

# College Planning Handbook 2023-2024



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# How to Apply to College: The Basics

## Now is the time to begin the college search process.

- Step 1. **Explore** colleges and universities based on size, location, programs of interest, cost of attendance, sport programs, public vs. private and any other criteria that make sense for you. Visit the campus and/or attend college rep visits in the fall. Keep an open mind!
- Step 2. **Check** application deadlines in September and October using Common App, or head directly to the university's website for important dates and deadlines.  
**\*\*Be sure to follow posted deadlines for requesting letters, forms and transcripts.\*\***
- Step 3. **Prioritize** your applications. Review deadlines and create a timeline for each application. ***Use the Common Application whenever possible. It will save you and your counselor time!***
- Step 4. **Recommendation: use your Jesuit Student Email** (studentj24@student.jhs.net) **or an appropriate college specific email account** for all college communications to keep your college communications organized. Be sure to check this account, your college portals, and your snail mail on a regular basis.

## Use the tools below to find the colleges that are right for you!

### Naviance Student is Jesuit Specific Data

Update your personal profile and resume. Jesuit updates your test scores and GPAs as they become available. Use the tabs at the top of the page and navigation links on each page to:

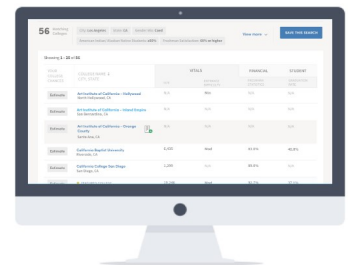
- **View scattergrams** of GPAs and test scores charted with the corresponding admissions decisions at each college.
- **Search for colleges** based on specific criteria (public/private, location, student demographics, admissions selectivity, majors/programs offered).
- **Compare academic statistics** and acceptance rates of Jesuit students.
- **College Roadmap**
- **College Interest and Applying list**
- <https://student.naviance.com/jhssac>

COLLEGE MATCH

#### Find the right colleges for you!

Search over 2,000 colleges to find the schools that match your preferences and get all the details on admission, financial aid, academics and campus life in our college profiles.

Search for Colleges



### CollegeData is National Data

- **Find expert information and advice—** CollegeData's in-depth articles cover all aspects of how to explore, prepare for, select, and pay for college. Easy to save, print, and share by email and on social media sites.
- **True stories about getting into college—** Check out College Buzz for true stories and lessons learned on the road to college from students at more than 90 schools, including latest from new freshmen at Emory University, New York University, Ohio University, Dartmouth College, University of Northern Carolina Chapel Hill, Pomona College, Vanderbilt University, and University of Pennsylvania.
- **Will you get in? —** Predict your chances for admission at any college. See if you are a Good Bet, Maybe, or Reach, and why. See how you compare to current freshmen, how important each admissions factor is to college, and how to improve your chances of getting in.

# Senior Timeline

Seniors will meet with their counselors individually at least once each semester. Your fall appointment will be a family meeting tailored to your college plan. Students are encouraged to request an appointment or drop in to see their counselor anytime. It is recommended that Seniors should attend college visits at Jesuit High School receptions, fairs, and information sessions of the colleges they are most interested in.

## YEARLONG

- Eat well, exercise and get enough sleep.
- Educate yourself on all of the colleges you are applying to.
- Research and update your college list. Make sure you have an action plan to meet deadlines.
- Register for ACT/SAT for Fall exams asap. Check your campuses for the latest acceptable test date.
- Apply for scholarships (Class of 2024 College Planning Classroom Fastweb, Cappex).
- Connect with your counselor and communicate with your teachers regularly about deadlines.

## SUMMER/AUGUST

- Begin narrowing your list of colleges.
- Register and take SAT and/or ACT tests as necessary.
- Update **resume** on Naviance Student and complete **Student Brag sheet** — mandatory.
- Create **one** Common App account for all colleges that use the Common App (you should have already completed this step with your counselor in the spring of junior year).
- Create outlines for college essays (Create Google Doc).
- Begin meeting with your counselor for student/parent college meetings (your parent will need to schedule this by using **calendly.com** and meetings will be on Zoom for parents).
- UC applications are open for the fall.
- Begin personally asking your counselor and teacher(s) for letter(s) of recommendations.

## SEPTEMBER

- Meet with College Representatives during lunch.
- Create a master calendar with important college application deadlines.
- Retake the SAT and/or ACT, if necessary.
- Submit letter of recommendation requests for November & December deadlines no later than Sept. 15.

