

Notre Dame School College Planning Guide Class of 2016

Name:

Important Numbers

Notre Dame School CEEB Code:

333870

Counseling Center Information

Phone: 212-620-5575

Fax: 212-620-0432

School Counselors:

Ms. Babinecz, ext. 329 (Abrams - Gnafakis + Vasquez)

Ms. Paccione (will become Ms. McGinniss), ext. 350

(Gordon - Nwaokorie + Tavarez, Abriana)

Ms. Maisto, ext. 330 (Ocasio - Zabroni + Hryniuk)

Notre Dame School Address:

327 West 13th Street

New York, NY 10014

College Board

Automated Phone: 800-728-7267 Customer Service: 609-771-7600

Website: www.collegeboard.com

Welcome to the College Process!

The college application process can seem overwhelming. However, if you follow the systematic approach recommended in this guide and work closely with Ms. Babinecz, Ms. Maisto and Ms. Paccione, you will easily navigate the entire process one step at a time.

PLEASE KEEP IN MIND THAT <u>FOLLOWING ALL DIRECTIONS AND MEETING ALL DEADLINES</u> IS CRITICAL TO YOUR SUCCESS THROUGHOUT THE PROCESS.

STUDENTS ARE RESPONSIBLE FOR MEETING ALL COLLEGE APPLICATION DEADLINES

We encourage you to read this in its entirety, and then refer to each section as you approach and complete each step. Of course, the Counseling Department is readily available to assist you. Students are encouraged to make an appointment with their designated college advisor as often as necessary during a study period or gym class. If you are having difficulty scheduling a meeting, please speak with your counselor and we will determine a good time to meet.

Be excited as you begin this new and exciting venture © We are all here to help you!

I. What Do Colleges Look For?

The strength of your transcript is almost always the most important factor. In other words, what courses did you take at Notre Dame School and how well did you perform in them? A transcript lists all of your high school courses and all final grades earned. It also shows your Regents exam scores where appropriate.

Colleges also consider the criteria listed below:

- **GPA** Your GPA (Grade Point Average) is the weighted average of all final grades earned in all courses throughout high school.
- **Difficulty of curriculum** Colleges receive an ND school profile and look to see how many AP and Honors classes students have in their course load.
- SAT/ACT Scores Colleges do not rely solely on an SAT/ACT score, but it is a factor in a school's decision. Generally, the more competitive the college, the more important the SAT/ACT scores will be.
- Activities and Awards Colleges do not expect that students will have led every student
 organization, but they do look at the depth of your involvement. It is important to let them know
 WHY you're involved and not just WHAT you're involved in
 - o If you have not completed your community service hours, please do so before you fill out your applications. Remember that you cannot put down an activity in which you plan to participate.
- Letters of Recommendation —Your counselors will automatically send out a letter of recommendation on your behalf. Make sure you have submitted all of the worksheets that were given out in Guidance last year, as well as your resume. Resumes need to be proofread and single spaced so they are not more than a page in length. It will be up to you to decide which teachers should write your recommendations.
- **Personal Essay** This essay is your opportunity to convey who you are and what you believe in to an admissions officer. Until now, much of what your application consists of is numerical data and other people's perceptions of you. The essay is a great vehicle for demonstrating your unique strengths, interests, and abilities.

Remember that each college will evaluate these criteria differently. Through research and discussion you will better understand the process, but always remember that colleges look at the "applicant as a whole."

II. College Planning Calendar

September:

- © Continue visiting colleges
- Rarrow your list of potential colleges
- Research application process for all potential colleges Common App or other?
- Request all recommendations for early deadlines
- Register for October SAT I, SAT II, & ACT
- September 12 ACT
- September 15 Complete all <u>early decision/early action applications</u> with October 15 deadlines and submit transcript requests to Counseling Department

October:

- Register for November SAT I & II
- Request all recommendations for regular decision deadlines
- October 1 Complete all <u>early decision/early action applications</u> with *November 1 deadlines* and submit transcript requests to Counseling Department
- **October 3** SAT I & II
- ** October 15 Complete all <u>early decision/early action applications</u> with *November 15 deadlines* and submit transcript requests to Counseling Department
- © October 24 ACT
- © October 30 Finalized college list submitted to Counseling Department

November:

- November 1 Complete all <u>early decision/early action applications</u> with *December 1 deadlines* and <u>CUNY apps</u>, and submit transcript requests to Counseling Department
- **November 7** SAT I & II
- November 15 Complete all <u>early decision/early action applications</u> with *December 15 deadlines* and submit transcript requests to Counseling Department
- Register for December SAT I, SAT II, & ACT
- © Complete Notre Dame college summary sheet
- November 23 Complete all regular decision applications (including SUNY) and submit transcript requests to Counseling Department

December:

- **December 5** SAT I & II
- **December 12** ACT
- Send official SAT Score Reports to all of the colleges to which you have applied. THEY MUST BE SENT DIRECTLY FROM THE COLLEGE BOARD (Please refer to page 10 for detailed instructions).

