

# COLLEGE PLANNING HANDBOOK

*For Seniors*

2018-2019



## GOVERNOR LIVINGSTON HIGH SCHOOL

*“Acceptance to college is a MATCH to be made,  
not a PRIZE to be won”.*

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### **The role of the parent in the application process:**

- ✓ Encourage your student to carefully follow the Senior calendar in this booklet and keep up-to-date on the latest college and scholarship information.
- ✓ Assist your student in researching colleges. Discuss frankly with your child the factors which may control college choice, such as location, size, etc.
- ✓ Openly discuss the family financial situation in terms of funds available for college.
- ✓ Monitor the calendar for standardized admissions tests (SAT, ACT and SAT II) and ensure your student gets the proper rest and breakfast before each test.
- ✓ Attend local and regional College Fairs.
- ✓ Take your student to visit colleges.
- ✓ 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 at an early date. Make certain that he/she **reads and follows 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.

## **SENIOR YEAR RESPONSIBILITIES**

- **Finish taking standardized tests**
- **Narrow your choices**
- **Keep your counselor up to date on your college process**
- **Attend college representative meetings at GL**
- **Complete your applications on time**
- **Continue scholarship search**
- **Request transcripts online through Naviance when you know where you are applying. **\*\*Please remember that guidance requires ten school days to process transcript requests****

### **TIMELINE**

#### ***August***

- ✓ The 2018-2019 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, at GL
- ✓ Attend GL and local college fairs and speak with representatives from colleges you're interested in
- ✓ Find out which financial aid applications your colleges require 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
- ✓ Get a free application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://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 1<sup>st</sup> marking period grades-GL does not send these, 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 Guidance Office to every school student applied to

**May** Mandatory completion of Graduation Survey in your Naviance account

## **Standardized Testing**

College admission testing is an important part of the college admissions process. Students are encouraged to take both the SAT I Reasoning test and the ACT (with writing) in order to have the option of presenting one or both sets of scores for admission. Students are responsible for arranging for their scores to be sent to the colleges through the test websites and to Governor Livingston.

### ***STUDENTS ARE RESPONSIBLE FOR REGISTERING FOR ALL TESTS***

#### **SAT I**

The SAT I reasoning test is a measurement of the verbal, mathematical and writing 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 each college to review their policy. Information on the SAT exams can be found at [www.collegeboard.com](http://www.collegeboard.com).

#### **SAT II Subject Tests**

SAT II's 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 I and SAT II on the same date, but a student may take up to three SAT II 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, and science reasoning. A writing test is offered as an option, and we advise students to take the writing test. Some schools require this component, and this information can be found on the ACT website: <http://www.actstudent.org/writing/>

Students select which scores they would like sent to colleges.

#### **AP**

Advanced Placement (AP) exams give students the opportunity to demonstrate college-level achievement while still in high school. Advanced Placement exams are offered in May 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 most colleges and universities of their choice. University decisions on credit are frequently made by individual departments.

#### **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 I 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.

## Testing Schedule 2018-2019

### SAT & Subject Tests [www.collegeboard.com](http://www.collegeboard.com)

Scores are typically available 3 weeks after test day

Test Date:	Registration deadline:	Late registration:	Online Score Release*	At GL?
<b>Aug. 25, 2018</b>	July 27, 2018	Aug. 15, 2018	Sept. 13, 2018	
<b>Oct. 6, 2018</b>	Sept. 7, 2018	Sept. 26, 2018	Oct. 25, 2018	
<b>Nov. 3, 2018</b>	Oct. 5, 2018	Oct. 24, 2018	Nov. 22, 2018	<b>YES</b>
<b>Dec. 1, 2018</b>	Nov. 2, 2018	Nov. 20, 2018	Dec. 20, 2018	
<b>*Mar. 9, 2019</b>	Feb. 8, 2019	Feb. 27, 2019	Mar. 28, 2019	<b>YES</b>
<b>May 4, 2019</b>	Apr. 5, 2019	Apr. 24, 2019	May 23, 2019	<b>YES</b>
<b>June 1, 2019</b>	May 3, 2019	May 22, 2019	June 20, 2019	

\* Subject Tests are not offered on this date

**Fees:**

**Regular registration: \$64.50**

Regular registration- w/optional writing \$64.50  
\$47.50 w/o writing

**Subject test fees:**

Base fee (per test date)- \$26.00  
Late registration- Add \$29.00  
Add on language with listening-\$26.00  
Add any other subject test- \$22.00

