

**COLLEGE AND CAREER PLANNING
GUIDE FOR
STUDENTS AND PARENTS OF THE
SENIOR CLASS**

2012

**PREPARED BY:
GUIDANCE DEPARTMENT
ST. FRANCIS DESALES HIGH SCHOOL
COLUMBUS, OHIO**

IMPORTANT DATES TO REMEMBER

ACT DATES 2011-2012

TEST DATE	REGISTRATION DEADLINE
October 22, 2011	September 16, 2011
December 10, 2011	November 4, 2011
February 11, 2012	January 13, 2012
April 14, 2012	March 9, 2012
June 9, 2012	May 4, 2012

**We recommend that students take the optional writing portion of the test. (Calculators may be used on the math section of the ACT).

2011-2012 TEST FEE: \$34.00

LATE FEE: ADD \$21.00

Fee with writing portion: \$49.50

Register or reregister online at www.actstudent.org (must pay with VISA or MasterCard). A limited number of registration packets are also available in the guidance office to register by mail.

SAT I AND SAT II DATES 2011-2012

TEST DATE	REGISTRATION DEADLINE
October 1, 2011	September 9, 2011
November 5, 2011	October 7, 2011
December 3, 2011	November 8, 2011
January 28, 2012	December 30, 2011
March 10, 2012	February 10, 2012
May 5, 2012	April 6, 2012
June 2, 2012	May 8, 2012

2011-2012 TEST FEE: \$49.00

LATE FEE: ADD \$26.00

*SAT II (Subject Area Tests): \$22.00 BASIC FEE + \$11.00 for each Subject Area Test (higher fee for writing & language with listening tests). Only three subject area tests can be taken on one test date.

Register online at www.sat.collegeboard.org/register or a limited number of packets are available in the guidance office to register by mail.

IMPORTANT NOTES about ACT/SAT

*For the ACT, SAT I, and SAT II, you MUST have proper identification to be admitted to the test center. You must present both your admission ticket, which you receive from the testing agency, and photo ID (driver's license or school photo ID). If you are missing either of these, you will not be permitted to test.

*When registering, make sure to include the code for our high school (see below) as well as the schools to which you would like your scores sent. Keep in mind that some colleges require that scores be sent directly from the testing agency. If you do not include college codes when you register, you will have to pay an additional fee to have your scores sent later. REGISTER FOR THESE TESTS EARLY!!!!

ST. FRANCIS DESALES HIGH SCHOOL CEEB CODE IS: 3 6 1 5 3 3

Dear Senior,

This booklet is offered as a guide to help you plan for your educational future following graduation. It is assumed that you will be furthering your education at a four year college, a two year technical school, or a special school to learn a specific skill. (Please see your counselor if you do not plan to go to school next year, so we can discuss career/vocational options). It is our hope that if you follow this guide, particularly the monthly calendar, you will enjoy the college process, rather than be overwhelmed by it. It is an exciting time for you and we wish you the best of luck with all of your future plans.

SEPTEMBER

- See your guidance counselor as soon as possible. Make an appointment to go over your high school records, discuss your future plans, etc. Your counselors are here to help you through the application process and answer any questions that you may have along the way.
- Plan to visit your top choice of 3 or 4 schools. Early Fall (Oct., Nov, Dec.) is a good time to visit. See VISITS AND INTERVIEWS.
- Register for the ACT and/or SAT. See IMPORTANT DATES (page 2).
- Meet with college representatives visiting DeSales. Dates and times of college visits are posted in each senior homeroom as well as on the guidance bulletin board and website. Fill out permission slips **at least 1 day prior** to visit and give to Mrs. Spinosi, secretary in the guidance office. A pass will be delivered to your homeroom on the day of the college rep visit.
- Utilize computers in the library, guidance career center or at home to obtain college information, applications, scholarships, etc.
- Plan to attend any college fair or college night in the area. These events will be listed in the guidance newsletter and also on the guidance website.
- Work on applications!!! Many colleges encourage you to apply online, but you may also complete a paper application. Be cognizant of application and scholarship deadlines.

