



COLLEGE APPLICATION & ADMISSION

# GUIDEBOOK

---

2024-2025





# CONTENTS

---

<b>3</b>	INTRODUCTION
<b>4</b>	COLLEGE APPLICATION PROCESS
<b>20</b>	COLLEGE APPLICATION PROCEDURES
<b>32</b>	FINANCIAL AID
<b>37</b>	APPENDIX

# INTRODUCTION

---

The purpose of this guidebook is to provide you with information that will lead you along the exciting (and sometimes frustrating) college application and admission process. The majority of this process will occur from August 1 through December 1 of your senior year, but preparing ahead of time in your junior year is critical. Actually, planning for college starts as early as ninth grade, but it really ramps up starting second semester of junior year.

The single most important factor in choosing the right college is FIT! Your college counselors have and will continue to emphasize this a great deal. This element is more important than the prestige of a college or how a college is ranked for a particular aspect. It is critically important for you to determine who you are and what you will need from a college before you even start committing to the college application process. If you do the self-discovery process well, the natural outflow of this will be your choosing the correct colleges to which you will apply. In the end, you should be happy with all of your college acceptance offers and then be able to make a value decision based on what you want out of college and what the college is offering you (financial aid, outcomes, etc.).

Staying organized and on task from now until the end of your senior year is also important. This guidebook will provide general information related to the college admission process, but you should keep your own “files” on the particular colleges you are looking at - timelines, deadlines, requirements, campus visit evaluations, etc.

Making your college dreams happen does not involve “luck.” Your determination, hard work, and perseverance are required. Listening to God’s will and being a good steward of the time, gifts, talents, and abilities He’s given to you is what matters most. Remember, your job is to “do your job” and then let God open or close doors for you.

**You cannot control the outcome of the admission decision of the college. God will do that for you and for your good.**



# COLLEGE APPLICATION PROCESS

FROM PROSPECT TO  
ENROLLED

---



INSPIRING EXCELLENCE  
**MIND • BODY • SPIRIT**

# STUDENT'S ROLE



## PLEASE NOTE

It is important that the student is clearly in the driver's seat as it relates to the college application and admissions process. Colleges want to speak with you primarily, not your counselor and not your parents. Parents and counselors do have roles to play, but your interaction with college admissions representatives is extremely important. Some colleges even track the number and type of interactions had with the student.

It's incredibly important that you keep your college application submission and decision statuses updated in Naviance Student. This is the best way to help your counselor stay informed so they are better able to provide you with the most accurate guidance throughout this process. Of course, counselors enjoy hearing verbal updates and celebrating with students as well, but this should not replace the updates you provide in Naviance Student.

You are welcome to share with the other college counselors or faculty members, but you cannot assume that person will relay information to your primary college counselor. That is YOUR responsibility. When there are significant details to share or discuss, you should make a formal appointment with your primary counselor. **This is the process you will follow at college in terms of academic advising, so this is great practice.**

## YOUR ROLE

- Become familiar with **Naviance Student** and regularly update your application progress and decisions to keep your counselor informed.
- Check your CCHS email weekly and take initiative to communicate with your primary college counselor.
- Come prepared for all advising sessions - individual and group.
- Request information from colleges and thoroughly research your options.
- Open and respond to emails, questionnaires, and surveys sent to you by colleges (demonstrated interest).
- Talk with college reps at fairs and when they visit our CCHS campus.
- Continue to communicate in appropriate ways with college reps who recruit in your area (this may be alumni reps as well).
- Schedule campus visits and any required interviews or auditions.
- Make sure you request a "school excuse form" during your campus visits and give it to your primary counselor so your absence may be marked as a college visit day.
- Make-up class work missed from campus visits in a timely manner.
- Make senior year course selections and finish strong/don't drop core courses mid-year. If you do, you must report schedule changes to each college.
- Register for ACT/SAT/CLT tests and send test scores to the colleges (work with your parents) and to any others requesting (e.g. NCAA).
- Decide where to apply (work with your parents) & submit all applications well before the deadlines.
- Keep track of online login information for applications, admissions status check portals, test scores, and Bright Futures.
- Come up with topics for and develop college essays.
- Complete applications (your parents may assist on demographics but you should complete the other areas). Make timely requests in advance of deadlines.
- Communicate your need for transcripts and recommendations using your Naviance Student account and/or email.
- When asking for a recommendation, you must ask an academic core teacher in person. You **MUST** also complete the "Letter of Recommendation" survey found under the About Me tab in your Naviance Student account. See the full 3-step process on pages 27–28
- Complete FFAA (Florida Financial Aid Application) and FAFSA (Free Application for Federal Student Aid) applications.
- Apply for scholarships (parents can help you monitor timelines/ deadlines).
- Follow-up with colleges that accept you to let them know your final decision to enroll or not enroll.
- If you started an application at a college, but decided not to complete the process, you should notify the college of your plan not to move forward. You should also email your primary counselor to remove the school in Naviance.



student.naviance.com

**TIP:** Students consider creating a separate email address for all your college applications so that you have one place to do all communications.

# PARENT'S ROLE

---

***At times, it may be difficult for parents to know how to help in this process. Without question, students should complete college applications and scholarships. However, there are many ways parents can assist students as they navigate the senior year. Here are a few suggestions:***

- Resist the temptation to complete applications for your student. The application is part of their journey to college readiness. Allow them to experience this and demonstrate to you that they are capable. This increases their self-confidence and independence.
- Suggest ways for the student to get organized for the year ahead. Create a College Binder with places to store college publications, visit information, important deadlines, admissions requirements, scholarships and financial aid information.
- Create a College Calendar and update with various deadlines (admissions, scholarships, financial aid, etc.) and other important dates (SAT/ACT/CLT test dates, registration dates, CCHS events, College Fairs, etc.)
- Set realistic expectations and use your resources. Admissions requirements have dramatically changed from when many of “us” went to college and can even change year-to-year. The college or university that used to be “easy” to get into may no longer be.
- Help your student keep an open mind concerning colleges. The key is finding the college that fits your child best (not necessarily the one with the best football team).
- Look at the upcoming year and schedule days for college visits. Schedule family getaways close to a college of interest and take a day to visit. Discuss with your student which characteristics of the college are attractive and which are not.
- With the student present, register your student for ACT/SAT/CLT tests.
- Help the student make time to prepare for their standardized tests
- If a friend of yours has a current college student home for break, invite the family over and ask the college student to share his/her experiences.
- Dream with your student about what he/she could do to further explore an interest (e.g. job shadow), possible college majors, and even learn more about his or her own strengths.
- Look at the college’s financial aid websites and complete the net price calculators. Have honest conversations with your student about what you are able to realistically help with financially for college.
- Complete the FAFSA in a timely manner based on your tax information.
- Have your student sit beside and watch as you complete so he/she can learn about the process since your student will need to complete this process each year for continued financial aid. You may also need to complete the CSS Profile or institutional financial aid applications if the college requires these documents.
- During the senior year, “senioritis” is a real threat for even the best of students. Be careful to monitor your student’s schedule and help him strategically carve out “white space” to relax and de-stress. Ask your student regularly how things are going. Review his/her grades together regularly and have conversations about any areas of need.
- Encourage your student to meet with teachers as needed. Students need to learn this skill well so they are comfortable approaching college professors on their own. Coach them on how to approach these types of meetings.



***Students are typically watching how their parents model their faith in this process.***

# COUNSELOR'S ROLE

---

*Our mission is to provide students and parents with timely and accurate college planning information and advising to navigate the college decision process.*

- Develop a collaborative relationship with students and parents to inform them about the college application process. Counselors will not tell students where they can and cannot apply or where they should enroll.
- Conduct college planning workshops throughout the fall of the senior year (Senior Group Counseling Sessions, Senior Parent Seminar, & Financial Aid Seminar).
- Meet individually with assigned seniors and parents during first quarter. Seniors may request “re-meets” as needed throughout the year. Students are responsible to schedule appointments.
- Assist students with their college planning questions as they arise.
- Complete requested letters of recommendation and other counselor forms required by the colleges and scholarship programs if given adequate advanced notice (2–3 weeks before deadlines).
- Provide feedback on Florida Bright Futures status at appropriate times and give instructions regarding the application process.
- Help troubleshoot any issues related to use of Naviance Student.
- Forward information provided by colleges and scholarship organizations to students and share other valuable resources.
- Provide college fair information, host college fairs, and host individual admissions representatives either on our campus or virtually.
- Contact college admissions representatives as needed for students in a deferred status, deny appeals or other holds. The counselor will only do this after the student has contacted the admissions representative and may require the student to be present for the call.
- Will assist students in presenting their “best selves” to the colleges, but the student is reminded that it is the student’s academic record as well as other factors that determines admission to the college.



# COMMON FIT FACTORS

You Should Consider

---

*Consider the following factors in your college research and determine how important they are to you as you start to narrow down your list. Doing so appropriately will help you determine the colleges that fit you and your needs best.*

## STUDENT ADMISSION & ENROLLMENT

- Total number of freshman applications; total number of spaces available to freshmen
- Percentage of applicants accepted / Percentage of those who enroll
- Minimum GPA & ACT/SAT/CLT for freshman admission: Middle 50% for GPA & ACT/SAT/CLT
- Percentage of students accepted from outside the institution's state
- Size (total enrollment, number in the freshman class, percent of graduate & undergraduate students)
- Residential or commuter campus (percentage of students who live on campus and commute)
- Diversity (background, geographic, ethnic, racial, male-female ratio, religious)
- Conservative or liberal (tolerance level for those from various ideologies)
- Retention rate (percentage of freshmen who complete the first year and return for the sophomore year)
- Graduation rate (ask for both four year and five year rates)

