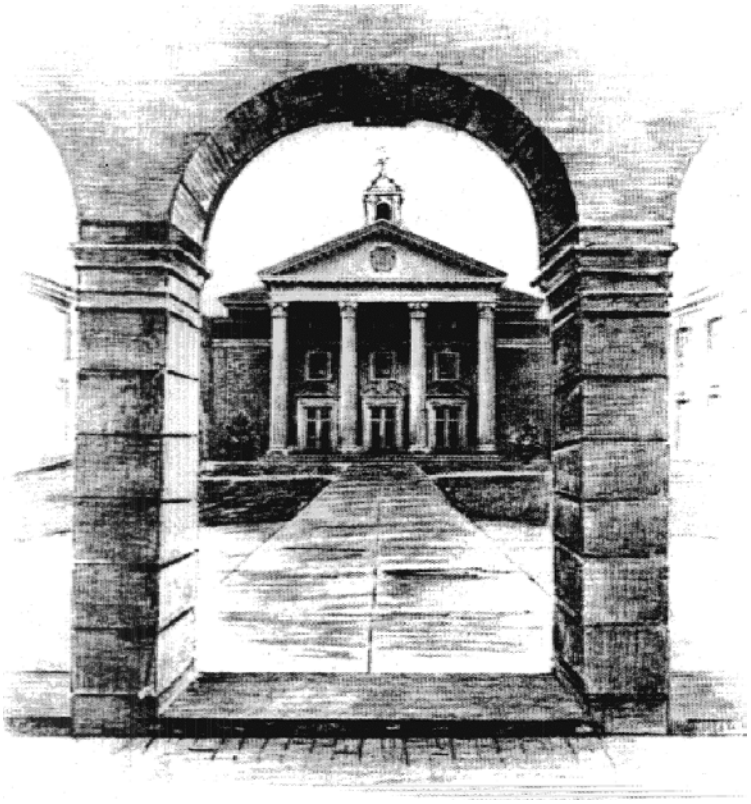
POSTSECONDARY EDUCATION PLANNING GUIDE

HADDONFIELD MEMORIAL HIGH SCHOOL



CHOOSING A COLLEGE
is the taking of many steps
during your junior and senior years

Preparing To Decide

JUNIOR

Ask yourself questions:
- Why should I further my education?
- Which colleges do I want to visit?
- Where would I like to go to school?
- What do the college websites say?
- For what colleges do my scores and records qualify me?
- Who's going to pay for my education?
- Where can I get advice?
- When do I take the PSAT, SAT, SAT Subject Tests, and/or ACT?
- How can I use Naviance?
- What activities do I want to pursue in college?

Making Decisions

SENIOR

Do these things early:
- Talk to your counselor.
- Discuss plans with parents.
- Speak to college representatives.
- Attend college fairs.
- Visit campuses.
- Research and organize your information in Naviance.
- Visit college websites to gather information and review applications.

Applying To Schools

SENIOR

Follow through carefully:
- Take SAT or ACT, and SAT Subject Tests, if required.
- Submit college applications.
- Write essays
- Ask for recommendations.
- Schedule interviews, if applicable.
- Keep track of deadlines and requirements.

APPLYING TO COLLEGE

means fulfilling many responsibilities and commitments

Student

OBLIGATIONS

- Complete Senior Information Sheet.
- Update resume in Naviance.
- Complete applications.
- Meet all application deadlines.
- Complete Transcript Request cards.
- Submit recommendation requests.
- Report admissions decisions to counselor and in Naviance.
- Adhere to scholarship deadlines.

Parent

OBLIGATIONS

- Assist your child in college exploration.
- Discuss financial resources frankly with your child.
- Be aware of expense of application fees.
- Complete appropriate financial aid forms.
- Plan a family visit to colleges.
- Make sure deadlines are met.

Counselor

OBLIGATIONS

- Be available for consultation with both parent and student.
- Arrange for college representatives to visit HMHS.
- Keep students and parents aware of trends and general information.
- Assist students and parents in using Naviance resources.
- Provide scholarship and financial aid information.

