take the writing test once. Some schools might require this component, information can be found on the ACT website: <http://www.actstudent.org/writing/> Students select which test date they would like sent to colleges.

AP

AP exams give students the opportunity to demonstrate college-level achievement while still in high school. Advanced Placement exams are offered in May at school and should be taken at the end of the designated AP course. Scores range from 1 to 5. If students achieve the requisite scores (3,4,5), they may obtain advanced placement or credit from some colleges and universities of their choice. University decisions on credit are frequently made department by department.

TOEFL

The Test of English as a Foreign Language is for non-native speakers who have only been in the US for a few years and find that the SAT does not accurately reflect their English competency. The TOEFL is meant to assess the ability to read college-level texts rather than assessing the fine points and vocabulary covered on the SAT I reasoning test.

ACT vs. SAT

	<u>ACT</u>	<u>SAT</u>
Test Length Not including breaks	2 hours, 55 minutes (including 40 minute optional essay)	3 hours; 3 hours 50 min.
Test Sections	Four-section exam: English, Math, Reading, and Science Reasoning.	1 Evidence Based Reading & Writing test. 1 Math test; with & w/o calculator.
Science Content	Tests science reasoning (analysis, interpretation, problem solving).	N/A
Math Content	Up to trigonometry	Focus on real-world problem-solving & data analysis, w/ informational graphics
Reading	Five passages, one each of prose, fiction, social science, humanities, and natural science. Stresses grammar.	Reading & Writing combined into “Evidence Based Reading & Writing”. No sentence completions on test. Tests understanding of passages from US & World Literature, History, and Sciences
Optional Essay	Last section – 30 minutes (optional); not included in total score.	N/A
Scoring	1-36 per subject area averaged for a composite score. Highest Composite Score: 36	No wrong-answer penalty Score based out of 1600, 800 math, 800 for Evidence Based Reading & Writing.
Test Fee 2021 prices	\$60.00 \$85.00 with writing	\$55.00
Are all scores sent to schools?	NO. There is a “score choice” option. Students can choose which schools will receive their scores by test date AND which scores the schools will see.	NO. There is a “score choice” option. Students can choose which schools will receive their scores AND which scores the schools will see.

TEST PREP

Test preparation courses can be controversial, and their success in raising scores could be debated. Maturation between test dates, familiarity with the test, and test practice can affect test scores without additional coaching. However, test review and practice can be effective in reducing anxiety, familiarizing students with types of test questions and format, and increasing speed and selectivity.

Test Scores

Test scores need to be sent directly from the testing service to the colleges to which you are applying. When you register for each test, you will have the option of designating score recipients or you may send additional scores by completing online forms through the testing agency. Official test scores may be sent, for a fee, as soon as the student decides that they plan to apply to a college. The college will hold any scores until the application is received.

****STUDENTS ARE RESPONSIBLE FOR SENDING THEIR OWN SCORES to Colleges****

TEST-OPTIONAL COLLEGES-check each college/university website-updates due to COVID-19
There are over 1,000 colleges and universities across the United States that do not require standardized testing as part of the admissions process. Please visit www.fairtest.org to review the list of SAT/ACT test-optional schools.

Notable Test-Optional Schools: University of Chicago, George Washington University, Loyola University Maryland, Wake Forest University, Bard College, Ithaca College, Marist College, Fairfield University, & James Madison University.

Campus Visits-check college/university websites directly-many updates due to COVID-19

Visiting a college is a great way to narrow down your college list and also demonstrate interest.

Demonstrated Interest: Some schools will track your engagement with the school in order to confirm your interest in the school. Not all schools do this. This is a good question to ask on campus tours!

TIPS:

- Try to connect with an admissions counselor and get their contact information
- Take Advantage of Open Houses- Spring & Fall
- Utilize School Breaks
- Attend College Fairs
- 6 absences will be deemed excused with official documentation:
 - Three college visit in the student's Junior Year
 - Three college visits in the student's Senior Year
- Summer-great, but keep in mind campus is quieter
- Visit local colleges-maybe they aren't your number one, but they give good templates for different campus types

2 Dimensions of a Visit

FORMAL	INFORMAL
<ul style="list-style-type: none">● Campus tour-1-1.5 hours● Interview with admissions officer● Group info session-size varies● Sit in on a class● Talk to a professor● Talk to a coach● Participate in an overnight● Ask about faculty accessibility● Visit dorms● Visit library	<ul style="list-style-type: none">● Eat in a dining hall● Read the student newspaper● Look at bulletin boards in buildings● Talk to students● Explore surrounding area<ul style="list-style-type: none">-Things to do-Places to eat● Stay in the area overnight-get a sense of how the college & town relate

Plan your visit beforehand. Schedule visits on the college admissions website.