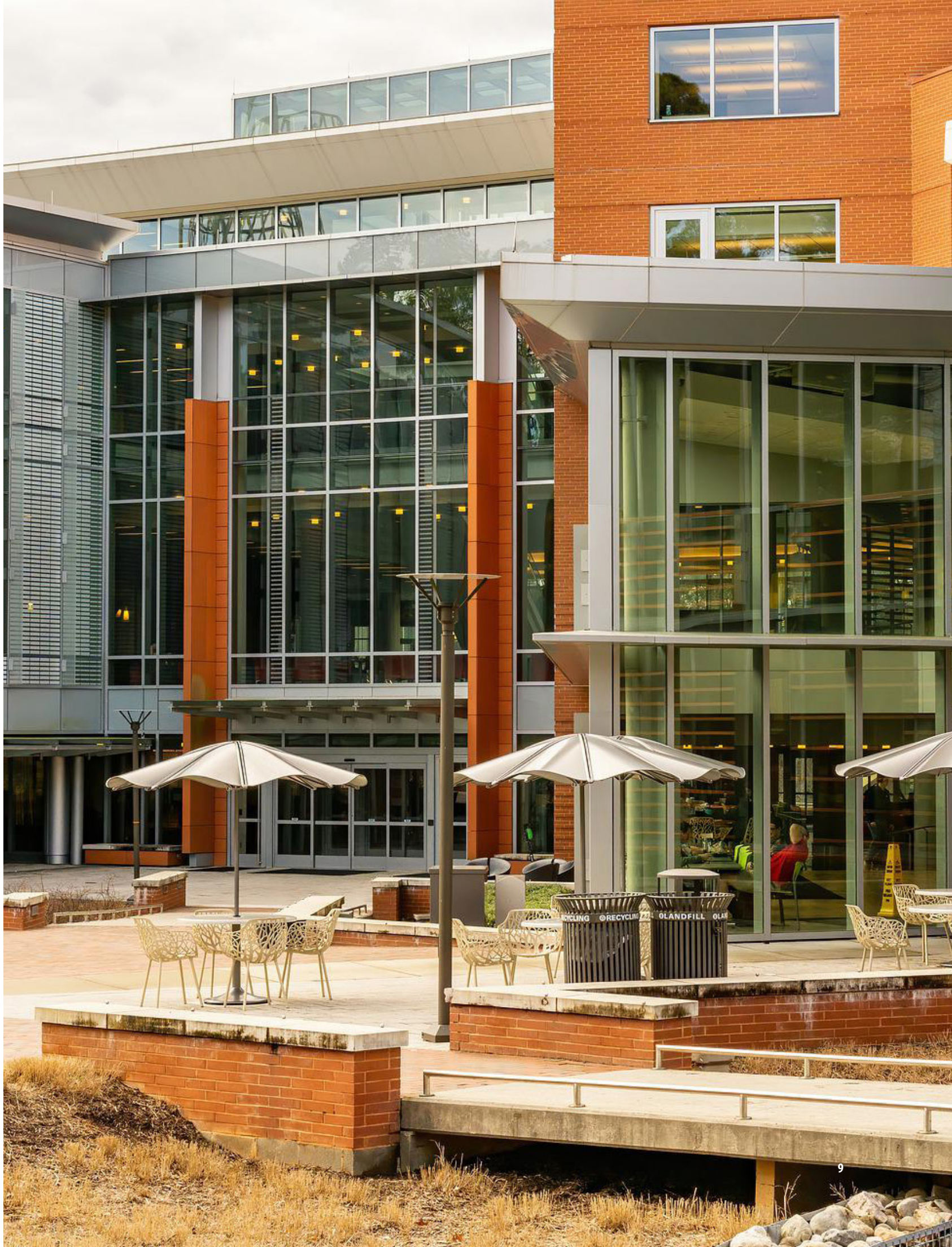
## LOCATION

- Urban, suburban, rural areas
- Distance from home
- Climate
- Proximity to shopping, churches, hospital, etc.
- Attractiveness of the campus and surroundings
- Consider travel costs to and from home

## FACULTY

- Percentage of faculty with terminal degree (this means the highest degree in their field)
- Student-to-faculty ratio
- Emphasis on teaching or research
- Faculty advisors or do they use professional advisors for academic advising (or both)
- Faculty involved in student life
- Amount of office hours required per week for faculty
- Openness of faculty to discussion of diverse thoughts and ideas
- Opportunities for undergraduate research with a professor
- Percent of classes taught by faculty vs. graduate assistants





# COMMON FIT FACTORS

You Should Consider

---

## ACADEMIC ENVIRONMENT

- Academic demands (workload, expectations)
- Strengths of various academic departments / majors
- Honors Programs
- Living-learning communities
- General education requirements
- Size of classes (lecture courses, seminars, upper-class courses)
- Student attitude towards learning
- Percentage of students admitted to graduate or professional schools (general or first choice)
- Job placement in field and career services (e.g. job fairs, internships, etc.)
- Study abroad & internship opportunities
- Quality of classroom technology, laboratories, and other major-related amenities
- Collaborative learning / project-based vs. lecture style
- Research opportunities (if relevant to major)

## CAMPUS & STUDENT LIFE CULTURE

- Diversity and tolerance of differences
- Honor system used for student discipline
- Regulations
- Types of residence halls and residence hall programs
- Wellness and mental health clinics
- Meal Plans
- Greek-life system
- Community Service opportunities
- Athletics & Fine / Performing Arts events
- Intramurals & cultural groups
- Presence of religious groups and para-church organizations
- Student organizations
- Campus Safety (ask for statistics re: criminal activity on & off campus - especially in Greek housing areas; ask about any pending Title IX violations)
- Transportation (campus busing, parking, bike share, Zipcar rentals, etc.)

## COST & FINANCIAL AID

- Total cost of attendance (including fees, books, and personal expenses)
- Average financial aid (not including parent loans)
- Type of financial aid offered to new freshmen
- Type of financial aid offered to returning students
- Other financial aid options
- Travel costs to and from home



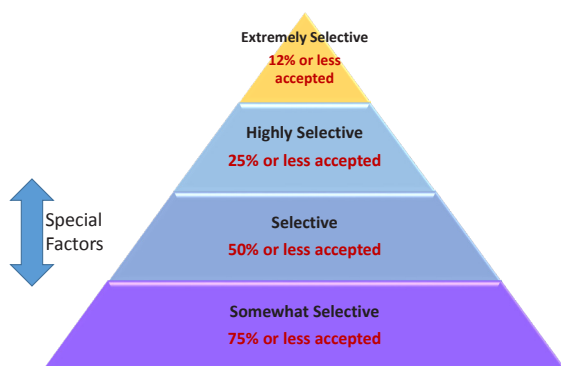


## SELECTIVITY

Selectivity is an important factor to understand. It simply means the percentage of applicants a college accepts. But, be aware that the selectivity number can be manipulated by simply increasing the application pool with unqualified applicants (so they can deny more students). Keep in mind that the majority of colleges and universities want you. If you do apply to a selective institution, please do not take it personally if you are not admitted. It's all an issue of numbers and what the college is looking for in that particular year. This is why it's so important to find your college fit and not get caught up in the hype of the handful of elite colleges.

### Source:

lesshighschoolstress.com



*Colleges don't want well-rounded students as much as they want well-rounded classes that meet their enrollment goals; both quantitatively and qualitatively.*

## QUALIFIED APPLICANTS

*demonstrated academically they can do the work (all colleges look for these factors in varying degrees)*

- Grades in college-preparatory courses
- Strength of high school curriculum - AP/IB/DC
- Standardized test scores - in combination with the high school transcript demonstrate how students will perform in first-year courses
- Overall grade point average as calculated by the college

## COMPETITIVE APPLICANTS

*are qualified academically but ALSO bring something extra to the table the college is looking for in terms of shaping the enrolled class.*

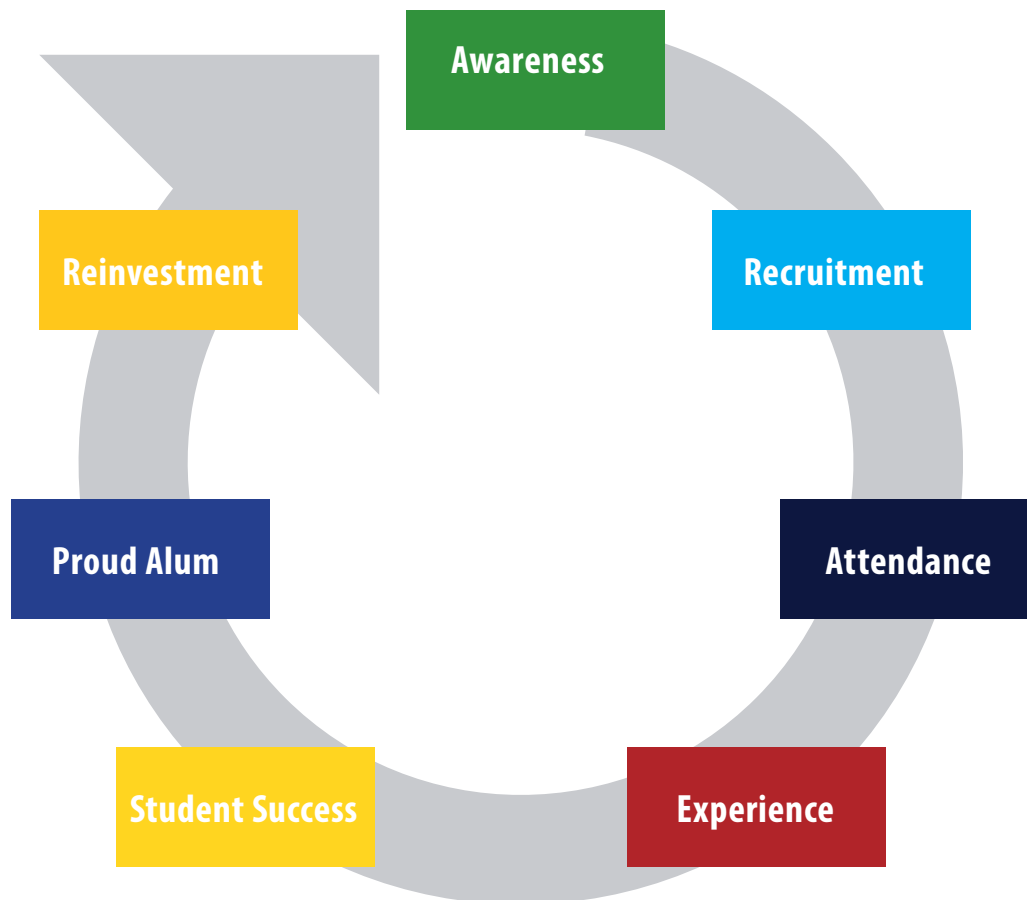
- Leadership, compassion, community involvement, global mindset
- Major: are you applying to a major that has enrollment restrictions (e.g. number of students in the major; ACT/SAT scores)?
- Athletic Talent
- Visual or Performing Arts talent
- Diversity - Ethnically, Geographically, and Socioeconomically
- First-generation college student
- Student demonstrated personal interest (e.g. campus visit)
- Students ability to pay (need-aware colleges) - full pay; potential donor family
- Active alumni family (time and/or money)

# THE COLLEGE ENROLLMENT PROCESS OVERVIEW

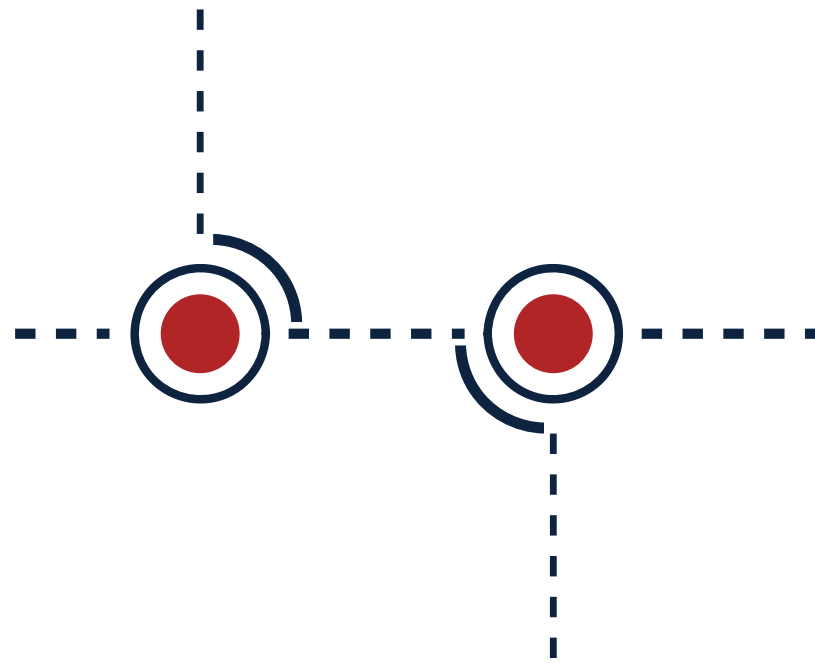
---

All 3,000 four-year colleges and universities in the United States make use of some form of recruitment, admission, and enrollment model. The goal in the end is to admit students who have the highest chance of retaining, graduating, and becoming happy alumni of the institution. Why? Because happy alumni are giving alumni (money, recommending other students attend, time given to various functions).