PLAN-OF-ACTION CALENDAR

For The College-Bound

This is a guide of important dates and points to keep in mind. It stresses that you visit your counselor regularly and discuss plans. Although your counselor will contact you periodically, you are encouraged to approach your counselor with any questions that may arise.

GRADE 11

AUGUST/SEPTEMBER

- Double check your schedule for accuracy to ensure that your program of study meets college requirements.

OCTOBER/NOVEMBER

- Concentrate on grades and college exploration.
- In October take the (PSAT) Preliminary SAT/National Merit Scholarship Qualifying Test. This test familiarizes you with the SAT, points out areas of deficiency, and may provide recognition for educational achievement.

DECEMBER/JANUARY

- Review PSAT scores.
- Become familiar with college websites and Naviance.
- Take available interest and personality inventories to understand yourself better.

FEBRUARY

- Consult with your counselor on the college process.
- Begin to research colleges on your lists.
- Discuss the results of your interest and personality inventories.

MARCH/APRIL

- Register for spring college entrance exams - SAT and/or ACT, and SAT Subject Tests, if needed.
- Obtain current information on programs, scholarships, financial aid.
- Attend college fairs with your parents.
- During course selection conferences, be sure your program of study meets college admissions requirements.
- Plan to visit college campuses with your family during spring break and arrange campus tours with admissions offices.

MAY/JUNE

- Take the SAT and/or ACT. If you are completing a course and want to take the SAT Subject Tests, do so in May or June.

- Complete your Senior Information Sheet.
- Contact teachers for letters of recommendation.
- Plan to visit college campuses with your family during the summer and arrange campus tours with admissions offices.
- If you are interested in playing college sports, register with the NCAA Eligibility Center.

JULY/AUGUST

- Seek employment to help meet college expenses and provide work experience or attend a college summer program or perform community service.
- Talk frankly with parents about finances.
- Access applications and start to work on resumes and essays.
- Register for summer college entrance exams - SAT and/or ACT, and SAT Subject Tests, if needed.

GRADE 12

SEPTEMBER

- Access application forms and scholarship information.
- Register for fall college entrance exams - SAT and/or ACT, and SAT Subject Tests, if needed.
- Identify application deadlines.
- Submit requests for teacher recommendations.
- Begin gathering materials to complete the FAFSA and CSS/Financial Aid Profile, if applicable.
- Have your parents attend the Financial Aid Meeting.

OCTOBER

- Register for college entrance exams - SAT and/or ACT, and SAT Subject Tests, if needed.
- Attend college fairs.
- Meet with college representatives
- Submit Transcript Request cards to your counselor two weeks before your deadlines.
- File the FAFSA as soon after October 1st as possible.
- Register for the CSS/Financial Aid PROFILE, if applicable.

NOVEMBER

- Meet with college representatives.

DECEMBER

- For a January 1st deadline, Transcript Request cards must be in the Counseling Office by December 1st.
- Take the SAT Subject Tests, if needed.
- Colleges will inform Early Decision/Early Action applicants.

JANUARY

- Finish your first semester strong because these grades will be submitted to colleges.

FEBRUARY

- Explore scholarships and other financial aid.
- Mid-year grades are forwarded to colleges.

MARCH

- Submit applications for local scholarships.

APRIL / MAY

- Be aware that a pattern of declining grades may jeopardize your acceptances.
- Make any last college visits to help you make your final decision.
- Pinpoint the college of your choice and notify it accordingly by the candidate reply deadline (typically May 1st)
- Notify the colleges you choose not to attend.
- Report your admissions decisions to counselors and in Naviance.

JUNE

- Complete all Counseling Office forms concerning your post-graduation plans.
- Final transcripts will be sent to the college you plan to attend.

EXAMINE COLLEGES CAREFULLY

use some of these criteria:

- **Location**
- **Size**
- **Reputation/Opportunities**
- **Campus Living**
- **Social Life**
- **Student Body**
- **Expenses**

LOCATION

Where a school is located might be important to you and your family, your budget, and your way of life. What matters to you? Rate the importance of these location values.