Group Tour/Information sessions- are an easy and efficient way for the school to provide general information to a large gathering of students and parents. They are often scheduled to run either immediately before or after one tour each day.

CAN'T MAKE IT TO A COLLEGE CAMPUS? Try a virtual tour!

<https://www.youvisit.com/collegesearch>

<https://www.campustours.com/>

<http://www.ecampustours.com/>

What is Naviance Student ?




Naviance Student is a comprehensive website that can assist you in researching colleges and careers. Naviance is linked with Counselor's Office, a service that the counseling office uses to track and analyze data about college and career plans. Naviance Student provides up-to-date information that's specific to Governor Livingston High School students.

Naviance Student will allow you to:

- Get involved in the planning and advising process – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and career research.
- Research colleges – Compare GPA, standardized test scores, and other statistics to actual historical data from GL for students who have applied and been admitted in the past.
- Sign up for college visits – Find out which colleges are visiting GL and sign up to attend those sessions.
- View Scholarship Opportunities- view scholarship list, match scholarships, apply for scholarships.

You may access *Naviance Student* by going to:

- ✓ Governor Livingston High School Homepage
- ✓ Click “Naviance” icon on the right hand side  NAVIANCE
- ✓ Click “I Need to Register”
- ✓ Use your personal code to register and set up account

Parents may also access the website by visiting <http://connection.naviance.com/livingston> and follow the above directions.

Your responsibilities in Naviance for Junior year are: **Due May 1st!!!** All of the following forms can be located in the “ABout Me” Section in Naviance.

- “Resume” -is a great tool to help you list activities you've participated in and your accomplishments.
- “Junior Questionnaire” – Enables your counselor to write a more detailed letter of recommendation
- “Parent Questionnaire”- Enables the counselor to learn even more about the student than what we are able to see in school. This is only accessible through the parents' account.

Finding Fit- Self-Analysis

The most important factor when starting a college search is to consider the right “fit”.

What does that mean?

A college that is a good “Fit”=A college that matches a student across several dimensions: intellectual , social, geographical, professional, financial and cultural, to name a few.

----Consider the fact that you are not only going to be there to take classes, for most students it will become their home for at least 10 months of the year!

The better you know yourself the better able you will be to find a suitable college and the better prepared you will be to present yourself during an interview, on the application, and on the essays.

The counseling department recommends that you take the following steps in the college search process prior to your senior year:

Review and consider the questions below:

Questions to Ask Yourself:

- What are my academic interests?
- What do I like to learn when I can learn on my own?
- How do I learn best?
- What are my academic weaknesses?
- What do I like to do in my free time?
- What is my social style? Am I more comfortable in groups or alone?
- How do I respond to pressure, competition, or challenges?
- What are my career goals?

Once you have thought about yourself, turn that thinking to college and ask yourself:

- Why do I want to go to college?
- Does the college offer programs of study that match my interests?
- Does the college provide a level of academic rigor that matches my aptitude and preparation?
- Am I more interested in career preparation or general knowledge?
- How do I want to grow and change in the coming years?
- What interests do I hope to explore? Do you feel that the college values you?

Academic & Testing Admission Fit	Social & Academic Fit	Financial Fit
Determined by the College Do your scores and grades fit the school profile?	Determined by the Student Does the school have your major? Interests/clubs? Social Life?	Determined by the Family Be aware of sticker price v. actual all-in cost

BUILDING A HEALTHY LIST

When you begin to select schools, it is important to manage admissions expectations by building a healthy list that includes a range of Safety/likely, Target, and Reach schools. About 2-4 schools in each category are appropriate.

What is a *Safety/likely* school?

These are schools where your chances are highly likely or certain for admission. Your GPA and standardized tests scores are on the high end of what they accept or their average, and you generally meet or exceed their requirements.

What is a *Target* school?

A school where you meet most of the application criteria. You fall within the acceptable range of standardized test scores, GPA, extracurricular activities and other requirements.

