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I. DECISION MAKING STEPS

Why Attend College?

Students choose to apply to college for many reasons. Among the more logical reasons are intellectual curiosity and a career goal that requires a two- or four-year college degree. If you choose to attend college, you should possess a willingness to follow through on details and should enjoy the sense of accomplishment that comes with hard academic work. There also may be creative or extracurricular interests that you wish to pursue in a college setting. Besides helping you to attain a particular competence and a bachelor's (four-year) degree, college can assist you in developing the ability to think independently and become aware of the complexity of the modern world.

There is a vast difference in earnings potential. Average lifetime earnings for college graduates are \$1 million more than for high school graduates.

How Do I Choose A College?

A. Gather information – Sources of information are listed below:

1. KUDER is a computer program that you can even access from home for college searches, <http://va.kuder.com>.
2. Meet with college representatives when they visit your school.
3. Attend the College Information Program at the Virginia Beach Convention Center which is offered in November by the Virginia Beach City Public Schools.
4. Discuss individual colleges with your counselor.
5. Consult *The College Handbook* and appropriate college catalogs.
6. Visit college campuses.
7. Talk with alumni and students.
8. College Board's web site, www.collegeboard.com, college search information, SAT and AP tests, AP credit policies

B. Narrow choices

Consider the following criteria in making a list of colleges to meet your individual needs:

academic program

location, setting--city, suburban, rural

type-public, private, coed

size: For example, approximately 5,500 students attend William and Mary while over 21,000 attend Virginia Tech

majors

annual cost: tuition, room and board, books, travel expenses

admission requirements--courses, GPA, test scores

campus life--sororities and fraternities, cultural events, campus rules and regulations, atmosphere

residential information--on/off campus housing, rules

extracurricular activities, sports, clubs, recreational facilities

student-faculty ratio and class size

retention, the percentage of freshmen who return the next year

C. Know your Academic Profile

1. GPA: _____ on a 4.0 scale
2. Class Rank: _____ out of a senior class of ____
3. Test Scores: SAT I, SAT II, ACT

D. Refine List: Categorize the schools that you are interested in:

1. Reach School: institution you most want to attend and for which your credentials are somewhat similar to the requirements.
2. Target School: institution you would be satisfied to attend for your complete college education and for which your credentials meet the average requirement.
3. Safety School: institution you would be satisfied to attend for a year or more and for which your credentials meet all requirements and your chances of acceptance are certain.

E. Other Considerations

1. Common Market

Students who are interested in a field of study that is not offered by a school in their home state may benefit from the Academic Common Market. Students who are residents of the 15 southern states involved, can enroll in selected programs in other states and pay the in-state tuition. For updated information, check out www.sreb.org.

2. Attention Athletes: NCAA Central Clearinghouse

Students who intend to participate in athletics at a Division I or II college must be registered with, and certified as eligible by, the NCAA Clearinghouse. This clearance is needed whether or not the student-athlete is on scholarship. If you have any questions speak to your coach. There is a \$50.00 charge to the Clearinghouse for this service. You also need an official Academic Transcript which costs \$2.00. Clearinghouse forms are available from www.NCAACLEARINGHOUSE.NET

3. Military Academies and ROTC

If you are planning to apply to one of the United States Service Academies (U.S. Air Force Academy, U.S. Coast Guard Academy, U.S. Military Academy at West Point, U.S. Merchant Marine Academy, or U.S. Naval Academy) you need to begin the process in the spring of your junior year! See Ms. Delaney in Guidance if you have any questions.

II. STEPS IN APPLYING TO A COLLEGE

- A. Make a list of colleges to read about and research.
- B. Read the “Freshman Class Profile” sections in college guidebooks and/or on software programs.
- C. Request college applications. Many colleges have 800 numbers to call. Colleges may also be contacted by mail or e-mail. Some college applications are available on-line and may be downloaded and printed or submitted on-line. Most colleges prefer on-line applications.
- D. Submit the Secondary School Report to your counselor if your school requires a report. Submit a transcript request form to guidance with a \$2.00 processing fee for each transcript that you would like sent to colleges at least two weeks prior to the college deadlines.
- E. **You** are responsible for sending your application, (either by mail or the internet). The Guidance Office will mail your transcript upon request. The transcript package includes your academic record, the standardized test record, a school profile, and a secondary report form, if applicable. Please note that the activity sheet is not included.
- F. If your college supplies you with a Mid-Year Report or a Final Grade Report, please submit these to the guidance office. You will not be charged additional transcript fees for mid-year or final reports if you have already requested that your transcript be sent to that college. A mid-year report form is also available.

- G. Request recommendations if the schools that you are applying to require them.