Colleges have to limit their enrollment in the freshman class and every single enrollment management office knows the number of applications and the number of acceptances they need to reach that final enrollment goal. Understanding how the enrollment process of a particular college works can be a huge advantage to you.



# TIMELINE & CHECKLIST FOR COLLEGE ADMISSIONS

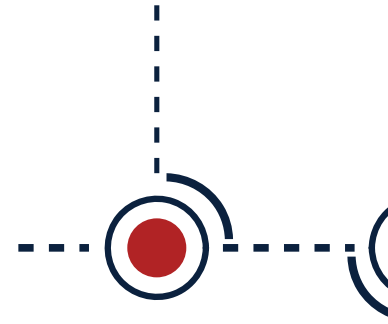


## Junior Year - Fall

- Take a challenging course load that you are committed to do well in. Stay focused to keep your GPA up.
- Submit your community service hours to CCHS.
- Update your Resume in Naviance
- Take the PSAT (preliminary SAT) in October. This is the National Merit Scholarship Qualifying Test.
- Attend your College Counseling Group Session #1- "Preparing for the College Search"
- Take the Junior Game Plan Survey from College Counseling to communicate your "Fit Factors" to your counselor.
- Continue to research colleges and add/update your list of "Colleges I'm Thinking About" in Naviance
  - Focus on "Fit Factors" to find colleges that match your academically, financially, socially, and spiritually.
- Plan a family discussion about college
- Schedule an individual meeting with your college counselor for planning in November, December, or January to assess your preparation for the college search and application process.

- Continue in prayer, ask God to guide you.
- Take advantage of College Admissions visits on CCHS campus (published in Newsletter and Naviance home page).
- Continue to learn about colleges
  - Naviance Super Match, visit college websites, Attend college fairs and on-campus rep visits, and tour campuses (you have 4 college visit days to utilize).
- Start thinking about paying for college
  - FAFSA Estimator: [studentaid.gov/aid-estimator](http://studentaid.gov/aid-estimator)
  - Investigate scholarship opportunities in Naviance and CCHS website: <https://www.cchs.us/ScholarshipsandFinancialAid.aspx>
  - \*\* Do not use scholarship search engines that charge a fee
- Take or plan to take ACT, SAT and/or CLT (CCHS recommends beginning to take ACT, SAT and CLT after you have completed geometry and at least one semester of Algebra 2)
  - ACT: [www.actstudent.org](http://www.actstudent.org)      SAT: [www.collegeboard.org](http://www.collegeboard.org)
  - CLT: [cltexam.com](http://cltexam.com)

# TIMELINE & CHECKLIST FOR COLLEGE ADMISSIONS



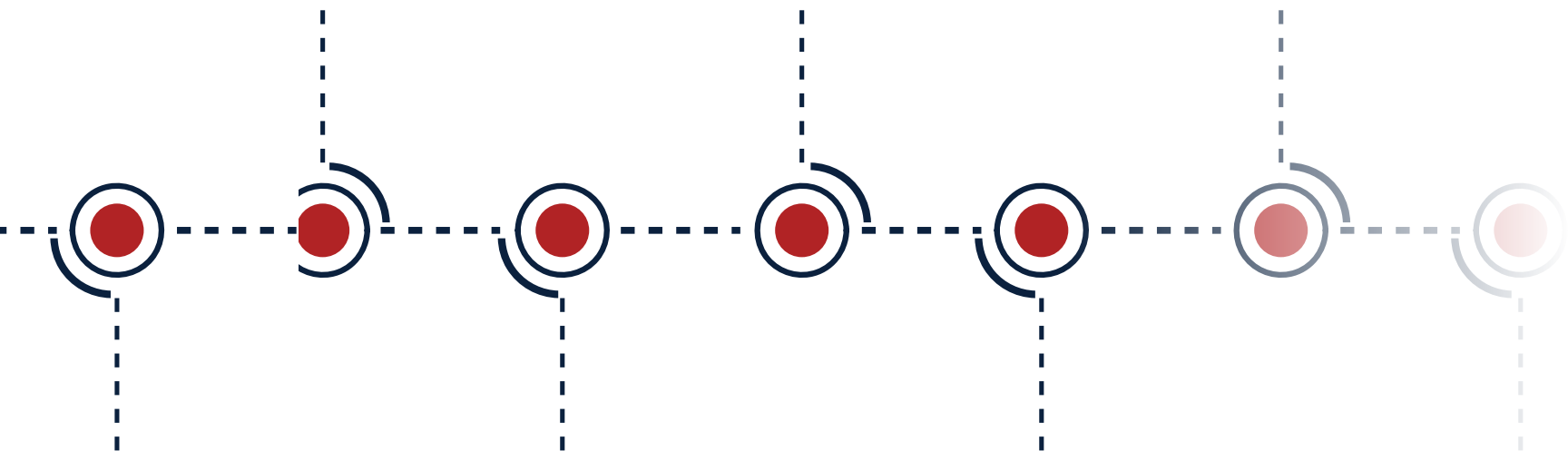
## Junior Year - Winter

- Attend College Counseling Group Session #2- "Declaring your diploma type and college fit factors."
- Complete your Diploma Type Declaration form and submit to your college counselor.
- Plan to take the ACT/SAT/CLT again in the Spring & Summer
- Begin targeted ACT/SAT/CLT Preparation
- Keep gathering information on colleges you would like to visit and continue to update Naviance "Colleges I'm Thinking about" list.
- Students interested in attending military academies should begin this process in the spring and contact their senators and congressmen.
- Submit your community service hours to CCHS
- Prospective student athletes should review the NCAA certification requirements and register with the Eligibility center.
- Explore career options
- Job shadowing
- Community service
- Take career exploration inventories in Naviance
- If you are considering military academies, consider their summer programs.

## Junior Year - Spring

- Plan your senior schedule strategically. Will you be "college-prepared"?
- Meet with your college counselor to assure you are meeting graduation and diploma requirements.
- Plan to take academic classes that will benefit you in college
- Consider retaking the ACT, SAT, or CLT again if you want to raise your scores.
- Continue targeted SAT/ACT/CLT preparation
- Begin or continue visiting college campuses
- School breaks are a great time to visit schools that are further away.
- Begin narrowing down your college list in Naviance to your top 3-8 schools.
- Attend College Fairs
- If you're considering the military, talk to a recruiter.
- Arts Majors: inquire at your top colleges about portfolio or audition requirements and begin preparing.
- View College Counseling Virtual Group Session #3- "The College Essay"
- Attend College Counseling Group Session #4- "Beginning the College Application Process"
- Review Bright Futures requirements to assure you are on track to earn the scholarship
- Plan Summer Activities early
- Enrich yourself by volunteering, getting a job in a career field that you want to pursue, and travel





## Junior Year - Summer

---

- Continue to visit colleges that require traveling
- Update your resume in Naviance
- By the end of summer, finalize your 3-8 top colleges you plan to apply to and update in Naviance.
- Review college admissions websites and know all the required pieces of information necessary to make your application complete (such as essay, transcript, SSAR, test scores, resume, etc).
- Consider making a spreadsheet to keep yourself organized.
- Take the ACT or SAT or CLT to get the best score possible.
- Do you need to continue targeted SAT/ACT/CLT preparation?
- Create your Common App account and begin entering basic demographic information.
- Match your Naviance and Common App accounts
- Finalize your community service and assure you submitted 100 hours to CCHS by the first day of senior year.
- Begin preparing your college essay. Common App prompts are posted online.
- Make a list of teachers that you plan to ask for recommendations (Junior year core teachers are best)
- Stay on top of any CCHS assigned summer work.
- Investigate scholarship opportunities in Naviance and CCHS website:  
  
<https://www.cchs.us/ScholarshipsandFinancialAid.aspx>
- Ensure any credit recovery is completed by the end of summer so it can be included on the transcript sent to colleges when applying.



# TIMELINE & CHECKLIST FOR COLLEGE ADMISSIONS

## Senior Year - Fall

- Attend College Application Kickstart in August and begin working on your Common App.
- Attend Senior Parent Seminar and Senior Financial Aid Night
- Schedule a 1:1 meeting with your primary college counselor
- Edit & update your college resume in Naviance (if not already completed this summer)
- Have ready your list of colleges to TOP 3-8 colleges and move to your "Colleges I'm Applying To" list in Naviance (pray over those colleges)
- Review your college list with your counselor and family
- Make your own master calendar/spreadsheet of application deadlines, test dates, financial aid deadlines, etc.
- Set your deadline to have all applications submitted by November 1. (Unless the college has an earlier deadline)
- Attend Senior College Counseling Group Session #1
- Request recommendations early (give your recommenders at least two weeks to complete) - see pages 23–24
- Add finishing touches to your college essay (ask English teacher or counselor to review)
- Begin completing the SSAR (if required by your college)
- Attend an SSAR workshop if needed
- Manage your time wisely related to class work and extracurricular activities. Your senior grades are important!
- Re-take the SAT/ACT/CLT in August-October (if needed)
- Finalize SAT/ACT/CLT scores for Fall applications
- Send super scores to the colleges you plan to apply to that require test scores.
- Visit colleges as needed if you still have some visits to do. (You receive 4 college visit days)
- Take advantage of College Admissions Rep visits on CCHS campus (published in CCHS College Connection and Naviance).
- Athletes: If you're hoping to be recruited athletically, you must register through the NCAA eligibility center or NAIA eligibility centers.
- Arts Majors: Compile and finalize your portfolio or prepare for auditions.
- Submit FFAA (Bright Futures) after October 1
- Ask your colleges if they require the CSS (a financial aid profile in addition to the FAFSA)
- Continue the college application process.- November 1 Goal Deadline
- Start seeking out financial aid and scholarships. Make sure you understand deadlines.
- Read thoroughly all communication from your college counselors and the colleges you have applied to.