Sending scores to colleges = 4 reports are sent free during registration

More than 4 or after registration- \$12.00 per school

Rush order s \$31

### ACT [www.actstudent.org](http://www.actstudent.org)

Scores are typically available 3 weeks after test day

Test Date:	Registration deadline:	Late registration deadline:	*Score Release	At GL?
<b>September 8, 2018</b>	August 10, 2018	Aug. 11-26, 2018	Sept 22; Oct. 6, 2018	<b>YES</b>
<b>October 27, 2018</b>	Sept. 28, 2018	Sept. 29-Oct. 14, 2018	Nov. 10; Nov 24, 2018	
<b>December 8, 2018</b>	Nov. 2, 2018	Nov. 3-19, 2018	Dec. 22; Jan. 5, 2019	
<b>February 9, 2019</b>	Jan. 11, 2019	Jan. 12-18, 2019	Feb. 23; March 9, 2019	
<b>April 13, 2019</b>	Mar. 8, 2019	Mar. 9-25, 2019	Apr. 27; May 11, 2019	<b>YES</b>
<b>June 8, 2019</b>	May 3, 2019	May 4-20, 2019	June 22; July 6, 2019	
<b>July 13, 2019</b>	June 14, 2019	June 15-24, 2019	July 27; August 10, 2019	

**\*first date is when multiple choice scores are out, the second is when complete scores are available**  
**Fees: Regular registration (with writing)- \$62.50 (w/o writing)- \$46** Late registration, add- \$29.50  
Sending scores to 5<sup>th</sup> and 6<sup>th</sup> colleges \$13.00 per school

## 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

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 school's deadline, in order for them to be official.

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-OPTIONAL COLLEGES

There are over 1000 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](http://www.fairtest.org) to review the list of SAT/ACT test-optional schools.

### **Campus Visits**

Aside from meeting college representatives when they visit GL, to get a feel for the school, 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.

Tours generally last about an hour and the group size will vary. Campus tours are usually led by student volunteers and provide background of the college's history and an overview of academic and student life. If you are interested in a specific part of the campus (sports center, music facilities, dorms, and science labs) be sure and ask to see it.

Group 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.

Plan to arrange meetings with coaches, music or drama advisors and learning specialists on your own. The admissions office will be able to provide names and phone numbers of the person to contact, but will usually ask you to call directly to arrange a meeting.

Below are a number of suggestions to make the most of your campus visits.

- ✓ Visit the library—is it accessible, noisy, comfortable, computerized, and open late at night?
- ✓ Get a copy of the school newspaper—what are the issues on campus?
- ✓ Look at bulletin boards—what activities and events are happening on campus?
- ✓ 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 about faculty accessibility and who teaches most of the classes.
- ✓ Find out if there is a writing center or special help/tutoring.
- ✓ Visit the best and worst dorms. Is special interest or theme housing available?
- ✓ Check on computer accessibility in dorms and other locations.



- ✓ Ask about the relationship between the college and nearest town.
- ✓ Ask your tour guide what he/she thinks are the biggest drawbacks to the college.
- ✓ Ask your tour guide what he/she thinks are the biggest 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 and add colleges to “Colleges I’m Applying To” on Naviance
- Complete the FERPA in your Common App account and “match” accounts on Naviance
- Update resume in your Naviance account
- Complete your online applications (Common App or College website)
- If applicable, create a Common App account/add schools to Common app list
- 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
- Request scores from ACT/SAT. ***The guidance office cannot send standardized test scores.***
- Provide recommendation materials for teachers
- Personal statements/essays
- Some applications may require additional components such as a video or samples of work for specific programs.
- For athletes participating in a Division I or II school, you must register with the Eligibility Center <http://www.eligibilitycenter.org>

#### **Counselor Component**

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

**\*\*We do not automatically send Marking Period 1 grades. Requests need to be in writing (email). If grades aren’t being sent through email, stamped envelopes or fax numbers need to be provided by student. Remember, Report Cards may contain teacher comments.**




## Teacher Responsibilities

- 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 will 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.**

The process for requesting teacher letters of recommendation during application completion is to hand teachers the Teacher Recommendation Request form as well as request teacher letters of recommendation in Naviance. Students will be trained on this at the beginning of the year. Counselor letters of recommendation, it should be noted, will be sent out with all applications unless the counselor is directed otherwise.

