

SENIOR PLANNING HANDBOOK

2020-2021



**GOVERNOR LIVINGSTON
HIGH SCHOOL**

***Due to circumstances associated with the pandemic, much of the information contained in this handbook is being adapted or is currently on hold by Admissions offices as the situation evolves. As such, information has been included to reflect current trends in Admissions offices across colleges and universities. In all cases, there is no uniform approach being taken and, thus, it is important that students refer to their school counselor and schools' websites for the most up to date information.**

The role of the Parent in the Post-Secondary Planning process:

- Encourage your student to carefully follow the Senior calendar in this booklet and keep up-to-date on the latest planning, deadline, college and scholarship information.
- Assist your student in researching pathways and opportunities for after high school. Discuss frankly with your child the factors which may control college choice, such as location, size, cost etc.
- Openly discuss the family financial situation in terms of funds available for college.
- Monitor the calendar for standardized admissions tests (SAT, ACT and Subject Tests) and ensure your student gets the proper rest and breakfast before each test.
- Attend local and regional College Fairs.
- Take your student to visit college campuses.
- Help your student make realistic choices during the college selection process emphasizing:
 - 1) Past academic performance
 - 2) Test scores
 - 3) GPA
 - 4) Special talents or abilities (art, athletics, etc.)
 - 5) Extra-curricular involvement
- See to it that your student applies when ready, early is usually better. Make certain that they **read and follow all the directions carefully.**
- Work closely with your student's Counselor and **Ask Questions!**

- We know many parents will help with the college admissions process. Parents are encouraged to support students but to refrain from contacting admissions offices. It is the student's responsibility to communicate directly with admissions. It could negatively impact your child's admission if you over-communicate with the college.

SENIOR YEAR RESPONSIBILITIES

- **Finish taking standardized tests**-Due to COVID-19 this may not be possible
- **Narrow your choices**
- **Keep your counselor up to date on your choices & process**
- **Attend college representative meetings at GL**
- **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**
- **Continue to search for scholarships, Naviance can help**
- **Re-evaluate your career interest survey or take another one**
- **Request transcripts online through Naviance when you know where you are applying.**
****Please remember that the Counseling Office requires a 10 school day buffer to process transcript requests**

TIMELINE

August

- ✓ Common Application is available online-set up an account and remember login information
- ✓ Begin drafting essays

September

- ✓ Senior Naviance group lessons with counselors
- ✓ Follow up with teachers for recommendations and provide them with the necessary information and forms
- ✓ Sign up in Naviance to attend visits from College Reps*
*These meetings will be held via Zoom while we are on remote instruction
- ✓ Attend GL and local college and career fairs throughout the year, communicate with representatives from colleges you're interested in*
*Many college fairs are being held virtually at this time
- ✓ Find out which financial aid applications your colleges require FAFSA/CSS and when these forms are due
- ✓ Decide if you want to apply early
- ✓ Contact admissions offices or faculty about specific questions
- ✓ Work on applications and essays-Get essays proofread by counselor/teachers

October

- ✓ Work on applications and essays-get essays proofread by counselor/teachers
- ✓ Complete the free application for Federal Student Aid (FAFSA) www.fafsa.gov.
- ✓ Sign up in Naviance to attend visits from College Reps, at GL*
- ✓ **If applying EARLY DECISION submit your application NOW**
- ✓ Check scholarship updates located on Naviance

November

- ✓ Early Decision and Early Action Deadlines
- ✓ File applications with December Deadlines
- ✓ Sign up in Naviance to attend visits from College Reps, at GL*
- ✓ Maintain strong first semester grades – some schools ask to see 1st marking period grades- you must see your counselor

December/January

- ✓ Complete LOCAL SCHOLARSHIP APPLICATION sent to student Electronically-via Google and/or email

February

- ✓ Mid-Year transcripts automatically sent out by Counseling Office to every school student applied to

May

Mandatory completion of Graduation Survey in your Naviance account

Standardized Testing *Due to COVID-19 this information may change

College admission testing is an important part of the admissions process. Students are encouraged to take both the SAT test and the ACT tests in order to have the option of presenting one or both sets of scores 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 writing abilities a student has acquired throughout their education. The SAT may be taken as many times as it is offered, although many colleges recommend limiting the number to three. A writing test is offered as an option, and we advise students to take the writing test one time.

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.

