

Senior Resource Guide

DC College Application Week



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Introduction

If you're reading this, it's likely your high school is hosting a DC College Application Week event. Senior year is a wonderful, exciting, transitional time. You may spend the year thinking and preparing for graduation and prom, but you should also be getting ready for college! There are many steps involved in going to college, from researching schools to find a good fit, to gathering all the information you need in order to complete an application, to actually applying. Then there is the financial aid step: you'll need to fill out the FAFSA and apply for as many scholarships as you can. Once you are accepted into a college, you'll need to confirm with them you are attending and find out the steps *they* require in order for you to enroll and be ready for your first day of classes.

This seems like a ton of things to keep track of—and there are many steps involved—so we've made this guide to break down the steps you need to take to **apply to college**. Utilize the worksheets and resources that fit your college path best. Not every worksheet will apply to every senior.

Remember the application process is just one step. In addition to this guide, we encourage you to visit <http://knowhow2go.acenet.edu/middle-and-high-school-students.html> to know the steps to college.



During DC College Application Week, we encourage you to use the hashtags **#IApplied** to tell us where you apply to college.

Find the Right Fit

Steps to take PRIOR to completing a college application

Senior Checklist Prior to Filling out an Application...

- ✓ **Create an account at <https://bigfuture.collegeboard.org/college-search> if you have not already done so.**
- ✓ **Explore Postsecondary Schools**
 - While logged in to, check out colleges and universities by selecting **College Search**. The **College Search** feature will help you choose which postsecondary schools best meet your needs. There are several different characteristics you can choose from including Academics & Scores, Size & Environment, Sports & Activities, Cost of Attendance, and Majors. Once you have selected the options that best meet your needs, you may view a list of matching schools.
- ✓ **Save your Favorite Schools**
 - When you are exploring schools on College Board, you can save your favorites, this way, when you log into your College Board account, you are linked to this school directly from your profile.
- ✓ **Find out the Application Deadline(s)**
 - While you are researching colleges, find out what deadlines, if any, campuses have for applications. This information can be found in the **At a Glance** section. Some schools will not accept applications after a certain date, so if you have a favorite school, make sure to find out early in your search the application schedule.
- ✓ **Identify Application Fee(s)**
 - Many colleges require an application fee when you submit an online application. You can find this information in. Unless you have a fee waiver from your school counselor, you need to be prepared to enter a credit/debit card number or mail a check once you complete your online application. If you think you may be eligible for an application fee waiver contact your high school counselor.
- ✓ **What if you are required to submit an admission essay or personal statement?**
 - Make sure you write your essay before the event! Bring your essay(s) with you on a flash/jump drive you can use to copy and paste into your online application. Make sure you have a hard copy as well for back-up. You will be able to upload your essay file or copy and paste it during the online application session.
- ✓ **Read the Introduction and Instructions Page on the Online Application.**
 - Take your time and read the introductions and instructions of each college's online application carefully. Every college has different requirements and instructions for applicants. The introduction page will offer helpful hints to guide you through the process specific to each college and keep you informed every step of the way.

Student Interest Survey

Notes: The following forms can be used to determine which schools you are interested in and whether you meet the minimum requirements. They are optional and should be used PRIOR to DC CAW. Reminder: You can use College Board's Big Future to research and keep track of schools of interest.

Application Request: Select schools to which you would like to apply. Using the chart provided on the next page and your own GPA and ACT score select:

Two Schools you will **FOR SURE** (also known as "Safety") get into:

1. _____
2. _____

Two schools where you **MEET** (also known as "Match") the admission averages:

1. _____
2. _____

Two schools whose averages are **SLIGHTLY HIGHER** (also known as "Reach") than your own:

1. _____
2. _____

If you wish to acquire a specialized trade/certificate (cosmetology, barber, construction, massage therapy), list the program you are interested in below:

Are you interested in the Military (Circle response)? YES NO

If Yes, Which Branch: _____

Have you already applied to **at least** ONE college? If so which one(s)?

Senior College Profile Worksheet

Name: _____

What is your Ideal College?

Circle all the aspects you are considering in a college.