## OCTOBER

- Finalize your college choices.
- Prepare Early Decision, Early Action, if needed.
- Ask a teacher/counselor to review essay drafts.
- If you have not had your test scores sent to the colleges to which you are applying, be sure to do this!
- If you need to fill out the CSS/Financial Aid Profile (over 200 colleges require this additional financial aid form), you can register on collegeboard.org starting October 1.
- CSU application is open for fall.
- Submit letter of recommendation requests for all application deadlines no later than October 13.

## NOVEMBER

- November 1-15: For early admission (ED or EA), colleges may require test scores and applications between these dates. (Please check each college website).
- Complete your application questions.
- Complete UC and CSU applications—Deadline November 30.

# Senior Timeline—Continued

## DECEMBER/JANUARY

- Continue to complete applications.
- If you are applying to a WUE college, most deadlines are in December in order to receive the scholarship.
- FAFSA opens December 2023 (studentaid.gov).
- Remember to check college portals and emails.
- Make sure all test scores are sent. Students are responsible for sending scores.
- Verify that all applications are complete.
- It is recommended to have all CSS Profile completed.
- Continue to keep senior grades up! Colleges want your first semester grades.
- Some college housing applications begin to open up (if already accepted).

## FEBRUARY

- No senioritis, please! Accepting colleges do look at first and second semester senior grades.
- If you submitted your CSS Profile, check your acknowledgement and send any corrections, if necessary, directly to the colleges that require it.
- Apply for scholarships!

## MARCH

- Keep active in school. If you are wait-listed, the colleges will want to know what you have accomplished between the time you applied and learned of its decision.
- Be sure to consistently check your email and college portals, as this is how colleges will be in contact with you.

## APRIL

- Check all college portals for decision notifications.
- You should receive acceptance letters and emails by April 1. If you've not yet done so, visit your final college before accepting by May 1. (As soon as you decide, input your choice into Naviance Student).
- Contact the colleges if you have any questions about the financial aid packages they've offered you. Make sure you understand all terms and conditions.
- Meet with your counselor for final senior meeting.

## MAY

- Make a final decision, accept the aid package, and submit a deposit to the college you select by May 1.
- Send your deposit to one college only.
- Wait-listed by a college? If you plan to enroll if accepted, tell the admissions representatives your intent and ask how to strengthen your application. Need financial aid? Ask whether funds will be available if you are accepted.
- Thank everyone who wrote your recommendations or otherwise helped with your college/scholarship applications.

# Applying Early?

This should be a consideration for students whose application is the best it can possibly be at this time (test scores, transcript, and essays). Please read all information carefully.

## EARLY ACTION

- Apply early (usually October or November). Check website of college.
- **Highly qualified candidates** who apply early may receive offers of admission early (in the admission cycle) typically around mid-Dec.
- Early Action is not binding.
- Students can apply to as many EA as they want.

## SINGLE CHOICE/RESTRICTIVE EARLY ACTION

- Apply early (usually November). Check website of college.
- You can only apply to one private university under Single Choice/Restrictive Early Action.
- Your choice is not binding.
- You can still choose to attend another institution if accepted.

## EARLY DECISION

- Early Decision is binding. If accepted you must withdraw all other college applications.
- Read all information carefully, these are contracts.
- You can apply **to only one school** under Early Decision.
- Apply to other colleges under regular admission plans.

## Who Should Apply Early?

Applying to an Early Action or Early Decision plan **is** most appropriate for a student who:

- Has researched colleges extensively.
- Is absolutely sure that the college is his first choice.
- Has found a college that is a strong match academically, socially and geographically.
- Meets or exceeds the admission profile for the college for SAT, ACT scores, and GPA.
- Has an academic record that has been consistently solid over time.

Applying to an ED or EA plan **is not** appropriate for a student who:

- Has not thoroughly researched colleges.
- Is applying early just to avoid stress and paperwork.
- Is not fully committed to attending the college.
- Is applying early only because friends are.
- Needs a strong senior fall semester to bring grades up.
- Has not put any time or energy into the resume or student brag sheet.