SAT- Subject Tests

Are one hour, primarily multiple choice tests that measure knowledge of particular subjects and the ability to apply that knowledge. It is not possible to sit for both the SAT and Subject Tests on the same date, but a student may take up to **three** Subject tests on the same date.

Students who are taking a one-year advanced course (i.e., biology, chemistry, and physics) should take the test immediately following completion of the course. Students thinking of attending an engineering program should take Math II and a science test.

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, 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 ability to read college-level texts rather than assessing the fine points and vocabulary covered on the SAT I reasoning test.

THE ESSAY- many schools have moved away from using the SAT or ACT essay in review, BUT some may require it. For example-, Harvard-March 2018 announced they no longer use it for review. In their research the essay score did not make a difference in terms of success of students once they were at Harvard.

ACT vs. SAT

For a comparison of the two tests, please refer to Section B of the College Planning Guide for Juniors.

TEST PREP

The efficacy of test preparation tutoring/preparation programs is 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-*Due to COVID-19 this process may change

BEFORE TEST DAY(SAT/ACT) -You can send four free score reports to colleges every time you register for the test. This is the fastest way to send scores to colleges and scholarship programs- and there is no fee. When you register for each test, you will have the option of designating score recipients.

AFTER TEST DAY (SAT)-You can still send four free score reports to colleges up to nine days after the test- after that there is a fee.

ACT-You can have your ACT scores sent to other colleges and scholarship agencies, even after you test. Requests are processed after your tests have been scored and all scores for your test option—the ACT or the ACT with writing—are ready. You can order reports online or by mail and there is a fee.

SCORE DELIVERY TIMELINE- The timeframe for score delivery depends on the way a college chooses to receive scores (mail or electronic). Once colleges receive your scores, processing should take a week. In order to make a college deadline, it is best practice to send your test scores at least two weeks before the school deadline.

SCORE SENDING OPTIONS- Use Score Choice to choose which scores you send to colleges. Official test scores may be sent 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.

Test scores need to be sent directly from the testing service(College Board and/or ACT) to the colleges to which you are applying at least two weeks before the college's deadline, in order for them to be official.

TEST-OPTIONAL COLLEGES-Please review each colleges/universities website for updated testing information

There are over 1,000 colleges and universities across the United States that do not require standardized testing as part of the admissions process. Every year this list grows. 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-*Due to COVID 19, this process has changed. Many campuses offer virtual tours available on their websites.

Aside from meeting college representatives when they visit GL, another important part of your college search is the campus visit. Visiting colleges on your list will give you a firsthand impression of the students, faculty, facilities and programs. On a visit you can learn what the admissions office is looking for in its applicants, gain a feeling for the academic and social atmosphere, see the study/living/recreation facilities, talk with students and get a sense of the surrounding community.

Plan your visit beforehand. Schedule visits on the college admissions website. If you will be visiting during the school year, ask if it is possible to visit classes. 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/
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Make the most of your campus visits!

Visit the bookstore and snack bars	what are students talking about?
Seek out students—is the campus climate conservative or liberal?	Is safety an issue? What do they do on the weekend?
Ask questions about workload and size of classes.	Ask your tour guide what he/she thinks are the biggest drawbacks/attractions to the college.

Applying to College

The process of applying to college doesn't have to 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.

Student Component

Finalize your college list	Add colleges to "Colleges I'm Applying To" on Naviance	Update resume in your Naviance account
Complete the FERPA in your Common App account	Match accounts on Naviance	Complete your online applications (Common App, Coalition, or College specific)
If applicable, create a Common App account/add schools to Common app list	For athletes participating in a Division I or II school, you must register with the Eligibility Center http://www.eligibilitycenter.org	Request scores from ACT/SAT. <i>The guidance office cannot send standardized test scores.</i>
Finalize Personal statements/essays	Meet with counselor regularly to update and to get assistance	Provide recommendation materials for teachers

- **Request transcripts through your Naviance account, indicate the application type (regular decision, early decision, early action, priority, rolling), also indicate how you are applying, whether it is via Common Application or directly to the institution**

Counselor Component

<p>Send your Official Transcript including: Senior Courses; your counselor’s Letter of Recommendation; the Secondary School Report; and a Counselor Recommendation form.</p>	<p>Send School Profile, which contains information about our community, grading scales, and general course offerings.</p>
<p>Counselor will automatically send mid-year transcripts/reports to every college you applied to in mid-February. No request necessary.</p>	<p>Counselor will automatically send a final transcript to the college you will attend (June)</p>