HOW MUCH DOES IT MATTER TO YOU THAT THE SCHOOL IS...

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
• Located in or near a large urban area			
• Located in or near a small town			
• Located near other schools			
• Located near someone special			
• Located close to your family			
• Located far from your family			

SIZE

Schools vary in size ranging from enrollments of a few hundred to enrollments over 40,000. There are differences between schools of different sizes. How important are these differences? Rate the importance of these differences at both large and small schools.

AT A LARGE SCHOOL DOES IT MATTER...

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
• Not being known by everyone.			
• Having available more specialized areas to study.			
• Having more course offerings to choose from.			

• Having available more extracurricular activities.			
• Having more organizations on campus to choose from.			
• Having larger, more specialized libraries.			
• Having more sophisticated laboratories and research opportunities.			
• Having updated technology.			
• Being able to meet students from a greater variety of backgrounds, countries or areas of the country.			
• Having exposure to faculty from different countries and many backgrounds.			
• Having exposure to distinguished professors.			
• Having on-campus graduate programs.			
• Being part of a larger student body.			
• What else? Think.			

AT A SMALL SCHOOL DOES IT MATTER...

	VERY IMPORTANT	**SOMEWHAT IMPORTANT**	**NOT IMPORTANT**
• Being in smaller classes.			
• Having a more personalized atmosphere.			
• Being known by more people.			
• Enjoying more discussion in small classes.			
• Being close to professors and students.			
• Having access to more individualized attention.			
• Having more opportunity to individualize your program.			
• Having more opportunity to participate individually in sports, clubs, student government.			
• What else? Think.			

REPUTATION/OPPORTUNITIES

The school's reputation as well as the availability of special programs allows a student to shape his or her education and, therefore, prepare for a career.

DOES IT MATTER...

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
• Going to a school which is well known.			
• Going to a school associated with a religious organization.			
• Going to a school with no religious affiliation.			
• Going to a school with a high rate of retention.			
• Going to a school that is highly selective.			
• Going to a school that will allow you to shorten your education by accelerating.			
• Going to a school that has self-designed majors.			
• Going to a school that has coordinated programs with other schools.			
• Going to a school that has a cooperative education program.			
• Having the opportunity to study abroad.			
• Having ROTC programs available.			
• Having independent study programs available.			
• Having medical and/or counseling services available.			
• Getting employed after 1 or 2 years of school.			
• Getting prepared for technical or skilled occupations.			
• Going to one school and then transferring to another school.			
• Having a school program with less emphasis on a broad liberal arts			

education and more emphasis on specific career preparation.			
• Having a graduate school program.			

CAMPUS LIVING

How you eat and where you sleep might be important.

CONSIDER THE IMPORTANCE OF...

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
• Attending a coed college.			
• Attending a single-sex college.			
• Living in a coed dormitory.			
• Living in a single-sex dormitory.			
• Living with a roommate of one's choosing.			
• Living in an assigned room.			
• Having available vegetarian food.			
• Having available Kosher food.			
• Living at a school where most of the students live on campus.			
• Living in off-campus housing.			
• Having religious services available on or near the campus.			
• Having chapel facilities on or near the campus.			

SOCIAL LIFE

The social life of a particular school can be a plus or minus. What are your needs? What matters to you?

CONSIDER THE IMPORTANCE OF...

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
• Having fraternities or sororities available.			
• Having few or no fraternities or			

sororities available.			
• Having student publications available.			
• Having access to weekend activities and social life.			
• Having cultural activities such as community concerts, plays, art exhibits, films available on campus.			
• Having interscholastic activities available.			
• Having intramural activities available.			
• Having fitness facilities available.			

STUDENT BODY

The types of students you attend school with will affect your learning and career preparation.

REGARDING STUDENTS:
WOULD YOU LIKE...

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
• Going to school with my friends.			
• Meeting a culturally diverse population.			
• Going to school with students from different geographic areas.			
• Going to school with students with similar political or social ideas.			
• Going to school with social, party-loving students.			
• Going to school with diligent, intellectual students.			