## Additional Information

Apply to a range of colleges:

- *Reach* — a long-shot; your probability of admission is less than a 30% chance
- *Target* — your probability of admission is slightly better than even
- *Probable*— your probability of admission is highly likely, but never guaranteed

Check your email regularly and feel free to respond to any college information requests as part of the application process. When you respond, you are placed on their mailing lists and they will keep you apprised of important information. If you receive any additional forms or questionnaires from a college, follow all directions and meet all deadlines. Sometimes colleges ask to verify information you have included in your application. They may also ask you for additional financial information.

# College Admission Testing

## It's good to know...

JHS School CEEB Code: 052714

The Counseling Department recommends that you plan out your Spring semester accordingly to the Spring SAT and ACT testing calendar of your junior year. It is advised to have a full year of curriculum before testing. Testing requirements will vary. The best place to find out about a college's testing requirements is on their website.

## SAT Test

The SAT test covers the below topics

- Math
- Reading
- Writing & Language

Register online at [www.collegeboard.org](http://www.collegeboard.org). The earlier you register, the better your chances of being assigned to take the test at Jesuit. Don't forget to print your confirmation and admission ticket! page!

## ACT Test

The ACT test covers the below topics

- English
- Math
- Reading
- Science

Register online at [www.act.org](http://www.act.org). The earlier you register, the better your chances of being assigned to take the test at Jesuit.

SAT Test Dates	Registration Deadline
May 6, 2023	April 7, 2023
June 3, 2023	May 4, 2023
August 26, 2023	July 28, 2023
October 7, 2023	September 8, 2023
November 4, 2023	October 6, 2023
December 2, 2023	November 3, 2023
March 9, 2024	February 23, 2024
May 4, 2024	April 19, 2024
June 1, 2024	May 17, 2024

ACT Test Dates	Registration Deadline
April 15, 2023	March 10, 2023
June 10, 2023	May 5, 2023
July 15, 2023	June 16, 2023
September 9, 2023	August 4, 2023
October 28, 2023	September 22, 2023
December 9, 2023	November 3, 2023
February 10, 2024	January 5, 2024
April 13, 2024	March 8, 2024
June 8, 2024	May 3, 2024

### Did You Know?

- **collegeboard.org** and **act.org** both have useful tips and strategies to prepare for their respective exams. They also have great college search features!
- You get 4 FREE college score reports each time you register.
- **Remember to send your scores to your top college choices.**

*Questions? See your JHS Counselor!*

# Test Prep Resources and Courses

## Khan Academy

- **Personalized to you**— Khan Academy is a free resource that will create a tailored practice plan for students based on a diagnostic or their SAT or PSAT/NMSQT score.
- **Interactive**— thousands of practice questions, videos, lessons, and hints plus study and test-taking tips and strategies.
- **Official**—8 full-length, real practice tests and content created in partnership with College Board.
- **Instant**— get constant feedback and progress so you know where you stand.
- **Raises confidence and scores**—20 hours of practice on Khan Academy is associated with an average 115– point score increase from the PSAT/NMSQT to the SAT, nearly double the average gain without Khan.
- Go to [www.khanacademy.org/sat](http://www.khanacademy.org/sat) to learn more about the inside scoop on the SAT. Free and exclusively from Khan Academy.
- **Cost:** Free

## ACT Academy

- **Raise your student to the next level**—ACT Academy provides free resources for students that are unique to their learning gaps. Access the best resources from top publishers, all in one place, and accurately aligned to the standards.
- **All the best resources**—ACT Academy provides students with the best resources, no matter what subject or publisher. One publisher might cover math really well, while another is better at teaching science.
- **More than videos**— it's important that concepts are presented to students in a variety of ways, not just one type of video. Today students can listen to a rap song, tomorrow students might be playing a game on the same topic!
- **Personalized for you**— sit back, and let ACT Academy automatically pick the exact resources students need to help them learn what they need to know!
- ACT Academy is the go-to place to get personalized practice. Join for free at [www.academy.act.org](http://www.academy.act.org)
- **Cost:** Free

## Revolution Prep

- **Practice Exams** —Taking practice tests for college admission exams provides students with a baseline score. Finding out where your student stands will allow them to compare scores and determine their best fit.
- **Test Prep Courses** — Students can enroll in Revolution Prep's SAT and ACT score-boosting curriculum and tailored instruction in a group setting of only eight students. All courses include practice tests, a personalized improvement plan, and weekly parent updates.
- Go to [www.revolutionprep.com](http://www.revolutionprep.com) to learn more about how Revolution Prep can help your son.
- **Cost:** Private or Group Rates

# The Essay or Personal Statement

## Purpose of the essay or personal statement

- Bring life to the person behind the application.
- Showcase a student's talents, achievements, experiences and points of view in ways the rest of the application cannot.
- Provide a complete picture and fill in the gaps.
- Used in scholarship consideration.