****The Counseling Office does not automatically send Marking Period 1 grades. Requests need to be in writing (email). Sending information (email address, fax number) needs to be provided by the student. Remember, Report Cards may contain teacher comments.**

Teacher Responsibilities

The process for requesting teacher letters of recommendation is *to hand teachers the Teacher Recommendation Request form (may change due to COVID-19)* as well as request teacher letters of recommendation on your Naviance Student account. Students will be trained on this in September. Counselor letters of recommendation, it should be noted, will be sent out with all applications unless the counselor is directed otherwise.

- Recommendations from teachers help the admission committee learn information about you that your test scores and grades do not reflect. Give careful consideration to which teachers you ask as they provide insight and perspective to your classroom learning style and experience.
- Teachers can write and mail, or send electronically, recommendation letters and supporting forms. It’s YOUR responsibility to provide teachers with the information they request.
- In senior year follow up with your teachers.
- Write a thank-you note to all the teachers who wrote recommendations for you and keep them updated on admissions decisions.
- It is the student’s responsibility to follow-up with teachers to ensure that letters were sent. Review your Naviance Student account regularly, all information is stored and updated here daily.

PLEASE NOTE: MATERIALS WILL ARRIVE IN COLLEGE ADMISSIONS OFFICES AT DIFFERENT TIMES BECAUSE THEY ARE COMING FROM DIFFERENT PLACES. When in doubt, you, the student should call!

Applying

1.  **The Common Application:** <http://www.commonapp.org>
At GL, we **encourage** students to use the Common Application and apply online. Please be aware that many schools also require additional information/materials/essays, which can be obtained on the Common Application website or through the college Admissions Office.
2.  or  **Individual College Applications.** There are some schools that still maintain their own individual application. They offer students the ability to complete the application online. Application materials can be obtained directly from the Admissions Offices or on their websites.
3. The Coalition: <https://www.mycoalition.org/> The **Coalition** for College is a diverse group of more than 140 distinguished colleges and universities across the U.S. that is committed to making college a reality for all high school students through its set of free, online college planning tools that helps them learn about, prepare for, and **apply** to college.

Personal Statement/Essays

There are two primary reasons why essays are a common component of college applications.

1. **Colleges want to get to know you better.**
2. **Colleges want to see how well you write.**

Essays are just **one** component of your application, and their relative weight will depend on the college. They spend time crafting a diverse and balanced class, so they want to know as much about you as possible. Admissions committees will often turn to the essay for insight into who you really are and what you will bring to the college.

<u>Practical Considerations</u>	<u>Topics</u>
<ul style="list-style-type: none">→ Write more than one draft.→ Check for misspellings and have it proofread (do not rely on spell check).→ Keep it to one or two pages. Remember, concise is nice.→ Remember to answer the question asked.→ Have fun!→ Consider your audience.→ Avoid slang and jargon. Don't write like a thesaurus.	<ul style="list-style-type: none">→ Avoid overused, trendy, or hot topics.→ Write about what you know. Be yourself.→ Keep the topic simple — choose one point, idea or situation.→ Make sure it reflects who you are and what you know.→ Write about what you have learned, what you have observed, and how you have changed.→ Highlight an accomplishment of which you are proud.

Essay Tips

Have a good opening line	Ask for advice, but write it yourself.	Give yourself time.. Start over the summer .	Be clear and to the point
Your choice of topic does not matter nearly as much as your approach.	Focus small, think big. Stick to one experience, event or activity.	Show, don't tell (i.e., use the senses — smell, touch, taste, hear, see)	Write from the heart.
Enliven your language with descriptive verbs.	Revise and edit, edit and revise; grammar and mechanics do matter.	Don't try to tackle too much in the essay.	You'll be surprised at how much you can reveal.

Supplementary Materials

Don't "flood" your application with additional information; be selective about what you choose to submit if it is not specifically requested by the college.

Some applicants may consider submitting additional material such as videos, portfolios, writing samples, etc. If you are an athlete or a talented musician/artist, see the section below. Others should only submit additional materials if you are exceptionally talented in that area and expect to continue such work/activities in college. If you are questioning whether or not to submit additional materials, please see your Counselor.

