

COLLEGE PLANNING HANDBOOK FALL 2011



JHS COUNSELING DEPARTMENT

1200 Jacob Lane, Carmichael, CA 95608
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School Code: 052714

COUNSELORS:

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x 323
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Teacher and/or Counselor Letter of Recommendation Request

Student: _____

Today's Date: _____

If application is due in: November (early action/decision) December January February	Request recommendations by Week of October 10 Week of November 1 Week of December 1 Week of January 9
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Prepare forms for BOTH Counselor & Teacher

Counselor: _____
 Counselor needs this form, resume,
 Student Self-Assessment & Parent
 Brag Sheet.

***Teacher:** _____
 *ASK teacher if he/she will be sub-
 mitting letter electronically. If so,
 provide this form and resume. If
 not, also provide CommonApp
 forms and stamped, addressed
 Envelopes (see back).

CommonApp Schools

List College(s):

Deadline to apply:

Schools that do NOT accept CommonApp

Provide Counselor & teacher(s) forms for each school and stamped, addressed envelopes.

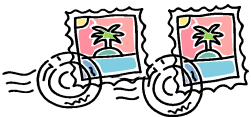
Note: UCs, CSUs and many public universities do not require letters of recommendation.

BEFORE requesting letters for CommonApp schools, the following items **MUST BE COMPLETED** by the student:

- Common App colleges are listed in **My Colleges** in my Common App account.
- Common App colleges are listed in my Naviance account under **Colleges I'm applying to** (not colleges I'm thinking about).
- I have signed my FERPA waiver on Naviance and entered my CommonApp username and CommonApp password into the boxes on the FERPA waiver page.
- If the teacher will be submitting my letter of recommendation *electronically*, I have entered his/her name on Naviance under College / Colleges I'm Applying To / Teacher Recommendations.

Enclosed:

- Student Resume (for counselor and teacher)
- Student Self-Assessment (for counselor)
- Parent Brag Sheet (for counselor)
- If teacher is not submitting electronically or counselor cannot submit electronically (non-CommonApp schools) enclose:
 1. stamped envelope for each school, addressed to the University Office of Admission, with teacher or counselor's name and JHS as the return address.
 2. Teacher evaluation forms OR for the counselor, Secondary School Report forms for each school.

Counselor's Name Jesuit High School 1200 Jacob Lane Carmichael, CA 95608	
Office of Admissions Name of College Address of College	

Student Self-Assessment For Counselor Letter of Recommendation Request

Student: _____

Counselor: _____

Today's Date: _____

1. Explain your academic strengths.

2. If you were to choose three or four adjectives that get at the core essence of who you are, what would they be and **why**?

3. Which of your activities/accomplishments are you the most proud of and **why**?

4. Discuss your experience in leadership roles.

5. What is the most important thing you want the colleges to know about you?

6. What is your greatest passion in life?

7. Have there been any personal challenges that you have overcome?

8. What is your desired major or career interest and **why**?

Parent Brag Sheet for College

If your son is applying to a college outside of the community college, state college or UC college system he will need a letter of recommendation from his counselor and at least one teacher. The best way for counselors to gather information from you regarding your son is to have you write a letter of recommendation for him as if the counselor were a college admissions person.

If you don't have the time for a letter, please answer the questions below and return this page. You can now complete this form on Naviance Family Connection. Log into your account and click on "Parent Brag Sheet."

Parent Brag Sheet for: _____
(first and last name of student)

1. What do you consider to be the outstanding accomplishments of your son during the past three to four years? Why did you select these as most important?
2. In what areas has your son shown the most development and growth during the past three to four years?
3. What do you consider to be your son's outstanding personality traits?
4. If you had to describe your son in three to five adjectives, what would they be and why?
5. Are there any unusual or personal circumstances, which have affected your son's educational experiences or personal experiences?

Parent Signature: _____

Sample Resume created using Naviance

Joe Student

- Objective** Admission into an undergraduate program of .
- Education** August 2008-Present **Jesuit High School**
Carmichael, California
- Summary**
1. Graduation Date: May 26, 2012
 2. GPA: 3.3
 3. AP Courses: Calculus, Chemistry, Physics
 4. SAT: Verbal 600, Math 590
 5. Intended Major: Engineering and/or Construction Management
- Awards** **Science Olympiad Medal**
Grade 10
Honor Roll
Grades 9, 10, 11
- Extracurricular Activities** **Student Government**
Grades 10, 11
Class Senator
Boy Scouts of America
Grades 9, 10, 11
Currently completing Eagle Scout Project
- Work Experience** June 10-Present **Supervisor, weekend shift**
Carmichael, CA
Taco Bell
12 hours/week
- Volunteer Service** March 09-Present **Server for Saturday dinners**
Sacramento, CA
Loaves & Fishes Dining Room
3 hours/week
- Other** I enjoy making connections between classes like Calculus and Physics, as well as learning practical uses for what I am learning, like construction principles.