## General writing tips

- Write a solid introduction; this makes the reader want to continue reading.
- \*The bulk of your essay should clearly tell the reader who you are\*.
- In the case of a short essay (200 words or less) the answer should get to the point in the first sentences, supported by well-chosen examples and a well-focused conclusion.
- Use transitions to give your essay a logical flow.
- Write a conclusion that impresses upon the reader your qualifications and ties your essay together.

## Reminders

- Read all instructions carefully.
- Answer the prompt!
- “Anything” means one strategically chosen topic which highlights or explains what’s in the application itself.
- Avoid lists of accomplishments but focus on what these activities say about you.
- Start early (summer before senior year) and rewrite...write one draft and let it sit for a day.
- Have others review your work.
- Write in your own authentic voice.
- Be careful with humor.
- Do NOT manufacture hardship.
- Do NOT use big words to make your essay sound more impressive.
- Be YOU!

## What are some things readers may be looking for?

- Thoughtful reflection: A genuine sense of who you are.
- Personal qualities that may include: leadership, initiative, openness to growth, persistence, commitment to others, maturity, motivation.
- Meaningful participation in activities.
- Students willing to go the extra mile to enrich their education.
- Think of the essay as your chance to interview. Colleges want to know more about you.

*The essay/personal statement should round out your application and is an important piece of the “comprehensive review” of your application.*



# The Essay or Personal Insight Questions

## Common App Essay Prompts



You will be asked to write an essay (approximately 650 words) on one of several broad options. This will be the personal statement students will be submitting to any of the hundreds of colleges that use the Common App. This will be your chance to tell a story about yourself that tells the college or university more than your grades, activities, and test scores do. To let colleges know about the wide range of skills, qualities, values, and interests that have shaped who you are today. And most importantly, how those skills and values show that you're prepared to attend college. Students can view the Common App Essay Prompts at <https://www.commonapp.org/blog/2022-2023-common-app-essay-prompts>.

## UC Personal Insight Questions

*For the 2023-2024 application year*



Imagine UC was a person. If you were to meet face-to-face, what would you want them to know about you? These personal insight questions allow you to tell them. You could write about your creative side. Your thoughts on leadership. A challenge you've faced. Whatever questions you answer, make sure you show them your personality — just as you would in real life.

- You will have 8 questions to choose from. You must respond to only **four** of the eight questions.
- Each response is limited to a maximum of 350 words.
- Students can view the PIQs at <https://admission.universityofcalifornia.edu/how-to-apply/applying-as-a-transfer/personal-insight-questions.html>

# Sample Essay—Tips Included!

October 12, 2023

Maryanne Wheeler  
Personal Essay  
St. Lawrence University

## What makes this a good essay?

“Where the heck is it?” I asked aloud as I ripped through every drawer and closet. “Mom!” I screamed, as I pulled the rumpled, size 6-8 Cinderella dress from the overstuffed Hefty bag in the center of my floor. How could my mother callously have cast aside the dress that served as my cousin Bradley’s trademark costume for my annual family Christmas production?

I pounded down the stairs and found my mother innocently making dinner. I put on my most terrifying eight-year-old face and held up the crinkled Disney creation. “Just what do you think Brad is gonna wear this year?” My mother would learn the extreme sentimental value of this dress and how it would serve to remind us of Bradley and our innocence.

Kindred spirits, both left-handed and white-haired and born only weeks apart, Brad and I spent every preschool day together in mutual adoration. After all, he had what appeared to be two belly buttons and his scars were much more impressive than mine. Thankfully, I did not understand the correlation between those holes and scars and his having been deprived of oxygen at birth due to a badly malformed heart, a birth defect that would severely impair his ability to learn. Brad and I, sporting plastic sunglasses, spent our early years cruising the yard in my pink Barbie Beach Buggy, from which I had diligently scraped the Barbie sticker to make it look less like an embarrassing “girlie” car. We romped around the house, ripping heads off dolls, sneaking sugary items, and whipping ourselves off the swings in an effort to land on the paved driveway. It is the laughter I remember when I think of these days, not Brad’s disability.