## Senior Year - Winter

---

- Get your applications submitted ON TIME!
- Continue praying about where God wants you to be!
- Contact the admissions offices or admissions online portals at the colleges and double check to make sure all pieces of your application have arrived.
- Continuing applying for private scholarships (see Naviance and CCHS website- <https://www.cchs.us/ScholarshipsandFinancialAid.aspx>)
- Check with your TOP pick's financial aid offices. Request institutional financial aid information if they have not already emailed to you.
- Stay on track in your academic courses and finish the first semester well.
- Request Mid-Year Transcripts or update your SSAR if required by your colleges.
- Read thoroughly all communication from your college counselors and the colleges you have applied to.
- Submit FAFSA (free application for federal student aid)

## Senior Year - Spring

---

- Send any additional information needed for deferred or waitlisted decisions to the admissions office.
- You may need to register for additional testing dates.
- Update your Naviance account when you get an admissions decision!
- Keep taking challenging courses. Don't drop academic core classes at semester break- the colleges will check.
- Continuing applying for private scholarships (see Naviance and CCHS website).
- View Senior College Counseling Virtual Group Session #2 about Financial Aid and Enrollment
- Financial Aid award letters from colleges start arriving by mid-April.
- Consider attending an "Admitted Student" event at the college of your choice.
- Make your final decision about which college you will attend ON or BEFORE May 1. Submit intent to enroll form and deposit.
- Decline the other acceptances from the other schools.
- Be aware of college summer orientation sessions and other paperwork needed by accepted students.
- Final Transcripts: Request for your final transcript to be sent to the college you have chosen. This is done in Naviance.
- Attend Senior College Counseling Group #3 enrollment next steps and graduation.
- ENJOY Senior Festivities and Graduation
- Complete all enrollment next steps itemized on following pages.

## Senior Year - Summer

---

- Enjoy your summer!
- Start preparing for college
- Attend college orientation
- Start packing if you're staying the dorms
- Set up a budget for spending while at college
- Research part-time jobs at your college if you need extra money

# ENROLLMENT CHECKLIST

*Once you have been admitted, reviewed financial aid packages, and made your decision about where to attend college, your future interactions with that college are for enrollment purposes. Be sure to thoroughly follow “next steps” and deadlines provided by your college. Check your email regularly and review to-do lists in your accepted student packet so you don’t miss any important steps.*

## ENROLLMENT CHECKLIST

Items may include but are not limited to:

- SUBMITTING AN “INTENT TO ENROLL” FORM AND DEPOSIT**

This deposit is typically non-refundable but many colleges apply this payment towards your first tuition bill. Some schools are willing to waive the enrollment fee for students with demonstrated financial need but this request must be made to the college/university admissions office.
- APPLY FOR HOUSING**

This may also include a housing deposit (may or may not be refundable)
- COMPLETE ANY HOUSING PREFERENCES AND BEHAVIORAL SURVEYS**

that may be included with housing application or sent separately. This is what institutions use to match roommates. If you have a roommate request, you both must request each other on your housing applications.
- ACTIVATE YOUR COLLEGE EMAIL ADDRESS**

and student portal (if applicable)
- REGULARLY MONITOR THIS COLLEGE EMAIL**

and portal for updates and communication
- ACCEPT OR DECLINE YOUR FINANCIAL AID OFFERS,**

which may include:

  - Scholarships / gift money
  - Grants / gift money
  - Federal Work Study (earned money-work-on-campus)
  - Student or Parent Loans (money you must pay back)
  - Students who accept federal loans are required to complete an online Promissory Note training and agreement.
- REGISTER FOR ORIENTATION**

(you cannot miss graduation rehearsal to attend orientation so select dates carefully)
- REGISTER FOR ANY REQUIRED PLACEMENT EXAMS**
- ENTER YOUR “FINAL TRANSCRIPT” REQUEST IN NAVIANCE**

ONLY for the college to which you plan to enroll. CCHS will send final, official transcripts in mid-June
- ALL STUDENTS WHO COMPLETED DUAL CREDIT COURSES**

through SPC and/or BUF are REQUIRED to submit these transcripts to your college/university of enrollment. **YOU (not college counselors) should request these transcripts directly with BUF or SPC after your final grade has posted.** (Be mindful that colleges will need these as soon as possible to create your first-semester schedule with these courses in mind. Occasionally student schedules are created prior to a college/university’s receipt of dual credit transcripts. If this happens and you are scheduled into a course for which you have already earned dual credit, you will have to complete a schedule change with the college/university).

# ENROLLMENT CHECKLIST

---

**STUDENTS WHO HAVE COMPLETED AP COURSES**

have the option to submit their AP exam scores to their college/university for possible transfer credit. Review your college/university's AP policy to determine if you have earned the required AP score for college credit. If you decide to submit AP scores to your college, you must login to your College Board account to send these official scores to your college. (As with dual credit, if these AP scores are received by the college have a first-semester schedule has been created for you, you may have to do a schedule change if you are placed into a course for which you have already earned AP credit.) Request a free AP report by June 20th to be sent in July to your college of enrollment.

**COMPLETE AND SUBMIT ANY MEDICAL AUTHORIZATION FORMS**

required by the college/university prior to enrollment. This includes signing college's HIPPA form

**STUDENT / PARENT DISCUSS & SIGN**

college's FERPA agreement.

**PROVIDE PROOF OF HEALTH INSURANCE**

to the college/university OR sign up and pay for their institutional-provided health insurance.

There may be additional items required by your institution as well. Keep a close eye on communication from the college/university.



# COLLEGE APPLICATION PROCEDURES

Details & How-To's

---

INSPIRING EXCELLENCE  
**MIND • BODY • SPIRIT**

# DOORS OF ENROLLMENT OPTIONS

## STUDENTS WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

### NON-RESTRICTIVE APPLICATION PLANS

REGULAR DECISION	ROLLING ADMISSION	EARLY ACTION (EA)
<p><b>DEFINITION</b></p> <p>Students submit an application by a specified date and receive a decision in a clearly stated period of time.</p>	<p><b>DEFINITION</b></p> <p>Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.</p>	<p><b>DEFINITION</b></p> <p>Students apply early and receive a decision well in advance of the institution's regular response cycle.</p>

Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.

### RESTRICTIVE APPLICATION PLANS

EARLY DECISION (ED)	RESTRICTIVE EARLY ACTION (REA) <small>- not available at all colleges / universities</small>
<p><b>DEFINITION</b></p> <p>Students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. The application deadline and decision deadline occur early.</p>	<p><b>DEFINITION</b></p> <p>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.</p>

Students are responsible for determining and following restrictions.



For an official copy of this flyer, please visit [www.nacacnet.org](http://www.nacacnet.org)

**NOTE:** Students are only permitted to apply "ED" to ONE college / university and must ask their counselor to sign their ED agreement.

# APPLICATION TYPES

---

*We do recommend that you complete all applications by October 15 but no later than November 1. The earlier you can complete applications the more advantages you have. Colleges begin opening applications to the next class as early as July 1 (but usually in early August).*

## COMMON APPLICATION

[www.commonapp.org](http://www.commonapp.org)

The Common Application is an online application used by over 1070 colleges and universities. Ideally, you should use the Common Application if several of your colleges offer it as an option. The Common Application process is very involved and detailed. If you plan to use it, we recommend you set up an account now and get familiar with all the moving pieces of this application form. You will also need to connect your Common Application account to your **Naviance Student** account so we can send transcripts and recommendations for you. Once you match the 2 accounts, you are locked in to using the Common Application.

## INSTITUTIONAL APPLICATIONS

*(see various colleges' websites)*

These are "in-house" applications that ask the specific questions an institution desires to review. Some colleges and universities only offer their in-house institutional application. Students can access these directly on the college admissions website.

See the College Counseling Resources page for additional application methods.

### NOTE


You may only submit one application per institution.

Some colleges accept applications in multiple formats. They do not have a preference which application you use; just that you have only applied ONCE.

# COLLEGE APPLICATION PROCESSING



## COLLEGE APPLICATION MANAGEMENT IN NAVIANCE

1. Login to your Naviance Student Account
2. From the **My Favorites** section, click on **Colleges I'm Applying To**
3. Add to the list - select 
4. Search for the college
5. Select which **App Type** you will use meaning deadline type (ED, EA, Reg., Rolling, and date)
6. Under **I'll Submit My App**, select how you plan to submit the application: Common Application or Direct to Institution.
7. Choose whether or not you intend to send SAT or ACT scores.
8. Check the box **I Have Submitted My Application** IF you have done so.
9. Add Application

**NOTE** To edit information re: each of your applications, just use the "pencil icon" in the row of a particular college. You will use this to update decisions made on your application (accept, deny, waitlisted, etc.). Only you, your parents, and your college counselors can see these results.



# COLLEGE APPLICATION PROCESSING

---



## ATTENTION COMMON APPLICATION USERS

If you are applying via the Common Application, you **MUST** follow these guidelines in order for your Naviance Student account and your Common Application account to sync:

1. Go to [www.commonapp.org](http://www.commonapp.org) and set up your account, **add at least one college**, and **sign the Common Application FERPA Release Authorization**.
2. Save your Common Application Username and Password (try to use the same username and password for all college needs).
3. Go back into **Naviance Student Colleges tab/Colleges I'm Applying To** and click on the **"Match Accounts"** button. Enter your Common Application login credentials. Then select **"Match Account."**
4. Be sure to update the column in Colleges I'm Applying To - How are you applying? It should say "Common App."

## NOTE

If you do not complete the Common App Account Matching process, Naviance will prevent CCHS from electronically submitting Common App school forms and transcripts for you.



# REQUESTING THE INITIAL HIGH SCHOOL TRANSCRIPT

## NAVIANCE STUDENT

is what you use to request your official high school transcripts. Transcripts are submitted electronically or by postal mail to the colleges. After 10–15 business days, you should return to your various colleges' application portals to check the status of the transcript. It is best to request transcripts AFTER submitting the college application. Do not wait until the day of the deadline to apply and request transcripts.

1. In Naviance, go to the **COLLEGES TAB**
2. Select **COLLEGES I'M APPLYING TO**
3. Be sure the college you need a transcript for is in your list.
  - » If you are applying via the Common Application, be sure you have completed the account matching process
4. Click **REQUEST TRANSCRIPTS** (at the top just under the header)
5. Check the box next to **"INITIAL"**
6. Select the colleges to which transcripts are needed
7. Go to the bottom of the page and select **REQUEST** and **FINISH**
8. This will send the request to your counselor's Naviance account. **When your transcript has been sent, it will be marked as SENT so you will be able to keep track of your application materials. See "MANAGE TRANSCRIPTS" in the Naviance Student-Colleges I'm Applying To screen**
9. Give the college at least 2–3 weeks to show your transcript as being received on the college's website (under your student portal for the college)
10. **SSAR NOTE** Most of the Florida public universities require students to self report their transcript using the SSAR (Self-Reported Student Academic Record. UCF has their own self-reporting program called S.P.A.R.K. that applicants must complete and submit in the UCF portal.
  - » You will need a copy of your UNOFFICIAL transcript, so please email the Registrar for a copy.