EXPENSES

In addition to tuition, room and board, there are many other financial factors to consider when totaling the costs of going to college.

CONSIDER THE IMPORTANCE OF...

	VERY IMPORTANT	**SOMEWHAT IMPORTANT**	**NOT IMPORTANT**
• Being able to get a part-time job on or off campus.			
• Traveling to and from home.			
• Paying fees for labs, equipment, and some special degrees			
• Purchasing a computer.			
• Purchasing special clothing for campuses in extremely hot or cold regions.			
• Maintaining an adequate social life.			

ADMISSIONS DECISIONS ARE BASED ON MANY CRITERIA

Most schools will base their decision about you on important factors.

Academic Record

- Grades and strength of courses.

Applications and Essays

- A carefully prepared application and well-written, thoughtful essay will improve your chances for admission.

Entrance Exam Scores

- SAT and/or ACT, and SAT Subject Tests, if applicable.

Extracurricular Record

- It's important to be involved in out-of-class activities at school and / or in the community. Colleges will look for activities to which you have made a significant contribution.

Work Experience

- Your employment experience could develop skills, commitment, and sense of responsibility.

Recommendations

- The observations of your counselor, teachers, and other references can be very important in a college's evaluation of you.

Haddonfield Memorial High School's Profile

- With your transcript we send a profile that summarizes the economic features of our community, the academic offerings of HMHS, and the achievements of our students.

Geographic and Other Considerations

- Many schools attempt to get a diverse student body and have geographic or other distributional considerations

CLASS RANKING POLICY

The academic environment of Haddonfield Memorial High School is characterized by its rigor and emphasis on 21st-century ideals. The majority of our students respond to this focus by earning exemplary grades. The comparisons fostered by a rank-in-class calculation create unnecessary competition within the school. We believe that rank-in-class at Haddonfield fails to convey the capability and achievement of our students; therefore, we do not report class rank.

GET THE SPECIFICS FROM COLLEGE REPRESENTATIVES IN SCHOOL AND AT COLLEGE NIGHT.

STUDENT BODY

- What kind of student is a good match for your college?
- What is the average class size for freshman?
- How important is it to your school to attract a diverse student body?
- What is the student-to-faculty ratio?
- Is anyone from Haddonfield enrolled in your college now?

ADMISSION REQUIREMENTS

- What was your freshman class profile?
- How many people applied for admission last year?
- When must applications be filed?
- When are applicants notified of your decisions?
- If my academic record is acceptable to your school, what personal qualities are you looking for in your students?
- How large a role do test scores play in admissions decisions?
- What is the acceptance ratio for the most recent freshman class, and how does that compare to the ratio of five years ago?
- Does your school offer Early Action or Early Decision application options?

CAMPUS LIFE

- Is campus housing available for four years?
- How would you describe the relationship between your college and the local community?
- How many students live on campus?
- How many students stay on campus on weekends?
- Is the college located in a city, small town, open country?
- How important are sports at your school?
- What campus organizations might I join?
- What do students like best about your college?
- What are the current hot issues on campus?
- How serious are drug and alcohol problems on campus? What is your college doing to deal with these problems?
- What health services are available?
- What security measures have been implemented to protect student safety?
- How up-to-date is your technology?

ACADEMIC PROGRAM

- When will I have to declare my major?
- What are the most popular majors?
- What are the internship opportunities in my field?

- What is the percentage of freshmen who return their sophomore year?
- Can I get a bachelor's degree in fewer than 4 years?
- Can I complete a bachelor’s degree in 4-5 years?
- What sets your college apart from similar institutions?
- What percentage of your students continues to graduate school?
- What is the job placement rate within six months of graduation?
- Are there opportunities for research?
- If I am still undecided about my major, what help will I be able to receive?

INCREASE YOUR CHANCES OF BEING ACCEPTED BY PLANNING AND PRACTICING FOR YOUR INTERVIEW

UNDERSTAND THE INTERVIEW

What is it?

The Interview:

- may be required by your college
- may be optional or unavailable
- is a way of supplementing other information about you

Who does the interviewing?

