

College *Planning* HANDBOOK



COUNSELING

Contact your counselor

Counselor	Extension	Email
Mrs. Sara Alvarez	x 213	sara.alvarez@jesuithighschool.org
Mrs. Angela Harger	x 203	angela.harger@jesuithighschool.org
Ms. Jennifer Rasmussen	x 322	jennifer.rasmussen@jesuithighschool.org
Mrs. Amanda Smith (Director)	x 243	amanda.smith@jesuithighschool.org
Mrs. Gianna Wheeler	x 323	gianna.wheeler@jesuithighschool.org

How to Apply to College: The Basics

Now is the time to begin the college search process.

- Step 1. **Explore** colleges and universities based on size, location, programs of interest, cost of attendance, sport programs, public vs. private and any other criteria that make sense for you. Visit the campus and/or attend college rep visits in the fall. Keep an open mind!
- Step 2. **Check** application deadlines in September and October using Common App, or head directly to the university's website for important dates and deadlines.
- **Be sure to follow posted deadlines for requesting letters, forms and transcripts.****
- Step 3. **Prioritize** your applications. Review deadlines and create a timeline for each application. ***Use the Common Application whenever possible. It will save you and your counselor time!***
- Step 4. **Recommendation: use your Jesuit Student Email** (studentj26@student.jhs.net) **or an appropriate college specific email account** for all college communications to stay organized. Be sure to check this account, your college portals, and your snail mail on a regular basis.

Use the tools below to find the colleges that are right for you!

Naviance Student is Jesuit High School Specific Data

Update your personal profile and resume. Jesuit updates your test scores and cumulative GPAs as they become available. Use the tabs at the top of the page and navigation links on each page to:

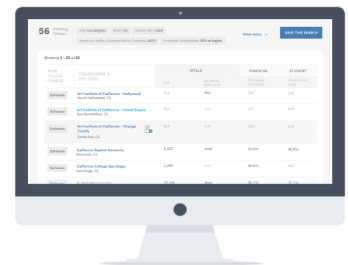
- **View scattergrams** of GPAs and test scores charted with the corresponding admissions decisions at most colleges.
- **Search for colleges** based on specific criteria (public/private, location, student demographics, admissions selectivity, majors/programs offered).
- **Compare your academic statistics** with acceptance rates of Jesuit students.
- **College Roadmap**
- **College Interest and Applying list**
- <https://student.naviance.com/jhssac>

COLLEGE MATCH

Find the right colleges for you!

Search over 2,000 colleges to find the schools that match your preferences and get all the details on admission, financial aid, academics and campus life in our college profiles.

Search for Colleges



CollegeData is National Data

- **Find expert information and advice—** CollegeData's in-depth articles cover all aspects of how to explore, prepare for, select, and pay for college. Easy to save, print, and share by email and on social media sites.
- **True stories about getting into college—** Check out True Student Stories to read about lessons learned on the road to college from new students at more than 90 schools, including Emory University, New York University, Ohio University, Dartmouth College, University of Northern Carolina Chapel Hill, Pomona College, Vanderbilt University, and University of Pennsylvania.
- **Will you get in? —** Predict your chances for admission at any college. See if you are a Good Bet, Maybe, or Reach, and why. See how you compare to current freshmen, how important each admissions factor is to college, and how to improve your chances of getting in.

Senior Timeline

Seniors will meet with their counselors individually at least once each semester. Your appointment will be a family meeting tailored to your future plan. Students are encouraged to request an appointment or drop in to see their counselor anytime. It is recommended that Seniors should attend college visits at Jesuit High School, receptions, fairs, and information sessions of the colleges they are most interested in.

YEARLONG

- Eat well, exercise and get enough sleep.
- Educate yourself on all of the colleges you are applying to.
- Research and update your college list. Make sure you have an action plan to meet deadlines.
- Register for ACT/SAT exams asap. Check your colleges for the latest acceptable test date.
- Apply for scholarships (Class of 2026 College Planning Classroom Fastweb, Cappex).
- Connect with your counselor and communicate with your teachers regularly about deadlines.

SUMMER/AUGUST

- Begin refining your college list. Balance is key (Reach, Target, Probable)
- Register and take the SAT and/or ACT tests.
- Update **resume** on Naviance Student and complete **Student Brag sheet** — mandatory.
- Complete Common App account for all colleges that use the Common App (you should have already created this account with your counselor in the spring of junior year).
- Create outlines for college essays (Google Doc is recommended).
- If you did not have a Spring meeting, you will begin meeting with your counselor for student/parent college meetings (your parent will need to schedule this by using **calendly.com**, parents will attend via Zoom.)
- UC applications are open for the fall on Aug 1.

