

Cheverus High School College Advising Office

COLLEGE APPLICATION HANDBOOK for SENIORS



High School Code 200805 (needed to register for SAT & ACT)

This handbook and related materials and information can be found at
<http://www.cheverus.org/academics/collegePlacement.asp>

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Important Dates

Fall College Fairs – hundreds of colleges!

USM, Costello Sports Complex, Gorham ME Sunday Sept. 27 from 2-4:30pm.
See the list of participating colleges at http://www.neacac.org/cf_fall.cfm

Senior Parents: “College Info” Night

Monday, October 5 at 6pm in Loyola Library. We’ll review key elements of the college application process, the various roles of student, parent and College Advising Office, and answer questions.

Senior Parents: “Paying for College” Nights

September 17 at 5:30 in Keegan Gym. A Primer, with basic information on choosing colleges with an eye toward finances.

November 2 at 6pm in Loyola Library: A more advanced session, with FAME (Finance Authority of Maine)

SAT Testing Dates

visit www.collegeboard.com for more information & to register
Don’t forget to take advantage of the 4 free score reports at the time you register. Send scores to colleges you are interested in, and NCAA if you may be a college athlete.

ACT Testing Dates

visit www.actstudent.org for more information & to register
Don’t forget to take advantage of the 4 free score reports at the time you register. Send scores to colleges you are interested in, and NCAA if you may be a college athlete.

UMO Application Reviews at Cheverus

UMO meets with seniors at Cheverus and may grant on-the-spot acceptances on Dec 16. If you are applying to UMO, see Mrs. Moffat to sign up for a 20-minute 'application review' slot. How to prepare? You have to file your Common App to UMO by Dec 1.

Ivy League Application Strategies

An extra meeting between College Advising, the parent & student is recommended if you are applying to an Ivy League school. We'll offer strategies for applying to the Ivy League; strategies can be useful for any highly selective school. Please schedule by December 1.

College Reps Visit Schedule

- ▶ Over 100 college reps visit Cheverus each fall.
- ▶ Students are encouraged to attend the meeting if it is a college they are interested in learning more about, or applying to.
- ▶ The college rep who visits Cheverus will likely read your application.
- ▶ Students must seek teacher permission to miss class if the meeting conflicts with a class. Teachers have may deny the request.
- ▶ The schedule will be distributed to students in September, and will be posted on the College Advising website.
- ▶ Note: Holy Cross schedules a separate college night at Cheverus, on Nov 9 for families.

Basic Information Requested on Most College Applications

Cheverus CEEB Code 200805 (also required to register for SAT and ACT.)

College Counselor Information: Katherine Moffat, College Advising Director, Cheverus High School, 267 Ocean Avenue, Portland ME 04103. Phone (207) 774-6238 x52. Fax (207) 774-8461. Email Moffat@cheverus.org.

Important Sites

Bookmark the Cheverus web site: <http://www.cheverus.org/academics/collegePlacement.asp>

Optional bookmark: my blog about college planning at <http://mrsmoffat.edublogs.org/>

Good Email Habits

Address.

Please establish and use only one email address for college information and applications. Create a new (free) account with an appropriate address if your current address is not suitable. Example: hottie3110@aol.com is not appropriate for use during the college application process. Think about what your address says about you. Stick to a standard address such as firstname_lastname@yahoo.com.

Checking email.

Get into the habit of checking email frequently: at least twice a week. College applications ask for your email address and will send you a confirmation that they have received your application.

Usernames and passwords.

Registering for collegeboard.com, commonapp.org and other sites requires a username and password. Get into the habit of using the same username and password for all college related sites. Write them down!

Supplies

- ▶ Consider using a flash drive to back up your college essay. Or email the final copy to yourself so you have an extra copy.
- ▶ The Common App Online (www.commonapp.org) with credit card payment for the application fee is the routine way to apply to college. For Common App schools, I submit your transcript, Profile, & my recommendation electronically. Most teachers will submit their recommendation electronically.
- ▶ Purchase a box of resume-quality or regular envelopes and 2 booklets of stamps for application materials to non Common App schools, and for recs that are not submitted electronically.
- ▶ Most students apply to a couple non Common App colleges and need 6 stamps for each college (see table below).