- director of admissions
- admissions staff
- instructors
- upper-level students
- local alumni representatives

Why do they interview?

They want to know:

- what you do
- how you do it
- why you do it
- what kind of person you are
- what kind of student you are

Schedule your interview at a time classes are in session. You'll get a feel for the campus atmosphere, and perhaps have an opportunity to talk with students or visit classes. A model email to use to schedule an interview appears later in this book.

REVIEWING YOUR INFORMATION
PREPARING FOR THE QUESTIONS

They might ask...

- Why come to this college?
- In what ways is this college a good match for you?
- Did you get what you wanted out of high school?
- How did you contribute to your high school?
- What do you do in leisure time?
- What do you read?
- What are your plans after college?
- How will our college help you with these plans?
- Are your grades and test scores an accurate indication of your abilities?
- How would you describe yourself?
- How would people describe you?
- What do you do in the summer?
- What is your family like?
- What current issues concern you?
- Who is your hero and why?
- What have you done in the last six months to help other people?

You might ask...

See previous page

DO:

- Arrive on time
- Dress neatly
- Relax, be yourself
- Answer all questions
- Leave parents and friends outside the office
- Be prepared to answer questions

DON'T:

- Prolong the visit
- Dress too casually
- Boast

PREPARE YOUR APPLICATION CAREFULLY AND ACCURATELY

The application is a major part of your presentation and reflects in writing WHO YOU ARE. Admissions committees receive a strong impression about you from your application form.

SUGGESTIONS FOR FILLING OUT APPLICATIONS

- Allow yourself sufficient time (start in the summer) to fill out the application form. A "rush job" results in careless errors. Work at home, alone, in a quiet place where you can give the job the consideration it deserves.
- Read and follow directions carefully.
- Read all questions on the application and think about your answers before you begin to write.
- Write rough drafts to all essay questions first. See input from other readers.
- Make your answers truthful, specific, and concise.
- Answer all questions. Use N/A if a question does not apply to you.
- If an application fee is required, enclose check, money order, or credit card number with your application.
- Complete a Transcript Request card for each school to which you would like the Counseling Office to send your transcript.
- Keep a record of all usernames and passwords.

ERRORS TO AVOID IN FILLING OUT APPLICATIONS

- Avoid spelling errors; use spell check.
- Do not use abbreviated forms.

Avoid	Use
phys.ed.	physical education
eng.	engineer
C.Y.O.	Catholic Youth Organization
M.Y.F.	Methodist Youth Fellowship
O.K.	Satisfactory

- Do not use local names which have no meaning to the college. When naming a school activity, clarify the meaning or purpose of the activity. For example, “I am the president of the Interact Club, a school service organization.”

Make the Most of Campus Visits

1. If possible, visit a college during the school year to get the best picture of what life is like at the college. During the summer students may not be around, and other key people may not be available.

2. The February break or spring vacation in the junior year is a good time to start visiting campuses.

3. Ideally, visit only one campus per day. Never try to squeeze in more than two colleges in the same day.

4. Prepare for a campus visit by learning about the college in advance. Read brochures, catalogs, guidebooks, and information at the college's website.

5. Contact the college's admissions office before your visit. The office will be able to inform you of activities available for prospective students. In addition, the office's knowledge of your genuine interest in the college could increase your chances of being admitted.

6. Take notes or use a tape recorder to register your impressions of a campus. Consider photographing campus facilities and scenes.

7. A visit could include an interview and/or a question-and-answer session with an admissions officer, a guided tour, a meal in a dining hall, an overnight stay with a student host, a meeting with a professor and/or coach, and an appointment with the financial aid office. Sit in on one or more classes, read the school paper, talk to many students, check out the bulletin board to learn about campus life.

8. If possible, schedule your interview toward the end of your visit. By that time, you will be more familiar with the campus and will come across as a better-informed applicant.

9. Be prepared with questions to ask your student tour guide. Questions to ask might include:

    - Why did you choose this college?
    - What is special about this school?
    - What do you not like about this school?
    - What is the relationship between students and residents of the surrounding town / city?
    - What do students do on weeknights and weekends?
    - How much time do students spend studying, and where do they study?