SEPTEMBER

- Begin personally asking your counselor and teacher(s) for letter(s) of recommendations.
- Meet with College Representatives during lunch.
- Create a master calendar with important college application deadlines.
- Retake the SAT and/or ACT, if necessary.
- Submit letter of recommendation requests for November & December deadlines no later than Sept. 15.
- Finalize your college choices and update college list in Naviance.

OCTOBER

- Prepare Early Decision, Early Action, if needed.
- Ask a teacher/counselor to review essay drafts no later than 2 weeks before deadline.
- If you plan to use testing in your application, you need to send these directly from College Board/ACT.
- If you need to fill out the CSS/Financial Aid Profile (over 200 colleges require this additional financial aid form), you can register on collegeboard.org starting October 1.
- In a traditional year, FAFSA opens October 2025 (studentaid.gov).
- CSU application is open for fall on October 1.
- Submit letter of recommendation requests for all application deadlines no later than October 13.
- Add SRAR here

NOVEMBER

- November 1-15: For early admission (ED or EA), colleges may require test scores and applications between these dates. (Please check each college website).
- Complete and submit UC and CSU applications—Deadline December 1.

Senior Timeline—Continued

DECEMBER/JANUARY

- Continue to complete and submit applications.
- If you are applying to a WUE college, most deadlines are in December in order to be eligible for the scholarship.
- Remember to check college portals and emails.
- Make sure all test scores are sent. Students are responsible for sending scores through the testing agencies.
- Verify that all applications are complete.
- It is recommended to have all CSS Profile completed.
- Continue to keep senior grades up! Colleges want your first semester grades.
- Some college housing applications begin to open up (if already accepted).

FEBRUARY

- No senioritis, please! Accepting colleges do look at first and second semester senior grades.
- If you submitted your CSS Profile, check your acknowledgement and send any corrections, if necessary, directly to the colleges that require it.
- Apply for scholarships!

MARCH

- Keep active in school. If you are wait-listed, the colleges will want to know what you have accomplished between the time you applied and learned of its decision.
- Be sure to consistently check your email and college portals, as this is how colleges will be in contact with you.
- March 1-31: UC Admissions decisions are released.

APRIL

- Check all college portals for decision notifications.
- In a typical year, you should receive acceptance letters and emails by April 1. If you've not yet done so, visit your final college before accepting by May 1. (As soon as you decide, input your choice into Naviance Student).
- Contact the colleges if you have any questions about the financial aid packages they've offered you. Make sure you understand all terms and conditions.
- Meet with your counselor for final senior meeting.

MAY

- Make a final decision, accept the aid package, and submit a deposit to the college you select by May 1.*
*always verify dates on college websites
- Send your deposit to one college only.
- Wait-listed by a college? If you plan to enroll if accepted, tell the admissions representatives your intent and ask how to strengthen your application. Need financial aid? Ask whether funds will be available if you are accepted.
- Thank everyone who wrote your recommendations or otherwise helped with your college/scholarship applications.

WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

Application Plan	Regular Decision	Rolling Decision	Early Action (EA)	Early Decision (ED)	Restrictive Early Action (REA)
	Non-Restrictive	Non-Restrictive	Non-Restrictive	Restrictive	Restrictive
Definition	Students submit an application by a specified date and receive a decision in a clearly stated period of time.	Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.	Students apply early and receive a decision well in advance of the institution's regular response date.	Students make a commitment to a first choice institution where, if admitted, they definitely will enroll. The application deadline and decision deadline occur early.	Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.
Commitment	Non-binding	Non-binding	Non-binding	Binding	Binding
Additional Considerations					

Non-Restrictive Application Plans: Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.

Restrictive Application Plans: Students are responsible for determining and following restrictions.

Additional Information

Apply to a range of colleges:

- Reach—a long-shot; your probability of admission is less than a 30% chance
- Target—your probability of admission is slightly better than even
- Probable—your probability of admission is highly likely, but never guaranteed

Check your email regularly and feel free to respond to any college information requests as part of the application process. When you respond, you are placed on their mailing lists and they will keep you apprised of important information. If you receive any additional forms or questionnaires from a college, follow all directions and meet all deadlines. Sometimes colleges ask to verify information you have included in your application. They may also ask you for additional financial information.