What is a *Reach* school?

A school where you apply knowing that you are on the low end or do not meet some requirements. This may be worthwhile if you have other attributes, experiences, or qualities that will allow you to stand out.

The College Search

There are over 13,743 colleges in the Naviance Student database

To Start go to *Naviance Student*: go to [Colleges](#), [Find Your Fit](#), [Advanced College Search](#)

Advanced College Search	Allows you to conduct extensive searches. Start broadly by limiting preferences to a few important factors (e.g., four-year, two-year, co-ed, size, location, and major or sporting interest). The more criteria you add initially the fewer the matches.
College Look Up	Furnishes a basic profile of the college, including a link to its home page on the Web. Enter the entire name of the college and then double click the blue hyperlink which appears.
College Match	The colleges in this list are interested in receiving applications from students similar to you. Please note this does not guarantee admission. You should consult with your counselor and research these colleges in more detail before submitting an application.
College Compare	Averages are for students from GL that have been accepted to that particular college from 2012-2019. Averages have a green checkmark when your number is higher and red "x" when your number is lower. Your PSAT score, if available, has been converted to the equivalent SAT score and compared to the average single SAT score of an accepted student. The column labeled "Acceptance" shows the number of students accepted out of the number of students that applied.
Scattergram charts	Shows how recent GL students have fared when applying to specific colleges. 2012-2021 with a weighted GPA.
College Visits	Shows an up-to-date calendar of college visits to GL. This schedule is fluid. It may change at any time as colleges adjust schedules, so check back often.

Applying to College- Telling Your Story

The process of applying to college can be a stressful and nerve-wracking experience. Remember that the admissions committee just wants to learn as much about YOU as possible. They can only know you through whatever you choose to include and the way you choose to present yourself. Remember, in the end they are evaluating applications, NOT applicants.

What Colleges Consider...

While this is a comprehensive list, what schools consider varies by each school, each year. Other factors outside of these listed can also be considered in the process

Application	Colleges review the application to evaluate your academic and personal profile. Each school has different application requirements- it is important to adhere to the specifications of each one.
Transcript	The courses you select and the grades you receive are an important part of the college admissions process.
Standardized test scores	The SAT or ACT might be required by most colleges. The emphasis any college places on these tests varies greatly. More and more schools are <u>not</u> requiring them for admissions.
Letters of recommendation	Colleges use these as evidence of your potential, character, and academic effort. A small number of schools will not use these in their process <i>for example Rutgers, Penn State</i>
Essays	Most colleges will require an essay. They use the essay to learn about you and also to sample your ability to express your thoughts in writing.
Out of Classroom Activities/Resume	Colleges seek students who demonstrate a commitment to activities outside the classroom. Community service, student government, athletics, after-school jobs, performing arts, etc.. are viewed very positively.
Secondary school report	Submitted by the school with the counselor's recommendation and information about grading scales and general course offerings.
If applicable... -Interview, Audition or Portfolio	Based on programs you are applying for and the school's requirements you may be able to or require to interview, audition, or submit a portfolio. <i>Generally if you are applying to an Arts program</i>

Letters of Recommendation (LoR)

Most colleges require one or two letters of recommendation from people who know you in and out of the classroom. Keep in mind also, some colleges no longer use letters of recommendation as part of their review process.

*It is the student's responsibility to know which schools require letters of recommendation prior to application submission.

Who writes letters:

- School Counselor
- Teachers
- Coaches, Bosses, Clergy, etc...

Factors to consider in choosing a teacher....

- Choose a teacher who knows you as a student, how you contribute in the class
- Doesn't have to be a teacher where you got an A in their class, but you worked hard to earn the grade
- Best to try and choose a teacher who you have had recently- Junior year
- Someone who can speak to your strengths, determination and work ethic

Recommendations from teachers help the admission committee learn information about you that your grades might not reflect. Give careful consideration to which teachers you ask as they provide insight and perspective to your classroom learning style and experience.

How Counselor Recommendations Add Value

Colleges usually require a Counselor recommendation to be sent with each transcript. Counselors provide a view of an applicant within the context of an entire graduating class and school community, addressing a student's academic achievements, extracurricular accomplishments, and personal interests and goals, without repeating what is in the application.