Your application, essay, check	Transcript, School Profile, Counselor Recommendation, 1st Q grades, School Report Form	2 Teacher Recommendations
2 stamps	2 stamps	1 stamp each

Common Application at www.commonapp.org

This is the best way to apply to any of the 400 colleges that take the Common App. It is available online after July 1. Colleges do not differentiate between the Common App and their regular application. During junior year's College Advising class you examined the application itself at www.CommonApp.org. You now must register at the site. You can work on and save/store your application.

Tip: Write down your username and password! Email it to yourself!

Once you have filled out the application, you will need to add the colleges you are applying to. This web page will also inform you of any **supplements** to the Common App for each school, deadlines, and the application fee. A supplement may take you to the college's web site to fill out a form and submit electronically. Supplements often ask for the same information as the commonapp (name, address) and then asks additional information like "Why St. Michael's?" or questions related to your chosen major.

Fill out the **School Forms** section with Mrs. Moffat's information. Common App then emails her that you are ready for her to upload your transcript, Profile, and counselor rec. Fill out the Teacher Rec section AFTER you ask teachers to write for you. They too receive an email (immediately) requesting they fill out the teacher rec form and upload their letter of rec. It is your responsibility to make sure (1) you spelled the teacher's email correctly, and (2) the teacher received the email from Common App. Check back on this page to see that your recommenders have submitted by the deadline you set. If the college's deadline is November 15 and you want to apply earlier, just let your recommenders know and we will meet your deadline. Cheverus requires that you **waive your right** to see the recommendation by checking the appropriate box on the Common App School Forms section. (Colleges inform us this is important so they know the teacher is writing an honest appraisal.)

The Academics Section of the Common App

Cheverus operates on a 2-semester schedule and your regular classes are .5 credit each semester. (Example: English IV is .5 credit 1st semester and .5 credit 2nd semester) Spell out each course name: Functions and Trigonometry, not F&T.

SAT Optional & Common App

Let's say you are applying to a couple colleges that do not require SATs and a couple colleges that do require SATs. You'll want to leave the Standardized Tests section blank.

Common App and SAT or ACT Scores

Reporting scores on your Common App is **not** official. It is for the college's information only until the official report arrives. Colleges require you to send an official report. You may have done this when you took the SAT or ACT and used your 4 free score reports. If not, you need to pay to send the official score reports to each college that requires them.

Non Common App Colleges

Fill out your portion of the application and send it in with the app fee and essay, either online or by mail.

Additional required forms may be called the Secondary School Report, Guidance Counselor Section, High School Report, Teacher Recommendation, etc. You are responsible for getting those forms to your teachers and to the College Advising Office. Not every school has "school reports" (Endicott and McGill for example), and requests just a letter of reference from your college counselor. Consult the Application Procedures or Application Checklist section of the college web site.

Bring these forms to the teacher and Mrs. Moffat with addressed, stamped envelopes to each school.

“The Final College List” for you and Mrs. Moffat (optional)

Make a list of each college, the date by which you plan to apply to each school, and whether they are Common App or have a special school / counselor report, or if no form is needed. Supply those forms with your stamped envelopes to the College Advising Office well ahead of the deadline, listed below. “The List” can also be helpful to you when keeping track of materials needed and deadlines for each application. Consider using the template below.

“The Final College List”

Jo Student

	College A	College B	College C
Application Type	Common app + Supplement	College app	College App
Online or paper	CA online	Online or paper	Online
Application timing	regular	ED	Rolling
College Deadline / My Deadline	March 1 / Dec 1	Nov 15 / Oct 1	No closing date / Dec 1
Testing Requirements	SAT	SAT and 2 SAT IIs	SAT
Interviews	Encouraged	Required – alumni available	Not required
Teacher Recommendations	One – Common App Teacher form	Two – one math and one English w/college form	None
App Fee	\$25	\$70	Free online
College Application Checklist (from each college’s admissions page)	Printed for your files	Printed for your files	Printed for your files
Counselor Recommendation	Yes – CA school report	Yes – college form	Yes – no form, just a letter on school letterhead
Other information	mid-April notification	Will be notified of decision by Christmas	apps reviewed after 12/15

REPORTING TEST SCORES

You MUST request that The College Board send SAT scores, or that ACT send your scores, directly to each individual college. This can be done at the College Board website at www.collegeboard.com or at www.actstudent.org.