Before you include additional letters of recommendation call your schools and find out the minimum and maximum number of letters they require.

If you include additional letters of recommendation, make sure the writer can illustrate some aspect of your life and personal characteristics that you consider important for the admissions committee to know. The person writing it must know you well. Do not send letters from politicians, famous people or family friends UNLESS they know you very well.

Transcripts

All transcript requests are made through Naviance . **Please only request transcripts for those schools that you are certain will receive an application.** All requests, regardless of how you applied to the school (online, paper, common application, or the schools individual application) will be made online. Please see below for the process of requesting transcripts.

Before your counselor can submit your transcript and recommendation electronically:

- ★ **Must complete the Common Application FERPA information in Common Application.**
- ★ **You must also be sure the Common Application schools have been added to your Common Application. **If not we can not send your documents.***
- ★ **NOTE: there are SELF-REPORT COLLEGES, where you will report your grades, courses, credits in a portal *for example Rutgers, Penn State, U Pitt,***

****All Common Application schools and many other colleges /universities accept your transcript, counselor recommendation, school profile and school forms online.**

However, there are some restrictions. These are:

1. If the college / university accepts the Common Application **BUT** you choose to NOT use the Common Application these schools **might** not be processed electronically. For these schools you may need to pay \$3 or provide 6 stamps to send transcripts via mail.
2. If you choose to use a paper application you must pay \$3 or provide 6 stamps to send transcripts through the mail. 📧

Naviance Student

You may access Naviance Student by going to the GLHS Homepage.

Click:  NAVIANCE

Or you can go directly to:

<https://student.naviance.com/livingston>

What you need to do in Naviance as a Senior:

Steps to request transcripts:

1. Log into Naviance.
2. Click “Colleges” at top of page .
3. Click “Colleges I’m Applying to”.
4. Match the Common Application account in the aqua box (requires Common App email)
5. Select [REQUEST TRANSCRIPTS](#)
6. **What type of transcript are you requesting? CLICK INITIAL**
7. **Where are you sending the transcript/s?**
 - A list of your colleges will show up. add request
 - Select the schools for which you are requesting a transcript.
 - Click DONE
8. When you have checked all of the schools you are requesting transcripts for click “[Request and Finish](#) at the bottom of the screen.
 - ★ IF YOU NEED ASSISTANCE SEE YOUR COUNSELOR

Update your information in the following areas:

- Update your resume-About Me, My Stuff, Resume
- Update your list of colleges (*Thinking about...& Applying to...*)
- Request submission of your transcript
- Update and edit your admission decision outcomes by clicking the pencil: 

Application submitted
App Type

I have submitted my application
Regular, Early Decision, Rolling, Early Action

- **Graduation Survey due May 15th**

Application Deadline Policies

Applicant should check with each school before applying. Many Institutions have more than 1 admissions policy available.

Admission Option	What does it mean?	Restrictions	Can applicant apply to other institutions?	Application Deadline
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, Can Apply Any Time School may have a priority deadline
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 award will attend. If accepted under ED agreement students MUST withdraw all other applications.	Yes	Yes, but no other ED	November 1 Or November 15 **Check with the schools to which you are applying
Restrictive Early Action (REA)	An early application 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	School specific restrictions. Check with the college.	Check with the schools to which you are applying
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	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

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
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Important Application Information

Helpful Hints when completing your applications

General School Information

Address: Governor Livingston High School
175 Watchung Blvd.
Berkeley Heights, NJ 07922

Phone: 908-464-3100

Guidance Fax: 908-464-1041

Principal: Mr. Rob Nixon

CEEB Code: 310093

Number of Seniors: 240

Date of Graduation: June 16, 2021

Regarding Rank: Governor Livingston does not rank

GPA-DO NOT INPUT SCALE/GPA ON COMMON APP

LEAVE BLANK GRADING SECTION (WE ARE ON A 4.5 SCALE)

School Counselors

- | | | |
|----------------------------|-------|--|
| ✓ Mr. Christopher Coughlin | x2710 | ccoughlin@bhpsnj.org |
| ✓ Mrs. Carolyn Quigley | x2711 | cquigley@bhpsnj.org |
| ✓ Ms. Marissa Gold | x2712 | mgold@bhpsnj.org |
| ✓ Mrs. Michelle Morin | x2714 | mmorin@bhpsnj.org |
| ✓ Mrs. Deborah Velelis | x2715 | dvelelis@bhpsnj.org |