College Admission Testing

It's good to know...

JHS School CEEB Code: 052714

The Counseling Department recommends that you plan out your Spring semester accordingly to the Spring SAT and ACT testing calendar of your junior year. It is advised to have a full year of curriculum before testing. Testing requirements will vary. The best place to find out about a college's testing requirements is on their website.

SAT Test

The SAT test covers the below topics

- Math
- Reading
- Writing & Language

Register online at www.collegeboard.org. Don't forget to print your confirmation and admission ticket page!

ACT Test

The ACT test covers the below topics

- English
- Math
- Reading
- Science

Register online at www.act.org.

SAT Test Dates	Registration Deadline	ACT Test Dates	Registration Deadline
May 3, 2025	April 18, 2025	April 5, 2025	February 28, 2025
June 7, 2025	May 22, 2025	June 14, 2025	May 9, 2025
August 23, 2025	August 8, 2025	July 12, 2025	June 6, 2025
September 13, 2025	August 28, 2025	September 6, 2025	August 1, 2025
October 4, 2025	September 19, 2025	October 18, 2025	September 12, 2025
November 8, 2025	October 29, 2025	December 13, 2025	November 7, 2025
December 6, 2025	November 21, 2025	February 14, 2026	January 7, 2026
March 14, 2026	February 28, 2026	April 11, 2026	March 6, 2026
May 2, 2026	April 17, 2026	June 13, 2026	May 8, 2026

Did You Know?

- **collegeboard.org** and **act.org** both have useful tips and strategies to prepare for their respective exams. They also have great college search features!
- You get 4 FREE college score reports each time you register.
- **Remember to send your scores to your top college choices (no CSUs or UCs).**

Questions? See your JHS Counselor!

Test Prep Resources and Courses

Khan Academy

- **Personalized to you**— Khan Academy is a free resource that will create a tailored practice plan for students based on a diagnostic or their SAT or PSAT/NMSQT score.
- **Interactive**— thousands of practice questions, videos, lessons, and hints plus study and test-taking tips and strategies.
- **Official**—8 full-length, real practice tests and content created in partnership with College Board.
- **Instant**— get constant feedback and progress so you know where you stand.
- **Raises confidence and scores**—20 hours of practice on Khan Academy is associated with an average 115– point score increase from the PSAT/NMSQT to the SAT, nearly double the average gain without Khan.
- Go to www.khanacademy.org/sat to learn more about the inside scoop on the SAT. Free and exclusively from Khan Academy.
- **Cost:** Free

ACT Academy

- **Raise your student to the next level**—ACT Academy provides free resources for students that are unique to their learning gaps. Access the best resources from top publishers, all in one place, and accurately aligned to the standards.
- **All the best resources**—ACT Academy provides students with the best resources, no matter what subject or publisher. One publisher might cover math really well, while another is better at teaching science.
- **More than videos**— it's important that concepts are presented to students in a variety of ways, not just one type of video. Today students can listen to a rap song, tomorrow students might be playing a game on the same topic!
- **Personalized for you**— sit back, and let ACT Academy automatically pick the exact resources students need to help them learn what they need to know!
- ACT Academy is the go-to place to get personalized practice. Join for free at www.academy.act.org
- **Cost:** Free

Revolution Prep

- **Practice Exams** —Taking practice tests for college admission exams provides students with a baseline score. Finding out where your student stands will allow them to compare scores and determine their best fit.
- **Test Prep Courses** — Students can enroll in Revolution Prep's SAT and ACT score-boosting curriculum and tailored instruction in a group setting of only eight students. All courses include practice tests, a personalized improvement plan, and weekly parent updates.
- Go to www.revolutionprep.com to learn more about how Revolution Prep can help your son.
- **Cost:** Private or Group Rates

The Essay or Personal Statement

Purpose of the essay or personal statement

- Bring life to the person behind the application.
- Showcase a student's talents, achievements, experiences and points of view in ways the rest of the application cannot.
- Provide a complete picture and fill in the gaps.
- May be used in scholarship consideration.



General writing tips

- Write a solid introduction; this makes the reader want to continue reading.
- *The bulk of your essay should clearly tell the reader who you are*.
- In the case of a short essay (200 words or less) the answer should get to the point in the first sentences, supported by well-chosen examples and a well-focused conclusion.
- Use transitions to give your essay a logical flow.
- Write a conclusion that impresses upon the reader your qualifications and ties your essay together.