My perception drastically altered when I entered fourth grade. “Hey, retard!” one boy shouted at recess as one of his henchmen chucked the ball at Brad’s head. I was not sure what a retard was, but the sound of it made me wince. I launched myself at the ringleader, swinging and crying. I chased them off, the buttons hanging from my now-muddy jumper. I was baffled, and the pain I felt had nothing to do with my bleeding knees. I looked at Bradley and he was smiling at me, not understanding what had just happened, and I was grateful, and forever changed.

As we grew older, our paths diverged. Brad took the path that so many look on with pity as “slow” and “unfortunate.” Initially, I felt guilty for growing up without him. As I write my essays for college and complain about the work involved in applications, I think about Brad, who gets pumped to take his permit test and fails every time, but will persevere. He will never fit the societal ideal of a “normal” person or a “successful” person and I abhor the elitist thinking that insists that my life must have more meaning than his. Watching him grow up has helped me to overcome what could have been my handicap. He is compassionate and determined in spite of thousands of setbacks. And when we all grumble about the burdens of life, I think of Brad and wonder, who is the happier person? He finds joy in things like putting aside money from his grocery store job to buy me a Christmas gift, or saving me all the red gummy bears. He does not lament how few friends he has, but is glad to be with the few who know and appreciate him. I do not feel lucky for being different than Brad. I feel lucky for knowing him. He has taught me that more intelligent does not equal better, and it certainly does not equal happier. What does mark the superior person is the nature of his heart and soul, and Brad’s are pure and joyful and suffused with love.

“Scene two, take one.” Bradley enters, surrounded by a chorus of characters consisting of my brother and cousins. He is wearing the tattered, size 6-8 Cinderella dress. “Kung Fu Fighting” comes on, and that’s his cue. He throws himself into my meticulously choreographed dance, and when the song ends, executes his grand finale, standing on one slightly bent leg. And in the silence between the end of the song and the applause, you can hear the dress ripping a little more.

*This essay wasn’t just on time, it was submitted well before the Early Decision deadline. Meeting deadlines is crucial in the college application process, especially if you are applying Early Decision or Early Action.*

*The essay begins with a story that grabs the reader’s attention. Make it interesting. Admission staff read hundreds and sometimes thousands of essays, so your essay needs to stand out.*

*Maryanne uses enough details and dialogue to paint a vivid picture. Because she has chosen very specific moments, she can make the scenes come to life without writing a novel.*

*She introduces Bradley’s condition in a thoughtful, straightforward manner. His life and their experiences together are inspiring, so her story does not need to be exaggerated.*

*Maryanne is specific when she lists the reasons why she finds Bradley inspirational and what she has learned from him.*

*Her essay is about appreciating what you have, who you are, and what truly matters in life. Instead of saying that outright, she tells a story that illustrates her point. A memorable essay is more show than tell.*

*Maryanne ends her story where it began, with the Cinderella dress, bringing the essay full-circle.*

*This essay is also good because of everything that’s not in there; it is free of misspellings, it is an appropriate length, and there are no run-on sentences or lengthy paragraphs.*

# College Athletics

## How To Contact Coaches



Talk with your counselor about a range of colleges for which you are academically qualified.

*While some schools may lower academic standards for athletes, many require strong academics, test scores, and athletics!*



More Resources for Athletes:

[www.collegiatedirectories.com](http://www.collegiatedirectories.com)  
"The National Directory of College Athletics"

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)  
Register at the NCAA Eligibility Center

[www.ncaa.org](http://www.ncaa.org)  
Rules on recruiting

[www.naia.org](http://www.naia.org)  
National Association Of Intercollegiate Athletics

[www.njcaa.org](http://www.njcaa.org)  
Competing at the Junior College level

- Talk with your high school coach about a range of colleges that he or she thinks might be a good "fit" for you and your level of talent (both academic and athletic).
- Decide if you should be considering Division I, II, or III athletic programs. Perhaps NAIA programs are best suited for you. Check college websites for athletic programs, statistics, and standards for your sport.
- Research the name of the coach for your sport by checking university websites directly for the most current information.
- Draft a letter to each coach. Include a resume with a profile of your academic interests and achievements. Discuss your athletic accomplishments supported by statistics, newspaper articles, records, and awards/honors. Mention any camps attended or future tournaments and games. If appropriate, include a ten minute video of yourself with visible game highlights. Make certain you are easy to identify. Send a schedule of games as well.