The resume is a summary of what you do, both in and out of class. It is a concrete list of information that helps your counselor and teachers to write about YOU. This type of document will be useful to you after college, as well, when you are looking for a job.

Sample Athletic Resume created using Naviance

Joe Student

Objective To obtain a Bachelor of Science degree and play collegiate soccer.

Education August 2008-Present **Jesuit High School**
Carmichael, California

Summary

1. Graduation Date: May 26, 2012
2. GPA: 3.3
3. AP Courses: Calculus, Chemistry, Physics
4. SAT: Verbal 600, Math 590
5. Intended Major: Engineering and/or Construction Management

Additional Information Height: 6'1", Weight: 185 lbs
Run the mile in 5 minutes, 25 seconds

Athletic Achievement **Soccer**
Grades 9, 10, 11
All League (2010), MVP (2010), National Champions (2010)

Awards **Science Olympiad Medal**
Grade 10
Honor Roll
Grades 9, 10, 11

Extracurricular Activities **Student Government**
Grades 10, 11
Class Senator
Boy Scouts of America
Grades 9, 10, 11
Currently completing Eagle Scout Project

Work Experience June 10-Present **Supervisor, weekend shift**
Carmichael, CA
Taco Bell
12 hours/week

Volunteer Service March 09-Present **Server for Saturday dinners**
Sacramento, CA
Loaves & Fishes Dining Room
3 hours/week

References Available Upon Request

When sending your resume to a coach, be sure to enclose a cover letter, your competition schedule, and if possible, a letter of recommendation from your coach or someone who can attest to your collegiate athletic potential.

Glossary of Terms

AA (ASSOCIATE OF ARTS)

A two-year community college degree. (Also offered by some 4-year colleges).

ACT (AMERICAN COLLEGE TESTING)

A college entrance examination that tests English, Mathematics, Social Sciences and Natural Sciences. Used by college admissions committees for college entrance.

ADVANCED PLACEMENT (AP)

A system by which college freshmen may bypass entry-level courses by proving that they have already taken the equivalent in high school. Credit is awarded if a student earns a certain grade on an AP exam taken in high school.

"a-g" PATTERN

Refers to the list of subjects required for admission by the University of California.

<http://www.universityofcalifornia.edu/admissions/>

B.A. (BACHELOR OF ARTS) OR B.S. (BACHELOR OF SCIENCE)

A four-year college degree.

CAL GRANTS

California financial aid. Available to students having financial need as they continue their education at a college or vocational school in California. To apply complete the FAFSA by March 2nd.

CSU (CALIFORNIA STATE UNIVERSITY)

The 22 public state campuses, such as CSUS (California State University Sacramento) or California Polytechnic University, San Luis Obispo (Cal Poly).

CONCURRENT ENROLLMENT

A plan that allows students to begin college work after their junior year of high school. This program is limited to exceptional students.

EARLY ACTION

Read all information carefully, these are contracts. Under this plan, highly qualified

candidates who apply early may receive offers of admission by mid-December. Unlike the Early Decision Plan, the Early Action Plan does not allow an institution to request an applicant to make a prior commitment to matriculate, indicate college preferences, or make any response to an offer of admissions until the traditional May 1 candidate's reply date. Under **Single Choice Early Action**, you can apply to one university Early Action. However, your choice is not binding. You can choose to attend another institution.

EARLY DECISION

Read all information carefully, these are contracts. Under Early Decision, students can apply early to only one school. The decision is binding.

ELM

Entry Level Math test required by CSU system. Visit www.csus.edu/testing for info.

EOP (EDUCATIONAL OPPORTUNITY PROGRAM)

A program designed to assist low income and/or educationally disadvantaged students with admissions, financial aid, and support services at college.

EPT

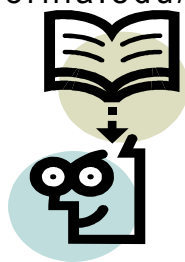
English Placement Test required by the CSU campuses. Visit www.csus.edu/testing for info.

FEE WAIVER

The Fee Waiver Form is submitted instead of money when applying for college testing or admission. Check with your counselor for more information.