Reminders

- Read all instructions carefully.
- Answer the prompt!
- “Anything” means one strategically chosen topic which highlights or explains what’s in the application itself.
- Avoid lists of accomplishments and instead focus on what these activities say about you.
- **Start early** (summer before senior year) and rewrite...write one draft and let it sit for a day.
- Have others review your work.
- Write in your own authentic voice.
- Be careful with humor.
- Do NOT manufacture hardship.
- Do NOT use big words to make your essay sound more impressive.
- Do NOT use AI. Be YOU!

What are some things readers may be looking for?

- Thoughtful reflection: A genuine sense of who you are.
- Personal qualities that may include: leadership, initiative, openness to growth, persistence, commitment to others, maturity, motivation.
- Meaningful participation in activities.
- Students willing to go the extra mile to enrich their education.
- Think of the essay as your chance to interview. Colleges want to know more about you.

The essay/personal statement should round out your application and is an important piece of the “comprehensive review” of your application.

The Essay or Personal Insight Questions

Common App Essay Prompts



You will be asked to write an essay (approximately 650 words) on one of several broad options. This will be the personal statement students will be submitting to any of the hundreds of colleges that use the Common App. This will be your chance to tell a story about yourself that tells the college or university more than your grades, activities, and test scores do. To let colleges know about the wide range of skills, qualities, values, and interests that have shaped who you are today. And most importantly, how those skills and values show that you're a good fit for their college and community. Students can view the Common App Essay Prompts at <https://www.commonapp.org/blog/announcing-2025-2026-common-app-essay-prompts>.

UC Personal Insight Questions

For the 2025-2026 application year



Imagine UC was a person. If you were to meet face-to-face, what would you want them to know about you? These personal insight questions allow you to tell them. You could write about your creative side. Your thoughts on leadership. A challenge you've faced. Whatever questions you answer, make sure you show them your personality — just as you would in real life.

- You will have 8 questions to choose from. You must respond to only **four** of the eight questions.
- Each response is limited to a maximum of 350 words.
- Students can view the PIQs at <https://admission.universityofcalifornia.edu/how-to-apply/applying-as-a-transfer/personal-insight-questions.html>

Sample Essay—Tips Included!

October 12, 2023

Maryanne Wheeler
Personal Essay
St. Lawrence University

What makes this
a good essay?

“Where the heck is it?” I asked aloud as I ripped through every drawer and closet. “Mom!” I screamed, as I pulled the rumpled, size 6-8 Cinderella dress from the overstuffed Hefty bag in the center of my floor. How could my mother callously have cast aside the dress that served as my cousin Bradley’s trademark costume for my annual family Christmas production?

I pounded down the stairs and found my mother innocently making dinner. I put on my most terrifying eight-year-old face and held up the crinkled Disney creation. “Just what do you think Brad is gonna wear this year?” My mother would learn the extreme sentimental value of this dress and how it would serve to remind us of Bradley and our innocence.

Kindred spirits, both left-handed and white-haired and born only weeks apart, Brad and I spent every preschool day together in mutual adoration. After all, he had what appeared to be two belly buttons and his scars were much more impressive than mine. Thankfully, I did not understand the correlation between those holes and scars and his having been deprived of oxygen at birth due to a badly malformed heart, a birth defect that would severely impair his ability to learn. Brad and I, sporting plastic sunglasses, spent our early years cruising the yard in my pink Barbie Beach Buggy, from which I had diligently scraped the Barbie sticker to make it look less like an embarrassing “girlie” car. We romped around the house, ripping heads off dolls, sneaking sugary items, and whipping ourselves off the swings in an effort to land on the paved driveway. It is the laughter I remember when I think of these days, not Brad’s disability.

My perception drastically altered when I entered fourth grade. “Hey, retard!” one boy shouted at recess as one of his henchmen chucked the ball at Brad’s head. I was not sure what a retard was, but the sound of it made me wince. I launched myself at the ringleader, swinging and crying. I chased them off, the buttons hanging from my now-muddy jumper. I was baffled, and the pain I felt had nothing to do with my bleeding knees. I looked at Bradley and he was smiling at me, not understanding what had just happened, and I was grateful, and forever changed.