OCTOBER

- Register for the December SAT I or SAT II if your college requires the SAT and you have not done so already. Register for December ACT if necessary.
- Continue working on your applications. Many applications have a section or special forms that need to be completed by a guidance counselor. Be sure to bring any and all such paperwork to your counselor. We will send out your application (unless completed online) and counselor forms with your transcript. Each school **REQUIRES A HIGH SCHOOL TRANSCRIPT** (See Page 5). **If you are applying to The Ohio State University, Miami University or any other school with a December 1st priority deadline, you must turn in all materials (envelope, stamps, counselor forms, etc.) to your counselor by Monday, November 14, 2011.**
- **All transcripts that need to be sent out before Christmas break, must be requested by Friday, November 18, 2011**
- Meet with college representatives visiting DeSales.
- Visit college campuses on weekends or days not in session

NOVEMBER

- Continue to complete applications, following the same procedure indicated in October
- Take the SAT if registered or if it is required by your college
- Sign up for the January SAT II (subject tests) if required by your college
- Continue to meet with college reps as they visit DeSales
- If you are applying for special scholarships (ROTC, other college scholarships), all applications should be completed and mailed before Thanksgiving

DECEMBER

- Take the December ACT/SAT, if previously registered.
- Begin to narrow down your college choices.
- If you are applying for scholarships, grants, or (Federal, State, & College) loans, you will need to file the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). The FAFSA is based on parent and student earnings in 2011 and may not be completed until after January 1st. You can visit www.fafsa.gov/ to apply for a PIN number prior to January 1st. Both you and your parent will need a PIN number to complete your FAFSA.

JANUARY

- Plan to attend the Financial Aid Workshop at DeSales in early January.
- Take the SAT II subject area tests if previously registered and if college requires them.
- Check to be sure your colleges have your ACT or SAT results. Some may require that your scores be sent directly from the testing agency.
- Some colleges require a Seventh Semester Transcript or Mid-Year Report. Be sure to inform your counselor if this is the case and provide them with any forms necessary to complete this task.
- Apply for the FAFSA (online method is preferred by colleges, or you may request a paper copy) after January 1st. Some colleges will require the CSS profile in addition to the FAFSA.
- Deadline for many college applications.
- Continue to narrow down your college choices.

FEBRUARY/MARCH

- Deadline for many college applications/financial aid forms
- Some colleges will begin the notification process. Inform your guidance counselor of the college's decision.
- Visit college campuses to help with your final decision.

APRIL

BIG MONTH FOR DECISIONS. You must now decide which college to choose. You will also know by now how much financial assistance each college will offer. Most colleges will require a deposit (\$50-\$300) to hold a space for you. If you need more time—CONTACT the individual colleges. Once you have made your decision, please notify other colleges of your decision.

MAY

- May 1st is the national deadline by which you **must** notify colleges of your decision to accept or decline their offer of admission. Be sure you have sent back to the college all the necessary forms (re: orientation, housing, health records, etc.)
- Inform your counselor of your final plans and of any scholarships or grants that you have been awarded.
- AP tests will take place May 7-18th.

HIGH SCHOOL TRANSCRIPT

Every course taken, every final grade received, class rank and GPA, and every standardized test score in high school are recorded on your transcript. This remains at DeSales forever. Any college or future employer may request this official document. While you are here in high school, the first three transcripts are sent for FREE; for each request thereafter, a \$5 fee is charged. Please pay the \$5 fee at the time you request a transcript. When requesting a transcript, you must also bring in an envelope, addressed and stamped to the college it is being sent. **The transcript must be mailed directly to the college/employer from DeSales in order for it to be considered as “official.”**

TEACHER RECOMMENDATION FORMS

Many colleges, scholarship agencies, and/or future employers require a student to submit recommendations from a faculty member. Many times a special form is used. Some will specify a certain teacher to complete it, for example, if you plan on majoring in the art field, you should have an art teacher complete your recommendation.