Tasks & Timeline:

- Student: Junior Questionnaire & Resume - Due May 1
- Parent/Guardian: Parent Questionnaire - Due May 1
- Verbally ask two teachers for LoR between February-June of Junior year. You should select teachers from two different disciplines (i.e., one from English and one from math)
- Follow up with email so you have a receipt of asking in June or September
- Provide teacher with any forms or requested information to help them write
- If a teacher is not comfortable writing for you, respect their decision and ask another teacher or consult with your school counselor
- FALL of SENIOR YEAR-- Follow up with teachers verbally and in email
 - +Share details about your application process-This process will be reviewed with every senior in September
 - +The Letter of Recommendation process will be done through Naviance Student in the Fall
 - SAY THANK YOU

Application Deadline Policies

Applicants should check with each school before applying. Many Institutions have more than one admissions policy available.

<u>Admission Option</u>	<u>What does it mean?</u>	<u>Restrictions</u>	<u>Can applicant apply to other institutions?</u>	<u>Application Deadline</u>
Regular Decision	The traditional application option afforded by most schools. An applicant applies to an institution by a specific date and receives a decision within a stated period of time.	None	Yes	Varies - check with the schools to which you are applying
Rolling Admission	Admissions decisions are made on a continuous basis and notification is sent within approximately 3 to 8 weeks after the receipt of a completed application and all supporting data.	None	Yes	No Deadline School may have a priority deadline
Early Action (EA)	A process whereby a student can submit an application by November 1 / November 15 (or other designated dates) and receive a decision by mid-December.	Sometimes- Check with the schools you are applying to.	Yes	October 15 November 1 Or November 15 **Check with the schools
Early Decision (ED)	A process that carries a binding agreement to enroll, if accepted, to the college. Student and parent must sign a statement of intent that, if admitted, the student regardless of the financial aid reward. If accepted under ED agreement students MUST withdraw all other applications.	Yes	No	November 1 Or November 15 **Check with the schools to which you are applying
Early Decision 2 (ED 2)	Second round of early decision. This is a binding agreement.	Yes	No	January 15 **Check with the schools to which you are applying
Restrictive Early Action (REA)	A process where students typically apply by mid-November and are notified by mid-December. Students are not required to notify the college of their enrollment decision until May 1. Students are not allowed to apply to other colleges under ED or EA programs. They can, however, apply to other colleges through regular decision programs	Yes-Applicants should check individually with the school they apply to	No	Check with the schools to which you are applying

OTHER OPTIONS

We acknowledge that while attending college is generally the path students at GL take, the following information is being shared for students that are interested in alternative options. Periodically check the “Guidance” link found in the “School Info” tab and “News for GL Parents” link for information regarding career training and apprentice opportunities. You may also want to reevaluate the career interest survey you took as a sophomore or take another survey. If you have an interest in any of the below, please discuss with your school counselor.

- **COMMUNITY COLLEGE**

Attending a 2-year school is a great option for students. For some, a 4-year school is not the right fit right out of high school. Students can graduate with an Associate’s Degree and once completed popular options are to join the workforce or transfer to a college or university to complete a Bachelor’s degree.

- **GAP YEAR**

A semester or year of experiential learning, typically taken after high school and prior to career or post-secondary education, in order to deepen one’s practical, professional, and personal awareness. Why Gap Year? Two common reasons for taking a Gap Year are: 1) Burnout from the competitiveness of high school and 2) Wanting to learn more about themselves.

Common Gap Year Paths:

- Volunteering/Service
- Career Exploration/Internship
- Paid Work
- International Travel
- Open Ended

- **VOCATIONAL/TRADE SCHOOL**

Vocational training offers a practical alternative to traditional postsecondary degrees. Vocational education engages students through contextual learning, and training is focused on building skills specific to an occupation or career field. Examples: Hospitality, Construction, Information Technology, Health Sciences, Cosmetology.

Other Post-Secondary plans include.....

- Joining the Military
- Joining the Workforce
 - Work on completing your Resume in Naviance Student
 - review Career Cluster Finder in Naviance Student
 - Consider Financial Aspects of all Paths
 - Do your Research
 - Ask for Help

Additional Application Considerations

Learning Differences

Finding the right college is very important for every student. Finding the right match for a student with a learning difference is particularly important. It is critical that students with learning differences/disabilities choose a post-secondary setting that will help that individual maximize his or her potential. This process of college search requires that you:

- Recognize your difference/disability and be your own advocate.
- Learn and know your personal strengths and weaknesses.
- Obtain as much information as possible from the colleges and universities offering programs for learning disabled students.
- ★ Some colleges and universities offer comprehensive programs for students with learning disabilities; others may offer only a limited number of special services.