RECOMMENDATIONS ARE IMPORTANT PARTS OF YOUR PROFILE

People to use as references:

- Counselor
- subject teachers
- coaches – advisors
- employers
- religious or community leaders
- peers, if requested

How to choose the right person:

Select a person who

- knows you and your work
- is reliable
- will do his or her best to give positive statements

What are the steps to follow?

1. Determine the people who will write your recommendations.
2. Approach your references at least one month before the deadline and ask if they would be willing to write a recommendation.
3. If a teacher agrees to write a letter, select that teacher in the "letters of recommendation" section of Naviance.
4. Make your recommenders aware of deadlines and any other pertinent facts.
5. Express your thanks in a note.
6. Let your recommenders know when colleges accept you.

TEACHER RECOMMENDATIONS

Teachers are frequently asked these questions:

- How long have you known this student and in what context?
- What are the first words that come to your mind to describe this student?
- In what subject did you teach this student?
- In which grade level(s) was the student enrolled when you taught him/her?
- List the courses in which you have taught this student, including the level of course difficulty (AP, accelerated, CP, elective)

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Teachers must also respond to this statement:

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in evidence about the candidate's intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, special talents, and enthusiasm. We welcome information that will help us to differentiate this student from others.

ESSAYS SHOULD BE WRITTEN THOUGHTFULLY

Before you write anything, READ THE DIRECTIONS and determine the requirements.

- Are there space limitations or word limits?
- How many essays must you write?

Write a rough draft, put it aside, and then rewrite it.

- Did you answer the question?
- Did you give examples?
- Is it your best writing?
- Is the content truly yours?

Ask someone to read and help you proofread your essay.

- Check sentence structure, punctuation, and spelling.
- Determine if the essay fits the designated space and adjust content or font (not too small) accordingly.
- Proofread your final version and maintain a copy of it. You may be able to use the same essay on another application, or you may want to read over the essay before going for an interview.

SOME STANDARD ESSAY TOPICS

- Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

- The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?

- Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?

- Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

- Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

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- Why do you want to go to a particular school?

  In answering this question, avoid such clichés and meaningless explanations as:

  - "To get further education" (this is obvious)
  - "To make new friends"
  - "To improve myself" (In what respect do you seek improvement?)
  - "To have the experience of living away from home"
  - "It's a good school."
  - "I've wanted to go ever since I can remember."
  - "I would like to go to school in New England."

  Instead, check the school's website and other sources of information and identify <u>specific</u> majors, activities, and other reasons for your interest in that school. In your essay, show that you have done your research and have selected the school for well-thought-out reasons. As much as possible, avoid giving reasons that you could use in an essay on any other school.

DO	**DON'T**
• Be direct and concise.	• Ramble on and off the topic.
• Use humor and anecdotes.	• Boast, be too serious or erudite.
• Be personal and natural.	• Be impersonal or phony.
• Be neat and careful.	• Make flagrant errors.
• Proofread	• Wait until the last minute
• Take lots of time to write.	• Use big words whose meaning or usage you do not fully understand.

MEETING COLLEGE COSTS

A careful examination of your resources and family's financial status will help to determine what you can reasonably afford.

You will be expected to use a portion of your summer earnings as well as your savings and assets. Your family will also be expected to use a portion of its income and resources.

For those who are not eligible for aid, there are self-help sources.

TYPES OF FINANCIAL AID

The largest source of aid is the federal government, followed by colleges, state governments, and private sources.

- Loans: money borrowed at low interest rates
- Scholarships: gift aid given because of your achievements / talents
- Work Study: employment on campus
- Grants: need-based gift aid
- Benefits: aid you or your parents are entitled to such as Veterans Benefits

Your eligibility for financial aid is determined by your financial need. Financial need is the difference between your total expenses for a college and what you and your family can afford to pay.

To find out if you can receive financial aid, you must file the Free Application for Federal Student Aid (FAFSA). Some colleges may also require the completion of the CSS/Financial Aid Profile and / or their own institutional financial aid application.