FAFSA

Free Application for Federal Student Aid to be completed by student and parents in order to qualify for financial aid. Available online www.fafsa.ed.gov



FINANCIAL NEED

The difference between the cost of education and what the family or the applicant can reasonably be expected to contribute.

GENERAL EDUCATION REQUIREMENTS (Also called Breadth Requirements)

Courses selected from several divisions required for a college degree. These are typically completed the first two years of college. The second two years involve course work in major and minor areas.

GRANTS

Payments made to students by various organizations, including Cal Grants from the State of California. Grants do not have to be repaid.

IMPACTED PROGRAM

A college degree program, such as computer science, to which gaining admission may be difficult due to heavy enrollment or may require supplementary screening of student records.

PELL GRANT

Financial aid from the Federal Government available to students with financial need to be used at many types of colleges and vocational schools. Apply by completing the FAFSA in January of senior year.

QUALIFIED ACCEPTANCE

Occasionally an institution postpones action on an application and will suggest that the applicant pursue a particular course in its summer session. Upon satisfactory completion of this course, the college agrees to accept the student for its regular degree programs at the beginning of the first or second semester.

ROLLING ADMISSIONS

This college does not specify a notification deadline. It gives an admission decision as soon as possible

after an application is completed. Usually, it is wise to apply early to such colleges, since applications are normally not accepted after the admissions quota has been reached.

SCHOLARSHIPS

Gifts of money awarded for achievements, skills, talents, and/or financial need. Students do NOT necessarily need to have an "A" grade point average to apply.

SIR (STATEMENT OF INTENT TO REGISTER)

This form must be returned to the college of your choice by a specific date, usually at the beginning of May. It confirms your intent to register at the college and reserves a spot for you.

SUBJECT A

UC graduation requirement certifying proficiency in English. May be satisfied by test scores. Fulfillment of Subject A requirement is prerequisite for enrollment in all freshmen reading and composition courses. The Subject A Test, a diagnostic essay exam administered by UC, is one means of fulfilling the requirement. This test is normally administered in May for freshmen who plan to enroll in the University in the fall at test centers throughout the State.

<http://www.ucop.edu/elwr/index.html>

TRANSCRIPT

A copy of your official record of grades and courses from time of entrance to the end of the most recent semester.

UNDERGRADUATE

College student who has not received a bachelor's degree.

WAITING LIST

In addition to accepting and rejecting applicants, many colleges place students on a waiting list for admission. As accepted applicants decide to attend other colleges, the school will offer their places to students on the waiting list.

WORK STUDY

A federally funded program that makes part-time jobs available to students with financial need.



Useful Websites

Jesuit High School

www.jhssac.org

Under Academics click on *Counseling Services* to access the Counseling Department web pages. From here, you can access **Naviance Family Connection**, which is referenced throughout this handbook for college search, rep visits, scholarships, career exploration and more. All juniors have registered for Naviance with their counselors. Parents—login with your parent registration code (mailed home in January) for customized information, or use the Guest Entrance (password “bigred”) for general information.

College Admission Testing

www.act.org ACT registration, score reporting, test tips, sample questions

www.collegeboard.com SAT registration, score reporting, college search, more
Use “Quickstart” to access PSAT results and free customized test prep

College Search & Applications

www.csumentor.edu California State University (CSU) System

www.universityofcalifornia.edu University of California (UC) System

www.cccco.edu CA Community College Chancellor’s Office

www.assist.org Information on transferring between California public institutions

www.californiacolleges.edu CA Colleges & Univ.—college and career planning

www.catholiccollegesonline.org National Catholic College Admission Assoc.

www.commonapp.org Common Application

www.eduinonline.com Black college common application and scholarship info

www.youniversitytv.com Video tours of college campuses and dorms

www.ctcl.org Colleges That Change Lives college search and info schools

www.princetonreview.com Test prep, college, career and scholarship search

Financial Aid

www.fafsa.ed.gov FAFSA application

www.finaid.org Students’ guide to financial aid, useful tools for financial planning

www.csac.ca.gov California Student Aid Commission (CalGrant)

www.edfund.org Federal loan program, tools for budgeting and managing money

www.fastweb.com Free scholarship search

www.meritaid.com Free scholarship search sorted by colleges & universities

Athlete Resources

www.ncaa.org NCAA Recruiting rules and eligibility guidelines

www.eligibilitycenter.org NCAA eligibility registration

www.naia.org National Assoc. of Intercollegiate Athletics

www.njcaa.org National Junior College Athletic Assoc.

Career Exploration

www.jhssac.org Access Naviance as directed above

Explore interests and careers, see which schools offer
which majors access the Occupational Outlook and more.

