

# COLLEGE PLANNING GUIDE

*For Juniors*

2018-2019



## GOVERNOR LIVINGSTON HIGH SCHOOL

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

## JUNIOR YEAR

### Student Responsibilities:

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

### TIMELINE

**October**     √ Attend College Night

**November**   √ Develop testing timeline  
                  √ Schedule Junior Conference with your counselor (parent 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

**January - February**  
                  √ Register for SAT/ACT/SAT II  
                  √ Continue college research  
                  √ Visit your counselor with any questions  
                  √ Visit colleges you are considering

**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 from whom you may like to have write you a letter of recommendation

**May**            √ AP Exams (may consider SAT II's at this time)  
                  √ 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  
                  √ Complete Junior questionnaire, resume and Parent questionnaire in Naviance  
                  √ Visit colleges you are considering  
                  √ **The junior questionnaire, parent questionnaire and resume are due May 1st . These can be found on Naviance.**

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

**July-August**   √ Prepare for fall standardized tests  
                  √ Begin compiling list of potential colleges  
                  √ Review all college materials and applications  
                  √ Visit colleges and arrange for interviews if necessary  
                  √ Begin essay draft  
                  √ Log onto [www.commonapp.org](http://www.commonapp.org) begin the Common Application **after August 1st**  
                  √ Update Naviance

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## **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. 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 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. The new, revised SAT went into effect as of March 2016. A writing test is offered as an option, and we advise students to take the writing test.

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 II Subject Tests**

SAT IIs 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, 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**

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 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 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.

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## 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>August 25, 2018</b>	July 27, 2018	August 15, 2018	September 13, 2018	
<b>October 6, 2018</b>	September 7, 2018	September 26, 2018	October 25, 2018	
<b>November 3, 2018</b>	October 5, 2018	October 24, 2018	November 22, 2018	<b>Yes</b>
<b>December 1, 2018</b>	November 2, 2018	November 20, 2018	December 20, 2018	
<b>*March 9, 2019</b>	February 8, 2019	February 27, 2019	March 28, 2019	<b>Yes</b>
<b>May 4, 2019</b>	April 5, 2019	April 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 w/optional writing  
\$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

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

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

### 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	August 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

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Fees: Regular registration (with writing)- \$58.50 (w/o writing)- \$49.50 Late registration, add- \$27.50  
 Sending scores to 5<sup>th</sup> and 6<sup>th</sup> colleges \$12.00 per school

### ACT vs. SAT

	<u>ACT</u>	<u>SAT</u>
<b>Test Length</b>	2 hours, 55 minutes (including 40 minute optional essay)	3 hours; 3 hours 50 min. w/optional writing
<b>Test Sections</b>	Four-section exam: English, Math, Reading, and Science Reasoning.	1 Evidence Based Reading & Writing test. 1 Math test; with & w/o calculator. 1 Optional Essay test
<b>Science Content</b>	Tests science reasoning (analysis, interpretation, problem solving).	N/A
<b>Math Content</b>	Up to trigonometry	Focus on real-world problem-solving & data analysis, w/ informational graphics
<b>Reading</b>	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
<b>Essay</b>	Last section – 30 minutes (optional); not included in total score.	Essay is optional: 50 minutes to analyze a 650-750 word document and draft an essay. Facts matter, explain how author builds an argument. Separate score
<b>Scoring</b>	1-36 per subject area averaged for a composite score. <b>Highest Composite Score: 36</b>	No wrong-answer penalty <b>Score based out of 1600</b> , 800 math, 800 for Evidence Based Reading & Writing.
<b>Test Fee</b>	\$64.50 ( <i>with optional Writing Test</i> ) No writing \$47.50	\$49.50 \$58.50 w/ optional essay
<b>Are all scores sent to schools?</b>	NO. There is a "score choice" option. Students can choose which schools will receive their scores 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.

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## TEST PREP

Test preparation courses are controversial, and their success in raising scores 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 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 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.***

### TEST-OPTIONAL COLLEGES

There are over 800 colleges and universities across the United States that do not require standardized testing as part of the admissions process. Please visit [www.fairtest.org](http://www.fairtest.org) to review the list of SAT/ACT test-optional schools.

### Campus Visits

One of the most important parts 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.

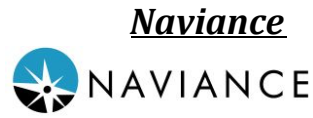
Plan your visit beforehand. Schedule visits on the college admissions website.

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.

#### **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?
- ✓ 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?
- ✓ 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.

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## What is Naviance?

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

### Naviance 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 careers.
- **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 by going to:

- ✓ Going to the Governor Livingston High School Homepage
- ✓ Click "Naviance" icon on the right hand side
- ✓ 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**

- **"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.

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## **Self-Analysis**

### **How Naviance Can Help**

The first and most important task to complete when starting your college search is to decide what is important to you when looking for a college. Search for a school that fits your needs academically, socially and culturally. 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?
- Is there any overriding consideration in my choice of college?
- What level of academic challenge do I seek?
- 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?