You may want to take advantage of the 4 free score reports when you register for your final SAT or ACT. Colleges will receive all your SAT scores (subject test scores, and SAT scores from all your testing dates except PSATs), and take your highest numbers.

EA or ED applicants: PLEASE have your testing completed in October. It takes 3-6 weeks from the test date for the college to be notified of your score.

AP Test Scores

If you took an AP course Junior year or earlier, and scored a 3 or higher on the exam, make sure to list that under “Academic Achievements” or a similar section on any college application. This is an achievement, since AP courses are, technically, college level courses, and by earning a 3 or higher on the exam, most colleges allow you to ‘advance’ by waiving an intro course and moving up to a more advanced course. They may or may not grant you college credit.

Here’s an example of BU’s AP chart, which awards credit for scores of 4 or higher:
http://www.bu.edu/admissions/files/library/media/advanced_credit_guide.pdf

Check out USM’s, which awards college credit for scores of 3 or higher:
<http://www.usm.maine.edu/pla/pdf/ap-equivalency-usm-5-08.pdf>

You will send official AP scores to the **one** college you choose to attend, by filling out the college code on AP exams you take in May, or by sending scores during the summer after graduation.

Transcript Request Procedures for College Applications

All colleges and universities require an official transcript in order to process an application. Official transcripts must be sent directly from Cheverus to the school(s) that you apply to. Almost all schools require a Secondary School Report, sometimes called the Counselor's Report, which lists senior year classes and a counselor recommendation. The College Advising Office will send the aforementioned information as well as a copy of our School Profile, which provides information about academic requirements at Cheverus, and a key to the transcript. Colleges require that your SAT or ACT scores be sent directly from the testing agency. It is your responsibility to know the application procedures and requirements necessary to successfully complete the application processes to the schools in which you plan to seek admission. (The Junior College Advising handbook has your transcript and the School Profile.)

To ensure that all the materials required are sent in time to meet the application deadlines, you must submit a request for application materials no later than the deadlines listed below. It is preferred that students submit a list of all schools being applied to with the earliest deadline listed first. The same consideration should be given to teachers who will be writing recommendations for you. If the College Advising Office receives a transcript request for several schools at the same time with varying deadlines the entire list will be processed and the materials will be sent to all the schools on the list by the earliest deadline. Colleges keep application materials on "hold" until they receive your application.

Schools with a Rolling Deadline allow students to submit an application at any time. However, in this situation students must submit a request that materials be sent by the January deadline listed below. Schools with a late deadline that provide Continuous Notification should also be treated like a rolling deadline.

DEADLINES for submitting proper forms and a request to the College Advising Office

- The deadlines for college applications are posted on each college web site, and at www.CommonApp.org. That date is the latest you want your materials to arrive at the college. You need to request teacher and counselor recommendations weeks ahead of the college's application deadline. Just as you will write your college essay weeks ahead of the application deadline, so too will your teachers and counselor spend time preparing and writing the recommendation.
- Please be considerate of teachers who write for dozens of students and your counselor who writes for each senior. Writing your letter of recommendation takes hours to draft and write. Complying with the following deadlines is required and also common courtesy.

SEPTEMBER 25 – For U.S. Service Academies and recruited athletes who expect Likely Letters.

OCTOBER 13 – For students who are applying Early Decision/Early Action and have deadlines in November. The College Advising Office will be **closed from Oct 20-21** to write letters of recommendation, fill out School Reports, prepare transcripts, and submit or mail the package to colleges. No additional requests will be accepted at that time.

NOVEMBER 6 – For students who are applying regular decision and have deadlines in December, and for those students who will be meeting with UMO on campus in December. The College Advising Office will be closed **from November 11-13** to write letters of recommendation, fill out School Reports, prepare transcripts, and submit or mail the package to colleges. No additional requests will be accepted at that time.