III. The College Application Process

Learning about and Visiting Colleges

In the fall of senior year, students should be well into this process. To ensure that you have completed your research to the fullest extent, please refer to the list of resources below.

- COLLEGE GUIDES These guides contain a brief description of every college in the U.S. Information includes college location, phone number, web address, number of undergraduates, programs of study offered, SAT score ranges for the previous year's freshmen, application deadlines, etc. These can be purchased in any bookstore or found in the counseling office. Examples include the Collegeboard College Handbook and the Fiske Guide to Colleges.
- VIEWBOOKS Every college publishes a view book, which is a magazine-type publication that
 provides a general overview of the college and answers most frequently asked questions. These
 can be obtained by requesting one from a college admissions office.
- **COLLEGE CATALOGS** Every college also publishes a catalog, which includes detailed information such as tuition and fees, an academic calendar, requirements for every major offered, course descriptions, campus policies, etc. These can be obtained by requesting one from a college.
- **COLLEGE VISITS TO NOTRE DAME** Each senior is expected to attend presentations from those colleges that they are interested in when college admissions representatives visit ND. Students are responsible for ALL class work they miss during a visit. No one is allowed to miss a test nor is anyone allowed to leave a class without permission from her teacher.

Students should be aware that the college representatives they meet may play a role in whether or not they are accepted into a school. It is a good idea to make note of the representative's contact information should a student have further questions. All students are expected to sign in the ND visit book to indicate that they attended the entire session.

During the session, it is important to listen as well as ask questions. Students may ask if there are fee waivers available from the individual colleges. In addition, students may ask how they can visit the college if they are in need of transportation.

found in any college guide or online search engine. As a rule of thumb, addres www.collegename.edu . There are also web sites that provide college information. If few examples:	
<u>www.embark.com</u>	
www.fastweb.com	
www.collegeboard.com	
<u>www.collegeview.com</u>	
www.usnews.com	
www.collegenet.com	
www.petersons.com	
<u>www.cappex.com</u>	

• ONLINE INFORMATION – Every college has its own web page. Web addresses can be

- **COLLEGE VISITS** Please visit all potential colleges before you make a final choice. It is best to arrange visits while the college is in session. Consult our Handbook for ND's policy on absences for college visits. In general, it is best to plan visits on days when we have no school; for example, *October 12th* (Columbus Day), *October 14th* (PSAT DAY), *October 26th* (After Open House), *October 30th* (Faculty Meeting Day), *November 3rd* (Election Day), *November 6th* (TACHS day), and *November 11th* (Veteran's Day). You are allowed only <u>2</u> days of absence from school for visits, so plan accordingly. Please remember that some colleges will ask for an interview in the spring. You may apply to a college before you visit it if you wish. However, it is best to visit a college before making a final decision.
- HOW TO ARRANGE A COLLEGE VISIT The Undergraduate Admission Office should always be contacted in order to find out information about college visits. Schools often have set days and times for visits. When you call, simply ask when tours and information sessions are offered. Be sure to ask if an appointment is necessary.

QUESTIONS TO ASK DURING A COLLEGE VISIT

What are the admissions requirements? Tests required? Scores they're looking for? When to apply and the deadline for the application?
What about my field of study? Do you have a major in my area of interest? How many courses are available in my area of interests? What are the graduation requirements for my area of interest?
What is the size of your school? What is the average class size?
What is located around the campus?
What kind of student body does your school have? Average test scores of last year's class? Do you have fraternities or sororities? What percent of students live on campus?
What kinds of special programs do you offer? Study abroad? Tutoring? Policy on AP tests? Programs or services for learning disabled students?
What about financial aid? What forms do I file? Do you have your own financial aid form? Do you have scholarships?
What are the housing options? Cost? Safety?

IV. The Application

After you have made your final college choices, the next, and **MOST IMPORTANT**, step in this process is filling out your applications.

Generally, an application consists of three main parts:

1. THE STUDENT'S PART:

In this portion you will submit your application online which will include your biographical information, resume, and essay. Be sure that you follow all directions and answer all questions thoroughly. You must submit your application online by each individual college deadline.