As we grew older, our paths diverged. Brad took the path that so many look on with pity as “slow” and “unfortunate.” Initially, I felt guilty for growing up without him. As I write my essays for college and complain about the work involved in applications, I think about Brad, who gets pumped to take his permit test and fails every time, but will persevere. He will never fit the societal ideal of a “normal” person or a “successful” person and I abhor the elitist thinking that insists that my life must have more meaning than his. Watching him grow up has helped me to overcome what could have been my handicap. He is compassionate and determined in spite of thousands of setbacks. And when we all grumble about the burdens of life, I think of Brad and wonder, who is the happier person? He finds joy in things like putting aside money from his grocery store job to buy me a Christmas gift, or saving me all the red gummy bears. He does not lament how few friends he has, but is glad to be with the few who know and appreciate him. I do not feel lucky for being different than Brad. I feel lucky for knowing him. He has taught me that more intelligent does not equal better, and it certainly does not equal happier. What does mark the superior person is the nature of his heart and soul, and Brad’s are pure and joyful and suffused with love.

“Scene two, take one.” Bradley enters, surrounded by a chorus of characters consisting of my brother and cousins. He is wearing the tattered, size 6-8 Cinderella dress. “Kung Fu Fighting” comes on, and that’s his cue. He throws himself into my meticulously choreographed dance, and when the song ends, executes his grand finale, standing on one slightly bent leg. And in the silence between the end of the song and the applause, you can hear the dress ripping a little more.

This essay wasn’t just on time, it was submitted well before the Early Decision deadline. Meeting deadlines is crucial in the college application process, especially if you are applying Early Decision or Early Action.

The essay begins with a story that grabs the reader’s attention. Make it interesting. Admission staff read hundreds and sometimes thousands of essays, so your essay needs to stand out.

Maryanne uses enough details and dialogue to paint a vivid picture. Because she has chosen very specific moments, she can make the scenes come to life without writing a novel.

She introduces Bradley’s condition in a thoughtful, straightforward manner. His life and their experiences together are inspiring, so her story does not need to be exaggerated.

Maryanne is specific when she lists the reasons why she finds Bradley inspirational and what she has learned from him.

Her essay is about appreciating what you have, who you are, and what truly matters in life. Instead of saying that outright, she tells a story that illustrates her point. A memorable essay is more show than tell.

Maryanne ends her story where it began, with the Cinderella dress, bringing the essay full-circle.

This essay is also good because of everything that’s not in there; it is free of misspellings, it is an appropriate length, and there are no run-on sentences or lengthy paragraphs.

College Athletics

How To Contact Coaches



Talk with your counselor about a range of colleges for which you are academically qualified.

While some schools may adjust academic standards for athletes, many require strong academics, test scores, and athletics!

- Talk with your high school coach about a range of colleges that he or she thinks might be a good “fit” for you and your level of talent (both academic and athletic).
- Decide if you should be considering Division I, II, or III athletic programs. Perhaps NAIA programs are best suited for you. Check college websites for athletic programs, statistics, and standards for your sport.
- Research the name of the coach for your sport by checking university websites directly for the most current information.
- Draft a letter to each coach. Include a resume with a profile of your academic interests and achievements. Discuss your athletic accomplishments supported by statistics, newspaper articles, records, and awards/honors. Mention any camps attended or future tournaments and games. If appropriate, include a ten minute video of yourself with visible game highlights. Make certain you are easy to identify. Send a schedule of games as well.



More Resources for Athletes:

www.collegiatedirectories.com
“The National Directory of College Athletics”

www.eligibilitycenter.org
Register at the NCAA Eligibility Center

www.ncaa.org
Rules on recruiting

www.naia.org
National Association Of Intercollegiate Athletics

www.njcaa.org
Competing at the Junior College level

Register with the NCAA Eligibility Center

- If you plan to play Division I or II sports, you must register with the NCAA Eligibility Center. Register at www.eligibilitycenter.org. Select option 3: Academic and Amateurism Certification; pay the \$100 registration fee
- They require a 6th semester official transcript. After you receive your second semester report card junior year, fill out a transcript request form online so that we may upload your official transcript.
- **Official testing is recommended. Send standardized test scores**

Follow-Up

- Ask your high school or club coach to make a follow-up call or write a letter of recommendation. Remember to apply to colleges through the Admissions Office and indicate an interest in athletics. Apply as early as possible and meet all deadlines. Do not feel pressure to apply Early Decision or Early Action.
- Follow-up with coaches as necessary and make sure the college coach’s philosophy and style meet your needs.
- Be realistic in this process. Put academics first!