**NOTE** Some colleges may change their policies over the summer AFTER this guidebook is printed



# ADDITIONAL TRANSCRIPT REQUESTS

## REQUESTING MID-YEAR TRANSCRIPTS

(AFTER THE END OF FIRST SEMESTER)

- Under the Colleges Tab, select "COLLEGES I'M APPLYING TO"
- Select "REQUEST TRANSCRIPTS"
- Click the box "MID-YEAR" (*"initial" transcript will also automatically check off*)
- Select the boxes of the colleges requesting mid-year transcripts
- Select "DONE"
- Select "REQUEST AND FINISH"

**\*You only need to request a mid-year transcript if your college has requested it or if it's your first time requesting it for an application you submitted in January or later.**

## REQUESTING FINAL TRANSCRIPTS

(FOR YOUR COLLEGE OF ENROLLMENT)

- Under the Colleges Tab, select "REQUEST TRANSCRIPTS"
- Select the box for "REQUEST FINAL TRANSCRIPT" of the ONE college you will be attending

### REQUESTING TRANSCRIPTS FOR NCAA/NAIA RECRUITING COACHES, OR SCHOLARSHIPS

- To send a copy of your transcript to these entities, please simply email your primary college counselor with the specifics of your request
- All colleges to which you were accepted should appear as options. Select the ONE college to which you would like your final transcript to be sent. Note that final transcripts are sent in mid-June.

### CHECKING THE STATUS OF TRANSCRIPTS USING NAVIANCE STUDENT

- Under the Colleges Tab, look for "COLLEGE I'M APPLYING TO" header, click "MANAGE TRANSCRIPTS"

# REQUESTING TEACHER RECOMMENDATIONS

## INITIAL PROCESS

---

If you need Teacher Recommendations, you must **give your teachers 2 weeks notice**. If you do not, the teacher is not obligated to meet your request and / or the quality of the recommendation could suffer. Select core course faculty who have taught you recently (think junior year).

1. You should know the maximum number of recommendations a particular college wants. Don't go over that number. Be strategic in the teachers you select.
2. Ask the selected faculty in person if he/she will assist you.
3. You **MUST** complete the Letter of Recommendation Survey found under the Naviance Student ABOUT ME tab. (Click on your initials). (About Me is in the upper right corner when you click on your initials.) This will assist the person in writing a quality recommendation for you. The more details a teacher or counselor can provide, the more it will assist the admissions committee in knowing if you are a good academic fit for their college.
4. Finally, submit your formal request using Naviance Student.

\*Counselor recommendation letters should be requested in person but do not need to be added in Naviance.



**Letters of recommendation from CCHS are confidential and students may not have access to view them. This strengthens your application since colleges prefer to receive recommendation letters in which they can be assured the faculty member has been able to be completely honest about your classroom abilities.**



# REQUESTING TEACHER RECOMMENDATIONS

## Naviance Process

---

- Click on your **COLLEGES** tab, then look at “**APPLY TO COLLEGE**”
- Click on **LETTERS OF RECOMMENDATION**
- Select **ADD REQUEST**
- Click the **DROP-DOWN MENU** and choose the teacher(s) from the list (make sure you have personally asked this teacher prior to this request)
- Select **GENERAL REQUEST**
- In the **PERSONAL NOTE TO THE TEACHER** section, list the following:
  - Give the name of the institution/scholarship the recommendation is intended for
  - Indicate if you are using Common App, Coalition App, or another type of platform for completing the recommendation OR if the recommendation will need to be sent snail mail
  - Indicate the deadline for submission
  - If it needs to be mailed, let the teacher know you will give him any paper forms that need to be sent. You must also provide an addressed envelope that has been stamped for the teacher to use
  - Add any additional notes to the teacher(s) as needed
- Click **SUBMIT REQUEST**
  - This will send an email to the teacher stating your request to the teacher’s Naviance account. It will also record that you have requested it in your Naviance account. When the teacher has completed the Recommendation, they will mark it as completed and it will show in your Naviance account so you can keep track of your application materials



# SENDING ACT/SAT/CLT TEST SCORES

**OFFICIAL TEST SCORES SHOULD BE REQUESTED BY THE STUDENTS DIRECTLY FROM THE TESTING AGENCY.**

- Go to [sat.org](https://sat.org) or to [act.org](https://act.org) or to [cltexam.com](https://cltexam.com)
- Sign-in to your account and follow the steps
- Have your credit card handy for payment
- Student athletes would use this website for submitting test scores to NCAA. Use the NCAA code "9999." For NAIA use code "9876."

\* Up to 4 score reports may be sent for free within certain time periods

\* SAT During registration & 9 days after test date

\* ACT During registration only

\* CLT Please provide college counseling with a copy of your CLT score report.



# SCORE REPORTING NUANCES

Note that students can request several score reports to be sent to colleges “for free” at the time of their test registrations. Scores requested at the time of registration will be sent directly to colleges at around the same time as the student receives them. Students who wish to view their scores before deciding if they will send “official” scores to colleges, will have to pay a fee per score report sent and should allow an additional 2-3 weeks for official scores to reach the college after they’ve been requested. Be mindful of college application completion deadlines when requesting official test scores to be sent. You may pay extra to have scores expedited if need be.

## 1. CAN THE STUDENT SELF-REPORT THEIR TEST SCORES FOR THE APPLICATION PROCESS?

Colleges and universities who aim to be “accessible” may allow students to self-report their test scores into their application. However, if a student is admitted and decides to enroll at a school to which they self-reported test scores, they will be required to pay to have all official scores that were initially self-reported sent to the institution. Students should also note that self-reporting their scores into their application may not fulfill the colleges requirement. Some applications (Common App/Coalition App) ask students to self-report scores but the college may require official scores to be sent from the testing agency in addition to these self-reported scores. Thoroughly review test score submission policies for each institution. Note that self-reporting test scores to colleges does not meet Bright Futures qualifications.

## 2. DOES THE COLLEGE / UNIVERSITY SUPER-SCORE OR SUPER-AVERAGE TEST SCORES?

If so, that means you can send or report all your test scores and they’ll use the section scores that most benefit the student.

## 3. IS THE ESSAY / WRITING PORTION OF THE TEST NEEDED?

If so, you will need to be sure you have taken the essay/writing portion of the SAT or ACT. The SAT is no longer offering an essay portion.

**CCHS does not report SAT, ACT, or CLT scores to colleges & universities or print them on student transcripts. Colleges and universities only consider test scores to be “official” when they are sent directly from the testing agency. Students must login to the SAT/ACT portals to send official score reports.**

Students should note the testing requirements and score-reporting policies for each institution by checking their admissions websites. Things to make note of when reviewing requirements:

## 4. IS THIS COLLEGE/UNIVERSITY TEST OPTIONAL?

Student can find a full list of over 1,000 test-optional colleges and universities at: <http://fairtest.org/university/optional>. Students should indicate on their application for admission that they intend to apply “test-optional” and should be sure they understand each institution’s test-optional policy. An additional essay or recommendation may be required of test-optional applicants. Occasionally, applying test-optional removes students from consideration of any merit-based scholarships.



# DO'S & DON'TS FOR SENIORS

- **DO** know all of your application deadlines and requirements
- **DO** read your email from the colleges and from your CCHS college counselors
- **DO** get to know your primary college counselor and keep him/her informed
- **DO** create a separate email account just for your colleges to send you communication. Use this account for all college applications
- **DO** check your college application account weekly for updates (email and online status)
- **DON'T** slack off in your work (colleges will ask for mid-year grades and final grades)
- **DON'T** change your schedule in the middle of the year to make it less difficult
- **DO** retake SAT or ACT or CLT THIS SUMMER & FALL (DEADLINES)
- **DO** diversify your college application portfolio - you should be happy to attend any of the colleges to which you apply
- **DO** tell your "story" in your application essay and resume. Create a clear picture of the person you are for admissions. Meet with your admissions representative when you can (on campus or when he/she visits our campus or our area)
- **DON'T** take a deny decision personally (let your college counselor know if you want to appeal)
- **DO** visit / re-visit the colleges you apply to - THIS IS A HUGE INVESTMENT - REMEMBER FIT!
- **DO** understand deadlines AFTER you are accepted for financial aid, housing, orientation sign-up, taking placement testing (PERT, Accuplacer, etc)
- If you are waitlisted, **DO** say "yes" to staying on the waitlist if the college is a good choice for you
- **DO** let your parents help but do so appropriately - they should not complete your college applications or scholarship applications
- **DO** have a conversation with your parents about cost / affordability NOW. Use NetPrice Calculators on college websites
- **DON'T** earn less than a "B" in **ANY** dual credit courses you are taking.



# FINANCIAL AID:

Funding Your  
Education

---

INSPIRING EXCELLENCE  
**MIND • BODY • SPIRIT**



# FUNDING YOUR COLLEGE EDUCATION

## WHAT IS FINANCIAL AID?

### ANSWER

*Financial Aid is basically money given or loaned to you to help you pay for college.*

For you to be considered for financial aid you must apply for it. The financial aid application process usually has its own forms, deadlines, and requirements apart from the college admissions process. In many cases, colleges have priority financial aid application deadlines in December of your senior year.

The most common financial aid application is the Free Application for Federal Student Aid (FAFSA). Several selective colleges will also require you and your parents to complete the CSS Profile or an institutional aid form.

You do not have to wait until you are admitted to apply for financial aid, but the colleges will not give you an award letter unless you are accepted.

## WHAT ARE THE SOURCES OF FINANCIAL AID?

- The federal government (the largest source)
- State government
- Colleges & universities
- Private organizations (companies, clubs, faith-based organizations)

## FINANCIAL AID TERMS TO KNOW

### FAFSA

*The Free Application For Federal Student Aid*

[www.fafsa.gov](http://www.fafsa.gov)

This is the free online application that collects demographic and financial information about you and your family. FAFSA is used to calculate the Student Aid Index (SAI). The IRS allows parents to link their tax information directly to FAFSA.

### FSA ID

An FSA ID consists of an account username and password that you can create in order to gain access to the U.S. Department of Education's online systems, including StudentAid.gov. An FSA ID can also serve as your legal signature when completing electronic documents.

You and your child each need to create your own FSA ID (Only one of a student's parents need to sign the student's FAFSA form, so only one parent needs an FSA ID.) A save key, which your child needs, is a temporary password that lets you return to a partially completed FAFSA form.

### SAI

*Student Aid Index*

The SAI is an index number that is used to determine your eligibility for federal student aid. It is NOT the actual dollar amount your family will pay. SAI can also be used by states and colleges to determine if you qualify for need-based aid. Your SAI will be reported on your **Student Aid Report (SAR)** which will be sent to the student's email account. SAI is calculated from the results of financial information you and your family provides in the FAFSA.

### COA

*Cost Of Attendance*

Cost of attendance is the estimated amount it will cost you to go to a specific college (usually a yearly figure). COA includes the following divided into two categories:

### DIRECT COSTS

*what the college will bill you for*

- Tuition
- Course / Lab fees
- Room
- Board (meals)

### INDIRECT COSTS

*may not be charged by the college on your bill*

- Books
- Supplies
- Transportation
- Loan Fees
- Miscellaneous personal expenses

### NP

*Net Price*

Net price is what you will pay after grants and scholarships are subtracted from the institution's cost of attendance. You do not pay back grants and scholarships - free money!

# FUNDING YOUR COLLEGE EDUCATION

## NET PRICE CALCULATORS

By federal law, colleges and universities must provide a net price calculator on their financial aid websites. This will provide you with an estimated financial aid award based on your parents' and your financial information. Be sure to do this process with your parents. You will need their tax information. This gives you an early indication of what you may need to cover in either student loans or out-of-pocket funds.