1. Pick up teacher recommendation request form from the guidance office and fill it out.
2. Fill out the top part of the college/scholarship form with required information (name, address, etc.)
3. Ask the individual teacher if he/she will complete the recommendation.
4. Give the teacher a stamped, addressed business envelope **AT LEAST THREE WEEKS PRIOR TO THE DEADLINE. The teacher can either mail the letter or turn it into the guidance office.**
5. Inform the teacher of the due date. Check in with the teacher one week before the due date as a friendly reminder.
6. Thank the teacher for doing this favor for you!

PERSONAL STATEMENT/ESSAY

Many colleges require a personal essay concerning your goals, ambitions, career plans, involvement in school activities, etc. Write a draft before typing your essay on the official form. Have an English teacher read your essay for clarity, spelling & grammar, etc. If there is not a specific prompt, discuss your reasons for applying to that college, highlight your personal strengths/unique qualities or experiences, and explain what you will contribute to their college. They are looking to see if you are a good fit. Take your time because an excellent essay can help a student with average grades and test scores. *Remember that the Writing Lab is available to all students. Also, be original—make yourself stand out from the other applicants as much as possible!

APPLICATION PROCESS

It is the responsibility of the student to obtain necessary application forms from colleges. You may do this by contacting the college admissions office, downloading them from the school's website, attending a college fair, etc. We sometimes have limited copies available in our guidance office. Most colleges encourage online applications, and some will waive their application fee if you apply this way. **APPLY EARLY!!!!**

1. Determine the application deadline so you do not miss out on any opportunities. Complete the application. Follow directions carefully. **BE NEAT.** If there are forms that need to be filled out by a guidance counselor, please be sure to bring this paperwork to your counselor.
2. If you apply by paper, bring in your completed application, application fee, counselor forms, essays, résumé, letters of recommendation, and an addressed envelope with the appropriate postage. Your counselor will use the envelope to mail your transcript along with your application materials. ***If you need a transcript sent out before Christmas Break, it must be requested before November 18, 2011. If you are applying to OSU, Miami University or any college with a December 1st deadline, you must request your transcript by November 14, 2011.***
3. If you apply online, be sure you download any counselor forms, as well as any teacher recommendation forms and bring these into your counselor, with an addressed envelope and appropriate postage. **We do not know that you have applied online if you do not inform us.**

**Example of a properly addressed envelope:

Be sure to include the name of the College/University, Office of Undergraduate Admissions, address, city, state, zip. Everything should be written neatly in ink in the center of the envelope. Please leave the return address blank. Stamps go in the upper right hand corner.

***Place 2 \$0.44 cent stamps HERE**

**Ohio University
Undergraduate Admissions
Chubb Hall 120
Athens, OH 45701**

COLLEGE VISITS AND INTERVIEWS

1. Plan to visit college campuses on your own time. Weekends and days we are not in session are best. **DO NOT PLAN TO VISIT DURING EXAM WEEK** (either here or at the college). Seniors are permitted three college visit days. These are still counted as absences (against the 20/10), but they are excused if student has obtained a “COLLEGE VISITATION FORM” from the guidance office, received a parent’s signature, and returned the form to the guidance office 3 days prior to visit.
2. The college **MUST KNOW YOU ARE COMING FOR A VISIT**. Call the Admissions Office at the college to request a day and time. You may also be able to set up a visit online. If an interview is required or recommended, it is best to arrange this also.
3. When on campus, try to visit a class or talk to several students and a faculty member, especially in the area(s) in which you are interested. **ASK GOOD QUESTIONS**. (See Choosing the Right College).
4. The **INTERVIEW**—relax, **an interview can only help you!** Find out some things the catalog does not say. **BE YOURSELF. ANSWER QUESTIONS TRUTHFULLY** and ask questions openly. Remember the name of your interviewer. It is to your benefit to drop a thank you note to the interviewer.

SUGGESTED COLLEGE VISIT DAYS

(DeSales not in session)

Monday, September 5, 2011	No Classes – Labor Day
October 3-4, 2011	No Classes – OCEA
Wednesday, October 12, 2011	No Classes for Seniors
November 24-28, 2011	No Classes – Thanksgiving Recess
January 16-17 2012	No Classes
Friday, February 17, 2012	No Classes
Monday, February 20, 2012	No Classes – President’s Day
March 23, 2012	No Classes
April 5-15, 2012	No Classes – Spring Break

These are days when DeSales is not in session. For visits on any other school day (no more than three days are permitted), students must obtain special permission slips from the Guidance Office and return them (signed) at least three days before the visit. It is still considered an absence, but we have given permission for you to visit the college on school time.