Military Academies & ROTC

Securing an Appointment: You must be nominated by your Senator or Congressional Representative to be considered for all military academies except the Coast Guard. **You should consider starting this process during the spring of junior year or summer before senior year.** Plan to complete your application by the end of October, in order to be interviewed in November. You should be notified of nomination by February. The Academy will contact candidates for evaluation and extend the final offer of appointment by May 1.

Evaluations are based on the “whole person” concept and take into consideration your academic, leadership and physical abilities. Most academies and congressional offices require: official transcripts; SAT/ACT scores directly from the test agency; 3 letters of recommendation; a 500-word essay describing why you want to attend a service academy; your resume of activities, leadership positions held, academic and athletic awards; a copy of your birth certificate; and a small, recent photograph (optional). Each representative has their own nomination application and procedure. Visit the website(s) for details.

Alex Padilla: <http://padilla.senate.gov/>
Adam Schiff: <https://www.schiff.senate.gov/>

House of Representatives: <https://www.house.gov/representatives/find-your-representative>

Do not wait for your Congressional Appointment to open your application file at the academy to which you will apply. Complete information can be accessed at the website(s) below.

ROTC Scholarships may be used at a number of private and public colleges and universities. See the websites for complete information.

Admissions Contact Info:

- US Merchant Marine Academy
Attn: Director of Admissions
Address: 300 Steamboat Road
Kings Point, NY 11024
Phone: (866) 546-4778
Web: www.usmma.edu
 - US Air Force Academy
Attn: Admissions Office, HQ USAFA/RR
Address: 2304 Cadet Dr., Suite 2300
USAF Academy, CO 80840
Phone: (800) 443-3864
Web: www.academyadmissions.edu
 - US Coast Guard Academy
Attn: Director of Admissions
Address: 31 Mohegan Ave.
New London, CT 06320
Phone: (800) 883-8724
Web: www.cga.edu
 - US Military Academy
Attn: Director of Admissions
Address: 600 Thayer Road, Bldg. 606
West Point, NY 10996
Phone: (845) 938-4041
Web: www.usma.edu/admissions/
 - US Naval Academy
Attn: Admissions
Address: 52 King George Road
Annapolis, MD 21402-5018
Phone: (410) 293-1858
Web: www.usna.edu/
- Army, Navy, & Air Force Reserve Officer Training Candidate (ROTC):**
- Air Force ROTC
Attn: AFROTC Admissions
Address: 551 E. Maxwell Blvd.
Maxwell AFB, AL 36112
Phone: (866) 423-7682
Web: www.afrotc.com
 - Army ROTC
Phone: (888) 550-2769
Web: www.goarmy.com/rotc
 - Navy ROTC
Phone: (800) NAV-ROTC
www.nrotc.navy.mil/
- Note: there is a Marine ROTC option available through the Navy ROTC site.

Submitting College Applications Using Common App

Your counselor will be submitting the school materials for your college applications *electronically*. There are a few quick steps you need to complete in order to request transcripts, letters of recommendation and Secondary School Reports from your counselor.

Step 1: If Common App is an option, **you should apply using the Common App.**

- Create a Common App account at www.commonapp.org.
- Use your Jesuit Student Email (studentj26@student.jhs.net) or an appropriate college specific email account for your Common App account registration and note your password.

Step 2: Fill out the Common App— you must complete the Education section and have at least one school added to your account before you can complete the FERPA.

Step 3: Sign the FERPA Release Authorization

- Click on “Assign Recommenders” in the My Colleges tab.
- Select the Release Authorization link
- Read through the instructions and check the box to continue
- Check the authorization box and select to waive your right to review recommendations. *Please note that it is recommended to waive your right to read the recommendations.*
- Type in your signature and select the date—click SAVE
- You should now see a green check mark next to the FERPA Release Authorization

Step 4: Add all the Common App schools to which you plan to apply to your Common App account.

Step 5: Adding additional schools—you must see your counselor immediately

- **If you add applications after submitting the hard copy form to your counselor, you must notify your counselor ASAP and update your College Document Request form.**
- Materials and transcripts will not be sent from your counselor unless you have notified your counselor in writing! Common App does not notify us of additional changes.

Step 6: Adding counselors and teachers — you must add your counselor and teachers for letters of recommendation. Emails addresses should be entered as:

firstname.lastname@jesuithighschool.org. You must assign a teacher to each individual college. Do not use the faculty Gmail addresses or your recommenders will not be able to access your request.