Useful Information

- **SAT/ACT scores do not appear on your transcript. You must request your scores to be sent to your colleges through the test website (ACT or College Board). Request them to be sent at least two weeks prior to the application deadline.**
- **Transcripts should be ready for mailing by October 1.**
- **Transcripts must be requested on Naviance at least 10 school days before the application deadline.**
- **FERPA-Please be aware that most students check the box that waives their right to see any recommendations. Some teachers will not complete a recommendation without the student signing the waiver/FERPA.**
- **Please follow up with your teachers about recommendations, this is your responsibility.**
- **Please return the TRANSCRIPT APPROVAL FORM to Ms. Deva after proofing and verifying your transcripts before we can send them to colleges. *Due to COVID 19, this process will be completed via email.**
- **Remember that this verification process is a requirement for Open Campus.**
- **KEEP YOUR UNOFFICIAL TRANSCRIPT-YOU WILL NEED IT TO SELF-REPORT YOUR SCORES (ie. Rutgers, UPITT, UC-Berkeley..)**

- ❖ **The process of transcript requests**
- ❖ **Teacher recommendations**
- ❖ **The Common Application**
- ❖ **Sending test scores**
- ❖ **Deadlines**
- ❖ **College rep visits**
- ❖ **Requirements for open campus**

Additional Application Considerations

Learning Differences/Disabilities

Finding the right college is very important for every student. Finding the right match for a student with a learning differences/disability is particularly important. It is critical that students with learning 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 help 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, admissions 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:

<ul style="list-style-type: none"> Is there a separate admissions process for LD students with a certain criteria for admission 	<ul style="list-style-type: none"> What documentation is required 	<ul style="list-style-type: none"> Is there a separate fee for enhanced LD services
<ul style="list-style-type: none"> Is there a separate LD program 	<ul style="list-style-type: none"> What is the climate on your campus for LD students 	<ul style="list-style-type: none"> How many LD students do you serve
<ul style="list-style-type: none"> Does your institution offer remedial and/or developmental courses for credit towards graduation 	<ul style="list-style-type: none"> Does the academic advisor work in tandem with the LD specialist 	<ul style="list-style-type: none"> Does your institution offer substitutions for foreign language or math courses
<ul style="list-style-type: none"> Is there strong support from the faculty members and administration for this program 	<ul style="list-style-type: none"> How are testing accommodations handled 	<ul style="list-style-type: none"> 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.

Financial Aid 101

Financial aid is a complicated and ever-changing process. Your best source of information will always be the Financial Aid office at the college(s) to which you are applying. The basic premise of financial aid: Students and their parents are the primary source of funds for post-secondary education and are expected to contribute to the extent that they are able. Financial aid measures a family's ability, not willingness, to pay.

Financial Aid Sources:

Federal	State	Institution	Private Organization
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FAFSA & CSS PROFILE

What are they? Free Application for Federal Student Aid (FAFSA), the College Search Service (CSS) Profile. An in depth look at a student's financial situation and that of the parents. Schools use this and other factors to decide what financial aid to award a student.

When can I start them? October 1 (suggested to begin close to this date)

Why should I do them? These forms are the only way to be considered for any financial aid. It is always recommended to fill these out regardless of your financial circumstances. These forms will need to be filled out for every year you are in school.

<u>FAFSA: Free Application for Student Aid</u>	<u>CSS: College Scholarship Service Profile</u>
<p><i>Determines eligibility for financial aid from the federal government</i></p> <ul style="list-style-type: none"> ➤ This form is FREE, be careful of "scams" ➤ Use Prior-Prior Year (PPY) for reporting 	<p><i>Determines eligibility for private institutional grants, scholarships and loans that come directly from the institution</i></p> <ul style="list-style-type: none"> ➤ Used by over 400 schools, done through the College Board www.collegeboard.org

***Rule of Thumb-**

Only send CSS Profile to schools that **require** it. The additional data could reduce a student's aid eligibility.