**STICKER PRICE**

**– GRANTS/SCHOLARSHIPS**

*(Free Money)*

**= NET PRICE**

## TYPES OF FINANCIAL AID

- Grants (Gift Aid)
- Scholarships (Gift Aid)
- Federal Work Study Program (Self-Help Aid)
- Federal Loans (you must pay back)

## IMPORTANT WEBSITES

General Scholarship Search (best search engine per financial aid directors):

[fastweb.com](http://fastweb.com)

[goingmerry.com](http://goingmerry.com)

Bright Futures Information:

[www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)

CSS Profile:

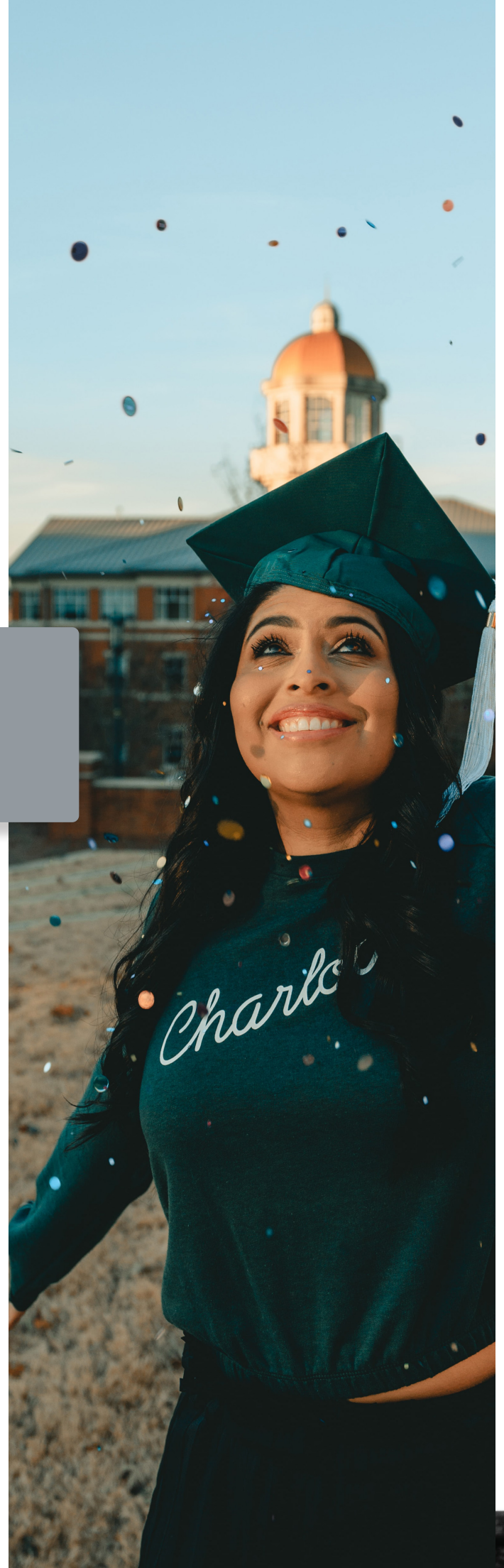
[www.cssprofile.org](http://www.cssprofile.org)

FAFSA:

[www.fafsa.gov](http://www.fafsa.gov)

College Counseling Resources:

[cchs.us/ScholarshipsandFinancialAid.aspx](http://cchs.us/ScholarshipsandFinancialAid.aspx)



# FLORIDA BRIGHT FUTURES PROCESS

For Detailed Information, Please Go to

[www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)

---

## APPLICATION PROCESS - FLORIDA FINANCIAL AID APPLICATION (FFAA)

### INITIAL APPLICATION

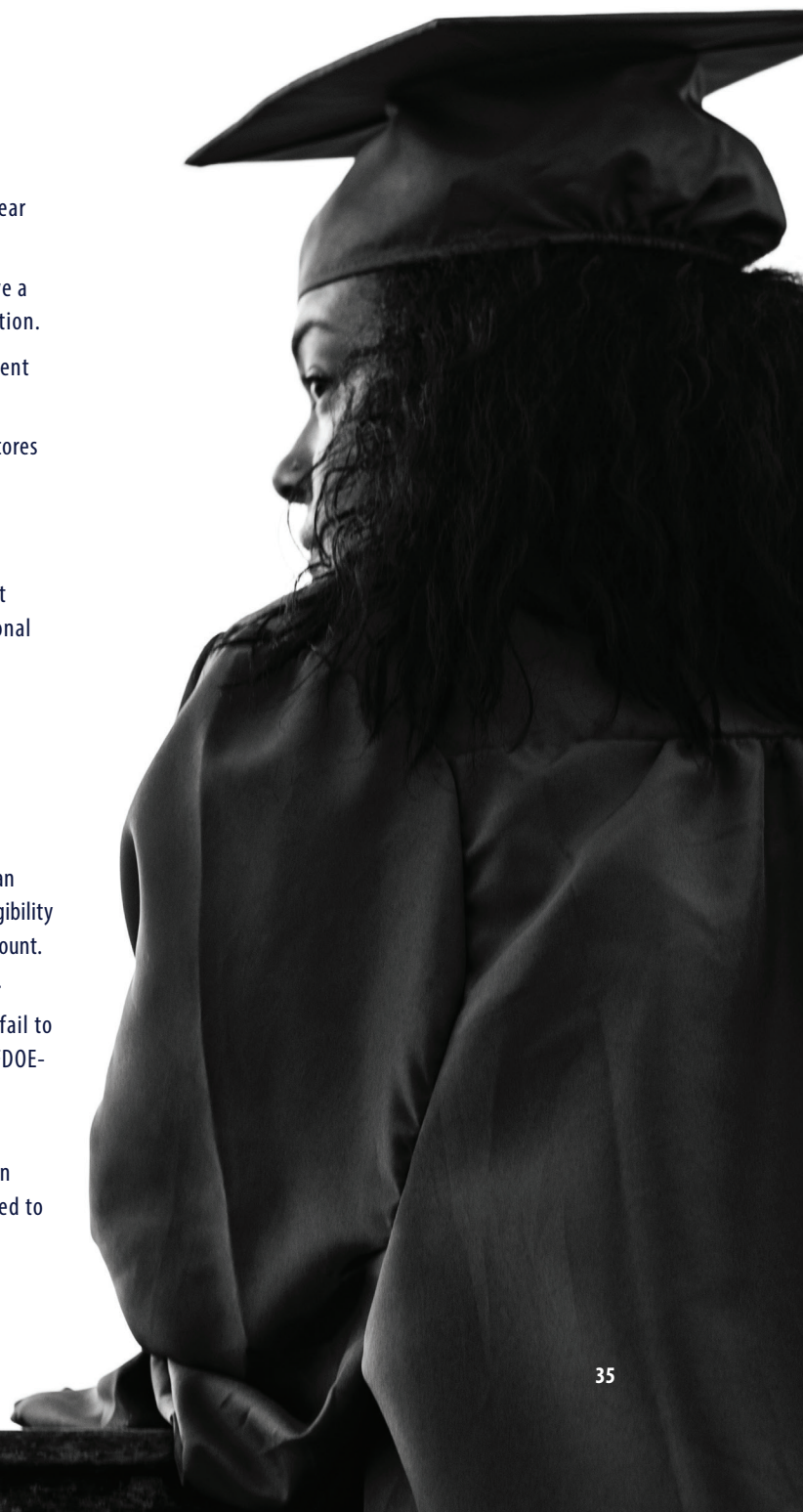
- Students must APPLY for the scholarship by submitting the Florida Financial Aid Application (FFAA) beginning October 1 of their senior year and by no later than August 31 after high school graduation.
- After submitting your Florida Financial Aid Application, be sure to save a copy of the confirmation page. It includes your account login information.
- If a student does not apply for the scholarship by the deadline, a student cannot receive the scholarship!
- All eligibility requirements must be met by high school graduation, but scores of ACT/SAT/CLT tests taken through August 31 are accepted for evaluation purposes.
- After submitting the FFAA, the student is responsible for tracking application and award status online and keeping the Office of Student Financial Assistance (OSFA) informed of any demographic or institutional changes.

### NOTIFICATION OF ELIGIBILITY

*7th Semester*

Postings may begin in March

- All students whose transcripts are submitted electronically to the FDOE for an official early evaluation prior to January 31 will receive an eligibility or ineligibility determination, with the award status notification posted to their online account. CCHS will submit your courses and grades as well as community service.
- Students cannot lose an award based on early evaluation unless they fail to earn a standard Florida high school diploma from a Florida public or FDOE-registered private high school. Final Evaluations (8th Semester).
- Final postings may begin in July. All students whose final transcripts are submitted (following the student's last term in high school) will receive an award status notification (eligibility or ineligibility determination) posted to their online account.



# FLORIDA BRIGHT FUTURES PROCESS

## RENEWAL OF REWARD

The Bright Futures Scholarship will renew automatically each year (up to the scholarship limit) if the student maintains the required college GPA and earns the required credit hours.

## AWARD CATEGORIES - FLORIDA ACADEMIC SCHOLARS (FAS) & FLORIDA MEDALLION SCHOLARS (FMS)

Florida high school students who wish to qualify for the Florida Academic Scholars (FAS) award or the Florida Medallion Scholars (FMS) award must meet the following initial eligibility requirements:

- Graduate high school from a Florida high school with a Florida Standard Diploma
- Complete the required high school coursework
- Achieve the required minimum high school grade point average (GPA) based on 16 core courses
- Achieve the required minimum score on either the ACT or CLT or SAT college entrance exam; and
- Complete the required number of service hours

## HIGH SCHOOL GPA

Evaluation for Bright Futures includes an unrounded weighted high school GPA (calculated to two decimal places) in the 16 college-preparatory credits. The following courses are weighted .25 per semester course or .50 per year course in the calculation of the GPA: Pre-AP, Advanced Placement (AP), Pre-International Baccalaureate (Pre-IB), International Baccalaureate (IB), Honors, Pre-Advanced International Certificate of Education (Pre-AICE), Advanced International Certificate of Education (AICE) or academic Duel Enrollment. For example, whereas an 'A' equals 4 quality points for an un-weighted course, an 'A' would equal 4.5 quality points for a weighted course. If necessary, students may use two additional credits from courses in the above academic areas, or from AP, IB, or AICE fine arts courses to raise their GPA.

## COLLEGE ENTRANCE EXAMS

- The SAT combined score is **the sum of the best Evidence-based Reading and Writing score and Math score** from any test sitting of the SAT (super score)
- The ACT composite score is **the average of the best scores across the four subject area sections** from any test sitting: English, Math, Reading, and Science. Composite scores ending in 0.50 will be rounded up to the next whole number (super-average)
- The ACT/SAT/CLT exams may be taken an unlimited number of times through August 31 of the student's graduation year (or through January 31 for mid-year graduates)
- Request test scores be sent to one of Florida's 12 public universities or state colleges (including SPC) when registering for the ACT/SAT/CLT so that test scores will be sent to the Florida Department of Education (FDOE) test repository.