It is up to you to determine your own needs. Please keep in mind that many schools offer good services in decentralized programs. If a campus has an individual in charge of working with LD students, tutoring for all students and individual attention from faculty members, it may meet the needs of some students.

- ★ Not all campuses have LD Programs; however, all must have at least mandated services. Look for a program that addresses the student's needs and helps the student to be realistic!

It is important to start the college search looking at the same factors that all students consider. Size, geographic location, selection of majors, admission requirements, cost, resources, athletics and social activities are all important features of a college experience.

Once a list of potential colleges has been generated, it is time to ask the following questions:

▪ Is there a separate admissions process for LD students with a certain criteria for admission	▪ What documentation is required	▪ Is there a separate fee for enhanced LD services
▪ Is there a separate LD program	What is the climate on your campus for LD students	▪ How many LD students do you serve
▪ Does your institution offer remedial and/or developmental courses for credit towards graduation	Does the academic advisor work in tandem with the LD specialist	▪ Does your institution offer substitutions for foreign language or math courses
▪ Is there strong support from the faculty members and administration for this program	▪ How are testing accommodations handled	▪ Do you offer study skills and/or learning strategies courses

TYPES OF SERVICES:

Extended time on exams	Tape recorders	Option to tape lectures	Calculator use during exams
Alternative forms of testing	Note-takers	Reading machines	Priority registration
Distraction free space	Study groups	Computer availability	Peer Tutor

For students with learning disabilities, the campus visit is a MUST! What a college says in their guidebook may not accurately reflect the availability and access to services

Athletes

If you are an athlete who may be interested in participating in college athletics, you should talk with your coach/counselor about your goals. If you intend to play at the Division I or II level, there are special regulations. This includes rules about how and when coaches may contact you, SAT and GPA requirements, and being approved by the NCAA Eligibility Center. If you think you might play at the Division I or II level, talk to your counselor as soon as possible.

To register for eligibility please go to the link below: There is a fee.

<http://www.web3.ncaa.org>

You may need to create an athletic resume and a video of your performance to submit directly to coaches. Contact coaches directly and early to determine what you will need to do.

Visual and Performing Arts

If you are interested in pursuing the visual, musical or performing arts in college, your application process may involve additional pieces.

Check the guidelines of each college before submitting portfolios, videos or tapes/CDs. Some art/design schools or performing arts programs may require a portfolio, other supplementary materials or an audition. Plan ahead since performance videos and portfolios can take time to prepare. Remember that the admissions office is rarely qualified to assess your talent. If you are serious, contact the various departments directly to discuss what materials you should submit and to whom. If submitting directly to the department or program, be sure to follow up with them.

For those who have created a significant amount of visual artwork, a portfolio of 15-20 slides are occasionally suggested. Work with your teacher to choose pieces to photograph/have photographed. It will take several weeks to have slides prepared so plan well in advance. Each slide should be numbered and labeled with your name. A list should accompany all slides identifying the medium, dimensions, a brief description and the title.

A brief statement describing your interests and experience in visual arts studies is usually appropriate, but if you have questions, contact your art teacher or the college to which you are applying. Many colleges with visual arts programs host "Portfolio Days" where you can get an early evaluation of your portfolio. See the website of participating schools at <http://www.npda.org> or contact schools directly to see if they have a similar event.

If you are a serious performer, contact the music or drama departments of schools in which you are interested early on to ask if they would like for you to submit a tape or come for an audition. A high quality video or audio tape/CD is occasionally suggested. Make sure that a teacher or professional has reviewed any tapes or CDs before you send them. You will only hurt yourself if you submit substandard work.

Moving Forward...

Communicate! It is the best way to ensure a smooth process

During the summer between junior and senior year, students should be working on their personal statements (essays) and finalizing college lists to which they are going to apply.

Senior year goes by very quickly and many deadlines are early in the school year. The more you do during the summer, the more prepared you will feel and less stressed once September comes. Many applications are posted online in August. The summer is also a good time to update your information in Naviance. In early September the school counselors meet with seniors to go over the process and the next steps. At this time, a Senior College Guide will be provided explaining the details of the application process.