The screenshot displays the Common App interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'My Colleges' tab is active. On the left, a sidebar menu shows 'My Colleges' with 'John Carroll University' selected, and 'University of Michigan' listed below. The main content area is titled 'Recommenders & FERPA' and features a 'FERPA Release Authorization' section with a warning icon and a 'Complete Release Authorization' button. A 'Continue' button is located at the bottom right of the main content area. On the right side, there is a 'Need help?' section with a search icon and two links: 'What is an advisor?' and 'Naviance: How do students add and assign recommenders?'. The 'What is an advisor?' link is circled in red.

Sample College List Builder

College List Builder Worksheet

As you are building your list, consider the following things: cost, location, major, size, public or private, and extracurricular opportunities. Then, use SuperMatch College Search in [Naviance](#) to explore schools that fit your preferences. You can also use College Board's [Big Future](#) college search engine.

When you have a list, be sure it is balanced!

Look at your "Colleges I am Thinking About List" in Naviance. Sort schools into the table below to ensure balance. ***How do you know what schools are a Reach, Target, or Probable? Use a school's Scattergram in Naviance and a school's admissions page on their website as a reference point and compare that with your specific academic profile (rigor of coursework, GPA, standardized testing).***

College list sorting table: reference each school's Naviance Scattergram to help determine if a school is a Reach, Target, or Probable school for you.

Reach	
Target	
Probable	

Now, go back and highlight or circle colleges in the "Target" and "Probable" categories above that meet the following criteria:

- **Yes**, I could be accepted to this college based on my academic profile
- **Yes**, I could afford attending this college (housing, tuition, traveling home to visit)
- **Yes**, I would be happy attending this college

SAMPLE SHEET

College Document Request

Student: _____ Counselor: _____ Date: _____

Student and Parents,

If applying to colleges that need a letter of recommendation from the counselor (these are typically on the Common App), the following items are **mandatory** to complete by the request recommendation date:

If application is due in:	Request recommendation by:
October/November/December	September 12
All Requests Final Deadline	October 17

TO BE COMPLETED:

- This form**
- Your **Resume** (Naviance Student - found under the "About Me" tab)
- Student Brag Sheet** (Naviance Student - click on the "About Me" icon - Surveys from Your School - Student Brag Sheet)
- Parent Brag Sheet** (Naviance Student - click on the "About Me" icon - Surveys from Your School - Parent Brag Sheet) *Note: use student's account
- * **Every college on this form must be listed in your Naviance Student account under "Colleges I'm Apply To" and be indicated by application type (Common App or Direct to Institution)**
- Common App list of colleges** is updated and current
- Preferred admissions plan** (ED/EA/RD) is selected for each college in Common App
- FERPA:** Student must waive their right in order to receive a Letter of Recommendation
- Add counselor and teacher as recommender** in Common App using the firstname.lastname@jesuithighschool.org email address

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

By signing this form, you are acknowledging all of the above have been completed.

Student Signature & Date

Parent Signature & Date

OVER →

SAMPLE SHEET

Yes, I am applying to one or more of the following:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> UC | <input type="checkbox"/> Direct Institution |
| <input type="checkbox"/> CSU | <input type="checkbox"/> Community College |
| <input type="checkbox"/> Common App | <input type="checkbox"/> Military/Service Academy |

Provide your college list below - there should be schools in each category.

Acceptance/Admission	College/University	Deadlines
<p style="text-align: center;"><u>Reach</u></p> <ul style="list-style-type: none"> ● Academically challenging. ● Selective admissions. 1-35% acceptance rate. ● Potentially high cost of attendance. 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p style="text-align: center;"><u>Target</u></p> <ul style="list-style-type: none"> ● You are likely to be admitted based on your academic profile. 35-75% acceptance rate. ● You would be happy to attend that college. ● You would not be financially overwhelmed. 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p style="text-align: center;"><u>Probable</u></p> <ul style="list-style-type: none"> ● You are almost certain to be admitted. 75-99% acceptance rate. ● You would be happy to attend that college. ● Affordable. 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

If you are applying direct to institution, list each school here & request transcript in Naviance:

Are you planning on applying to one of these schools as ED 1 or ED 2? Yes No

SAMPLE SHEET

Sample of Student Brag Sheet
(For Counselor Letter of Recommendation Request)
Form Must be Complete in Naviance