Public	Private	2-year	4- year	Tech schools	Liberal arts
Religious	Competitive	Rural	Urban	Science/Math	Diverse Campus
In-state	Out of State	Close to Home	Far away	Co-Ed	Single Sex
Small College	Large College	Warm Weather	Cold Weather	Commuter Campus	Major/Area of Study
NCAA Sports	Intramural Sports	Clubs & Organizations	Residential Program	Campus Resources	Other

What are your top three considerations for choosing a college? Rank the aspects you have circled.

1. _____
2. _____
3. _____

G.P.A _____

ACT Composite Score _____

SAT Composite Score _____

What colleges are you considering right now?

What is your ultimate career goal?

What have you done so far in the college process?

College Application Checklist

Below is a list of information you will **likely need** in order to complete your online college application(s). Bring this completed worksheet with you when you are ready to apply. Note that not all college applications require the same information. Because each college or university has its own application process, this checklist is **comprehensive** and can be used to help guide seniors on any question they may be asked. Some of these answers can even be used on additional application components, such as essays or guidelines for letters of recommendation. Begin compiling this list early, preferably as soon as you start school in the fall, so you have plenty of time to track down all of the information and think critically about some of the more open-ended questions.

NAME:

BACKGROUND & RESIDENCY INFORMATION		
1. Current Mailing Address and County of Residence: <i>If your mailing address is a Post Office Box, you will also need a physical street address.</i>		
2. Social Security Number:		
3. Place of Birth: City: State: Country:		
4. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
5. If you are not a U.S. citizen, enter your INS SEVIS, if you have one, as well as the following information (if applicable): Permanent Resident Number: Visa Type: Non-Immigrant Visa Number and Expiration: If you are an international student, have you taken the TOEFL? Date? Score?		
6. Date you moved to DC: <i>(This may be your birth date)</i>		
7. Driver's License Number and Date Issued:		
8. Dates and locations of places you have lived outside of DC in the past five years.		
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Dates:	Location:	

FAMILY INFORMATION

9. Are you eligible for Veterans Affairs (VA) benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Are you active duty military or a military dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, duty station and home of record</i>	
11. Are you a military dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, expiration date of military ID card and sponsor's duty station</i>	
<i>Note: If you have a legal guardian, answer the questions in #12 for that person and fill in the following information requested on the right side.</i>	
12. Place and Date of Guardian Appointment: City and County: State and Country: First Designated Next of Kin/Relationship: Second Designated Next of Kin/ Relationship:	
13. Are your mother and father living? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Parents' First, Middle, and Last Names	
15. Is your father a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not, country of origin?</i>	16. Is your mother a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not, country of origin?</i>
17. Home address of mother and father, if different from yours:	18. Dates your parents have been living at the home address:
19. Mother's Employment Information Occupation: Employer: Address: Dates Employed: Hours per Week: Work Telephone:	
20. Father's Employment Information Occupation: Employer: Address: Dates Employed: Hours per Week: Work Telephone:	

FAMILY INFORMATION CONT.

21. Mother's Educational Background with College Attended, if applicable	22. Father's Educational Background with College Attended, if applicable
23. Parents' Marital Status	24. Custody Status – Please select. <i>If parents are separated or divorced</i> Joint custody – Mother and Father Sole custody – Mother or Father Other:

25. Emergency Contact Information
(other than parent(s) or guardian)
Name:
Address:
Home Phone:
Work Phone:
Family Physician:
Physician Phone:

26. List any siblings by name and age with any colleges attended including dates.

Name	Age	College	Dates

27. Names and relationship of any relatives who attended institutions to which you may apply.

Name	Relationship	College	Dates

COLLEGE APPLICATION & MISCELLANEOUS INFORMATION

28. To what other colleges have you applied or do you plan to apply?

Name(s)	Location(s)

29. Intended Program(s) or Major(s)

HIGH SCHOOL INFORMATION

30. High School Name:
High School's 6-digit code:
Mailing Address:
City:
County:
State:
Country:

Note: Be able to provide the information requested for other high schools you may have attended.

31. Date of Entry:	32. Graduation Date:
33. Course of Study (i.e., college tech prep, etc.)	34. School Counselor Name Phone Number Fax Number

ACADEMIC INFORMATION

35. List the courses you are taking during senior year. Please indicate any that are Honors, AP, or IB.

Fall Semester	Spring Semester

Other (Summer School, Online, etc.)

36. List any college you have attended with address and dates or courses for which you expect to receive college credit or have received college credit.