CHOOSING THE RIGHT COLLEGE FOR YOU

In choosing a college, you should take a systematic approach that will provide you with as much information as possible. Listed below are a series of questions to help you analyze each school. These are good questions to ask college reps and also to keep in mind when you visit campuses:

LOCATION	Where is it located? How do you get there? Do you plan to commute or live on campus? Is it located in an urban or rural area? Keep in mind: if it is far away, you may come home only 2 or 3 times during the year. How much will a round trip cost you?
ADMISSION	How many high school credits are required to be admitted? What kind of

REQUIREMENTS	high school courses should you have taken? What is the average ACT/SAT of admitted students? Do test scores need to be sent directly from testing agency? Rank in class? Do they offer remedial courses for students with insufficient backgrounds? Is an interview required? Recommended? Are recommendations required? What is the application fee? Out of state requirements?
SELECTION	What kind of student do they select? Where do most of the students come from? Programs for minority & foreign students? What is your chance of being admitted?
ADMISSION	Application deadline? Notification date? Rolling admission?
PROCEDURES	By when do you have to make a final decision? Amount of deposit? Is it refundable if you change your mind? What is the application fee? Size of freshman class? Number applied-number accepted-number enrolled? Where do you fit in?
ACADEMIC PROGRAMS	Are the majors you are considering offered at the college? How many students in the major? Degrees offered? Special programs? Study abroad? Co-op programs? Can you change your major? Transfer policies? Interdepartmental studies? Pre-professional programs? How many students go on to professional & graduate school? Will you be taught by professors or TA's? How large are the classes? What are the requirements for graduation? Job placement service? How competitive is the student body? Grading system? Is the college on the quarter, semester, trimester, or other type of calendar?
FINANCIAL AID COSTS	Cost of tuition, room, board, special fees, travel expenses, books & supplies? Is financial aid available? What kind of grants, scholarships, loans, work study programs? How to apply for financial aid? When? What forms to complete? When? How many receive aid? Requirements for scholarships? Renewable?
OTHER ACTIVITIES	Good athletic programs? Interscholastic & intramural? Athletic facilities? How accessible to student body? How much importance placed on fraternities & sororities? What percent Greek? Is there a chance to be independent? Activities on campus? Clubs, cultural events? Weekend activities?
OTHER THINGS TO CONSIDER	How are residence hall accommodations? Clean, well lighted, available? How many in a room? Co-ed residence halls? Guaranteed housing for freshmen? Off campus housing? Dorm visiting hours? Quiet hours? What can you bring from home? Internet access from rooms? A chance to change roommates? Campus security? Dining facilities? Meal plans? How many students leave campus on weekends? Nearest city? How do community residents accept local college students? Guidance & counseling services available? Psychological services? Student center? Computer facilities? Recreational facilities? How spacious and well-

equipped are science labs? Library facilities? Availability to students?
Academic advisors? Resident Assistants?

**THEN ASK
YOURSELF**

Does this seem like the kind of place where I would really enjoy living and studying for the next few years? Remember, it will be YOU, not your parents, counselors, or teachers, who will be attending daily classes, living in the dorms, making new friends, eating the cafeteria food, etc.

REMEMBER

Colleges, like people and cities, have different personalities. They (over 3,000) are unique unto themselves. Some are very competitive, some are easy-going. You and your parents are investing a lot of money (between \$40,000 & \$100,000+) over the next four years. The best way to discover the answers to the above questions is to ask people who have been through it (your counselors, teachers, former students, college representatives), but MOST of all, you MUST VISIT the campuses to make comparisons and to get the “feel” or atmosphere of each campus.