Parents should plan to attend the Counseling Office's Financial Aid Meeting in September and will be notified about the date and time.

COMPARE YOUR COLLEGES

THE COLLEGES OF MY CHOICE LISTED BY PRIORITY ARE:

	LOCATION	MET WITH REPRESENTATIVE	CAMPUS VISIT	INTERVIEW
1.				
2.				
3.				
4.				
Safety Schools / Foundation Schools				
5.				
6.				
7.				

ADMISSIONS REQUIREMENTS / OPTIONS:

	COLLEGE 1	COLLEGE 2	COLLEGE 3	COLLEGE 4
Essays required?				
Acceptance %				
Tests to be submitted (SAT, ACT, SAT Subject Tests)				
Test scores - middle 50% range				
GPA - middle 50% range				
Recommendations required?				
Special admission plans – rolling, Early Decision, Early Action				

ACADEMIC LIFE:

	COLLEGE 1	COLLEGE 2	COLLEGE 3	COLLEGE 4
Majors of interest				
Special programs - study abroad, internships, unusual or accelerated degree programs, co-ops?				
What kind of calendar is available: 4-1-4, trimester, etc.?				
Student/faculty ratio?				
Is there a graduate program available suitable to my intended program?				
Access to technology?				
What % of students earn a degree in 4				

years?				
What % of students attend graduate school?				

STUDENT LIFE:

	COLLEGE 1	COLLEGE 2	COLLEGE 3	COLLEGE 4
How many undergraduate students are enrolled?				
From which sections of the country do students come?				
What is the male / female ratio?				
What % of students commute?				
What athletic opportunities are open to me?				
What types of extracurricular activities appeal to me?				
May I live off campus?				
Are there any special requirements I should be aware of – chapel, curfews, etc?				
How ethnically diverse is the population?				

LOCATION:

	COLLEGE 1	COLLEGE 2	COLLEGE 3	COLLEGE 4
How far is the college from my home?				
What city is nearby?				
Is the campus urban, suburban, or rural?				

COSTS/FINANCIAL AID:

	COLLEGE 1	COLLEGE 2	COLLEGE 3	COLLEGE 4
What is the total cost of attendance?				
How much will I need to spend for travel?				
Must I submit a PROFILE in addition to the FAFSA?				
Is there a special financial aid application?				
What kinds of campus jobs are available?				
What % of students receive aid?				

EMAIL ETIQUETTE

The nature of email is informal compared with standard business mail, but when is informal too informal? Here are a few guidelines to help students with electronic communication.

DO:

- Remember that your email messages may be added to your admissions file.
- Choose an appropriate email address. You may want to rethink addresses like partygirl@hotmail.com.
- Give your full name, address, phone number, and high school in each message.
- Spell check your email and use proper grammar and punctuation.
- Use salutations – for example, Dear Admissions Office:
- Be as polite and respectful in an email as you would be in a face-to-face meeting or telephone conversation.
- Check the email address of the recipient before hitting the "send" button.
- If you have a lot of questions, check the school's website before sending an email. You may find the answers on the website.
- Save a copy of all emails.

DON'T:

- Use all lowercase or all capital letters; an email with all lowercase letters would be difficult to read, while all capital letters would seem that you are SHOUTING.
- Use "IMPORTANT INFORMATION !!!" or "Please read" as subjects for your email. These are commonly used for "junk email" or viruses.
- Use attachments. Schools are wary of attachments since they may carry computer viruses.
- Send anything confidential in an email.
- Send blanket emails to many schools at once. Do some research and then ask specific questions that indicate genuine interest.

SAMPLE EMAIL LETTERS

Scheduling an Interview

Dear Admissions Office:

I have been gathering information about colleges and am very interested in your institution. I will be applying for admission for September 20___ and request a personal interview and tour of the campus. My plans include visiting your campus on _____.

In addition, I have a strong interest in your _____ program. If possible, could my interview be coordinated with an opportunity to meet _____?

I appreciate your time and effort in making these arrangements.