Student: _____ Counselor: _____ Date: _____

1. Will you be the first in your immediate family to attend and graduate from a four-year college or university in the United States?
2. Explain your academic strengths and challenges. Are there any items or trends on your transcript you think need explanation to the colleges?
3. 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**?
4. Which of your activities/accomplishments are you the most proud of and why? How have they prepared you for your future? These can be accomplishments outside of JHS, academic or nonacademic.
5. How have you contributed to your school or community? Have you ever functioned as a leader? Describe.
6. What is your desired major or career interest and **why**? What have you done in this field of choice? For example, summer program; classes; internship.
7. Do you have special or unique interests that you would like me to address in your letter?
8. What has been your greatest learning experience or challenge faced during high school, big or small? Describe the experience and the lesson learned.
9. What is the most important thing you want the colleges to know about you?
10. Provide context of your life during high school. For example, describe your living situation, time commitments, commute to school, etc.
11. Explain how you have made an impact at JHS.

SAMPLE SHEET

Sample of Parent / Guardian Brag Sheet

Must Complete Form in Naviance Student

Hello Parents and guardians!

Thank you for taking the time to fill out this brief questionnaire and brag sheet. Your input provides excellent perspective and support for our college counseling team as they write their Letter of Recommendation.

1. Will your child be the first in your immediate family to attend and graduate from a four year college or university in the USA? (Yes/No)
2. Will your student be the first in your family to attend college? (Yes/No)
3. Will you be applying for need-based financial aid? (Yes/No)
4. If a language other than English is regularly spoke at home, please indicate which language.
5. What are the three words that first come to mind when describing your student?

Parent Brag Sheet Questions

1. Describe your student's talents and strengths? What fulfills them?
2. How would you describe your student's character and values?
3. What does your child enjoy learning about outside of the classroom? Are particular subjects and/or teachers common topics at the dinner table?
4. Please describe your student's overall engagement in activities *outside of school* (club sports, religious activities, community engagement, work experience, etc.).
5. In which areas have you seen the most growth in your child in the last three years? If appropriate, describe one major event that you see as a turning point in your son's development and explain why.
6. Does your child have specific family responsibilities (caregiving for siblings or grandparents, working to help support family members, etc.)?
7. Please describe any unusual circumstances which have affected your child's emotional or academic growth (divorce, change of school, sibling dynamic, etc.).
8. What is the single most important thing you want college admissions officers to know about your child? What will your child bring to their college campus?
9. Please feel free to write a brief anecdote or share context that will help us better understand your child.

Anything you include in your responses may be disclosed in the counselor recommendation materials. Please let your son's counselor know if anything should not be included.

SAMPLE SHEET

Useful Websites

Jesuit High School

jesuithighschool.org

Under Academics click on *College Guidance* to access the Counseling Department's web pages for the college process. From here, you can access **Naviance Student**, which is referenced throughout this handbook for college search, rep visits, scholarships, career exploration and more. All students have registered for Naviance Student with their counselors.

College Admission Testing

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

collegeboard.org | SAT registration, score reporting, college search, more

College Search & Applications

calstateapply.edu | California State University (CSU) System

universityofcalifornia.edu | University of California (UC) System

cccco.edu | California Community College Chancellor's Office

assist.org | Information on transferring between California public institutions

californiacolleges.edu | California Colleges & Universities— college and career planning

catholiccollegesonline.org | National Catholic College Admission Association

commonapp.org | Common Application

commonblackcollegeapp.com | Black college common application and scholarship info

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

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

collegedata.com | College, career, and scholarship search

bigfuture.com | College, career, and scholarship search

cappex.com | College, career, and scholarship search

collegeraptor.com | College, career, and scholarship search

collegeessayguy.com | Personal statement, college essay tips, guides, resources

collegesofdistinction.com | College search & Info

Financial Aid

studentaid.gov | FAFSA application

finaid.org | Students' guide to financial aid, useful tools for financial planning

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

ecmc.org | Federal loan program, tools for budgeting and managing money

fastweb.com | Free scholarship search

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

cssprofile.collegeboard.org | Mission of making college affordable

salliemae.com/collegeplanning | Scholarships, financial aid, and student loan information

Athlete Resources

eligibilitycenter.org | NCAA eligibility registration

naia.org | National Assoc. of Intercollegiate Athletics

ncaa.org | National Junior College Athletic Assoc.

Career Exploration

student.naviance.com/jhssac | Explore interests and careers, see which schools offer which majors, access the Occupational Outlook and more.