III. THE COLLEGE APPLICATION

A. Student Section

1. Read the application thoroughly before filling it out.
2. Make a copy of the application as a working draft.
3. Use black ink. Type only if you are an experienced typist.
4. The essay is very important. Use the essay to say something the rest of the application does not say. Spend time, effort, and imagination.
 - Read the directions carefully and follow them.
 - Plan time to write and rewrite the essay.
 - Check for misspelled words or grammatical errors.
 - Tell the truth about who you are and who you are not.
 - Write about something you know, something only you could write.
 - Be positive.
 - Consider the unique features of the institution. For example, a liberal arts college will be impressed with the variety of academic and personal interests you have while an art institute will be most interested in your creative abilities.
5. Sign and date the application.
6. Staple the application fee to the application.
7. Keep a calendar of the dates you mail applications and transcripts--just in case.
8. Make a copy of the final draft.
9. If you are applying on-line, print a copy and proofread carefully before you send it.

B. Parent Section

1. Read questions carefully, especially the domicile section.
2. Sign in the appropriate space.
3. Write the check!
4. Proof application for any mistakes.

C. Recommendations

1. If a counselor recommendation is required, make an effort to get to know your counselor. Completion of a senior autobiography and/or resume is required.
2. If a teacher recommendation is required, ask a teacher who knows you well and who is apt to write a first-rate recommendation about you as a scholar and a person. Be sure to provide a stamped, addressed envelope for the letter writer if the recommendation is not being sent with the transcript.
3. Give either the teacher or counselor at least 10 working days notice.
4. Send a thank you note to the person writing the recommendation.
5. Two recommendations are enough! (Unless otherwise specified).

IV. QUESTIONS TO ASK INSTITUTIONS:

- A. What is unique about the school?
- B. What does the college see as the purpose of a college education?
- C. How many students are in the typical classroom for freshmen?

- D. What percentage of students graduate within four years?
- E. Ask about the nature of the academic atmosphere.
- F. Where do students hang out when not in class?
- G. Do fraternities or sororities dominate the social scene? What would be the impact if you did not join?
- H. How many freshmen classes and/or labs will be conducted by teaching assistants or adjunct faculty?
- I. Is housing provided and guaranteed for four years?
- J. Ask about the nature of the college's security system and the crime rate on campus.

V. THE CAMPUS VISIT

- A. Write or call the college to inquire about campus tours. Take an official tour and then take your own tour. Spend at least a half day on each campus.
- B. Ask to sit in on a class in an area of interest to you.
- C. Visit the student center, clinic or medical facility, a typical freshman residence hall, library, sports facility, art center or theater (depending on your interest).
- D. Try to eat one meal in a dining hall.
- E. If possible, spend one night in a residence hall.
- F. Ask to speak with a professor in the area in which you have an interest.
- G. Read bulletin boards to try to see what is important to students on a particular campus.
- H. Read a recent copy of the student paper.
- I. Immediately after your visit, write down your impressions for future reference.

VI. COLLEGE ADMISSION TESTS

Review the admissions requirements for colleges that you are interested in. Most will require the SAT Reasoning Test or the ACT. Some colleges will also require SAT Subject Tests. Financial assistance may be available.

A. SAT

1. SAT Reasoning Test (SAT I)

The new SAT lasts 3 hours and 45 minutes and measures the core reasoning abilities that students need to do college-level work successfully. The writing section is 60 minutes, the critical reading section is 70 minutes, the math section is 70 minutes, and an unscored section is 25 minutes. It is required for admission by many colleges on the East coast and it is usually taken in the spring of the junior year and again in the fall of the senior year. Scores will be given for three sections, critical reading, mathematics, and writing. The scores for each section range from 200 to 800.

2. SAT Subject Tests (SAT II)

Subject tests are one-hour exams which measure performance in specific areas. Up to three tests may be taken on one test date. They may not be taken on the same day with the SAT I and are not offered on all SAT I dates. Colleges may recommend or require one or more of these tests to be used for admission or placement. You may register at www.collegeboard.com.

On the day of the test, arrive at the test center by 8:15 a.m. Take your admission ticket, two number 2 pencils, a good eraser, a photo identification card, and a calculator.

The Educational Testing Service phone number is: 609-771-7600 in Princeton, New Jersey, if you need to contact them for any reason.

B. The American College Test (ACT)

The ACT is a three-hour test measuring English, mathematics, reading and science reasoning abilities. Like the SAT I, results are used for college admissions and scholarship consideration. The scores for each section range from 1 to 36. The four scores are averaged to reach your composite score.

About one-third of the students score higher on the ACT than the SAT I; one-third score the same on both tests and one-third score higher on the SAT I. Most colleges will accept the results of either the SAT I or the ACT. You may be able to increase your chances of acceptance at certain colleges by taking the ACT and the SAT I.