## SERVICE HOURS

Students must complete service hours during high school and by high school graduation. Each public school district and private school establishes approved activities and the process for documentation service hours. Bright Futures is now accepting work hours as well, but Calvary will only be accepting and reporting service hours



# APPENDIX

---

INSPIRING EXCELLENCE  
**MIND • BODY • SPIRIT**

# RECRUITED STUDENT-ATHLETES

---

## NCAA

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

## NAIA

[www.playnaia.org/eligibility-center](http://www.playnaia.org/eligibility-center)

The **NCAA & NAIA** both recommend that student-athletes register at the **beginning of their junior year** in high school, but **many students register at the end of their junior year**. It is very advantageous to obtain **NCAA (or NAIA)** pre-certification at the end of the junior year. It makes you less of a risk for a coach who is recruiting you.

There is no registration deadline but students must have a certification account before they are permitted to do an official visit or sign their N.L.I. The **CCHS Registrar** will upload transcripts for all juniors with eligibility center accounts at the end of the junior year and again after graduation. ***Transfer students also need to contact their previous high school and ask them to upload a transcript to the Eligibility Center.***

## NATIONAL LETTER OF INTENT

*Senior Year*

The **NLI** is the **formal binding agreement** made between the college athletic department and the recruited student athlete. You may only sign **one (1) National Letter of Intent**. It is not uncommon for coaches to ask a student to sign the **NLI** prior to admission; **however, the student-athlete must still complete all parts of the university admissions process and comply with NCAA or NAIA eligibility standards**. Failure to do either one will result in the termination of the NLI. As a student, you can ask to be released from your NLI for various approved reasons. It is at the institution's discretion to do so.

## FINAL AMATEURISM CERTIFICATION

*April 1*

If you are enrolling at a Division I or II school for the fall semester, you may request an amateurism certification decision from the **NCAA Eligibility Center** on or after **April 1** before your enrollment in college. If you are enrolling in college in the spring semester, you may request a final amateurism decision on or after **October 1** before your enrollment in college.



# PLANNING A CAMPUS VISIT

---

Visiting a college campus helps you get a sense of what a college - and life at that college - is like. This can help you decide whether the college is right for you. **It is the single most important activity you and your parents can do in the college search process.** College is an appreciating value investment much like a house. Most people wouldn't buy a home without doing a "walk through," so why would you even apply to a college you had not visited yet?

When planning your campus visits, make sure to allow time to explore each college. While you're there, talk to as many people as possible. These can include college admission staff, professors, financial aid, and students. Below are some other things you can do while visiting. Note that some activities, such as meeting with an professor or staying overnight in a dorm, might need to be set up in advance.

## HOW TO PICK A DATE

Below are some guidelines on when to visit. Plan your visit well ahead of time, so you can make sure that you see what you need to see and meet with the people who can tell you what you need to know. Most college websites will have a "visit campus" link on the Admissions homepage.

## DURING THE WEEK

Mondays through Thursdays are ideal for visits since campuses are generally in full swing. Visiting on a Friday may not be as practical, as students, faculty and staff might be busy with social activities starting Friday afternoon. Although, some colleges will do special large events on Fridays and over the weekends, so look for these on their websites.

High school holidays that fall on Mondays are often great opportunities for making college visits. Many colleges are in session on these days - and you won't be missing any of your high school classes.

## BEST TIME OF YEAR

The late summer and early September before senior year are convenient times to visit, since many colleges begin their fall semester as early as mid-August.

The spring of junior year is a the best time if you've already researched colleges. Spring break is also good considering applying under early action or early decision plans, which usually have application deadlines in November of senior year.



# PLANNING A CAMPUS VISIT

---

## AFTER YOU'VE BEEN ACCEPTED

Many colleges invite their accepted candidates to spend a day or two on campus before the May 1 enrollment confirmation date to encourage them to enroll. This is a good opportunity to make some in-depth comparisons between the colleges that have accepted you.

However, if you're planning to wait to visit colleges until after you've received acceptances, keep in mind that you may have only a few weeks to visit and make your decision. Most colleges send admissions decisions by late March, and the standard reply date is May 1.

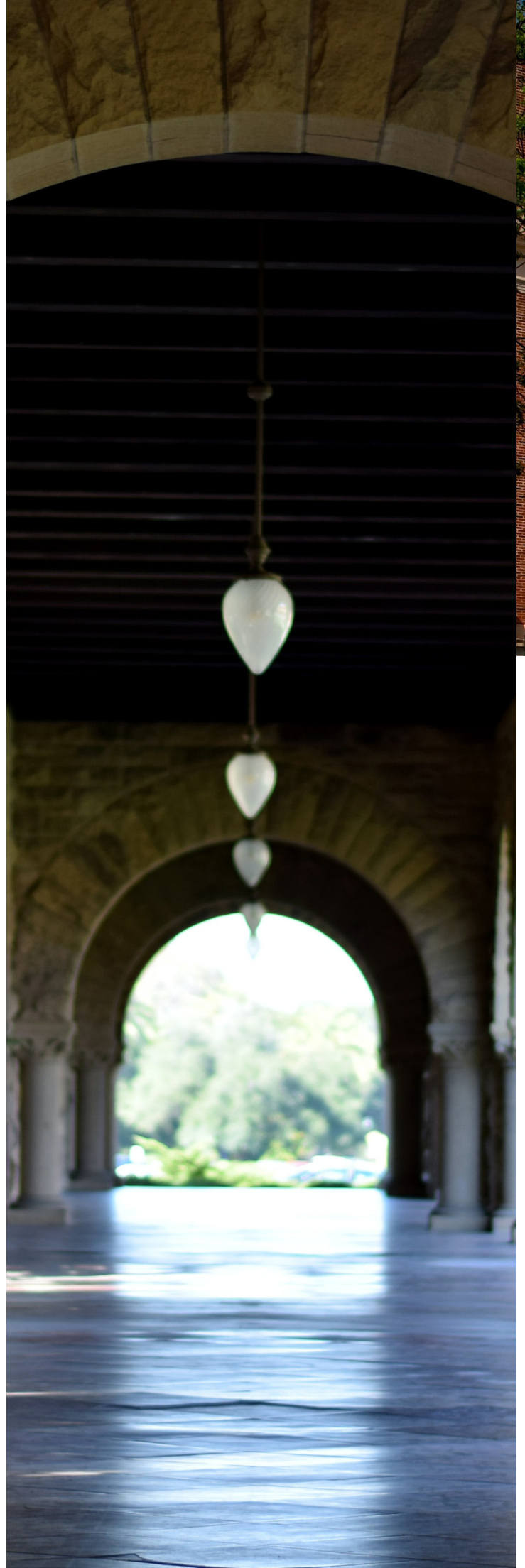
## WHEN NOT TO GO

Check specific dates with each college so you don't arrive when the campus is deserted. Call the college or look on the college's website for the academic calendar to find out when breaks, and exam periods are scheduled. Here are a few common "no-go" time periods:

- Thanksgiving Weekend
- Christmas Week
- Winter and Spring Breaks (Colleges')
- May Commencement Event
- Summer, unless there is a summer session

## Most campus visits will include the following:

- An information session. An admission representative talks to you or your group about the college before the campus tour.
- A campus tour. These are usually led by current students. You'll see the main parts of the campus and have a chance to ask questions.
- Some campus tours include a tour of residence halls while others require that you schedule housing tours separately. Be sure to carefully review your scheduling options and times online.







**At many colleges, you may also arrange to do the following (Call 2 weeks in advance):**

- Attend a class
- Meet with a professor
- Meet with an admission officer
- Meet with a financial aid officer
- Attend a club meeting or a sports practice session
- Eat in the dining hall
- Spend the night in a dorm
- Meet with personnel in Academic Support/Disability Services

## **GET READY**

**BEFORE YOUR VISIT, YOU SHOULD GET PREPARED:**

- Explore the college's official website and review any materials the college has sent you. This will help you come up with questions specific to that college.
- Make a list of questions to ask both staff and students (see questions provided in the Appendix).
- Get a map of the college campus and check where the admissions office is. This will help ensure that you're on time for your visit.

**WHEN YOU'RE READY TO GO, REMEMBER TO DO THE FOLLOWING:**

- Pack a notebook and take photos so you can record your impressions.
- You'd be surprised at how easy it is to forget details after you've seen a few colleges.
- Make fair comparisons of the colleges you visit. Print out several copies of the Campus Visit Score Card.

# EXCUSED CAMPUS VISIT POLICY

---

**Seniors, Juniors, and Sophomores are permitted four days per school year for college campus visits or for use to explore a career pathway. Freshmen are permitted two days per school year for such activities.**

## COLLEGE VISIT DOCUMENTATION

In order to have the absence approved as a college campus visit, the student must submit proof of the official college visit experience to his/her primary college counselor within five days of their return to school. The required proof is referred to by most college admissions offices as a "school excuse form" which is a letter on college/university letterhead stating the student's full name, date of the visit, and typically bears the signature of an admissions official. Colleges and universities are regularly asked for this document and should easily be able to provide it to visiting families. Admissions offices are typically only willing to provide this form if a student has registered for and participated in an information session or one:one counselor meeting and a campus tour. This proof of visit can also be submitted via email from the admissions representative directly to the CCHS college counselor. **The following items are NOT APPROVED as evidence of an official campus visit: photos of campus, brochures, or appointment confirmations.**

## CAREER DAY DOCUMENTATION:

Students choosing to use one of their days to explore a possible career must first gain approval from their college counselor. The information provided to the counselor must make it clear that the opportunity is a legitimate organization, should outline the schedule for the day, and provide the name and contact information for the site visit supervisor. After the event, the student must provide a written evaluation of at least 250 words summarizing how the opportunity impacted his/her understanding of the career for the absence to be excused.



# QUESTIONS TO ASK

## College Admissions Representatives

### INSTRUCTIONS

When it comes to posing questions to a college admission representative, the setting of your interaction with this person will determine the number and type of questions you can ask. At college fairs, you will not have much time, so ask your most urgent questions. If you make an appointment with your admissions representative during a campus visit, you will have much more time.

***Below is a variety of most-asked questions. Remember, you may also find many of the answers by viewing the colleges' websites or printed materials.***

- What are the application deadlines for admission?
- What are the most important admissions criteria? How are they ranked in order of importance to the committee?
- What percentage of your students graduate in 6 years? In 4 years?
- What is your freshman retention rate? What is the most frequent reason freshmen leave after their first year?
- What happens if I get deferred? Denied? May I appeal?
- What is the average high school GPA of the entering freshman class?
- Is the ACT/SAT/CLT required?
- Is the CLT accepted?
- Do you accept Advanced Placement or Dual Credit courses? What are the average scores for accepted Freshmen?
- When must I choose a major?
- Do you offer early decision or early action?
- What high school courses should I take to prepare me for your college?
- Does your Engineering, Pharmacy, Nursing (or other majors) have separate admission requirements? If so, what are they?
- Do you require an interview for admissions?
- Is demonstrated interest a factor for admission?
- Is there a portfolio or audition required for arts majors?