***PLEASE NOTE: MATERIALS WILL ARRIVE IN COLLEGE ADMISSIONS OFFICES AT DIFFERENT TIMES BECAUSE THEY ARE COMING FROM DIFFERENT PLACES. THIS IS OK!***

## 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.

## 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.

## **Practical Considerations**

- 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.

## **Topics**

- Avoid overused, trendy, or hot topics.
- Write about what you know. Be yourself. Trust 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.

## **Writing**

- Have fun!
- Consider your audience.
- Avoid slang and jargon. Don't write like a thesaurus.
- Have a good opening line.
- Ask for advice, but write it yourself.
- Give yourself time — **start it over the summer**.
- Be clear and to the point.

## **Essay Tips**

- Your choice of topic does not matter nearly as much as your approach.
- Write from the heart.
- Show, don't tell (i.e., use the senses — smell, touch, taste, hear, see).
- Focus small, think big. Don't try to tackle too much in the essay. Stick to one experience, event or activity. You'll be surprised at how much you can reveal.
- Enliven your language with descriptive verbs.
- Revise and edit, edit and revise; grammar and mechanics do matter.

## **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 once you have a **finalized list of the schools you will be applying to. 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, you must complete the Common Application FERPA information through Common Application. You must also be sure the CA schools have been added to your Common Application. *\*If not we can not send your documents.***

**\*\*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 **may** not be processed electronically. For these schools you must pay \$3 or provide 6 stamps to send transcripts through the 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 Family Connection

You may access Family Connection by going to the GLHS Homepage.

Click:  NAVIANCE

Or you can go directly to:  
<http://connection.naviance.com/governorlivingston>

## What you need to do in Naviance as a Senior:


### Steps to request transcripts: Click on “Colleges I’m Applying to”

1. Under “**resources**” on the left, click “transcript”.
2. Click “Request transcripts for my college application”.
3. Click  add request for any of the colleges you’re requesting a transcript for.
4. For new colleges, select the “Type” of Admission (Regular, Early Decision, Early Action, Rolling or Priority).
5. Click “Lookup” and type in the college for which you would like to request a transcript.
6. When you have added all of the schools you are requesting transcripts for click “Request transcripts” at the bottom of the screen.

### Another way to request transcripts if you have an updated list of colleges to which you are applying:

1. Log into Naviance.
2. Click the “Colleges” tab.
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. A list of your colleges will show up.  add request Select the schools for which you are requesting a transcript.
7. When you have checked  all of the schools you are requesting transcripts for click “Request Transcripts” at the bottom of the screen.

### Update your information in the following areas:

- Update your 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  I have submitted my application  
App Type Regular, Early Decision, Rolling, Early Action
- **Graduation Survey due May 15th**

## Admission Decision Options

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

<b>Admission Option</b>	<b>What does it mean?</b>	<b>Restrictions</b>	<b>Can applicant apply to other institutions?</b>	<b>Application Deadline</b>
<b>Rolling Admission</b>	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
<b>Early Decision (ED)</b>	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	<b>November 1 Or November 15</b> **Check with the schools to which you are applying
<b>Restrictive Early Action (REA)</b>	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
<b>Early Action (EA)</b>	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	<b>November 1 Or November 15</b> **Check with the schools to which you are applying
<b>Early Decision 2 (ED 2)</b>	Second round of early decision. This is a binding agreement.	Yes	No	January 15 **Check with the schools to which you are applying
<b>Regular Decision</b>	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

## 2018-2019 TRANSCRIPT REQUEST DEADLINE DATES

Transcripts are to be requested NO LATER THAN 10 SCHOOL DAYS in NAVIANCE, prior to the application deadline dates. Please keep in mind that transcript request deadlines have taken into account school holidays and school recesses. PLEASE NOTE, as unforeseen emergency closings due to inclement weather have been prevalent, we strongly suggest that you use these transcript deadline dates as an “at least” 10 school day timeframe.