FINANCING YOUR EDUCATION

The obligation to finance any education (college, technical training, etc.) is the responsibility of the student and his or her parents. The various schools, federal and state governments, and private agencies will help to defray the costs if you qualify academically, athletically, or through need. Before ruling out an expensive school, YOU OWE IT TO YOURSELF to find out what kind of aid you might be eligible to receive. The following are some ways to help finance your education.

STATE FINANCIAL AID

Comprehensive Link for State Aid

www.regents.ohio.gov

*Click on “Students & Families”

We recommend visiting the Ohio Board of Regents website to learn about grants and scholarships funded by the State of Ohio. Detailed information is provided for the following:

- Ohio College Opportunity Grant
- Ohio War Orphans Scholarship
- Ohio Safety Officers College Memorial Fund
- Regents Graduate/Professional Fellowship Program
- Robert C. Byrd Honors Program
- Nurse Education Assistance Loan Program

FEDERAL FINANCIAL AID

Comprehensive Link for Federal Aid

www.studentaid.ed.gov

*Click on “Federal Student Aid Programs”

Visit Student Aid on the Web to learn more about the following federal student aid programs:

- Grants (FREE MONEY!!): Federal Pell Grant, TEACH Grant, Academic Competitiveness Grant, National SMART Grant, Institutional grants, Iraq and Afghanistan Service Grant

- Campus-Based Aid: Federal Supplemental Opportunity Grant, Federal Work Study, Federal Perkins Loan
- Loans: Stafford Loans, Parent PLUS loan

SCHOLARSHIPS

Comprehensive Scholarship Search

www.FASTWEB.com

Other helpful websites: www.finaid.org; www.columbusfoundation.org

***There is money out there, you just have to be willing to take the time to find it and apply!!!**

JOYCE SCHOLARSHIP TO OSU/ND

Awarded to students in Franklin and surrounding counties. Must attend OSU or Notre Dame. Pays full tuition. Based upon high academics, ACT/SAT scores, activities, and need. No special application to Notre Dame. OSU has special application for Joyce/Battelle Scholarship. Apply to OSU and Notre Dame for admission. Each university chooses its own winners.

BATTELLE MEMORIAL SCHOLARSHIP

(OSU, Otterbein, Capital, ODU, Franklin U, Denison, Ohio Wesleyan, CCAD)

For students of Franklin & surrounding counties. Not need-based. Based on leadership, academic potential, and achievement. Contact colleges for more information.

UNIVERSITY OR COLLEGE SCHOLARSHIPS (Merit-based)

Most colleges & universities award scholarships based on academic excellence. Contact admission offices to learn requirements. Apply for admission. Ask if there is a separate scholarship application.

MINORITY SCHOLARSHIPS

Most colleges & universities have a special office for minority students (African-American, Asian, Hispanic, and Native American). Scholarships are offered for under-represented groups at most colleges. Please contact these offices for further information or ask your counselor.

ATHLETIC GRANTS

Given by Division I and II NCAA and NAIA schools. Based on athletic ability and grades. Contact made through both the high school coach and college coach. **A 2.0 GPA in 14 (16 for Division I) academic courses (as determined by the NCAA) and a combined score of 68 on the ACT or 820 SAT minimum is required.**

****All high school athletes who intend to play Division I or II sports in college MUST register though the NCAA ELIGIBILITY CENTER (www.eligibilitycenter.org) – See your counselor for details**

TALENT AWARDS

In areas of art, theatre, music, etc. Usually have to audition or present examples of work. Very competitive. Contact appropriate department at the college. **PAY ATTENTION TO DEADLINES—THEY ARE USUALLY VERY EARLY!**

MILITARY SCHOLARSHIPS

U.S. MILITARY ACADEMIES

Pays all educational costs. Four to 6 year obligation of military service after graduation from the Academy. **MUST** be nominated by SENATOR or REPRESENTATIVE. Student should begin application process in the SPRING OR SUMMER of JUNIOR YEAR. Student should be in top quarter of class, have high ACT/SAT scores, demonstrate strong leadership skills and high moral character, and be in excellent physical condition. Visit individual websites for information on the admissions process.