The ESSAY QUESTION (OR PERSONAL STATEMENT) is a very important part of your application. Study the questions or topics given and choose the topic that will enable you to tell the people who read this essay who you really are. Include in your essay (or personal statement) your family background, your outstanding educational background at Notre Dame, your interests and hobbies at Notre Dame and/or in your community, and your values and beliefs. Also, try to explain why a college education is so important to you, for your development as a person and for your future career. Tell what distinguishes you and makes you stand out from the thousands of other applicants and what you can contribute to that particular college or university. Be sure to do the essay and revise it yourself. Then, proof it, polish it and TYPE it. Make sure that the 'introduction' is compelling, as this will many times determine the ease with which the college administrator reads the remainder of your essay. Next, take the time to have the essay corrected by your English teacher and your counselor. A Notre Dame faculty member should always check the final edits. Check with your counselor before essays are submitted.

Colleges may require additional essays known as **WRITING SUPPLEMENTS.** You must be aware of each individual college's writing supplements.

If an interview is required or suggested, call today for an appointment. Many colleges already have their interviews scheduled from now through November or December. Do not lose your opportunity!

Regarding **TEST SCORES**, read the college's requirements for both SAT/ACT and the SAT Subject tests. Everyone should be ready for tests in May or June of junior year and October, November and/or December of senior year. Make sure you register online in advance of the deadline. The test is <u>not</u> offered at Notre Dame. The earlier you register, the better the chance of taking the tests at your first choice school. Students can prepare for the test by hiring a private tutor, enrolling in an SAT prep class and/or taking the practice tests in the ACT/SAT/SAT Subject Test Preparation Booklets. The more selective colleges require at least 2 or 3 SAT subject test. Choose subject tests according to your ability in the specific subject areas.

When you receive your latest score report, you should have **every previous SAT and/or SAT Subject score** recorded under **Summary of Test Scores** section of the report. If you do not, it could be due to several reasons. You must call The College Board to have this mistake corrected.

SENDING YOUR OFFICIAL SAT SCORES is a very important part of the application process. Almost all colleges and universities require official score reports sent from The College Board. Your application, in many cases, will not be processed by a college unless they receive your official scores.

When you register for the SAT and up to 9 days after, you can choose up to 4 colleges or scholarship programs to receive your score reports. After registration, you must order additional score reports to be sent to other colleges and scholarship programs directly from The College Board for \$11.25 each. You may order additional score reports online, by mail or by contacting The College Board by phone.

Please remember:

- Only score reports from completed and scored tests will be sent. Scores from future tests for which you have registered, but have not yet completed, will not be included.
- Scores are delivered approximately a few weeks after you submit your request.
- SAT rush reporting is available for an additional fee. Rush scores are sent two business days after a request is received. (You must check with the college before requesting this service: not all colleges can accept rush reporting).

2. THE COUNSELOR'S PART

This portion is usually called the "Secondary School Report" or "Counselor Report Form." This part requires that your counselor provide some basic information about you, as well as a recommendation.

To complete this form if you are applying to a school which does not accept the Common App, fill out the applicant's section (usually located on the top of the form). Then, place it in an envelope addressed to the college with return address of Notre Dame. The envelope for the Secondary School Report should be size 6X9 (see page 15) and have sufficient postage. Your name should be written in pencil on the inside of the flap of the envelope. Then, give envelopes to Ms. Babinecz, Ms. Paccione, or Ms. Maisto and enter your request in the transcript request binder (located in each counselor's office). In the binder please include your name, name of the college, date you submitted your request and date it is due. Please do not write ASAP; write the date. It is the student's responsibility to be aware of each school's method of transcript and recommendation submission and to prepare all necessary envelopes for her counselor and teachers.

All material you want processed must be in the counseling binder AT LEAST 1 MONTH BEFORE IT IS DUE IN THE OFFICE OF THE COLLEGE. For example, if a report is due in December 1st to Cornell University, you must submit it to us by November 1st if you expect for it to be processed in time.

If you want something mailed out by Christmas it must be handed in by November 23rd. If you do not meet this deadline, you risk your application being considered incomplete.

TRANSCRIPTS:

- Seniors are entitled to 10 free mailed transcripts when applying for colleges. Additional transcripts will be mailed for a fee of \$10 per transcript.
- No transcripts will be sent until all financial obligations have been met.

An official transcript, your Counselor's Recommendation and the Notre Dame School Profile are always sent in this portion. Therefore, sufficient postage (3 stamps) and a large enough envelope, as described above, are necessary for proper delivery.

3. THE TEACHER'S PART

Many schools ask for two **Teacher Recommendations**. Decide on which teacher(s) you would like to request a recommendation from. A teacher has the right to refuse, limit or give specific directions on how s/he will write a recommendation. Hopefully you will have requested your teachers' recommendations by the end of junior year. It is also best to stay in touch with your recommenders in the fall.

In general, you should give your teacher(s) time (30 days) to write your recommendation. This, as you know, is above and beyond their already full schedules. Some teachers prefer to submit their recommendations online while others opt to send the recommendation by mail. Once a teacher has agreed to write a recommendation for you, you should then ask that teacher if they would prefer to send your recommendation electronically or by mail.