## Register with the NCAA Eligibility Center

- If you plan to play Division I or II sports, you must register with the NCAA Eligibility Center. Register at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).
- They require a 6th semester official transcript. After you receive your second semester report card junior year, fill out a transcript request form online so that we may upload your official transcript.
- **Official testing is required. Send standardized test scores directly to the Eligibility Center** by using code 9999 when registering.

## Follow-Up

- Ask your high school or club coach to make a follow-up call or write a letter of recommendation. Remember to apply to colleges through the Admissions Office and indicate an interest in athletics. Apply as early as possible and meet all deadlines. Do not feel pressure to apply Early Decision or Early Action.
- Follow-up with coaches as necessary and make sure the college coach's philosophy and style meet your needs.
- Be realistic in this process. Put academics first!



# Military Academies & ROTC

**Securing an Appointment:** You must be nominated by your Senator or Congressional Representative to be considered for all military academies except the Coast Guard. **You should consider starting this process during the spring of junior year or summer before senior year.** Plan to complete your application by the end of October, in order to be interviewed in November. You should be notified of nomination by February. The Academy will contact candidates for evaluation and extend the final offer of appointment by May 1.

Evaluations are based on the “whole person” concept and take into consideration your academic, leadership and physical abilities. Most academies and congressional offices require: official transcripts; SAT/ACT scores directly from the test agency; 3 letters of recommendation; a 500-word essay describing why you want to attend a service academy; your resume of activities, leadership positions held, academic and athletic awards; a copy of your birth certificate; and a small, recent photograph (optional). Each representative has their own nomination application and procedure. Visit the website(s) for details.

Alex Padilla: <http://padilla.senate.gov/>  
Dianne Feinstein: <http://feinstein.senate.gov/>

House of Representatives: <https://www.house.gov/representatives/find-your-representative>

Do not wait for your Congressional Appointment to open your application file at the academy to which you will apply. Complete information can be accessed at the website(s) below.

ROTC Scholarships may be used at a number of private and public colleges and universities. See the websites for complete information.

<b>Admissions Contact Info:</b>	
<ul style="list-style-type: none"> <li>US Merchant Marine Academy Attn: Director of Admissions Address: 300 Steamboat Road Kings Point, NY 11024 Phone: (866) 546-4778 Web: <a href="http://www.usmma.edu">www.usmma.edu</a></li> <li>US Air Force Academy Attn: Admissions Office, HQ USAFA/RR Address: 2304 Cadet Dr., Suite 2300 USAF Academy, CO 80840 Phone: (800) 443-3864 Web: <a href="http://www.academyadmissions.edu">www.academyadmissions.edu</a></li> <li>US Coast Guard Academy Attn: Director of Admissions Address: 31 Mohegan Ave. New London, CT 06320 Phone: (800) 883-8724 Web: <a href="http://www.cga.edu">www.cga.edu</a></li> <li>US Military Academy Attn: Director of Admissions Address: 600 Thayer Road, Bldg. 606 West Point, NY 10996 Phone: (845) 938-4041 Web: <a href="http://www.usma.edu/admissions/">www.usma.edu/admissions/</a></li> </ul>	<ul style="list-style-type: none"> <li>US Naval Academy Attn: Admissions Address: 52 King George Road Annapolis, MD 21402-5018 Phone: (410) 293-1858 Web: <a href="http://www.usna.edu/">www.usna.edu/</a></li> </ul> <p><b>Army, Navy, &amp; Air Force Reserve Officer Training Candidate (ROTC):</b></p> <ul style="list-style-type: none"> <li>Air Force ROTC Attn: AFROTC Admissions Address: 551 E. Maxwell Blvd. Maxwell AFB, AL 36112 Phone: (866) 423-7682 Web: <a href="http://www.afrotc.com">www.afrotc.com</a></li> <li>Army ROTC Phone: (888) 550-2769 Web: <a href="http://www.goarmy.com/rotc">www.goarmy.com/rotc</a></li> <li>Navy ROTC Phone: (800) NAV-ROTC <a href="http://www.nrotc.navy.mil/">www.nrotc.navy.mil/</a></li> </ul> <p>Note: there is a Marine ROTC option available through the Navy ROTC site.</p>

# Submitting College Applications Using Common App

Your counselor will be submitting the school materials for your college applications *electronically*. There are a few quick steps you need to complete in order for you to be able to request transcripts, letters of recommendation and Secondary School Reports from your counselor.

