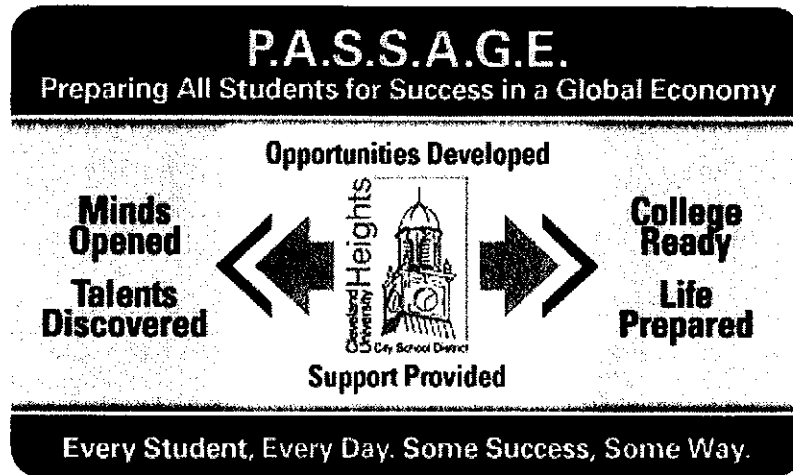


# College 101: *Getting Ready, Getting In, Getting Through*



## **Workshop 5: The Application Process**

Wednesday, February 18, 2009

7 PM

CHHS Social Room

*presented by*

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## Agenda

- The Counselor's Role in the Application Process
- Approaches to Handling Applications
- Components of a College Application
- Admissions Policies
- Q & A

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## The Counselor's Role

- Be familiar with the application process of the colleges that are popular with CHHS students.
- Develop and publicize calendars and procedures to keep students on task during the application process.
- Know the application procedures for students who hope to play NCAA sports.

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### The Counselor's Role

- Assist teachers in writing meaningful recommendations; give teachers useful advice on helping students prepare their essays.
- Assist students with self-awareness, research, following directions, meeting deadlines, preparing high-quality documents, and making decisions.

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### Different Approaches to Handling Applications

- The school mails all materials to the colleges.
- The school mails the transcript only; the student is responsible for sending the other materials.
- The school mails the transcript, recommendations, and school profile; the student is responsible for sending the other materials.

CHHS follows approach # 1 as much as possible.

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### Components of a College Application

- the application form
- the transcript and the school profile
- standardized test scores
- recommendations
- essays
- portfolios/auditions
- supporting documents
- application fee

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### The Application Form

- online
- downloadable
- paper
- available by September
- 2 - 6 pages

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### Online Applications

Colleges do not give preference to applicants who apply online.

#### PROS

- Some colleges waive the application fee.
- Processed more quickly than paper.
- Easier to read than paper

#### CONS

- No one reviews the student's work.
- Students forget to request transcripts and alert the counselor.

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### The Common Application

- accepted by 346 postsecondary member institutions
- completed only once and copies are sent to any participating colleges
- some member colleges also require supplemental forms

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### The EDU, Inc. Common Black College Application

- 33 HBCU member institutions
- \$35 application fee
- completed only once and sent to all participating colleges
- student sends transcripts and test scores to institutions in which they are interested

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### Transcript & School Profile

#### Transcripts

- Most colleges recalculate GPAs.
- FERPA (see Appendix A handout)

#### School Profiles

- Document that describes CHHS to colleges
- Helps admissions staff put student transcripts in context
- Updated annually
- Enclosed with every application

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### Test Scores

- Colleges require official test scores.
- CHHS reports test scores on the transcript.
- Student may need to send the scores directly from the testing agency.

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## Recommendations

Letters of recommendation are not always required. Check each college's application carefully.

- Counselor Recommendation
  - provides an overview of the student
    - academic
    - extracurricular
    - community
    - aspirations
- Teacher Recommendation
  - conveys the teacher's classroom experiences with the student
  - give the colleges an idea of how the student is likely to perform academically

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## Recommendations

Requesting Recommendations

- See College Application Process – Basic Steps handout

Should my student waive his/her right to see a recommendation?

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## Essays

An essay is not always required. Check each college's application carefully.

- tells admissions officers something about a student that may not be evident from other pieces of the application
- helps the college assess critical thinking skills and writing abilities

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## Essays

### Types

- open-ended
  - invites the student to write creatively
- describe yourself and your reasons for wanting to attend college

Many students will be able to write a single essay that will be suitable for some or all of the colleges to which they are applying.

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## Interviews

Interviews are not always required. Check each college's application carefully.

The interview will usually be with an admissions staff member but might be with a student, alumnus, or a professional interviewer.

### Purpose

for you to learn about the college and to allow the interviewer to learn about you

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## Interviews

### Type

- evaluative
- informational

### Tips

- don't go unprepared
- an important part of preparation is self-assessment
- do your homework about the college
- be honest
- dress appropriately

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## Portfolio/Audition

Portfolios and auditions are not always required.  
Check each college's application carefully.

### Portfolio

- paintings, poems, other creative works

### Audition

- musicians, dramatic artists, dancers

Be aware of deadlines which  
might be different than the  
general application deadline.

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## Supplemental Information

- extra recommendations
- cover letter explaining special circumstances
- Ask the college if they will accept supplemental materials.

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## Application Fee

- on average: \$25 - \$75
- encourages students to make thoughtful decisions about where they apply
- recovers the cost of handling and reviewing the application

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## Admissions Policies

- Early Action
- Early Decision
- Open Admissions
- Rolling Admissions
- Candidates Reply Date Agreement

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## College 101:

*Getting Ready, Getting In, Getting Through*

### **Workshop 6: Financing College**

Monday, March 16, 2009, 7 PM

Topics will include calculating the cost of attendance, how financial need is determined, types of financial aid, FAFSA, CSS/Financial Aid Profile, myths about financial aid, financial aid scams, local scholarship opportunities, and more!

### **Workshop 7: College Realities**

Tuesday, April 14, 2009, 7 PM

The discussion will address the differences between high school and college, including time management and self motivation, study skills and remedial courses, accessing support services, the Family Education Rights and Privacy Act (FERPA), and more!

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