Sincerely,

Your Name
Haddonfield Memorial High School
Haddonfield, N.J.08033

Declining an Offer of Admission

Dear Admissions Office:

Thank you for considering my application and offering me admission to your school. I greatly appreciate your confidence in me, but I have made the difficult decision to accept another offer of admission and will not be attending your school.

Sincerely,

Your Name
Haddonfield Memorial High School
Haddonfield, N.J.08033

Withdrawing an Application

Dear Admissions Office:

I am a senior at Haddonfield Memorial High School in Haddonfield, New Jersey, and submitted an application for admission to your college (or university). Because I have made the difficult decision to accept an offer of admission from another school, I would like to withdraw my application at this time. Thank you for your kind assistance and consideration.

Sincerely,

Your Name

GLOSSARY OF TERMS

ACT
The ACT is a college entrance exam that students can take to satisfy the testing requirement of specific colleges and universities.

Advanced Placement
Advanced Placement courses and examinations enable students to earn college credits before entering college or take higher-level classes at a college.

Associate Degree
A student who successfully completes two years of academic work at a technical school, junior college, or community college can earn this degree.

Bachelor's Degree
A student who successfully completes four years of college work can earn this degree.

Bachelor of Arts
This degree signifies that the student has primarily focused on studying the humanities, social studies, world languages, literature, etc.

Bachelor of Science
This degree signifies that the student has primarily focused on studying science, mathematics, technology, etc.

Community College
This type of institution is a two-year college that provides open access to postsecondary education, prepares students for transfer to 4-year institutions, and offers workforce development and skills training. A community college is relatively inexpensive and conveniently located, and serves the needs of a particular area.

Dean
This is the title given to a college or university official who supervises students or a school or faculty.

Early Action
Students apply early and receive a decision well in advance of the institution's regular notification date. The students are not required to attend the institution if accepted.

Early Decision
Students apply early and receive a decision well in advance of the institution's regular notification date. The students are making a commitment to attend if accepted.

Foundation School
This is a college upon which a list of desirable colleges can be constructed. This may be a less selective school, but the student would still be happy to attend if other plans fail to materialize.

Loan
This is money advanced to the student to help him or her meet college expenses. Repayment of the loan often begins after the student has graduated from college.

Major Program of Study
This refers to the field of study a student chooses to focus on at a college or university.

Minor Program of Study
This is a secondary field of interest that a student pursues at a college or university.

Master's Degree
This degree signifies that a student has successfully completed at least one year of study beyond the Bachelor's Degree. Submitting a written thesis or passing a comprehensive examination may be required.

Placement Test
This is an examination given for the purpose of determining a student's level of competence in a specific area so the student may be placed in an appropriate college course.

Prerequisite
This means a preliminary requirement which a student must satisfy before going to a higher-level course.

PSAT/NMSQT
The test is administered in October and enables students to practice for the SAT and qualify for National Merit Scholarships and other awards.

Rolling Admission
A college reviews applications as they are submitted and renders admissions decisions continuously instead of waiting until after a particular deadline.

SAT
Like the ACT, the SAT is a college entrance exam that students can take to satisfy the testing requirement of specific colleges and universities.

SAT Subject Tests
Very selective colleges often recommend or require these tests, which enable students to demonstrate their knowledge of specific subjects.

Scholarships
This term refers to money that colleges or organizations award to students to recognize outstanding achievement or talents.

Semester
This is one type of division of the college year. There are two semesters in the typical year - fall and spring.

Special Services
Colleges attempt to meet the needs of students with disabilities by making special services available. These services may include counseling, tutoring, modifying regular programs and evaluation procedures, and teaching study strategies.

State College or University
This is a state-supported school. Tuition is relatively low for residents of that state.

Transcript
A transcript is a record of a student's grades at an educational institution. A transcript typically includes final grades for all courses, a student's overall GPA, and a list of academic honors.

Trimester
This is another type of division of the college year. The year is divided into three sessions (trimesters).

Tuition
This is the amount of money which the school charges each student for the privilege of attending classes. In addition to tuition, room and board refers to the amount of money charged for housing and meals.

University
A university typically comprises a number of independent colleges along with a graduate school and professional schools.