Types of Aid:

GRANTS	SCHOLARSHIPS	LOANS	WORK STUDY
Do not need to be paid back	Do not need to be paid back	Need to be paid back	Paid, part-time work
<p>Based on financial need, when need is high, grant aid tends to be high</p> <p><i>Grants can come from:</i></p> <ul style="list-style-type: none"> -federal -state -institution (need & merit) 	<p>Can be based on need, but more commonly merit based</p> <p>Scholarships can come from:</p> <ul style="list-style-type: none"> -Institution _Private (community organizations, companies, national scholarships etc...) 	<p><u>Federal Loans</u>- borrowed from government Stafford Loans</p> <p><u>-Subsidized-</u> Based on demonstrated need. US Dept. of Ed pays interest on the loans while in school</p> <p><u>-Unsubsidized-</u> Not based on demonstrated need. Students pay interest</p> <p><u>Parent PLUS Loan-</u> For parents, borrow to help pay for students</p> <p><u>Private Loans-</u> If you do not qualify for Federal Loans, most often from banks</p>	<p>-Usually on campus</p> <p>-Earnings go directly to student-do not come off tuition</p> <p>-Being awarded work study does not guarantee a job, and jobs are not guaranteed year to year</p>

Once need is determined, an institution’s financial aid office has the discretion of allocating its available federal and institutional funds. Once aid letters are received, it is up to the student and family to compare packages. Unmet need must be considered.

- Is the full cost of attending realistic?
- What percentage of the total package are loans versus grants?
- Are loans realistic given student’s expected career choices?
- What are the terms and conditions of the loans offered?
- Are the scholarships renewable over the course of study?

Many schools are unable to meet a student’s full financial need. In those cases where a “gap” remains between a student’s need and their aid, the student and her/his family are responsible for finding sources of funds.

There are certain extenuating circumstances in which a family should contact the financial aid office directly when applying for aid. These include a loss or reduction of family income, a death or major illness, marriage or divorce, unusual medical/dental expenses not covered by insurance or other significant and unusual circumstances not detailed on the financial aid forms.

Missing the relevant deadlines or not completing forms thoroughly and accurately are the source of the most common problems faced by students applying for aid.

Steps in the Financial Aid Process

1. Create an FSA ID to electronically complete the FAFSA.
2. **Fill out and Submit the FAFSA:** This can be found online at www.fafsa.ed.gov.

This should be filled out as soon as possible after October 1. List up to 10 schools that will receive your data. If you are applying to more than 10 schools, first list any that require only the FAFSA (not the profile), then add schools with the earliest deadlines. Your remaining schools may be added as a correction to the Student Aid Report.

3. **Student Aid Report:** Approximately four weeks after you submit your FAFSA you will receive a list of all of the information you entered on the FAFSA. If you find any errors you need to correct and return them.

The 10 schools listed on your SAR will receive your information electronically, and you can select “Add or Delete a School Code” to add more schools as a correction to your FAFSA information. (Tip: if you make further corrections after adding the new schools, the schools you removed from the original list will not receive these corrections — you will need to contact FAFSA customer service by calling 1.800.433.3243. Be sure to keep a copy of your SAR!

The College takes the SAR and based on cost of education, it creates a financial award letter that lists the aid the college will award the student. The difference between the cost and award given is the expected family contribution towards the cost of education. The college will send the award letter to the student sometime in April or May.

4. **Expected Family Contribution:** Approximately four weeks after you submit your FAFSA you will receive you EFC.

Glossary of Financial Aid Terms

Expected Family Contribution (EFC)

The amount the federal government expects a student and his/her family to pay toward college costs.

Financial Aid

Money that is given, lent, or paid to you so you can pay for college.

FAFSA

Free Application for Federal Student Aid, used to apply for U.S. government grants and loans, federal work-study, many state grants, and institutional financial aid. Every financial aid applicant must complete this form.

Gapping

The practice of meeting less than a student's full aid eligibility.

Merit-Based Aid

Scholarships, grants, or other aid awarded based on academic strength, artistic ability, leadership, or other special talent.

Need-Based Aid

Financial aid that is awarded based on demonstrated financial need.

Need-Blind

An admissions policy that does not use financial need as a factor in selecting applicants.

Admission Need-Conscious

An admissions policy that takes into account student's' financial need before making admissions decisions.

Preferential Packaging

The practice of awarding more desirable (e.g., higher grants, lower loans) financial aid packages to highly favored students.