ROTC SCHOLARSHIPS

Pays a high percentage of tuition, fees, and books at any college that has particular ROTC branch on campus (Army, Navy, Air Force). Student is given \$300-500 to help cover room & board. There is a military obligation to serve on Active Duty after graduation. Selection process varies but first cut is through ACT/SAT scores. Student should be in the top quarter of their class, have strong activities, solid test scores, and school recommendations.

OHIO NATIONAL GUARD SCHOLARSHIP PROGRAM

By joining the Ohio National Guard (6 year obligation), the Guard will pay 100% of tuition and fees at any state university or the equivalent of the average state university tuition at a private college/school. Contact the Ohio National Guard for more information

OTHER SCHOLARSHIPS

We receive local/regional/company scholarship applications in the Guidance Office throughout the year, so pay attention to the Guidance newsletter and our website as we advertise these opportunities.

Check the monthly Guidance newsletter, our Guidance bulletin board, and our website (listed below) for important updates and information. Also pay close attention to morning announcements as we often remind you of upcoming deadlines, scholarship opportunities and events during that time.
<http://www.stfrancisdesaleshs.org/current-students/guidance>

Dates to Remember

September thru November.....	College Representatives visit DeSales
September thru January.....	Apply for College Admission
Sunday, September 18, 2011.....	Columbus Suburban College Fair, Otterbein University, Clements Center, 1-3pm
Monday, September 19, 2011.....	Kiwanis Club College Fair, Veterans Memorial 6-8pm
Wednesday, October 5, 2011.....	College Fair for Students with Learning Disabilities, Gahanna Lincoln HS, 6:30-8pm
Monday, November 14, 2011.....	Deadline to turn in materials to Guidance for OSU/Miami/any school with Dec. 1 deadline
Friday, November 18, 2011.....	DHS COLLEGE APPLICATION DEADLINE To be processed thru the Guidance Office before Christmas
Early January (Date TBD)	Financial Aid Workshop, 7:00pm in DeSales Cafeteria
January thru Mid-February.....	Apply for financial aid/scholarships
March thru Mid-April.....	Admission & Financial Aid decisions are mailed out by colleges
May 1, 2012.....	Deadline to reply to colleges-must put deposit down to hold place in class
May 7-18, 2012.....	Advanced Placement tests administered at DeSales for college credit
June 2, 2012.....	GRADUATION

CHECKLIST FOR COLLEGE ADMISSION PROCESS

- _____ It is the responsibility of each student to obtain admission applications from colleges. They are almost all available on each college website.
- _____ Print out copy of application from website or make copies from an original to use as a rough draft.
- _____ Complete your applications NEATLY and COMPLETELY, allowing plenty of time to meet deadlines. If you are completing your applications by paper, type or print in black/dark blue ink. Bring completed applications (if applicable) into the guidance office, along with stamped & addressed envelopes. Do not forget to print out any necessary counselor forms. Do not seal the envelopes! If you apply online, inform your counselor that you have done so by bringing in your envelopes, stamps, etc.
- _____ Be sure your application fee is enclosed if you have not paid online—check or money order made payable to the college (cash is not acceptable).
- _____ Bring in all materials to your counselor so that we can send out a transcript with your application. **An application is not considered complete unless we have sent out an official transcript directly from our office!**
- _____ There is a \$5.00 fee for each official transcript sent out after the first three. Please pay the fee at the time of the request.
- _____ Your test scores will be included with your transcript; however, some schools require that your scores be sent directly from the testing agency. If this is the case, make sure that the college has received your scores from ACT/SAT.
- _____ Complete financial aid/scholarship application from the college. This can be sent in at the same time as the application for admission or later. Again, adhere to deadlines established by the college.
- _____ Inform your counselor if a mid-year report is required by the college.
- _____ Keep your counselor informed of your application status. (You must bring in your acceptance letters as well as any scholarship offers).
- _____ Make copies of all correspondence to colleges. Keep a file folder on each college.
- _____ January/Early February – Complete the FAFSA with the help of your parents. Make copies of income tax returns as colleges may request them.
- _____ Mid-April – Withdraw applications from colleges you are no longer planning to attend.
- _____ Inform your counselor of your final decision!