# QUESTIONS TO ASK

## College Admissions Representatives

---

### ACADEMICS

- How easy is it for freshmen to get classes they need?
- What's the size of the largest class on campus? The smallest?
- What are the most popular majors? Do you have those in which I am interested?
- Do you have to declare a major when you apply? Does it impact admission?
- What types of internships are available?
- Are there study abroad opportunities?
- How do you assign faculty advisors to students, especially those who are undecided about their majors?
- How do faculty members interact with students? Do they have a mentoring approach to students?
- How do professors respond to students who have a difference of opinion based on their Christian worldview?
- Some colleges believe that it is their mission to shape students into the form of their humanistic model. In such situations, earnest Christians are sometimes not welcome. Are those who take their Christian commitment seriously welcome here?
- Are there faculty members in your department who are evangelical Christians? Who are they? How could I get in touch with them?
- What percentage of classes are taught by professors? By graduate assistants or adjunct professors?
- Are there research opportunities for undergraduate students?
- What is the student to faculty ratio?
- What additional academic services are offered to students (tutoring, career counseling, study skills, writing lab, and math lab)?
- What is the rate of your job placement and acceptance into graduate school programs? (outcomes questions)



## FINANCIAL AID & SCHOLARSHIPS

- When is the priority deadline for financial aid applications?
- What kind of financial aid is available?
- How many students received financial aid and how much on average do they receive?
- What is the average “gap” left for families to pay out of pocket? What types of scholarships are available?
- In general, how can you help me afford your college?
- (If an out of state college) Does your college accept Florida Prepaid?

## CAMPUS LIFE

- How safe is campus? What about the surrounding area?
- What types of extra-curricular activities are there on campus?
- What organizations do you have that support people of faith?
- What is residence life like at your campus?
- What athletic events are popular on campus?
- How many intercollegiate sports are offered? If I want to be recruited to play, what is the best way to get noticed by the coach?
- Are there fraternities and sororities? How strong are they on campus?
- Is there transportation on and off campus? Is it easy to get to town and/or home? Can freshmen have cars? How much is a parking permit?
- What is the climate during the school year?
- What do students do in their free time?
- Are students required to live on campus?
- Is housing guaranteed? For how long?
- How are roommates selected?
- How does the meal plan work?



# TIPS FOR WRITING THE PERSONAL ESSAY

---

## ANSWER THE QUESTION

1. What is the question asking? Answer the prompt. Are there multiple questions?
2. What is the purpose of the prompt?
  - » a. Do I defend? b. Do I support? c. Do I inform?

## BRAINSTORM

- Reflect
- Write down all your ideas - don't edit!
- Narrow down/organize thoughts into groups
- Determine which of your ideas/stories best answers a particular prompt

## OUTLINE

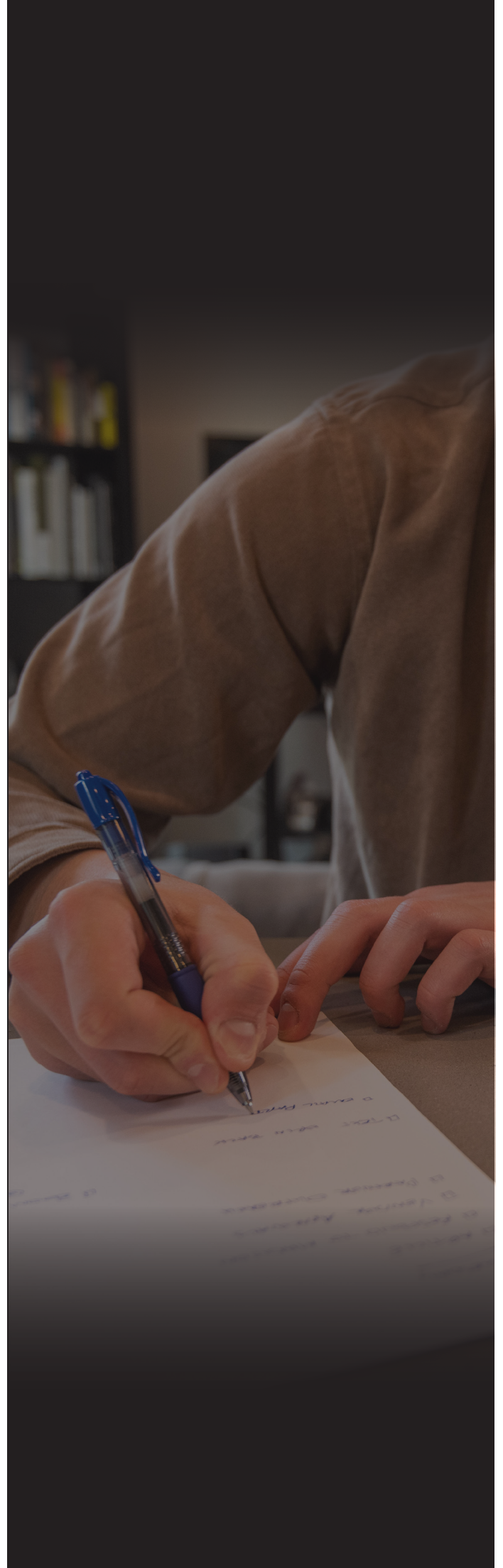
- Shape your story and the prompt into a beginning, middle, and end
- Strategize: how will I open the essay? Tone? What does the prompt dictate?
- Stick to your style!

## TIME TO WRITE - FREE WRITE FIRST THEN EDIT - FIND YOUR VOICE

- Be authentically you. Your writing should sound like you wrote it.
- Don't be overly formal.
- It should not sound like anyone else wrote it.

## KEEP YOUR ESSAY FOCUSED! *(Specific, Yourself, Concise)*

- This is not a research paper. Sound like **you**.



## ESSAY WRITING HELP:

- [CollegeEssayGuy.com](http://CollegeEssayGuy.com)
- [CollegeEssayAdvisors.com](http://CollegeEssayAdvisors.com)
- [WowWritingworkshop.com](http://WowWritingworkshop.com)



### NOT EVERYONE IS AN AMAZING WRITER, BUT EVERYONE CAN FOLLOW THE 5 C'S

- Clear
- Correct
- Concise
- Comprehensible
- Consistent

### PROOFREAD!

- Take your time
- Computer grammar/spell check is inadequate
- Have several others read your essay
- Read your essay backwards or out loud
- Check for consistency

### REVISE

- Fix errors
- Refine wording to be sure to communicate well

### POLISH

- Don't forget to add details that connect you to the college
- Include the necessary information
- Verify the school received it



**KEEP  
CALM  
AND  
WRITE  
THE ESSAY**

# THE COLLEGE INTERVIEW

## The Basics

---



### FOR ADMISSIONS

The college admissions interview is a part of the college application process at many colleges - but not all of them. You may meet in person to talk with someone from the admission office, a current student or a graduate of the college. Or you may be able to take part in a video interview.

The interview is rarely the deciding factor in whether the college will accept you, but it can give a representative from the college a chance to get to know you better. And the interview gives you a chance to:

- Show your interest in the college
- Share information about yourself beyond what's listed on your transcript
- Bring up anything in your record that you'd like to explain, like a temporary drop in your grades
- Discuss your goals and the reasons you want to attend the college.
- Ask questions about the college.

### FOR COMPETITIVE SCHOLARSHIP PROGRAMS

Often times these elite scholarship programs require a separate application (and essay...). If you are selected for a competitive scholarship interview weekend, then you are typically in an elite group. Your application materials have been vetted and your file has been moved to the next step - interview with a selection committee. Many times, this committee will want to know many of the same things a college admission interview will try to uncover, but here are a few additional items this specific committee may be looking for:

- Leadership
- Initiative/Problem Solver/Critical Thinker
- Moral Character
- A sense of social responsibility & commitment to service
- Special talents/abilities that will benefit the campus community

### WHAT TO EXPECT

For college admissions, you'll talk one-on-one with the interviewer. For competitive scholarship interviews, more than likely there will be a panel of college personnel (*faculty, deans, and honors/scholars program leaders*). If your parent comes with you, he or she won't be in the room during the interview but may get a chance to talk to the interviewer afterward.

Depending on the situation, remember the interviewer is wanting to get to know you beyond the "paper work" that has been presented already. Typically, this means that they will start off with some standard questions or questions based on your applications materials. Then, based on your responses, they could go off on tangential questions to probe your answers a bit more.

The interviewer will also ask if you have any questions. Asking questions shows the interviewer that you're interested in the college and or the scholarship program, and it allows you to get information you can't find on a website or in a brochure. If you're interested in a certain major, ask what the program is like. If you're planning to live on campus, ask about campus life. Just try to avoid asking questions that you can easily find answers to on the college's website.

### HOW TO PREPARE

First, find out whether interviews are required, optional or not offered at all. If the college requires or offers interviews, look on the college's website or contact its admission office to find out what you have to do to set one up. If you have to travel to the college to interview, you may want to schedule a campus tour for the same trip.

After you've scheduled an interview, you can do several things to prepare. One important step is to research the college so you feel ready to talk about why the college is a good fit for you. Another good idea is to do practice interviews with family members and friends.





## INTERVIEW TIPS

*You can't pass or fail an interview, but you can make a good impression by doing the following:*

### 1. BE PREPARED

- a. Read over any material you have submitted so you remember what you said (e.g. application or admission, scholarship application, essays you wrote, etc.).
- b. Be sure you understand the vision and mission of the college, the program of study you hope to be in, and the scholarship program (for scholarship interviews). You can usually find this under an "About Us" link of some sort on the main page of the college.
- c. Then, be able to articulate how the mission of the college/ program is similar to yours.
- d. Research the student life and academic pages to find legitimate ways you might get involved.

### 2. DRESS TO IMPRESS

a. It is recommended that you contact the person in charge of the scholarship weekend and verify what is appropriate for dress.

b. Wear something that makes you feel good.

### 3. BE ON TIME/GIVE YOURSELF TIME

for any issues that might arise (usually plan on arriving 10 minutes prior to the given time). Try to scope out the interview location ahead of time.

### 4. PAUSE IF NEEDED

before answering a scholarship interview question. Be sure you are listening to the questions being asked and answer them in full. If you don't know, then don't bluff (they can tell). Just simply say "I don't have an answer for that at the moment," or "Can we come back to that question?"

### 5. BE CONFIDENT NOT CONCEITED IN YOUR RESPONSES

Again, listen and learn from your fellow students if you get a chance to interact (banquet, special sessions). These are great ways to make connections and share passions you all have. Be on your best behavior at all times. They could be "interviewing" you outside of the room.

### 6. SEND A THANK YOU NOTE

To the head of the scholarship program and / or the lead interviewer.

## QUALITIES MOST COMMITTEES LOOK FOR

- Thoughtfulness and intellectual honesty/curiosity
- Good listener and can change course of thought with new information
- Authentic and eager to learn
- Humble; self-deprecating; humorous
- Bright, confident
- Able to admit failure & can say "I don't know"
- Evidence of intrinsic drive / motivation





UNIVERSITY OF SOUTH FLORIDA

BAYLOR

UNIVERSITY OF CENTRAL FLORIDA

CEARVILLE

FLORIDA STATE





## **CALVARY CHRISTIAN HIGH SCHOOL**

110 N. McMullen Booth Road

Clearwater, FL 33759

**(P) 727.449.2247 | (F) 727.491.5085**

**[www.cchs.us](http://www.cchs.us)**