DECEMBER 8 – For students who are applying regular decision and have January or rolling deadline or continuous notification. The College Advising Office will be closed from **December 14-15** to write recommendation letters, fill out School Reports, prepare transcripts, and submit or mail the package to colleges. No additional requests will be accepted at that time.

Which deadline is yours?

Note: All seniors should apply to college by Dec 15 regardless of the college's stated application deadline. Some colleges have later deadlines, but you may miss out on (1) majors that fill quickly like nursing, and (2) scholarship money, which usually requires a mid December application for admission.

TEACHER RECOMMENDATIONS

Contact teachers in the fall about writing letters of recommendation. Each teacher may have their own procedure that you must follow. Below, please find items you may be asked give your teachers so that they will be best prepared to write to colleges on your behalf.

- Resume, indicating extra curriculums you are involved in and at what level, Work experience and hours per week, Honors and awards and which year you earned them. Consider using the one you turned into Mrs Moffat junior year. Just make sure to update it with your summer job/ activities.
- What major you are pursuing (if known)
- What date your recommendations need to be mailed by

Bring teachers each college's teacher recommendation form. Make sure you have filled out and signed YOUR portion. Cheverus requires that you waive your right to see the recommendation by checking the appropriate box on the Common App Teacher Recommendation Form. (Colleges inform us this is important so they know the teacher is writing an honest appraisal.)

Give teachers a stamped envelope addressed to the each college admissions office. In the case of Common App schools, after you contact the teacher in person to see if they will agree to write for you, fill out the School Forms section with each teacher's information.

Please refer to the Deadline page, above, when requesting recommendations, and you should follow up with teachers to make sure everything is completed by the deadline.

1st Quarter Grades and 1st Semester Grades

Cheverus will send official 1st Q grades to colleges who specifically request them or if the student specifically requests that they are sent to specific colleges. If your 1st q grades are great, let's send them to the colleges to which you applied. Caution: quarter grades contain lots of information not found on the transcript: absences, tardies, effort and conduct.

Please do your best!

If you are applying EA or ED, colleges will likely require 1st Quarter grades. All Colleges to which you apply will receive 1st SEMESTER grades.

After Applying

- Consider filling out scholarship applications.
- Follow up with recommenders and thank them.
- Keep in touch with the College Advising Office. Where did you get an offer of admission? I generate the college acceptance list only with your input.
- Wait listed? What would you like to do? If you'd like to campaign for admittance, please be in touch with the College Advising Office so we may assist you in any way possible.
- Final Plans – before May Projects, I'll ask you what your final plans are and if you've been awarded any scholarships. Cheverus sends your final transcript to the one college you intend to enroll in.

COLLEGE APPLICATION DOs AND DON'Ts

DO's

- **Get organized.** Keep a file folder with information on each college you apply to, including a copy of the application checklist, a copy of your application, your notes, correspondence from the college, etc. Applying to more than two colleges necessitates that you organize the information *somehow*.
- **Put your name and social security number or birth date on all documents, including checks and essays** (parent's last names are often different than student's so always put the student name on checks so they can be identified in the event the check is separated from the application).
- **Proofread your essay – Don't just use spell check. Have someone else read it.**
- **Follow up with each school to make sure they have received all parts of your application. Do not assume they will notify you if something is missing.**
- **If there is anything unusual about your transcript (i.e. dramatic drop in grades, withdrew from one class to take another) be sure to mention it in some part of your application or attach a short factual paragraph of explanation.**
- **Give as much thought to short answer questions as you do to essays.**
- **Tell the truth.** The Common App asks you *and* me about school suspensions. I will report them and write up the facts of the situation (date and incident) and you will want to do the same. If any suspensions occur after you file your application, it is your responsibility to notify the college as they require notification of any "change" in your application.

COLLEGE APPLICATION DOs AND DON'Ts

DON'Ts

- **Don't try to impress. Be yourself throughout this process.**
- **Don't RUSH ... take your time with each application.**
- **Don't forget to send your test scores to each school you are applying to (if they require them).**
- **DON'T MISS DEADLINES - PLAN AHEAD .**

HOW TO ADDRESS AN ENVELOPE

Affix two stamps, or one for envelopes containing Teacher Recommendations.