37. College Entrance Tests Dates and Scores: *(if applicable)*

Test	Date	Score(s)
PSAT		
ACT		
SAT		
SAT Subject Test(s)		
COMPASS		
ACCUPLACER/CPT		
ASSET		

EXTRACURRICULAR, HONORS, and EMPLOYMENT INFORMATION

38. Extracurricular Activities:

List in order of importance with dates, positions held, honors, and awards.

39. Academic Honors/Awards:

List these with names and dates.

(i.e., National Honor Society, 2009

Algebra II Award, 2008)

40. Employment Information:

List any jobs, internships, and volunteer positions with dates, places, hours per week, and a brief description of responsibilities.

41. You may be asked to answer the following questions and provide an explanation for any to which you respond "yes." Also be aware you may need to provide additional information at a later date.

Have you been convicted of a crime? Yes No

Have you entered a plea of guilty, a plea of no contest, a plea of *nolo contendere*, or an Alfred plea; or have you received a deferred prosecution or prayer for judgment continued for a criminal offense? Yes No

Have you otherwise accepted responsibility for the commission of a crime? Yes No

Do you have any criminal charges pending against you? Yes No

Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? Yes No

If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?
Yes No

42. During any school year, have you been out of school for reasons other than routine vacations, disability-related reasons, or school-related activities? Yes No

43. Has it been 3 months or more since you graduated, or since you have been enrolled in school? Yes No

Applications for Colleges and Universities Frequently Asked Questions

Applications for college and universities can be confusing. The following information includes frequently asked questions you may have when completing college application.

Enrollment Information

What is my entering term and year? Most students will select the fall semester following senior year; however, choose the summer option if you intend to take summer classes prior to fall enrollment.

What is my entrance status? The following are definitions for each status.

Freshman: This will be the first college in which you enroll after graduating high school. Check this even if you have advanced placement (AP) credit, or dual enrollment, or have earned college credit in high school.

Transfer: If you are graduating high school in 2015 and going directly to college, you are not a transfer student even if you have college credit.

Non Degree: You want to take college course(s) but are not seeking a degree.

What is my desired major? Under First Choice, you can choose your first choice of majors. You may select "Undecided." Please note that you can change your major during your college career.

Address

Can I list a Post Office Box? You will need to also include a physical address if you use a Post Office Box for your mailing address. Make sure this information is correct. The date the address became your permanent mailing address is the month and year you moved to this location which may even be your date of birth.

Personal Information

What types of personal information will I need to provide? Social Security Number: Enter your nine digit social security number. This information is not required, but preferred.

College Information

What should I list for current college courses in progress or planned, including the term (to be) taken, course subject and number (example: BIO 1001), credit hours, and college/university? You will want to list dual enrollment courses; however, do not list AP courses.

Family Information

What family information am I required to submit? You may need to answer the following question: Are your father and/or mother living? Also, *Legal Guardian Information* is the same information requested for father and mother and Emergency Contact Information is required if it is other than parent or guardian.

Activities and Interests

Do I have to list all my activities and interests for each college application? Some colleges and universities may ask this question but it is not required.

Campus Specific Information

What additional information will I need to include for each college application? This information varies by educational institution. You can find more information on

<https://bigfuture.collegeboard.org/college-search>

Or

<http://www.collegeresults.org/>

or the institution's website.

Miscellaneous Information

What types of questions will I be asked about my past criminal activity?

You may be asked the following questions regarding past criminal activity and may be asked to explain the circumstances. Note that some institutions may request further information at a later date.

1. Have you been convicted of a crime? (Yes or No)
2. Have you entered a plea of guilty, a plea of no contest, a plea of nolo contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgment continued, to a criminal charge? (Yes or No)
3. Have you otherwise accepted responsibility for the commission of a crime? (Yes or No)
4. Do you have any criminal charges pending against you? (Yes or No)
5. Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? (Yes or No)
6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge? (Yes, No, Currently Serving, or Never Served)

Application Personal Statement and Essay

You may need to complete an essay as part of your application. This is your opportunity to show admissions officers who you are and to provide information about yourself that didn't fit in other areas of your application. The essay also reveals what you can do when you have time to think and work on a writing project.