If the teacher prefers to send your recommendation by mail:

For common app: they will indicate themselves as an offline provider. You will therefore be prompted to print a hard copy of the Teacher Evaluation Form which you must provide to your teacher (just one copy is needed) along with all necessary envelopes to your teacher recommender all at once. You need to supply all the needed envelopes as was detailed above. Teachers will send all recommendations directly to the colleges unless a college specifies differently. Please also provide your teacher recommenders with a complete list of each college you are applying to along with the application deadline.

If the college supplies a form, be sure to fill out the applicant's section. Then, place it in a white business-size envelope (see page 15) with 1 stamp addressed to the college with return address of the NAME of the TEACHER and the address of NOTRE DAME. You should write your name in pencil on the inside flap and the date it is due. If no form is supplied, simply follow the above procedure for the envelope only.

Teacher recommendations are very important, as is the counselor's summary. It is best to ask a teacher who taught you recently or one who knows you well.

V. Additional Reports Requested From Colleges

7th TERM REPORT

Many colleges and universities ask for a 7th term report (Mid-Year Report). This is required when a college wants to know how well you did during the first semester of your senior year. It is a report of your grades and rank through January and is generally ready to be mailed by mid-February. Decisions on early action or early decision applications are made before this report is ready and are based on the high school record for the first three years. Also, colleges may base their admissions decisions on the 7th Term Report because they do not receive a final transcript of your grades until you graduate.

7th term reports are not automatically sent out for schools not on the Common App. You must know if your colleges require this. If so, enter the information in the transcript request binder under "7th Term Report" and give the envelope to your counselor, similar to what you did for the secondary school report. If a college does not require a 7th term report but you would like to have it sent follow the same procedure. The envelope should be legal size.

8th TERM REPORT or FINAL TRANSCRIPT

This is the final part of the application process. Your completed transcript, indicating the date of your graduation, is sent to one college, the college you tell us you are going to attend. Notice of graduation from Notre Dame is the last requirement for college admission. All acceptances can be revoked if one does not graduate in good standing.

VI. Status of Applications

Each college to which you have applied will give you a decision regarding your acceptance. As you receive your acceptance letters, please bring a copy of the letter to the guidance office. PLEASE DO NOT ASK THE COUNSELING DEPARTMENT TO MAKE THE COPIES; BRING THE COPY TO THE COUNSELING OFFICE READY TO BE FILED.

Please also bring to the guidance office copies of any FINANCIAL AID AWARD letter given from each college (whether you plan to attend or not) and any SCHOLARSHIP letter.

As an alternative, acceptance letters, financial aid award letters, and scholarship letters may also be forwarded to your counselor if they have been emailed to you.

VII. College Acceptances

Congratulations! You have been accepted into several colleges. Before you decide which one to attend, make sure you consult with your parents and with the Counseling Department. Some factors you may wish to consider are the reputation of the college, its locations and the financial aid package you have received. If the financial package from your first choice is not sufficient to meet your family's needs, you need to contact the college to appeal your package and discuss additional assistance.

Ms. Vicky Abad
Notre Dame School
327 West 13th Street
New York, NY 10014

Fordham University
Office of Admissions
East 441 Fordham Road
Bronx, NY 10458

Fordham University
Office of Admissions
Envelope
(for teacher recommenders)

Counseling Department
Notre Dame School
327 West 13th Street
New York, NY 10014

Fordham University
Office of Admissions
East 441 Fordham Road
Bronx, NY 10458

EXTRA

POSTAGE

6 x 9
Envelope
(for counselor)

2015 - 2016 SAT Calendar

Test Dates	Test	Registration Deadline
October 3, 2015	SAT I & SAT II	September 3, 2015
November 7, 2015	SAT I & SAT II	October 9, 2015
December 5, 2015	SAT I & SAT II	November 5, 2015
January 23, 2016	SAT I & SAT II	December 28, 2015
March 5, 2016	SAT I	February 5, 2016
May 7, 2016	SAT I & SAT II	April 8, 2016
June 4, 2016	SAT I & SAT II	May 5, 2016

Deadlines expire at midnight.

Additional fees apply if you register late or make changes to your test type, test center or date after registering.

2015 - 2016 ACT Calendar

Test Dates	Registration Deadline
October 24, 2015	September 18, 2015
December 12, 2015	November 6, 2015
February 6, 2016 (No NY Test Centers)	January 8, 2016
April 9, 2016	March 4, 2016
June 11, 2016	May 6, 2016

Deadlines expire at midnight.

Additional fees apply if you register late or make changes to your test type, test center or date after registering.