If your application materials are headed to Canada, double the amount of stamps.

Return address: Cheverus' address (267 Ocean Avenue, Portland, ME 04103)

Address the envelope to your college or university:

Name of college
Admission Office
Street or P.O. Box
City, State, zip

Cheverus address	<input type="checkbox"/> <input type="checkbox"/>
Merrimack College Admission Office 315 Turnpike Street No. Andover, MA 01845	

Or, you could print envelopes using your own printer. Looks nice! Steps:

1. Type the address in Word.
2. Go to Mailings, then Envelopes.
3. The address you typed should appear in the "Delivery Address" box.
4. Look at your printer's feed tray to see which way envelopes are placed.
5. Also look at "Feed" picture in Tools – Envelopes. This should match your printer's specification.
6. Load an envelope into your printer tray and press "print".
7. Repeat for each college envelope you need.

NOTE: Students and parents signed this document Junior year. This copy is for reference use.

School policies related to the release of college application materials are listed below. Please read and sign this document. Note: We cannot release information to colleges without the proper signatures.

TRANSCRIPTS AND GRADES:

- In response to a request from a student or parent, Cheverus will send an official transcript directly to every school to which a student makes application for admission and/or to any educational agency requiring the student's record as part of an application for a scholarship or similar benefit. The transcript will include a record of all courses taken at Cheverus and the grades and credits earned, as well as a list of courses in progress.
- Seventh semester (Mid-Year) grades will be sent to all colleges only after students submit a Mid-Year Report Request form to the college Advising Office.
- The College Advising Office will respond to colleges' requests for interim grade reports (First Quarter grades).
- After graduation, the College Advising Office will send an official final transcript to the college or university to which the student will matriculate.

STANDARDIZED TEST SCORES:

- It is the student's responsibility to have official standardized test scores sent directly from the testing agency to colleges and universities. This is mandatory.
- AP scores are not listed on the student's official transcript. It is the student's responsibility to have official test scores sent directly from the testing agency to colleges and universities needing these scores.

RECOMMENDATIONS:

- Confidential letters of recommendation written on behalf of the student by Cheverus faculty and administration are sent directly to the colleges and universities to which a student applies and to scholarship foundations. It is understood that parents and students waive any rights to see these recommendations.

DISCLOSURE POLICY:

- The College Advising Office may answer questions regarding major disciplinary action posed by colleges in secondary school reports, mid-year reports, and final school reports. The following question appears on the Common Application, used by 400 colleges: *"Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal or expulsion from your institution?"* The student is also required to answer this question on the last page of the Common App.

I acknowledge that I have read and agree to the above policies:

Student signature and date

Parent signature and date

Cheverus High School - College Advising Office
Parent/Guardian Questionnaire

Please return in early October

One of the most important documents to come out of the College Advising Office is the Counselor Recommendation. Please help me to make your student come alive to college admissions committees by sharing your personal responses to the following questions.

Your insights and perspectives regarding your son / daughter will allow me to write a more informed and substantive evaluation of your child. You will be most helpful to me when you are specific with your descriptive statements and when you give examples or anecdotal information.

Be serious; be funny; be honest; be proud.

Please feel free to use a separate sheet if your comments do not fit in the space provided. I will assume that you have shared your responses with your son/daughter unless you tell me otherwise.

You may email the responses to moffat@cheverus.org or mail them to Cheverus.

Thank you for your help.

Kate Moffat, College Advising Director
Cheverus High School
267 Ocean Avenue
Portland, ME 01403 (207) 774-6238 x52 moffat@cheverus.org

Student's Name: _____

Parent e-mail address or phone: _____

- 1) Please list three or four adjectives that you feel best describe your son/daughter. Why did you choose these adjectives?

7) What have been the “highs” and “lows” of your student’s high school career?

8) Are there any unusual or personal circumstances that have affected your son’s / daughter’s educational or personal experiences?

9) Is there anything previously unknown to me that you feel I should know about your son/daughter that might be helpful in the college guidance process?