CSS Profile

The application required by many schools to apply for institutional aid. Complete this form only if the school to which you are applying requires it. A list of schools requiring this form is available here:

<https://profileonline.collegeboard.org/prf/PXRemotePartInstitutionServlet/PXRemotePartInstitutionServlet.srv>

SAR

The Student Aid Report, generated when the FAFSA is processed, includes all of the data entered on the FAFSA and indicates the amount of the EFC.

Work-Study

A federally subsidized or college program in which students hold part-time campus jobs in areas such as the library, academic departments, food services, administrative offices, etc, as part of their financial aid packages.

NJ Stars Program

The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program provides New Jersey's highest achieving students with free tuition and approved fees at their home county college. http://www.njccc.org/njstars/nj_stars.html

Eligibility

- ◆ Must be a NJ resident who graduated in the top 15% of their high school class, complete a rigorous high school course of study **and** achieve the required score on a college placement test to determine college readiness.
- ◆ Students who graduate from high school and do not demonstrate college readiness will be given up to one year to gain the skills they need to be ready for college.
- ◆ The student must enroll in a full time course of study no later than the fifth semester following high school graduation.
- ◆ Students must enroll full time in a degree program at their home county college, unless the home county college does not offer the desired program of study.
- ◆ NJ Stars covers up to 18 college-level credits per semester.
- ◆ Students must be a U.S. citizen or eligible non-citizen **and** legal NJ residents for a minimum of 12 consecutive months prior to high school graduation.
- ◆ Students must apply for all forms of State and Federal need-based grants and merit scholarships and submit and requested documentation to complete and verify application data within established state deadlines.

NJ STARS II

NJ STARS Students Can Earn a Significant Scholarship Towards Their Bachelor's Degrees with NJ STARS II
New Jersey community college NJ STARS students who earn their associate's degrees with a 3.25 grade point average or better are eligible for up to a \$2,500 per year NJ STARS II scholarship at any New Jersey public or independent NJ TAG-participating four-year college or university.

The State funds 100% of the NJ STARS II award, while students will be responsible for any remaining balance.

NJ STARS II students have up to four semesters to complete their baccalaureate degrees.

NJ STARS II students must maintain a 3.25 grade point average in their junior year to receive the scholarship in their senior year.

Students whose family income exceeds \$250,000 will not be eligible for NJ STARS II.

Please note: all NJ STARS students applying to transfer to NJ public or independent NJ TAG-participating colleges and universities must meet all transfer requirements. NJ STARS II eligibility does not guarantee admission to your NJ TAG-participating college or university of choice.

For more information, please contact your local community college, the participating four-year public colleges and universities, or visit the [New Jersey Higher Education Student Assistance Authority](#).

FOUR-YEAR COLLEGES & UNIVERSITIES PARTICIPATING IN NJ STARS II

Independent:

- Berkeley College
- Bloomfield College
- Caldwell College
- Centenary College
- College of Saint Elizabeth
 - DeVry University
 - Drew University
- Fairleigh Dickinson University
 - Felician College
- Georgian Court University
 - Monmouth University
 - Rider University
- Saint Peter's University
 - Seton Hall University
- Stevens Institute of Technology

Public:

- The College of New Jersey
 - Kean University
- Montclair State University
- New Jersey Institute of Technology
 - New Jersey City University
- Ramapo College of New Jersey
 - Rowan University
 - Rutgers University
 - Stockton University
- Thomas Edison State University
- William Paterson University of New Jersey

<http://www.hesaa.org/Pages/NJGrantsApplications.aspx>

RESOURCES

Federal Student Financial Aid Information Center

www.fafsa4caster.ed.gov

800.433.3243

General information about the Federal Student Financial Assistance Programs, assistance in completing the FAFSA, and federal student aid publications and forms.

The College Board Web site

www.collegeboard.com

Database of scholarship sources, PROFILE registration and application, calculators, worksheets, etc.

Federal student financial aid information

www.studentaid.ed.gov

Department of Education Student Guide for Financial Aid.

FAFSA on the Web

www.fafsa.ed.gov

FAFSA forms to download or complete online.

Fastweb

www.fastweb.com

A scholarship database and information about loans and summer jobs.

The Financial Aid Information Page

www.finaid.org

Information on scholarships, financial aid calculators, loan calculators, glossary of terms, and links to other financial aid Web sites.

The Student Loan Marketing Association

www.salliemae.com

Information on scholarships, grants, and student loans. Access calculators to determine EFC, forecast college costs, and compute loan payments.