## **College Search**

This area is specifically dedicated to the college search process.  
(over 5100 colleges in database)

- **College Search-** allows you to conduct extensive searches. Start broadly by limiting preferences to a few important factors (e.g., size, location, and selectivity, major or sporting interest). Later you can specify major, sport, choral group, and study abroad. The more criteria you add, the fewer the matches.

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- **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 hyper-link which appears on the next screen.
- **College Match-**find colleges that “match” your academic profile.
- **College Compare-** allows you to select two or more colleges to compare. It produces a table of data based on recent GL applicants to the college you selected.
- **Scattergram charts-** shows how recent GL students have fared when applying to specific colleges.
- **Visit Schedule-** 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**

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.

### **Components of the Application**

1. The application
2. Resume / Activity Sheet
3. Record of high school coursework (transcript)
4. Standardized test scores
5. Letters of recommendation
6. Interview reports
7. Personal statements/essays
8. Secondary school report submitted by the school with the counselor’s recommendation and information about grading scales and general course offerings.
9. Some applications may require additional components such as videotapes or samples of work.

### **Letters of Recommendation**

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.

#### **Tips:**

- Ask two teachers for a recommendation. You should select teachers from two different disciplines (i.e., one from English and one from math). Ask teachers who know your abilities and can comment on your contributions to their class.
- Ask at least one Junior year teacher.
- Always ask the teacher in person, never in passing or via e-mail, to write your recommendation.

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- Some teachers have forms they will ask you to fill out before they write your recommendation.

### **Counselor Recommendation**

Colleges usually require a Counselor recommendation to be sent with each transcript. To assist your counselor in writing this recommendation, please supply her/him with your completed **junior questionnaire, a parent questionnaire and resume by May 1, 2019**. All of these forms can be found and completed on Naviance. These forms must be filled out in Naviance. After you log into your account, both students and parents, please click in the **“ABOUT ME”** section. *You will find the surveys required under the “Surveys to take”.*

### **Admission Decision Options**

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

<b><u>Admission Option</u></b>	<b><u>What does it mean?</u></b>	<b><u>Restrictions</u></b>	<b><u>Can applicant apply to other institutions?</u></b>	<b><u>Application Deadline</u></b>
<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
<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  School may have a priority deadline
<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>October 15 November 1 Or November 15</b> **Check with the schools to which you are applying

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<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 reward. If accepted under ED agreement students MUST withdraw all other applications.	Yes	No	<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>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	No	Check with the schools to which you are applying

## **Additional Application Considerations**

### **Learning Disabilities**

Finding the right college is very important for every student. Finding the right match for a student with a learning 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 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.

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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 these initial factors are considered, and a list of potential colleges has been generated, it is time to ask the following questions of those colleges:

- Is there a separate admissions process for LD students?
- What documentation is required? Are accommodation determinations based on the high school IEP recommendations?
- Is there a separate LD program?
- Are there selective criteria for admission to the LD program?
- Is there a separate fee for enhanced LD services?
- How many LD students do you serve?
- What is your retention rate for all freshmen? For LD students?
- What is your graduation rate for all students? For LD students?
- Does your institution offer remedial and/or developmental courses for credit towards graduation?
- Does your institution offer substitutions for foreign language or math courses? If so, what documentation is required? What is the process?
- Do you have staff members trained in the area of learning disabilities?
- What is the LD counselor/student ratio?
- How long does a student wait to get in to see a counselor (a day, a week)?
  
- How are testing accommodations handled? If I qualify to take my exams with extended time how much time can I have? Where do I take the test? What if my exam is in the evening and your office is closed? If I need a distraction free space will I always get it?
- What services do you offer?

Tape recorders	Alternative forms of testing
Note-takers	Option to tape lectures
Extended time on exams	Reading machines
Typing services	Computer availability
Distraction free space	Calculator use during exams
Priority registration	Study groups
- Do you offer tutoring? If so, is it offered by:
  - LD Specialist
  - Faculty Member
  - Graduate Assistant
  - Peer Tutor

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## Paraprofessional

- Are tutors trained to work with LD students?
- Is there a fee for tutoring?
- Does the academic advisor work in tandem with the LD specialist?
- Do you offer study skills and/or learning strategies courses? Are they offered for credit?
- What is the climate on your campus for LD students?
- Does your campus have an ADA/504 Compliance Officer?
- Have any lawsuits or OCR complaints been filed against your campus?
- Is there strong support from the faculty members and administration for this program?

***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 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 at the beginning of your junior year. Please refer to the D1 and D2 worksheets at the end of this document to help you through the process.

**<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 on 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 seniors who have created a significant amount of visual artwork, a portfolio of

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15-20 slides is 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 and social security number. 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...**

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. It is a good idea to look at them to see what is required before returning to school. The summer is also a good time to update your information in Naviance. In early September the school counselors meet with seniors in small groups to go over the process and the next steps. At this time, a Senior College Guide will be provided explaining details of the application process.

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