Check the entrance requirements of the college you plan to attend to determine what tests are required.

You may go to the website www.act.org and click on “ACT Online Registration” to register for the test.

C. TEST PREP PROGRAMS

1. CollegeBoard, free on-line practice tests, www.collegeboard.com/satonlinecourseschool. In the Students’ box click “Register Now”, then enter Kellam’s code: 472287. Sign in with your collegeboard.com account or create a new one.
2. KAPLAN www.Kaptest.com
3. Princeton Review www.princetonreview.com
4. 24hundred 481-4189
5. Horizons SAT Classes, Toll free: 866-598-5913

VII. FINANCIAL PLANNING

Expenses for College:	Tuition	_____	
	Room and Board		_____
	Books/Supplies		_____
	Transportation	_____	
	Spending Money		_____
Total Estimated Cost:		_____	
Money Available to You:			
Parent’s Contribution		_____	
Student’s Savings		_____	
Student’s Summer Job		_____	
Total Estimated Cash:		_____	
Financial Need:			

Cost minus cash available _____

VIII. FINANCIAL AID PROGRAMS

- A. An Access Counselor will be assigned to Kellam High School. She will be available to help seniors and their parents with college counseling, applications, and filing the FAFSA, the federal financial aid application.
- B. The Kellam Guidance Department assists students in the process of finding funds for post secondary education. Direct Sources are:
1. Financial Aid Information Session at city wide **College Night Program, November 1, 5:30-8:00 p.m.**, at the Virginia Beach Convention Center.
 2. A Financial Aid Evening Program for parents and students at Kellam High School, usually held in early January. Check our web site for more information.
 3. **All** students applying for financial aid should complete the FAFSA, Free Application for Federal Student Aid. These applications are usually available in December or January in the guidance office.
- C. Federal Financial Aid Programs
1. Pell Grant - Grant based on family income. Application: (Free Application for Federal Student Aid) FAFSA. FAFSA applications available in December.
 2. Supplemental Educational Opportunity Grant (SEOG) - Grant based on exceptional need. Application: FAFSA.
 3. National Direct Student Loan - Loan based on financial need; lowest interest of all loans. Application: FAFSA
 4. Federal Work Study (FWS) - Campus employment program based on financial need. Application: FAFSA.
 5. Parents Loan for Undergraduate Students (PLUS) - Loan with repayment within 30-60 days. Application: Banks, credit unions or any financial institution.
 6. Veterans Educational Program - Grant for veterans and children of disabled or deceased service members; GI Bills, AMVETS, DAV, etc. Application: Veterans Administration
 7. Armed Services Programs - Grants. Application: ROTC applications and military dependents programs.
- D. State Financial Aid Programs:
1. Virginia College Scholarship Assistance Program (CSAP) - Grant based on need for Virginia students attending Virginia institutions. Application: FAFSA.
 2. Virginia Tuition Assistance Grant (TAG) - Grant for all Virginians attending private colleges in Virginia. Application: Tuition Assistance Grant application from the college.
 3. Virginia Department of Vocational Rehabilitation - Funds for education of handicapped students. Application: Referrals from high school.
 4. Virginia Scholars Program - Merit-based grants for Virginians attending Virginia institutions. Application: Virginia Scholars application.
- E. College Scholarship Service (CSS): Profile Service
- CSS is the financial aid division of the College Board. The Profile Service is used by some colleges and universities to award their own private funds. Check with your counselor for a complete listing of schools that require the form. The Registration Guide for CSS is available in the Kellam Guidance Department.

IX. KELLAM'S PROCEDURES FOR SCHOLARSHIPS

- A. Scholarship Central is a website for students in Virginia Beach. You may access Scholarship Central by going to www.vbschools.com and clicking on Class of 2008. You may read the descriptions of the scholarships and download the applications from Scholarship Central. See Mrs. Boyd or Mr. Bryant in guidance if you have questions about scholarships.
- B. **Pay close attention to the deadlines!**
- C. If a transcript is required, fill out the transcript request form listing the name of the scholarship and submit it to the guidance secretary, Mrs. Moreno. A \$2.00 fee is charged for each transcript. Please allow a minimum of **two weeks** for the transcript to be prepared. The official transcript will be given to the student in a sealed envelope to include in the application packet.
- D. If recommendations are required, please request them from the teacher or counselor at least two weeks prior to the application deadline.

X. KNOW YOUR RIGHTS

Students and parent should know their rights in the college admission process.

A. Student rights include:

- 1. The right to receive full information about admissions, financial aid, and school policies.
- 2. The right not to respond to an offer of admission until all other colleges applied to have been heard from, or May 1--whichever comes earlier.