<b>COLLEGE APPLICATION DEADLINE DATE</b>	<b>TRANSCRIPT REQUEST DEADLINE DATE</b>
<b>October 15, 2018</b>	<b>October 1, 2018</b>
<b>November 1, 2018</b>	<b>October 18, 2018</b>
<b>November 15, 2018</b>	<b>October 30, 2018</b>
<b>December 1, 2018</b>	<b>November 15, 2018</b>
<b>December 31, 2018</b>	<b>December 7, 2018</b>
<b>January 1, 2019</b>	<b>December 7, 2018</b>
<b>January 10, 2019</b>	<b>December 17, 2018</b>
<b>January 15, 2019</b>	<b>December 19, 2018</b>
<b>February 1, 2019</b>	<b>January 17, 2019</b>
<b>February 15, 2019</b>	<b>January 31, 2019</b>
<b>March 1, 2019</b>	<b>February 14, 2019</b>

## **\*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:** 253

**Date of Graduation:** June 20, 2019

**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)**

#### **Guidance Counselors**

✓ Mr. Christopher Coughlin	x2710	<a href="mailto:ccoughlin@bhpsnj.org">ccoughlin@bhpsnj.org</a>
✓ Mrs. Carolyn Quigley	x2711	<a href="mailto:cquigley@bhpsnj.org">cquigley@bhpsnj.org</a>
✓ Ms. Marissa Gold	x2712	<a href="mailto:mgold@bhpsnj.org">mgold@bhpsnj.org</a>
✓ Mrs. Michelle Morin	x2714	<a href="mailto:mmorin@bhpsnj.org">mmorin@bhpsnj.org</a>
✓ Mrs. Deborah Velelis	x2715	<a href="mailto:dvelelis@bhpsnj.org">dvelelis@bhpsnj.org</a>

#### **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, 2018.**
- **Transcripts must be requested on Naviance at least 10 school days before the application deadline.**



- **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. Remember that this verification process is a requirement for open campus. KEEP YOUR 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**

#### **Athletes**

If you are an athlete who may be recruited by college coaches, you should talk with your coach at what level you might be competitive (DI, DII or DIII). If you might 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. You will need to register at the following website:

**<http://web3.ncaa.org/ecwr3/>**

You may need to create an athletic resume and a video of your performance to submit directly to coaches. Contact coaches directly and early on to determine what you will need to do. If you think you might play Division I or II sports, talk to your coach and Counselor.

## **Financial Aid**

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.

To be considered for financial aid by a college or university, you may be required to submit the Free Application for Federal Student Aid (FAFSA), the College Search Service (CSS) Profile, federal tax returns, or other verification documentation. The FAFSA is a central element in the financial aid process. It is used to calculate the Expected Family Contribution (EFC) and to determine eligibility for federal aid. Some private colleges also require the CSS Profile, which includes more detailed financial information and is often used to determine eligibility for institutional aid.

Once need is determined, an institution's financial aid office has the discretion of allocating its available federal and institutional funds. A financial aid package is usually composed of grants/scholarships, educational loans and employment/work-study. 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. These usually include loans beyond those already mentioned.

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](http://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.

### **Some colleges also require families to fill out the College Scholarship Service (CSS) Financial Aid Profile**

This form is used to apply for institutional aid, and should be completed only for schools that require it.

1. Register for the Profile online at [www.collegeboard.org](http://www.collegeboard.org).
2. At least a week before your earliest deadline, complete the customized application online. Pay fee by credit card when you register. *Note:* You may use estimated income/expense/asset data; *do not wait* to submit the form until you have exact figures. We recommend completing the Profile during the fall of your student’s senior year.
3. The schools on your list will receive your information electronically in about one week. You will receive a CSS Acknowledgment that shows the information entered on your application, as well as the schools to which your data has been sent. Use the Data Confirmation section of the Acknowledgment if you need to make corrections/changes to your data. *Send the new information directly to the schools.*
4. After you register and receive your Profile packet, you may still add other schools by going to the Profile online Web site. In addition, you should contact each of those schools to find out if they require any information not included in your customized application.

## **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](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](http://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](http://www.collegeboard.com)

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

## **Federal student financial aid information**

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Department of Education Student Guide for Financial Aid.

## **FAFSA on the Web**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

FAFSA forms to download or complete online.

## **Fastweb**

[www.fastweb.com](http://www.fastweb.com)

A scholarship database and information about loans and summer jobs.

## **The Financial Aid Information Page**

[www.finaid.org](http://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](http://www.salliemae.com)

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