Choose a Topic That Will Highlight You

Don't focus on the great aspects of a particular college, the amount of dedication it takes to be a doctor or the number of extracurricular activities you took part in during high school.

Do share your personal story and thoughts, take a creative approach and highlight areas that aren't covered in other parts of the application, like your high school records.

Keep Your Focus Narrow and Personal

Don't try to cover too many topics. This will make the essay sound like a résumé that doesn't provide any details about you.

Do focus on one aspect of yourself so the readers can learn more about who you are. Remember that the readers must be able to find your main idea and follow it from beginning to end. Ask a parent or teacher to read just your introduction and tell you what he or she thinks your essay is about.

Show, Don't Tell

Don't simply state a fact to get an idea across, such as "I like to surround myself with people with a variety of backgrounds and interests."

Do include specific details, examples, reasons, and so on to develop your ideas. For the example above, describe a situation when you were surrounded by various types of people. What were you doing? Whom did you talk with? What did you take away from the experience?

Use Your Own Voice

Don't rely on phrases or ideas that people have used many times before. These could include statements like, "There is so much suffering in the world that I feel I have to help people." Avoid overly formal or business-like language, and don't use unnecessary words.

Do write in your own voice. For the above example, you could write about a real experience that you had and how it made you feel you had to take action. And note that admissions officers will be able to tell if your essay was written by an adult.

Ask a Teacher or Parent to Proofread

Don't turn your essay in without proofreading it, and don't rely only on your computer's spell check to catch mistakes. A spell-check program will miss typos like these:

- "After I graduate **form** high school, I plan to get a summer job."
- "From that day on, Daniel was my best **fried**."

Do ask a teacher or parent to proofread your essay to catch mistakes. You should also ask the person who proofreads your essay if the writing sounds like you.

*Adapted from [The College Application Essay](#) by Sarah Myers McGinty.

Trade/Vocational School Information

Trade or vocational schools offer programs that focus on providing graduates with the job-specific skills needed for their chosen career path. Rather than requiring students to study a diverse curriculum made up of different subjects, trade schools emphasize only those fields that are relevant to the student's future profession. Below are brief descriptions of the four community Colleges, offering trade certificate programs, located in the DC Metro area.

- ✓ **Montgomery College** is a public, open access community college located in Montgomery County, Maryland, just outside Washington, D.C. The college has three campuses, the largest of which is in Rockville. Its other campuses are in Takoma Park/ Silver Spring and Germantown. Its Off-campus sites include the Business Training Center in Gaithersburg and Westfield South in Wheaton, which are operated by the college's Workforce Development and Continuing Education Division. The college is noted as being one of the most ethnically and culturally diverse in the nation, with students from over 170 countries enrolled.
<http://cms.montgomerycollege.edu/edu/>
- ✓ **Northern Virginia Community College**, informally known as NOVA, is composed of six campuses and four centers located in the Northern Virginia suburbs of Washington, D.C. NOVA is the second largest multi-campus community college in the United States and the largest educational institution in the Commonwealth of Virginia. NOVA's campuses are: Alexandria, Annandale, Loudoun, Manassas, MEC (Springfield) and Woodbridge. The educational centers are: Arlington, Reston, and Innovation Park. NOVA is also one of the most internationally diverse colleges in the United States, with a student body consisting of individuals from more than 30 countries.
<http://www.nvcc.edu/index.html>
- ✓ **Prince George's Community College** is a community college located in the unincorporated community of Largo in Prince George's County, Maryland. The main campus is located in Largo and PGCC operates extension centers at University Town Center in Hyattsville, and Andrews Air Force Base as well as Skilled Trades Center in Camp Springs. The college Shares an extension center with Howard Community College in Laurel called the Laurel College Center. PGCC serves Prince Georges County, Maryland and surrounding areas, including Washington, DC. The student body is 76% African American. 64% female, and has international students from 100 nations around the world. <http://www.pgcc.edu/>
- ✓ **The University of the District of Columbia Community College** (UDC-CC) is an open enrollment, public community college located in Washington, D.C. It operates the Associate Degree, Certificate, Continuing Education and Workforce Development Programs that are offered by the University of the District of Columbia. UDC-CC provides classes at ten locations throughout Washington, DC. <http://cc.udc.edu/>

Trade schools offer classes to focus on careers in:

Accounting	Administrative Assistant	Animal Care	Animation	Audio Production
Aviation Mechanic	Baking & Pastry	Business	Business Administration	Business & Computer Technology
Business Management	CADD	Cardiovascular Technology	Communication Studies	Computer Programming
Computer Repair	Computer Security	Computer Support	Computer Technician	Computer Information Technology
Construction & Building	Construction Management	Counselor Training	Criminal Investigations	Criminal Justice
Culinary Arts	Culinary Management	Dental Assistant	Design	Diagnostic Medical Sonogram
Dialysis Technician	Digital Media & Design	Digital Photography	Electrician	Engineering
Environmental Technology	Environmental Training	Fashion Buying	Fashion Design	Fashion Marketing & Merchandising
Fitness and Nutrition	Flight Schools	Graphic Design	Health Care Aide	Health Care Management
Health Information Technology	Health Services Administration	Help Desk	HVAC	Information Systems
Interior Design	Internet Design & Web Development	Internet Marketing	Legal	Legal Assistant
Legal Office Administration	LPN	Marketing	Massage Therapy	Master of Business Administration
Medical Assistant	Medical Information Management	Medical Insurance, Coding & Billing	Medical Office Administration	Medical Office Specialist
Motion Graphics	Music Production & Recording Arts	Networking and System Administration	Nursing	Nursing Assistant
Office Administrator	Paralegal	Patient Care Technician	Personal Trainer	Pharmacy
Phlebotomy	Photography	Project Management	Psychology	Radio/Television Broadcast
Renewable Energy	Retail Merchandising & Management	Secretary Training	Social Sciences	Software Technology
Technology Management	Telecommunications	Television Production	Ultrasound Technician	Veterinary Technician
Video Game Design	Video Production	Visual Communications	Web Design	Wind Energy

Military Education Worksheet

Go to military.com and click on the GI Bill (located in the menu bar across the top) to answer these questions.

1. Under the new Post- 9/11 GI Bill, how much of your college education will the government pay if you serve.....
 - a. 36 months? _____
 - b. 30 months? _____
 - c. 12 months? _____

2. If eligible for full benefits, Name 5 things that will be paid for (and maximum amount paid when applicable)
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

3. What is the Yellow Ribbon program?

4. What criteria do you have to meet in order to qualify for the Yellow Ribbon program?

Practice for the ASVAB Test

www.4tests.com

Click on Exams located in the menu bar across the top

Then click on Professional Exams

Choose ASVAB under Military Exams

(Close any popups)

Take the practice exam. Remember if you want to see what the answer was, click on view answer.

Now What?

*Steps to take after you've completed
your college applications*

Senior Checklist

After filling out an application...

- ✓ **Make sure your application fee has been paid.** If you completed an online application, you likely paid your application fee using a fee waiver or credit card before you could submit the application. If you submitted a paper application, make sure you sent in a check or fee waiver to cover your application fee. Some schools don't require an application fee, so keep track of this while you are applying.
- ✓ **Make sure your transcripts have been sent.** Follow up with the colleges where you have applied to ensure they received your transcript and all the necessary documents that went along with your application.
- ✓ **Create a PIN for your FAFSA.** Both students and parents will need a PIN. Do this early and write down your PIN – you'll need it every year you apply!
- ✓ **Complete the Free Application for Federal Student Aid (FAFSA).** You CAN afford to go to college – fill out the FAFSA to unlock thousands of dollars in grants and loans.
- ✓ **Apply for DC TAG.** Complete your DC OneApp. DC TAG provides up to \$10,000 per year for college tuition. Funds are limited. Apply early!
- ✓ **Apply for scholarships.** There are thousands of scholarship dollars available, based on both need and merit. Contact your local community foundation, ask your counselor, and research local scholarships available in your community and national scholarships.
- ✓ **Accept an admission offer.** Schools have a deadline, usually around May 1, by which you need to confirm you are attending. Once you start getting offer letters, research each school's deadline and make sure you confirm your attendance in time.
- ✓ **Figure out next steps for the summer.** Aside from buying books and dorm decorations, you will likely need to take placement exams and attend orientation. Make sure you know your college's placement exam and orientation schedules, and SIGN UP EARLY. You'll be scheduling courses at orientation, and you want to make sure you get the first choice!
- ✓ **Have a wonderful first day of college and a wonderful semester!**