**Step 1:** If Common App is an option, **you should apply using the Common App.**

- Create a Common App account at [www.commonapp.org](http://www.commonapp.org).
- Use your Jesuit Student Email (studentj24@student.jhs.net) or an appropriate college specific email account for your Common App account registration and note your password.

**Step 2:** Fill out the Common App— you must complete the Education section and have at least one school added to your account before you may complete the FERPA.

**Step 3:** Sign the FERPA Release Authorization

- Click on “Assign Recommenders” in the My Colleges tab.
- Select the Release Authorization link
- Read through the instructions and check the box to continue
- Check the authorization box and select to waive your right to review recommendations. *Please note that it is recommended to waive your right to read the recommendations.*
- Type in your signature and select the date—click SAVE
- You should now see a green check mark next to the FERPA Release Authorization

**Step 4:** Add all the Common App schools to which you plan to apply to your Common App account.

**Step 5:** Adding additional schools—you must see your counselor immediately

- **If you add applications after submitting the hard copy form to your counselor, you must notify your counselor ASAP and *resubmit* the College Document Request form.**
- Nothing will be sent from your counselor unless you have notified your counselor in writing! Common App does not notify us of additional changes.

**Step 6:** Adding counselors and teachers — you must add your counselor and teachers for letters of recommendation. Emails addresses should be entered as:

**firstname.lastname@jesuithighschool.org**. You must assign a teacher to each individual college. Do not use the faculty Gmail addresses or your recommenders will not be able to access your request.

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges (circled), Common App, College Search, and Financial Aid Resources. The left sidebar has a 'My Colleges' section with 'John Carroll University' selected. Below it are links for 'College Information', 'Application', 'Questions', 'Recommenders and FERPA' (circled), and 'Review and Submit - Common App'. The main content area is titled 'Recommenders & FERPA' and features a 'FERPA Release Authorization' section with a warning icon and text: 'Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.' Below this text is a link 'Learn more about FERPA' and a blue button 'Complete Release Authorization'. At the bottom right of the main content area is a blue button 'Continue'. On the right side, there is a 'Need help?' sidebar with a search icon and two sections: 'What is an advisor?' and 'Naviance: How do students add and assign recommenders?'. Both sections have 'Read more' links.

# College Document Request

Student: \_\_\_\_\_ Counselor: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**This is an updated form**

If Application Deadline is in: October/November (early action/decision) December All Requests Final Deadline	Request recommendations by: September 15 September 15 October 13
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**Counselor needs:**

1. This form
2. Your resume (Naviance Student)
3. Student Brag Sheet (Naviance Student)
4. Parent Brag Sheet (Naviance Student)

**Application Types:**

1. Common App — CA
2. Direct to Institution— DI
3. University of California — UC
4. California State University — CSU
5. Coalition App -- COL

## Colleges You're Applying to:

List College(s)	Deadlines:	App Type
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\*Every college on this list must be in your Naviance Student account.\***

Note: UCs, CSUs and many public universities do NOT require letters of recommendation.

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent Signature & Date

Keep in mind, any changes or updates must be reported to your counselor by resubmitting this form.

**\*\* SAMPLE SHEET \*\***

**Sample of Student Brag Sheet**  
(For Counselor Letter of Recommendation Request)  
**\*Form Must be Complete in Naviance\***

Student: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Will you (or a sibling) be the first in your immediate family to attend and graduate from a four year college or university?
2. Explain your academic strengths and weaknesses. Are there any items or trends on your transcript you think need explanation? What have you learned about yourself as a student? Name a few things that helped you learn or overcome a weakness.
3. If you were to choose three or four adjectives that get at the core essence of who you are, what would they be and **why**?
4. Which of your activities/accomplishments are you the most proud of and why? These can be accomplishments outside of JHS, academic or nonacademic.
5. When have you functioned as a leader? Keep in mind leadership can be defined in many ways i.e. do you have roles/responsibilities with your family that they rely on you for; do you find yourself organizing or being the point person in group projects; are you a mentor for peers or younger students; do you inspire your teammates during practice or competition? Describe a time when you've been a leader.
6. Why is going/attending college important to you? What is the most important thing you want the colleges to know about you?
7. What is your desired major or career interest and **why**? What is the most important thing you want the colleges to know about you? If you are undecided, please describe your areas of possible academic interests.
8. How have you changed since being a freshman? Provide an example and description about how you have grown. Have there been any personal challenges that you have overcome? Please explain.