B. Student responsibilities include:

- 1. Making sure you understand admission, financial aid, and school policies at the school you plan to apply. This includes being aware of deadlines, restrictions.
- 2. Completing and submitting all materials required for admission.
- 3. Following the application procedures at Kellam.
- 4. Notifying each college which admits you whether you are accepting or rejecting the offer.
- 5. Confirming your intention to enroll and submitting the deposit by May 1.

B. Admission Terms

Early Decision: requires you to commit to a college or university at the time of application that, if admitted, you will enroll. Upon admission, the institution will require a non-refundable deposit well before May 1.

Early Action: permits you to apply to a college or university of your choice and receive a decision early in the senior year, well in advance of the normal spring response dates. Though you will hear early regarding your admission, you are not committed to attend and you may apply to other colleges.

Regular Decision: institutions review most of their applications before notifying the majority of candidates of their admission. Colleges set a deadline for completing applications and will make decisions by a specified date. You may apply to other colleges and will not be required to make a decision regarding enrollment before May 1.

Wait List: is a term used by institutions to describe a process in which they may initially delay offering or deny you admission, but rather extends to you the possibility of admission in the future.

XI. CALENDAR FOR COLLEGE PLANNING

SEPTEMBER

Apply for October SAT I or II and /or ACT
Apply for November SAT I or II
Request college applications
Talk with college representatives
Visit colleges; attend Open House Days
Sign up for Test Prep Course

OCTOBER

Take October SAT I or II and /or ACT
Apply for December SAT I or II
Work on applications
Submit Early Decision applications and Service Academy applications

NOVEMBER

Attend College Night at the Virginia Beach Convention Center, **Thursday, November 1**,
from 5:30 p.m. - 8:00 p.m.
Take November SAT I or II
Apply for December ACT
Give Secondary School Report Forms to counselor and transcript request forms to Mrs.
Moreno.
Request recommendations, if required
Work on college applications and essays

DECEMBER

Take December SAT I or II
Take ACT
Last day to request transcripts before holidays: **December 3**
Apply for scholarships
Pick up Financial Aid Form

JANUARY

Take SAT I or II
Apply for February ACT
Attend Financial Aid evening Program
Request Mid-year Grades be sent to colleges
Submit Financial Aid form

FEBRUARY

Take ACT
Apply for March SAT I
Submit Financial Aid Form
ASVAB

MARCH

Take SAT I

Apply for April ACT

XII. RESOURCES

The College Board Handbook, Book of Majors.

College catalogs and guides to test preparation, financial aid, application and essay writing, college majors and campus visits are also available in the Guidance Office.

HELPFUL WEB SITES

You can use your computer to research colleges and track down information that will help you with you college search and your efforts to finance college.

Kellam Guidance web page

www.kellamhs.vbschools.com

Virginia View

This site is sponsored by Virginia Tech and offers excellent sites for college and career planning.

<http://www.vaview.vt.edu>

Kuder Career Planning System

You may take three inventories and search careers and colleges at this site. The address is <http://va.kuder.com>. You will need batch codes for the inventories. For the Kuder Career Search, use I689596VYS; for Skills Assessment, use S689624TDF; for Work Values, use V689599BQC.

Web Resources for the College-Bound, www.nacacnet.org

National Association of Student Financial Aid Administrators

<http://www.finaid.org>

This is the key source for all financial aid information. It included links ranging from institutions to government to scholarships to scam alerts. The EFC estimator (estimates the family contribution using either federal methodology or typical institutional methodology).

Financial Aid Search Through the Web (FASTWeb)

<http://www.studentservices.com/fastweb>

To use this free service, a student fills out a detailed profile through a series of online forms. After the forms are complete, FastWeb responds.

SCHEV

www.schev.edu

A great resource for Virginia colleges and universities.

Princeton Review

www.PrincetonReview.com

A general resource for college information, SAT preparation is its area of focus.

College Board Online

<http://www.collegeboard.com>

The College Board offers college and scholarship search capabilities, testing information, financial aid calculations and ads for CB publications and services. This is a self-contained site - no links to other sites are provided.

American School Counselor Association

www.schoolcounselor.org

Peterson's Education and Career Center

www.petersons.com

Campus news, advice on writing application essays, and an engine for college searches.

College View

www.collegeview.com

One of the most detailed search engines on the Net.

Kaplan Testing Center

<http://www.kaplan.com>

Kaplan's products and services presented including a fee-based on-line SAT Prep course.

NCAA Guide for the Student-Athlete

<http://www.naaclearinghouse.net>

Information about eligibility, financial aid, recruiting, graduation rates, advice, etc.