**\*SAMPLE SHEET\***



# Sample of Parent / Guardian Brag Sheet

**\*Must Complete Form in Naviance Student\***

If your student is applying to a college outside of the community college, CSU or UC college system he will need a letter of recommendation from his counselor and at least one teacher. The best way for counselors to gather information from you regarding your student is to complete this form in Naviance Student. Parents may access this using their student's account log in.

**Parent / Guardian Brag Sheet for:** \_\_\_\_\_  
(First and Last name of student)

1. What do you consider your student's most outstanding accomplishment during high school? Why did you select these as most important? (Also consider non-academic accomplishments outside of JHS).
2. In what areas has your student shown the most development and growth during the past three to four years? Use an example showing maturity whether at home, school, or in the community.
3. What do you consider to be your student's outstanding personality traits? Please provide an example. What sets your student apart from other applicants?
4. If you had to describe your student in three to five adjectives, what would they be and why?
5. Are there any unusual or personal circumstances, which have affected your student's educational experiences or personal experiences? If possible, please address the impact.

**\*SAMPLE SHEET\***



# Useful Websites

## **Jesuit High School**

[jesuithighschool.org](http://jesuithighschool.org)

Under Academics click on *College Guidance* to access the Counseling Department's web pages for the college process. From here, you can access **Naviance Student**, which is referenced throughout this handbook for college search, rep visits, scholarships, career exploration and more. All students have registered for Naviance Student with their counselors.

## **College Admission Testing**

[act.org](http://act.org) | ACT registration, score reporting, test tips, sample questions

[collegeboard.org](http://collegeboard.org) | SAT registration, score reporting, college search, more

## **College Search & Applications**

[calstateapply.edu](http://calstateapply.edu) | California State University (CSU) System

[universityofcalifornia.edu](http://universityofcalifornia.edu) | University of California (UC) System

[cccco.edu](http://cccco.edu) | California Community College Chancellor's Office

[assist.org](http://assist.org) | Information on transferring between California public institutions

[californiacolleges.edu](http://californiacolleges.edu) | California Colleges & Universities— college and career planning

[catholiccollegesonline.org](http://catholiccollegesonline.org) | National Catholic College Admission Association

[commonapp.org](http://commonapp.org) | Common Application

[commonblackcollegeapp.com](http://commonblackcollegeapp.com) | Black college common application and scholarship info

[ctcl.org](http://ctcl.org) | Colleges That Change Lives college search and info schools

[princetonreview.com](http://princetonreview.com) | Test prep, college, career and scholarship search

[collegedata.com](http://collegedata.com) | College, career, and scholarship search

[bigfuture.com](http://bigfuture.com) | College, career, and scholarship search

[cappex.com](http://cappex.com) | College, career, and scholarship search

[collegeraptor.com](http://collegeraptor.com) | College, career, and scholarship search

[collegeessayguy.com](http://collegeessayguy.com) | Personal statement, college essay tips, guides, resources

[collegesofdistinction.com](http://collegesofdistinction.com) | College search & Info

## **Financial Aid**

[studentaid.gov](http://studentaid.gov) | FAFSA application

[finaid.org](http://finaid.org) | Students' guide to financial aid, useful tools for financial planning

[csac.ca.gov](http://csac.ca.gov) | California Student Aid Commission (CalGrant)

[ecmc.org](http://ecmc.org) | Federal loan program, tools for budgeting and managing money

[fastweb.com](http://fastweb.com) | Free scholarship search

[meritaid.com](http://meritaid.com) | Free scholarship search sorted by colleges & universities

[cssprofile.collegeboard.org](http://cssprofile.collegeboard.org) | Mission of making college affordable

[salliemae.com/collegeplanning](http://salliemae.com/collegeplanning) | Scholarships, financial aid, and student loan information

## **Athlete Resources**

[eligibilitycenter.org](http://eligibilitycenter.org) | NCAA eligibility registration

[naia.org](http://naia.org) | National Assoc. of Intercollegiate Athletics

[ncaa.org](http://ncaa.org) | National Junior College Athletic Assoc.

## **Career Exploration**

[student.naviance.com/jhssac](http://student.naviance.com/jhssac) | Explore interests and careers, see which schools offer which majors, access the Occupational Outlook and more.